

Minutes

Meeting of Council
Tuesday, 26 May 2020

Held via video conference
(Zoom)

Commenced at 6.00pm

Council:

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

MINUTES FOR THE MEETING OF SURF COAST SHIRE COUNCIL
HELD VIA VIDEO CONFERENCE (ZOOM)
ON TUESDAY 26 MAY 2020, COMMENCED AT 6.00PM

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

PRESENT:

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

In Attendance:

Chief Executive Officer – Keith Baillie
General Manager Governance & Infrastructure – Anne Howard
Acting General Manager Culture & Community – Damian Waight
General Manager Environment & Development – Ransce Salan
Coordinator Governance – Julie Anderson
Governance Officer – Zoe Eastick
Governance Officer – Jocelyn Christensen

OPENING:

Cr Rose Hodge opened the meeting.

I would now like to acknowledge the traditional owners of the land of the Surf Coast Shire, and pay respect to their elders, past and present. I would also like to acknowledge the citizens of the Surf Coast Shire.

PLEDGE:

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

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

APOLOGIES:

Nil

CONFIRMATION OF MINUTES:

Council Resolution

MOVED Cr Clive Goldsworthy, Seconded Cr Tony Revell

That Council note the minutes of the meeting of Council held on 25 February 2020, and the Special meeting of Council held on 28 April 2020, as correct records of the meetings.

CARRIED 9:0

LEAVE OF ABSENCE REQUESTS:

Nil

CONFLICTS OF INTEREST:

None declared.

PRESENTATIONS:

Nil

PUBLIC QUESTION TIME:

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

Questions 1 and 2 received from Steve Harrison

Question 1: VCAT appeal of planning application

A planning application for 85 Randles Road in Connewarre, a permit for which has been refused by Council, is being appealed by the applicant at VCAT. The application, which included re-zoning the approximately 40 acres of Farm Zoned land, which abuts or is close to, several houses, to industrial, for the purposes of operating a building waste transfer facility, has met with strong community opposition.

Are Councillors aware of this application and do they acknowledge the strong community opposition to this application and the implications for the environment, local residents and Surf Coast Shire generally?

Keith Baillie – Chief Executive Officer responded:

Councillors are aware of the application and that it was refused under delegation. The application did not include a rezoning from Farming Zone to Industrial. This has never been the case.

Question 2: VCAT appeal of planning application

Given the immediate impacts of such an industrial operation on the environment and local residents with, for example, industrial noise, heavy vehicle traffic, the risk of exposure to toxic and/or hazardous waste, including asbestos, the precedent the proposal sets for the industrialisation of Connewarre and the possibility of a Lara style rubbish mountain, can Council assure all Surf Coast Shire residents that it will vigorously fight this application with all resources at its disposal when the matter is dealt with at VCAT?

Keith Baillie – Chief Executive Officer responded:

A Planning application was lodged 10 January 2019 as a result of enforcement proceedings for the Use of the land for Materials Recycling and Transfer Station. This application was refused under delegation on 12 July 2019. As a direct result of this action the use has ceased, however, the applicant has appealed Council's decision at VCAT. As with many other matters that are before VCAT the hearing has been adjourned due to COVID and we are awaiting further advice as to when it will proceed through the normal process.

Council will defend its decision to refuse the application. Council does not consider it to be an appropriate place for a material recycling depot to be established.

BUSINESS:

1.	PETITIONS & JOINT LETTERS	5
1.1	<i>Petition Requesting Disclosure of Budget and Use of Reallocated Funds - 2019-2020 Fireworks Budget</i>	<i>5</i>
2.	RESPONSIBLE & PLANNING AUTHORITIES	12
3.	OFFICE OF THE CEO	13
3.1	<i>Contracts Awarded under Pre Authorisation</i>	<i>13</i>
4.	GOVERNANCE & INFRASTRUCTURE	15
4.1	<i>SCS-019 Procurement Policy</i>	<i>15</i>
4.2	<i>SCS-044 Live Streaming Policy.....</i>	<i>36</i>
4.3	<i>Place Naming Report - Naming of section of Nobles Road, Gherang</i>	<i>51</i>
4.4	<i>Councillor Attendance at Meetings and Councillor Expenses - 1 January to 31 March 2020.....</i>	<i>56</i>
5.	ENVIRONMENT & DEVELOPMENT	63
6.	CULTURE & COMMUNITY	64
6.1	<i>Place Naming - Surf Coast Multi-Purpose Indoor Stadium</i>	<i>64</i>
6.2	<i>Surf Coast COVID-19 Recovery Assistance Guidelines</i>	<i>67</i>
7.	URGENT BUSINESS	81
8.	PROCEDURAL BUSINESS	82
8.1	<i>Instrument of Appointment and Authorisation - Planning and Environment Act 1987</i>	<i>82</i>
8.2	<i>Advisory Committee Minutes</i>	<i>87</i>
8.3	<i>Section 86 Committee Minutes</i>	<i>158</i>
8.4	<i>Assemblies of Councillors.....</i>	<i>184</i>
9.	NOTICE OF MOTIONS.....	240
10.	CLOSED SECTION.....	241

1. PETITIONS & JOINT LETTERS

1.1 Petition Requesting Disclosure of Budget and Use of Reallocated Funds - 2019-2020 Fireworks Budget

Author's Title: Manager Economic Development & Tourism

General Manager: Ransce Salan

Department: Economic Development & Tourism

File No: F19/579-2

Division: Environment & Development

Trim No: IC20/286

Appendix:

1. Redacted - Petition - Request for Disclosure of Budget and Use of Reallocated Funds - 2019-2020 Fireworks Budget (D20/34179)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Status:

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

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to receive and note the petition requesting that Council disclose budget and use of reallocated funds for the 2019-2020 fireworks budget.

This petition was received by Council on 19 February 2020 and due to the COVID-19 pandemic, has been brought to this meeting as the first Council meeting available.

The petition requests Torquay/Jan Juc Councillors to:

- Direct Council staff to provide a transparent accounting of the \$27,000 budget previously allocated for New Year's Eve fireworks in Torquay and to be included in budget discussion and decision.
- Fund a long-term, professional hard-wearing Torquay Town Centre Christmas Tree beginning in 2020 – that must be ordered in February 2020.
- Fund community grassroots events on Gilbert Street (e.g. close Gilbert Street for a late November festival for traders and community to decorate it for the holidays to be enjoyed by locals and visitors, and other events).
- Look at a small increase in Shire event fees for major events (e.g. cycling, surfing etc) to help pay for appropriate supportive banners installations on existing streetlamp poles, etc (e.g. as Geelong does for Cadel Evans Great Ocean Road Race – that is primarily in Surf Coast Shire – televised nationally and internationally).

The petition consists of 78 signatures.

Recommendation

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

1. Receives and notes the petition requesting that Council disclose budget and use of reallocated funds for the 2019-2020 fireworks budget.
2. Refers the petition to the General Manager Environment and Development for consideration
3. Requires a report on the petition be presented to the 23 June 2020 Ordinary Council Meeting.
4. Notes that there is no lead petitioner for this petition and communication will only be via public reports and resolution.

Council Resolution

MOVED Cr Brian McKiterick, Seconded Cr Clive Goldsworthy

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

1. Receives and notes the petition requesting that Council disclose budget and use of reallocated funds for the 2019-2020 fireworks budget.
2. Refers the petition to the General Manager Environment and Development for consideration
3. Requires a report on the petition be presented to the 23 June 2020 Ordinary Council Meeting.
4. Notes that there is no lead petitioner for this petition and communication will only be via public reports and resolution.

CARRIED 9:0

**1.1 Petition Requesting Disclosure of Budget and Use of Reallocated Funds - 2019-2020
Fireworks Budget**

**APPENDIX 1 REDACTED - PETITION - REQUEST FOR DISCLOSURE OF BUDGET AND USE OF
REALLOCATED FUNDS - 2019-2020 FIREWORKS BUDGET**

PETITION TO SURF COAST SHIRE – TORQUAY / JAN JUC WARD COUNCILLORS

We, the undersigned, Gilbert Street traders and community residents, want to know where Torquay’s cancelled \$27,000 New Year’s Eve 2019/20 Pt Danger fireworks display budget has gone, before it’s funding gets re-appropriated to other unrelated Council items.

We were told the above funding would be used for this Christmas 2019 holiday decorating , but we have seen very little of it – just some additional fairy lights not operating properly, not professionally installed for the best visual effect, and not illuminating until 9.00 pm. We no longer see our gold stars we purchased for our streetlamp poles, yet the horizontal poles remain in place. Where are our stars?

We respectfully ask our Torquay / Jan Juc Councillors to:

- 1) Direct Council staff to provide a transparent accounting of the above \$27,000 budget for us to see and be included in budget discussion and decision
- 2) Fund a long-term, professional hard-wearing Torquay Town Centre Christmas Tree beginning in 2020 - that must be ordered in February 2020
- 3) Fund community grassroots events on Gilbert Street (eg, close Gilbert Street for a late November festival for traders and community to decorate it for the holidays to be enjoyed by locals and visitors, and other events); and
- 4) Look at a small increase in Shire event fees for major events (eg, cycling, surfing, etc) to help pay for appropriate supportive banner installations on existing streetlamp poles, etc. (eg, as Geelong does for Cadel Evans Great Ocean Road Race – that is primarily in Surf Coast Shire – televised nationally & internationally)

NAME / TRADER	ADDRESS	EMAIL CONTACT	SIGNATURE	DATE
[Redacted Signatures]				11/1/20
				11/1/20
				11/1/20
				11/1/20
				11/1/20
				11/1/20
				11/1/20
				11/1/20
				11.1.20
				12.1.20
				12.1.20
				2.1.20
				12/1/20
				12/11/20
				12/1/20

PETITION TO SURF COAST SHIRE – TORQUAY / JAN JUC WARD COUNCILLORS

We, the undersigned, Gilbert Street traders and community residents, want to know where Torquay’s cancelled \$27,000 New Year’s Eve 2019/20 Pt Danger fireworks display budget has gone, before it’s funding gets re-appropriated to other unrelated Council items.

We were told the above funding would be used for this Christmas 2019 holiday decorating , but we have seen very little of it – just some additional fairy lights not operating properly, not professionally installed for the best visual effect, and not illuminating until 9.00 pm. We no longer see our gold stars we purchased for our streetlamp poles, yet the horizontal poles remain in place. Where are our stars?

We respectfully ask our Torquay / Jan Juc Councillors to:

- 1) Direct Council staff to provide a transparent accounting of the above \$27,000 budget for us to see and be included in budget discussion and decision
- 2) Fund a long-term, professional hard-wearing Torquay Town Centre Christmas Tree beginning in 2020 - that must be ordered in February 2020
- 3) Fund community grassroots events on Gilbert Street (eg, close Gilbert Street for a late November festival for traders and community to decorate it for the holidays to be enjoyed by locals and visitors, and other events); and
- 4) Look at a small increase in Shire event fees for major events (eg, cycling, surfing, etc) to help pay for appropriate supportive banner installations on existing streetlamp poles, etc. (eg, as Geelong does for Cadel Evans Great Ocean Road Race – that is primarily in Surf Coast Shire – televised nationally & internationally)

NAME / TRADER	ADDRESS	EMAIL CONTACT	SIGNATURE	DATE	
					15.1.20
					15-1-2020
					15-1-2020
					15.1.2020
					15.1.20
					15-1-20
					15.1.20
					16-1-2020
					16-1-2020
					16/1/2020
					16/1/2020
					16/1/2020
					16/1/2020
					16/1/2020
					17-1-2020
	17.1.2020				

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: IC20/579

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: 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 28 April 2020 Council Meeting.

Contracts awarded by the CEO in the preceding month that relate to the 28 April 2020 authorisation are listed below:

Contract No.	Contract Description	Successful Contractor	Contract Value
T20 – 027	Award Contract T20-027 Cartage Services – Water and Quarry Products (schedule of rates).	Aquatech Civil & Plumbing Pty Ltd D.P. & J.L. Dunoon Pty Ltd (trading as Newcomb Sand & Soil Supplies) PatAsh and Civil (Group) Pty Ltd RJ CM Earl Civil Mechanical Construction Pty Ltd LJ Atkinson Pty Ltd (trading as All Terrain Transport) RAK Davis & Sons Pty Ltd (as trustee for the RAK Davis Family Trust)	Est \$1,600,000 (excl. GST) over the two year period
<i>Stribling Reserve:</i>			
T20-021	Award Contract T20-021 Stribling Reserve Netball Pavilion Construction	Bowden Corporation Pty Ltd	\$844,304 (excl. GST)
T20-022	Award Contract T20-022 Contract Stribling Reserve Football Pavilion Design and Construction	Bowden Corporation Pty Ltd	\$4,159,320 (excl. GST)

Recommendation

That Council:

- Notes the award of contract T20-027 Cartage Services – Water and Quarry Products to a panel of six contractors for an estimated value of \$1,600,000 (excl. GST).
- Notes the award of contract T20-021 Stribling Reserve Netball Pavilion Construction to Bowden Corporation Pty Ltd for an estimated value of \$844,304 (excl. GST).
- Notes the award of contract T20-022 Stribling Reserve Football Pavilion Design and Construction to Bowden Corporation Pty Ltd for an estimated value of \$4,159,320 (excl. GST).

3.1 Contracts Awarded under Pre Authorisation

Council Resolution

MOVED Cr Clive Goldsworthy, Seconded Cr David Bell

That Council:

1. Notes the award of contract T20-027 Cartage Services – Water and Quarry Products to a panel of six contractors for an estimated value of \$1,600,000 (excl. GST).
2. Notes the award of contract T20-021 Stribling Reserve Netball Pavilion Construction to Bowden Corporation Pty Ltd for an estimated value of \$844,304 (excl. GST).
3. Notes the award of contract T20-022 Stribling Reserve Football Pavilion Design and Construction to Bowden Corporation Pty Ltd for an estimated value of \$4,159,320 (excl. GST).

CARRIED 9:0

4. GOVERNANCE & INFRASTRUCTURE

4.1 SCS-019 Procurement Policy

Author's Title: Procurement Services Officer

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/221-2

Division: Governance & Infrastructure

Trim No: IC20/628

Appendix:

1. SCS-019 Procurement Policy (D20/86292)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to provide the updated Procurement Policy SCS-019 for endorsement by Council.

Summary

Under *the Local Government Act 1989* (the Act) Council's Procurement Policy is required to be reviewed at least once in every financial year. The last review took place in March 2019 and a further review is therefore due before the end of June 2020.

Benchmarking against other Council policies was undertaken and reference made to the Victorian Local Government Best Practice Procurement Guidelines (2013) and Local Government Victoria (LGV) Model Procurement Policy.

A wholesale review of the policy will be necessary in 2021 as a result of the relevant sections of the new Local Government Act relating to development of a Procurement Policy coming into force, together with a new Model Procurement Policy and revised Best Practice Guidelines to be released by Local Government Victoria.

While the requirement to transfer the previous policy document into the format of the new Council Policy template, provided the opportunity to restructure and refine existing clauses, only a few significant actual policy changes are proposed.

The key changes include:

- Proposal to increase the threshold for one quote from \$10,000 (GST exclusive) to \$20,000 (GST exclusive)
- Inclusion of a section relating to emergency situations and powers for the Chief Executive Officer.
- Including details of exemptions to public tendering requirements permitted under the Act
- Tightening of restrictions not to allow late tenders in any circumstances.
- Flexibility to vary the corporate social responsibility (CSR) component of the evaluation to a combined maximum of 15% weighting.

The policy has been reviewed by officers and the Audit & Risk Committee, and is now being presented for Council's adoption.

Recommendation

That Council endorses the updated Procurement Policy SCS-019, as presented at Appendix 1.

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Clive Goldsworthy

That Council endorses the updated Procurement Policy SCS-019, as presented at Appendix 1.

CARRIED 9:0

4.1 SCS-019 Procurement Policy

Report

Background

In accordance with *the Local Government Act 1989*, s186A(7), Council's Procurement Policy is required to be reviewed at least once in every financial year. As the last review was undertaken in the 2018-19 financial year, a review is now due.

A wholesale review of the policy will be necessary in 2021 when the relevant sections of the new Local Government Act relating to development of a procurement policy come into force, and the new Model Procurement Policy and amended Best Practice Procurement Guidelines have been released.

Discussion

Benchmarking against other Council policies was undertaken and reference was made to the Victorian Local Government Best Practice Procurement Guidelines (2013) and Model Procurement Policy.

Transferring the previous policy document into the new template format, resulted in the restructuring and refinement of existing provisions, however only a few significant actual changes to policy are proposed.

The key changes recommended include;

Proposal to increase the threshold for one quote from \$10,000 (GST exclusive) to \$20,000 (GST exclusive)

Inclusion of a section relating to emergency situations and powers for the CEO.

Detailing exemptions to public tendering requirements permitted under the Act (VAGO recommendation that this is included in the policy).

Tightening of restrictions not to allow late tenders in any circumstances.

Flexibility to vary the Corporate Social Responsibility (CSR) component of the evaluation to a combined maximum of 15% selection criteria weighting

The policy has been reviewed by officers and the Audit & Risk Committee, and is now being presented for Council's adoption.

Financial Implications

There are no additional financial implications associated with this review.

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

Review of the policy ensures compliance with s186A(7) of *the Local Government Act 1989*.

Officer Direct or Indirect Interest

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

Risk Assessment

Not applicable.

Social Considerations

Consideration of social procurement and Council's membership of the GROW compact has been included in the policy.

Community Engagement

Not applicable.

Environmental Implications

The policy includes environmental considerations for purchasers.

4.1 SCS-019 Procurement Policy

Communication

S186A(8) of *the Local Government Act 1989* requires that a copy of the policy must be available for inspection by the public at Council's office and on Council's internet site.

Options

Option 1 – Adopt the updated policy as presented

This option is recommended by officers as the policy has been thoroughly reviewed against best practice guidelines, other Council policies and by officers and the Audit & Risk Committee. Adoption of the policy will ensure compliance with the legislation outlined above.

Option 2 – Adopt the policy with amendments

This option is not recommended by officers as the policy has been through a rigorous process that has allowed full consultation and consideration of issues.

