

Minutes

Ordinary Meeting of Council
Tuesday, 25 February 2020

Held in the
Council Chambers
1 Merrijig Drive, Torquay
Commenced at 6.00pm

Council:

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

MINUTES FOR THE ORDINARY MEETING OF SURF COAST SHIRE COUNCIL
HELD IN THE COUNCIL CHAMBERS, 1 MERRIJIG DRIVE, TORQUAY
ON TUESDAY 25 FEBRUARY 2020 COMMENCED AT 6.00PM

PRESENT:

Cr Rose Hodge (Mayor)
Cr David Bell
Cr Martin Duke
Cr Brian McKitterick
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
Acting General Manager Environment & Development – Matt Taylor
Administration Officer - Governance (minutes) – Zoe Eastick

4 members of staff
12 members of the public
2 members of the press

Not In Attendance:

Cr Clive Goldsworthy (leave of absence)
Cr James McIntyre (leave of absence)

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:

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Brian McKitterick

That an apology be received from Cr Clive Goldsworthy.

CARRIED 7:0

CONFIRMATION OF MINUTES:

Council Resolution

MOVED Cr David Bell, Seconded Cr Tony Revell

That Council note the minutes of the Ordinary meeting of Council held on 21 January 2020 as a correct record of the meeting.

CARRIED 7:0

LEAVE OF ABSENCE REQUESTS:

In accordance with Section 26.3 of Local Law No. 2, Cr McIntyre provided the Mayor with written notice of his intention to seek a leave of absence from Council from 20 February 2020 until 16 March 2020, the reason being that he is overseas during this time. Mechanisms have been put in place to address any customer enquiries directed towards Cr McIntyre whilst he is absent.

Council Resolution

MOVED Cr Brian McKiterick, Seconded Cr Martin Duke

That a leave of absence be granted to Cr James McIntyre from 20 February 2020 to 16 March 2020 inclusive.

CARRIED 7:0

CONFLICTS OF INTEREST:

Nil

PRESENTATIONS:

Cr Margot Smith stated that Equinor have announced that they are withdrawing from proposed drilling in the Great Australian Bight.

PUBLIC QUESTION TIME:

Questions with Notice (2 questions in total)

Question 1 and 2 received from Giselle Beaurepaire of Paraparap

Question 1: Horse riding at the Anglesea Heath

Will Shire officers and Councillors meet promptly on site with representatives of the local horse riding community, to hear from us and understand the safety issues that have arisen since our direct access to the Anglesea Heath was limited?

Question 2: Horse riding at the Anglesea Heath

Will the Shire assist us to advocate to Parks Victoria and the Victorian Government to preserve our fair access to the Anglesea Heath, so we can continue to safely enjoy riding our horses in the beautiful local environment?

Chris Pike – General Manager Culture and Community responded:

Both Council officers and Councillors are happy to meet with Ms Beaurepaire to discuss her concerns. Through further discussion, officers and Councillors can identify opportunities for advocacy and help Ms Beaurepaire put her position forward to Parks Victoria and the Victorian Government.

There are a few issues at play here and they're easier to discuss in the meeting.

Council provided a submission to Parks Victoria for the Anglesea Heath Establishment Project in early 2019, which supported the objective of prioritising the protection of flora and fauna as the principle management consideration.

In that same submission, Council supported efforts to implement management arrangements that permit some horse riding, while managing conservation issues and potential trail conflicts between user groups. Council recommended that Parks Victoria work with a range of groups, including Gherang Horse Riders, to finalise these access arrangements. In recent times we've been concerned about the safety of horse riders, the horses and road users on Forrest Road and have been talking with Parks Victoria about this issue.

So from your question and the supporting information sent through, it seems that arrangements have not been resolved to everyone's satisfaction, so let's meet and see how we can help.

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1. PETITIONS & JOINT LETTERS

Nil

2. RESPONSIBLE & PLANNING AUTHORITIES

Nil

3. OFFICE OF THE CEO

3.1 Contracts Awarded under Pre Authorisation

Author's Title: Executive Assistant

General Manager: Anne Howard

Department: Governance & Infrastructure

File No: F18/221-2

Division: Governance & Infrastructure

Trim No: IC20/267

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

☐ Yes

☒ No

☐ Yes

☒ No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to inform Council of contracts awarded by the Chief Executive Officer (CEO) under authorisation provided via resolution at the 23 July 2019 Council Meeting.

Contracts awarded by the CEO in the preceding month that relate to the 23 July 2019 authorisation are listed below:

Contract No.	Contract Description	Successful Contractor	Contract Value
T20-011	Award Contract T20-011 Gnarwarre Road Embankment Stabilisation and Culvert Renewal	Deja Eight Pty Ltd	\$497,925.40 (excl GST)
T20-024	T20-024 - Fischer Street, Torquay, Rehabilitation – Beach Road to Darian Road	Patash & Civil (Group) Pty Ltd	\$585,925.65 (excl GST)

Recommendation

That Council:

1. Notes the award of contract T20-011 Gnarwarre Road Embankment Stabilisation and Culvert Renewal to Deja Eight Pty Ltd for a value of \$497,925.40 (excl GST).
2. Notes the award of contract T20-024 Fischer Street, Torquay, Rehabilitation – Beach Road to Darian Road to Patash & Civil (Group) Pty Ltd for a value of \$585,925.65 (excl GST)

Council Resolution

MOVED Cr Brian McKiterick, Seconded Cr David Bell

That Council:

1. Notes the award of contract T20-011 Gnarwarre Road Embankment Stabilisation and Culvert Renewal to Deja Eight Pty Ltd for a value of \$497,925.40 (excl GST).
2. Notes the award of contract T20-024 Fischer Street, Torquay, Rehabilitation – Beach Road to Darian Road to Patash & Civil (Group) Pty Ltd for a value of \$585,925.65 (excl GST).

CARRIED 7:0

4. GOVERNANCE & INFRASTRUCTURE

4.1 Project Budget Adjustments and Cash Reserve Transfers - February 2020

Author's Title: Coordinator Management Accounting **General Manager:** Anne Howard

Department: Finance

File No: F18/850-2

Division: Governance & Infrastructure

Trim No: IC20/231

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

☐ Yes

☒ No

☐ Yes

☒ No

Reason: Nil

Reason: Nil

Purpose

To present the project budget adjustments and cash reserve transfers for Council approval.

Summary

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

Recommendation

That Council:

1. Approves the Project Budget Adjustments outlined in Tables 1 to 3 in this report.
2. Approves the following net change to cash reserves resulting from the project budget adjustments listed in this report:

Funding Sources	Transfers From/ (To) Reserve
Asset Renewal Reserve	(121,171)
DCP Council Funds Reserve	150,000
Developer Contributions Reserve	45,000
Grand Total	73,829

Council Resolution

MOVED Cr Tony Revell, Seconded Cr Margot Smith

That Council:

1. Approves the Project Budget Adjustments outlined in Tables 1 to 3 in this report.
2. Approves the following net change to cash reserves resulting from the project budget adjustments listed in this report:

Funding Sources	Transfers From/ (To) Reserve
Asset Renewal Reserve	(121,171)
DCP Council Funds Reserve	150,000
Developer Contributions Reserve	45,000
Grand Total	73,829

CARRIED 7:0

4.1 Project Budget Adjustments and Cash Reserve Transfers - February 2020

Report

Background

Council allocates funding to projects through its annual budget or specific resolution.

From time to time, situations arise whereby initial budgets need to be reconsidered to achieve their planned objectives and project scope. It is important that Council's decisions to adjust project budgets are open and transparent to the community. Therefore, any changes to project budgets or cash reserves are reported in a manner that demonstrates the diligence and transparency of the organisation's financial management principles.

Closure of projects is another important process for maintaining a well-managed program and involves financial review, asset management and project review activities. Projects reported for closure have been through Council's project review and closure process.

Discussion

The following budget transfers, detailed in Table 1, are newly initiated projects.

Table 1 – Newly Initiated Projects

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Bob Pettitt Reserve Outdoor Performance Space	Grant Funded	This project was endorsed by Council In March 2019. The community has obtained federal funding through the Community Development Grants programme.	140,000
Maternal and Child Health Sleep and Settling Initiative	Grant Funded	Surf Coast Shire Council will receive funding from the Department of Health and Human Services to deliver sleep and settling parent information sessions and outreach consultations.	15,614
Fischer Street Parking (RD07) - Design	Developer Contributions Reserve	Activate design project to meet condition of grant opportunity for construction.	45,000

The following budget transfers, detailed in Table 2, are required where it has been identified that projects require adjustments to their approved budgets to allow achievement of project scope and objectives; or there is a request to adjust scope of project.

Table 2 – Project Budgets Requiring Adjustment

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Bennett Street Kerb Renewal	Asset Renewal Reserve	The Bennett Street Kerb Renewal Project will not be proceeding this year therefore remaining funds returned to the Renewal Reserve until the project scope and timing is confirmed. Funds will not be reallocated without further Council resolution.	(121,171)
Winchelsea Entrance Sculptures	Contribution Funded	The agreement with VicRoads includes the cost of traffic management for installation of the Winchelsea Entrance Sculptures.	13,000

4.1 Project Budget Adjustments and Cash Reserve Transfers - February 2020

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Torquay History Trail Signage	Contribution Funded	Contribution from Torquay Community Enterprise has been received.	5,455
Anglesea Art House Fish Sculpture Installation	Contribution Funded	Contribution from Anglesea Art House has been received.	5,250
Coombes Road Widening - Anglesea Road to Ghazeepore Road	DCP Council Funds Reserve	Coombes Road / Ghazeepore Road intersection works were added to this project via separate grant funding. The addition of the intersection has resulted in the need to extend widening works east along Coombes Rd resulting in additional funds being required to deliver the works. Also recommended that surveying and land valuations for the next stage of Coombes Road widening (Ghazeepore Road to Messmate Road) be completed now to inform the next stage.	150,000

The following budget transfers detailed in Table 3 represent projects that have been successfully completed and are presented to Council for acknowledgement. Where unexpended funds remain they are returned to the source of funding as per Council's business practices. If the source of funds is the Accumulated Unallocated Reserve, the funds are returned to the Project Savings Account during the year and at the end of the year the balance of the Project Savings Account will be returned to the Accumulated Unallocated Reserve.

Table 3 – Projects to be closed

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Stribling Reserve Change Rooms Design	Project Savings Account	Scope complete and savings can be returned to source. Life of project cost \$67,133.	(20,637)
Changing Places Facility Anglesea	Project Savings Account	Scope complete and savings can be returned to source. Life of project cost \$215,460.	(32,064)
Changing Places Facility Winchelsea	Project Savings Account	Scope complete and savings can be returned to source. Life of project cost \$233,942.	(3,403)

4.1 Project Budget Adjustments and Cash Reserve Transfers - February 2020

The following budget transfers detailed in Table 4 represent projects, that due to exceptional circumstances, the Chief Executive Officer has approved project budget adjustments that now require Council ratification.

Table 4 – Ratification of CEO Approved Transfers

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Lorne Historical Society Building Façade	Project Account	Transfer of funds from Building Unallocated Renewal (W7545) to fund cladding replacement (renewal element).	18,585
Great Ocean Views Reserve Activation Project	Grant Funded	This project was investigated via Council's Community Project Development Program and the project merit was endorsed by Council on 26 June 2018. An agreement has been executed with the Federal Government Stronger Communities Grant program.	10,000
Gum Flats Rd - Forest Rd to Proving Ground, Anglesea - Blackspot Funded	Grant Funded	An agreement has been executed with the Victorian Government for a \$355k grant from the Blackspot Funding program.	355,000
This Girl Can Local Area Marketing	Grant Funded	Council has been successful in obtaining a grant from VicHealth's Local Area Marketing Grant to promote the 'This Girl Can' campaign.	15,000

4.1 Project Budget Adjustments and Cash Reserve Transfers - February 2020

Table 5 – Accumulated Unallocated Cash Reserve Movement

Accumulated Unallocated Cash Reserve	2019-20 \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000
Opening Balance	1,085	1,415	845	(132)
Budgeted Annual Surplus/(Deficit)	610	(804)	(977)	(1,161)
Return for Recreation & Open Space, LED & Business Case	925	234	-	-
Transfer for Digital Transformation	(730)	-	-	-
Net Allocations During Year	(475)	-	-	-
February Net Allocations Proposed	-	-	-	-
Closing Balance *	1,415	845	(132)	(1,293)

* Note includes budgeted annual surplus/(deficit) as per Adopted Budget 2019-20.

Accumulated Unallocated Cash Reserve	2019-20 \$'000
Net Allocations During Year	
Anglesea Mountain Bike Park and Trails Concept Planning	(8)
Winchelsea Cultural Centre Implementation Plan project	(65)
PS Amendment Heritage Overlay error	(16)
PS Amendment Heritage Overlay correction	16
VEC By-Election Anglesea Ward & Winchelsea Countback	(74)
Parking Overstay Detection System	(234)
RipCurl Nature Strip	(3)
Public Art	(30)
Aged Care Reform	(19)
Moriac Greenfields Nature and Fitness Trail Proposal	(3)
Torquay Football/Cricket Club Change Room Upgrade Proposal	(10)
Anglesea Historical Society Building Extension Proposal	(8)
Feasibility Study for an Aquatic and Health Centre	(50)
Mt Moriac Depot Property Sale	28
Net Allocations (From)/To	(475)
February Net Allocations Proposed	-
Total February Net Allocations (From)/To	-

Financial Implications

The proposed Project Budget Adjustments and Cash Reserve Transfers are outlined in this Report. Through this report all financial implications of the project budget adjustments and cash reserve transfers are clearly and transparently presented to Council and the community.

Council Plan

Theme 5 High Performing Council
Objective 5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives
Strategy 5.1.1 Establish long-term financial principles and incorporate into the long-term financial plan

Policy/Legal Implications

Not applicable.

4.1 Project Budget Adjustments and Cash Reserve Transfers - February 2020

Officer Direct or Indirect Interest

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

Risk Assessment

Not applicable.

Social Considerations

Not applicable.

Community Engagement

Not applicable.

Options

Option 1 – Not approve transfers as recommended

This option is not recommended because transfers are necessary to allow ongoing delivery and closure of projects, and have been through a series of governance checks.

Option 2 – Adopt officer recommendation

This option is recommended by officers as the project budgets and cash reserve transfers supports implementations of Council's strategies.

Environmental Implications

Not applicable.

Communication

Not applicable.

Conclusion

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

4.2 Performance Reporting 2019-20 (Council Plan incorporating the Health and Wellbeing Plan, LGPRF Indicators) December year-to-date

Author's Title: Corporate Planning Coordinator

General Manager: Anne Howard

Department: Governance & Risk

File No: F16/850-2

Division: Governance & Infrastructure

Trim No: IC19/2102

Appendix:

1. Council Plan (incorporating the Health and Wellbeing Plan) 2017-21, Year Three Action Plan (Adopted 23 July 2019) (D19/86099)
2. Council Plan actions 2019-20 - December 2019 year-to-date (D20/10967)
3. Council Plan 2017-21 Strategic Indicators December 2019 year-to-date performance (D20/26267)
4. LGPRF Service Indicators - December 2019 year-to-date (D20/10965)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

☐

Yes

☒

No

☐

Yes

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No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to present to Council the 2019-20 December progress report against key strategic plans including the Council Plan (incorporating the Health and Wellbeing Plan) 2017-2021 and the Local Government Performance Reporting Indicators (LGPRF) as per statutory reporting requirements.

Summary

The Governance and Management Checklist contained in the Local Government (Planning and Reporting) Regulations 2014 specifies Councils performance reporting requirements against the Council Plan and service performance reporting requirements referred to in section 131 of the Local Government Act 1989.

Council adopted the Council Plan (incorporating the Health and Wellbeing Plan) 2017-2021 in June 2017 and adopted a year three action plan to deliver strategies contained in the Plan in July 2019, refer appendix one. The December year-to-date performance report against the Council Plan action plan adopted by Council in July 2019 is attached at appendix two. The December year-to-date performance report against the strategic indicators contained in the Council Plan (incorporating the Health and Wellbeing Plan) 2017-2021 is attached at appendix three.

The December year-to-date report against service performance indicators contained in the Local Government (Planning and Reporting) Regulations 2014 is attached at appendix four. Please note that the Local Government (Planning and Reporting) Amendment Regulations 2019 effective from 1 July 2019 will mean that some December year-to-date results will no longer be comparable to earlier years.

Recommendation

That Council receives and notes the December 2019 year-to-date performance reports for the:

1. Council Plan (incorporating the Health and Wellbeing Plan) 2017-2021 actions and strategic indicators, refer appendices two and three.
2. Local Government (Planning and Reporting) Regulations 2014 service performance indicators, refer appendix four.

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Martin Duke

That Council receives and notes the December 2019 year-to-date performance reports for the:

1. Council Plan (incorporating the Health and Wellbeing Plan) 2017-2021 actions and strategic indicators, refer appendices two and three.
2. Local Government (Planning and Reporting) Regulations 2014 service performance indicators, refer appendix four.

CARRIED 7:0

4.2 Performance Reporting 2019-20 (Council Plan incorporating the Health and Wellbeing Plan, LGPRF Indicators) December year-to-date

Report

Background

The Governance and Management Checklist contained at Schedule One of the Local Government (Planning and Reporting) Regulations 2014 requires Council to confirm that:

1. Council has a Performance Reporting Framework in place and the date of effect (Item 16)
2. Council receives a report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year (Item 17)
3. Council receives six-monthly reports measuring results against financial and non-financial performance, including the performance indicators referred to in section 131 of the Local Government Act 1989 (Item 20).

Discussion

Council adopted the Council Plan (incorporating the Health and Wellbeing Plan) 2017-2021 in June 2017. The Plan contains five themes, each of which includes a number of strategic objectives and strategies.

A year three action plan to deliver the strategies in the Council Plan was adopted in July 2019, refer appendix one. A summary of the December year-to-date results in delivering against the action plan is included at appendix two. Of the 73 actions endorsed by Council in July 2019, 78% are a 'work in progress' and 22% have been completed.

The Plan also includes 10 strategic indicators as the basis of measuring Council's performance in improving important outcomes for the community. A summary of Council's performance against the strategic indicators contained in the Plan is included at appendix three.

The December year-to-date Service Performance report against the LGPRF indicators contained in the Local Government (Planning & Reporting) Regulations 2014 is attached at appendix four. A number of cost indicators are not able to be reliably reported against until after 30 June 2020 due to the requirement for end of year financial results.

The Local Government (Planning and Reporting) Amendment Regulations 2019 effective from 1 July 2019 will mean that some December year-to-date results will no longer be comparable to earlier years. Where there have been changes details will be provided in the commentary for each indicator

Financial Implications

There are no additional costs associated with reporting the performance.

Council Plan

Theme	5 High Performing Council
Objective	Nil
Strategy	Nil

Policy/Legal Implications

This report complies with the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 and The Local Government (Planning and Reporting) Amendment Regulations 2019.

Officer Direct or Indirect Interest

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

Risk Assessment

There is a reputational risk to Council if it does not comply with its legislative obligations.

4.2 Performance Reporting 2019-20 (Council Plan incorporating the Health and Wellbeing Plan, LGPRF Indicators) December year-to-date

Social Considerations

Ensuring performance against strategies and measures is reported ensures transparency and public accountability.

Community Engagement

Considerable community engagement was undertaken in the development of the Council Plan 2017-2021. Council's progress in delivering the strategies and reporting its performance against the measures will be presented to a public Council meeting six-monthly and reported in the Surf Coast Shire Annual Report each year.

Environmental Implications

There are no specific environmental implications associated with this report. Reports are made available to the public and other stakeholders electronically via the Surf Coast Shire website.

Communication

This report will be incorporated into Council minutes and made available to the public and other stakeholders via the Surf Coast Shire website www.surfcoast.vic.gov.au.

Options

Option 1 – Council do not receive and note this report.

This option is not recommended by officers as it is contrary to the requirements of the Local Government (Planning and Reporting) Regulations 2014

Option 2 – Council defer receiving and noting this report

This option is not recommended by officers, as performance reporting is most useful when it is timely.

Option 3 – Council receive and note this report

This option is recommended by officers, as this would support the timely consideration of December year-to-date performance results and open and transparent reporting to the community.

Conclusion

This report provides information on Council's performance in delivering against the 2017-2021 Council Plan strategies and strategic indicators endorsed by Council in September 2017, and the strategic indicators contained in the Local Government (Performance Reporting) Framework 2014 including those amended in the Local Government (Planning and Reporting) Amendment Regulations 2019. Together these will provide a transparent reporting mechanism to the community in relation to Council's performance.

4.2 Performance Reporting 2019-20 (Council Plan incorporating the Health and Wellbeing Plan, LGPRF Indicators) December year-to-date

APPENDIX 1 COUNCIL PLAN (INCORPORATING THE HEALTH AND WELLBEING PLAN) 2017-21, YEAR THREE ACTION PLAN (ADOPTED 23 JULY 2019)

Council Plan (inc. the Health and Wellbeing Plan) 2017 – 2021 - Year Three Action Plan

Strategic Objective	Strategy No.	Strategy Description (What we will do - actions / programs)	Year 3 Action
COMMUNITY WELLBEING			
Support people to participate in and contribute to community life	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	Establish the Community Development Framework and Action Plan
	2	Facilitate and support high levels of volunteering in the community	Develop policies and processes in line with the National Volunteering Standards
	3	Work in partnership with the community to review, update and continue to implement the heritage, arts and culture strategy	Establish a new Heritage Arts and Culture Strategy Undertake Feasibility Study for a Surf Coast Shire Cultural Hub including library. Progress the Winchelsea Memorial Cairns Project
Support people to be healthy and active	4	Develop and implement local programs to support Healthy Eating and Active Living	Deliver the Healthy Eating Active Living Plan Implement key Female Friendly Facilities projects in Mt Moriac including the Equestrian Pavilion and Netball Lighting Upgrade projects
	5	Implement health and wellbeing impact assessments as part of infrastructure and project planning	No action year three
	6	Develop and implement an alcohol, tobacco and drug strategy based on local evidence and best practice	Implement the Alcohol and Other Drug Framework and Action Plan with local partners. Explore mechanisms to manage (ban) alcohol and drugs on council-owned or council-managed land
	7	Reinforce policies to manage electronic gaming machines	No action year three
	8	Understand community safety issues and needs, and design an appropriate local response	No action year three
Improve community safety	9	Continue to build community resilience to prepare for emergencies	Implement next generation community bushfire planning project
Provide support for people in need	10	Work in partnership with community and agencies to improve young	Establish a new Early Years Strategy

D19/86099

Strategic Objective	Strategy No.	Strategy Description (What we will do - actions / programs)	Year 3 Action
		people and their families' access to the services and support they need	Implement the Youth Development strategy and Action Plan
	11	Pursue Age Friendly City status	Develop and implement an action plan arising from the Positive Ageing Service Review including establishing the process for achieving Age Friendly City status.
	12	Contribute to the delivery of the Strategic Plan for prevention and addressing violence against women and children in the G21 region	Establish a Surf Coast Prevention of Violence Against Women Framework and Action Plan in line with G21 Prevention of Violence Against Women Strategy.
	13	Implement the Accessible and Inclusive Surf Coast Shire Strategic Plan	Deliver a program of access improvements in existing Council buildings Finalise Changing Places capital projects in Winchelsea and Anglesea and commence operation
ENVIRONMENTAL LEADERSHIP			
Drive the use of renewable energy	14	Implement the Renewable Energy Roadmap	Explore the introduction of Environmental Upgrade Agreements through Surf Coast Shire Council Work with the community, businesses and relevant organisations to deliver the priority Roadmap actions.
	15	Support the work of the Renewable Energy Taskforce	Explore energy usage in the Civic Office to identify and implement improvements
Improve the re-use of resources	16	Develop and implement organic waste diversion pilot program	No action year three
	17	Develop and implement a waste reduction program to increase the life of the landfill	Introduce an e-waste diversion and recycling service. Investigate emerging use of recycled materials in road-making and develop a discussion paper.
	18	Review and expand Plastic Wise Program	Engage sporting clubs to transition away from single use plastics.

Strategic Objective	Strategy No.	Strategy Description (What we will do - actions / programs)	Year 3 Action
	19	Work in partnership with relevant stakeholders to investigate the feasibility of recycled water to support agriculture in the Thompson Valley and other rural areas	Work with Barwon Water to complete a feasibility study to identify high value options for using recycled water, including potential infrastructure cost sharing by water users.
Support local food production	20	Develop and implement a local food program in partnership with community	Implement priority actions of the local food program in partnership with community.
Retain and enhance rural land for appropriate and sustainable uses	21	Finalise and implement the Rural Hinterland Strategy	Commence implementation of short term actions as outlined in the Hinterland Futures Strategy action plan
	22	Develop partnerships to better manage interfaces between public and private land	Complete
	23	Effectively manage pests, plants and animals on Council land	Review and update Council's Pest Plant & Animal Strategy.
BALANCING GROWTH			
Ensure infrastructure is in place to support existing communities and provide for growth	24	Advocate for better public transport, including buses, and investigate the provision of community transport and transport connections	Investigate the needs and barriers of isolated and vulnerable and aged community members in accessing public transport.
			Participation in Torquay Transit Corridor planning (check if strategic land use planning action).
	25	Explore the potential public transport link to Torquay and the level of rail service on the Warrnambool line	No action year three
	26	Conduct a review of the existing pathway strategy and implement recommendations	Conduct a review of Council's Pathway Strategy.
	27	Ensure appropriate funding mechanisms are in place to support future growth including developer contributions	Finalise review of TJJ DCP and Winchelsea infrastructure planning
	28	Work with the community and stakeholders to implement the Anglesea Futures program	No action year three
	29	Advocate for supporting infrastructure	Develop strong relationships with key State and Federal Government

D19/86099

Strategic Objective	Strategy No.	Strategy Description (What we will do - actions / programs)	Year 3 Action
			representatives in the first year of their term.
			Establish funding agreements and commence projects plans for relevant commitments made before the 2019 Federal Elections
			Complete the Torquay Jan Juc Social Infrastructure Study - Stage 2 Project
			Complete Cape Otway Road safety audit to inform advocacy program
Strengthen township boundaries and support unique township character	30	Work with the community to identify and define desired town footprints and ensure that Township Structure Plans reflect this	Implement the recommendations of the Strengthening Town Boundaries discussion paper.
	31	Encourage in-fill development and direct growth to designated areas	Participate in the State Government Distinctive Areas and Landscapes Project
	32	Develop a communications strategy to explain the implications of living in different planning zones	Complete a communications strategy to improve knowledge of planning and planning initiatives.
Understand and manage the impact of population and visitation growth in neighbouring municipalities and our own shire	33	Advance a Winchelsea and Moriac Development Program	Adopt the Winchelsea integrated water management plan
	34	Advance a strategic plan for Lorne	Develop a new structure plan for Lorne that includes economic, social and place making aspects.
	35	Conduct an impact analysis of Torquay's growth including Armstrong Creek	Advocate to the state government on behalf of the community for a comprehensive impact analysis
	36	Explore the impact of increased traffic on the road network including inland transport routes	Review G21 transport plans to affirm impacts on Surf Coast network and identify key initiatives
VIBRANT ECONOMY			
Support the creation and retention of jobs in existing and new businesses to meet the needs of a growing community	37	Support and build capability of businesses and business / tourism groups	Work with Great Ocean Road Tourism on regional projects such as the Regional Workforce Strategy & 100 Year Celebration project
			Complete an annual Business Survey with trader groups and report on findings by June each year.

Strategic Objective	Strategy No.	Strategy Description (What we will do - actions / programs)	Year 3 Action
	38	Investigate how the strategic road network impacts on commercial transport	Advocate and pursue appropriate grants to support identified commercial road network priorities
	39	Facilitate and enable stronger relationships between industry and education	No action year three
	40	Plan for industrial and commercial zones in growing communities	No action year three
Facilitate high quality events throughout the year	41	Further develop diverse, major and signature events, communication and promotion program	Develop the Surf Coast Events brand
			Release an annual funding program to support events in Surf Coast Shire
			Compile information as to the economic, social and environmental achievements of events and provide to Council by June 2020
Strengthen the vitality of town centres	42	Identify and support the economic and social drivers of town centres within the shire	Implement the Torquay Town Centre urban design project.
Support key industry sectors such as surfing, tourism, home-based, construction and rural businesses	43	Work with key stakeholders to encourage visitors to stay longer and spend more in the shire	Participate in the Visitor Servicing Project, led by Great Ocean Road Regional Tourism.
			Transfer existing paper based maps for attractions such as Lorne Walks and Waterfalls and Surf Coast Walk to web based formats.
	44	Develop and implement an industry development and attraction program	Complete the Surf Coast Shire economic development strategy
			Develop a regular series of workshops to assist key industry sectors i.e. marketing, business security, exports etc.
	45	Advocate for and drive the Great Ocean Road visitor economy	Advocate for Surf Coast Shire projects that will help enhance the Great Ocean Road journey
	46	Develop and implement an agribusiness strategy	Develop a virtual hub including a database of agribusinesses in the region
			Initiate training and support to improve the skills of lifestyle farmers in sustainable land management, bio security and animal welfare.
			Develop and promote case studies of innovative local businesses that align

Strategic Objective	Strategy No.	Strategy Description (What we will do - actions / programs)	Year 3 Action
			with the vision of the Strategy.
			Connect small scale food producers and agritourism experiences through the development of new or existing trails.
HIGH PERFORMING COUNCIL			
Ensure Council is financially sustainable and has the capability to deliver strategic objectives	47	Establish long-term financial principles and incorporate into the long-term financial plan	Establish key long term financial planning principles in a strategic document
	48	Develop and implement an organisational capability and capacity program	Establish strategic workforce and capability plan
	49	Develop innovative funding partnerships with community, business and government	Identify examples of public/private partnerships undertaken by other Councils or public authorities and present an overview to Council.
	50	Build on relationships with agencies and key stakeholders for the benefit of the community	Work with Barwon Water on water security challenges for the region
Ensure that Council decision-making is balanced and transparent and the community is involved and informed	51	Prepare for Local Government Act review recommendations	Assess the implications of the revised Local Government Act, consult with relevant stakeholders and develop plans for implementation.
	52	Evolve our community engagement approach to inform strategic Council direction and decision-making	Continue Councillor and executive meetings with community stakeholder groups. Deliver initiatives in the Communications and Community Engagement Strategy
	53	Use technology to make Council decision-making more accessible	Implement live-streaming of Council meetings
Provide quality customer service that is convenient, efficient, timely and responsive	54	Implement Digital Transformation Program, including opportunities for customer self-service	Introduce community portal with base functionality for service requests
	55	Investigate the feasibility of a certified quality system	Identify what existing frameworks and systems would be representative of a quality management system or approach
	56	Improve how we manage customer requests and complaints	Publish a dashboard report of customer request and complaints handling performance and improvement actions
	57	Continued reforms in statutory	Conduct a Customer Focus review of

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Strategic Objective	Strategy No.	Strategy Description (What we will do - actions / programs)	Year 3 Action
		planning service delivery	the Surf Coast Planning Scheme (within SMART Planning reform)
	58	Further update and implement a customer service strategy	Deliver customer service training programs for staff to improve the customer experience
Ensure the community has access to the services they need	59	Review Council-delivered services to ensure they are of high quality and delivering best value	Refer strategy 60
	60	Conduct service reviews to identify best service delivery model	Deliver Council endorsed annual Business Improvement Program
	61	Advocate for services that are best delivered by others	Collaborate with the Municipal Association of Victoria to secure a commitment from the state government to fully fund professional surf lifesaving services
	62	Review arrangements for governance of the coast	Review land management arrangements in partnership with the Great Ocean Road Coast and Parks Authority.