Option 3 – Do not adopt the policy

This option is not recommended by officers as Council will be non-compliant with the Local Government Act if the policy is not reviewed in this financial year. It is also timely to include and implement Council's commitment to social procurement initiatives.

Conclusion

Council's Procurement Policy has been fully reviewed and is now being presented for final adoption in order to ensure compliance with legislation and to articulate Council's commitment to social procurement.

4.1 SCS-019 Procurement Policy

APPENDIX 1 SCS-019 PROCUREMENT POLICY



We exist to help our community and environment to thrive

COUNCIL POLICY

SCS-019 Procurement Policy

TRIM Reference: D20/35885 Due for Review: March 2020
Responsible Officer: Manager Governance and Risk

Purpose

Section 186 of the Local Government Act 1989 requires Council to prepare, approve and comply with a Procurement Policy. In accordance with the Act, the Procurement Policy sets out the key principles, processes and procedures to be applied to all purchases of goods, services and works on behalf of Council.

Policy Principles

This policy provides direction to the Surf Coast Shire Council, in conducting procurement functions in accordance with legislative requirements, and achieving the following key principles

- Ethical behaviour in public sector procurement;
- Consistency and control over procurement activities;
- Transparency and accountability to rate payers; and
- Risk minimisation.

Scope

The scope of this Policy commences from when Council has identified a need for procurement and it continues through to the delivery and completion of that procurement.

This Policy is binding and will apply to Council, Council staff and all persons undertaking procurement on behalf of Council.



We exist to help our community and environment to thrive

COUNCIL POLICY

Table of Contents

Purpose1
Policy Principles.....1
Scope.....1
Policy3
 1. Background.....3
 2. Treatment of GST3
 3. Best Practice Principles and Framework3
 4. Procurement Methods and Competition6
 5. Tender and Quotation Processes7
 6. Internal Controls9
 7. Demonstrate Sustained Value11
 8. Corporate Social Responsibility (CSR) Procurement11
 9. Build and Maintain Supply Relationships.....13
 10. Applying a Consistent and Standard Approach13
 11. Emergency Provisions14
 12. Policy Owner and Contact Details15
Definitions15
Records17
Related Procedure.....17
References17
Document History17



We exist to help our community and environment to thrive

COUNCIL POLICY

Policy

1. Background

Surf Coast Shire Council

1.1. Recognises that developing a procurement strategy and adopting appropriate best practice contracting and procurement principles, policies, processes and procedures for all goods, services and works by Council, will enhance achievement of council objectives.

The elements of best practice applicable to local government procurement incorporate:

- broad principles covering ethics, value for money, responsibilities and accountabilities;
- guidelines giving effect to those principles;
- system of delegations (i.e. the authorisation of officers to approve a range of functions in the procurement process)
- procurement processes, with appropriate procedures covering minor simple procurement to high value complex procurement; and
- a professional approach to all procurement activities.

1.2. Requires that Council's contracting and purchasing activities:

- support the Council's corporate strategies, aims and objectives including, but not limited to those related to sustainability, protection of the environment, and corporate social responsibility;
- take a long term strategic view of procurement needs while continually assessing, reviewing and auditing procedures, strategy and objectives;
- span the whole life cycle of an acquisition from initial concept to the end of the useful life of an asset, including its disposal, or the end of a service contract;
- achieve value for money and quality in the acquisition of goods, services and works by the Council;
- can demonstrate that public money has been well spent;
- are conducted, and are seen to be conducted, in an impartial, fair and ethical manner;
- seek continual improvement including the embrace of innovative and technological initiatives such as electronic tendering processes to reduce activity cost; a
- ensure that risk is identified, assessed and managed at all stages of the procurement process;
- comply with legislation, Council policies and other best practice requirements;
- use strategic procurement practices and innovative procurement solutions, in particular making use of collaboration and partnership opportunities; and
- generate and support business in the local community.

2. Treatment of GST

All monetary values stated in this policy exclude GST (Goods and Services Tax), except where specifically stated otherwise. Effective Legislative and Policy Compliance and Control.

3. Best Practice Principles and Framework

3.1. Ethics and Probity - Conduct of Councillors and Council Staff

Council acknowledges the importance of ethics and probity in procurement and is committed to ensuring ethical practices are promoted and maintained across all Council procurement activities.



We exist to help our community and environment to thrive

COUNCIL POLICY

3.1.1. General

Council staff work in accordance with their employment conditions and the Staff Code of Conduct. Councillors are elected by the community to work in the best interests of the municipality and are required to follow the Councillor Code of Conduct.

Councillors and Council staff shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and will:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain and always declare conflicts of interest;
- maintain confidentiality of Commercial in Confidence information such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest
- provide all suppliers and tenderers with the same information and equal opportunity; and
- be able to account for all decisions and provide feedback on them;
- Councillors must not improperly direct or improperly influence a member of Council staff in the exercise of any power or in the performance of any duty or function, and
- maintain fair, equitable and non-discriminatory procedures for addressing complaints and concerns raised by suppliers or members of the community regarding Council's procurement activities.

3.1.2. Members of Professional Bodies

Councillors and Council staff belonging to professional organisations shall, in addition to the obligations detailed in this policy, ensure that they adhere to any code of ethics or professional standards required by that body.

3.1.3. Endorsement

Council Staff must not endorse any products or services. Individual requests received for endorsement must be referred to the General Manager or CEO.

3.2. Fair and Honest Dealing

Council acknowledges the importance of ensuring its procurement processes and practices promote positive supplier engagement.

Council Staff shall ensure that all prospective suppliers are treated fairly in an open and transparent manner and have access to the same information.

3.3. Accountability and Transparency

Accountability in procurement means being able to explain and evidence what has happened. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

Therefore the processes by which all procurement activities are conducted will be in accordance with the Council's policies and procedures as set out in this policy and related Council policies and procedures.

Additionally:

All Council staff must be able to account for procurement decisions made over the lifecycle of all goods, services and works purchased by the Council and provide feedback on them and to leave an audit trail of procurement activities for monitoring purposes.

3.4. Confidentiality and Disclosure of Information

Commercial in Confidence information received by the Council must not be disclosed and is to be stored in a secure location.



We exist to help our community and environment to thrive

COUNCIL POLICY

Councillors and Council staff are to protect the following, by refusing to release or discuss:

- information disclosed by organisations in tenders, quotation or during tender negotiations;
- all information that is deemed to be Commercial in Confidence; and
- pre-contract information including, but not limited to, information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Tenderers are advised that the awarded tender price (fixed lump sum price only) and the name of the successful tenderer may also become publicly available.

3.5. Governance

3.5.1. Structure

Council shall:

- establish a procurement management responsibility structure and delegations ensuring accountability, traceability and auditability of all Procurement decisions made over the lifecycle of all goods, services and works purchased by the Council;
- ensure that the Council's Procurement structure:
 - is flexible enough to purchase in a timely manner the diverse range of material, goods, works and services required by Council;
 - ensures that prospective suppliers are afforded an equal opportunity to tender/quote;
 - encourages competition; and
 - ensures that policies that impinge on the purchasing policies and practices are communicated and implemented.

3.5.2. Standards

Council's procurement activities shall be carried out to the professional standards required by best practice and in compliance with:

- The Act,
- The Council's policies and procedures,
- The Council's Codes of Conduct,
- Victorian Local Government Best Practice Procurement Guideline 2013 and
- Other relevant legislative requirements such as but not limited to the Trade Practices Act, Human Rights Charter, Goods Act, Occupational Health and Safety Act, Child Wellbeing and Safety Act and the Environmental Protection Act.

3.5.3. Responsible Financial Management

The principles of responsible financial management shall be applied to all procurement activities.

Accordingly, to give effect to this principle, the availability of existing funds within an approved budget, or source of funds, shall be established prior to the commencement of any procurement action for the supply of goods, services or works.

Council staff must not authorise the expenditure of funds in excess of their financial delegations.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

3.6. Gifts and Hospitality

All Councillors and Council staff are to adhere to Council's Gifts, Benefits and Hospitality Policy.



We exist to help our community and environment to thrive

COUNCIL POLICY

3.7. Conflict of Interest

Councillors and Council staff shall at all times avoid situations in which private interests' conflict, or might reasonably be thought to conflict, or have the potential to conflict, with their Council duties. Council staff involved in the procurement process, in particular preparing invitation documentation, including writing tender / quotation specifications, setting of evaluation criteria, opening of submissions, and evaluation panels, must:

- Avoid conflicts, whether actual, potential or perceived, arising between their official duties and their private interests. Private interests include the financial and other interests of Councillors and Council staff, plus their relatives and close associates;
- Declare that there are no conflicts of interest. Where future conflicts, or relevant private interests arise Council Staff must make their manager, or the chairperson of the relevant tender evaluation panel aware and allow them to decide whether the officer should continue to be involved in the specific Procurement exercise; and
- Observe prevailing Council, and governmental, guidelines on how to prevent or deal with conflict of interest situations and not take advantage of any tender related information whether or not for personal gain.

The onus is on the Councillor and the member of Council staff involved being alert to and promptly declaring an actual or potential conflict of interest to the Council.

3.8. Probity Advisor/Auditor

Council may consider the appointment of an external Probity Advisor or Probity Auditor, based on the nature and complexity of the proposed procurement.

3.8.1. Probity Plans/Audits

A Probity Plan sets out the steps to be taken and the processes to be implemented to ensure a tender is conducted fairly and ethically. Formal probity plans should be developed and implemented in the following circumstances:

- Where the value of a proposed contract exceeds a specific value over its life determined by Council. The benchmark value at which a proposed contract should be subject to a probity plan is \$5 million and the appointment of a probity auditor should take place for anything over \$10 million; or
- Where a proposed contract is particularly complex, of a high risk or controversial nature, and requiring a high level of public confidence.

The appointment of a Probity Advisor and/or Probity Auditor needs to be considered early on in the project life and well before the tendering phase. In addition to the points above a General Manager or the CEO may require the appointment of a Probity Advisor or Probity Auditor.

4. Procurement Methods and Competition

4.1. Methods of Purchasing

Unless other arrangements are authorised by the Council or the CEO on a needs basis, as required by abnormal circumstances such as emergencies, Council's standard methods for purchasing goods, services and works shall be by:

- purchasing (or credit) cards
- purchase order following a quotation process,
- under contract following a tender process, quotation or expression of interest process, or
- using purchasing arrangements with other Councils, MAV Procurement, Victorian Government, Procurement Australia or other bodies;

4.2. Competition – Minimum Spend Thresholds

Council's procurement processes have been designed to ensure the principle of competition is adequately addressed.



We exist to help our community and environment to thrive

COUNCIL POLICY

Council staff shall ensure that a competitive marketplace is promoted by using the correct process for the particular procurement activity and ensuring that prospective suppliers are given an equal opportunity to participate in the process.

Total spend value (GST Exclusive)	Procurement Method (minimum requirement)	Management Requirement
< \$1,000	Obtain one verbal quote	A purchasing card* to be used or a purchase order to be raised at the time of ordering
\$1,001 - \$20,000	Obtain one written quote	A purchasing card* to be used or Purchase order to be raised at the time of ordering. Records of quotations must be stored in the financial system prior to the goods being received
\$20,001 - \$135,000 (Goods & Services) Or \$20,001 \$180,00 (Works)	Seek a minimum of three written quotations through a Request for Quotation (RFQ) process.	Quotes must be sought via issue of a written request for quotation in accordance with procurement management procedures. A report seeking approval must be made in line with the instrument of delegation. A record of the process undertaken, must be maintained in Council's Records Management System
\$135,001 + (Goods & Services) \$180,001+ (Works)	Public tender process	Tenders must be sought in accordance with procurement management procedures. A report seeking approval must be made in line with the instrument of delegation. Detailed records of the tender process undertaken must be maintained in Council's Records Management System

*** Purchasing (or credit) cards may only be used, in accordance with Council's Management Policy and Procedure Corporate Credit Card Use.**

5. Tender and Quotation Processes

All Council staff undertaking tender and quotation processes, are to act in accordance with the requirements of this policy and any associated Council's management procedures, relevant legislation, relevant Australian Standards and the Act.

Council staff must ensure;

- All quotations are recorded
- Financial values are assessed for the total estimated cost of the procurement, including any potential extension periods
- Requirements cannot be split to circumvent the above thresholds
- Cumulative purchases contribute to the spend thresholds
- Council Officers are recommended to seek further quotations in excess of the above minimum requirements, if a better value for money outcome may be achieved as a result

Where significant amounts are spent in aggregate with one supplier, Council will assess whether greater savings can be achieved through undertaking a tender process to establish a schedule of rates and panel contract arrangement.



We exist to help our community and environment to thrive

COUNCIL POLICY

5.1. Tenders

Purchase of all goods and services for which the estimated expenditure exceeds \$135,000, and building and construction works for which the estimated expenditure exceeds \$180,000, must be undertaken by public tender, as per the thresholds contained in The Act, and in accordance with Council's Management Policy and Procedure.

Council may undertake a public tender where the value of goods, works and services does not reach the threshold sums. These may be situations where a public tender is preferred or prudent, managing risk considerations are paramount or there is a desire for greater transparency of the procurement.

The Council may, at its discretion, conduct one-stage or multi-stage tenders or run sequential tenders. Typically a multi-stage tender process may commence with a Request for Information or Expression of Interest stage followed by a tender process

In accordance with the Public Notice requirements of S.186 of the Local Government Act, a tender advertisement must be published in a public newspaper generally circulating in the Municipal district.

5.1.1. Exemptions to Public Tendering Requirements

The Act makes provision for specific circumstances where a Council may enter into a contract without first undertaking a public tender.

These circumstances are:

- where the Council has resolved that the contract must be entered into because of an emergency (refer clause 11.4)
- where the contract is entered into with a Council acting as the agent for a group of Councils and the Council has otherwise complied with the Act
- where the contract is entered into in accordance with arrangements approved by the Minister
- the contract is a type of contract that has been exempted from S.186 of the Act by regulation (e.g. legal services).

5.2. Quotations

Purchase of goods and services having a total \$135,000 and works having a total valuation of \$180,000 or less, may be undertaken using the a request for quotation process, in accordance with Council's Management Procedures

5.2.1. Insufficient Quotations

The situation may arise where insufficient quotations are received to satisfy the above requirements. This may occasionally occur where there are few suppliers for the goods, services or works being sought or the work is highly specialised. In this case, there must have been a genuine attempt to seek three quotations, the details of the contacted suppliers recorded and an appropriate comment recorded.

5.2.2. Sole Source Justification

A Sole Source application is to be completed in situations where three quotes cannot be obtained, however it cannot be used to procure works above \$180,000 and goods or services above \$135,000.

The following are examples of situations for consideration of sole source acquisitions:

- The products or services to be acquired are unique to the supplier.
- Unique prior experience, expertise, capabilities, professional stature or key personnel.
- Time is of the essence and only one known source can meet the end customer's needs within the required timeframe.
- Data is unavailable for competitive procurement.
- It is necessary that the item being acquired from one source be compatible and interchangeable with existing equipment.



We exist to help our community and environment to thrive

COUNCIL POLICY

Approval to use a sole supplier can only be given at the General Manager level or above. Approval must be obtained and recorded prior to requesting a quote from a supplier.

Where a sole source application is not approved, a competitive request for quotation process must be conducted.

6. Internal Controls

The Council will install and maintain a framework of internal controls over procurement processes that will ensure:

- more than one person is involved in and responsible for a transaction end to end
- transparency in the procurement process;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented; and
- systems in place for appropriate monitoring and performance measurement.

6.1. Risk Management

Risk management is to be appropriately applied at all stages of procurement activities which will be properly planned and carried out in a manner that will protect and enhance the Council's ability to prevent, withstand and recover from interruption to the supply of goods, services and works.

Risk management practices will be carried out in accordance with the Risk Management Policy and the Guidelines for OH&S Management of Contractors and any Federal or State regulatory requirements.

6.2. Delegation of Authority

Delegations define the limitations within which Council staff are permitted to work. Council has delegated responsibilities as detailed below relating to the expenditure of funds for the purchase of goods, services and works.

6.2.1. Council Staff

Council shall maintain a documented scheme of procurement delegations, identifying the Council staff authorised to make procurement commitments in respect of goods, services and works on behalf of the Council which shall include:

- Powers to authorise and issue order forms for goods and services;
- Powers to enter into contracts within approved budget;
- Powers to approve contract variations.

6.2.2. Delegations Reserved for the Council

The processes and commitments must be approved by Council where tender recommendations and contract approval for expenditure exceed the Chief Executive Officer's delegation.

6.3. Late Tenders

A late tender is where a submission has not been received in the electronic Tender Box prior to the closing date/time.

Council staff will not accept a late tender.

6.4. Supply by Contract

The provision of goods, services and works by contract potentially exposes the Council to risk.



We exist to help our community and environment to thrive

COUNCIL POLICY

The Council will minimise its risk exposure by measures such as:

- standardising contracts to include current, relevant clauses
- ensuring the contract or purchase order reflects the tender pricing
- requiring security deposits where appropriate
- referring specifications to relevant experts
- requiring a correctly executed contractual agreement before commencement
- use of or reference to relevant Australian Standards (or equivalent) and
- effectively managing the contract including monitoring and enforcing performance.

All contractual relationships must be documented in writing based on standard terms and conditions. To protect the best interests of the Council, terms and conditions must be settled in advance of any commitment being made with a supplier. Any exceptions to this expose Council to risk and must be authorised by the appropriate member of Council staff listed in the Delegations section above.

6.4.1. Role of Specifications

Specifications used in quotations, tenders and the final contracts are to support and contribute to Council's objectives through being written in a manner that:

- ensures impartiality and objectivity as reasonably practicable;
- encourages the use of standard products;
- encourages sustainability;
- eliminates unnecessarily stringent requirements; and
- wherever possible specifies technical standards and requirements that are within the capabilities of local suppliers.

6.4.2. Dispute Resolution

All Council contracts shall incorporate dispute management and alternative dispute resolution provisions.

6.4.3. Contract Management

The purpose of contract management is to ensure that Council, and where applicable its clients, receive the goods and services provided to the required standards of quality and quantity as intended by the contract by:

- establishing a system reinforcing the performance of both parties' responsibilities and obligations under the contract;
- providing a means for the early recognition of issues and performance problems and the identification of solutions; and
- adhering to Council's Risk Management framework and Workplace Health and Safety Contractor Compliance procedures.

All Council's contracts are to include contract management requirements. Furthermore, contracts are to be proactively managed by the member of Council staff responsible for the delivery of the contracted goods, services or works to ensure Council receives Value for Money.

6.5. Performance Measurement and Continuous Improvement

Council will establish and put in place appropriate management and reporting systems to monitor performance against targets and compliance with procurement policies, procedures and controls.

Council is committed to systematically monitoring cumulative payments to suppliers to identify ways to achieve better value through more strategic procurement.

An analysis of total payments per supplier will be completed annually based on expenditure incurred over the past two financial years. Explanations will be sought for potential breaches of the Act and reported to the Executive Management Team.



We exist to help our community and environment to thrive

COUNCIL POLICY

Procurement procedures, practices and costs will be benchmarked externally. Internal service standards will be agreed within the Council and performance against these targets will be measured and reviewed regularly to support continuous improvement.

Council is committed to utilising continuous improvement programs designed to:

- achieve and demonstrate sustainable savings and value for money;
- support local and regional economic development and other triple bottom line objectives;
- identify and pursue shared service opportunities;
- improve probity management and compliance; and
- improve organisational and sector capability.

Council is committed to providing Council officers with ongoing training opportunities with regard to best practice procurement.

7. Demonstrate Sustained Value

7.1. Integration with Council Strategy and achieving Value for Money

Council's procurement strategy shall support the aims and objectives of the Council Plan. Council will undertake efficient and effective procurement activities to ensure that value for money is obtained. All persons engaged in purchasing decisions must aim to obtain best value for money. Value for Money will take account of all relevant costs and benefits of each proposal throughout the procurement cycle.

Value for Money purchasing decisions made by Council are to be made on whole-of-life cost and non-price factors, including where applicable, those factors that promote social, environmental and economic benefits.

This will be facilitated by:

- developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout;
- using aggregated contracts and Panel Contract arrangements where appropriate;
- identifying and rectifying inefficiencies in procurement processes;
- developing cost efficient tender processes including appropriate use of e-solutions;
- Council staff responsible for providing procurement services or assistance within the Council providing competent advice in terms of available products and agreements;
- working with suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, services and works being acquired; and
- the use of a Category Management approach to key categories of spend, bringing together expertise from across Council to identify and embed the most appropriate and effective category strategy in order to deliver on Council's objectives through contract arrangements.

8. Corporate Social Responsibility (CSR) Procurement

Council is committed to reducing its environmental impacts and operating in a socially, financially and environmentally responsible manner.

Council staff will be supported to use Council's procurement processes to deliver sustainable procurement outcomes where such purchases may be justified on Value for Money grounds.

As part of a Tender or Request for Quotation process, an evaluation panel may assign a weighting of up to 10% to a single selection criteria for the purpose of recognising one of the following CSR procurement outcomes:

- environmentally sustainable benefits,
- social benefits, and/or
- the support of local business including economic contribution to the local region.



We exist to help our community and environment to thrive

COUNCIL POLICY

It is recognised that for some procurements, the above CSR factors may compete with each other in importance.

For the purpose of achieving more than one of the CSR outcomes listed above, an evaluation panel may assign a collective weighting for the relevant selection criteria that does not exceed 15% in total.

8.1. Environmental Sustainability

Council is committed to achieving environmental sustainability and ensuring it monitors and reports on activities and programs that have an impact on or contribute to the environment including but not limited to:

- waste management,
- recycling,
- energy management,
- emission management,
- water conservation, and
- green building design

Council is committed to adopting a Green Procurement approach by supporting the principles of sustainable procurement within the context of purchasing on a Value for Money basis. Council prefers to purchase environmentally preferred products whenever they achieve the same function and value for money outcomes.

Council will therefore consider the following environmental sustainability criteria:

8.1.1. Reduce, Reuse, and Recycle

Council is committed to reduce resources, consumption and minimise waste during the procurement life cycle.

8.1.2. Buy Recycled

Council is committed to buy recycled/part recycled products to optimise consumption and stimulate demand for recycled products, promoting the collection and reprocessing of waste and working towards zero discharge to landfill.

8.1.3. Green the Supply Chain

Council shall encourage Council suppliers to adopt good environmental practices. Council will actively promote green procurement throughout its supply chain and ensure selection which has minimum environmental impact.

8.2. Social Sustainability

Social sustainability focuses on the social (or people) aspects of procurement and in particular social equity.

Social equity goals address disadvantage and are underpinned by principles of diversity, acceptance, fairness, compassion, inclusiveness and access for people of all abilities. A focus is placed on people who are underrepresented and people with less opportunity.

Social Procurement generates positive outcomes for, and contributes to building stronger communities by elevating the inherent 'social value' of doing business.

Where applicable within the context of purchasing on a Value for Money basis, Council staff will be supported to use Council's procurement processes and purchasing power to generate positive social and economic outcomes for our community through exploring opportunities including but not limited to:

- engaging Social Enterprises for the procurement of goods or services
- valuing suppliers that identify principles of inclusion, diversity and gender equity;
- engaging Aboriginal and Torres Strait Islander suppliers for procurement activities;
- and Council's commitment to actively participate in the G21 Regional Opportunities for Work (GROW) Program.



We exist to help our community and environment to thrive

COUNCIL POLICY

8.3. Support of Local Business

Council is committed to buying from local business where such purchases may be justified on Value for Money grounds.

Wherever practicable, Council will give effective and substantial preference to contracts for the purchase of goods, machinery or material manufactured or produced in Australia or New Zealand, and fully examine the benefits through purchasing goods, services or works from local suppliers.

Council will also seek from prospective suppliers/contractors, where applicable, details of the economic contribution they will make to the local Shire.

Such examples may include:

- Engaging and contracting with local suppliers
- Supply chain engagement of local sub-contractors
- Suppliers participation in any local apprenticeship schemes
- Contributing to the financial, social and environmental wellbeing of the Region.
- Enable the business expansion, growth and servicing of local business

9. Build and Maintain Supply Relationships

Council recognises that in order to achieve sustainable value, appropriate relationships must be developed and maintained with suppliers.

9.1. Developing and Managing Suppliers

Council recognises the importance of effective and open working relationships with its suppliers, and is committed to the following:

- Managing existing suppliers to ensure the benefits are delivered.
- Maintaining approved supplier lists and compliance with Council's requirements for insurances and OH&S.
- Developing new suppliers and improving the capability of existing suppliers where appropriate.

9.2. Supply Market Development

A wide range of suppliers will be encouraged to compete for Council work.

9.3. Relationship Management

Council is committed to developing constructive long-term relationships with suppliers. It is important that Council identifies its key suppliers so that its efforts are focused to best effect. Such areas may include:

- Size of spend across Council
- Criticality of goods / services, to the delivery of Council's services
- Availability of substitutes
- Market share and strategic share of suppliers.

9.4. Communication

External communication is very important in ensuring a healthy interest from potential suppliers and partners to Council. The external website will be updated and provide:

- Information about Council and how to become an approved supplier.
- Guidelines for doing business with Council.
- Standard documentation used in the procurement process.
- Links to other relevant sites.

10. Applying a Consistent and Standard Approach

Council will provide effective and efficient commercial arrangements for the acquisition of goods and services.



We exist to help our community and environment to thrive

COUNCIL POLICY

10.1. Standard Processes

Council will provide effective commercial arrangements covering standard products and provision of standard services across the Council to enable employees to source requirements in an efficient manner.

This will be achieved via a combination of the following areas:

- Pricing where relevant
- Processes, procedures and techniques
- Tools and business systems eg e-tendering
- Reporting requirements
- Application of standard contract terms and conditions.

10.2. Performance Indicators and Management Information

A list of performance indicators will be developed to measure procurement performance.

They will include criteria such as:

- The proportion of spend against corporate contracts
- User and supplier satisfaction levels measuring the success of procurement initiatives eg procurement cards
- Council will also use external sources of management information to assist with the procurement decision making process

11. Emergency Provisions

Council recognises that in the event of an emergency situation, full compliance with Council's procurement policy, management procedures and processes, may not support our organisation or community's needs, in the most efficient or effective manner.

The objective of the following provision is to accommodate urgent community and Council operational needs, while ensuring that the procurement process adopted is reasonable and conducted with appropriate consideration of standard procurement principles.

Alternative procurement process may operate during an emergency situation, through the response and recovery stages of the incident.

An emergency incident affecting Council operations and the community is defined as an event that results in:

- A declaration of a State of Emergency, or State of Disaster by the Victorian Premier, (e.g. a medical pandemic); or
- Council enacting their Municipal Emergency Management Plan; or
- Where Council has otherwise resolved that an event has resulted in significant and wide spread damage to the municipality and/or threatens to endanger the safety or health of residents and/or which destroys or damages, or threatens to destroy or damage property and/or endangers or threatens to endanger the environment. (e.g. bushfires, severe flooding)

11.1. Enactment of Emergency Provisions

The CEO will inform Councillors in writing that these provisions have been invoked and, once the immediacy of the incident has passed, the CEO shall report to Council outlining the use of the Emergency Provisions.

11.2. General

Where the emergency event has, or is likely to have, a significant negative impact on the local regional economy, Council may amend and enhance the pre-existing measures which are designed to support and promote the use of local business.



We exist to help our community and environment to thrive

COUNCIL POLICY

Variation that may be applied to Clause 8- CSR Procurement.

As part of a Tender or Request for Quotation process, an evaluation panel may assign a weighting of up to 30% to selection criteria for the engagement of local businesses (including economic contribution to the local region) in lieu of the standard 10%.

11.3. Purchases Below the Tendering Threshold

To facilitate Council's ability to respond to an emergency event effectively, there may be greater demand to directly source suppliers without competition.

Council may amend its established sole sourcing provisions, where the process of obtaining and evaluating quotes will unduly delay or frustrate Council's ability to respond efficiently to an emergency incident.

Variation that may be applied to Clause 5.2.3 Sole Source Justification

Approval to use a sole supplier may be given at the Manager level or above, instead of General Manager level or above.

An officer may source a direct quote from a supplier, prior to having their sole source application approved, on the proviso that prior to that supplier being engaged, approval to sole source has been finalised and recorded.

11.4. Purchases Above the Tendering Threshold

Council may enter into a contract, the value of which reaches the threshold amounts, for the provision of goods, services or works without first putting that contract to public tender, if it is determined by the CEO that the contract must be entered into because of an emergency.

When a situation ceases to be unforeseen or no longer requires immediate action to protect lives or property then the basis for use of this power also ceases.

This power cannot be relied upon for extended works and services, required after the need for an emergency response has passed,

Once the immediacy of the incident has passed, the CEO shall report to Council the use of this power and details of contracts entered into as a result.

12. Policy Owner and Contact Details

Council's General Manager Governance & Infrastructure is the designated owner of this policy.

Definitions

Act	<i>Local Government Act 1989</i> (as amended).
Category Management	The strategic, proactive and organisational approach to the end of end procurement of specific categories of organisational spend
Commercial in Confidence	Information that, if released, would be reasonably likely to prejudice the business dealings of the party (e.g. prices, discounts, rebates, profits, methodologies and process information). It is information provided for a specific purpose that is not to be used for any other purpose than set out in the initial document.
Council Staff	Includes full time and part time council officers, and temporary employees, contractors and consultants while engaged by the Council.
Conflict of Interest	Refer to section 77A to 79B of the Act.



We exist to help our community and environment to thrive

COUNCIL POLICY

Corporate Social Responsibility (CSR) Practices	(CSR) is about taking positive action to demonstrate Council's commitment to the local community and environment on which it impacts.
Ethics	The moral principles or values that guide practitioners in aspects of procurement.
Expression of Interest	An invitation for persons to submit an EOI for the provision of the goods, services and works which generally set out in the overview of requirements contained in the document. This invitation is not an offer or a contract.
Panel Contract Arrangements	A contract that sets out rates for goods and services which are available for the term of the agreement. However, no commitment is made under the agreement to purchase a specified value or quantity of goods or services.
Probity	Probity refers to uprightness, honesty, proper and ethical conduct and propriety in dealings. Within Government, the word "probity" is often used in a general sense to mean "good process." A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Probity Advisor	Commonly an observer in dealings with tenderers and the evaluation panel at presentations and interviews. The probity advisor would be available to answer questions and provide advice to the evaluation team and/or steering committee.
Probity Auditor	Primarily reviews all processes and documentation throughout the procurement process and provides a report on their findings at the conclusion of the process.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
Request for Information	Formal request for information to gain a more detailed understanding of the supplier market and the range of solutions and technologies that may be available. It may be used to develop documentation for a future tender.
Request for Quotation	The process of inviting parties to submit a quotation followed by evaluation of submissions and selection of a successful bidder.
Social Enterprise	A social enterprise is a revenue generating business with primarily social objectives whose surpluses are reinvested for that purpose in the business or in the community, rather than being driven by the need to deliver profit to shareholders and owners
Supplier	An external person or organisation from which Council purchases goods and services in accordance with contractual obligations.
Sustainability	Activities that meet the needs for goods, works and services in a way that achieves value for money on a whole of life basis in terms of generating benefits not only to Council, but also to society and the economy, while minimising damage to the environment.
Tender Process	The process from the planning stages to the awarding of a contract. This includes the development of tender documentation, invitation to tender period, evaluation stage and recommendation of a preferred supplier/s.
Thresholds	The value above which a procurement, unless exempt, is subject to the mandatory procurement processes.
Value for Money	Value for money in procurement relates to selecting the supply of goods, services and works taking into account both cost and non-cost related factors including: <ul style="list-style-type: none"> • contribution to the advancement of the Council's priorities; • non-cost factors such as fitness for purpose, quality, service and support; and • cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.



We exist to help our community and environment to thrive

COUNCIL POLICY

Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Contract documentation	Governance and Risk	Ongoing	Trim files

Related Procedure

Nil.

References

Councillor Code of Conduct
Staff Code of Conduct
Contract Management Procedures
Fraud Control Policy
Corporate Card Procedures
Gifts, Benefits & Hospitality Policy
OH&S Policy
Risk Management Policy
Chart of Authorities
Victorian Local Government Best Practice Procurement Guidelines 2013
Local Government Act 1989

Council acknowledges the MAV in the provision of the Model Procurement Policy and the Victorian Local Government Best Practice Procurement Guideline 2013 in the development of this policy.

Document History

Version	Document History	Approved by – Date
1	<i>Amended</i>	<i>Council Resolution – 26 May 2020</i>

4.2 SCS-044 Live Streaming Policy

Author's Title: Coordinator Governance

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/221-2

Division: Governance & Infrastructure

Trim No: IC20/596

Appendix:

1. SCS-044 - Live Streaming Policy - Mark Up (D20/81631)
2. SCS-044 - Live Streaming Policy - Clean (D19/126685)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to present the updated SCS-044 Live Streaming Policy for Council's adoption.

Summary

Due to COVID-19, the state government passed legislation allowing Victorian Local Government organisations to complete Council meetings and delegated committee meetings by electronic means between 1 May 2020 and 1 November 2020.

Accordingly Council will be completing selected Council meetings and Hearing of Submissions Committee meetings via a teleconference software application. SCS-044 Live Streaming Policy has been updated to include Committee meetings and provision for completing meetings virtually during this period.

In order to best deliver live streaming and recordings of these meetings to the community, this policy provides effective governance of Council's live streaming activities.

The amended policy is therefore being presented for Council's adoption.

Recommendation

That Council adopts the SCS-044 Live Streaming Policy as per Appendix 2.

Council Resolution

MOVED Cr Tony Revell, Seconded Cr Martin Duke

That Council adopts the SCS-044 Live Streaming Policy as per Appendix 2.

CARRIED 9:0

4.2 SCS-044 Live Streaming Policy

Report

Background

To provide the Surf Coast Shire community with greater access to the Council decision-making process, in June 2019, Council commenced a project to implement live streaming of Council meetings via the Surf Coast Shire website. The first Council meeting be live streamed on Council's website was held on Tuesday 22 October 2019, with SCS-044 Live Streaming Policy having been adopted to support and guide this process.

Discussion

Part 12 of the Local Government Act 2020 commenced on 1 May 2020 allowing for Council and delegated committee meetings to be complete via virtual means such as videoconference. The provisions in Part 12 will remain in place until 1 November 2020 to ensure that these activities of Council can continue in a safe and appropriate manner during the COVID-19 pandemic.

Under the temporary legislation, where Council meetings are not open to public attendance they must comply with s.395 of the Local Government Act 2020. This requires that Council must stream live Council meetings, and record and make available the recording of delegated committees on Council's website.

SCS-044 Live Streaming Policy has been updated to include Committee meetings and provision for completing meetings virtually during this period.

The amended Policy will ensure that live streaming and recording of meetings are conducted in accordance with Part 12 of the Local Government Act 2020 and in a manner that takes into consideration privacy, liability and conduct of those in attendance.

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	5.2.3 Use technology to make Council decision-making more accessible

Policy/Legal Implications

The Policy supports the delivery of live streamed Council and Committee meetings, and addresses related legal obligation that may arise due to live streaming of Council and Committee meetings.

Officer Direct or Indirect Interest

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

Risk Assessment

An assessment of the risks involved to Council, community members, Councillors and Council staff regarding privacy and liability has been considered and incorporated into this policy.

Social Considerations

Council considers social inclusion to be an important aspect of delivering Council services to the community. Through live streaming of selected meetings, Surf Coast Shire aims to make Council's decision-making more accessible to members of the community.

Community Engagement

Not applicable.

Environmental Implications

Not applicable.

Communication

The policy will be made available on the Council website.

4.2 SCS-044 Live Streaming Policy

Options

Option 1 – Adopt the Live Streaming Policy (SCS-044)

This option is recommended by officers as it will provide clear governance for live streaming delivery to the community via Council's website.

Option 2 – Do not adopt the Live Streaming Policy (SCS-044)

This option is not recommended by officers as the community, staff and Councillors would therefore not have guidance around the expectations and activities of Council's live streaming operations. The policy also provides information relating to Council's liability which is an important consideration when conducting live streaming

Conclusion

The Live Streaming Policy (SCS-004) will provide Councillors, Council staff and the community with guidance on the expectations and requirements of activities associated with live streaming at Surf Coast Shire Council. It is the recommendation of staff that Council adopts the amended policy as at Appendix 2 of this report.