4.2 Performance Reporting 2019-20 (Council Plan incorporating the Health and Wellbeing Plan, LGPRF Indicators) December year-to-date

APPENDIX 2 COUNCIL PLAN ACTIONS 2019-20 - DECEMBER 2019 YEAR-TO-DATE

Table 1 – Six-monthly progress for actions 2019-20

Themes & Objective	Strategies	2019 – 2020 Actions #1	Progress			
Community Wellbeing						
a) Support people to participate in and contribute to community life	3	5	4	1		
b) Support people to be healthy and active	4	4	4			
c) Improve community safety	2	1	1			
d) Provide support for people in need	4	6	3	3		
Environmental Leadership						
e) Drive the use of renewable energy	2	3	3			
f) Improve the re-use of resources	4	4	3	1		
g) Support local food production	1	1	1			
h) Retain and enhance rural land for appropriate and sustainable use	3	2	2			
Balancing Growth						
i) Ensure infrastructure is in place to support existing communities and provide for growth	6	8	7	1		
j) Strengthen township boundaries and support unique township character	3	3	3			
k) Understand and manage the impact of population and visitation growth in neighbouring municipalities and our own shire	4	4	2	2		
Vibrant Economy						
l) Support the creation and retention of jobs in existing and new businesses to meet the needs of a growing community	4	3	2	1		
m) Facilitate high quality events throughout the year	1	3	3			
n) Strengthen the vitality of town centres	1	1	1			
o) Support key industry sectors such as surfing, tourism, home-based, construction and rural businesses	4	9	4	5		
High Performing Council						
p) Ensure Council is financially sustainable and has the capability to deliver strategic objectives	4	4	4			
q) Ensure that Council decision-making is balanced and transparent and the community is involved and informed	3	4	3	1		
r) Provide quality customer service that is convenient, efficient, timely and responsive	5	5	3	2		
s) Ensure the community has access to the services they need	4	3	3			
December year-to-date	62	73	57	16		

Note #1: 2019 – 2020 actions endorsed by Council on 23 July 2019

Legend

Work in progress	Met or exceeded	Not met	No action 2019 -20

4.2 Performance Reporting 2019-20 (Council Plan incorporating the Health and Wellbeing Plan, LGPRF Indicators) December year-to-date

APPENDIX 3 COUNCIL PLAN 2017-21 STRATEGIC INDICATORS DECEMBER 2019 YEAR-TO-DATE PERFORMANCE

Council Plan (including the Health and Wellbeing Plan) 2017-21.

Strategic Indicators – December 2019 year-to-date performance.

Strategic Indicator		Timing	Actual 30 June 2017	Actual 30 June 2018	Actual 30 June 2019	Target 30 June 2020	Actual 31 Dec 2019 YTD	Comment	
1.	Improvements in overall quality of life and reported on the following cohorts:- People under 25 People over 65 People with disabilities	Annual	To be developed	To be developed	Describing the Surf Coast Liveable = 96% agree Attractive = 88% agree Safe = 87% agree Has potential = 84% agree Exciting = 55% agree	Describing the Surf Coast Liveable = 96% agree Attractive = 88% agree Safe = 87% agree Has potential = 84% agree Exciting = 55% agree	N/A	No updated data currently available.	
2.	25% of energy is from renewable sources by 2020	Annual	6%	12%	12%	25% (indexed by 6% annually)	13%	Solar uptake has continued to grow, however overall growth in electricity consumption, contributed to by the growing population, continues to challenge progress towards the target.	
3.	An increase in housing in Winchelsea and Moriac	Annual	<u>Lots per year</u> Moriac = 1 Winchelsea = 5 <u>Housing starts</u> Moriac = 1 Winchelsea = 14	<u>Lots per year</u> Moriac = 1 Winchelsea = 28 <u>Housing starts</u> Moriac = 5 Winchelsea = 31	<u>Lots per year</u> Moriac = 0 Winchelsea = 45 <u>Housing starts</u> Moriac = 3 Winchelsea = 59	<u>Lots per year</u> Moriac = 2 Winchelsea = 24 <u>Housing starts</u> Moriac = 3 Winchelsea = 25	<u>Lots per year</u> Moriac = N/A Winchelsea = N/A <u>Housing starts</u> Moriac = N/A Winchelsea = N/A	Results will be provided with end of year reporting.	

Strategic Indicator		Timing	Actual 30 June 2017	Actual 30 June 2018	Actual 30 June 2019	Target 30 June 2020	Actual 31 Dec 2019 YTD	Comment	
4.	Maintain satisfaction in planning for population growth in Torquay / Jan Juc (Annual Community Satisfaction Survey)	Annual	Population Growth 2017 = 51	49	48	51	Not available	The annual survey will be conducted in the March quarter with results available for end of year reporting.	
5.	Increased access to public transport including trains, public buses and community buses.	Annual	To be developed	To be developed	To be developed	Develop baseline	To be developed	Advocacy and support for the Anglesea Public Transport Action Group (APTAG) has contributed to additional bus services and re-routing of VLine buses that pass through Anglesea, providing connection to Waurn Ponds. Additionally, three new bus shelters.	
6.	Rolling median unemployment rate for the shire does not exceed 3.5%	Twice yearly	Sept. 2017 2.5%	2.43%	2.27%	=/ < 3.5%	2.3%	The most recent small area labour market data available is to June 2019, the average unemployment in the Surf Coast was 2.3% in 2018-19.	
7.	Meet the financial benefits targets in the long term financial plan	Annual	\$453,000	\$550,000	\$642,710	\$550,000	\$108,172	Financial savings being delivered across three reform programs.	

Strategic Indicator		Timing	Actual 30 June 2017	Actual 30 June 2018	Actual 30 June 2019	Target 30 June 2020	Actual 31 Dec 2019 YTD	Comment	
8.	Increase in the number of digital transactions with Council including	Twice yearly	To be developed	To be developed				The number of external facing on-line forms has increased to 98%, with the majority of these issued late in 2019. Completion rates for self-service forms is expected to increase more in the second half of the financial year due to more forms being available during this period than in 2019.	
	a. self- service transactions (number of on-line forms available)			38	N/A	30	116		
	b. Completion of forms			1,111	N/A	TBC	2,469		
9.	Increased performance rating for Customer Service in the Annual Community Satisfaction in Local Government Survey	Annual	Overall performance 2017 = 61	69	77	>61 (life of plan)	Not available	The annual survey will be conducted in the March quarter with results available for end of year reporting.	
10.	80% of planning permit applications are determined within 60 statutory days by the end of the term of the plan	Twice yearly	PPARS result 71.02%	80%	84%	80%	79%	Results are similar to previous financial years.	

Legend

Work in progress	Met or exceeded	Not met
N/A = No result available	N/R = Not reported	YTD = Year-do-date
		TBC – To be confirmed

4.2 Performance Reporting 2019-20 (Council Plan incorporating the Health and Wellbeing Plan, LGPRF Indicators) December year-to-date

APPENDIX 4 LGPRF SERVICE INDICATORS - DECEMBER 2019 YEAR-TO-DATE

December 2019 year-to-date report – LGPRF Service Indicators 2019-20.							
Service Performance Indicators Service/ indicator/ measure	Results					31 Dec 2019 YTD	Material Variations and Comments
	30 Jun 2015	30 Jun 2016	30 Jun 2017	30 Jun 2018	30 Jun 2019		
Aquatic Facilities							
Satisfaction						0.00	A customer service survey has not been conducted during the first six months of 2019-20.
AF1 User satisfaction with aquatic facilities (optional)	0.00	0.00	0.00	0.00	0.00		
[User satisfaction with how Council has performed on provision of aquatic facilities]							
Service standard						0.00	A health inspection of Council's single aquatic facility continues to be conducted once every calendar year. The next inspection is scheduled for April 2020.
AF2 Health inspections of aquatic facilities	1.00	0.00	1.00	1.00	1.00		
[Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities]							
Health and Safety							
AF3 Reportable safety incidents at aquatic facilities	0.00	0.00	0.00	0.00	0.00	-	This indicator has been retired effective 1 July 2019 and will no longer be used for external reporting.
[Number of WorkSafe reportable aquatic facility safety incidents]							
Service cost							
AF4 Cost of indoor aquatic facilities	N/A	N/A	N/A	N/A	N/A	-	This indicator has been retired effective 1 July 2019.
[Direct cost of indoor aquatic facilities less income received / Number of visits to indoor aquatic facilities]							
Service cost							
AF5 Cost of outdoor aquatic facilities	\$15.09	\$8.40	\$8.13	\$6.89	\$6.17	-	This indicator has been retired effective 1 July 2019.
[Direct cost of outdoor aquatic facilities less income received / Number of visits to outdoor aquatic facilities]							

December 2019 year-to-date report – LGPRF Service Indicators 2019-20.							
Service Performance Indicators Service/ indicator/ measure	Results					31 Dec 2019 YTD	Material Variations and Comments
	30 Jun 2015	30 Jun 2016	30 Jun 2017	30 Jun 2018	30 Jun 2019		
AF7 Cost of aquatic facilities [Direct cost of aquatic facilities less income received / Number of visits to aquatic facilities]	-	-	-	-	-	N/A	This indicator replaces indicators AF4 & AF5 which were retired effective 1 July 2019. Service costs will be available following completion of end of financial year accounting processes.
Utilisation AF6 Utilisation of aquatic facilities [Number of visits to aquatic facilities / Municipal population]	0.27	0.24	0.23	0.26	0.30	0.06	Mid-year data reflects the fact that Council operates its outdoor pool on a seasonal basis from December to March and so data covers only a part of the season.
Animal Management							
Timeliness							
AM1 Time taken to action animal management requests [Number of days between receipt and first response action for all animal management requests / Number of animal management requests]	0.00	1.00	1.00	1.00	1.00	1.00	Current practice is to initiate action on animal management requests within 1 day.
Service standard AM2 Animals reclaimed [Number of animals reclaimed / Number of animals collected] x100	87.00%	85.48%	91.07%	90.85%	77.02%	81.48%	There has been a change to reporting requirements for this indicator effective from 1 July 2019. Feral animals are now excluded from the calculations. Results from 2019 will not be comparable to

December 2019 year-to-date report – LGPRF Service Indicators 2019-20.							
Service Performance Indicators Service/ indicator/ measure	Results					31 Dec 2019 YTD	Material Variations and Comments
	30 Jun 2015	30 Jun 2016	30 Jun 2017	30 Jun 2018	30 Jun 2019		
<p><i>AM5 Animals rehomed</i></p> <p>[Number of animals rehomed / Number of animals collected] x 100</p>	-	-	-	-	-	0	<p>previous year's results.</p> <p>This is a new indicator effective from 1 July 2019.</p> <p>Council does not rehome animals, all unclaimed animals are referred to the Geelong Animal Welfare Centre.</p>
<p>Service cost</p> <p><i>AM3 Cost of animal management service</i></p> <p>[Direct cost of the animal management service / Population]</p>	\$57.18	\$55.96	\$57.03	\$42.93	\$78.00	N/A	<p>There has been a change to reporting requirements for this indicator effective from 1 July 2019.</p> <p>Results from 2019 will not be comparable to previous year's results.</p> <p>Service costs will be available following completion of end of financial year accounting processes.</p>
<p>Health and safety</p> <p><i>AM4 Animal management prosecutions</i></p> <p>[Number of successful animal management prosecutions / Total number of animal management prosecutions]</p>	3.00	0.00	0.00	0.00	0.00	0.00	<p>There has been a change to reporting requirements for this indicator effective from 1 July 2019.</p> <p>Results from 2019 will not be comparable to previous year's results.</p> <p>There have been no animal management</p>

December 2019 year-to-date report – LGPRF Service Indicators 2019-20.							
Service Performance Indicators Service/ indicator/ measure	Results					31 Dec 2019 YTD	Material Variations and Comments
	30 Jun 2015	30 Jun 2016	30 Jun 2017	30 Jun 2018	30 Jun 2019		
							prosecutions during the first six months of 2019-20.
Food Safety							
Timeliness							
FS1 Time taken to action food complaints	0.00	1.55	2.07	1.63	2.02	1.18	
[Number of days between receipt and first response action for all food complaints / Number of food complaints]							
Service standard							
FS2 Food safety assessments	105.00%	104.09%	107.04%	98.62%	99.34%	86.08%	Result based on six months inspections. Year-to-date result down on same period last year due to staff absences and redirection of existing staff resources to other health related matters.
[Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100							
Service cost							
FS3 Cost of food safety service	\$743.14	\$521.55	\$510.29	\$440.41	\$500.97	N/A	Service costs will be available following completion of end of financial year accounting processes.
[Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]							
Health and safety							
FS4 Critical and major non-compliance outcome notifications	100.00%	98.39%	99.37%	98.84%	95.00%	96.97%	
[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100							

December 2019 year-to-date report – LGPRF Service Indicators 2019-20.							
Service Performance Indicators Service/ indicator/ measure	Results					31 Dec 2019 YTD	Material Variations and Comments
	30 Jun 2015	30 Jun 2016	30 Jun 2017	30 Jun 2018	30 Jun 2019		
Governance							
Transparency						15.10%	Council remains committed to open and transparent decision making with 24.13% of confidential resolutions subsequently released to the public.
G1 Council decisions made at meetings closed to the public	6.00%	13.90%	14.73%	20.07%	14.80%		
[Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of councillors, closed to the public / Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of councillors] x100							
Consultation and engagement						N/A	The annual survey will commence in February 2020.
G2 Satisfaction with community consultation and engagement	60.00	54.00	59.00	57.00	58.00		
[Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement]							
Attendance						88.89%	Due to by-election in the Anglesea Ward, one Councillor position was vacant for 3 meetings reducing the attendance percentage.
G3 Councillor attendance at Council meetings	88.00%	83.95%	81.48%	85.32%	72.92%		
[The sum of the number of councillors who attended each ordinary and special Council meeting / (Number of ordinary and special Council meetings) × (Number of councillors elected at the last Council general election)] x100							
Service cost						N/A	This indicator has been renamed from 'Cost of governance' to 'Cost of elected representation' effective 1 July 2019. Service costs will be available following completion of end of
G4 Cost of elected representation	\$42,184	\$44,127	\$44,888	\$42,876	\$42,941		
[Direct cost of the governance service / Number of councillors elected at the last Council general election]							

December 2019 year-to-date report – LGPRF Service Indicators 2019-20.							
Service Performance Indicators Service/ indicator/ measure	Results					31 Dec 2019 YTD	Material Variations and Comments
	30 Jun 2015	30 Jun 2016	30 Jun 2017	30 Jun 2018	30 Jun 2019		
Satisfaction							financial year accounting processes.
<i>G5 Satisfaction with Council decisions</i> [Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community]	58.00	50.00	53.00	52.00	54.00	N/A	The annual survey will commence in February 2020.
Home and Community Care (HACC)							
Timeliness							
<i>HC1 Time taken to commence the HACC service</i> [Number of days between the referral of a new client and the commencement of HACC service / Number of new clients who have received a HACC service]	0.00	21.91	N/R	N/R	N/R	N/R	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's National Disability Insurance Scheme and Commonwealth Home Support Program.
Service standard							
<i>HC2 Compliance with Community Care Common Standards</i> [Number of Community Care Common Standards expected outcomes met / Number of expected outcomes under the Community Care Common Standards] x100	78.00%	100.00%	N/R	N/R	N/R	N/R	
Service cost							
<i>HC3 Cost of domestic care service</i> [Cost of the domestic care service / Hours of domestic care service provided]	\$0.00	\$69.42	N/R	N/R	N/R	N/R	
Service cost							
<i>HC4 Cost of personal care service</i> [Cost of the personal care service / Hours of personal care service provided]	\$0.00	\$62.38	N/R	N/R	N/R	N/R	

December 2019 year-to-date report – LGPRF Service Indicators 2019-20.							
Service Performance Indicators Service/ indicator/ measure	Results					31 Dec 2019 YTD	Material Variations and Comments
	30 Jun 2015	30 Jun 2016	30 Jun 2017	30 Jun 2018	30 Jun 2019		
Service cost							
HC5 Cost of respite care service	0.00	67.68	N/R	N/R	N/R	N/R	
[Cost of the respite care service / Hours of respite care service provided]							
Participation							
HC6 Participation in HACC service	27.00%	26.99%	N/R	N/R	N/R	N/R	
[Number of people that received a HACC service / Municipal target population for HACC services] x100							
Participation							
HC7 Participation in HACC service by CALD people	13.00%	20.75%	N/R	N/R	N/R	N/R	
[Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100							
Libraries							
Utilisation							
LB1 Physical library collection usage	8.84	8.92	8.94	8.60	8.64	4.12	This indicator has been renamed from 'Library collection usage' to 'Physical library collection usage' effective 1 July 2019. Results for 2019 cannot be compared against the result from previous years. Biannual data not representative of an annual outcome.
[Number of physical library collection item loans / Number of physical library collection items]							
Resource standard							
LB2 Recently purchased library collection	85.00%	77.92%	76.80%	76.89%	79.12%	79.12%	This indicator has been renamed from

December 2019 year-to-date report – LGPRF Service Indicators 2019-20.							
Service Performance Indicators Service/ indicator/ measure	Results					31 Dec 2019 YTD	Material Variations and Comments
	30 Jun 2015	30 Jun 2016	30 Jun 2017	30 Jun 2018	30 Jun 2019		
[Number of library collection items purchased in the last 5 years / Number of library collection items] x100							'Standard of library collection' to 'Recently purchased library collection usage' effective 1 July 2019. This includes physical and digital collection items. Biannual data not representative of an annual outcome.
Service cost							
LB3 Cost of library service	\$4.31	\$5.27	\$5.36	\$5.84	\$6.33	N/A	The method of calculating results for this indicator has changed effective 1 July 2019. Results from 2019 onwards will not be comparable to previous year results. Service costs will be available following completion of end of financial year accounting processes.
[Direct cost of the library service / Population]							
Participation							
LB4 Active library borrowers	19.00%	19.88%	19.43%	18.77%	18.78%	16.88%	The method of calculating results for this indicator has changed effective 1 July 2019. Results from 2019 onwards will not be comparable to previous year results. Indicator does not capture other library activity for example children and youth
[The sum of active library borrowers in the last 3 years / The sum of the population in the last 3 years] x100							

December 2019 year-to-date report – LGPRF Service Indicators 2019-20.								
Service Performance Indicators Service/indicator/measure	Results						31 Dec 2019 YTD	Material Variations and Comments
	30 Jun 2015	30 Jun 2016	30 Jun 2017	30 Jun 2018	30 Jun 2019			
								programs, digital literacy programs and literary events, the use of public internet pcs, using facilities such as meeting rooms or study areas, or using services such as Wi-Fi, or in library use of collections. Biannual data not representative of an annual outcome.
Maternal and Child Health (MCH)								
Satisfaction								
MC1 Participation in first MCH home visit	98.00%	101.76%	98.45%	96.78%	96.10%	93.75%	The method of calculating results for this indicator has changed effective 1 July 2019. Results from 2019 onwards will not be comparable to previous year's results.	
[Number of 4-week key age and stage visits / Number of birth notifications received] x100								
Service standard								
MC2 Infant enrolments in the MCH service	94.00%	97.06%	99.07%	102.41%	99.44%	101.14%	The data source used for calculating results for this indicator has changed effective 1 July 2019. Results from 2019 onwards will not be comparable to previous year results.	
[Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] x100								
Service cost								
MC3 Cost of the MCH service	\$0.00	\$88.06	\$82.62	\$85.54	\$77.56	N/A	Service costs will be available following completion of end of financial year	
[Cost of the MCH service / Hours worked by MCH nurses]								

December 2019 year-to-date report – LGPRF Service Indicators 2019-20.							
Service Performance Indicators Service/ indicator/ measure	Results					31 Dec 2019 YTD	Material Variations and Comments
	30 Jun 2015	30 Jun 2016	30 Jun 2017	30 Jun 2018	30 Jun 2019		
Participation <i>MC4 Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	72.00%	74.77%	78.42%	77.40%	77.70%	67.53%	accounting processes. Data is skewed as we are measuring visits for Jul-Dec against enrolments for whole year. Frequency of Key Age and Stage visits are skewed to younger children (eg. 2 weeks, 4 weeks and 8 weeks, versus 18 month gap between 2yrs and 3.5yrs appointments), meaning not all children are expected to attend frequently. We would expect the participation rates to increase steadily to at least on par with previous years by end of financial year.
Participation <i>MC5 Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	76.00%	68.00%	81.25%	94.12%	90.91%	75.00%	Data is skewed as we are measuring visits for Jul-Dec against enrolments for whole year. This result is also skewed by low numbers of indigenous

December 2019 year-to-date report – LGPRF Service Indicators 2019-20.							
Service Performance Indicators Service/ indicator/ measure	Results					31 Dec 2019 YTD	Material Variations and Comments
	30 Jun 2015	30 Jun 2016	30 Jun 2017	30 Jun 2018	30 Jun 2019		
							clients in Shire, i.e. less than 10 clients. Six clients have been seen so far this financial year.
Roads							
Satisfaction of use							
R1 Sealed local road requests	22.63	17.68	39.51	40.03	35.31	N/A	Result available at end of financial year.
[Number of sealed local road requests / Kilometres of sealed local roads] x100							
Condition							
R2 Sealed local roads maintained to condition standards	100.00%	99.65%	100.00%	100.00%	99.85%	N/A	Result available at end of financial year.
[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100							
Service cost							
R3 Cost of sealed local road reconstruction	\$27.06	\$59.75	\$29.78	\$69.39	\$48.08	N/A	Service costs will be available following completion of end of financial year accounting processes.
[Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]							
Service cost							
R4 Cost of sealed local road resealing	\$8.23	\$8.84	\$6.38	\$6.95	\$7.19	N/A	Service costs will be available following completion of end of financial year accounting processes.
[Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]							
Satisfaction							
R5 Satisfaction with sealed local roads	65.00	61.00	61.00	59.00	60.00	N/A	The annual survey will commence in

D20/10965

December 2019 year-to-date report – LGPRF Service Indicators 2019-20.							
Service Performance Indicators Service/ indicator/ measure	Results					31 Dec 2019 YTD	Material Variations and Comments
	30 Jun 2015	30 Jun 2016	30 Jun 2017	30 Jun 2018	30 Jun 2019		
[Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads]							February 2020.
Statutory Planning							
Timeliness							
SP1 Time taken to decide planning applications	76.00	90.00	48.00	48.00	63.00	74.00	
[The median number of days between receipt of a planning application and a decision on the application]							
Service standard							
SP2 Planning applications decided within required time frames	65.00%	56.02%	71.02%	78.73%	83.93%	79.09%	Results are similar to previous financial years.
[(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of planning application decisions made] x100							
Service cost							
SP3 Cost of statutory planning service	\$1,747	\$1,471	\$1,141	\$1,480	\$2,910	N/A	The data source used for calculating results for this indicator has changed effective 1 July 2019. Results from 2019 onwards will not be comparable to previous years' results.
[Direct cost of the statutory planning service / Number of planning applications received]							Service costs will be available following completion of end of financial year accounting processes
Decision making							
SP4 Council planning decisions upheld at VCAT	75.00%	76.47%	80.95%	50.00%	46.15%	66.67%	

December 2019 year-to-date report – LGPRF Service Indicators 2019-20.							
Service Performance Indicators Service/ indicator/ measure	Results					31 Dec 2019 YTD	Material Variations and Comments
	30 Jun 2015	30 Jun 2016	30 Jun 2017	30 Jun 2018	30 Jun 2019		
[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100							
Waste Collection							
Satisfaction							
WC1 Kerbside bin collection requests	73.80	68.46	88.94	107.46	144.62	N/A	Data is reported on an annual basis at the end of financial year.
[Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x1000							
Service standard							
WC2 Kerbside collection bins missed	3.35	3.40	4.39	6.30	10.84	N/A	Data is reported on an annual basis at the end of financial year.
[Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000							
Service cost							
WC3 Cost of kerbside garbage bin collection service	\$39.90	\$83.65	\$86.36	\$83.54	\$85.57	N/A	Service costs will be available following completion of end of financial year accounting processes.
[Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]							
Service cost							
WC4 Cost of kerbside recyclables collection service	\$29.77	\$31.26	\$30.92	\$31.49	\$45.26	N/A	The definition for this indicator has changed effective 1 July 2019 to recognise the contract cost to council of the kerbside collection service. Results from 2019 onwards will not be
[Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]							

December 2019 year-to-date report – LGPRF Service Indicators 2019-20.							
Service Performance Indicators Service/ indicator/ measure	Results					31 Dec 2019 YTD	Material Variations and Comments
	30 Jun 2015	30 Jun 2016	30 Jun 2017	30 Jun 2018	30 Jun 2019		
Waste diversion							comparable to previous year results. Service costs will be available following completion of end of financial year accounting processes.
<i>WC5 Kerbside collection waste diverted from landfill</i>	55.00%	54.26%	54.76%	55.06%	52.97%	N/A	Data is reported on an annual basis at the end of financial year.
[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100							

4.3 2020 Borrowings

Author's Title: Manager Finance

General Manager: Anne Howard

Department: Finance

File No: F18/600-2

Division: Governance & Infrastructure

Trim No: IC20/8

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

☐

Yes

☒

No

☐

Yes

☒

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to seek Council's endorsement of the process for Council to source new borrowings and seek authorisations to support time-critical processes once the preferred loan contract is finalised.

Summary

The Stribling Reserve Redevelopment project budget includes \$3,274,500 in new borrowings as approved in Council's 2019-20 Budget. The project has to date been completed by utilising Council's working capital and the necessary borrowings now need to be formalised by the end of the financial year. Council will tender for these borrowings in the coming months with the aim of completing the process and borrowing the funds by 30 June 2020. It is also prudent for Council to consider refinancing existing borrowings as part of this new borrowings process.

Due to the nature of the borrowings market, providers can only provide available interest rates for a short period. For that reason, this report requests Council delegate authority to the CEO to sign a new borrowings contract with the successful tenderer.

Recommendation

That Council:

1. Endorses the procurement strategy for new borrowings, which will include \$3,274,500 of new loans and the possibility of refinancing Council's existing loan portfolio.
2. Authorises the Chief Executive Officer to accept terms and conditions of the new borrowings on behalf of Council.

Council Resolution

MOVED Cr Tony Revell, Seconded Cr Margot Smith

That Council:

1. Endorses the procurement strategy for new borrowings, which will include \$3,274,500 of new loans and the possibility of refinancing Council's existing loan portfolio.
2. Authorises the Chief Executive Officer to accept terms and conditions of the new borrowings on behalf of Council.

CARRIED 7:0

4.3 2020 Borrowings

Report

Background

Council's current borrowings portfolio is made-up of four loans, three of which were taken out between 2009 and 2012 to fund the purchase of land and subsequent construction activities at the Torquay Civic Centre and Torquay Depot, and one loan taken out in 2018 to fund the construction of the Kurrabee Myaring Community Centre. The breakdown of existing loans is as follows:

	Loan 1 \$'000	Loan 2 \$'000	Loan 3 \$'000	Loan 4 \$'000
Borrowed Amount	7,000	5,260	5,870	3,000
Amount owing 30 June 2020	4,751	3,782	4,224	2,486
Interest Rate 30 June 2020	7.15%	7.31%*	6.31%	3.70%
Expiry Date	Jun 2030	Jun 2031	Dec 2021	Jun 2028
Closing Balance	-	-	3,854	-

Loan 1 (\$7m) was contracted for a period of twenty years, with a minor reduction in interest rate in the second 10 years of the loan (from June 2020 – previous interest rate was 7.31%).

Loan 2 (\$5.26m) was contracted for a period of twenty years, with a minor reduction in interest rate in the second 10 years of the loan (from June 2021 – will reduce to 7.15%).

Loan 3 (\$5.87m) was contracted for a period of ten years, with an amount of \$3.854 million to be either repaid or refinanced at the end of the loan period.

Loan 4 (\$3m) was contracted for a period of ten years.

Discussion

In the 2019-20 budget, Council approved new borrowings of \$3,274,500 to contribute to the overall project funding for the Stribling Reserve Redevelopment. The following table is extracted from page 57 of the 2019-20 Annual Budget:

Year	New Borrowings \$'000	Principle Paid \$'000	Interest Paid \$'000	Balance 30 June \$'000
2018-19	-	977	1,089	16,285
2019-20	3,275	1,032	1,031	18,527
2020-21	-	1,356	1,133	17,171
2021-22	-	1,432	1,045	15,739
2022-23	-	1,522	954	14,217

Considering Council's current loans and interest rates, it would be prudent to investigate the potential benefits should Council refinance its existing loan portfolio during the tender process. Council will therefore seek multiple tender responses in regards to loan offerings, covering:

1. A standalone new loan of \$3,274,500.
2. Refinancing existing loans.
3. A combination of the above.

Council will also investigate the most suitable loan period for the new borrowings.