4.2 SCS-044 Live Streaming Policy

APPENDIX 1 SCS-044 - LIVE STREAMING POLICY - MARK UP



We exist to help our community and environment to thrive

COUNCIL POLICY

SCS-044 – Live Streaming Policy

TRIM Reference: D19/126685 Due for Review: 1 October 2020

Responsible Officer: Manager Governance and Risk

Purpose

This policy outlines Surf Coast Shire Council's (Council) provisions for live streaming, and recording and publishing video and audio of its Council and Committee meetings that are open to the public.

Policy Principles

Surf Coast Shire Council is committed to providing live streaming and recording of Council and Committee meetings in order to:

- Provide a fuller public view of Council meeting proceedings;
- Present greater openness and transparency of Council's decision making processes; and
- Provide community access in a flexible and convenient way that is not impacted by geographic location.

Scope

This policy applies to:

- Council meetings and, Special Council meetings and Committee meetings when open to the public in accordance with section 66(1) of the Local Government Act 2020;
- Councillors and Council employees;
- Members of the public who attend and participate in Council or Committee meetings; and
- Members of the public who access Council and Committee meetings via the Surf Coast Shire Council website or any other means provided and/or approved by Surf Coast Shire Council.

Policy

Sessions open to the public of Ordinary and Special Council meetings and Committee meetings held in the Council Chamber, at 1 Merrijig Drive, Torquay, where practicable and possible, will be live streamed on the internet via Council's website at the time of the meeting. A recorded version of the Council or Committee meeting will be posted to the Council website approximately three days after the Council meeting has occurred where appropriate and possible.

Signage will be displayed in and near the Council Chamber immediately prior to and during Council meetings to alert people entering the gallery to the fact that the meeting is being video and audio streamed and recorded.

1. Meetings Closed to Public

1.1. Section 89(2)66 of the Local Government Act 1989-2020 allows Council to resolve that the meeting be closed to members of the public under certain provisions.

1.2. Where a resolution has been made to close a meeting to the public for confidential reasons, the live streaming of the meeting will cease.

www.surfcoast.vic.gov.au

We exist to help our community and environment to thrive

COUNCIL POLICY

4-1-1.3. Where the meeting has been closed in accordance with ~~S~~section 66 for security reasons or to enable the meeting to proceed in an orderly manner, livestreaming and recording will continue.

2. Public

2.1. All efforts will be made by Council to avoid streaming or recording video and audio of the public gallery.

2.2. Persons invited to speak during a ~~Council~~ meeting will be directed to a location in the Council Chamber which is not within the designated video capture area; however, a microphone will capture audio which will be live streamed and recorded.

2-1-2.3. Where the meeting is conducted by virtual means, the speaker's audio and video may be live streamed and recorded.

2-2-2.4. Where a member of the public participates in the meeting in any form, those members of the public are, in doing so, agreeing to be recorded.

3. Public Question Time

3.1. If a questioner does not wish for any personal details (name, address, organisation representing) read out, this must be clearly indicated when submitting their question via the prescribed methods as set out in the *Local Law No 2 of 2019 – Council Meeting Procedures & Common Seal*.

3.2. Where a questioner is electing anonymity during the course of the meeting, the questioner can request to have their proxy or the Chief Executive Officer (CEO) read out the question. In this case either the proxy or the questioner must be present in the gallery at the time the question is read out.

4. Councillors

4.1. It is intended that the standard camera positions will provide live and recorded vision of all Councillors who are present at a Council or Committee meeting, and live and recorded audio when they speak.

5. Officers

5.1. Council officers who attend Council or Committee meetings and sit in the gallery are subject to section 2 of this policy.

5.2. General Managers, the CEO, and staff member/s recording the minutes of the Council meeting may be seen in camera view through the live streaming and recording of the Council meeting.

5.3. The CEO and General Managers will be provided with microphones to capture and record audio where they may be required to respond to a question or communicate information to Council or the gallery during the course of the meeting.

We exist to help our community and environment to thrive

COUNCIL POLICY

6. Access to Recordings

- 6.1. Council and Committee Mmeetings that are streamed live on the internet will be processed by Council's service provider and made available on Council's website, approximately 65-72 hours after the meeting.
- 6.2. Recordings of meetings will be accessible on Council's website for a period of approximately one year. Council will retain recordings of meetings and access to view may be granted where a request has been made by a member of the public.

7. Technical Disclaimer

- 7.1. Where technical difficulties beyond Council's control prevent or interrupt the video and audio of a Council or Committee meeting, live stream and/or the recording may not be available. Every reasonable effort will be made to make available on Council's website the live streaming and recordings of meetings.
- 7.2. Technical issues may include, but are not limited to, the availability of the internet, network or device failure or malfunction, or power outages.

8. Legal Disclaimers

8.1. Privacy

- 8.1.1. The camera equipment will be configured in a way which aims to avoid coverage of the public gallery area. Council will endeavour to ensure images in this area are not streamed and/or recorded. However, Council expressly provides no assurances to this effect and in the event that a person's image is webcast, by remaining in the public gallery area, it is assumed that consent has been given to the Council to broadcast the individual's image.

8.1.2. A privacy notice will be displayed in the public gallery area during Council meetings to notify visitors of live streaming and recording of meetings. The meeting Chair will also be provided with a script to alert members of the gallery of the live streaming and recording of the meeting at the commencement of the meeting. It is therefore the individual's responsibility to determine if they have privacy concerns and to choose to stay or leave the meeting.

8.1.2-8.1.3. Members of the public who participate in meetings conducted by virtual means in doing so are consenting to the broadcasting and recording of their image and/or voice.

8.2. Liability

- 8.2.1. Opinions, comments or statements made during Council or Committee meetings are those of the individual, and not the opinions or statements of Council. Council does not, unless otherwise stated, endorse or support the views, opinions, or information captured and contained in the live streaming/recording of the Council and Committee meetings.
- 8.2.2. Council does not accept any responsibility for actions and comments made during Council and Committee meetings which are inaccurate, incorrect or defamatory, and does not warrant nor represent that the material or statements made during the streamed meetings are complete, reliable, accurate or free from error.

We exist to help our community and environment to thrive

COUNCIL POLICY

- 8.2.3. Local Government does not afford Councillors with parliamentary privilege during the course of Council meetings, or any other Council related activity. Therefore, all associated laws apply to actions and words spoken during Council or Committee meeting proceedings. No protection is afforded to Councillors, employees or the public for comments made during meetings which are subsequently challenged in a court of law and determined to be, defamatory, inaccurate, slanderous, or in contravention of any other current and enforceable law.
- 8.2.4. Whilst Council is not liable for any inaccurate or defamatory comments made by an individual at a meeting, it may, however, be liable if it publishes that material. Therefore, the CEO has discretion to direct the exclusion of all or part of any meeting recording which they deem to be inappropriate. Material considered as inappropriate may include, but is not limited to:
- Inaccuracies
 - Misinformation
 - Defamation
 - Infringement of Copyright
 - Breach of Privacy / Disclosure of Personal Information
 - Offensive Behaviour including Discrimination
 - Vilification or Inciting Hatred
 - Confidential or Privileged Council Information
- 8.2.5. The Chair and/or CEO have the discretion and authority at any time during a meeting to direct the termination or interruption of live streaming if they believe it is advisable to do so. Such direction will only be given in exceptional circumstances, where the content of debate is considered misleading, defamatory, or potentially inappropriate to be broadcast and published.
- 8.2.6. Council does not accept responsibility or liability for any loss, damage, cost, or expense incurred by any individual or entity as a result of the viewing, use or reliance on information or statements provided in the live streaming/recording of Council meetings.
- 8.2.7. Council is under no obligation to provide live streaming or recordings of its Council or Committee meetings with the exception of virtual meetings held under Part 12 of the Local Government Act 2020; of Council meetings; therefore, Council accepts no liability in the event that live streaming of a meeting, a recording of a meeting, or Council's website are unavailable.
- 8.2.8. Viewing live or recorded video over the internet can consume larger than usual amounts of data. Council is not responsible or liable for any costs incurred by the viewer.

9. Licence and Use of Live Streams and Recordings

- 9.1. Surf Coast Shire Council live streamed and recorded video, images and audio must not be altered, reproduced or republished without the permission of Council. Copyright of this material belongs to Council. For any commercial or media queries or use, please contact Council's Media Unit.

Definitions

CEO - Chief Executive Officer, Surf Coast Shire Council

Chair - Person presiding over the meeting; usually the Mayor

We exist to help our community and environment to thrive

COUNCIL POLICY

[Committee –As defined under section 86 -of the Local Government Act 1989 and sections 63 and 64 of the Local Government Act 2020.](#)

Closed Session – A confidential section of a Council meeting that is closed to members of the public under Section ~~89(2)~~66 Local Government Act ~~1989~~2020.

Council – Surf Coast Shire Council

[Council Meeting – a formal meeting of the Surf Coast Shire Council underheld in accordance with section 61 and section 62 of the Local Government Act 2020](#)

Defamatory - Tending to disgrace or lower public opinion of a person or to harm a person's reputation.

Live Streaming – To stream and broadcast a live event over the internet, with minimal delay to live coverage.

~~**Ordinary Council Meeting** – An Ordinary Meeting of the Council, as defined in Section 83(a) Local Government Act 1989.~~

~~**Special Council Meeting** – A Special Meeting of the Council, as defined in Section 83(b) Local Government Act 1989.~~

Related Procedure

Nil.

Document History

Version	Document History	Approved by – Date
<u>1</u>		<u>Council Resolution – 24 Sept 2019</u>
<u>2</u>	<u>LGA 2020 Update</u>	<u>Council Resolution – 26 May 2020</u>

4.2 SCS-044 Live Streaming Policy

APPENDIX 2 SCS-044 - LIVE STREAMING POLICY - CLEAN



We exist to help our community and environment to thrive

COUNCIL POLICY

SCS-044 – Live Streaming Policy

TRIM Reference: D19/126685 Due for Review: 1 October 2020

Responsible Officer: Manager Governance and Risk

Purpose

This policy outlines Surf Coast Shire Council's (Council) provisions for live streaming, and recording and publishing video and audio of its Council and Committee meetings that are open to the public.

Policy Principles

Surf Coast Shire Council is committed to providing live streaming and recording of Council and Committee meetings in order to:

- Provide a fuller public view of Council meeting proceedings;
- Present greater openness and transparency of Council's decision making processes; and
- Provide community access in a flexible and convenient way that is not impacted by geographic location.

Scope

This policy applies to:

- Council meetings and Committee meetings when open to the public in accordance with section 66(1) of the Local Government Act 2020;
- Councillors and Council employees;
- Members of the public who attend and participate in Council or Committee meetings; and
- Members of the public who access Council and Committee meetings via the Council website or any other means provided and/or approved by Council.

Policy

Sessions open to the public of Council meetings and Committee meetings held in the Council Chamber, at 1 Merrijig Drive, Torquay, where practicable and possible, will be live streamed on the internet via Council's website at the time of the meeting. A recorded version of the Council or Committee meeting will be posted to the Council website approximately three days after the meeting has occurred where appropriate and possible.

Signage will be displayed in and near the Council Chamber immediately prior to and during Council meetings to alert people entering the gallery to the fact that the meeting is being video and audio streamed and recorded.

1. Meetings Closed to Public

- 1.1. Section 66 of the *Local Government Act 2020* allows Council to resolve that the meeting be closed to members of the public under certain provisions.
- 1.2. Where a resolution has been made to close a meeting to the public for confidential reasons, the live streaming of the meeting will cease.

We exist to help our community and environment to thrive

COUNCIL POLICY

- 1.3. Where the meeting has been closed in accordance with section 66 for security reasons or to enable the meeting to proceed in an orderly manner, livestreaming and recording will continue.

2. Public

- 2.1. All efforts will be made by Council to avoid streaming or recording video and audio of the public gallery.
- 2.2. Persons invited to speak during a meeting will be directed to a location in the Council Chamber which is not within the designated video capture area; however, a microphone will capture audio which will be live streamed and recorded.
- 2.3. Where the meeting is conducted by virtual means, the speaker's audio and video may be live streamed and recorded.
- 2.4. Where a member of the public participates in the meeting in any form, those members of the public are, in doing so, agreeing to be recorded.

3. Public Question Time

- 3.1. If a questioner does not wish for any personal details (name, address, organisation representing) read out, this must be clearly indicated when submitting their question via the prescribed methods as set out in the *Local Law No 2 of 2019 – Council Meeting Procedures & Common Seal*.
- 3.2. Where a questioner is electing anonymity during the course of the meeting, the questioner can request to have their proxy or the Chief Executive Officer (CEO) read out the question. In this case either the proxy or the questioner must be present in the gallery at the time the question is read out.

4. Councillors

- 4.1. It is intended that the standard camera positions will provide live and recorded vision of all Councillors who are present at a Council or Committee meeting, and live and recorded audio when they speak.

5. Officers

- 5.1. Council officers who attend Council or Committee meetings and sit in the gallery are subject to section 2 of this policy.
- 5.2. General Managers, the CEO, and staff member/s recording the minutes of the Council meeting may be seen in camera view through the live streaming and recording of the Council meeting.
- 5.3. The CEO and General Managers will be provided with microphones to capture and record audio where they may be required to respond to a question or communicate information to Council or the gallery during the course of the meeting.

We exist to help our community and environment to thrive

COUNCIL POLICY

6. Access to Recordings

- 6.1. Council and Committee meetings that are streamed live on the internet will be processed by Council's service provider and made available on Council's website, approximately 65-72 hours after the meeting.
- 6.2. Recordings of meetings will be accessible on Council's website for a period of approximately one year. Council will retain recordings of meetings and access to view may be granted where a request has been made by a member of the public.

7. Technical Disclaimer

- 7.1. Where technical difficulties beyond Council's control prevent or interrupt the video and audio of a Council or Committee meeting, live stream and/or the recording may not be available. Every reasonable effort will be made to make available on Council's website the live streaming and recordings of meetings.
- 7.2. Technical issues may include, but are not limited to, the availability of the internet, network or device failure or malfunction, or power outages.

8. Legal Disclaimers

8.1. Privacy

- 8.1.1. The camera equipment will be configured in a way which aims to avoid coverage of the public gallery area. Council will endeavour to ensure images in this area are not streamed and/or recorded. However, Council expressly provides no assurances to this effect and in the event that a person's image is webcast, by remaining in the public gallery area, it is assumed that consent has been given to the Council to broadcast the individual's image.
- 8.1.2. A privacy notice will be displayed in the public gallery area to notify visitors of live streaming and recording of meetings. The meeting Chair will also be provided with a script to alert members of the gallery of the live streaming and recording of the meeting at the commencement of the meeting. It is therefore the individual's responsibility to determine if they have privacy concerns and to choose to stay or leave the meeting.
- 8.1.3. Members of the public who participate in meetings conducted by virtual means in doing so are consenting to the broadcasting and recording of their image and/or voice.

8.2. Liability

- 8.2.1. Opinions, comments or statements made during Council or Committee meetings are those of the individual, and not the opinions or statements of Council. Council does not, unless otherwise stated, endorse or support the views, opinions, or information captured and contained in the live streaming/recording of the Council and Committee meetings.
- 8.2.2. Council does not accept any responsibility for actions and comments made during Council and Committee meetings which are inaccurate, incorrect or defamatory, and does not warrant nor represent that the material or statements made during the streamed meetings are complete, reliable, accurate or free from error.

We exist to help our community and environment to thrive

COUNCIL POLICY

- 8.2.3. Local Government does not afford Councillors with parliamentary privilege during the course of Council meetings, or any other Council related activity. Therefore, all associated laws apply to actions and words spoken during meeting proceedings. No protection is afforded to Councillors, employees or the public for comments made during meetings which are subsequently challenged in a court of law and determined to be, defamatory, inaccurate, slanderous, or in contravention of any other current and enforceable law.
- 8.2.4. Whilst Council is not liable for any inaccurate or defamatory comments made by an individual at a meeting, it may, however, be liable if it publishes that material. Therefore, the CEO has discretion to direct the exclusion of all or part of any meeting recording which they deem to be inappropriate. Material considered as inappropriate may include, but is not limited to:
- Inaccuracies
 - Misinformation
 - Defamation
 - Infringement of Copyright
 - Breach of Privacy / Disclosure of Personal Information
 - Offensive Behaviour including Discrimination
 - Vilification or Inciting Hatred
 - Confidential or Privileged Council Information
- 8.2.5. The Chair and/or CEO have the discretion and authority at any time during a meeting to direct the termination or interruption of live streaming if they believe it is advisable to do so. Such direction will only be given in exceptional circumstances, where the content of debate is considered misleading, defamatory, or potentially inappropriate to be broadcast and published.
- 8.2.6. Council does not accept responsibility or liability for any loss, damage, cost, or expense incurred by any individual or entity as a result of the viewing, use or reliance on information or statements provided in the live streaming/recording of Council meetings.
- 8.2.7. Council is under no obligation to provide live streaming or recordings of its Council or Committee meetings with the exception of virtual meetings held under Part 12 of the Local Government Act 2020; therefore, Council accepts no liability in the event that live streaming of a meeting, a recording of a meeting, or Council's website are unavailable.
- 8.2.8. Viewing live or recorded video over the internet can consume larger than usual amounts of data. Council is not responsible or liable for any costs incurred by the viewer.

9. Licence and Use of Live Streams and Recordings

- 9.1. Surf Coast Shire Council live streamed and recorded video, images and audio must not be altered, reproduced or republished without the permission of Council. Copyright of this material belongs to Council. For any commercial or media queries or use, please contact Council's Media Unit.

Definitions

CEO - Chief Executive Officer, Surf Coast Shire Council

Chair - Person presiding over the meeting; usually the Mayor

We exist to help our community and environment to thrive

COUNCIL POLICY

Committee – As defined under section 86 of the Local Government Act 1989 and sections 63 and 64 of the Local Government Act 2020.

Closed Session – A confidential section of a Council meeting that is closed to members of the public under Section 66 Local Government Act 2020.