If Council chooses to refinance its existing loan portfolio it would have to break current loan contracts and pay "economic costs" to the current financiers. These costs mainly represent the interest foregone to the financier and would be payable upon the end of the contract. The current estimate of economic costs is \$2.4million. Council would have to either pay these costs upfront or (most likely) fund them in the new borrowings. Hence, the only way in which refinancing the currently loan portfolio becomes financially beneficial is if the new interest rate is significantly lower than the existing rate and offsets the effect of economic costs.

4.3 2020 Borrowings

After the new loan is accepted, Council's loan to rate revenue ratio will be in the order of 30-40% (depending on whether refinancing option is taken up with economic costs). This is well below the industry guideline maximum of 60%.

The new borrowings will be sought through a competitive process. Due to the nature of the borrowings market, providers can only provide available interest rates for a short period, usually in the order of 24 hours. For that reason, this report requests Council delegate authority to the CEO to sign a new borrowings contract with the successful tenderer.

Financial Implications

Borrowings are a valid funding model for community assets that have an inter-generational service benefit. Borrowings are integrated into Council's Long Term Financial Plan.

Council Plan

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

Policy/Legal Implications

Not Applicable.

Officer Direct or Indirect Interest

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

Risk Assessment

Under the refinancing option, Council would effectively be paying interest early on borrowing contracts that were broken, and then refinancing those economic costs into a new loan. This may lead to the perception of paying twice for the same loan period. It would need to be clearly demonstrated that refinancing the loan portfolio would work out better for Council over the period of the borrowings. If a suitable response is not tendered, Council will not refinance its existing loan portfolio.

Social Considerations

By taking out borrowings, Council can pay for large project over many years without having to cut back on other services it provides. It also means that people who benefit in future from the project will contribute as well as those paying rates at the time the project starts.

Community Engagement

Community engagement was undertaken during exhibition of the 2019-20 draft budget.

Environmental Implications

Not Applicable.

Communication

Not Applicable.

Options

Option 1 – Endorse the procurement plan for new borrowings and authorise the Chief Executive Officer to accept terms and conditions of new borrowings contract.

This option is recommended by officers as it will allow Council to secure new borrowings as per the 2019-20 budget and achieve potential savings by refinancing its existing borrowings.

Option 2 – Do not endorse the procurement plan for new borrowings or authorise the Chief Executive Officer to accept terms and conditions of new borrowings contract.

This option is not recommended by officers as it will mean that Council will not secure new borrowings that were budgeted in 2019-20 and not be able to realise any potential benefits of refinancing its existing portfolio.

4.3 2020 Borrowings

Conclusion

Council has plans to use borrowings to fund major projects in its Long Term Financial Plan in addition to its existing loan portfolio. There needs to be an endorsed process and appropriate authorisations to enable these borrowings to be accessed in the most effective way. This report seeks to establish these matters.

4.4 VEC Subdivision Review - Surf Coast Shire Council Submission

Author's Title: Coordinator Governance
Department: Governance & Risk
Division: Governance & Infrastructure

General Manager: Anne Howard
File No: F18/1600
Trim No: IC20/248

Appendix:

1. Surf Coast Shire - Subdivision Review 2020 - Preliminary Report - 13 February 2020 (D20/25680)
2. Preliminary Report Map - Surf Coast - Proposed Ward Boundaries (D20/28328)
3. Submission - VEC Subdivision Review - 19 February 2020 (D20/29424)

Officer Direct or Indirect Conflict of Interest:

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

☐

Yes

☒

No

Reason: Nil

Status:

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

☐

Yes

☒

No

Reason: Nil

Purpose

The purpose of this report is to provide Council with the opportunity to make a submission to the Victorian Electoral Commission (VEC) Subdivision Review which proposes adjustments to the ward boundaries within the Surf Coast Shire Council.

Summary

The VEC is responsible for periodically undertaking reviews of subdivided municipalities to ensure that electoral representation remains reasonably consistent. The VEC advised Council in April 2019 that the variable population growth across the Surf Coast Shire had resulted in deviations in some wards exceeding the allowable tolerances and that as a result the VEC would undertake a Subdivision Review in 2020 in advance of the Council election.

The VEC conduct a review of the internal boundaries of the Council wards. This process is designed to distribute representation of approximately 10% of the Council's voters to each Councillor. The subdivision review does not consider any change to the number of wards or number of Councillors within a ward.

The VEC released its Subdivision Review Preliminary Report on 12 February 2020, with the submission period for responses to the report remaining open until 5pm on 11 March 2020. The VEC has invited submissions to the VEC Subdivision Review of the Surf Coast Shire ward boundaries. This is a matter of direct relevance to the Council and accordingly it is appropriate for Council to consider the VEC's recommendations and make a submission on this matter.

Recommendation

That Council approves the Letter of Submission at Appendix 3, and submits it to the Victorian Electoral Commission Subdivision Review of the Surf Coast Shire Council ward boundaries.

Council Resolution

MOVED Cr Tony Revell, Seconded Cr Margot Smith

That Council approves the Letter of Submission at Appendix 3, and submits it to the Victorian Electoral Commission Subdivision Review of the Surf Coast Shire Council ward boundaries.

Division

Cr Wellington called for division:

For

Cr Bell
Cr Duke
Mayor Hodge
Cr McKitterick
Cr Smith
Cr Revell

Against

Cr Wellington

Abstained

Nil

CARRIED 6:1

4.4 VEC Subdivision Review - Surf Coast Shire Council Submission

Report

Background

The executive summary of the VEC Subdivision Review Preliminary Report provides the following background:

“The Local Government Act 1989 (LG Act) requires the Victorian Electoral Commission (VEC) to conduct a subdivision review to ensure the equitable representation of all voters in a local council. The LG Act prescribes that the number of voters per councillor in each ward must be within plus-or-minus 10% of the average number of voters per councillor across the local council. This is known as the ‘equality requirement’.”

As population changes affect voter numbers and distribution in subdivided councils, one or more wards may be unlikely to meet this requirement at the next general election. In such circumstances, the VEC recommends adjustments to internal ward boundaries to ensure that all wards meet the equality requirement before the next election and ideally, until the next scheduled electoral representation review.”

Discussion

The VEC is seeking submissions to its Preliminary Report of the proposed Surf Coast Shire Council ward boundary adjustments. The VEC released its preliminary report on 12 February 2020 which outlines minor adjustments to ward boundaries of the four current wards in the Surf Coast Shire Council area. These adjustments are proposed for the purpose of maintaining an even distribution of representation based on population.

Submissions in response to the Preliminary Report are due to 5pm 11 March 2020.

The Preliminary Report was distributed to all Councillors on 12 February 2020 and the matter was discussed at the Councillor Briefing Session held on 18 February 2020. The Councillors’ discussions informed the preparation of a draft submission.

Financial Implications

There are no financial implications associated with making this submission.

Council Plan

Not applicable.

Policy/Legal Implications

Not applicable.

Officer Direct or Indirect Interest

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

Risk Assessment

Not applicable.

Social Considerations

The draft submission has considered impacts of the VEC’s proposed boundary changes to communities of interest and in particular the proposed division of the Fairhaven and Aireys Inlet community.

Community Engagement

No community engagement has occurred for the development of the Council’s draft submission because the community has equal opportunity to make their own submissions.

Council has assisted to raise awareness of the subdivision review and opportunity for making a submission through distribution of posters and the VEC Preliminary Report to nominated locations across the Shire.

Environmental Implications

Not applicable.

4.4 VEC Subdivision Review - Surf Coast Shire Council Submission

Communication

The final submission will be submitted to the VEC and the Mayor will represent Council's submission in person if a relevant meeting is held by the VEC.

Options

Option 1 – Not provide a submission

This option is not recommended by officers. The review of the Surf Coast Shire Council ward boundaries has implications for Council.

Option 2 – Approve the submission

This option is recommended by officers. The submission addresses important feedback for consideration when by the VEC when making their final decision.

Option 3 – Approve the submission, with changes

This option is not recommended by officers as the attached submission reflects Councillors' review.

Conclusion

Council has an opportunity to contribute to the VEC Subdivision Review of the ward boundaries within the Surf Coast Shire Council.

4.4 VEC Subdivision Review - Surf Coast Shire Council Submission

APPENDIX 1 SURF COAST SHIRE - SUBDIVISION REVIEW 2020 - PRELIMINARY REPORT - 13 FEBRUARY 2020

Local Council Subdivision Review

Preliminary
Report

**SURF COAST SHIRE
COUNCIL**

February 2020



Local Council Subdivision Review – Preliminary Report
Surf Coast Shire Council 2020

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Local Council Subdivision Review – Preliminary Report
Surf Coast Shire Council 2020

Executive summary

The *Local Government Act 1989* (LG Act) requires the Victorian Electoral Commission (VEC) to conduct a subdivision review to ensure the equitable representation of all voters in a local council. The LG Act prescribes that the number of voters per councillor in each ward must be within plus-or-minus 10% of the average number of voters per councillor across the local council. This is known as the 'equality requirement'.

As population changes affect voter numbers and distribution in subdivided local councils, one or more wards may be unlikely to meet this requirement at the next general election. In such circumstances, the VEC recommends adjustments to internal ward boundaries to ensure that all wards meet the equality requirement before the next election and ideally, until the next scheduled electoral representation review.

Current number of councillors and electoral structure

Surf Coast Shire Council currently comprises nine councillors elected from four wards (one four-councillor ward, two two-councillor wards and one single-councillor ward). More information on Surf Coast Shire Council is available on the VEC website at vec.vic.gov.au.

In 2018, the VEC notified the Minister for Local Government that one or more wards were unlikely to meet the equality requirement at the 2020 general election. Accordingly, the Minister notified the VEC that a subdivision review of Surf Coast Shire Council was required before the 2020 general election.

Proposed ward boundaries

The Victorian Electoral Commission proposes adjustments to the boundaries of the following wards within Surf Coast Shire Council:

- Torquay Ward
- Anglesea Ward
- Lorne Ward
- Winchelsea Ward

Proposed ward boundaries are illustrated in the map in the Appendix.

Local Council Subdivision Review – Preliminary Report
Surf Coast Shire Council 2020

Background

Legislative basis

The *Local Government Act 1989* (LG Act) requires the Victorian Electoral Commission (VEC) to conduct a subdivision review to ensure the equitable representation of all voters in a local council. The LG Act prescribes that the number of voters per councillor in each ward must be within plus-or-minus 10% of the average number of voters per councillor across the local council. This is known as the 'equality requirement'.

As population changes affect voter numbers and distribution in subdivided local councils, one or more wards may be unlikely to meet this requirement at the next general election. In such circumstances, the VEC recommends adjustments to internal ward boundaries to ensure that all wards meet the equality requirement before the next election and ideally, until the next scheduled electoral representation review.

Subdivision reviews only apply to subdivided councils:

- that are not scheduled for an electoral representation review before the next general election
- and
- where, two years before the council is to hold a general election, the VEC considers one or more wards are unlikely to meet the equality requirement at the time of the next general election.

Scope

A subdivision review only considers the location of ward boundaries. A subdivision review cannot consider changes to the number of councillors or wards.

These changes are considered in a council's periodic electoral representation review. The next scheduled representation review for Surf Coast Shire Council will be held before the 2024 general election. An earlier review may take place if required.

A subdivision review also cannot change the external boundaries of the local council, divide local councils, or amalgamate local councils. These changes can only be made by an Order in Council.

Local Council Subdivision Review – Preliminary Report
Surf Coast Shire Council 2020

The VEC's approach

Public consultation

The VEC encourages feedback on the proposed ward boundaries. There are two opportunities to provide feedback:

1. a response submission to this preliminary report
2. for those who have made a response submission, speaking at a public hearing to be held in the local area.

Anyone can make a submission to the review, including the council, individual councillors, community groups and individuals. Those who have made a response submission also have the option to speak at the public hearing to expand on their views.

Developing recommendations

The VEC bases its recommendations for ward boundaries on the following information:

- internal research specifically relating to the local council under review, including voter statistics from the Victorian electoral roll
- small area forecasts provided by .id¹
- the VEC's expertise in mapping, demography and local government
- consideration of all input from the public in written submissions received during the review.

In considering which ward boundaries are most appropriate, the VEC considers the following matters:

- ensuring that all wards meet the equality requirement for the next election
- the number of voters affected by the changes, with the aim of affecting as few voters as possible
- communities of interest
- geographic factors, such as size and topography
- clear and identifiable ward boundaries
- the longevity of the structure.

¹ .id is a consulting company specialising in population and demographic analysis and prediction information products in most jurisdictions in Australia and New Zealand.

Local Council Subdivision Review – Preliminary Report
Surf Coast Shire Council 2020

Communities of interest

Each local council contains a number of communities of interest. Where practicable, ward boundaries should be designed to ensure they are fairly represented, and that geographic communities of interest are not split. This allows communities with shared concerns to elect a councillor.

Local Council Subdivision Review – Preliminary Report
Surf Coast Shire Council 2020

Review timeline

12 Feb	Preliminary report WEDNESDAY 12 FEBRUARY 2020 The VEC releases a preliminary report including proposed ward boundaries. Response submissions open from this date.
11 Mar	Response submission close 5.00 PM WEDNESDAY 11 MARCH 2020 The VEC must receive submissions by 5.00 pm on this day. Late submissions will not be accepted.
17 Mar	Public hearing 5.00 PM TUESDAY 17 MARCH 2020 Council Chamber, 1 Merrijig Drive, Torquay A public hearing will be held if anyone requests to speak about their response submission. The public hearing will not be held if there are no requests to speak.
8 Apr	Final report WEDNESDAY 8 APRIL 2020 The VEC submits a final report to the Minister for Local Government including the recommendation for the ward boundaries.

Local Council Subdivision Review – Preliminary Report
Surf Coast Shire Council 2020

The VEC's findings and proposed ward boundaries

Council profile

Surf Coast Shire is located in the Barwon South West region of Victoria, about 125 kilometres from Melbourne. The Shire covers an area of 1,552 square kilometres, and includes a large stretch of coastline, various coastal townships, part of the Otway Ranges and a large rural hinterland.

Torquay, which is urban in character, is the largest town in the Shire and is located about 20 kilometres south of Geelong. The other main coastal towns include Anglesea, Aireys Inlet and Lorne, all of which are located along the Great Ocean Road. Situated on the Barwon River, Winchelsea is the largest of the inland towns and is an important service town for surrounding farming districts. It is also an important link to the Otway Ranges and Western Victoria.

The Shire is a major tourist destination, including attractions such as the Great Otway National Park, Erskine Falls and the world-famous Bells Beach. It is also a popular holiday destination for those living in Melbourne and surrounds. Almost 42% of all dwellings in the Shire were unoccupied on Census night, with much higher rates in Lorne (78.1%), Aireys Inlet (67.9%) and Anglesea (65%).² During the peak holiday period the Shire's population, particularly in the coastal towns, swells considerably.

Across the Shire there is a high rate of home ownership. Over three-quarters of all dwellings are owned outright or with a mortgage, which is higher than the averages for regional Victoria (67.6%) and Greater Melbourne (66.4%).³ Health care and social assistance (12.7%), construction (11.7%) and education and training (11.2%) are the main industries of employment.⁴ Farming, including grazing and viticulture, plays an important role in the local economy and is the main form of land-use, predominantly in the north of the Shire.

² See ABS, '2016 Quickstats' for 'Lorne, Vic (SSC)', 'Aireys Inlet, Vic (SSC)' and 'Anglesea, Vic (SSC)', <https://www.abs.gov.au/websitedbs/D3310114.nsf/Home/2016%20QuickStats>, accessed 17 January 2020.

³ See ABS, '2016 Quickstats' for 'Surf Coast (S)', 'Rest of Vic. (GCCSA)' and 'Greater Melbourne (GCCSA)', <https://www.abs.gov.au/websitedbs/D3310114.nsf/Home/2016%20QuickStats>, accessed 20 January 2020.

⁴ .id, Surf Coast Shire: community profile', <https://profile.id.com.au/surf-coast>, accessed 20 January 2020.

Local Council Subdivision Review – Preliminary Report
Surf Coast Shire Council 2020

Population trends

Surf Coast Shire Council has undergone a relatively high rate of growth when compared with other country Victorian councils. Since 2011, or about the time of the last representation review, the population has increased by 5,585 people, from 26,666 to 32,251.⁵ It will continue to grow at a rate of 1.9% per year from 2018 to 2036, which is greater than the average for regional Victoria.⁶ The population is expected to increase to 38,920 by 2026 and 42,790 by 2031.⁷

Most of the growth has and will continue to occur in the east of the Shire, in Torquay and Jan Juc. Between 2016 and 2031 Torquay is projected to grow by over 8,500 people, which will account for about 75% of total growth for the Shire over this period.⁸

There are limited opportunities for growth in the main coastal towns of Anglesea, Aireys Inlet and Lorne due to the natural geography; Winchelsea and surrounds is projected to increase by about 950 people from 2,089 to 2,928.⁹ As such, Anglesea, Lorne and Winchelsea Wards are declining in population relative to the growth taking place in Torquay Ward.

Current number of councillors and electoral structure

Surf Coast Shire Council currently comprises nine councillors elected from four wards (one four-councillor ward, two two-councillor wards and one single-councillor ward). Prior to the last representation review in 2012, Surf Coast Shire comprised nine councillors elected from an unsubdivided electoral structure.

⁵ .id, 'Surf Coast Shire: community profile', <https://profile.id.com.au/surf-coast>, accessed 17 January 2020.

⁶ Department of Environment, Land, Water and Planning (DELWP), *Victoria in Future 2019*, 2019, <https://www.planning.vic.gov.au/land-use-and-population-research/victoria-in-future>, accessed 17 January 2019.

⁷ Ibid.

⁸ .id, 'Surf Coast Shire: population forecast', <https://forecast.id.com.au/surf-coast>, accessed 17 January 2020.

⁹ Ibid.

Local Council Subdivision Review – Preliminary Report
Surf Coast Shire Council 2020

Diagram 1 illustrates this structure and voter statistics by ward as at 15 October 2019.

**Voter Numbers by
Current Boundaries**
As at 15 October 2019
Councillors: 9
Total Voters: 34,549

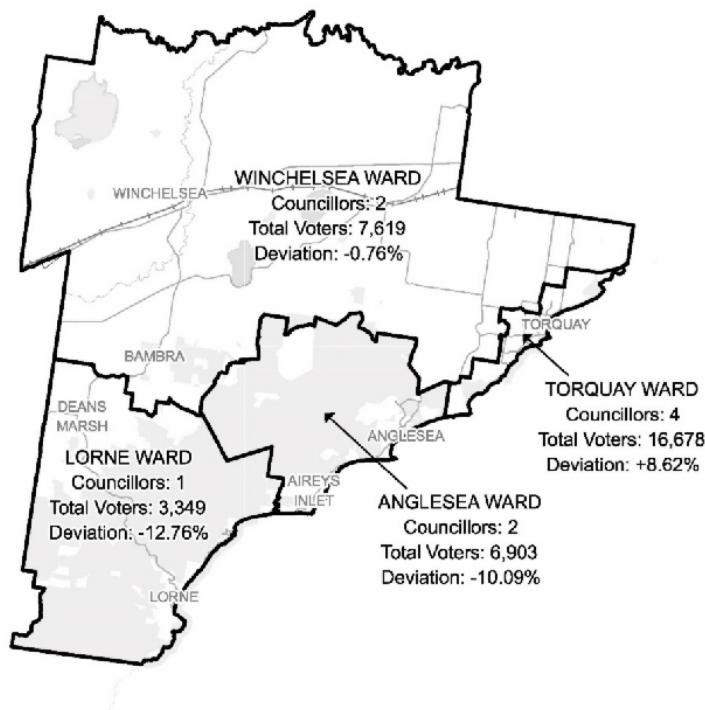


Diagram 1: Surf Coast Shire Council electoral structure and voter statistics.

Current subdivision review

The current subdivision review of Surf Coast Shire Council is required due to the voter-to-councillor ratio in Anglesea and Lorne Wards being more than 10% below the average voter to councillor ratio for the local council. Voter projections indicate the voter-to-councillor ratio in Torquay Ward is unlikely to meet the equality requirement at the 2020 general election. Consequently, Anglesea, Lorne and Torquay Ward boundaries will need to be adjusted so that voter enrolments in these wards are within the 10% tolerance at the 2020 general election.

Table 1 shows the number of voters in each ward as at 15 October 2019, ranked by the percentage this deviates from the average number of voters per councillor for the whole local council.

Local Council Subdivision Review – Preliminary Report
Surf Coast Shire Council 2020

Table 1: Voter numbers per ward

Ward	Councillors	Voters	Deviation (%)
Lorne	1	3,349	-12.76%
Anglesea	2	6,903	-10.09%
Torquay	4	16,678	+8.62%
Winchelsea	2	7,619	-0.76%
Total for council	9	34,549	

Proposed ward boundaries

In the current review, Lorne and Anglesea Wards—at -12.76% and -10.09% respectively—are outside the accepted 10% deviation and need to expand to gain additional voters from neighbouring wards. Currently at +8.62%, Torquay Ward is projected to go beyond the accepted 10% deviation prior to the next general election; this ward will therefore have to decrease in size and voter population in order to meet legislative requirements.

The VEC identified two options for extending the Lorne Ward boundary to absorb the necessary number of voters: north into Winchelsea Ward or east into Anglesea Ward. The VEC considers the second option preferable and proposes extending the ward boundary with Anglesea Ward to Painkalac Creek, which provides a natural boundary between the communities of Fairhaven and Aireys Inlet. This provides a more solid and easily identifiable ward boundary than the current locality boundary between Moggs Creek and Fairhaven. The change would affect 768 voters and at +7.25% would bring Lorne Ward comfortably within plus-or-minus 10% of the average number of voters per councillor.

The VEC considers that although voters and residents in Fairhaven are more likely to relate to Aireys Inlet than to Lorne, the extension of the Anglesea Ward to Painkalac Creek is better than extending the Lorne Ward boundary north into Winchelsea Ward. This is because the area north of Deans Marsh is sparsely populated. In order to absorb the number of voters necessary to balance Lorne Ward, the ward boundary would need to be extended over a very large geographical area, close to the outskirts of the town of Winchelsea and include voters with no connection to Lorne.

To bring Anglesea Ward within the accepted 10% deviation, the VEC proposes moving the ward boundary separating Anglesea and Torquay Wards east to include the entire Bells Beach locality. The VEC considers the incorporation of Bells Beach to be a natural extension of Anglesea Ward's geography. The change affects 142 voters. However, this

Local Council Subdivision Review – Preliminary Report
Surf Coast Shire Council 2020

is not enough to bring Anglesea Ward within the 10% tolerance for the next general election.

The VEC therefore proposes extending Anglesea Ward north into Bellbrae and part of Paraparap, to include 958 voters from Winchelsea Ward. The Bellbrae area has a close connection with Anglesea along the Great Ocean Road. This ward boundary adjustment allows the necessary number of voters to be added to Anglesea Ward without taking more voters from the southern or western parts of Torquay Ward and potentially dividing the localities of Torquay or Jan Juc unnecessarily.

The extension of the Anglesea Ward boundary does have flow on effects, pushing Winchelsea Ward beyond the accepted 10% deviation. The two boundary changes to Anglesea Ward affect a total of 1,100 voters and bring the ward to within plus-or-minus 10% of the average number of voters per councillor.

Finally, the VEC proposes a ward boundary change to ensure both Winchelsea and Torquay Wards are within the accepted 10% deviation for the 2020 general election. The change involves moving the Torquay–Winchelsea Ward boundary further south from Grossmans Road to follow Spring Creek, a property boundary, Alleyne Avenue and Beach Road. The boundary change would affect 750 voters in Torquay Ward who would be contained within the boundary of Winchelsea Ward.

There is already a sizeable number of voters in the Torquay locality contained within Winchelsea Ward, between Coombes Road and Grossmans Road and between Blackgate Road and South Beach Road.

Given the need to decrease the number of voters in Torquay Ward and re-balance Winchelsea Ward, this boundary adjustment is considered the least disruptive option for voters and the boundaries are clear and easily identifiable.

The proposed ward boundary changes are illustrated in the map in the Appendix 1.

Local Council Subdivision Review – Preliminary Report
Surf Coast Shire Council 2020

Table 2 details the number of voters in each ward resulting from the proposed ward boundary changes and the percentage these wards deviate from the average number of voters per councillor for the whole local council.

Table 2: Voter numbers per ward with proposed boundaries

Ward	Councillors	Voters	Deviation (%)
Lorne	1	4,117	+7.25%
Anglesea	2	7,235	-5.76
Torquay	4	15,786	+2.81
Winchelsea	2	7,411	-3.47
Total for council	9	34,549	

The proposed ward boundary changes bring all wards within the 10% tolerance for the 2020 general election, with a total of 2,618 voters (7.58% of the total) being allocated to different wards. The new boundaries comply satisfactorily with geographic communities of interest.

Local Council Subdivision Review – Preliminary Report
Surf Coast Shire Council 2020

Next steps

Response submissions

Any person or group, including the council, can make a submission to the VEC in response to the proposed ward boundaries contained in this report. Your submission should clearly outline your views on the changes proposed by the VEC. The VEC must receive response submissions by 5.00 pm on Wednesday 11 March 2020. Late submissions will not be accepted.

Submission methods

Submissions can be made via:



The online submission form at vec.vic.gov.au



Email to surfcoast.review@vec.vic.gov.au



Post to
Victorian Electoral Commission
Level 11, 530 Collins Street
Melbourne VIC 3000

Required information

For your submission to be accepted, you must include your:

- full name
- residential or postal address.

You must also indicate whether you would like to speak at the public hearing.

Public access to submissions

To ensure transparency in the subdivision review process, all submissions will be available for public inspection at:

- the VEC website at vec.vic.gov.au
- the VEC office at Level 11, 530 Collins Street, Melbourne.

The VEC will remove personal information such as the address, phone number, and signature, if applicable, of submitters from all public copies. However, the full name and locality of submitters will be displayed.

Local Council Subdivision Review – Preliminary Report
Surf Coast Shire Council 2020

Public hearing

There is an opportunity for people or organisations who have made a response submission to speak about their submission at a public hearing. The public hearing is scheduled for:

Time: 5.00 pm

Date: Tuesday 17 March 2020

Venue: Council Chamber, 1 Merrijig Drive, Torquay.

Participation in the public hearing is encouraged. If you wish to speak at the public hearing, you **must** indicate this on your response submission. If there are no requests to speak at the hearing, it will not be held. Visit the VEC website at vec.vic.gov.au for more information on public hearings.

Final report

Following the public hearing, the VEC considers all the evidence it has gathered and publishes a final report for the Minister for Local Government containing the recommended ward boundaries. If the recommendation is accepted, the modified ward boundaries will take effect at the October 2020 general election.

The report is scheduled to be published on Wednesday 8 April 2020. It will be available from the VEC by visiting vec.vic.gov.au or calling 131 832. It will also be available for inspection at the offices of Surf Coast Shire Council.

Local Council Subdivision Review – Preliminary Report
Surf Coast Shire Council 2020

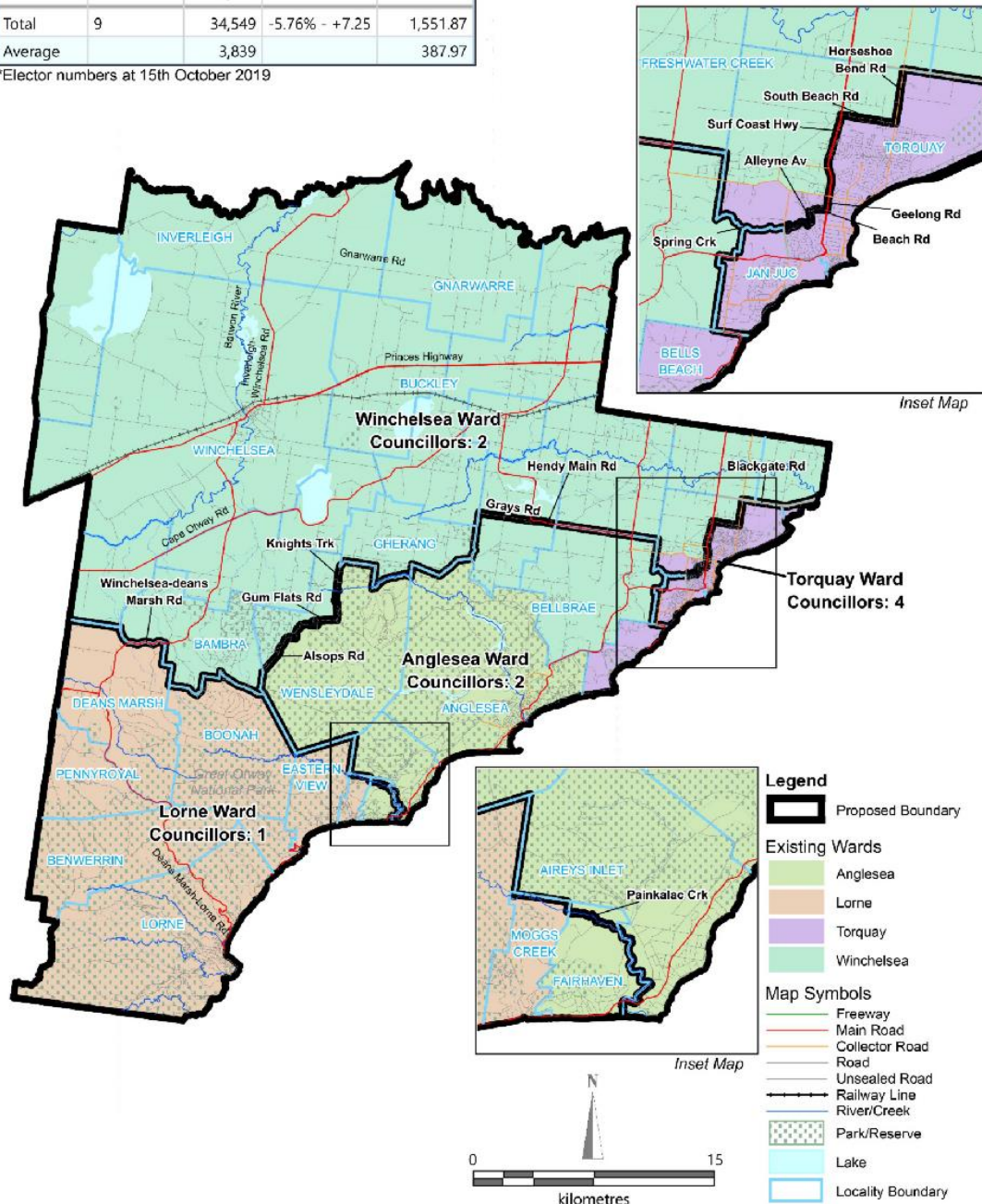
Appendix 1: Map of proposed ward boundaries

The map is provided on the next page.