Council – Surf Coast Shire Council

Council Meeting – a formal meeting of the Surf Coast Shire Council held in accordance with section 61 and section 62 of the Local Government Act 2020

Defamatory - Tending to disgrace or lower public opinion of a person or to harm a person's reputation.

Live Streaming – To stream and broadcast a live event over the internet, with minimal delay to live coverage.

Related Procedure

Nil.

Document History

Version	Document History	Approved by – Date
1		<i>Council Resolution – 24 Sept 2019</i>
2	LGA 2020 Update	Council Resolution – 26 May 2020

4.3 Place Naming Report - Naming of section of Nobles Road, Gherang

Author's Title: Strategic Asset Manager

General Manager: Anne Howard

Department: Asset Management

File No: F16/1473

Division: Governance & Infrastructure

Trim No: IC20/370

Appendix:

1. Map - Stones Road Gherang (D20/42305)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to finalise the process to name a Council managed road.

Summary

At its January 2020 meeting, Council resolved to declare its intention to rename a section of Nobles Road, Gherang as Stones Road as well as to issues a public notice and invite submissions in accordance with Section 223 of the Local Government Act 1989. This process has now been undertaken.

Recommendation

That Council proceeds with the process of renaming a section of Nobles Road, Gherang as Stones Road.

Council Resolution

MOVED Cr James McIntyre, Seconded Cr Heather Wellington

That Council proceeds with the process of renaming a section of Nobles Road, Gherang as Stones Road.

CARRIED 9:0

4.3 Place Naming Report - Naming of section of Nobles Road, Gherang

Report

Background

In 2015 a member of the public raised concerns about the potential confusion of the naming of Nobles Road, Gherang. Council proceeded through a road naming process resulting in a resolution to rename a section of Nobles Road (section 3 in the attached plan) "Matthews Road" and appropriate signage being erected on site.

In late 2018 it was identified that Council had received a letter from the Office of Geographic Names (OGN) Informing Council that it did not approve the use of the name Matthews for the road due to other Matthews Roads within a 30 km radius. This result required Council to revisit the road naming at Nobles Road.

At its ordinary meeting on 28 August 2019 Council resolved that it:

1. Notes that the Office of Geographic Names has rejected renaming of a section of Nobles Road to Matthews Road.
2. Notes that residents on Nobles Road do not want their section of road to be renamed.
3. Notes that the Emergency Services Telecommunications Authority has advised that it does not have an objection to reinstating the former names of the sections of Nobles Road.
4. Agrees to reinstate road renaming to pre-2015 arrangements, with all three sections being named Nobles Road.
5. Removes existing Matthews Road signage and reinstate with Nobles Road.
6. Improves signage directing traffic to 600-620 Nobles Road to clarify the locations of residents of Nobles Road.

Subsequently, at its ordinary meeting on 26 September 2019 Council resolved to rescind the decision it made at the August 2019 meeting and instead resolved that Council:

1. Notes that the southern section of Nobles Road Gherang bifurcates into two sections approximately half way between Thielmanns Road and Wormbete Station Road, with one section of the road after the bifurcation (the original Nobles Road) extending almost directly south to intersect with Wormbete Station Road and the other section of the road after the bifurcation extending in a south-east direction to intersect with Tanners Road.
2. Notes that the Office of Geographic Names has rejected a proposal to name the south-east section of the road between the bifurcation and Tanners Road as Matthews Road.
3. Notes that the owners of the two residences located on the southern section of the road between the bifurcation and Wormbete Station Road (the original Nobles Road) do not want their section of the Road renamed.
4. Notes that there are no residences located on the south-eastern section of the road between the bifurcation and Tanners Road.
5. Notes its concern about safety implications of both sections of the road south of the bifurcation continuing to be named Nobles Road.
6. Initiates a new process to rename the south-eastern section of the road between the bifurcation and Tanners Road with a name that is acceptable to the Office of Geographic Names and the local community.

At Council's January 2020 meeting a report was presented with three alternative road names for the section of the road, Stones Road, Quartz Road and Thornbill Road. Council resolved to declare its intention to rename a section of Nobles Road, Gherang as Stones Road and issued a public notice inviting submissions in accordance with Section 223 of the Local Government Act 1989.

Discussion

One submission was received, however, the submission suggested an alternative road name which would not meet the Office of Geographic Names requirements. Upon receipt of this information the submitter advised of his preference was for Quartz Road among the options included in the previous Council report.

The process for renaming of the section of Nobles Road has been followed and Council may proceed with submitting the recommended option of Stones Road to the OGN as the final approval step in the process. Alternatively one submission has been received supporting the alternative name of Quartz Road, but not objecting in principle to the recommended name. If Council were to decide to support this alternative there would need to be a further public exhibition period for this alternative name.

4.3 Place Naming Report - Naming of section of Nobles Road, Gherang

Financial Implications

There will be a minor cost for installation of signage which can be funded through the operational budget.

Council Plan

Theme 1 Community Wellbeing
Objective 1.3 Improve community safety
Strategy Nil

Policy/Legal Implications

The proposed name of Stones Road complies with relevant sections of the Geographic Place Names Guidelines developed under the Geographic Place Names Act. The naming proposal also complies with Council's Place Naming policy.

Officer Direct or Indirect Interest

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

Risk Assessment

Once formal registration or amendment of a location has occurred, Emergency Services will be advised of any changes. This minimises risk to the community in the event of an emergency.

Social Considerations

The community should have input into proposed naming of roads and this process provides that opportunity.

Community Engagement

Where the naming of features or renaming of roads is proposed it is important to consult with the community and provide an opportunity into the changes and names proposed. This has been done through the s223 submission process.

Environmental Implications

Not applicable.

Communication

Communication has occurred through the public notice process and informing properties directly affected by such a change.

Options

Option 1 – Proceed to the next stage of the naming process and submit the name Stones Road to the Office of Geographical Names

This option is recommended by officers as the proposed name is supported by the Community.

Option 2 – Not support the recommendation to name the road

This option is not recommended by officers as there will remain the issue of confusion of multiple legs of the road being known as Nobles Road.

Option 3 – Support the alternative name of Quartz Road and recommence the declaration and public notice process

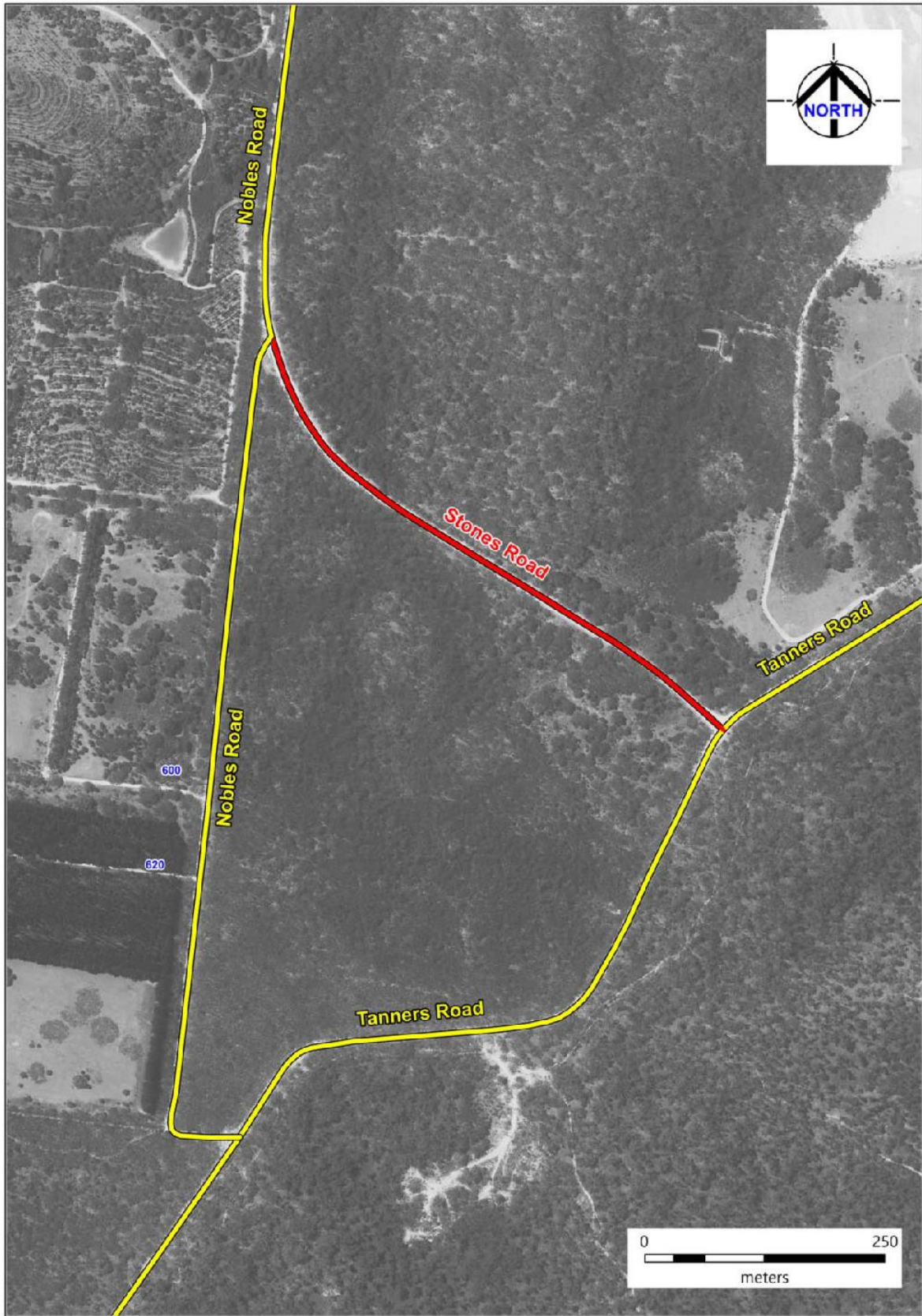
This option is not recommended by officers as the process has progressed with Stones Road and no objections were received.

Conclusion

The request to name this road is supported and it is recommended that Council proceed with the naming process

4.3 Place Naming Report - Naming of section of Nobles Road, Gherang

APPENDIX 1 MAP - STONES ROAD GHERANG



4.4 Councillor Attendance at Meetings and Councillor Expenses - 1 January to 31 March 2020

Author's Title: Administration Officer Governance

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/221-2

Division: Governance & Infrastructure

Trim No: IC20/57

Appendix:

1. Councillor Allowances and Expenses - 1 January to 31 March 2020 (D20/82388)
2. Councillor Attendance at Meetings - 1 January to 31 March 2020 (D20/64864)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

This quarterly report outlines Councillor allowances and expenses paid and Councillor attendance at meetings, throughout the period 1 January to 31 March 2020.

Summary

To promote transparency and accountability, Council resolved in April 2017 to make Councillor allowances and expenses available to the public through quarterly reporting at Ordinary Council meetings, and through publishing on Council's website (Appendix 1).

Certain payments (eg travel costs), are included at the time that they are paid, rather than when incurred and therefore the figures quoted may include expenses from outside of this reporting period.

The Councillor Meeting Attendance report (Appendix 2), includes Councillor attendance at Ordinary and Special Council Meetings, Hearing of Submissions Committee meetings, Councillor Briefings and Assemblies of Councillors in the September quarter and year to date (financial year).

Recommendation

That Council:

1. Notes the attached summary of Councillors' allowance and expenses for the period 1 January 2020 to 31 March 2020 (Appendix 1).
2. Publishes the summary of Councillors' allowance and expenses on Council's website.
3. Notes the attached summary of Councillor meeting attendance for the period 1 January 2020 to 31 March 2020 (Appendix 2).

Council Resolution

MOVED Cr Clive Goldsworthy, Seconded Cr Margot Smith

That Council:

1. Notes the attached summary of Councillors' allowance and expenses for the period 1 January 2020 to 31 March 2020 (Appendix 1).
2. Publishes the summary of Councillors' allowance and expenses on Council's website.
3. Notes the attached summary of Councillor meeting attendance for the period 1 January 2020 to 31 March 2020, which has been amended from the version in the Agenda to include leave of absences approved in this financial year (Appendix 2).

CARRIED 9:0

4.4 Councillor Attendance at Meetings and Councillor Expenses - 1 January to 31 March 2020

Report

Background

The Mayor and Councillors are paid an allowance and provided with the appropriate tools and support to enable them to properly undertake their statutory obligations.

The Councillors' Entitlements, Expenses and Facilities Policy, outlines the level of resources and support that are provided to Councillors, to enable them to effectively discharge their official duties.

Council has been presented with a quarterly Councillors' allowance and expenses report since April 2017. The annual summary of Councillors allowance and expenses is included in Council's Annual Report together with the annual summary of Councillor's attendance at Council meetings and Councillor Briefing sessions.

Discussion

Appendix 1 outlines Councillors' allowance and expenses that have been paid during the period from 1 January 2020 to 31 March 2020 through the following categories:

- Councillor Allowance - statutory payment made to the Mayor and Councillors
- Parking Costs - includes reimbursement of parking fees whilst on official business
- Travel Expenses - includes public transport costs and reimbursement to Councillors for associated Council related travel
- Car Mileage - kilometres travelled in their private vehicles associated with Council related travel
- Conferences, Events & Training
- Motor Vehicle - includes costs associated with use of the mayoral vehicle
- Mobile Phone - includes the costs associated with official Councillor mobile phone usage
- Internet - includes cost of official internet provision and usage.

Any contributions paid by Councillors towards phone and internet usage are also included in the summary.

Financial Implications

Councillor allowances and expenses are included within Council's operational budget.

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

The Local Government (Planning and Reporting) Regulations 2014 require Councils to disclose within their Annual Report the details of the allowance and expenses for each Councillor, divided into certain defined categories. Council is exceeding this requirement through providing quarterly disclosures at ordinary Council meetings and through posting updates to the website.

Officer Direct or Indirect Interest

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

Risk Assessment

Not applicable

Social Considerations

Not applicable

Community Engagement

Not applicable

Environmental Implications

Not applicable

4.4 Councillor Attendance at Meetings and Councillor Expenses - 1 January to 31 March 2020

Communication

The quarterly reports are published on Council's website and are included within the Ordinary Council meeting agenda and minutes.

Options

Option 1 – Reject proposed recommendations

This option is not recommended by officers as it is contrary to Council's earlier resolution.

Option 2 – Adopt proposed recommendations

This option is recommended by officers as it is consistent with Council's earlier resolution.

Conclusion

Quarterly reporting of Councillors' allowance and expenses, and Councillors' attendance at meetings provides for transparent, accountable and open communication of Council information above what is legislative required.

4.4 Councillor Attendance at Meetings and Councillor Expenses - 1 January to 31 March 2020

APPENDIX 1 COUNCILLOR ALLOWANCES AND EXPENSES - 1 JANUARY TO 31 MARCH 2020



Surf Coast Shire Council Councillor Payment Summary Between 1 January to 31 March 2020											
Councillor	Allowance (\$)	Expenses Reimbursed					Items Provided			Contributions	Total (\$)
		Travel & Parking (\$)	Child Care (\$)	Car Mileage (\$)	Conferences, Events & Training (\$)	Other Expenses (\$)	Motor Vehicle (\$)	Mobile Phone (\$)	Internet (\$)	By Councillors (\$)	
Cr Brian McKiterick	7,181.59	-	-	42.16	-	-	-	94.08	39.54	-	7,357.37
Cr Clive Goldsworthy	7,181.59	-	-	-	-	-	-	94.08	39.54	-	7,315.21
Cr David Bell	7,181.59	-	-	-	-	550.00	-	94.08	39.54	-	7,865.21
Cr Heather Wellington	7,181.59	-	-	-	40.50	-	-	94.08	39.54	-	7,355.71
Cr James McIntyre	7,181.59	-	-	292.40	-	-	-	94.08	39.54	-	7,607.61
Cr Margot Smith	7,181.59	-	-	1,113.84	365.87	-	-	94.08	39.54	-	8,794.92
Cr Martin Duke	7,181.59	-	-	-	-	-	-	94.08	39.54	-	7,315.21
Cr Rose Hodge *	22,230.13	-	-	-	71.27	-	2,286.22	94.08	39.54	(45.00)	24,676.24
Cr Tony Revell	7,181.59	-	-	-	-	-	-	94.08	39.54	-	7,315.21
Total	79,682.85	-	-	1,448.40	477.64	550.00	2,286.22	846.72	355.86	(45.00)	85,602.69

Notes:

* Cr Rose Hodge (Mayor period: 08/11/2018 - Present).

Car mileage reimbursement includes remote area travel allowance.

Allowance figures include superannuation.

Other expenses include items such as Australian Institute of Company Directors memberships and other expenditure incurred in carrying out councillor duties.

Figures exclude GST.

4.4 Councillor Attendance at Meetings and Councillor Expenses - 1 January to 31 March 2020

APPENDIX 2 COUNCILLOR ATTENDANCE AT MEETINGS - 1 JANUARY TO 31 MARCH 2020

2019-20 Councillor Attendance - Council Meetings, Hearing of Submissions Committee, Councillor Briefings & Assembly of Councillors - Quarterly

March Quarter 2020					Year-to-date				
	Ordinary Council Meetings	Special Council Meetings	Hearing of Submissions Committee Meetings	Councillor Briefings and Assembly of Councillors		Ordinary Council Meetings	Special Council Meetings	Hearing of Submissions Committee Meetings	Councillor Briefings and Assembly of Councillors
Total meetings held (in quarter)	2	0	2	13	Total meetings held (YTD)	8	3	6	49
Cr David Bell	2	N/A	0	11	Cr David Bell	8	2	3	46
Cr Martin Duke	2	N/A	2	12	Cr Martin Duke	8	3	6	46
Cr Clive Goldsworthy	1 #4 Approved leave of absence = 1	N/A	1 #4 Approved leave of absence = 1	10 #4 Approved leave of absence = 1	Cr Clive Goldsworthy	7 #4 Approved leave of absence = 1	3	5 #4 Approved leave of absence = 1	41
Cr Rose Hodge	2	N/A	1	13	Cr Rose Hodge	8	3	5	49
Cr James McIntyre	1 #5 Approved leave of absence = 1	N/A	1 #5 Approved leave of absence = 1	7 #5 Approved leave of absence = 1	Cr James McIntyre #1	6 #5 Approved leave of absence = 1	3	4 #5 Approved leave of absence = 1	30 #1 - Not appointed for 1 #5 Approved leave of absence = 1
Cr Brian McKiterick	2	N/A	2	11	Cr Brian McKiterick	8	2	4	37
Cr Tony Revell	2	N/A	2	12	Cr Tony Revell #2	6 #2 - Not appointed for 2	2 #2 - Not appointed for 1	4 #2 - Not appointed for 2	35 #2 - Not appointed for 12
Cr Margot Smith	2	N/A	2	13	Cr Margot Smith	7	3	6	44
Cr Heather Wellington	2 #3 Approved leave of absence = 1	N/A	2	6	Cr Heather Wellington	8 #3 Approved leave of absence = 1	3	5	9

Notes

#1 - **Cr James McIntyre** was appointed as a Councillor on 2 July 2019.