Ward	Councillors	Electors*	Deviation	Area sq km
Anglesea	2	7,235	-5.76%	265.26
Lorne	1	4,117	+7.25%	330.81
Torquay	4	15,786	+2.81%	22.98
Winchelsea	2	7,411	-3.47%	932.82
Total	9	34,549	-5.76% - +7.25	1,551.87
Average		3,839		387.97

*Electors numbers at 15th October 2019

Surf Coast Shire Council Proposed Ward Boundaries



Map prepared by:

Victorian Electoral Commission **VEC**

Data use:



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Department of Environment, Land, Water & Planning

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February 2020

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Level 11, 530 Collins Street
Melbourne Victoria 3000
T 131 832
info@vec.vic.gov.au
vec.vic.gov.au



@electionsvic



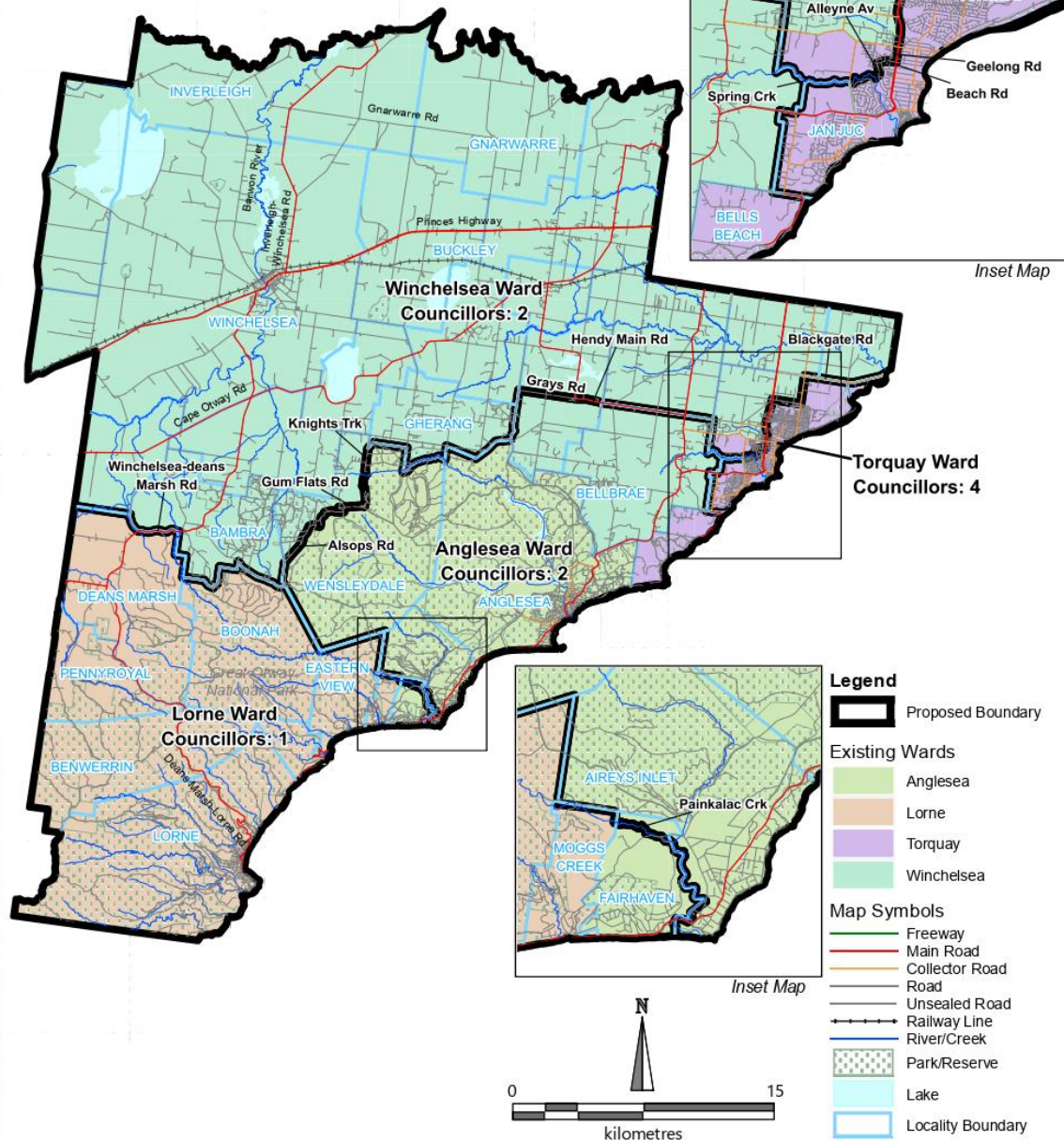
4.4 VEC Subdivision Review - Surf Coast Shire Council Submission

APPENDIX 2 PRELIMINARY REPORT MAP - SURF COAST - PROPOSED WARD BOUNDARIES

Ward	Councillors	Electors*	Deviation	Area sq km
Anglesea	2	7,235	-5.76%	265.26
Lorne	1	4,117	+7.25%	330.81
Torquay	4	15,786	+2.81%	22.98
Winchelsea	2	7,411	-3.47%	932.82
Total	9	34,549	-5.76% - +7.25	1,551.87
Average		3,839		387.97

*Electors numbers at 15th October 2019

Surf Coast Shire Council Proposed Ward Boundaries



Map prepared by:

Victorian Electoral Commission **VEC**

Data use:



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4.4 VEC Subdivision Review - Surf Coast Shire Council Submission

APPENDIX 3 SUBMISSION - VEC SUBDIVISION REVIEW - 19 FEBRUARY 2020



Our Ref: JA D20/
Contact: Wendy Hope

24 February 2020

Victorian Electoral Commission
530 Collins Street
Melbourne VIC 3000

To Whom It May Concern

VEC Subdivision Review – Surf Coast Shire Council

Thank you for the opportunity to make a submission in response to the Preliminary Report for ward boundary adjustments of the Surf Coast Shire Council.

Council understands the requirement under the Local Government Act 1989 for the Victorian Electoral Commission (VEC) to ensure equitable representation of our communities situated across the Surf Coast Shire.

Subdivided electorates work best when ward boundaries recognise communities with common interests to the greatest extent possible. This is particularly applicable to Fairhaven and Aireys Inlet, which the preliminary report proposes to separate into the Lorne ward and Anglesea ward, respectively. While the Painkalac Creek provides a convenient boundary for mapping purposes, it does not appropriately recognise the close relationship of the Fairhaven and Aireys Inlet communities that share strong social and environmental values.

Council is therefore opposed to the proposed adjustment and offers that a more suitable solution would be adjusting the Lorne ward boundary further north to include the community of Bambra, who share similarities with Deans Marsh and other members of the community situated within the Lorne ward.

Council understands that to achieve the required deviations of less than 10%, its proposal to extend the Lorne ward boundary to the north rather than the east requires a more significant geographic change. However, Council feels that the overall relationships within wards and between communities is better supported by this proposal.

Council does not offer further objection or proposal to the other proposed boundary changes but acknowledges that the current and proposed boundaries for the Torquay ward do not well encapsulate the Torquay Jan Juc community. This cannot be addressed within the constraints of the subdivision review but will be an important consideration at the next electoral review scheduled prior to the 2024 Council election.

I would appreciate the opportunity to speak to this submission at the public hearing scheduled for Tuesday, 17 March 2020.

Yours faithfully

Cr Rose Hodge
Mayor

1 Merrijig Drive (PO Box 350) Torquay VIC 3228
p. 03 5261 0600 e. info@surfcoast.vic.gov.au

www.surfcoast.vic.gov.au

5. ENVIRONMENT & DEVELOPMENT

Nil

6. CULTURE & COMMUNITY

6.1 Point Impossible to Jan Juc Draft Master Plan

Author's Title: Open Space Planner

General Manager: Anne Howard

Department: Recreation and Open Space Planning

File No: F15/752-2

Division: Culture & Community

Trim No: IC20/199

Appendix:

1. Surf Coast Shire Submission - Point Impossible to Jan Juc Draft Masterplan (D20/17675)
2. GORCC - Point Impossible to Jan Juc Draft Masterplan (D20/22210)
3. GORCC - Point Impossible to Jan Juc Master Plan Fact Sheet (D20/22214)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

☐ Yes

☒ No

☐ Yes

☒ No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to endorse a submission to the Great Ocean Road Coast Committee – Point Impossible to Jan Juc Draft Master Plan process.

Summary

Great Ocean Road Coast Committee (GORCC) are developing a new master plan for the Torquay and Jan Juc Foreshore Reserves from Point Impossible to the start of the Bells Beach Surfing Reserve. The existing master plan is over 20 years old and the new master plan sets the vision and identifies high-level actions to guide future use and development of the precinct for the next 10-15 years.

The draft master plan recognises that a new authority, Great Ocean Road Coast and Parks Authority (GORCPA), is due to commence in 2020, which will replace GORCC and other land managers along the Great Ocean Road. GORCPA will become the Crown land manager of the foreshore, and therefore be responsible for the management of the foreshore and implementation of the master plan moving forward.

Council was invited to prepare a submission to the public exhibition of the Point Impossible to Jan Juc Draft Master Plan which opened 10 January and closed 16 February 2020. Officers confirmed with GORCC that the earliest opportunity for Council to endorse a submission to the draft master plan would be at its 25 February 2020 Ordinary meeting. GORCC agreed to accept Council's submission post-meeting.

The draft master plan has been informed by community and stakeholder consultation conducted over summer 2019-20. The key themes highlighted include protecting environmental values; addressing the pressures of development, population and visitation growth; addressing conflicts in beach use and access; managing and adapting to risks of climate change, including erosion and inundation; and improving circulation path networks, and all abilities access, to and around the foreshore.

Key feedback relates to supporting an increased focus on cycling, pedestrian facilities and public art; considering universal design principles in redeveloping play spaces; upgrading amenity blocks including an accessible changing places facility at Cosy Corner; investigating options to manage conflicts between beach users at Nudies Beach; supporting further investigation into the use of hydrofoil surfboards which present a major safety threat to other beach users; and reviewing dog enforcement procedures once GORPCA is established.

Recommendation

That Council endorses and submits the submission to the Great Ocean Road Coast Committee – Point Impossible to Jan Juc Draft Master Plan as attached at Appendix 1.

6.1 Point Impossible to Jan Juc Draft Master Plan

Council Resolution

MOVED Cr Martin Duke, Seconded Cr Margot Smith

That Council endorses and submits the submission to the Great Ocean Road Coast Committee – Point Impossible to Jan Juc Draft Master Plan as attached at Appendix 1.

CARRIED 7:0

6.1 Point Impossible to Jan Juc Draft Master Plan

Report

Background

The 11.5 kilometres of coastal foreshore between Point Impossible and Jan Juc is Crown land managed by the Great Ocean Road Coast Committee (GORCC) and is of significance socially, economically and environmentally to both residents and visitors.

GORCC have developed a draft master plan for the Torquay and Jan Juc Foreshore Reserves between Point Impossible and Jan Juc, as the existing master plan is now over 20 years old and foreshore reserves have evolved considerably. The draft master plan sets the vision and identifies high-level actions to guide future use and development of the precinct over the next 10-15 years. The draft master plan includes the entire foreshore area from Point impossible through Jan Juc to the start of the Bells Beach Surfing Reserve.

The draft master plan has been informed by community and stakeholder consultation conducted over summer 2019-20. The key themes highlighted include:

1. Protect environmental values
2. Address the pressures of development, population and visitation growth
3. Address conflicts in beach use and access
4. Manage and adapt to risk of climate change, including erosion and inundation
5. Improve circulation path networks, and all abilities access, to and around the foreshore.

The draft master plan recognises that a new authority, Great Ocean Road Coast and Parks Authority (GORCPA), is due to commence in 2020, which will replace GORCC and other land managers along the Great Ocean Road. As it currently stands, GORCPA will become the Crown land manager of the foreshore, and therefore be responsible for the management and implementation of the master plan moving forward.

Discussion

Council was invited to prepare a submission to the public exhibition of the Point Impossible to Jan Juc Draft Master Plan which opened 10 January and closed 16 February 2020. Officers confirmed with GORCC that the earliest opportunity for Council to endorse a submission to the draft master plan would be at its 25 February 2020 Ordinary meeting. GORCC agreed to accept Council's submission post-meeting and presented the draft master plan at the 18 February 2020 Council briefing session.

A number of Council departments have been involved in reviewing and providing comment to the draft master plan, including the All Abilities Advisory Committee (AAAC) and Positive Ageing Advisory Committee (PAAC). Council supports the actions identified across the seven plans, with key feedback summarised as follows:

General Comments

- Council supports an increased focus on cycling and pedestrian friendly facilities such as drinking fountains/bottle fill stations, seating and bicycle racks. These facilities promote an active and walkable community and help to ease vehicle congestion.
- Dog enforcement procedures should be reviewed once GORCPA is established (ability to issue penalty infringement notices).
- Council supports actions to redevelop existing play spaces, however our AAAC recommend that the upgrades follow Universal Design principles to provide inclusive, accessible play spaces.
- Council supports upgrading amenities blocks at Whites Beach, Fisherman's Beach and Torquay Common, however our PAAC recommend that these upgrades be prioritised in the short or medium term rather than long term (8+ years).
- Council recognises an increasing concern within our community relating to the use of hydrofoil surfboards and the major safety threat they present to other beach users. It is acknowledged that Marine Safety Victoria (MSV) are the responsible Authority, however they have no regulatory framework regarding the use of these water craft. Officers support working with authorities and agencies to investigate options to manage conflicts between beach users relating to the use of hydrofoil surfboards.
- Council supports an increased focus on public art, sculptures, storey telling and use of QR codes to generate a greater understanding and appreciation for environmental values and Wadawurrung heritage.
- Council recommends investigating the use of recycled water for irrigation of high use lawn areas.

6.1 Point Impossible to Jan Juc Draft Master Plan

PLAN 1 – Point Impossible and Nudist Beach

- Council recommends investigating options to move the Point Impossible car park back (north) and implementing more boardwalks to protect the natural environment and cultural heritage of the area.
- Council supports investigating options to manage conflicts between beach users at Nudies Beach. Council notes that Nudies Beach may no longer be considered remote, contributing to increasing levels of community concern regarding its appropriateness as a clothing optional beach.
- Council supports Action 8 to improve access for pedestrians and cyclists between Point Impossible and Whites Beach.

PLAN 3 – Fishermans Beach

- Council supports Action 7 to redevelop Yellow Bluff playground but suggests that as the playground is nearly twenty years old it should be a short term (1-3 year) action.
- Council recommends investigating options to make safety improvements between vehicle movements and beach users at the boat ramp and car park (particularly families with children).
- Council recommends working with the Torquay Marine Service and Torquay Motor Yacht and Angling Club to investigate options for the expansion of storage facilities within their existing footprint.

PLAN 4 – Torquay Front Beach

- Council supports Action 6 to upgrade the amenity block at Cosy Corner. Council notes the potential to attract grant funding to develop an accessible changing place facility and therefore recommends prioritising this in the short term (1-3 years) rather than the medium term (4-7 years).
- Council supports Action 10 and 11 to manage Cypress and Norfolk Island Pine trees but suggests successional planting to provide semi-mature trees when the time comes for removal.
- Council recommends investigating options to assist in reducing vehicle congestion in the area.

PLAN 7 – Jan Juc to Bells Beach

- Council recommends investigating options to manage conflicts between cyclists and pedestrians on this section of the Surf Coast Walk such as improving signage as it is highly popular and becomes congested particularly on weekends.

The draft master plan states that GORCPA is due to commence in 2020 replacing GORCC and other land managers along the Great Ocean Road. GORCC will present and advocate the final master plan to GORPCA for adoption.

Financial Implications

There are no financial implications relating to the recommendations in this report.

Council Plan

Theme 1 Community Wellbeing
Objective 1.2 Support people to be healthy and active
Strategy 1.2.1 Develop and implement local programs to support Healthy Eating and Active Living

Theme 3 Balancing Growth
Objective 3.2 Ensure infrastructure is in place to support existing communities and provide for growth
Strategy 3.2.6 Advocate for supporting infrastructure

Policy/Legal Implications

There is no policy of legal implications relating to the recommendations in this report.

Officer Direct or Indirect Interest

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

6.1 Point Impossible to Jan Juc Draft Master Plan

Risk Assessment

One of the key risks is recognition within the master plan that GORCPA is due to commence in 2020 replacing GORCC as the Crown land manager of the foreshore. The new authority will therefore be responsible for the implementation of the master plan moving forward and there is no guaranteed commitment to delivering the master plan actions in-line with proposed timeframes.

It should be noted that Council has not had the opportunity to broadly canvas the level of community sentiment and support for the draft master plan.

Social Considerations

The Point Impossible to Jan Juc Foreshore will continue to play a critical role as a highly valued open space parcel for the Torquay and Jan Juc townships, and contribute to meeting the social and recreational needs of the local community.

Community Engagement

GORCC released the Point Impossible to Jan Juc Draft Master Plan on 10 January 2020 with feedback closing 16 February 2020. Two community consultation sessions were held on Friday 24 January at Torquay Front Beach and Saturday 15 February at Torquay Angling Club, Fisherman's Beach. These sessions were well attended and feedback received during the consultation period will be considered to inform the development and design of the final master plan. An online survey was also completed.

Council has not undertaken separate engagement to inform this submission.

Environmental Implications

GORCC have considered environmental implications within the draft master plan with a key objective being to *"Protect environmental and cultural values by providing long-term sustainable access and improving low-key facilities consistent with the natural character and existing use"*. Key actions include monitoring cliff stability and managing cliff erosion in sections; improving visitor understanding and appreciation of environmental values including shorebird habitat, native vegetation and natural coastal processes; investigating options to manage storm water outlets; and continuing weed control and dune revegetation.

Communication

Council's resolution and submission to GORCC will be available on the Shire website.

Options

Option 1 – Receive and endorse the submission

This option is recommended by officers as it recognises the Point Impossible to Jan Juc Foreshore as the main open space parcel for the Torquay to Jan Juc townships and is consistent with feedback received from the Economic Development, Recreation & Open Space Planning, Facilities and Open Space Operations and Strategic Planning Departments.

Option 2 – Receive and endorse the submission with minor amendments

This option is not recommended by officers as the submission has been developed in accordance with officer feedback, however Councillors may determine to make minor amendments to the submission prior to final resolution.

Option 3 – Do not support the submission

This option is not recommended by officers as it's important that Council provides a response to the draft master plan with the Point Impossible to Jan Juc Foreshore being such a highly valued open space parcel for the Torquay and Jan Juc community.

6.1 Point Impossible to Jan Juc Draft Master Plan

Conclusion

The draft master plan has been informed by community and stakeholder consultation conducted over summer 2019-20. The key themes include protecting environmental values; addressing the pressures of development, population and visitation growth; addressing conflicts in beach use and access; managing and adapting to risks of climate change, including erosion and inundation; and improving circulation path networks, and all abilities access, to and around the foreshore.

There has been two well attended local community consultation sessions to review the draft master plan, and feedback received during the consultation period will be considered to inform the development and design of the final master plan.

The draft master plan recognises that a new authority, GORPCA will become the Crown land manager of the foreshore, and therefore be responsible for the management and implementation of the master plan moving forward.

6.1 Point Impossible to Jan Juc Draft Master Plan

**APPENDIX 1 SURF COAST SHIRE SUBMISSION - POINT IMPOSSIBLE TO JAN JUC DRAFT
MASTERPLAN**



**Surf Coast Shire Council
Submission to the Great Ocean Road Coast Committee (GORCC) –
Draft Point Impossible to Jan Juc Master Plan (February 2020)**

General Comments

- Council thanks GORCC for the opportunity to provide comment on the draft Point Impossible to Jan Juc Master Plan.
- Council notes that the public exhibition and feedback opportunity closed 16 February 2020 and thanks GORCC for the opportunity to submit a late endorsed submission following its 25 February 2020 Ordinary meeting.
- Council appreciates GORCC's attendance at its 18 February 2020 briefing session to provide an update on the project.
- Council supports the coastal foreshore as a highly valued open space providing recreational opportunities and connection to the natural environment.
- Council notes the Great Ocean Road Coast and Parks Authority (GORCPA) is expected to commence in 2020 and GORCC will present the final master plan to GORCPA for adoption.
- Council supports an increased focus on cycling and pedestrian friendly facilities such as drinking fountains/bottle fill stations, seating and bicycle racks. These facilities promote an active and walkable community and help to ease vehicle congestion.
- Council supports the ongoing actions to retain current off-leash, timeshare and no dog areas.
- Council notes an ongoing action to support Surf Coast Shire to monitor, review and implement dog regulations as required. Council suggests reviewing dog enforcement procedures once GORCPA is established (ability to issue penalty infringement notices).
- Council suggests including accessible design wherever sustainable design is mentioned for facility upgrades.
- Council supports and encourages community access and shared use of the Torquay Angling Club, Torquay Surf Lifesaving Club and Jan Juc Surf Lifesaving Club.
- Council supports actions to redevelop existing play spaces, however our All Abilities Advisory Committee recommend that the upgrades follow Universal Design principles to provide inclusive, accessible play spaces. Features including tactile indicators, high contrast colours and textures, and large print information for people with vision impairments where possible.
- Council supports upgrading amenities blocks at Whites Beach, Fishermans Beach and Torquay Common, however our Positive Ageing Advisory Committee recommend that these upgrades be prioritised in the short or medium term rather than long term (8+ years).
- Council recognises an increasing concern within our community relating to the use of hydrofoil surfboards and the major safety threat they present to other beach users. Council acknowledges that Marine Safety Victoria (MSV) are the responsible Authority, however they have no regulatory framework regarding the use of these water craft. Council supports working with authorities and agencies to investigate options to manage conflicts between beach users relating to the use of hydrofoil surfboards.
- Council supports an increased focus on public art, sculptures, storey telling and use of QR codes where appropriate to generate a greater understanding and appreciation for environmental values and aboriginal heritage.



- Council supports continued use of a number of areas for events but suggests these spaces could be made more effective through the provision of appropriate event infrastructure such as power and water points and viewing decks (including Point Impossible Car Park, Fishermans Beach and Torquay Front Beach).
- Council recommends investigating the use of recycled water for irrigation of high use lawn areas.
- Council has not had the opportunity to broadly canvas the level of community sentiment and support for the draft masterplan.

Plan Specific Comments

Council supports the actions identified across the seven plans, noting the following:

PLAN 1 – Point Impossible and Nudist Beach

- Council recommends investigating options to move the Point Impossible car park back (north), re-vegetate the closed section and implement more boardwalks to protect the natural environment and cultural heritage of the area.
- Council supports Action 6 to investigate options to manage conflicts between beach users at Nudies Beach. Council notes that Nudies Beach may no longer be considered remote, contributing to increasing levels of community concern regarding its appropriateness as a clothing optional beach.
- Council supports Action 5 to highlight the start of Surf Coast Walk, however there is a shelter and signage already in place so clarifying how this may be done will be beneficial.
- Council supports Action 8 to improve access for pedestrians and cyclists between Point Impossible and Whites Beach.

PLAN 2 – Whites Beach

- Council supports Action 6 to investigate the need for surf lifesaving facilities and beach patrols at Whites Beach. Council notes that action 2.2 and 5.5 of the Future of Surf Life Saving Strategy makes reference to no new club buildings prior to 2025 and expanding outpost services may be considered with decisions made collaboratively between agencies, clubs and Life Saving Victoria.

PLAN 3 – Fishermans Beach

- Council supports Action 4 to provide additional picnic, BBQ facilities and shade trees near the Torquay Sailing Club but suggests that view lines are considered.
- Council supports Action 7 to redevelop Yellow Bluff playground but suggests that as the playground is nearly twenty years old it should be a Short term (1-3 year) action.
- Council recommends investigating options to make safety improvements between vehicle movements and beach users at the boat ramp and car park (particularly families with children).
- Council recommends working with the Torquay Marine Service and Torquay Motor Yacht and Angling Club to investigate options for the expansion of storage facilities within their existing footprint to accommodate all equipment onsite.

PLAN 4 – Torquay Front Beach

- Council supports Action 6 to upgrade the amenity block at Cosy Corner. Council notes the potential to attract grant funding to develop an accessible changing place facility and therefore recommends prioritising this in the short term (1-3 years) rather than the medium term (4-7 years).



- Council supports Action 10 and 11 to manage Cypress and Norfolk Island Pine trees but suggests successional planting to provide semi-mature trees when the time comes for removal. Council suggests undertaking community consultation when the Cypress trees are to be removed permanently given potential sentiments to this species.
- Council recommends investigating options to assist in reducing vehicle congestion in the area.

PLAN 5 – Back Beach and Torquay Common

- Council recommends investigating options to provide alternate access to Voss Car Park via Park Lane during busy times or events.
- Council recommends developing an accessible path around the alternate side of the toilet block at the western end of the beach (currently a well-worn informal path).

PLAN 6 – Jan Juc

- Council supports Action 1 to improve visitor understanding and appreciation of Wadawurrung heritage and environmental values and suggests the use of interactive tools such as QR codes.

PLAN 7 – Jan Juc to Bells Beach

- Council recognises that the Surf Coast Walk between Jan Juc and Bells Beach is a very popular and well-used shared path that can get quite congested, particularly on weekends.
- Council recommends investigating options to manage conflicts between cyclists and pedestrians on this section of the Surf Coast Walk such as improving signage.

6.1 Point Impossible to Jan Juc Draft Master Plan

APPENDIX 2 GORCC - POINT IMPOSSIBLE TO JAN JUC DRAFT MASTERPLAN

GREAT OCEAN ROAD
COAST COMMITTEE

**POINT IMPOSSIBLE
TO JAN JUC
DRAFT MASTER PLAN**

OVERALL PLAN

Master plans provide us and our community with a dynamic blueprint for a 10 to 15-year period. They set the vision and high-level actions to guide future use and development of an area and assist long-term planning to ensure adequate resourcing of the coastal and marine environment.

A new authority, the Great Ocean Road Coast and Parks Authority (GORCPA), is due to commence in 2020 replacing GORCC and other land managers along the Great Ocean Road.

The development and implementation of the final master plan is subject to consultation outcomes, agency approval and funding. Each master plan is informed by community and stakeholder feedback and is approved by the Department of Environment, Land Water and Planning. GORCC will present and advocate the final master plan to GORCPA for adoption.

Vision:

Provide world-leading environmental management and coastal experiences while celebrating the rich social and cultural history and diversity of the foreshore reserves between Point Impossible and Jan Juc.

Guiding Principles:

- Protecting and enhancing our natural environment and cultural heritage is of the highest priority.
- Our coastal reserves have strong health, wellbeing, community, economic, and heritage benefits which support recreational and community enjoyment.
- We provide the opportunity to enjoy our world-leading marine and coastal experiences that are affordable, inclusive and welcoming.
- We foster partnerships and volunteerism by improving access and understanding, education and engagement.
- Our activities and partnerships are built on mutual trust, open communication, collaboration and transparency.
- We use information and data and make evidence-based decisions.
- We engage and consult with our communities and stakeholders to inform our planning.
- We think long term, use strategic business planning tools and innovation to make the best use of our financial, human and physical resources.
- Good governance is core to everything we do and who we are.

Wadawurrung

The Great Ocean Road Coast Committee proudly acknowledges the Wadawurrung people as the traditional custodians of the land that now supports the Point Impossible to Jan Juc foreshore.

For thousands of generations, the Wadawurrung people cared for and protected the land and waters, including its heritage, cultural values and traditions.

We pay our respects to their Ancestors and Elders - past, present and emerging, and commit to walking alongside the Wadawurrung when planning for and managing the foreshore reserve.

DRAWING KEY

GORCC MANAGEMENT AREA



GREAT OCEAN ROAD
COAST COMMITTEE

POINT IMPOSSIBLE TO JAN JUC DRAFT MASTER PLAN

PLAN 1 – POINT IMPOSSIBLE AND NUDIST BEACH

Key Values:

The Wadawurrung have a strong connection with Point Impossible. Shell middens are found almost continuously along the exposed cliff faces and dunes towards Whites Beach.

Native vegetation, Thomsons Creek, Karaaf Wetlands, and the beach provide important habitat for rare and threatened species.

Point Impossible is an accessible and popular surf break.

The lack of visible built infrastructure contributes to the natural landscape character of the area.

Point Impossible is the start of the Surf Coast Walk and only trail walkers, cyclists and beach users can directly connect between Point Impossible and Whites Beach.

"Nudies" (Nudist Beach) is one of three designated nudist beaches in Victoria.

Key Considerations:

The cliffs and dunes between Point Impossible and Whites Beach are steep and subject to erosion and blowouts.

Climate change (sea level rise, storm surge, erosion) will make management of natural values increasingly difficult.

Surfing is the most popular recreational activity at Point Impossible due to the long break and continuous views from open car park. Regular longboard events and good conditions often fill the limited car parking.

The proximity of new residential development at Armstrong Creek and Torquay along with growing tourism is placing pressure on existing low-key infrastructure, accessibility and use.

Anti-social behavior is impacting natural values and creates conflict between users.

Objective:

Protect environmental and cultural values by providing long-term sustainable access and improving low-key facilities consistent with the natural character and existing use.

Proposed Improvements:

Short term (1-3 years)

- 1 Investigate options to manage erosion of the cliff and provide long-term sustainable access to the beach and surf break.
- 2 Close and rehabilitate unsustainable access points to the beach and Thomsons Creek to protect cultural and environmental values.

- 3 Work with Wadawurrung to improve visitor understanding and appreciation of Wadawurrung cultural values.
- 4 Improve visitor understanding and appreciation of environmental values including shorebird habitat, native vegetation and natural coastal processes.
- 5 Highlight the start of the Surf Coast Walk at Point Impossible.
- 6 Work with authorities and agencies to investigate options to manage conflicts between beach users at Nudies such as realigning the clothing optional beach with existing beach access points and improve signage to mitigate conflict.

Medium term (4-7 years)

- 7 Improve links to overflow parking in partnership with other land managers.
- 8 Improve access for pedestrians and cyclists between Point Impossible and Whites Beach. Close and rehabilitate informal tracks.
- 9 Retain low-key infrastructure at Point Impossible and upgrade existing facilities to maintain access to the surf break and improve integration with the natural character, environmental and cultural values of the area.
- 10 Upgrade the Nudist Beach toilet facilities while retaining existing seasonal car park closures to manage anti-social behaviour and vandalism.
- 11 Implement preferred option to ensure long-term access to the beach, surf break and car parking.

Long term (8+ years)

- 12 Implement, and monitor, options to manage conflicts between beach users at Nudies.

Ongoing

- 13 Limit expansion of car parking at Point Impossible and Nudies. Retain views and access to the surf break from the car park at Point Impossible.
- 14 Support continued use of Point Impossible for small scale surfing events while maintaining equitable use and access.
- 15 Retain year round on-leash dog area in the short to medium term between Thomsons Creek and Nudies car park, while improving signage. Support Surf Coast Shire to monitor, review and implement dog regulations as required.

DRAWING KEY

- GORCC MANAGEMENT AREA
- UNSEALED COAST WALKING PATH
- OTHER UNSEALED PATHS
- BEACH ACCESS STAIRS
- NUDIST BEACH EXTENT
- EMERGENCY MARKER
- GORCC CAR PARK
- DISABLED CAR PARKING
- PUBLIC TOILETS

City of
Greater Geelong

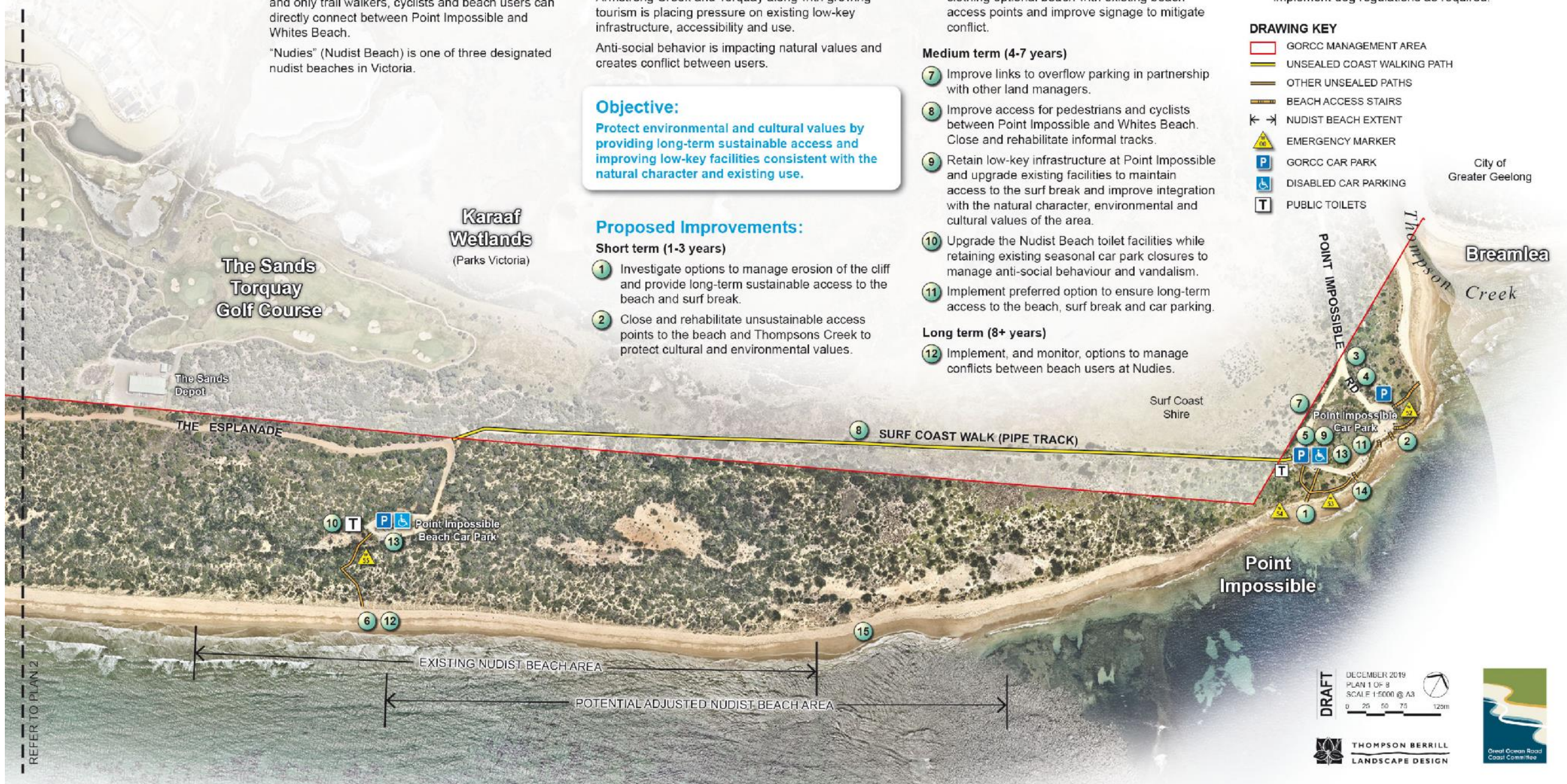
Breamlea
Creek

Surf Coast
Shire

Point
Impossible

DRAFT
DECEMBER 2019
PLAN 1 OF 9
SCALE 1:5000 @ A3
0 25 50 75 125m

THOMPSON BERRILL
LANDSCAPE DESIGN



REFER TO PLAN 2

GREAT OCEAN ROAD
COAST COMMITTEE

POINT IMPOSSIBLE
TO JAN JUC
DRAFT MASTER PLAN

PLAN 2 – WHITES BEACH

Key Values:

Remnant vegetation, intact dunes, and long stretches of sandy beach provide important habitat for a range of threatened wildlife and plants. However, these quieter unpatrolled beaches also provide valuable year-round off-leash dog areas.

The unmade Tip Road (The Esplanade) provides the only vehicle access to Nudies and is an important cycling and walking track when high tides limit beach access. 'The Gap' is a popular surf break.

Key Considerations:

Shell middens are found along the exposed cliff faces and dunes, which also provide important habitat for nesting shorebirds. The steep foredunes are vulnerable to erosion and climate change which will make management and protection of natural values increasingly difficult.

Tip Road is closed to vehicles over winter to minimise impacts to the vulnerable gravel surface from off-road vehicles and motor bikes in wet conditions.

The proximity of new residential development is placing pressure on low-key infrastructure and creating conflict between different beach users. Trainers with permits are permitted to exercise horses on the beach.

Objective:

Protect the natural character and biodiversity of Whites Beach by managing the area for conservation and passive recreational activities with low-key infrastructure and facilities.

Proposed Improvements:

Short term (1-3 years)

- 1 Install permanent gates to formalise the seasonal closure of Tip Road (The Esplanade). Establish a vehicle turnaround and formalise roadside parking with Surf Coast Shire.
- 2 Formalise the pedestrian track from the seasonal road closure point to the beach, minimising impacts to dunes, native vegetation and habitat, and Aboriginal heritage.
- 3 Install fencing to restrict access to existing informal tracks within dune vegetation and habitat. Revegetate closed tracks.
- 4 Monitor use of existing boardwalk and timber stairs at Whites Gap. Decommission or upgrade as appropriate.

Medium term (4-7 years)

- 5 Monitor and review beach use by horses.

DRAWING KEY

- GORCC MANAGEMENT AREA
- FUTURE SEALED PATH
- UNSEALED COAST WALKING PATH
- OTHER UNSEALED PATHS
- INFORMAL TRACKS
- BOARDWALK
- EXISTING FENCING
- EMERGENCY MARKER
- CAR PARK
- DISABLED PARKING
- PUBLIC TOILETS

Longer term (8+ years)

- 6 Investigate the need for surf lifesaving facilities and beach patrols at Whites Beach in partnership with Life Saving Victoria. Implement preferred option.
- 7 Maintain existing amenity block and shower facilities at Whites Beach and upgrade to accommodate increased visitation if required. Incorporate best practice sustainable design and initiatives such as solar, composting capabilities, and water tanks.

Ongoing

- 8 Monitor traffic on Tip Road (The Esplanade) and implement speed control to improve safety for cyclists.

Whites Beach

- 9 Retain existing off-leash area, while improving signage and community awareness of shorebird habitat. Close and secure hooded plover nesting habitat during the breeding and fledging season. Support Surf Coast Shire to monitor, review and implement dog regulations as required.
- 10 Continue to partner with community groups to control weeds, undertake revegetation and protect hooded plovers.

- 11 Allow natural coastal process to occur, including dune erosion and shoreline recession.

DRAFT
DECEMBER 2019
PLAN 2 OF 8
SCALE 1:5000 @ A3
0 20 40 60 80 100m

THOMPSON BERRILL
LANDSCAPE DESIGN



GREAT OCEAN ROAD
COAST COMMITTEE

POINT IMPOSSIBLE TO JAN JUC DRAFT MASTER PLAN

PLAN 3 – FISHERMANS BEACH

Key Values:

Fishermans Beach (Fishos) is one of our most popular beaches, with the beach access ramp enabling the use of watercraft such as boats and kayaks. Fishos is also a popular surf break when there is big swell.

The shallow waters with easy access to café and kiosk facilities are popular with families and dog walkers. The interface with Taylor Park facilitates active transport between the foreshore and residential areas.

Yellow Bluff playground is the largest playground on the foreshore and the shady picnic area is popular all year with residents and visitors.

Key Considerations:

The vertical Yellow Bluff limestone cliffs are vulnerable to erosion.

Recent and future residential growth will increase use of Fishos and Whites Beach by residents, placing pressure on existing facilities and amenities, including lawn areas, car parks and the popular Yellow Bluff playground which is almost twenty years old.

Objective:

Maintain Fishermans Beach as a place for active recreation, small-scale events and boating by upgrading existing facilities to accommodate increasing popularity and use.

Proposed Improvements:

Short term (1-3 years)

- 1 Upgrade existing beach access stairs at Deep Creek and connect path to car park.
- 2 Reconfigure Fishermans Beach car park, including safe and efficient layout, sealed surface and short-term vehicle drop-off area. Include shade trees and water sensitive urban design.
- 3 Investigate options with Surf Coast Shire and implement measures to upgrade the stormwater outlet at Fishermans Beach in accordance with current best practice.

- 4 Provide additional picnic, BBQ facilities and shade trees near the Torquay Sailing Club and Darian Road car park.
- 5 Upgrade the Fishermans Beach Viewing Platform (pop-up bar) to provide an all-weather restaurant for year-round use.



Medium term (4-7 years)

- 6 Support the Torquay Sailing Club to investigate current and future use and capacity. Upgrade facilities while minimising impacts to dunes, native vegetation and habitat, and Aboriginal heritage.
- 7 Redevelop Yellow Bluff playground and upgrade picnic facilities while protecting and strengthening important stands of Moonah. Incorporate natural materials and colours, integrated artwork and nature-based play.
- 8 In partnership with Life Saving Victoria, investigate the need for additional surf lifesaving facilities and beach patrols at Fishermans Beach. Implement preferred options.

Long term (8+ years)

- 9 Upgrade the amenity block at Cowrie Road car park and the Torquay Sailing Club to incorporate best practice sustainable design and initiatives such as solar and water capture and re-use.

Ongoing

- 10 Support continued use lawn areas for small scale events, while maintaining equitable access and use.
- 11 Retain year round off-leash dog area north of Deep Creek and timeshare area at Fishermans Beach in the short to medium term, while improving signage. Support Surf Coast Shire to monitor, review and implement dog regulations as required.
- 12 Monitor cliff stability at Yellow Bluff and allow natural coastal process to occur, including erosion and shoreline recession.
- 13 Continue weed control and dune revegetation in partnership with local community groups.
- 14 Establish shade trees while retaining views.

DRAWING KEY

- GORCC MANAGEMENT AREA
- FUTURE SEALED PATH
- EXISTING SEALED PATH
- UNSEALED COAST WALKING PATH
- VEHICLE ACCESS TO BEACH
- BOAT ACCESS RAMP
- OTHER UNSEALED PATHS
- INFORMAL TRACKS
- BEACH ACCESS STAIRS
- BOARDWALK
- EXISTING FENCING
- EMERGENCY MARKER
- GORCC CAR PARK
- DISABLED PARKING
- PUBLIC TOILETS
- LOOKOUTS

DRAFT
DECEMBER 2019
PLAN 3 OF 8
SCALE 1:5000 @ A3
0 25 50 75 125m
THOMPSON BERRILL
LANDSCAPE DESIGN



REFER TO PLAN 2

GREAT OCEAN ROAD
COAST COMMITTEE

POINT IMPOSSIBLE TO JAN JUC DRAFT MASTER PLAN

DRAWING KEY

- GORCC MANAGEMENT AREA
- FUTURE SEALED PATH
- SEALED COAST WALKING PATH
- UNSEALED COAST WALKING PATH
- VEHICLE ACCESS TO BEACH
- BOAT ACCESS RAMP
- MARINE SANCTUARY
- OTHER UNSEALED PATHS
- BEACH ACCESS STAIRS
- EXISTING FENCE
- EMERGENCY MARKER
- P GORCC CAR PARK
- T DISABLED PARKING
- T PUBLIC TOILETS
- LOOKOUT

PLAN 4 – TORQUAY FRONT BEACH

Key Values:

Open lawn areas, mature native and exotic trees at Torquay Front Beach and Elephant Walk attract large crowds and host a range of community and private events throughout the year.

The network of sealed walking tracks and numerous beach access points provide important public open space and connection to and from the Torquay town centre and beach.

Cosy Corner is popular with young families and swimmers due to its gentle waves, shallow water, and BBQ and picnic facilities under a shady Moonah canopy.

Point Danger is an important ANZAC memorial and forms an important part of the ANZAC Day Dawn Service. The adjacent Point Danger Marine Sanctuary protects significant marine and intertidal values, and is also popular for kitesurfing, windsurfing, and surfing.

Key Considerations:

The cliffs at Point Danger and existing timber and bluestone sea walls and groynes at Cosy Corner are vulnerable to erosion and impacts from climate change.

The existing flat path network and car parking at Cosy Corner provide a level of access not possible in other areas with steep cliffs and stairs.

Continued development of Torquay and the greater Geelong area, coupled with increasing tourism will place pressure on the foreshore and beach.

Objective:

Maintain the historic landscaped character of Torquay Front Beach and Point Danger while improving access and facilities to accommodate increasing visitors and off-season events.

Proposed Improvements:

Short term (1-3 years)

- 1 Provide a new DDA compliant path and ramp onto the beach at Cosy Corner. Investigate community desire and trial the use of accessible beaches infrastructure and wheelchair.
- 2 Upgrade the existing beach shower to include best-practice water re-capture and use.
- 3 Investigate coastal processes and implement erosion mitigation using best-practice design and engineering between 65W and 62W.
- 4 Upgrade the seawall promenade path to provide universal access from Cosy Corner to 62W and improve links to Gilbert Street considering future coastal processes and climate change.
- 5 Establish short-term vehicle drop off areas to reduce reliance on cars and foreshore car parking.

Medium term (4-7 years)

- 6 Upgrade amenity block at Cosy Corner to incorporate best practice sustainable design and initiatives such as solar, water capture and re-use and an accessible changing place facility.
- 7 Use revegetation and shade planting to improve parking efficiency in grassy overflow parking areas.

Long term (8+ years)

- 8 Redevelop Torquay Front Beach playground to focus on natural materials, integrated artwork and nature-based play and nearby upgrade picnic facilities.

Ongoing

- 9 Retain existing no dog area at Cosy Corner and Point Danger, and timeshare area towards Yellow Bluff in the short to medium term, while improving signage. Support Surf Coast Shire to monitor, review and implement dog regulations as required.



- 10 Manage mature Cypress trees at Elephant Walk for Safety. If removal is required, replace with indigenous canopy species to replace shade and increase local biodiversity.
- 11 Manage mature Cypress and Norfolk Island Pine trees at Torquay Front Beach and Point Danger for safety. If removal is required, replace with the same species.
- 12 Support Parks Victoria to manage and protect the Point Danger Marine Sanctuary.
- 13 Support continued use of lawn areas for events, while maintaining equitable access and use.
- 14 Continue weed control and dune revegetation in partnership with Friends of Cosy Corner and other community groups.
- 15 Establish shade trees while retaining views.
- 16 Stage the removal of coast tea-tree and replace with Moonah.
- 17 Monitor cliff stability and allow natural coastal process to occur at Point Danger.

DRAFT
DECEMBER 2019
PLAN 4 OF 8
SCALE 1:5000 @ A3
0 25 50 75 125m

THOMPSON BERRILL
LANDSCAPE DESIGN



GREAT OCEAN ROAD
COAST COMMITTEE

POINT IMPOSSIBLE TO JAN JUC DRAFT MASTER PLAN

PLAN 5 – BACK BEACH AND TORQUAY COMMON

Key Values:

Torquay Back Beach is a popular surfing and ocean beach with the support of the Torquay Surf Life Saving Club (SLSC). Set between the prominent limestone headlands of Point Danger and Rocky Point, large grassy terraces provide views of the surf break at Rocky Point. Voss car park provides the most car spaces within the Point Impossible to Jan Juc area.

Spring Creek and the estuary provide important brackish and freshwater habitat and is popular for fishing, canoe/kayaking and stand up paddle boarding.

Spring Creek forms the natural western boundary of Torquay Common, a series of large open grassy areas with exotic trees used for events and overflow parking.

Key Considerations:

Continued development of Torquay and the greater Geelong area, coupled with increasing tourism is placing pressure on the foreshore, existing facilities and surf lifesaving club.

The Torquay Family Caravan Park, with 300 visitor sites is a significant contributor to the use of Torquay Back Beach over summer.

Torquay Common is under increasing demand for frequent, large community events. Due to existing natural and built assets, there is limited opportunity or space to expand car parking to support these events.

Objective:

Retain and protect the historic landscaped character of Torquay Back Beach and Torquay Common, including the distinctive grassed terraced embankments by upgrading existing facilities to accommodate increasing visitors and supporting events at Torquay Common.

Proposed Improvements:

Short term (1-3 years)

- 1 Use revegetation and shade planting to improve parking efficiency in overflow parking areas.
- 2 Realign paths in Torquay Common adjacent to Spring Creek to increase riparian vegetation buffers while retaining access to existing fishing and launch platforms.
- 3 Monitor the use of the amenity block at Voss car park. Decommission or replace to incorporate best practice sustainable design and initiatives such as solar, and water capture and re-use.

Medium term (4-7 years)

- 4 Landscape and upgrade the picnic area to the north of the surf lifesaving club, including rotunda, BBQ facilities and general landscaping.
- 5 Redevelop Torquay Common playground to focus on natural materials, integrated artwork and nature-based play and upgrade nearby picnic facilities.

Long term (8+ years)

- 6 Upgrade the amenity block in Torquay Common to incorporate best practice sustainable design and initiatives such as solar, and water capture and re-use.
- 7 Upgrade picnic and information shelter at the corner of Surf Beach Drive.

Ongoing

- 8 Support the Torquay Surf Life Saving Club, to provide upgraded surf lifesaving facilities at Torquay Back Beach.
- 9 Retain existing dog timeshare area in the short to medium term, while improving signage. Support Surf Coast Shire to monitor, review and implement dog regulations as required.
- 10 Support continued use of Torquay Common for events.
- 11 Continue weed control and revegetation in partnership with community groups.
- 12 Establish shade trees in Torquay Common.
- 13 Maintain efficient and usable pedestrian access between the Torquay Family Caravan Park and the Back Beach.
- 14 Stage the removal of coast tea-tree and replace with Moonah.



GREAT OCEAN ROAD
COAST COMMITTEE

POINT IMPOSSIBLE TO JAN JUC DRAFT MASTER PLAN

PLAN 6 – JAN JUC

Key Values:

The steep rocky limestone cliffs and bluffs at Jan Juc provide a series of iconic point and reef surf breaks. The recently redeveloped Jan Juc Surf Life Saving Club (SLSC) patrols the main beach which consists of rocky reefs, shifting sand and rips.

The cliff top route of the Surf Coast Walk linking Torquay to Jan Juc provides elevated views of the water, sheltered bays and exposed headlands.

Three tier car park provides the primary parking and beach access points to Jan Juc Beach. The timber viewing platforms and lookouts provide sweeping views of the cliffs and beach breaks. These platforms are particularly important for people with limited mobility to view the ocean and cliff landscape.

Key Considerations:

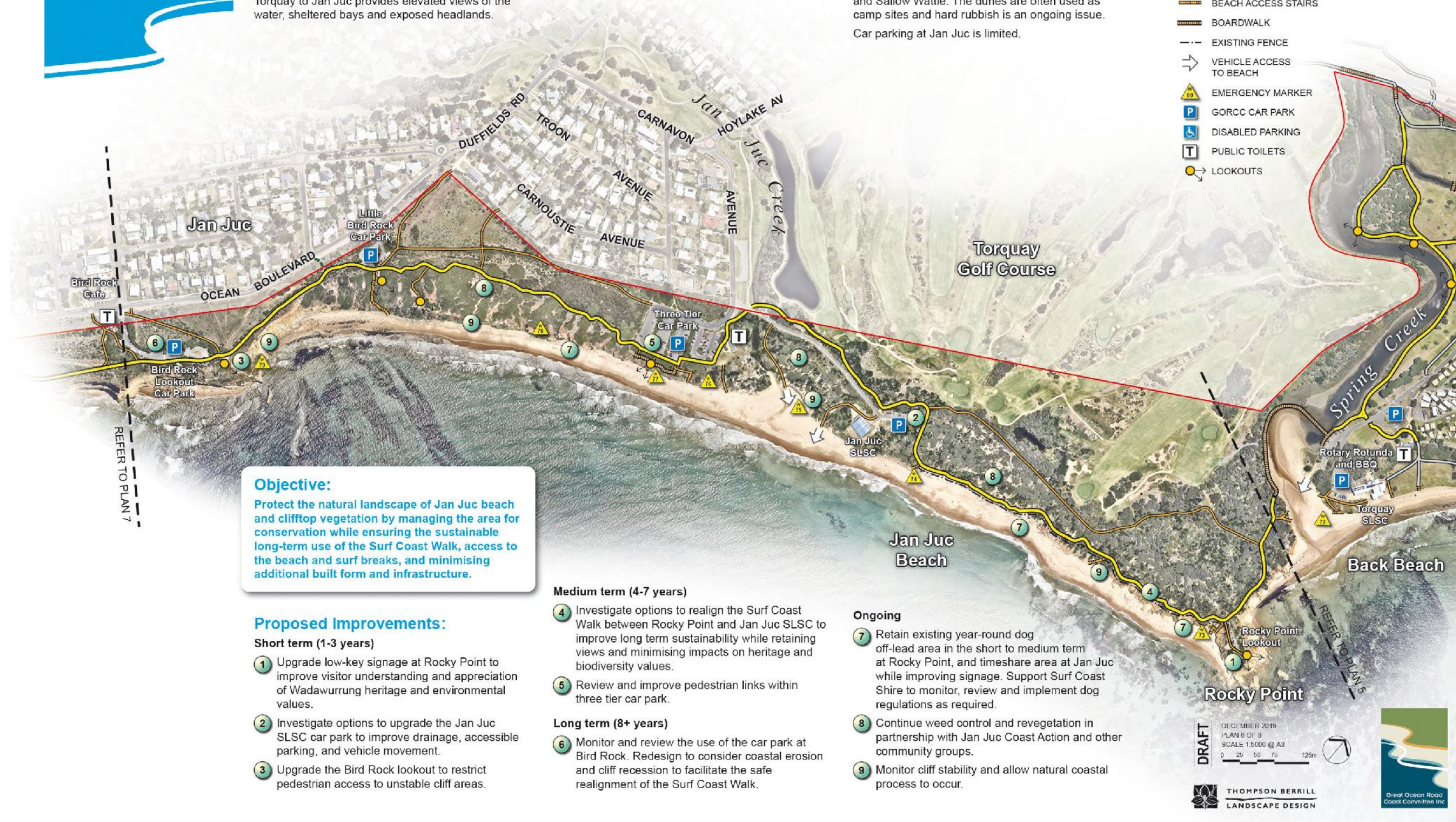
The cliff top walk between Rocky Point and Jan Juc SLSC is eroding and climate change will challenge maintaining safe and sustainable access to the beach and surf breaks.

Primary and secondary dunes contain Coastal Dune Scrub vegetation and woody weeds such as Tea-tree and Sallow Wattle. The dunes are often used as camp sites and hard rubbish is an ongoing issue.

Car parking at Jan Juc is limited.

DRAWING KEY

- GORCC MANAGEMENT AREA
- UNSEALED COAST WALKING PATH
- OTHER UNSEALED PATHS
- BEACH ACCESS STAIRS
- BOARDWALK
- EXISTING FENCE
- VEHICLE ACCESS TO BEACH
- ▲ EMERGENCY MARKER
- P GORCC CAR PARK
- ♿ DISABLED PARKING
- T PUBLIC TOILETS
- LOOKOUTS



Objective:

Protect the natural landscape of Jan Juc beach and clifftop vegetation by managing the area for conservation while ensuring the sustainable long-term use of the Surf Coast Walk, access to the beach and surf breaks, and minimising additional built form and infrastructure.

Proposed Improvements:

Short term (1-3 years)

- 1 Upgrade low-key signage at Rocky Point to improve visitor understanding and appreciation of Wadawurrung heritage and environmental values.
- 2 Investigate options to upgrade the Jan Juc SLSC car park to improve drainage, accessible parking, and vehicle movement.
- 3 Upgrade the Bird Rock lookout to restrict pedestrian access to unstable cliff areas.

Medium term (4-7 years)

- 4 Investigate options to realign the Surf Coast Walk between Rocky Point and Jan Juc SLSC to improve long term sustainability while retaining views and minimising impacts on heritage and biodiversity values.
- 5 Review and improve pedestrian links within three tier car park.

Long term (8+ years)

- 6 Monitor and review the use of the car park at Bird Rock. Redesign to consider coastal erosion and cliff recession to facilitate the safe realignment of the Surf Coast Walk.

Ongoing

- 7 Retain existing year-round dog off-lead area in the short to medium term at Rocky Point, and timeshare area at Jan Juc while improving signage. Support Surf Coast Shire to monitor, review and implement dog regulations as required.
- 8 Continue weed control and revegetation in partnership with Jan Juc Coast Action and other community groups.
- 9 Monitor cliff stability and allow natural coastal process to occur.

DRAFT
DECEMBER 2019
PLAN 6 OF 8
SCALE 1:5000 @ A3
0 25 50 75 125m

THOMPSON BERRILL
LANDSCAPE DESIGN



GREAT OCEAN ROAD
COAST COMMITTEE

POINT IMPOSSIBLE
TO JAN JUC
DRAFT MASTER PLAN

PLAN 7 – JAN JUC TO BELLS BEACH

Key Values:

The steep rocky limestone cliffs and bluffs between Jan Juc and Bells Beach provide a series of iconic point and reef breaks.

The Surf Coast Walk is the only link in this isolated and rugged section. Steep cliffs, thick coastal headland vegetation, and the lack of development maintain the iconic natural character of the area.

Key Considerations:

There is only one small car park and the recently replaced steps provide the only access to the water and surf breaks at the base of steep cliffs.

The base of the cliffs are eroding and impacts from rising sea levels and storm surge increase challenges to maintaining and replacing lookouts and access stairs.

Objective:

Maintain the natural and rugged landscape and biodiversity values of the Jan Juc clifftops, by managing the area for conservation and restricting new built form and infrastructure.

Proposed Improvements:

Short term (1-3 years)

- 1 Monitor and review the use of the amenity block at Bird Rock. Decommission or relocate and redesign to incorporate best practice sustainable design and initiatives such as solar, composting capabilities and water capture and re-use.

Ongoing

- 2 Retain existing dog timeshare area in the short to medium term, while improving signage. Support Surf Coast Shire to monitor, review and implement dog regulations as required.
- 3 Continue weed control and revegetation in partnership with Jan Juc Coast Action and other community groups.
- 4 Monitor cliff stability and allow natural coastal process to occur.

DRAWING KEY

- GORCC MANAGEMENT AREA
- UNSEALED COAST WALKING PATH
- OTHER UNSEALED PATHS
- BEACH ACCESS STAIRS
- GORCC CAR PARK
- PUBLIC TOILETS
- EMERGENCY MARKERS
- LOOKOUTS



6.1 Point Impossible to Jan Juc Draft Master Plan

APPENDIX 3 GORCC - POINT IMPOSSIBLE TO JAN JUC MASTER PLAN FACT SHEET



TORQUAY AND JAN JUC FORSHORE RESERVES

The 11.5 kilometres of coastal foreshore between Point Impossible and Jan Juc is Crown land managed by the Great Ocean Road Coast Committee (GORCC). It is a diverse stretch of coastline ranging from large sand dunes to limestone cliffs and includes areas of cultural and environmental significance. The area has evolved to become a popular destination for residents, visitors and tourists.