#2 - **Cr Tony Revell** was appointed as a Councillor on 6 September 2019.

#3 - At the Ordinary Meeting of Council held on 10 December 2019, Council resolved to grant **Cr Heather Wellington** a leave of absence from Council for the period of 18 December 2019 to 12 January 2020 inclusive.

#4 - At the Ordinary Meeting of Council held on 21 January 2020, Council resolved to grant **Cr Clive Goldsworthy** a leave of absence from Council for the period of 11 February 2020 to 7 March 2020 inclusive.

#5 - At the Ordinary Meeting of Council held on 25 February 2020, Council resolved to grant **Cr James McIntyre** a leave of absence from Council for the period of 20 February 2020 to 16 March 2020 inclusive.

5. ENVIRONMENT & DEVELOPMENT

Nil

6. CULTURE & COMMUNITY

6.1 Place Naming - Surf Coast Multi-Purpose Indoor Stadium

Author's Title: Project Manager - Capital & Operations Projects **General Manager:** Chris Pike

Department: Project Management Office

File No: F19/819

Division: Environment & Development

Trim No: IC20/623

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Status:

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

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to consider a name for the Surf Coast Multi-Purpose Indoor Stadium for the purpose of public consultation.

Summary

Construction of the Surf Coast Multi-Purpose Indoor Stadium is well underway and it is expected to be completed in December 2020. It is intended to name this building in line with Council's SCS-004 Place Naming Policy.

With the requirement to procure identification signage it is now timely to move from the working name of Surf Coast Multi-Purpose Indoor Stadium to a name that will identify the facility once it is completed and opened.

The use of an Aboriginal language continues the tradition of paying respect to the original custodians of the land on which major facilities are located.

Officers sought name options from the Wathaurung Aboriginal Corporation to reflect the nature of the facility. Four options (including definitions) were considered by the Project Control Group, which includes school and state government representatives. There was a clear preference – Wurdi Baierr (word-ee by-ee) Stadium – meaning 'big gathering place'.

Recommendation

That Council:

1. Endorses *Wurdi Baierr Stadium* as the proposed name for the Surf Coast Multi-Purpose Indoor Stadium.
2. Issues a public notice and invites submissions in accordance with Section 223 of the *Local Government Act 1989*.
3. Considers submissions and determines the name of the Surf Coast Multi-Purpose Indoor Stadium at the 28 July 2020 Meeting.

Council Resolution

MOVED Cr Brian McKiterick, Seconded Cr David Bell

That Council:

1. Endorses *Wurdi Baierr Stadium* as the proposed name for the Surf Coast Multi-Purpose Indoor Stadium.
2. Issues a public notice and invites submissions in accordance with Section 223 of the *Local Government Act 1989*.
3. Considers submissions and determines the name of the Surf Coast Multi-Purpose Indoor Stadium at the 28 July 2020 Meeting.

CARRIED 9:0

6.1 Place Naming - Surf Coast Multi-Purpose Indoor Stadium

Report

Background

The new Surf Coast Multi-Purpose Indoor Stadium seeks to deliver a new multi-court indoor stadium for the community and will be located on Department of Education and Training (DET) land adjacent to the Banyul-Warri Fields precinct. Council is constructing the facility and will operate the stadium under a joint-use agreement with DET and Surf Coast Secondary College.

Support was provided by DET and Surf Coast Secondary College to progress an indigenous meaning naming process and officers approached the Wathaurong Aboriginal Corporation to confirm a short-list of suitable names for the facility.

Other facilities within the precinct have been named following consultation with the Wathaurong Aboriginal Corporation including Kurrambee Myaring Community Centre, Djila Tjarri Park, Narrodya (netball courts), Parwan, Goim and Yurrok (soccer pitches).

Discussion

This important community facility is currently unnamed and the naming will assist in identification to members of the public and essential services. Given the requirement of identification signage it is now timely to move from the working name of the Surf Coast Multi-Purpose Indoor Stadium to a name that will identify the facility going forward.

Wurdi Baierr (word-ee by-er) was chosen as the preferred name by the Project Control Group following a voting process. The group includes state government and school representatives as well as council officers.

In Wadawurrung language Wurdi Baierr means 'big gathering place'. The Wathaurong Aboriginal Corporation explained that it was a place "where people gathered together for ceremonies, meetings and other occasions, a multi-function place like this new facility will be".

The proposed short list of names was:

Name:	Wadawurrung meaning:
Wurdi Baierr	'Big gathering place', where we gathered together, for our ceremonies, meetings and other occasions, like your stadium is going to be multi-functional for basketball, meetings, ceremonies etc.
Toolim	'Grass tree' which is so prolific in the nearby Grasstree Park Nature Reserve. Again something that had so many uses to Wadawurrung people as will your stadium. Pronounced Tooloom.
Doowang wa	'Spring Creek Estuary', a place to rejoice.
Wada-nigitj	'Coming together'

The use of a Wadawurrung name continues the recent tradition of paying respect to the original custodians of the land on which it is located.

The finished facility will be managed by Council under a joint use-agreement with DET which has endorsed this naming process.

Financial Implications

Costs associated with naming, signage and promotion of this facility are allowed for in the project budget.

Council Plan

Theme 1 Community Wellbeing
Objective 1.1 Support people to participate in and contribute to community life
Strategy 1.1.1 Develop and implement a program to support communities of place and interest, and to provide opportunities for them to identify and achieve their community aspirations

6.1 Place Naming - Surf Coast Multi-Purpose Indoor Stadium

Policy/Legal Implications

This report complies with the following key legislation and policy:

- *Geographic Place Names Act 1998.*
- *Local Government Act 1989.*
- Council's SCS-004 Place Naming Policy.

Officer Direct or Indirect Interest

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

Risk Assessment

The key stakeholders with the capacity to prevent the naming of the facility have been consulted on the proposed process. Council has their support to endorse a preferred name and commence public advertising.

Compliance with the Geographic Place Names Act 1998 addresses risk associated with the ability of essential services to locate the facility.

Direct engagement of the Wathaurung Aboriginal Corporation has ensured integrity in the selection of names.

Social Considerations

The use of a Wadawurrung name continues the recent tradition of paying respect to the original custodians of the land on which it is located.

Community Engagement

Where the naming of features such as new facilities is proposed it is important to consult with the community and provide an opportunity to respond to a proposed name. This will be conducted through public advertising and consideration of submissions in accordance with Section 223 of the Local Government Act 1989.

Environmental Implications

Not Applicable

Communication

Communication will occur through the public notice process, media release and direct communication to user groups.

Options

Option 1 – As recommended

This option is recommended by officers as:

- Use of Wadawurrung language is an established precedent for major new facilities and pays respect to original custodians of the land on which this one is located.
- The Wathaurung Aboriginal Corporation has been engaged to select the most appropriate names.
- Critical stakeholders have been engaged to select the most suitable to represent the nature of the facility
- The proposed naming process complies with policy and legal requirements.

Option 2 – Endorse an alternative name for the facility – Wadawurrung or English language

This option is not recommended by officers as due consideration has been given to the appropriate use of Wadawurrung language, compliance with relevant legislation and policy, and the views of critical stakeholders.

Conclusion

Wurdi Baierr, the Wadawurrung word for big gathering place, is a name that suits both the nature of the stadium and also aligns with naming of other facilities within the community and civic precinct. A public consultation process will test public support prior to final determination by Council in July.

6.2 Surf Coast COVID-19 Recovery Assistance Guidelines

Author's Title: Manager Community Support Team **General Manager:** Chris Pike
Department: Community Relations **File No:** F20/242
Division: Culture & Community **Trim No:** IC20/602

Appendix:

1. Surf Coast COVID-19 Recovery Assistance Guidelines (D20/86912)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

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

Yes

No

Reason: Nil

Purpose

The purpose of this report is to consider the adoption of the Surf Coast COVID-19 Recovery Assistance Guidelines.

Summary

The COVID-19 pandemic has had a major impact on the wellbeing and economies of the Surf Coast Shire's communities. Community needs have emerged in the initial months of the pandemic and will continue to change as the focus shifts from relief to recovery. The recovery period may span years and Council's understanding of local needs will improve over time as those needs change also.

At a Special Meeting of Council on 28 April 2020, Council endorsed a proposed budget for 2020-21 for the purposes of Section 127(1) of the Local Government Act 1989. The Draft Budget 2020-21 defers a number of planned initiatives to allow Council to incorporate \$1.768 million of COVID-19 specific initiatives. These initiatives recognise the emerging need for Council to support the community and businesses in the municipality to respond and recover from the COVID-19 pandemic.

The Draft Budget 2020-21 puts aside \$1 million to ensure that Council has capacity to provide support as needed, given that Council and the community is yet to fully understand the impacts of this pandemic. Once allocated through the budget the funds don't have to be fully used or limited to the 2020-21 financial year but can be carried forward for delivery beyond the financial year if needed. The flexibility of this allocation allows for more immediate action and responses in the longer-term, in accordance with research that finds that emergency recovery periods should be thought of in years rather than months.

This report provides a framework that responds to COVID-19 and allows for designing funding opportunities, developing initiatives, assessing ideas and determining the allocation of funds. The framework applies to both Council-led and community/business-led initiatives. It recognises the focus of efforts may be the general community or businesses.

The guidelines have been informed by Council's Municipal Recovery Plan, research on disaster recovery (economic and community), national disaster recovery principles and insights gathered from Council's Community Support Teams and Business Support Team.

Council's response to date has included the establishment of placed-based Community Support Teams and an Economic Support Team to assist community members and businesses in the initial relief period. Officers in each team have engaged regularly with different sections of the community and the economy. Councillors have also been highly active in this period. These efforts have provided Council with a solid understanding of the initial issues and requests for support. This positions Council to consider a first raft of initiatives in the early months of 2020-21.

6.2 Surf Coast COVID-19 Recovery Assistance Guidelines

Recommendation

That Council:

1. Notes that the Draft Budget 2020-21 has put aside \$1 million, in addition to \$0.718 million of specific support, to provide capacity with Council to support the communities and businesses to respond to impact of COVID-19;
2. Affirms that the proposed \$1 million allocation will include provision for community-led initiatives through 2020 and 20201;
3. Adopts the Surf Coast COVID-19 Recovery Assistance Guidelines, as at Attachment 1;
4. Considers initiatives and funding proposals in accordance with the Guidelines at future Council meetings; and
5. Notes that unbudgeted expenditure of \$45,000 for business support initiatives and \$30,000 for community support initiatives is expected in the 2019-20 financial year to undertake immediate action to support community groups and businesses.

Council Resolution

MOVED Cr Heather Wellington, Seconded Cr Clive Goldsworthy

That Council:

1. Notes that the Draft Budget 2020-21 has put aside \$1 million, in addition to \$0.718 million of specific support, to provide capacity with Council to support the communities and businesses to respond to impact of COVID-19;
2. Affirms that the proposed \$1 million allocation will include provision for community-led initiatives through 2020 and 20201;
3. Adopts the Surf Coast COVID-19 Recovery Assistance Guidelines, as at Attachment 1, with an amendment to Attachment 1, to delete the two points in Section 9 that start with "Seeking compensation and or payment for" and the addition of a new point that reads "Seeking any retrospective payment for an initiative or item that has already been installed, delivered or funded";
4. Considers initiatives and funding proposals in accordance with the Guidelines at future Council meetings; and
5. Notes that unbudgeted expenditure of \$45,000 for business support initiatives and \$30,000 for community support initiatives is expected in the 2019-20 financial year to undertake immediate action to support community groups and businesses.

CARRIED 9:0

6.2 Surf Coast COVID-19 Recovery Assistance Guidelines

Report

Background

The COVID-19 pandemic has created the biggest global health and economic challenge in many decades. Forced business closures and social distancing restrictions have had a significant impact in Surf Coast Shire.

People are reporting feeling more socially isolated and are expecting that mental health may continue to decline. In the period between 14 April 2020 and 10 May 2020, Surf Coast Shire Councillors and officers attended 25 community support meetings online with 294 attendees. The most consistent issues raised through these discussions include; hardship due to loss of income, social isolation, impacts to mental health, support for the economy and local communication. These meetings continue.

Data collated from the Australian Taxation office and published recently in 'The Australian' notes that there have been significant job losses in the Surf Coast Shire. The Anglesea to Lorne area has lost 267 jobs, or 11.8% of the labour force. This area is the tenth hardest hit area for percentage of job losses in Australia. The shire hinterland has lost 256 jobs or 9.2% of the labour force and Torquay / Jan Juc / Bellbrae has lost 764 jobs or 8.6% of the labour force. (N.B. Figures only to 18 April and do not include workers accessing the federal Job Keeper support program or those who may have stopped seeking work).

In addition to this data, Council officers assessed 381 business surveys and held 354 conversations with businesses and trader groups. This has provided a deep understanding of the impacted sectors and the most pressing, immediate needs. Information received from both the broader community and businesses has informed the development of the Surf Coast COVID-19 Recovery Assistance Guidelines.

At a Special Meeting of Council on 28 April 2020, Council endorsed a proposed budget for 2020-21 for the purposes of Section 127(1) of the Local Government Act 1989. The Draft Budget 2020-21 defers a number of planned initiatives to allow Council to incorporate \$1.768 million of Covid-19 specific initiatives. These initiatives recognise the emerging need for Council to support the community and businesses in the municipality to respond and recover from the Covid-19 pandemic.

The Draft Budget 2020-21 puts aside \$1 million to ensure that Council has capacity to provide support as needed, given that Council and the community is yet to fully understand the impacts of this pandemic and the policy responses implemented to mitigate the health impacts of the pandemic.

Council's Draft Budget 2020-21 is currently on exhibition until midday 28 May 2020, and is subject to final consideration by Council on 23 June 2020. This report has been prepared on the assumption that Council adopts a budget inclusive of the \$1 million support allocation for 2020-21 financial year.

Council's Long Term Financial Plan doesn't include any further allocation for COVID-19 support at this time. If additional allocations are deemed to be required by Council these will be subject to further consideration and resolution of Council.

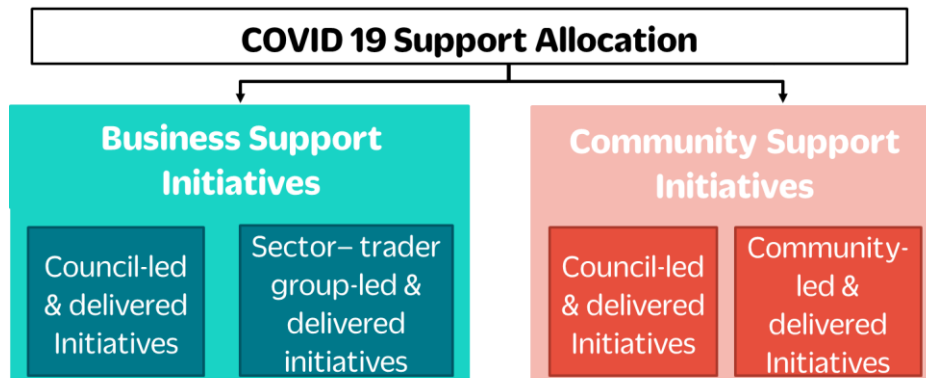
Discussion

Surf Coast COVID-19 Recovery Assistance Guidelines

The Emergency Management Manual Victoria (EMMV) is the guiding document for managing emergencies including pandemics and describes Councils are 'responsible for the coordination of local relief and recovery activities'. The EMMV outlines four environments of recovery: Social; Economic; Built; Natural. This pandemic has predominantly impacted the Social and Economic environments and these guidelines focus primarily on these environments - Business Support (Economic) and Community Support (Social).

6.2 Surf Coast COVID-19 Recovery Assistance Guidelines

Council's Surf Coast COVID-19 Recovery Assistance Guidelines outline a funding approach as follows:



The guidelines include:

- Guiding principles
- Recognition that initiatives may be Council-led and/or Community-led initiatives
- Assessment criteria – business support and community support (outlined below)
- Eligibility guide for organisations seeking funding
- Monitoring and evaluation approach



2019-20 Business and Community Support Initiatives

Officers have worked with businesses and community members responding to the COVID-19 pandemic since March. This work has identified the need to fund business support initiatives worth \$45,000 including a business mentor program and resources to support the 'Buy Surf Coast' campaign.

Community support initiatives this financial year are expected to total \$30,000. Initiatives funded to date include an allocation to all Surf Coast Shire Community Houses to respond to the pandemic, equipment to support local food relief, support for local communication such as technology subscriptions and print newsletters.

The initiatives could not have been foreseen at the time of setting the 2019-20 budget and so will result in an unbudgeted expenditure in the year.

6.2 Surf Coast COVID-19 Recovery Assistance Guidelines

Financial Implications

The \$1million COVID-19 Support Allocation is identified in Council's draft 2020-21 budget which is currently on public exhibition. It is subject to inclusion in the final budget to be adopted in June 2020.

Immediate response business and community support initiatives total \$75,000 and will be accommodated within the current year budget.

There are no financial implications associated with the adoption of the Surf Coast COVID-19 Recovery Assistance Guidelines. There will be financial implications arising from future proposals or funding rounds however these will be the subject of separate Council reports at the appropriate time.