The foreshore areas provide:

- Important marine, intertidal, coastal dune and woodland habitat for local, regional and internationally significant flora and fauna.
- Extensive areas of public open space, providing a strong sense of place and enabling opportunities for social interaction and recreation.
- Important coastal infrastructure to facilitate our enjoyment of the coast including beach access points, playgrounds, picnic tables and BBQs, car parks, amenity blocks, boardwalks.
- Highly valued community buildings and facilities including a boat ramp, sailing club, fishing club, and two Surf Life Saving Clubs.
- Activities including surf schools, events, markets and festivals, and modern and desirable services including kiosks, mobile food vendors, restaurants and cafes.

For thousands of generations, the Wadawurrung people cared for and protected these land and waters. We pay our respects to their Ancestors and Elders – past, present and emerging, and commit to walking alongside the Wadawurrung when planning for and managing the foreshore reserve.

MASTER PLAN PROJECT

Master plans provide us and our community with a dynamic blueprint for a 10-15 year period. They set the vision and high-level actions to guide future use and development of an area and assist long-term planning to ensure adequate resourcing of the coastal and marine environment.

The draft master plan for Point Impossible to Jan Juc has been informed by community and stakeholder consultation conducted over summer 2019. The consultation identified several themes and proposed improvements to be considered in developing the draft master plan.

A NEW AUTHORITY

The Great Ocean Road Coast and Park Authority (GORCPA), is due to commence in 2020, replacing GORCC and other land managers along the Great Ocean Road. The development and implementation of the final master plan is subject to consultation outcomes, agency approval and funding. Each master plan is informed by community and stakeholder feedback and is approved by the Department of Environment, Land, Water and Planning. GORCC will present and advocate the final master plan to GORCPA for adoption.



WHAT WE HEARD

Community and stakeholder consultation on the initial issues and opportunities identified five priorities:

1. Protect environmental values
2. Address the pressures of development, population and visitation growth
3. Address conflicts in beach use and access
4. Manage and adapt to risks of climate change, including erosion and inundation
5. Improve circulation path networks, and all abilities access, to and around the foreshore.

To view the key themes, implications and responses please visit www.gorcc.com.au.

HAVE YOUR SAY

Feedback is open on the draft master plan from Friday 10 January until Sunday 16 February 2020.

Please visit www.gorcc.com.au to view the draft master plan and complete the online survey.

Alternatively, you can visit us at one of the following consultation sessions:

- Friday 24 January, 10am-12noon: Torquay Front Beach - opposite Growlers between Anderson and Price streets
- Saturday 15 February, 2-4pm: Elephant Walk, Torquay foreshore (opposite Gilbert St)

If you would like to provide a more detailed submission, please email info@gorcc.com.au.

NEXT STEPS

Feedback received during the consultation period will help inform the development and design of the final master plan.

Following consultation in January-February 2020, the key next steps are:

- Compile community and stakeholder feedback
- Develop final master plan
- Finalise master plan and obtain required statutory approvals
- Release final approved master plan
- Commence implementation of actions in master plan.



GREAT OCEAN ROAD COAST COMMITTEE

35 Bell Street (PO Box 53)
Torquay VIC 3228
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info@gorcc.com.au
www.gorcc.com.au



MORE INFORMATION

More information can be found by visiting the Great Ocean Road Coast Committee's website at www.gorcc.com.au or by contacting info@gorcc.com.au.

The Great Ocean Road Coast Committee is a State Government body responsible for protecting, enhancing, and developing coastal Crown land from Point Impossible to Cumberland River.

6.2 Bi-annual Complaint Handling Report - July to December 2019

Author's Title: Customer Experience Coordinator

Department: Community Relations

Division: Culture & Community

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

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

☐

Yes

☒

No

Reason: Nil

General Manager: Chris Pike

File No: F18/254-2

Trim No: IC20/160

Status:

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

☐

Yes

☒

No

Reason: Nil

Purpose

The purpose of this report is to present information on complaints received for the period 1 July to 31 December 2019.

Summary

Council's Complaints Policy outlines an open and transparent complaint handling system to ensure all complaints are handled fairly and objectively.

Council is committed to resolving complaints in a timely manner, recognises people's right to complain and analyses complaint data to find ways to improve.

The Policy commits that a report on complaints performance will be prepared to Council twice a year.

Council's Complaints Policy is aligned with the Victorian Ombudsman's *Good Practice Guide to Handling Complaints* released in 2016.

In October 2019, the Victorian Ombudsman released a report – *Revisiting Councils and Complaints*, which includes findings and recommendations for councils to improve the way they handle complaints. Officers are implementing relevant recommendations from this report.

From July to December 2019, Council received 111 complaints. Council is benefitting from clear complaints processes being available to the community and the capacity to learn from feedback received. During the period, officers registered 13,867 customer requests through Council's main customer software system.

Recommendation

That Council receives and notes the complaints handling report for the period of 1 July to 31 December 2019.

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Tony Revell

That Council receives and notes the complaints handling report for the period of 1 July to 31 December 2019.

CARRIED 7:0

6.2 Bi-annual Complaint Handling Report - July to December 2019

Report

Background

Council adopted the revised Complaints Policy (SCS-032) on 25 June 2019.

The policy commits Council to deal effectively with complaints and guides how complaints handling procedures are implemented. A commitment in the policy states Council will receive a bi-annual report on complaints performance.

The policy defines a complaint as an expression of dissatisfaction with:

- The quality of an action taken, decision made, or service provided by Council or its contractor.
- A delay or failure in providing a service, taking an action, or making a decision by Council or its contractor.

The policy describes a request for service is different to a complaint. Unlike a complaint, a request for service is when a customer wants Council to provide something, generally information or a service, or similarly report a fault such as a maintenance request.

Council's Policy is based on the key features outlined in the Victorian Ombudsman's – *Good Practice Guide to Handling Complaints* released in 2016.

In October 2019, the Victorian Ombudsman released a report – *Revisiting Councils and Complaints*. It revealed how councils have changed their practices and what more can be done so that councils:

- Make it easy to complain
- Respond to complaints effectively
- Learn from complaints to improve services.

The report identified:

- Some councils in Victoria under-report complaints
- Councils can to improve how they learn from complaints.

The report found that Surf Coast Shire Council has many features of good complaint handling in comparison to other councils, however there is always opportunity to improve. This is outlined later in this report.

Council will continue to be guided by the Victorian Ombudsman's office in its handling of complaints, and will implement the latest relevant recommendations for the next reporting period January to June 2020.

It is anticipated this will result in an increased number of complaints registered, as for example a missed bin service or infringement notice appeal will now be included in the reporting data.

Discussion

Summary of complaint data in the period 1 July to 31 December 2019:

- 111 complaints received from customers, of these:
 - 23 were upheld
 - 25 were partially upheld
 - 63 were not upheld
- 2 complaints registered during the period fell beyond the target response time.
- There are recommended changes to services as a result of complaints.
- 2 internal reviews of complaints were requested by customers.
- No complaints registered with the Ombudsman have resulted in the Ombudsman issuing Council with a proposal for action for the period.

In the July to December period Council recorded 13,867 requests for service from customers through the Authority software system, also known as CRMs. Authority handles a significant number of customer requests, but not all.

6.2 Bi-annual Complaint Handling Report - July to December 2019

Of the 111 complaints registered, Council's decision to seek to transfer the delivery of fitness classes to other providers was a prominent complaint topic (attracting 29% of the period's complaints). Council officers are continuing to liaise with members on options for the future of the classes. The complaints and subsequent discussions with customers have highlighted issues associated with the implementation of service review findings such as the:

- challenge of communicating Council's financial challenges
- importance of the timing and method of consultation on changes
- concerns community members have with the introduction of changes to long-standing service models and the negative impact on their personal circumstances.

The improved understanding derived from these complaints assist Council as it considers as it addresses long-term financial challenges.

Waste was another common complaint category (14% of complaints) including; waste collection too early in morning, waste collection truck causing crossover damage, bin not replaced when advised, and rough treatment of bin by contractor.

The other topics of complaints (each constituting between four and 11% of the total for the period) included:

- Failing to get back to the customer
- Conditions and maintenance of drainage, stormwater and flooding issues
- Maintenance and condition of roads
- Planning and building decisions
- Dog issues.

Where complaints were upheld (fully or partially) the following remedies were offered:

- Apologies offered to the customer
- Clearer communication to the customer
- Work completed if required in accordance with service standards
- Acknowledgement of concerns and provision of information to the customer
- Providing Council's actions to date
- Refund

Officers have implemented improvements from the complaints investigated in the period, examples include:

- Continued communication with fitness class participants as noted above.
- Completing work e.g. drainage maintenance, scheduling road grading following inspection.
- Review and improve the clarity of customer response times – e.g. barking dog investigations
- Improved waste collection processes through discussion with the contractor e.g. introducing an additional resource for difficult to access areas
- Feedback, training and performance management for staff.

The Victorian Ombudsman's 2019 report – *Revisiting Councils and Complaints* – outlined the performance of Victorian councils against the Ombudsman's good practice guidance.

Table 1. – Surf Coast Shire Council's performance against Ombudsman's report findings

Victorian Ombudsman – Revisiting Councils & Complaints - Report Findings	Surf Coast Shire Council Performance
85% of councils reported they have a complaints policy	✓
Of the 67 councils who reported they have a complaints policy, 51 councils (75%) said they publish their policy on their website	✓
58% reported they publish information on how to complain, or a direct link to make a complaint	✓
There is considerable room for progress in making complaint systems more accessible for people with different communication needs like Auslan etc.	X (Improvement opportunity)
99% of councils acknowledge complaints within 10 business days	✓ (Acknowledge within five business days)

6.2 Bi-annual Complaint Handling Report - July to December 2019

Almost all councils accept anonymous complaints	✓
80% of councils informed customers of the offer of an internal review if they are dissatisfied with the outcome of the investigation	✓
92% of councils indicated a senior officer not involved in the complaint handles the internal review	✓
90% of councils (65 councils) inform customers they can contact the Ombudsman or other avenues of external review if they are dissatisfied with the outcome of a complaint	✓
53 of these councils provide information on internal and external reviews in the outcome letter (including us!), while 52 councils say they provide this information on their website	✓
Basic recording of complaints remains a challenge for many councils <ul style="list-style-type: none"> 15% of councils asked were unable to provide data A further 44% warned their data may not be accurate or reliable 	✓ (Not a significant issue, we keep reliable data and have well understood systems)
Around two thirds of councils said they record the outcome of complaints	✓ (We record outcomes)
61% of councils reported no KPIs for complaint handling	✓ (We have KPIs)
72% of councils do not report to Council on their complaint handling performance	✓ (Council report twice annually)

In response to the recommendations in the Ombudsman's Report, Surf Coast Shire Council will align its definition of a complaint more closely to the Ombudsman's recommended definition of a complaint from 1 January 2020. This is likely to result in higher proportion of customer requests being categorised as complaints in the future.

An example in the Ombudsman's Report is that a missed bin is a complaint, as it is dissatisfaction with a Council service. Missed bins along with overflowing street litter bins, infringement appeals and property valuation objections will be included in future complaint handling reporting data.

Council will continue to consider advice from the Victorian Ombudsman to improve our application of the definition of complaints.

Financial Implications

There are no significant financial implications in Council considering this report.

Council Plan

Theme 5 High Performing Council
Objective 5.3 Provide quality customer service that is convenient, efficient, timely and responsive
Strategy 5.3.3 Improve how we manage customer requests and complaints

Policy/Legal Implications

There are no policy or legal implications arising from this report.

Officer Direct or Indirect Interest

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

Risk Assessment

There is a reputational risk to Council if it does not comply with reporting commitments as per the Complaints Policy.

There is a potential future reputational risk to Council in the future because more complaints are likely to be reported in line with the ombudsman's recommendations.

Social Considerations

There are no significant social considerations arising from this report.

6.2 Bi-annual Complaint Handling Report - July to December 2019

Community Engagement

There was no dedicated community engagement in developing this report. The report is the result of customers engaging with Council by registering their complaint.

Environmental Implications

There are no environmental implications arising from this report.

Communication

This report will be incorporated into Council minutes and made available via the Surf Coast Shire Council website. The contents of the report will also be communicated to staff, to reiterate the importance of complaint handling and the service improvements identified in this report.

Options

Option 1 – Council receive and note the complaints handling report.

This option is recommended by officers as the complaints handling report is a commitment from the Complaints Policy and describes complaint handling performance from 1 July to 31 December 2019. This report is based on Council's complaint handling data recorded for the period. The analysis of complaints offers insights and opportunities for improvement.

Option 2 – Council do not note and receive the complaints handling report.

Officers do not recommend this option as this would not uphold the commitment in Council's Complaints Policy.

Conclusion

Complaints remain an important opportunity for Council to listen to customers and learn how to do things better.

This report upholds Council's commitment in the Complaints Policy. The report identifies service improvements based on the complaints received for the period 1 July to 31 December 2019. Officers continue to work on improved performance as a result of the analysis of the complaints received.

From 1 January 2020, Council is implementing relevant recommendations from the Victorian Ombudsman to include service failures such as missed bins in future complaint reporting.

This bi-annual report will continue to report performance, and identify service improvements to provide a better experience for our customers.

7. URGENT BUSINESS

Nil

8. PROCEDURAL BUSINESS

8.1 Ordinary Council Meeting for September 2020

Author's Title: Administration Officer Governance

Department: Governance & Risk

Division: Governance & Infrastructure

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

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

☐

Yes

☒

No

Reason: Nil

General Manager: Anne Howard

File No: F18/221-2

Trim No: IC20/259

Status:

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

☐

Yes

☒

No

Reason: Nil

Purpose

To purpose of this report is to propose a change to the date of the September 2020 Ordinary Council meeting.

Summary

Section 83 of the *Local Government Act 1989* states that Council may hold two types of meetings, being:

- Ordinary meetings at which general business of the Council may be transacted; and
- Special meetings at which the business specified in the notice calling the meeting may be transacted.

The current September Council Meeting date is scheduled to occur at 6.00pm on 22 September 2020, falling within the election caretaker period which commences at 12am on 22 September 2020. Section 93A of the *Local Government Act* prohibits Council, special committee, or a person acting under a delegation given by Council, from making major policy decisions during the caretaker period.

To allow Council to perform its responsibilities to its fullest capacity, it is proposed that the September Council Meeting be brought forward to 15 September 2020. This will also enable Council to formally consider audited statements as part of the end of financial year process without the need for a Special Meeting.

Recommendation

That Council:

1. Amends the Ordinary Council meeting date from 22 September 2020 to 15 September 2020.
2. Notes that Ordinary Council meetings will be held at 6.00pm in the Council Chambers, 1 Merrijig Drive, Torquay unless otherwise advertised.

Council Resolution

MOVED Cr Martin Duke, Seconded Cr Margot Smith

That Council:

1. Amends the Ordinary Council meeting date from 22 September 2020 to 15 September 2020.
2. Notes that Ordinary Council meetings will be held at 6.00pm in the Council Chambers, 1 Merrijig Drive, Torquay unless otherwise advertised.

CARRIED 7:0

8.1 Ordinary Council Meeting for September 2020

Report

Discussion

The 2020 Local Government Elections are being held on 26 October 2020. The resulting election caretaker period, as defined by the *Local Government Act*, commences on the last day on which nominations for that election can be received. Per the Victorian Electoral Commission's (VEC) Draft Service Plan, the final day for nominations to be received is 12pm, 22 September 2020. Therefore, the election (caretaker) period commences at 12am on 22 September 2020.

The current September Council Meeting date is scheduled to occur at 6.00pm on 22 September 2020, thus falling within the caretaker period. Section 93A of the *Local Government Act* prohibits Council, special committee, or a person acting under a delegation given by Council, from making major policy decisions during the caretaker period. To allow Council to perform its responsibilities to its fullest capacity, it is proposed that the September Council Meeting be brought forward to 15 September 2020.

The recommendation allows for the meeting to be held in the Council Chambers, 1 Merrijig Drive, Torquay unless otherwise advertised providing the option for an off-site meeting.

Financial Implications

Not applicable.

Council Plan

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

Policy/Legal Implications

Section 89(4) of the Local Government Act 1989 requires that:

- (4) Unless subsection (4A) applies, a Council must at least 7 days before the holding of—
 - (a) an ordinary council meeting; or
 - (b) a special council meeting; or
 - (c) a meeting of a special committee comprised solely of Councillors give public notice of the meeting.

Council's Local Law No. 2 of 2019 – Meeting Procedure and Council Seal, clause 13 Attendance & Notice of meetings (Pursuant to Section 89 of the Act) requires that:

- 14.1 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.
- 14.2 The date, time and place for all Ordinary Council meetings shall be fixed by the Council from time to time.

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

Provides clarity for the community as to when Council meetings will be conducted.

Environmental Implications

Not applicable.

Communication

Meeting times and dates will be advertised in the local press and available on Council's website.

8.1 Ordinary Council Meeting for September 2020

Options

Option 1 – Changes the Council meeting in September 2020

This option is recommended by officers as it will ensure Council meets requirements under the Local Government Act 1989 and Local Law No. 2 of 2019 – Meeting Procedure and Council Seal.

Option 2 – Do not adopt Council meeting date and time for September 2020

This option is not recommended by officers as Council will be in breach of Local Government Act 1989 and Local Law No. 2 of 2019 – Council Meeting Procedures & Common Seal.

Conclusion

To ensure that the legislative requirements in regard to the conduct of an Ordinary meeting can be met, it is prudent for Council to resolve the dates and times of Ordinary meetings for 2020.

8.2 Advisory Committee Minutes

Author's Title: Administration Officer Governance

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/221-2

Division: Governance & Infrastructure

Trim No: IC20/18

Appendix:

1. Municipal Emergency Management Planning Committee Minutes – 28 November 2019. (D19/177799)
2. 25% by 2020 Renewable Energy Task Force Advisory Committee Minutes - 5 December 2019 (D19/184708)
3. All Abilities Advisory Committee Minutes – 5 December 2019 (D19/170173)
4. All Abilities Advisory Committee Minutes - 5 February 2020 (D20/24575)
5. Positive Ageing Advisory Committee Minutes - 7 February 2020 (D20/25595)
6. Hearing of Submissions Committee Minutes - 18 February 2020 (D20/29680)

Officer Direct or Indirect Conflict of Interest:

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

☐

Yes

☒

No

Reason: Nil

Status:

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

☐

Yes

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No

Reason: Nil

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. Municipal Emergency Management Planning Committee Minutes – 28 November 2019.
2. 25% by 2020 Renewable Energy Taskforce Committee Minutes – 5 December 2019.
3. All Abilities Advisory Committee Minutes – 5 December 2019.
4. All Abilities Advisory Committee Minutes – 5 February 2020.
5. Positive Ageing Advisory Committee Minutes – 7 February 2020.
6. Hearing of Submissions – 18 February 2020.

Council Resolution

MOVED Cr David Bell, Seconded Cr Martin Duke

That Council receives and notes the minutes of the following Advisory Committee meetings:

1. Municipal Emergency Management Planning Committee Minutes – 28 November 2019.
2. 25% by 2020 Renewable Energy Taskforce Committee Minutes – 5 December 2019.
3. All Abilities Advisory Committee Minutes – 5 December 2019.
4. All Abilities Advisory Committee Minutes – 5 February 2020.
5. Positive Ageing Advisory Committee Minutes – 7 February 2020.
6. Hearing of Submissions – 18 February 2020.

CARRIED 7:0

8.2 Advisory Committee Minutes

APPENDIX 1 MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE MINUTES – 28 NOVEMBER 2019.



Municipal Emergency Management Planning Committee MINUTES

Thursday 28 November 2019
Surf Coast Shire, Council Chambers, 1 Merrijig Drive, Torquay

Members:

Rowan Mackenzie, Chair: Municipal Emergency Manager, Surf Coast Shire Council (SCS)
Cr Martin Duke, Councillor, SCS
Warren Cato, Ambulance Victoria
Wayne Aylmer, Country Fire Authority (CFA)
Mick McGuinness, Country Fire Authority (CFA)

David Roberts, Department of Environment, Land, Water & Planning (DELWP)
Paul Lunny, Life Saving Victoria (LSV)
Elaine Anderson, Red Cross
Richard Curwell, Regional Roads Victoria (RRV)
Ian Carlton, State Emergency Service (SES)

Peter Ashton, Municipal Emergency Resource Officer (MERO), Surf Coast Shire (SCS)
Kerrie Williams, Surf Coast Shire (SCS)
Victorian Council of Churches Emergencies Ministry
Victoria Police

Apologies:

Jen Connor, Agriculture Victoria; Powercor; Rachel Raeby, Barwon Water; Aaron Leddon, Parks Victoria; Matthew Chamberlain, Coby Dowie, Department of Health and Human Services; Melanie Gill, SES

Issue Topic		Points of Discussion	Agreement / Action	R/O
1	WELCOME AND APOLOGIES			
1.1	Attendance sheet circulated		Quorum achieved	
2	CONFIRMATION OF PREVIOUS MINUTES			
2.1	Previous minutes	Minutes of meeting held 22 August 2019 Moved: Elaine Anderson Seconded: Wayne Aylmer	Minutes accepted	
2.2	Actions outstanding and arising	Each action outstanding and arising from the table below was discussed.	Actions recorded in table below	
3	CORRESPONDENCE			
3.1	Received / Outgoing	There has not been correspondence received or outgoing for the committee to discuss.	Noted	
STANDING ITEMS				
4	Regional committees			

Issue Topic		Points of Discussion	Agreement / Action	R/O
4.1	Regional Emergency Management Planning Executive Committee (REMPEC)	<p>Brenda Bagally emailed an update prior to the meeting and this was read out.</p> <p>The Barwon South West, Southern and Loddon Mallee regions have been selected to develop a pilot Regional Emergency Management Plan template.</p> <p>The proof of concept phase has been completed and representatives from these pilot regions met in October to discuss and agree on the content. Emergency Management Victoria are now working through a finalised template, guidelines, tools and related documents to assist the State.</p> <p>The REMPEC will continue working to complete the Regional Emergency Management Plan in 2020.</p> <p>The Committee continues to work through the learning outcomes of the South West Fires Operational Debrief and Community Report.</p>	Noted	B Bagally
4.2	Other regional committees and working groups	Nothing to report.	Noted	
5	SUB COMMITTEE / WORKING GROUP REPORTS			
5.1	Municipal Fire Management Planning Committee	<p>This Committee met on 28 November 2019, issues covered at the meeting included:</p> <ul style="list-style-type: none"> Update on the Strategic Fuel Reduction Program. Further funding has been received which will enable the program to progress to implementation and to take proof of concept model from this region to other parts of the state. <p>The success of this program has been due to the support of the community, council and agencies. Of the 107 properties approached to participate in the program, to date only four have declined.</p> <ul style="list-style-type: none"> Currently, considerably more funds are expended on bushfire response and recovery compared to the investment on risk reduction. To reduce the financial and social cost of bushfire response, DELWP is seeking to invest more on risk reduction and community resilience. The strategic fuel breaks program in the Surf Coast Shire is a good example of this. The redevelopment of Point Grey Lorne, a designated Neighbourhood Safer Place – Bushfire Place of Last Resort was discussed and concerns were raised that the development and landscaping could potentially result in NSP-BLR losing its 	<p>Minutes of the FMFPC meeting to be circulated.</p> <p>Council officers to contact GORCC and DELWP advising of this Committee's concerns and seeking a</p>	P Ashton

Issue Topic		Points of Discussion	Agreement / Action	R/O
		<p>eligibility. Concerns were also raised that the buildings were being designed to a standard, that does not maximise the opportunities to integrate in a meaningful way with the adjacent NSP- BPLR and to provide an example of best practice fire adapted public building. It is felt that the community is likely to shelter there in a serious bushfire event, even if this is not instructed.</p> <ul style="list-style-type: none"> A representative from Powercor attended the meeting to give an update on their latest bushfire risk mitigation programs and activities. 	commitment to building to best practice for fire safety.	
5.2	Cross Council Relief & Recovery Committee	This Committee will meet in December 2019.	Noted	P Ashton
5.3	Community Impact Advisory Committee (CIAC)	The MEMPC reflected on the focus of CIAC being on major events and noted that the 2019/20 summer events calendar was recently circulated to the Committee.	Minutes of CIAC meetings to be circulated.	K Williams
5.4	Flood Planning Committee	<i>Nothing to report.</i>		I Carlton
5.5	Surf Safety Working Group	Life Saving Victoria has been testing roving patrols in high risk areas in Victoria and will continue this program across the Surf Coast this summer season. The program will see jetskis based at Fairhaven and Fishermans Beach in Torquay to patrol and respond quickly to incidents at unpatrolled beaches. The patrols will be active from 11am-7pm on all patrol days between Torquay and Lorne.	Noted and the committee praised LSV on this initiative.	P Lunny
6	MUNICIPAL EMERGENCY MANAGEMENT PLAN			
6.1	MEMPlan updates	The committee discussed if any changes to the plan.	No updates required at this time.	
6.2	MEMP Audit	The MEMP Audit was conducted on 19 November 2019 with the Plan receiving positive feedback from the auditors. We are now waiting for the formal Audit Report to make any minor amendments required. The Plan will then need to be endorsed once more by the Committee before being endorsed by Council.		K Williams
6.3	MEMPlan Exercise	The legislation requires that the MEMP is exercised. Currently, agencies and council run operational exercises and this Committee has conducted small desktop exercises in previous years. The Committee discussed ideas for future exercises.	Committee members to forward on ideas for exercise scenarios to Council.	All committee members

Issue Topic		Points of Discussion	Agreement / Action	R/O
6.4	Community Emergency Risk Assessment (CERA)	The Committee reviewed <i>Bushfire – large regional</i> CERA risk profile. The Committee identified a number of amendments to the “Impacts and Existing Mitigation Controls” section of the Profile which lead to discussion around emerging risks for large bushfire such as major events and new developments.	Invite the event organisers of the Cadel Evans Great Ocean Road Race to a future meeting to discuss the local risk environment as part of a major events review. Update the CERA Profile for <i>Bushfire – large regional</i> .	SES / SCS
GENERAL ITEMS				
7	Neighbourhood Safer Places – Bushfire Places of Last Resort	Officers advised that all current NSP-BPLRs have undergone annual review and are deemed compliant with CFA guidelines to remain as NSP-BPLR.	Noted	
8	Incidents	The recent NSW and Queensland bushfires were discussed.	No specific actions from this item	
OTHER BUSINESS				
9	AGENCY REPORTS			
9.1	Surf Coast Shire Council	Surf Coast Shire Council made a declaration of climate emergency at its 27 August 2019 meeting. The declaration recognises that climate change is a real and significant threat and that more urgent action is needed globally and locally.	Noted	
9.2	Agency reports	Circulated agency reports from DHHS, Red Cross and VCC Emergencies Ministry.	Noted	
10	Community representation on MEMPC	There was a lengthy discussion on options to satisfy the expected new legal requirement for MEMPCs to have community representation.	Agreed to continue to engage with CIAC. The MEMPC will discuss further when the requirements of new legislation are clear (expected December 2020).	
11	MEETING CLOSE	Next meeting – February 2020	Circulate meeting calendar for 2020.	SCS

Assembly of Councillors report required? no

CERA RISK REVIEW SCHEDULE							
Risk profile	Date reviewed	Risk profile	Date reviewed	Risk profile	Date reviewed	Risk profile	Date reviewed
Bushfire – large, regional	Nov 2019 (to be updated)	Storm		Hazardous incident		Contamination / pollution	
Fire - Structural		Storm surge / tsunami	May 2019 (to be updated)	Oil spill		Drowning – unpatrolled waters	
Drought		Landslide		Communication breakdown		Mass gathering – events	
Flood - riverine		Heat Health	Nov 2019 (to be updated)	Human epidemic / pandemic		Terrorism / car attack	
Structural failure – dam		Earthquake		Service disruption – utilities			
Risk to be reviewed at this meeting: Bushfire – large regional		Actions required: Update the <i>Impacts and Existing Mitigation Controls</i> section					

MEMPC Actions Register

Meeting Date	Action / MOTION item	Status	Responsible officer	RESOLVED / OUTSTANDING
May-19	MEMPC to draft an issues paper on drowning risk for the Regional Emergency Management Planning Executive Committee. Ian Carlton to liaise with the Surf Safety Working Group and Colac Otway Shire for background information.	This item is with Regional Committee for consideration. Pending	SES	
May-19	Drowning risk in our municipality, the committee will review this risk profile in CERA (Community Emergency Risk Assessment).	Nov 2019-LSV is currently collating data from last season to analyse works required at regional level.	SES	
May-19	Create a risk profile for <i>Biosecurity</i> to be discussed further and rated at a future meeting.	Nov 2019-carry over Invite Council Economic Development Officer to participate in this process.	SES	
May-19	Invite a representative from the Department of Jobs, Precincts and Regions to present to the MEMPC on Biosecurity risk and conduct a discussion exercise.	Nov 2019-carry over to Feb 2020, Consider inviting Cr David Bell for this meeting.	Chair	
May-19	Draft an issues paper on community representation on the MEMPC for the Community Impact Advisory Committees, Growing Winchelsea Committee and Moriac Community Network.	Nov 2019-Peter Ashton has discussed with council events staff and will present to CIAC committees at their next meetings.	P Ashton	
Mar-19	CERA risks reviewed: Risk 7 – Storm surge / tsunami: The Committee reviewed the current risk profile and treatment strategies. Regional Roads Victoria has completed some works in Anglesea to reduce the impact of storm surges on the roads. There were no other changes identified.	Awaiting final updated profiles	SES	
Aug-19	CERA risk review - Heat health: - Update key support agencies. - Update wording for Hazard Description and Rationale for Hazard Description.	Awaiting final updated profiles	SES	

Meeting Date	Action / MOTION item	Status	Responsible officer	RESOLVED / OUTSTANDING
Aug-19	CERA risk review - Heat health: Update Improvement Opportunities to include "Urban planning – seek opportunities to promote renewable energy, the creation of heat islands and additional tree planting in urban environments."	Awaiting final updated profiles	SES	

8.2 Advisory Committee Minutes

APPENDIX 2 25% BY 2020 RENEWABLE ENERGY TASK FORCE ADVISORY COMMITTEE MINUTES - 5 DECEMBER 2019

25% BY 2020 RENEWABLE ENERGY TASKFORCE
Meeting Minutes – 5 December 2019



Date: 5 December 2019

Time: 5 – 7.30pm

Location: Council Chambers, Surf Coast Shire Offices

Present:

Renewable Energy Taskforce: Scott Ferraro (Task Force Chair), Cr Martin Duke, Andrea Pape, Stephen Challis, Adrian Ford, Gareth Bellchambers, Chloe Messner, Maxine Bazeley, Doug Rolfe, Kate Sullivan (Barwon Water – for Seamus Butcher)

Council Staff: Rowan Mackenzie (Manager Environment and Community Safety), Lauren Watt (Environment and Sustainability Coordinator), Sean Keown (Climate and Sustainability Officer)

Apologies:

Renewable Energy Taskforce: Aman Oo, Julie Dingle, Zoe Roloff, Leon Walker, Katie Walker, Sally Groom, Seamus Butcher, Cr Margot Smith

Council Staff: Keith Bailie (CEO)

Welcome and introductions

The Chair welcomed all and apologies were noted. Sean Keown is new to the role of Climate and Sustainability Officer at Council and has replaced Lachie Mclean.

Update on Renewable Energy Program initiatives

Council officers advised that data (from August) indicates that approximately 13% of energy consumption in the Shire was from renewable energy sources.

Council officers provided an update on actions undertaken in the previous three months.

- Council made a declaration of a Climate Emergency at the 27th August Council meeting (see below for details).
- Advice from the Task Force on future targets has been provided to Council and will be considered in the development of Council's Climate Emergency Response Plan and Corporate Targets.
- Advice from Task force on ESD planning has not yet been formally provided to Council but will instead form part of the Council's Climate Emergency Response.
- Council has committed to 100% renewable electricity supply for ten years through the Local Government Power Purchase Agreement (PPA) to commence at end of 2020.
- There has been limited resources to progress the Powered by Positive program over the past two months with the Environment and Sustainability Officer departure and Climate Emergency focus. However, the following actions have occurred:
 - Hosted very well-attended Solar 101 and Sustainable House Design events in Torquay
 - Commercial mail-out material finalised (though note a revised approach was discussed below)
 - Proposed Solar Information night for Winchelsea cancelled due to limited public sign-up; opportunities to deliver this event in Winchelsea will be explored early next year.
- Funding has been secured to establish a Barwon South West Climate Alliance.

Update on Council's Climate Emergency declaration

Council officers provided an update on progress to date on the Climate Emergency declaration.

- The response to the Climate Emergency declaration made by Council will include the following:
 - Developing a Short-term Corporate Action Plan
 - Developing a Longer-term Strategic Corporate Action Plan
 - Working in partnership with the community to develop community focused responses
 - Setting corporate environmental sustainability targets for energy, greenhouse gas emissions, water, waste, land use and biodiversity
- The declaration adopted by Council specifically noted that the corporate targets to be developed are informed by the advice of the Renewable Energy Task Force.
- A Climate Emergency response roadmap has been established with Council.
- A series of workshops were held with Council civic staff to identify opportunities in response to the Climate Emergency declaration.
- It was noted that there is generally great momentum internally at Council and externally with several other councils making Climate Emergency declarations.

Discussion around how the Climate Emergency declaration relates to the work of the Task Force

The Chair facilitated a discussion and the following advice was given around how the declaration of a Climate Emergency could relate to the work of the Task Force.

- The Task Force was originally established in response to climate change, and interest and expertise in related areas exists within the group beyond that of just renewable energy
- The Task Force could potentially be expanded to encompass the broader Climate Emergency response, however changes to the terms of reference would be required. This would likely include:
 - A review of the current skillset offered within the group and an expansion of membership to fill identified gaps
 - It was noted that it would be important to include representatives from traditional owner groups within an expanded Task Force
 - To ensure there is value for Council, there is a need to be clear around the role an expanded Task Force would play and the priorities for the group (e.g. would the task force provide strategic advice, act as a sounding board for ideas, drive actual projects or play an integration role across the various stakeholders)
 - Given the potentially broad scope, there may be a requirement to create separate working groups or structure meetings so as to limit the focus to specific areas
 - It was recognised that resourcing a broader Task Force could be a challenge for Council
- Climate change mitigation should be the priority focus of the Climate Emergency response, and although adaptation measures are linked and important, they are not as critically urgent.
- The emphasis of the Climate Emergency response should be on incorporating environmental sustainability measures into the core business of Council. The Task Force would advocate for the focus to be on reprioritising and pivoting existing operations and budgets to ensure an effective whole of organisational response.
- Concern was raised around the tight timeframes required under the Climate Emergency road map and in particular that more time is likely to be required to formulate an effective engagement strategy for the community response plan.
- The community response plan could act as a vehicle for the priorities and objectives that have been developed through the Task Force to date and to leverage outcomes for the Powered by Positive program.

- It was recognised that it is important to connect the Climate Emergency consultation with other engagement work currently taking place (e.g. Barwon Water's Water for our Future program and Council's Economic Development Strategy)
- The Task Force has offered great value to Council officers in the past when acting as a sounding board and expert think-tank for officers to consult and the advice received to date has been highly regarded by Council. The Task Force should continue to perform this function for Council officers in the short term and assist in the development of the Climate Emergency response and corporate targets.

The agreed approach is for the Task Force to continue in its current arrangements for now, with the added consideration of the Climate Emergency response planning, and consider reviewing terms of reference next year as the planning approach evolves.

Actions:

- Short term corporate action plan to be circulated once developed

Reflecting on 2019 achievements and future priorities

Council's Environment and Sustainability Coordinator gave a summary of the achievements of the Task Force in 2019 and the current priorities that remain outstanding (slides D19/182997)

- There was a recognition that the Climate Emergency response will be resource intensive for Council officers and that the scope of involvement in commercial assessments proposed as part of the Powered by Positive program should be revised. The content of the mail-out should be revised so as to direct recipients towards already available avenues for audits but not actually offer the audits to be completed by Council officers. Consideration should be given to getting the economic development team to assist with the mail out.
- The commercial focus should remain a strong priority for the actions aimed at reaching the renewable energy target in 2020.
- It was noted that the Eden Project proposal at the rehabilitated Anglesea Coal Mine could present opportunities for renewable energy and Council officers should continue to monitor developments on this project.

Actions:

- Top ten businesses energy users list to be circulated

Task Force Top Three

1. Climate Emergency declaration and the response planning underway
2. Council committing to 100% renewable energy through the Power Purchase Agreement
3. Commercial solar should continue to be a priority focus

Next meeting:

Date: 6 February 2020 (TBC)

Time: 4.45 – 7.30pm

Location: Surf Coast Shire Offices

8.2 Advisory Committee Minutes

APPENDIX 3 ALL ABILITIES ADVISORY COMMITTEE MINUTES – 5 DECEMBER 2019

**All Abilities Advisory Committee
MINUTES
Thursday 5 December 2019 2.30pm – 4.30pm
Surf Coast Shire Council, 1 Merrijig Drive Torquay**

Attendees: Caroline Maplesden (Chair), Manny Pimentel, Laurel Wieland, Helen Shepherd, Janet Brown
Council attendees: Cr Rose Hodge, Damian Waight (Manager Community Relations), Jess Menzel (Minutes), Susan Firth-McCoy (Access and Inclusion Officer)
Presentations: Paul Elshaug (Recreation Development Officer), Rowena Frost (Manager Program Management Office)

Apologies: Michael Chan, Richard Porter, Dan Remenyi

Ag. No.	Issue Topic	Time	Points of Discussion Details/ Decision	Agreement/ Action/Timeframe	Responsible
1.1	Welcome, introductions and acknowledgements	3	Our meeting is being held on the traditional lands of the Wadawurrung people and we acknowledge them as Traditional Owners. We pay our respects to their elders, past and present.		C Maplesden
1.2	Minutes from previous meeting	2	Mover and seconder to confirm the minutes from Thursday 3 October are true and correct.	Moved: Caroline Maplesden Seconded: Manny Pimentel Carried: All	C Maplesden
1.3	Conflicts of Interest	2	Declaration of conflict of interest.		C Maplesden
2	Business Arising				
2.1	Stribling Reserve Project Update	15	Paul Elshaug provided an update on the Stribling Reserve Redevelopment Project in Lorne. In regards to applying for a building permit, the access consultant on the project requires a statement regarding continued support from the AAAC to work with council to improve access at Stribling Reserve. Paul raised a motion requesting the AAAC's approval and support. Caroline requested indicators or barriers be placed under the ramp to prevent people hitting their heads.	The AAAC notes the Stribling Reserve project update and agrees to continue to support the project team to make the project as accessible as possible. Moved: Caroline Maplesden Seconded: Manny Pimentel Carried: All	P Elshaug

			Caroline raised the issue of looking into an accessible shuttle bus to and from the reserve. Damian advised this not something Council is likely to pursue, but could be organised by local groups.		
2.2	Group discussion about newsworthy items or new resources in the space of access and inclusion	10	<p>Damian thanked Jess Menzel for her recent work in Access and Inclusion portfolio, and welcomed Susan Firth-McCoy, new Access and Inclusion Officer.</p> <p>Committee members thanked all those involved in Council's International Day of People with a Disability event 2019, which was a fantastic event, particular thanks to Jess and Manny.</p> <p>Caroline raised the issue of social sporting involvement for people with disability based on an enquiry from someone who recently relocated to the Shire. Manny advised Leisure Networks would be a good organisation to contact.</p> <p>Cr Rose Hodge raised the issue of having an accessible lectern with a microphone for future events.</p> <p>Damian Waight noted the recent State Disability Plan 2021-24 Consultation invitation for which submissions are due 31 March 2020.</p>	<p>Action: S Firth McCoy to research an accessible lectern with a microphone for future events.</p> <p>Action: D Waight and S Firth-McCoy to draft a submission for the State Disability Plan Consultation and present to AAAC in February 2020 for review.</p>	<p>S Firth-McCoy</p> <p>D Waight & S Firth-McCoy</p>
2.3	Program Management Office (PMO) report on projects with access design requirements	15	<p>Rowena Frost discussed the PMO Report that was circulated prior to the meeting.</p> <p>Cr Rose Hodge raised the subject of the Grant Pavilion Extension Project and suggested improving the design by striving for higher than building code standards by engaging an access consultant.</p> <p>Caroline raised the issue of the Pathways Strategy Review. Rowena advised as soon as a consultant comes on board and the project commences, Caroline Maplesden and Dan Remenyi will be involved as the nominated AAAC members.</p>	Action: Rowena Frost to present updates at next meeting as per agreement.	R Frost
2.4	Changing Places Update		Damian advised that the Anglesea construction has now been	Action: Council officers to plan	D Waight / S

			<p>completed with Changing Places Accreditation still to come. The official opening will be early January 2020 based on the availability of the Minister. Winchelsea facility will be completed by 13 December 2019, the opening may occur around the same time as Anglesea.</p> <p>Cr Rose Hodge noted that there may be issues with access and parking at Anglesea facility opening, if the weather is warm, due to proximity to the beach.</p> <p>Suggested organisations to contact and invite to the opening events include GenU, Leisure Networks, Scope.</p>	<p>opening events for both Anglesea and Winchelsea facilities and communicate the details with AAAC members and other relevant organisations.</p>	Firth-McCoy
2.5	Disability Discrimination Act (DDA) Compliance Plan		<p>Damian advised there is approximately \$65k left in current DDA budget for 2019/20, after the accessible toilet door in the shire office was upgraded in August 2019. Discussed plan to have works prioritised for 2019/20 and 2020/21.</p> <p>Damian noted the possibility of a new accessibility audit given the last audit was conducted in 2014.</p>	<p>Action: Council officers to prioritise remaining DDA budget and provide an update to the committee</p>	D Waight / S Firth-McCoy
2.6	Council Resources – Accessible transport option	10	<p>Caroline raised the issue of council not having an accessible minivan for transporting council members to locations throughout the shire.</p> <p>Cr Rose Hodge advised that a number of suitable alternative options exist. Suggested arranging accessible transport on an as needed basis.</p>	<p>Action: S Firth McCoy to follow up with Surf Coast Transfers, other councils and other options about accessible transport options and adding these links to the SCS website under accessibility.</p>	S Firth-McCoy
2.7	NTC Issues Paper	10	<p>https://www.ntc.gov.au/sites/default/files/assets/files/NTC-Discussion-Paper-Barriers-to-the-safe-use-of-motorised-mobility-devices.pdf</p> <p>Damian spoke to Motorised Mobility Devices Discussion Paper and the previous submission to NTC in February 2019. The NTC have recently put out another request for submissions due in December 2019. Damian proposed submitting a response based on the</p>	<p>Action: D Waight and C Maplesden to finalise a submission on behalf of the SCS and submit to the NTC.</p>	D Waight / C Maplesden

			previous council submission and have it ratified at the January 2020 Council Meeting. Caroline spoke to Personal Mobility Devices NTC Discussion Paper, such as E-scooters and E-bikes. Caroline advised she believes option 5 is the best option as it excludes footpath use, and is safer for pedestrians.		
2.7	Informal discussion	10			
3.	Next meeting		11am – 1pm first Wednesday of every second month commencing February 2020.	Action: A 2020 meeting schedule will be circulated in January 2020.	S Firth-McCoy
Ground Rules for our Meeting					
We start on time and finish on time			We follow-up actions for which we are assigned responsibility and complete them on time		
We all participate and contribute – everyone is given an opportunity to voice their opinions			We give and receive open and honest feedback in a constructive manner		
We use improvement tools that enhance meeting efficiency and effectiveness			We use data to make decisions (whenever possible)		
We actively listen to what others have to say, seeking first to understand then to be understood			We strive to continually improve our meeting process and build time into each agenda for reflection		

8.2 Advisory Committee Minutes

APPENDIX 4 ALL ABILITIES ADVISORY COMMITTEE MINUTES - 5 FEBRUARY 2020

TRIM Ref: 20/24575

**All Abilities Advisory Committee
MINUTES
Wednesday 5 February 2020 11am – 1pm
Kurrambee Myaring Community Centre, 12 Merrijig Drive Torquay**

Attendees: Caroline Maplesden (Chair), Manny Pimentel, Laurel Wieland, Janet Brown, Richard Porter, Cr Rose Hodge (Council), Damian Waight (Council), Susan Firth-McCoy (Council - minutes), Rowena Frost (Council)

Apologies: Michael Chan, Helen Shepherd

Ag. No.	Item type	Time	Points of Discussion Details/ Decision	Agreement/ Action/Timeframe	Responsible
1.	Standing items				
1.1	Welcome, introductions and acknowledgements	11.00am	Our meeting is being held on the traditional lands of the Wadawurrung people and we acknowledge them as Traditional Owners. We pay our respects to their elders, past and present. C Maplesden		
1.2	Minutes from previous meeting	11.03am	Mover and seconder to confirm the minutes from Thursday 5 December 2019 are true and correct.	Moved: Caroline Seconded: Laurel Carried: Richard	
1.3	Conflicts of Interest	11.05am	Declaration of conflict of interest - Nil.		

TRIM Ref: 20/24575

1.4	Group discussion about newsworthy items or new resources in the space of access and inclusion	11.07am	<p>Richard noted the Changing Places opening in Anglesea was a great event, and is looking forward to the opening in Winchelsea on Monday 10 February. Susan informed the committee that GORCC has said the Anglesea facility is being used and needs cleaning every day.</p> <p>Laurel raised the beach access matting now in place at Fisho's beach noting improved accessibility for wheelchairs, parents with prams, and people with walking sticks. Rose noted there is similar matting at Lorne beach. Damian stated Council should encourage GORCC and the new Coastal authority to keep this in place.</p> <p>Janet attended the Disabled Surfing Association (DSA) event in Ocean Grove last week. Great to see more volunteers and more people with disability involved each year. There were 130 participants and 200 volunteers at the February event. Rose suggested Council promote the upcoming DSA event in March.</p> <p>Rose stated that with the NDIS people are now able to get plans for 3 years without review which is a great initiative. However, in attending a meeting of parents with children with autism, other parents were reporting that younger children who needed significant assistance, were having their funding cut by 30-40%, and appeals take 3 months. This is causing great hardship to a number of local families.</p> <p>Damian has recently watched Dylan Alcott who won the Australian Open and who is doing great work in the media and off the court. He is a living example of seeing someone's abilities.</p>	<p>Council Officers to advocate for continued use of beach matting to new coastal authority if required.</p> <p>Susan to speak to Comms and Marketing re: promoting March DSA event</p>	<p>D Waight</p> <p>S Firth-McCoy</p>
2	Business arising from previous minutes				

TRIM Ref: 20/24575

2.1	Accessible lectern	11.17am	<p>Susan has investigated a range of options for accessible lecterns, including more expensive options that look more professional, but are less portable, cheaper, and more portable options.</p> <p>The Committee was supportive of a more portable option. Officers will proceed with purchasing.</p>	Council Officers to purchase accessible lectern and inform committee of purchased model.	S Firth-McCoy
2.2	Changing Places	11.22am	<p>As noted previously, Committee members and Council staff agreed the event at Anglesea on 14 January 2020 was a great success.</p> <p>Upcoming Winchelsea opening is planned for 10 February 2020, Eliza Charters will be our guest speaker, with MP Danielle Green representing Minister Luke Donellan.</p>	Finalise organising and deliver event.	S Firth-McCoy
2.3	Program Management Office (PMO) report on projects with access design requirements (11.30am)	11.27am	<p>Rowena highlighted new projects of interest: Moriac Pathway project, Winchelsea pathway project, Ocean Views Estate pathway project, Pathway Strategy Review.</p> <p>Caroline and Dan Remenyi were suggested representatives for the pathway Strategy Review advisory panel. Dan has resigned from AAAC, but may still be interested as a community member.</p> <p>Rowena described a potential change to the project management process for all projects to consider Access and Inclusion Strategy as a secondary goal in their design.</p>	<p>Susan to ask Dan R. If he is still interested in the Pathways Strategy Review panel. If not, Committee to provide suggestions of potential 2nd member</p> <p>Rowena to inform Caroline and Dan (or 2nd representative) of planned dates for consultation period for pathways strategy review</p>	S Firth-McCoy/ R Frost

TRIM Ref: 20/24575

2.4	DDA Compliance Plan	11.42am	<p>Damian provided update on plans for remaining \$70k left in DDA budget for 2019-20.</p> <p>Remaining money to be spent on:</p> <ul style="list-style-type: none"> Anglesea Community House and Aireys Inlet Community Centre including ramps, stairs, decking, as there are accessibility issues with getting into the building. Update audit of all Council owned buildings, to cost approximately \$20 - \$25,000. Old audit was done in 2014 and is no longer accurate. Changes have been made to old buildings and new buildings have not been audited. This will enable Council to develop a multi-year plan for which projects to be prioritised. 	Damian to provide further update at next meeting.	D Waight
2.5	Accessible transport options	11.52am	<p>Surf Coast Transfers will have a wheelchair accessible van available for bookings on 12 February 2020. Council will promote a link on our website.</p> <p>Rose stated it would be good for Council to promote and support this service broadly.</p>	Susan to speak with Communications and Marketing regarding promoting the new service.	S Firth-McCoy
2.6	NTC issues paper	11.57am	<p>NTC issues paper was submitted in December 2019, Council ratified at the meeting in January 2020.</p> <p>Caroline thanked Damian for assisting in getting the submission before Council.</p> <p>Caroline also put in an individual submission, and contacted the media but this story does not seem to have gained media coverage.</p>		
3.	New items				
3.1	Submission to State Disability Plan 2021-24 Consultation	12.02pm	<p>Council officers drafted a submission responding to the State Disability Plan Consultation paper. Committee participated in a workshop and provided feedback for inclusion in the draft submission. Please see attached updated submission incorporating feedback.</p> <p>Submission to be presented at the next Councillor briefing and then submitted to the State Government</p>	<p>Susan to incorporate feedback into submission.</p> <p>Damian to include in Councillor Briefing on 18 February 2020.</p>	S Firth-McCoy / Damian Waight

TRIM Ref: 20/24575

3.2	GORCC Point Impossible to Jan Juc Master Plan	12.27pm	<p>Council has the opportunity to provide a submission on the new GORCC Point Impossible to Jan Juc master plan. Council's open space planners have sought input from the AAAC. Submissions close 16 February. The Committee provided the following feedback:</p> <ul style="list-style-type: none"> - on Plan 3 Fisherman's Beach, continue use of new beach matting - on Plan 4, build an accessible path to Cosy Corner and provide beach matting onto beach <p>Overall:</p> <ul style="list-style-type: none"> - Include inclusive play and accessibility into all playground upgrades, including tactile features, and high contrast colours and textures, and large print information for people with vision impairments - Include mention of accessible design wherever sustainable design is mentioned - Clarify enforcement of regulations for dogs and motorised bikes on the beach 	Susan to forward input onto Ella Jackson (open space planner) for inclusion in Council's submission to GORCC	S Firth-McCoy / Ella Jackson
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TRIM Ref: 20/24575

3.3	Recent resignations from AAAC	12.42pm	<p>Dan Remenyi resigned from the committee in January 2020. Damian suggested with a number of recent resignations / retirements, it might be a good time to review the representation on the committee, and that it would be helpful for Susan to speak with past and existing members about their experience on the Committee.</p> <p>Committee members noted with recent resignations, the Committee may need new representation, and it would be good to have more young people and people with lived experience of disability involved.</p> <p>Damian discussed the possible synergy between the new Positive Ageing Committee and the AAAC, as the committees address some similar issues. Committee members expressed an interest in working with the Positive Ageing Committee in future.</p> <p>Jill Moodie from Positive Ageing asked Damian for a AAAC member to attend the next Positive Ageing Committee meeting to discuss their experience on the AAAC. Richard and Manny were invited, Manny to attend.</p>	<p>Susan to contact past and existing members to discuss their experience of the committee.</p> <p>Manny to attend next Positive Ageing Committee meeting.</p> <p>Susan and Damian to explore opportunities to work with PAC in future.</p>	S Firth- McCoy/ D Waight/ M Pimentel
3.4	Informal discussion	12.55pm	No significant topics discussed.		
4.	Meeting closed and next meeting	12.57pm	Next meeting: Wednesday 1 April 2020, 11am – 1pm Aireys Inlet Room		

<p>Ground Rules for our Meeting</p> <p>We start on time and finish on time</p> <p>We all participate and contribute – everyone is given an opportunity to voice their opinions</p> <p>We use improvement tools that enhance meeting efficiency and effectiveness</p> <p>We actively listen to what others have to say, seeking first to understand then to be understood</p>	<p>We follow-up actions for which we are assigned responsibility and complete them on time</p> <p>We give and receive open and honest feedback in a constructive manner</p> <p>We use data to make decisions (whenever possible)</p> <p>We strive to continually improve our meeting process and build time into each agenda for reflection</p>
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8.2 Advisory Committee Minutes


APPENDIX 5 POSITIVE AGEING ADVISORY COMMITTEE MINUTES - 7 FEBRUARY 2020

<p style="text-align: center;">MINUTES</p> <p style="text-align: center;">Positive Ageing Advisory Committee Meeting Friday 7 February 2020 - 9.30am to 11.30am Surf Coast Shire Council Civic Centre – Training Room 1 Merrijig Drive, Torquay</p>	
Committee Members:	Cr Margot Smith, Magdalena Wheatland (Vice Chair), Keith Perkin (Deputy Vice Chair), Elizabeth Bills, Jenny Mathison, Gary Allen, Kristin McDonald, Pam Aylward, Sue Cole, Lyn Batson, Carolyn Trowell (Positive Ageing Coordinator) and Jill Moodie (Manager Community Strengthening).
Non-Committee Members:	John Bartlett (U3A SurfCoast), Rowena Frost (Manager Program Management Office), Emmanuel Pimentel (All Abilities Advisory Committee Member) and Jennine Templar (Minute Taker).
Apologies:	Brian Butterworth (Chair) and Nicole Langtip (Facilitator).
Meeting Objectives:	1. Service delivery update. 2. Community engagement update. 3. Council Projects input and advice.



Topic	Details Discussed	Points of Discussion	Further Action Follow Up – Required
1. Welcome.	Welcome.	All attendees were warmly welcomed to the first meeting for the year by Magdalena and apologies noted.	
2. Business Arising.	Actions from last meeting.	All actions completed. Minutes from previous meeting accepted.	
3. Committee Membership.	Welcome Lyn Batson.	<p>Lyn Batson was introduced as a new Committee Member representing the Moriac area.</p> <p>One vacancy remains. Under the Terms of Reference, the Committee will comprise of a maximum of 15 individuals (including four organisational representatives and eleven individuals from a range of different locations in Surf Coast Shire).</p>	
4. Reform Readiness Plan Project Update.	<p>Action 2: National Disability Insurance Scheme, Brokerage Services and Home Care Package.</p> <p>Action 1 and 3: Commonwealth Home Support Program (CHSP), Home and Community Care for Younger People (HACC PYP) and Department of Veterans' Affairs.</p>	<p>Action 2 – The transition of National Disability Insurance Scheme, Brokerage Services and Home Care Package clients has been completed. One formal complaint was noted. There is recognition that the change can be challenging for some clients.</p> <p>Action 1 and 3 - Council has resolved to exit the three remaining aged and disability care services, working toward 30 June 2020 as the transition date. Home and Community Care for Younger People (HACC PYP) and Department of Veterans' Affairs clients will be the focus of the next transition phase followed by CHSP clients.</p> <p>The transition phase will be enacted once decision has been received from the Commonwealth Government disclosing approved service providers. It was noted that it is as usual for existing clients at this stage.</p>	<p>Jill To share article from Murrindindi Shire Council regarding the transition of services</p>

Reform Readiness Plan Update (Continued).		All Positive Ageing Advisory Group Members agree effective communication is paramount to alleviate uncertainty in the community. Referring clients to Council website was not considered a viable option. Letters and telephone calls to clients was discussed as the preferred methods of communication.	
5. Community Engagement feedback.	<ul style="list-style-type: none"> • Probus Surfcoast Anglesea - 18/11/19. • Lorne Community Connect - 6/12/19. • Deans Marsh - upcoming. • Other opportunities in other local communities including U3A. 	<p>Anglesea and Lorne attracted a large group at both meetings. Nicole discussed the Age Friendly Cities model and recorded feedback from attendees which will be available shortly. Transport, Community Support/Social Participation were common themes.</p> <p>Communication from the Federal Government was identified as a clear gap emphasising the need for Council to assist during and beyond the Age Care Reform.</p> <p>Deans Marsh propose a meeting in April. Local community predominately younger. Future meetings have been proposed in Lorne to capture a large demographic.</p> <p>John Bartlett kindly provided information regarding University of the Third Age. U3A is a voluntary, not-for-profit organisation, and part of the world-wide network which, during school term, offers classes and activities and covers arts, humanities, languages, exercise, lifestyle and computers. Challenges include increase in membership equates to difficulty sourcing suitable cost effective venues to accommodate members. Victim of own success with classes regularly booked and increased waiting list. U3A is interested in collaboration and expanding scope for increase funding (including small grants).</p>	<p>Jill Explore opportunity for U3A to offer education to clients on how to navigate the Age Care System.</p>
6. Council/Community Projects.	<ul style="list-style-type: none"> • Review current Council Projects. • How the committee can have input / provide advice. • Relevance / streamlined from All Abilities Advisory Committee Approach? • Ongoing agenda item – yes / no? 	<p>Rowena Frost (Council's Manager Program Management Office) gave an overview of the All Abilities Advisory Committee projects and process used.</p> <p>Emmanuel Pimentel has been on the All Abilities Advisory Committee for over eight years and kindly provided insight on accessible and inclusive environment. All Abilities Advisory Committee has been successful in building awareness and providing positive influence to assist quality of outcome.</p> <p>Positive Ageing Advisory Group Committee members were given the opportunity to ask any questions looking through the Positive Ageing lens. Question posed: "What does Age Friendly mean?"</p>	
7. GORC Master Plan.	Feedback on the GORC Point Impossible to Jan Juc Masterplan.	The Point Impossible to Jan Juc Draft Masterplan is currently on public exhibition, closing Sunday 16 February 2020. Positive Ageing Advisory Committee Members viewed the document and provided comments including issues in other areas (shared pathways, showers, refurbish toilets).	<p>Important Dates GORC consultation session on:- Date: Saturday 15 February 2020 Time: 2.00pm - 4.00pm Where: Elephant Walk, Torquay foreshore (opposite Gilbert St).</p>

GORC Master Plan (Continued).		<p>GORC Consultation on the initial issues and opportunities identified five priorities:</p> <ul style="list-style-type: none"> • Protect environmental values. • Address the pressures of development, population and visitation growth. • Address conflicts in beach use and access. • Manage and adapt to risks of climate change, including erosion and inundation. • Improve circulation path networks, and all abilities access, to and around the foreshore. 	<p>All Positive Ageing Advisory Committee Members Jill seeking further feedback on GORC Masterplan.</p>
8. Next Meeting.	<p>Allocate dates for the year ahead.</p> 	<p>Next Positive Ageing Advisory Committee Meeting Date: Friday 6 March 2020 Time: 9.30am to 11.30am. Location: Surf Coast Shire Council Civic Centre (1 Merrijig Drive, Torquay).</p>	<p>Future Meeting Dates</p> <ul style="list-style-type: none"> • Friday 3 April 2020 • Friday 1 May 2020 • Friday 5 June 2020

8.2 Advisory Committee Minutes

APPENDIX 6 HEARING OF SUBMISSIONS COMMITTEE MINUTES - 18 FEBRUARY 2020



Minutes

Hearing of Submissions Committee Tuesday, 18 February 2020

Held in the
Council Chambers
1 Merrijig Drive, Torquay
Commenced at 4:59pm

Committee:

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

MINUTES FOR THE HEARING OF SUBMISSIONS MEETING OF SURF COAST SHIRE COUNCIL
HELD IN THE COUNCIL CHAMBERS, 1 MERRIJIG DRIVE, TORQUAY
ON TUESDAY 18 FEBRUARY 2020 COMMENCED AT 4:59PM

PRESENT:

Cr Rose Hodge (Chair)
Cr Martin Duke
Cr James McIntyre
Cr Brian McKitterick
Cr Tony Revell
Cr Margot Smith
Cr Heather Wellington (via telephone until 5:37pm when she entered the meeting)

In Attendance:

23 members of the public
0 member of the press

APOLOGIES:

Committee Resolution

MOVED Cr Margot Smith, Seconded Cr Tony Revell

That an apology be received from Cr Bell, and from Cr Goldsworthy who is on a leave of absence.