Council Plan

Theme 1 Community Wellbeing

Objective 1.4 Provide support for people in need

Theme 4 Vibrant Economy

Objective 4.1 Support the creation and retention of jobs in existing and new businesses to meet the needs of a growing community

Strategy 4.1.1 Support and build capability of businesses and business / tourism groups

Theme 5 High Performing Council

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

Policy/Legal Implications

The Surf Coast COVID-19 Recovery Assistance Guidelines consider Council's recovery obligations in the Victorian *Emergency Management Act 2013*. There are 46 responsibilities and actions required of Victorian Councils in current emergency management legislation (such as *The Emergency Management Act 1986* and the *Country Fire Authority Act 1958*), regulations, policy (such as the Emergency Management Manual Victoria) and plans (such as the State Emergency Response Plan and State Emergency Relief and Recovery Plan).

The Department of Environment Land Water and Planning (DELWP) describe a council's role in economic recovery as 'Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities' DELWP describe a council's role in social recovery as 'The longer term provision of assistance and access to services that allows individuals, families and communities to achieve an effective level of functioning after an emergency event.'

Officer Direct or Indirect Interest

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

Risk Assessment

The guidelines seek to mitigate risks associated with a large funding allocation such as the \$1 million COVID-19 Support Allocation by providing a funding framework, principles, objectives and assessment criteria. The guidelines outline the assessment process which provides clarity and includes officer assessment providing advice to the Council to enable well considered funding decisions.

Social Considerations

Social recovery is one of the two focus areas in the Surf Coast COVID-19 Recovery Assistance Guidelines. Council has received feedback from the community that the pandemic has caused social isolation and mental health impacts.

The guidelines aim to improve community wellbeing through Council-led and delivered initiatives and Community-led initiatives. 'Community-led' is a National Recovery Principle outlined by the Australian Institute for Disaster Resilience.

6.2 Surf Coast COVID-19 Recovery Assistance Guidelines

Community Engagement

The Surf Coast COVID-19 Recovery Assistance Guidelines have been informed by engaging with the place based Community Support Groups, Traders Associations, Sector specific business groups and individual businesses in Surf Coast Shire.

Environmental Implications

There are no adverse environmental implications in considering this report and adopting these guidelines. Council's environmental policies will be adhered to in the delivery of the COVID-19 Support Allocation.

Communication

The guidelines will be communicated directly to Traders Associations, business owners and the place based Community Support groups that Council has established.

The adoption of the guidelines will be communicated to the wider community via Council's communication channels and local media.

Options

Option 1 – Adopt the Surf Coast COVID-19 Recovery Assistance Guidelines as attached at Appendix 1.

This option is recommended by officers as the guidelines are based on emergency management recovery policies and input from the business community and community leaders.

Option 2 – Adopt a different version of the Surf Coast COVID-19 Recovery Assistance Guidelines

This option is not recommended by officers as different guidelines may not align with expectation of business and community leaders and may not take into account relevant emergency management recovery policies.

Option 3 – Do not adopt the Surf Coast COVID-19 Recovery Assistance Guidelines

This option is not recommended by officers as this would not provide clarity and transparency to business and the community about how funding will be delivered from the COVID-19 Support Allocation.

Conclusion

The COVID-19 pandemic has brought significant hardship to Surf Coast Shire businesses and communities. The \$1million Support Allocation provides Council with the capacity will help address some of the issues caused by the pandemic. The guidelines have been informed by emergency recovery principles and policies and will help decision-making when allocating funding to initiatives over the coming months and years.

6.2 Surf Coast COVID-19 Recovery Assistance Guidelines

APPENDIX 1 SURF COAST COVID-19 RECOVERY ASSISTANCE GUIDELINES

Surf Coast COVID-19 Recovery Assistance Guidelines



1. Purpose

To provide a framework for designing funding opportunities, developing initiatives and assessing proposals that assist the Surf Coast Shire community to recover from COVID-19 pandemic.

2. Context

COVID-19 is an infectious disease caused by a Coronavirus. The virus emerged in Australia in early 2020 and is having significant impacts on health and economies at local, regional, national and international levels. The World Health Organisation declared a global pandemic on 11 March 2020 and a State of Emergency was declared in Victoria on 16 March 2020.

The COVID-19 pandemic and associated restrictions are impacting the lives and livelihoods of many ratepayers, residents and businesses across the Surf Coast Shire.

While an understanding of the full impacts of the pandemic is still emerging, Council is working closely with the residential and business communities and key organisations. These consultations (along with recognised state and federal recovery frameworks) have assisted in forming the guidelines to ensure Council support funding is directed to those activities and actions which will have the greatest impact and benefit.

The Draft Budget 2020-21 puts aside \$1 million to ensure that Council has capacity to provide support as needed. These funds may be used to support a range of initiatives. The allocation is subject to the adoption of the final budget, however the guidelines are developed on the draft budget to support a prompt response when the final budget is adopted.

3. Introduction

To enhance Council's ability to respond to support communities and businesses during and after the pandemic, Council established the following specific teams and functions:

- A Community Support Team (CST), working with Ward Councillors focussing on towns and localities to help people remain connected during and after the period of restriction, to raise issues and find solutions, and to inform Council of what is being experienced in local communities.
- An Economic Support Team (EST), working with partners to promote local businesses through the Buy Surf Coast website, responding to business queries and requests, disseminating relevant advice and gaining insights into the impacts on local businesses.
- An increased media and communications program, including increased presence in local newspapers and social media.

Community needs have emerged in the initial months of the pandemic and will continue to change as the focus shifts from relief to recovery. The recovery period may span years and Council's understanding of local needs will improve over time as those needs change also.

The capacity created by the allocations in the draft budget, provides flexibility for Council to both lead initiatives and support others to take the lead during the recovery. It allows for more immediate action and responses in the longer-term, possibly stretching beyond 2020-21, in accordance with research that finds that emergency recovery periods should be thought of in years rather than months.

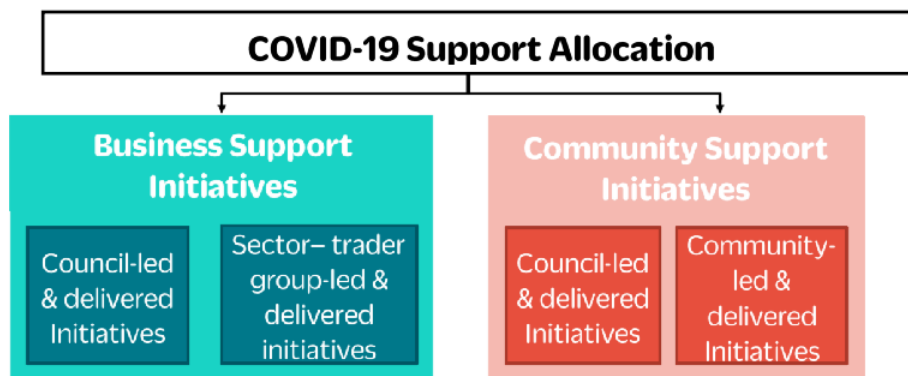
Surf Coast COVID-19 Recovery Assistance Guidelines



4. Funding Focus

The COVID-19 Support Allocation can support initiatives in two focus areas;

1. Business Support Initiatives. These can be Council-led and delivered or Business Sector / Trader Organisation-led and delivered initiatives.
2. Community Support Initiatives. These can be Council-led and delivered or Community-led and delivered initiatives.



5. Guiding Principles

When considering which initiatives will be delivered by Council's COVID-19 Support Allocation, the following nine principles will be taken into consideration. These principles will be used to assess and make decisions on Council-led and delivered initiatives and Business Sector / Community-led and delivered initiatives.

NEED - Support and recovery initiatives must address an evidence based issue(s) or deliver a new and better state not known before the pandemic. Initiatives should deliver broad community, business or industry sector benefit. Funding will not be considered for individual businesses or residents.

TIME - Recovery from this pandemic is likely to take years – Mental health, personal, financial and business impacts will exist long after the pandemic is over – so the support package should stretch over a 12 month period and potentially multiple years. This may require a staged approach to the use of funds so that recovery measures are not exhausted in the initial months. Initiatives funded should focus on having a lasting impact.

STRENGTH-BASED - Council needs to build on existing strengths and assets in communities and in the economy. Community Support initiatives must be able to demonstrate building community skills and capacity. Business support will not be a compensation package for particular businesses. Business support initiatives need to evidence clear return on investment outcomes for industry sectors impacted.

HELPING RECOVERY - Council's support package will primarily focus two pillars of recovery - Social Pillar (Community Support) and Economic Pillar (Business Support) and will comprise a spread of community-led initiatives and Council led activities.

Surf Coast COVID-19 Recovery Assistance Guidelines



BENEFITS - Initiatives that deliver multiple benefits - especially if there is a focus on a Council Strategic objective - will be highly considered. E.g. Addressing Climate Emergency or creating long term industry sector benefits. Initiatives must include benefit(s) measurement, which must demonstrate economic and social returns on investment.

PARTNERSHIPS - Initiatives that develop partnerships and avoid duplication will be highly considered.

DELIVERABLE – Initiatives that are well planned and known by Council will be considered if they align with the Support and Recovery Package Principles.

LOCAL - Business Support initiatives may focus on procurement methods benefit or benefit local supply chains or industry sectors evidenced to have been impacted.

EQUITY - Council's support and recovery package should deliver support across places and demographic profiles and geographic areas. Consideration should be given to vulnerable people or those unfamiliar with Council processes.

6. Council initiatives

Council seeks to understand key issues and opportunities as a result of the COVID-19 Pandemic.

Officers will develop well-considered and targeted initiatives in accordance with these guidelines. Such proposals will be assessed against the criteria outlined below.

Officer recommendations will be considered by the Council as the decision-making body.

7. Community and business funding opportunities

Council will open funding rounds seeking to attract proposals for assistance and support from within the business and wider communities. These will consider the allocation of Council funds to organisations to lead initiatives within the shire.

These guidelines do not prescribe the dates and number of funding rounds to allow flexibility for Council to respond to the needs of the community as the pandemic and recovery evolves.

From time-to-time Council may receive proposals from organisations outside of organised funding rounds. These will be considered in accordance with these guidelines.

The key elements of organised funding rounds are:

- Opportunities will be widely promoted through Council's communication channels, networks and local media.
- Applications will be made via Council's online grant system.
- Officers will be available to provide information to prospective applicants.
- Applications will be assessed against the funding criteria within these guidelines.
- A panel of Council officers will assess each application against the criteria.
- Officers will make recommendations on each application to the Council.
- The Council will determine the allocation of funds to applicants.
- Communication about funding decisions will be applicants directly and the wider community.

Surf Coast COVID-19 Recovery Assistance Guidelines



- Council and the applicant enter in to a funding agreement outlining the responsibilities and requirements of the grant.

8. Assessment Criteria

Applicants will need to demonstrate how the initiative delivers outcomes aligned to assessment criteria. The assessment criteria are the key objectives for Business Support and Community Support Initiatives.

Assessment criteria may be adjusted for different funding rounds as determined by the Council, however are expected to be broadly in line with those outlined below.

Outcome assessment will form a key component of all assessment processes and will be a feature of a measurement and evaluation framework for each initiative after it is completed.

Business Support Assessment Criteria

Assessment Criteria (Key objective)	Criteria Description
Benefits heavily impacted sectors in recovery	<ul style="list-style-type: none"> • Hospitality (cafes, restaurants, pubs etc.), non-food retail, accommodation, creative, tourism, surfing, beverage manufacturing, health & beauty, wellness. Initiatives from and /or including other sectors will be considered if an evidence based impact is established.
Provides broad industry support in a recognised area of need	<ul style="list-style-type: none"> • Expert advice/ assistance assists businesses to recover quickly and has the potential to increase their skill and or knowledge to a higher level than prior to the COVID-19 Pandemic.
Facilitates broad scale job outcomes during recovery	<ul style="list-style-type: none"> • Evidences the amount of long term jobs created as a result of the initiative; • Generates jobs in sectors that were impacted by the COVID-19 Pandemic as part of the initiative.
Stimulates economic expenditure in the Surf Coast (business to business – resident to business)	<ul style="list-style-type: none"> • Creates improved localised supply chains for Surf Coast Shire businesses. • Reduces leakage of discretionary expenditure by Surf Coast residents. • Generates expenditure in Surf Coast businesses from outside the municipality.
Markets Surf Coast Shire and stimulates length of stay and visitor expenditure	<ul style="list-style-type: none"> • Boosting visitation, overnight stays and expenditure (particularly off peak) from those outside Surf Coast Shire; • The opportunities where Surf Coast Shire or the host township can be promoted, the nature of this promotion and the marketing reach; • The level of involvement of local businesses; • The ability of the initiative to trigger repeat visitation to Surf Coast Shire; • Reinforce and or strengthen the desired 'brand' of the host township or Surf Coast Shire in a positive way.
Assists impacted sectors to transition services caused by COVID- 19 impacts	<ul style="list-style-type: none"> • Enables businesses to move into new markets and become more sustainable; • Enhances the digital capabilities of business sectors to connect with existing or new markets.

Surf Coast COVID-19 Recovery Assistance Guidelines



Assessment Criteria (Key objective)	Criteria Description
Creates long term industry sector benefits	<ul style="list-style-type: none"> Provides benefits that extend beyond the life of the initiative. Provides other identified benefits not listed above, which would significantly enhance the recovery phase of Surf Coast businesses.
Is a regional initiative that has clear benefits for Surf Coast Shire	<ul style="list-style-type: none"> Leverages off regional campaigns and/ or initiatives to deliver greater benefits for the Surf Coast than what would otherwise be achieved

Community Support Assessment Criteria

Assessment Criteria (Key objective)	Criteria Description
Builds and strengthens community connections.	<ul style="list-style-type: none"> How the initiative will create social gathering opportunities and the level to which it will achieve this; The level to which people of diverse backgrounds and ages are brought together; The ability of the initiative to forge positive new relationships/ connections within communities that are ongoing. Level of involvement by local volunteers;
Benefits broad range of community, with a specific focus on those experiencing disadvantage.	<ul style="list-style-type: none"> Evidence of how the initiative will positively impact the host community; Caters for needs of all abilities including people with disability Demonstrates positive impacts that will be sustained to many people. Provides positive environmental sustainable outcomes. Provides an element of environmental education or awareness for attendees.
Supports and enhances community leadership	<ul style="list-style-type: none"> Builds new skills and capabilities in community organisations enabling them to become more sustainable and self-sufficient. Encourages young people (under 18 years) to be involved in community life and initiatives.
Improves health and wellbeing of communities paying particular attention to mental health	<ul style="list-style-type: none"> Initiatives that contribute long term to healthier eating and active living. Reduces harmful drug and alcohol use and promotes tobacco free living. Takes a long term approach to supports people suffering hardship or experiencing poor mental health.
Supports creative responses in recovery	<ul style="list-style-type: none"> Supports the development of arts & culture and associated networks in the host township or greater Surf Coast Shire; Links attendees to culturally significant aspects of the host community/ies through the initiative and provides a point of celebration, reflection and connectivity. Builds sustainable activities that can last beyond a one off grant round.

Surf Coast COVID-19 Recovery Assistance Guidelines



9. Eligibility guide for organisations seeking funding

Organisations are eligible to apply for funding if they meet the following criteria:

- The organisation's initiative is:
 - Within Surf Coast Shire and will specifically benefit impacted residents, businesses or industry sectors of Surf Coast Shire; and
 - Able to demonstrate your initiative addresses a need as a result of the COVID-19 Pandemic;
- The organisation is either:
 - An incorporated, not-for profit organisation or commercial organisation; or
 - An unincorporated, not-for-profit organisation with an auspice arrangement* with an incorporated, not-for profit organisation; or
 - An organisation with an ABN or have an *auspice arrangement (the initiative must not be for an individual);
- The organisation is a regional organisation with a clear link to the Surf Coast Shire;
- The organisation's initiative may include other municipalities, but must have a dominant and/or distinct component in Surf Coast Shire;
- The organisation's initiative meets and addresses the Assessment Criteria outlined in Section 8 of these guidelines;
- The organisation has spoken to the Community Support Team or Business Support Team prior to submitting an application.

** Auspicing allows not-for-profit, incorporated organisations to accept grant funding on behalf of organisations who are not incorporated. The auspice organisation responsibilities can be explained by grant contact officers and will be included in funding agreements.*

Those ineligible to apply for funding under the COVID-19 Support Program are:

- Organisations, groups, bodies, or businesses:
 - that are outside of the Surf Coast Shire Council (unless the initiative is for the specific benefit of residents and businesses within Surf Coast Shire).
 - which are not planning to undertake the initiative in the Surf Coast Shire.
 - who cannot demonstrate adequate levels of governance.
 - seeking compensation and or payment for a specific item (eg. Council rates, utilities, mortgage payments etc, loss of revenue due to COVID-19 restrictions).
 - seeking compensation and or payment for a capital item (eg. footpath, bridge, building etc) .
- Individuals are not eligible to apply.

10. Monitoring and Evaluation

Council's approach will be guided by the *National Disaster Recovery Monitoring and Evaluation Framework for Disaster Recovery Programs* developed by the Australian and New Zealand School of Government.

Officer or community initiatives will be required to identify:

- Proposed outcomes

Surf Coast COVID-19 Recovery Assistance Guidelines



- Activities used to achieve the outcomes
- Outcome indicators
- Methods of data collection

Evaluation of outcomes will be required at the completion of a program or initiative (if data is available at that time) or at a later date by agreement.

Funding may be required to support monitoring and evaluation, commensurate with the level of funding allocated to the program or initiative.

Evaluation findings will be captured and used for the purpose of informing future decision-making.

7. URGENT BUSINESS

Nil

8. PROCEDURAL BUSINESS

8.1 Instrument of Appointment and Authorisation - Planning and Environment Act 1987

Author's Title: Governance Officer

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/223-2

Division: Governance & Infrastructure

Trim No: IC20/89

Appendix:

1. S11A Authorisation - (Planning and Environment Act 1987) (D19/77588)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Status:

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

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to seek Council's endorsement for authorised officers under the *Planning & Environment Act 1987* through the updated Instrument of Authorisation and Appointment ('the instrument'). This request results from recent staff changes.