CARRIED 6:0
Cr Wellington did not vote.

CONFIRMATION OF MINUTES

Committee Resolution

MOVED Cr Brian McKitterick, Seconded Cr Tony Revell

That the Hearing of Submissions Committee note the minutes of the meeting held on 12 November 2019 as a correct record of the meeting.

CARRIED 6:0
Cr Wellington did not vote.

CONFLICTS OF INTEREST:

Nil

SUBMITTERS HEARD

1. Trevor Hodson
2. Margy Carney
3. April Meddick, Ruth Weston and Rochelle Van Heerden
4. Darren Aitken
5. Dr Tamasin Ramsay (on behalf of Andy Meddick)

Cr Wellington entered the meeting at 5:37pm

6. Geoff Oliver, Isobel Oliver and June Oliver (supported by James Oliver)
7. Dr Kaye Roddon (President) on behalf of Friends of Barwon Inc
8. Pam Ahern
9. Andrea Bolton
10. Bruce McDonald
11. Christine Windle
12. Applicant - Martin Clark (Managing Director), Josh Walters (Farm Manager), Robin Bendle (Mumong Farms General Manager) and Ian Farran (Agribiz Engineering)

BUSINESS:

1. PLANNING MATTERS	4
1.1 <i>Planning Permit Application 19/0110 – 1440 Inverleigh - Winchelsea Road, Inverleigh – Use and Development for Intensive Animal Production (Sheep Production and Dairy)</i>	<i>4</i>

1. PLANNING MATTERS

1.1 Planning Permit Application 19/0110 – 1440 Inverleigh - Winchelsea Road, Inverleigh – Use and Development for Intensive Animal Production (Sheep Production and Dairy).

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

General Manager: Ransce Salan
File No: 19/0110
Trim No: IC20/107

Appendix:

1. Order of Speakers (D20/26449)

Officer Direct or Indirect Conflict of Interest:

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

☐ Yes

☒ No

Reason: Nil

Status:

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

☐ Yes

☒ No

Reason: Nil

Purpose

The purpose of this report is to hear submissions relating to Planning Permit Application 19/0110 – 1440 Inverleigh - Winchelsea Road, Inverleigh – Use and Development for Intensive Animal Production (Sheep Production and Dairy).

Background

An application was lodged in October 2019 the application relating to use and development for Intensive animal production (Sheep production and dairy). The application was publicly exhibited in accordance with the *Planning and Environment Act 1987* (the Act) and 94 submissions have been received.

Summary of Proposal

The use and development is proposed for 1440 Inverleigh-Winchelsea Road, Inverleigh, a property of 255ha.

Key elements of the proposal are:

- A maximum of 14,140 sheep at any one time comprised of 6000 lactating ewes, 4560 dry ewes and replacement ewes and 3580 lambs
- Three ewe housing sheds of 246m x 40m (9840m² per shed) each with an equivalent adjacent area of outdoor yard
- Two lamb rearing sheds of 50m x 24m (1200m² per shed)
- Rotary dairy shed of 50m x 44m (2200m²)
- For stage 1, an open air lamb feedlot of 100m x 175m, which will be removed with stage 2
- 65ML of runoff dams
- 150m x 130m (1.95ha) composting pad
- Milk from this proposal will be dried at a facility in Geelong without any processing on site.

Summary of Submissions

A total number of 94 submissions were received (as of 22 January 2020) including 91 objections, two in support and one submission which can be considered neutral.

The issues raised by objectors are summarised in the following table. In summarising the issues similar concerns have been grouped together.

Issue	No. of submissions on issue
Contribution to global warming through animal methane emissions, inconsistent with declaration of climate emergency	12
Level of water use - inappropriate use of limited resource, impact on Barwon River level, impact on town water supply and other users of reticulated water	37

1.1 Planning Permit Application 19/0110 – 1440 Inverleigh - Winchelsea Road, Inverleigh – Use and Development for Intensive Animal Production (Sheep Production and Dairy).

Diversion of food resources, inefficient form of protein production	3
Disease transmission including Q-fever	32
Contribution to antibiotic resistance	2
Animal welfare including space available per animal, infrequent cleaning out of bedding and faeces, removal of progeny from mothers, animal health impacts, disease susceptibility – In-principle/moral opposition to intensive animal husbandry	68
Noise from animals – amphitheatre effect of topography	2
Devaluation of property	2
Traffic impact on condition and safety of Gnarwarre Road	3
Increased traffic on Inverleigh-Winchelsea Road	1
Odour and dust emissions	24
Environmental impact on waterways – effluent discharge, nutrient loads	27
Human health impacts from consumption of sheep milk products – high fat content	1
Lack of consultation	6
No net community benefit	2
Possible impact on biodynamic certification of nearby farm	1
Clearing of native grass	1

Objections have been received from 87 individuals, three organisations (special interest community groups) and one petition of 146 signatures which was received and noted at the 10 December 2019 Ordinary Council meeting. One of the submissions from an organisation was accompanied by 10,882 signatories but it does not meet the definition of a Joint Letter or Petition as defined by Local Law No. 2 of 2019 – Council Meeting Procedures & Common Seal, as the signatories do not provide physical addresses. Council is able to consider this submission as an objection.

Of the objections which provided a residential address, it is estimated that 35 are from within 10km of the proposed facility with the majority of these from Inverleigh. It is noted that there is no provision within the Act which alters the consideration that must be given to an objection based on separation from the application site with s.60(c) directing that the responsible authority must consider *“all objections and other submissions which it has received”*.

The grounds in favour of granting a permit raised by supporting submissions are summarised as:

Ground	No. of submissions raising this ground
Meets minimum welfare requirements	2
Composting of wastes and on-farm use will improve soils and increase yield	1
Providing for employment	1
Supporting agriculture in region by purchasing grain, straw, hay	1
Economic contribution – local economy and export	2
Fits with Surf Coast Shire Hinterland Strategy for intensive animal husbandry to locate in this area	1
Policy support to grow agriculture	1

1.1 Planning Permit Application 19/0110 – 1440 Inverleigh - Winchelsea Road, Inverleigh – Use and Development for Intensive Animal Production (Sheep Production and Dairy).

Operator currently shows high level, best practice, animal husbandry
--

1

The neutral submission received from the Golden Plains Shire Council Mayor, re-states concerns expressed by Inverleigh community members to the Mayor and Councillors of Golden Plains Shire, but does not itself object to the granting of a permit. The submission requests that due consideration be given to the concerns of objectors.

The issues raised in the submissions will be considered in detail in a report to be presented to a future Council meeting.

Recommendation

That the Hearing of Submissions Committee receives and notes the submissions relating to Planning Permit Application 19/0110 – 1440 Inverleigh - Winchelsea Road, Inverleigh – Use and Development for Intensive Animal Production (Sheep Production and Dairy) and forward to Council for consideration.

Committee Resolution

MOVED Cr Margot Smith, Seconded Cr Tony Revell

That the Hearing of Submissions Committee receives and notes the submissions relating to Planning Permit Application 19/0110 – 1440 Inverleigh - Winchelsea Road, Inverleigh – Use and Development for Intensive Animal Production (Sheep Production and Dairy) and forward to Council for consideration.

CARRIED 7:0

Close: There being no further items of business the meeting closed at 7:21pm.

8.3 Section 86 Committee Minutes

Author's Title: Administration Officer Governance

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/221-2

Division: Governance & Infrastructure

Trim No: IC20/19

Appendix:

1. Stribling Reserve S86 Committee of Management Minutes - 7 October 2019 (D19/185449)
2. Stribling Reserve S86 Committee of Management Minutes - 16 December 2019 (D20/12232)
3. Connewarre Reserve and Hall S86 Committee of Management Minutes - 10 December 2019 (D20/12228)

Officer Direct or Indirect Conflict of Interest:

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

☐

Yes

☒

No

Reason: Nil

Status:

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

☐

Yes

☒

No

Reason:

Purpose

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. Stribling Reserve S86 Committee of Management Minutes - 7 October 2019
2. Stribling Reserve S86 Committee of Management Minutes - 16 December 2019
3. Connewarre Reserve and Hall S86 Committee of Management Minutes - 10 December 2019

Council Resolution

MOVED Cr David Bell, Seconded Cr Brian McKiterick


That Council receives and notes the following minutes of the Section 86 Committee meetings:

1. Stribling Reserve S86 Committee of Management Minutes - 7 October 2019
2. Stribling Reserve S86 Committee of Management Minutes - 16 December 2019
3. Connewarre Reserve and Hall S86 Committee of Management Minutes - 10 December 2019

CARRIED 7:0

8.3 Section 86 Committee Minutes


APPENDIX 1 STRIBLING RESERVE S86 COMMITTEE OF MANAGEMENT MINUTES - 7 OCTOBER 2019

	<p>COMMITTEE NAME: Stribling Reserve Committee of Management COMMITTEE: MEMBERS: Peter Spring, Linton Ferguson, Geoff Couper, Miah Atwell, Phillip Meurer, Don Tyrer, Carly Enticott, Wendy Jarratt, Don Balwin, David Mullen PRESENT: PS, GC, DT, CE, MA, WJ, LF, PE, DB APOLOGIES: DM, PM VISITORS: Paul Elshaug</p>	<p>DATE 7 October 2019 TIME: 5:015pm VENUE: Multi-purpose Room</p>
<i>Adoption of previous minutes</i>	Moved: GC, seconded: DB	
<i>Conflict of Interest Declaration</i>	None	
<i>Business Arising from previous minutes</i>	<ul style="list-style-type: none"> • School Agreement: draft received, Paul Elshaug sent revised draft to Lorne School for discussion, \$25,000 annual contribution, indexed by 2% per year, 3-year short-term agreement. • Combi-oven in Kitchen, fault reported, has been fixed. • Scoreboard: scoreboard connected to new mains power supply for free by Len Tanks. Thanks Len. Back of scoreboard secured by padlocked hatch. • Oval lighting: contractors coming back to do foundations for light towers 	
<i>OHS</i>	<ul style="list-style-type: none"> • Oval access from terrace seating to oval is a dangerous slope with loose gravel. • Driveway to Men's Shed, uneven surface, cars loose traction, rubble being shot onto netball court. • Lack of female change rooms. 	
<i>Correspondence In</i>	Paul Elshaug: Lighting works for netball court.	
<i>Correspondence Out</i>		
<i>Treasurers Report</i>	No financial report available	
<i>Booking Officer Report</i>	<p>Calendar of bookings on website: lornesports.com.au or sites.google.com/view/stribling/calendar</p> <ul style="list-style-type: none"> • Falls Festival security company booked. • Bungaree FC has booked for 14-16 February 2020 for a pre-season footy camp. • Crepe Maison may want us to host a cool room, and some kitchen usage January 2020 • LLC vacuum broken, users can't do own carpet cleaning 	
<i>User Groups Report</i>	<ul style="list-style-type: none"> • Men's Shed: reports directly to Surf Coast Shire; LFNC, Lorne P-12 College: 	
<i>Shire Report</i>		
<i>General Business</i>	<ul style="list-style-type: none"> • Project Control Group: accepted project charter, community support will be used, and working with LFNC to provide fittings not supplied by Surf Coast Shire. Tenders for design and construction will be sought from both traditional builders as well as modular construction builders. Netball Pavilion has detailed design, so tender to build only is required. Main pavilion tender for design and construction will be based on concept designs already done. • Netball Lighting: we don't have playing light capacity, need a four-pole system, quoted \$70,000. Motion: Committee request Shire to give priority attention to seek funding to upgrade Netball Court lighting to playing capacity, moved PS, seconded CE, motion passed. • Car Park Lighting: current globes not suitable for carpark lighting, retain poles and cabling, expecting a report on what can be done. 	

	<ul style="list-style-type: none">• Section 86 Committee Alternative Options: a paper was tabled so the committee can consider alternative models at the next meeting.
<i>Next Meeting</i>	5:15 pm Monday 16 December 2019

8.3 Section 86 Committee Minutes


APPENDIX 2 STRIBLING RESERVE S86 COMMITTEE OF MANAGEMENT MINUTES - 16 DECEMBER 2019

	<p>COMMITTEE NAME: Stribling Reserve Committee of Management COMMITTEE: MEMBERS: Peter Spring, Linton Ferguson, Geoff Couper, Miah Atwell, Phillip Meurer, Don Tyrer, Carly Enticott, Wendy Jarratt, Don Balwin, David Mullen PRESENT: PS, LF, GC, PM, DT, CE, WJ, DB APOLOGIES: MA, DM VISITORS: Clive Goldsworthy, Kevin Murphy</p>	<p>DATE 16 December 2019 TIME: 5:15pm VENUE: Multi-purpose Room</p>
<i>Adoption of previous minutes</i>	Moved: GC, seconded: CE	
<i>Conflict of Interest Declaration</i>	None	
<i>Business Arising from previous minutes</i>	<ul style="list-style-type: none"> • Old light poles: pole nearest netball court to go, other three will be retained. The current lights are not suitable to be aimed at the car park. New lights and cabling will have to be designed and installed, however using the existing poles will be cost saving. 	
<i>OHS</i>	<ul style="list-style-type: none"> • Oval access from terrace seating to oval is a dangerous slope with loose gravel. • Driveway to Men's Shed, uneven surface, cars loose traction, rubble being shot onto netball court. • Lack of female change rooms. 	
<i>Correspondence In</i>	Paul Elshaug: email received 3 Dec 2019	
<i>Correspondence Out</i>		
<i>Treasurers Report</i>	<p>Financial report for November circulated via email before meeting. Motion: report be accepted, moved PS seconded PM, motion passed.</p>	
<i>Booking Officer Report</i>	<p>Calendar of bookings on website: lornesports.com.au or sites.google.com/view/stribling/calendar</p> <ul style="list-style-type: none"> • Bookings for pre-season camps are nearly full, summary of bookings tabled. • Discussed possible issue of cost to use new oval lights when operational. • Western Bulldogs AFLW used Stribling Reserve and Lorne Leisure Centre last weekend. • Helicopter landings, expecting a helicopter to land this Saturday. 	
<i>User Groups Report</i>	<ul style="list-style-type: none"> • Men's Shed: reports directly to Surf Coast Shire; LFNC, Lorne P-12 College: 	
<i>Shire Report</i>	<p>Paul Elshaug: email received 3 Dec 2019:</p> <ul style="list-style-type: none"> • School Agreement: second draft sent to school for review. SCS to meet with School when suitable to discuss further. • CRMs: Please let me know if any outstanding items needs following up. • Asset Register: please update and return. 	
<i>General Business</i>	<ul style="list-style-type: none"> • Section 86 Committee Alternative Options: a paper was tabled so the committee can consider alternative models, deferred to next meeting for discussion. • Project Control Group: Tenders closing mid-February, planning to have tenders evaluated and ratified at the March meeting of Surf Coast Shire Council. Design for carparking and landscaping included in design for Main Pavilion Project. Concern expressed that loss of kitchen when new pavilion is under construction, would impact revenue for LFNC. • Stribling Reserve Priorities: priorities discussed, agreed to include upgrading of Netball Court lighting to match standard as a new priority. 	

	<ul style="list-style-type: none">• Oval surface: repairs to surface required after work to install light towers, need to work out a plan to remediate surface, remove temporary light unit, ground is really compacted.
<i>Next Meeting</i>	5:15 pm Monday 10 February 2020

8.3 Section 86 Committee Minutes

**APPENDIX 3 CONNEWARRE RESERVE AND HALL S86 COMMITTEE OF MANAGEMENT MINUTES - 10
DECEMBER 2019**

	COMMITTEE: Connewarre Reserve & Hall Committee of Management PRESENT: A Reeve C Carroll M BjorkBillings E Fontaine G Elliot E Pritchett S Findlay J Dans K Scanlon APOLOGIES: F Burchell M Kelly P Elshaugh VISITORS:	Date 10/12/2019 TIME: 7pm VENUE: Connewarre Hall
Adoption of previous minutes	Moved E Fontaine 2 nd G Elliot Carried	
Conflict of Interest Declaration	Nil	
Business Arising from previous minutes	Discussion held over Model Options for new committee format Emma moved amotion that we adopt the Community Asset Committee 2nd Ernie Carried	
Correspondence In	Origin Barwon Water All email notifications from the shire	
Correspondence Out	Nil	
Treasurers Report	Expenses- Barwon Water \$201.05 STS Accounting \$300 Hall fee returned \$99 Total \$600.05 Income \$705 hall hire \$3.53 Inerest Total \$708.53 Working Account Balance \$14770.48 Term Deposit Balance \$22452.44 Financial Report moved Colleen 2 nd Ernie	
Booking Officer Report	Consistently Busy with lots of parties and enquiries. The Barwon Heads Ladies football team is currently traing on the ovals. Emma Moved a motion that the fee structure remain the same for the next 12 months as we only increased it at the start of July 2 nd Ernie Carried	
User Groups Report	CFA- This year so far we have had 65 Turn Outs. We had 4 members attending the fires in NSW on 4 Day stints.We held	

	<p>a Community Day in November at Warrilly Village with activities and give aways for children We have 3 new adults interested in joining the brigade.Last Saturdaay we ran activities and give aways for children at the opening of the new development on Barwon Heads Rd. We will be getting a new remote controlled front door on the station in the new year replacing hand operated fold up doors.</p> <p>Landcare- As we have finished our planting for this year it has been a quiet few months. We will commence our planning for the next year which will include an Information Evening on Feb 11th with details to follow. The Bunnings BBQ was very successful raising \$1194.30</p> <p>Riding Club-The financial year for the Club commenced in Oct with all members re joining as well as 6 new members. Last meeting we had 12 riders having new lessons.</p> <p>The Christmas Party was held at the Barwon Heads Hotel wit fun had by all</p>
Shire Report	<p>Fee Charges to be discussed by committee and Submitted to coucil (attended to in Booking Officer Report)</p> <p>Periodical Cleaning schedule was sent to Emm for the following dates 01/06/2020 and 16/11/2020 However if a community group wishes to hire the facility on these dates we are requested to contact cotter@surfcoast.vic.gov.au to contract the contractors so a new cleanu=ing date can be organised.</p> <p>The CRM report from 01/07 2019 to 06/12/2019 was attaced and emailed to all committee members</p>
General Business	<p>Steve inquired re bollard replacement _Ernie to follow up Other signage on riding club gates and dog signs are yet to be erected.</p> <p>Colleen raised the subject of missing broom and oven trays and either Emma or Colleen to Purchase new ones Colleen handed in invoice for Christmas Party Lollies</p> <p>Ernie table invoices for works carried out by Ton Lawn and an invoice for Flinstones that Ernie had paid on behalf of the committee Cheques were written out to reimburse all of these invoices.Mound still requires top soil but Tony recoomends we wait until March for more favourable weather. New Path to be completed by Christmas. Ernie will pick up chairs tomorrow and drop at Glen Huntington for sanding. Tony to complete equitation levelling after Christmas.</p> <p>Ernie will follow up the north end low gravel situation.</p> <p>Float has been parking outside the gate by non members.This is dangerous and needs addressing</p> <p>Broken Fence on Barwons Heads Rd side of reserve has been down for some time due to a car accident Ernie will also follow this up.</p> <p>Michael would like Council to change the Give Way sign at end of Randles Rd to a Stop sign as the Rd is extremely Dangerous</p> <p>.Emma thanked Mr and Mrs Clause for their ffforts at the Christmas Party on Sat night which had a wonderful turn up with many new families in attendance. Great night had by all</p> <p>Alan thanked everyone for a great Year wishing everyone a Merry Christmas and closed the meetingat 8pm</p>

Notice of Motions to Council	
Next Meeting	Meeting Closed at 8pm Next Meeting 10/03/2020 at 7pm

SURF COAST SHIRE SECTON 86 SPECIAL COMMITTEE AGENDA/MINUTES TEMPLATE

8.4 Assemblies of Councillors

Author's Title: Administration Officer Governance

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/221-2

Division: Governance & Infrastructure

Trim No: IC20/20

Appendix:

1. Assembly of Councillors - Councillor Briefings - 21 January 2020 (D20/11022)
2. Assembly of Councillors - Responsible and Planning Authority Briefing - 21 January 2020 (D20/11047)
3. Assembly of Councillors - Councillor Briefings - 4 February 2020 (D20/19832)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

☐ Yes

☒ No

☐ Yes

☒ No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to receive and note the Assembly of Councillors records received since the previous Council Meeting.

Summary

The *Local Government Act 1989* section 80A(2) states that the Chief Executive Officer must ensure that the written record of an assembly of Councillors is as soon as practicable reported at an Ordinary Meeting of Council and incorporated in the minutes of that Council Meeting.

Recommendation

That Council receives and notes the Assembly of Councillors records for the following meetings:

1. Councillor Briefings – 21 January 2020
2. Responsible and Planning Authority Briefings – 21 January 2020
3. Councillor Briefings – 4 February 2020

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Martin Duke

That Council receives and notes the Assembly of Councillors records for the following meetings:

1. Councillor Briefings – 21 January 2020
2. Responsible and Planning Authority Briefings – 21 January 2020
3. Councillor Briefings – 4 February 2020

CARRIED 7:0

8.4 Assemblies of Councillors

APPENDIX 1 ASSEMBLY OF COUNCILLORS - COUNCILLOR BRIEFINGS - 21 JANUARY 2020




Assembly of Councillors Record

Description of Meeting: Councillor Briefings
Responsible Officer: Anne Howard – General Manager Governance and Infrastructure
Date: 21 January 2020
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer – Keith Baillie	✓
Cr. Clive Goldsworthy	✓	General Manager Governance & Infrastructure – Anne Howard	✓
Cr. David Bell	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Martin Duke	✓	Acting General Manager Culture & Community – Damian Waight	✓
Cr. James McIntyre	✓	Administration Officer – Governance – Jocelyn Christensen (minutes)	✓
Cr. Brian McKitterick	✓	Manager Finance - John Brockway	✓
Cr. Tony Revell	✓	Digital Transformation Program Manager - Stevan Muskett	✓
Cr. Margot Smith	✓	Manager Program Management Office - Rowena Frost	✓
Cr. Heather Wellington	X		

MEETING COMMENCED	3:04pm	MEETING ADJOURNED	3:44pm
MEETING RESUMED	4:33pm	MEETING CONCLUDED	5:04pm

Matters considered at the meeting
1. Conflict of Interest
2. Monthly Finance Report - December 2019
3. Monthly Program Status Update - December 2019
4. Digital Transformation Program Update
5. Road Management Activities Quarterly Report
6. Agenda Review - Council Meeting - 21 January 2020
7. Other Business

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature:  Print Name: Anne Howard		
Date: 21 January 2020		
To be completed on conclusion of session and provided to Governance Administration Officer.		

General Information:

An assembly of Councillors means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -

- (a) the subject of a decision of the Council; or
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee— but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;
- The CEO must also ensure that the written record of an assembly of Councillors is kept for 4 years after the date of the assembly, and made available for public inspection at the Council offices for 12 months after the date of the assembly [s80A(2)].
- The CEO must ensure that at an assembly of Councillors, a written record is kept of the names of all Councillors and members of Council staff attending the meeting, the matters considered at the meeting, and any conflict of interest disclosures made by a Councillor attending [s.80A(1)].
- A Councillor must disclose the conflict of interest either immediately before the matter is considered, or where the Councillor realises he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware he or she has a conflict of interest [s.80A(4)].
- A Councillor attending an assembly of Councillors must disclose a conflict of interest and leave the assembly while a matter is being considered, if he or she knows that the particular matter is one that if it was to be considered and decided by Council, he or she would have to disclose a conflict of interest* under the Act [s.80A(3)].

8.4 Assemblies of Councillors

APPENDIX 2 ASSEMBLY OF COUNCILLORS - RESPONSIBLE AND PLANNING AUTHORITY BRIEFING - 21 JANUARY 2020



Assembly of Councillors Record


Description of Meeting: Responsible and Planning Authority Briefing
Responsible Officer: Anne Howard
Date: 21 January 2020
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	X
Cr. Martin Duke	✓	Acting General Manager Culture & Community – Damian Waight	✓
Cr. Clive Goldsworthy	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. James McIntyre	X	Administration Officer Governance – Jocelyn Christensen (minutes)	✓
Cr. Brian McKitterick	✓	Principal Strategic Planner - Michelle Warren	✓
Cr. Tony Revell	✓	Coordinator Strategic Land Use Planning - Karen Hose	✓
Cr. Margot Smith	✓		
Cr. Heather Wellington	X		

MEETING COMMENCED	3:02pm	MEETING CONCLUDED	3:05pm
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Matters considered at the meeting
1. Conflict of Interests
2. Planning Scheme Amendment C130surf - Implementation of the Sands Planning Review

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		

Responsible Officer Signature: 	Print Name: Anne Howard
Date: 21 January 2020	
To be completed on conclusion of session and provided to Governance Administration Officer.	

General Information:

An assembly of Councillors means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -

- (a) the subject of a decision of the Council; or
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee— but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;
- The CEO must also ensure that the written record of an assembly of Councillors is kept for 4 years after the date of the assembly, and made available for public inspection at the Council offices for 12 months after the date of the assembly [s80A(2)].
- The CEO must ensure that at an assembly of Councillors, a written record is kept of the names of all Councillors and members of Council staff attending the meeting, the matters considered at the meeting, and any conflict of interest disclosures made by a Councillor attending [s80A(1)].
- A Councillor must disclose the conflict of interest either immediately before the matter is considered, or where the Councillor realises he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware he or she has a conflict of interest [s.80A(4)].
- A Councillor attending an assembly of Councillors must disclose a conflict of interest and leave the assembly while a matter is being considered, if he or she knows that the particular matter is one that if it was to be considered and decided by Council, he or she would have to disclose a conflict of interest* under the Act [s.80A(3)].

8.4 Assemblies of Councillors

APPENDIX 3 ASSEMBLY OF COUNCILLORS - COUNCILLOR BRIEFINGS - 4 FEBRUARY 2020



Assembly of Councillors Record


Description of Meeting: Councillor Briefings
Responsible Officer: Anne Howard – General Manager Governance and Infrastructure
Date: 4 February 2020
In Attendance: Yes (✓) No (X)

Councillors		Officers		Externals	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	Michael Connell - Michael Connell & Associates	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓	Sally Hirst - Michael Connell & Associates	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓	Jen Lilburn -Michael Connell & Associates	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓		
Cr. James McIntyre	X	Administration Officer Governance – Zoe Eastick	✓		
Cr. Brian McKitterick	✓	Manager Economic Development - Matt Taylor	✓		
Cr. Tony Revell	✓	Coordinator Economic Development - Simon Loone	✓		
Cr. Margot Smith	✓	Business Support Officer – Katie Boag	✓		
Cr. Heather Wellington	X	Coordinator Visitor Centres & Australian National Surfing Museum - Evelyn Whitelaw	✓		
		Economic Development Officer – Scott Jardine	✓		
		Project Manager - Capital and Operational Projects – Leanne Lucas	✓		
		Strategic Asset Manager - John Bertoldi	✓		
		Manager Recreation and Open Space Planning - Shaan Briggs	✓		
		Acting Open Space Coordinator - Ella Jackson	✓		
		Manager Finance - John Brockway	✓		
		Coordinator Events - Kate Patterson	✓		
		Events Marketing Officer - Jodie Keating			
		Coordinator Waste Management - Neil Brewster	✓		
		Digital Communications Officer - Sabrina Lunn	✓		
		Manager Environment and Community Safety - Rowan Mackenzie	✓		
		Coordinator Environmental Sustainability - Lauren Watt	✓		
		Environment Officer - Biodiversity - Leanne Rolfe	✓		
		Manager Community Relations - Damian Waight	✓		

MEETING COMMENCED	3:13pm	MEETING CONCLUDED	6:05pm
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Matters considered at the meeting	
1.	Prosperous Places: Economic Development Strategy and Skills & Emerging Industries Audit update
2.	Confirmation of minutes
3.	Conflicts of Interest
4.	Playground Renewal Projects Consultation
5.	2020 Borrowings
6.	Waste Services Reforms 2020 (Glass and FOGO)
7.	Review of Township Entry (Event) Signs
8.	Draft Climate Emergency Response Short Term Corporate Action Plan
9.	Surf Coast Shire Pandemic Plan
10.	Pest Plant and Animal Strategy 2020-23 and Action Plan
11.	Christmas Activities in Surf Coast Shire
12.	Australia Day Debrief
13.	Public Interest Disclosure Policy
14.	Other business

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Cr David Bell	Y	Cr David Bell declared a direct conflict of interest relating to agenda item 3.1 - Review of Township Entry (Event) Signs, under Section 77A of the Local Government Act 1989. The nature of the interest being Cr Bell's business being advertised on the events advertisement board. Cr Bell left the room at 4:49pm while the item was being discussed and returned at 5pm.
Responsible Officer Signature: 		Print Name: Anne Howard
Date: 4/02/2020		
To be completed on conclusion of session and provided to Governance Administration Officer.		

General Information:

An assembly of Councillors means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -

- (a) the subject of a decision of the Council; or
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee— but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;
- The CEO must also ensure that the written record of an assembly of Councillors is kept for 4 years after the date of the assembly, and made available for public inspection at the Council offices for 12 months after the date of the assembly [s80A(2)].
- The CEO must ensure that at an assembly of Councillors, a written record is kept of the names of all Councillors and members of Council staff attending the meeting, the matters considered at the meeting, and any conflict of interest disclosures made by a Councillor attending [s.80A(1)].
- A Councillor must disclose the conflict of interest either immediately before the matter is considered, or where the Councillor realises he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware he or she has a conflict of interest [s.80A(4)].
- A Councillor attending an assembly of Councillors must disclose a conflict of interest and leave the assembly while a matter is being considered, if he or she knows that the particular matter is one that if it was to be considered and decided by Council, he or she would have to disclose a conflict of interest* under the Act [s.80A(3)].

9. NOTICE OF MOTIONS

Nil

10. CLOSED SECTION

Nil

Close: There being no further items of business the meeting closed at 7:12pm.