Summary

The Chief Executive Officer appoints the majority of authorised officers under Council's delegation to the Chief Executive Officer. However, the appointment of authorised officers under the *Planning and Environment Act 1987* cannot be delegated and must be made through resolution of Council.

The attached instrument has been updated due to staff changes. The instrument has been amended accordingly.

The updated instrument of appointment and authorisation under the *Planning and Environment Act 1987* is attached for Council's endorsement.

Recommendation

That Council, in the exercise of the powers conferred by section 313 of the *Local Government Act 2020* and the legislation referred to in the attached Instrument of Appointment and Authorisation ('the instrument'), resolves that:

1. The members of Council staff referred to in the instrument as shown in Appendix 1 be appointed and authorised as set out in the instrument.
2. The Chief Executive Officer is authorised to execute the instrument by affixing the common seal in accordance with Local Law No. 2 of 2019 Council Meeting Procedures & Common Seal.
3. The instrument comes into force immediately upon execution and remains in force until Council determines to vary or revoke it.
4. The previous instrument, dated 21 January 2020, is revoked.

Council Resolution

MOVED Cr David Bell, Seconded Cr Margot Smith

That Council, in the exercise of the powers conferred by section 313 of the *Local Government Act 2020* and the legislation referred to in the attached Instrument of Appointment and Authorisation ('the instrument'), resolves that:

1. The members of Council staff referred to in the instrument as shown in Appendix 1 be appointed and authorised as set out in the instrument.
2. The Chief Executive Officer is authorised to execute the instrument by affixing the common seal in accordance with Local Law No. 2 of 2019 Council Meeting Procedures & Common Seal.
3. The instrument comes into force immediately upon execution and remains in force until Council determines to vary or revoke it.
4. The previous instrument, dated 21 January 2020, is revoked.

CARRIED 9:0

8.1 Instrument of Appointment and Authorisation - Planning and Environment Act 1987

Report

Background

The appointment of authorised officers under the *Planning and Environment Act 1987* cannot be delegated and must be made through resolution of Council.

Discussion

Officers authorised to act under the *Planning and Environment Act 1987* have authorisation to enter sites, gather evidence or serve legal notices, etc. if required, as appropriate to their level of experience and qualifications.

The specific authorisations provided through this instrument include:

1. under section 147(4) of the *Planning and Environment Act 1987* – appointment as an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 313 of the *Local Government Act 2020* authorisation generally to institute proceedings for offences against the Act and/or any regulations.

The attached instrument has been reviewed and updated.

Summary of changes:

The attached instrument has been updated following recent staff changes.

Financial Implications

Not applicable.

Council Plan

Theme	5 High Performing Council
Objective	Nil
Strategy	Nil

Policy/Legal Implications

The appointment of authorised officers under the *Planning and Environment Act 1987* ensures Council is compliant with the legislation and that officers are able to carry out their enforcement roles.

Officer Direct or Indirect Interest

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

Risk Assessment

The appointment of authorised officers under the *Planning and Environment Act 1987* ensures Council is compliant with the legislation and that officers are able to carry out their enforcement roles.

Social Considerations

Not applicable.

Community Engagement

Not applicable.

Environmental Implications

Not applicable.

8.1 Instrument of Appointment and Authorisation - Planning and Environment Act 1987

Options

Option 1 – Endorse the updated instrument

This option is recommended by officers as it will ensure the selected officers are appropriately authorised under the *Planning & Environment Act 1987*.

Option 2 – Not endorse the updated instrument

This option is not recommended by officers as it will limit the authorisations and authority of selected officers.

Communication

The relevant parties will be notified and the Public Register of Authorised Officers updated.

Conclusion

By authorising the relevant officers to act under the *Planning and Environment Act 1987* Council will ensure they have the required authority to carry out their roles within legislated requirements.

8.1 Instrument of Appointment and Authorisation - Planning and Environment Act 1987

APPENDIX 1 S11A AUTHORISATION - (PLANNING AND ENVIRONMENT ACT 1987)



**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means –

Adam Lee	Karen Hose
Andrew Hewitt	Leah Protyniak
Anthony (Tony) Rolfs	Luke Shanhun
Barbara Noelker	Maggie Juniper
Ben Schmied	Michelle Warren
Bianca Wilkin	Nick Helliwell
Brendan Walsh	Rhonda Gambetta
Callum Thompson	Robert Pitcher
Cameron Hayes	Rochelle Humphrey
Carol Mitchell	Roger Curnow
Claire Cowan	Samantha Natt
Daniel Gorell	Sarah Farrer
David Simon	Sarah Smith
Donna Groves	Sean Jackson
Emma Monteath	Shaun Barling
Gerard McCann	Stuart McLay
Isabelle Spinks	Tim Waller
Jayde Whitten	Trent Blackmore
Jennifer Davidson	Trevor Britten
John Bauer	Trevor Doueal
Joshua O'Connor	Wayne Sandars
Karen Campbell	William (Bill) Cathcart

By this instrument of appointment and authorisation Surf Coast Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Surf Coast Shire Council pursuant to the Council resolution dated 26 May 2020.

The COMMON SEAL of SURF COAST)
SHIRE COUNCIL was affixed in the)
presence of:)

.....
Chief Executive Officer

.....
Mayor/Deputy Mayor

8.2 Advisory Committee Minutes

Author's Title: Governance Officer

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/221-2

Division: Governance & Infrastructure

Trim No: IC20/263

Appendix:

1. Bells Beach Advisory Committee Meeting Minutes – 28 October 2019 (D20/51692)
2. 25% by 2020 Renewable Energy Taskforce Advisory Committee Minutes - 6 February 2020 (D20/24730)
3. Audit and Risk Committee Meeting Minutes - 18 February 2020 (D20/40558)
4. Municipal Emergency Management Planning Committee Minutes - 5 March 2020 (D20/38683)
5. Positive Ageing Advisory Committee Minutes - 6 March 2020 (D20/41939)
6. Positive Ageing Advisory Committee Minutes - 17 April 2020 (D20/65522)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

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. Bells Beach Advisory Committee Meeting Minutes – 28 October 2019
2. 25% by 2020 Renewable Energy Taskforce Committee Minutes – 6 February 2020.
3. Audit and Risk Committee Meeting Minutes – 18 February 2020
4. Municipal Emergency Management Planning Committee Minutes - 5 March 2020
5. Positive Ageing Advisory Committee Minutes - 6 March 2020
6. Positive Ageing Advisory Committee Minutes – 17 April 2020

Council Resolution

MOVED Cr Martin Duke, Seconded Cr Clive Goldsworthy

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

1. Bells Beach Advisory Committee Meeting Minutes – 28 October 2019
2. 25% by 2020 Renewable Energy Taskforce Committee Minutes – 6 February 2020.
3. Audit and Risk Committee Meeting Minutes – 18 February 2020
4. Municipal Emergency Management Planning Committee Minutes - 5 March 2020
5. Positive Ageing Advisory Committee Minutes - 6 March 2020
6. Positive Ageing Advisory Committee Minutes – 17 April 2020

CARRIED 9:0

8.2 Advisory Committee Minutes

APPENDIX 1 BELLS BEACH ADVISORY COMMITTEE MEETING MINUTES – 28 OCTOBER 2019



**MINUTES FOR THE BELLS BEACH COMMITTEE
MEETING 16
28 October 2019, Shire Offices
5.45 PM – 7.38 PM**

PRESENT:

Committee members: Jane Currie (Chair), Andrew Cherubin, Cahill Bell-Warren, Graeme Stockton, Adam Robertson, Hugh Gorman, James Dean, Cr David Bell, Cr Marin Duke

Supporting Officers: Rowan Mackenzie (Manager until 6.35pm, Environment & Community Safety), Kate Smallwood (Coordinator, Environment, SCS), Leigh Irvine (Project Manager, SCS) and Gabrielle O'Shea (Environment Officer, SCS).

APOLOGIES: Dave Matthews, Corrina Eccles

DECLARATIONS OF PECUNIARY INTEREST:

NA

1. Welcome

Welcome by Jane. Minutes of the meeting of 15 July 2019 were approved.
Actions addressed.

2. Great Ocean Road Coasts and Parks Authority

Manager Environment & Community Safety, SCS, gave an overview of Council's understanding of the establishment of the new authority:

- The transition process is being managed by the Department of Environment, Land, Water and Planning
- land currently managed by the Great Ocean Road Coast Committee and the Otway Coast Committee will be the first to be transferred to the authority
- Parks Victoria managed land will form stage 2
- Land managed by local government will be stage 3.
- Council will be considering the establishment of the Authority at the November meeting and will then be advising DELWP of Council's view on the management of Bells.
- The Environment Minister will make the final determination.

There was a lot discussion around future management of Bells. Matters discussed included:

- Funding arrangements
- Potential loss of relationship with locals
- Management direction beyond the five year life of the updated coastal and marine management plan is unknown
- Will there be a community committee?
- Community committee is vital
- Will money earned from the coast here be spent outside of the district?
- What are the agendas and priorities of the new authority?
- Important issues remain such as carrying capacity
- Are there options – eg stay with Council, Bells Beach Committee stays even if the land is managed by the new Authority?

Committee Position: The Bells Beach Committee adopts a precautionary approach to the new Authority and does not support management of Bells being handed over until there is a better understanding of how the Authority will function. If Bells is to be managed by the Authority the community committee should be retained along with the vision, core values and guiding

2

principles. The BBC supports the delivery of the coastal and marine management plan for its full term ie 5 years from approval of the update.

3. Coastal and Marine Management Plan engagement results

Coordinator Environment, SCS, provided the Committee with an overview of the results of the feedback received during the public exhibition of the draft update of the Bells Beach Surfing Recreation Reserve Coastal and Marine Management Plan update.

The full results will be released with the final plan ahead of the November 2018 Council meeting.

4. Proposed section of elevated pathway

The proposed section of elevated pathway was discussed in more detail as it came into focus during the last days of the public exhibition period for the draft coastal and marine management plan when an altered image of the artist's impression was widely shared. This altered image included many not to scale people (around 3m in height) in high visibility colours and was closely linked to a spike of responses.

A lengthy discussion was held on the pathway and Committee members expressed many different views on aspects of the proposal. The following is a list of some of the views expressed (though not necessarily shared):

- The pathway would be a viewing platform attracting more people to a different part of the reserve. More visible and resulting in more litter.
- The pathway would not result in any change to visitor numbers.
- Users were not so worried once the proposal was explained in more detail.
- Were people aware of the potential environmental benefits?
- Would prefer the floor height to be no more than 500mm.
- If lower than the proposed design, it would still be necessary to construct a temporary structure over the top for the Rip Curl Pro.
- The World Surf League did not request the pathway – they will continue to build a temporary structure each year if this isn't built.
- Removing the concrete would be an improvement.
- Plants not likely to grow well beneath the pathway.
- Better for wildlife movement.

The discussion was very thoughtful and appreciated. There was no consensus view from the Committee at the end of the discussion.

5. Finalising the Coastal and Marine Management Plan

Council will be briefed on the matter ahead of the November Council meeting. Officers are proposing to include construction of a section of elevated pathway in the final coastal and marine management plan that goes to Council, but the final decision lies with Council.

2

3

6. Other business

a) Torquay Boardrider dates for 2020

Torquay Boardriders submitted dates for their 2020 events. These fit in with the policy and will be posted on Council's website shortly.

Meeting close: 7.38 pm.

NEXT MEETING – TBC

3

8.2 Advisory Committee Minutes

**APPENDIX 2 25% BY 2020 RENEWABLE ENERGY TASKFORCE ADVISORY COMMITTEE
MINUTES - 6 FEBRUARY 2020**

25% BY 2020 RENEWABLE ENERGY TASKFORCE
Meeting Minutes – 6 Feb 2019



Date: 6 February 20120
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, , Maxine Bazeley, Doug Rolfe, Kate Sullivan (Barwon Water – for Seamus Butcher), Sally Groom

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

Apologies:

Renewable Energy Taskforce: Gareth Bellchambers, Chloe Messner, Aman Oo, Julie Dingle, Leon Walker, Katie Walker, Seamus Butcher, Cr Margot Smith

Council Staff: Keith Bailie (CEO), Ransce Salan (General Manager Environment & Development)

Welcome and introductions

Scott Ferraro welcomed all and apologies were noted.

It was noted that Zoe Roloff has resigned from the Task Force.

Update on Renewable Energy Program

Council officers advised that current data indicates energy consumption in the Shire from renewable energy sources sits between 13% and 14%, however confirmation is pending updated data from Powercor and the Australian Photovoltaic Institute.

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

- Powered by Positive Facebook advertising campaign continues to provide value. A refresh will take place to update the content of the three campaigns for the second half of the campaign.
- Council is currently seeking quotations to install an additional 135 kW solar capacity at four different Council sites by end of financial year. In addition, a budget bid has been submitted to install an additional 85kW next financial year across five Council sites. This bid also includes funding to establish an energy monitoring system to enhance Council's ability to track and monitor the performance of the installed solar systems.
- Council is currently seeking quotation for an independent review of its corporate emissions profile to be completed over the next two months.
- Council is currently in discussion with Sustainability Victoria regarding a funding opportunity that could assist with the commercial engagement project, including the possibility to use this funding to enable the solar audit component to be reconsidered as an inclusion.
 - The estimated top commercial user list developed by the Task Force was presented to the group.
 - As discussed in previous meetings, the Task Force reiterated their advice that targeted engagement is the best approach, with more success likely with businesses that also

own their premises rather than rentals and smaller operators rather than larger chain organisations

Actions:

- Council officers to seek guidance around top commercial users from Powercor and circulate a refined list to be targeted as part of the commercial engagement

Update on Council's Climate Emergency Response planning

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

The Draft Climate Emergency Response Short Term Action Plan was circulated and the Task force provide the following advice:

- The key directions of adaption, mitigation and empowerment in the plan are appropriate, as is the organisational wide response.
- Consideration should be given as to how the outcomes are measured and tracked, or if there is a need to rank and prioritise actions.
- Advocacy should form an important priority component of the Climate Emergency response planning.

Actions:

- If Task Force members have any further advice on the Short Term Corporate Action Plan (keeping in mind the criteria of actions that can be delivered within existing resources and by end of financial year), they should feed this back to Council's Climate & Sustainability Officer and the Environment and Sustainability Coordinator for consideration for inclusion in plan updates.

A workshop activity was completed examining the priorities and the delivery of the longer-term Strategic Corporate Action Plan and the community focussed response planning. The following feedback was received from the Task Force as to things that should be considered in the plans.

Strategic Corporate Action Plan

- Council should be open to innovation and act as a leader and earlier adopter of new ideas.
- Opportunities to partner with the corporate sector and other regional partners should be explored.
- Procurement policy should be updated to ensure that climate change and environmental considerations are included in all procurement decisions and that there is a focus on sourcing local and sustainable products.
- Ensure that Council decision making processes incorporate environmental, climate change and social considerations such as community health and well-being.
- Council should be willing to accept longer term rates of returns on projects than previously if there is positive outcomes for the environment and community.
- Exploring ways to offset the carbon emissions produced at the landfill should be a priority, including investigation options to establish a "a carbon drawdown fund" to implement local projects, such as kelp farming, regenerative farming, tree planting, etc
- Council should have a continued active role in supporting community energy initiatives
- Environmentally Sustainable Design (ESD) principles should be incorporated into all new Council buildings
- As per previous Task Force advice, opportunities to improve ESD through the planning scheme, including a possible amendment to the local planning scheme, should be considered to ensure environmental outcomes and climate change considerations are addressed (The City of Greater Geelong has made progress on this)
- A plan to replace Council's fleet with electric vehicles and to assist in a municipal wide transition to electric vehicles by installing community charging stations should be developed

- Landfill gas to energy opportunities should be revisited, including opportunities to generate electricity and hydrogen
- An active transport strategy that gives community member's transport options and encourages more walking, cycling and public transport
- Assist communities to adapt to impacts of climate change through resilient community facilities and cooler/greener streetscapes
- Greater adoption of integrated water management principles and consideration as to how Council's stormwater system can play a role in climate change adaption and mitigation. Better stormwater outcomes for local waterways should be developed, including planting and constructing raingardens and wetlands to improve stormwater quality, create habitat and drawdown carbon.
- Continued roll out of organic separation from landfill, including consideration of commercial waste and introduction of enforcement/compliance measures for kerbside and commercial bins.
- Actions to support recycled and more environmentally friendly materials in construction projects (e.g. hempcrete, recycled plastics in roads, etc)

Community focused response planning

- There is a strong need to engage with the wider community as to the structure of the community response plan as the Climate Emergency was initiated by the public. Climate change mitigation and adaption is in the forefront of the community's minds following the bushfire season and this momentum should be leveraged.
- The plan should seek to celebrate local success stories through avenues such as the Council websites
- The plan should seek to help households explore sustainability initiatives such as a renewable energy options, transitioning away from household gas and growing your own food
- Community transport should be a focus, including disincentives for car use

Actions:

- As the approach for developing community responses is developed, Council officers will circulate it for comment (likely to be out of session as we'll need feedback prior to the next Task Force meeting)

Update on Council's Corporate Targets project

Council officers provided an update on progress to date on the Climate Emergency declaration. The Task Force provided some reflections and feedback. A separate document is to be circulated for the Task Force to seek further feedback and consolidate the advice around the emissions and energy targets.

Action: Council officers to circulate document detailing current direction of corporate targets and seeking feedback from Task Force

Check-in on how the Climate Emergency declaration relates to the work of the Task Force

A standing agenda item has been added to the Task Force meeting to reflect on the work of the Task Force and how it relates to the Climate Emergency response planning. Task Force were happy to maintain current arrangement and continue acting as sounding board for ideas emerging through the response planning.

Next meeting:

Date: 16 April (TBC)
Time: 4.45 – 7.30pm
Location: Surf Coast Shire Offices

8.2 Advisory Committee Minutes

APPENDIX 3 AUDIT AND RISK COMMITTEE MEETING MINUTES - 18 FEBRUARY 2020



Minutes

Meeting of the Audit and Risk Committee
Tuesday, 18 February 2020

Held in the
Council Chambers
1 Merrijig Drive, Torquay
Commenced at 9am

MINUTES FOR THE AUDIT & RISK COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBERS, 1 MERRIJIG DRIVE, TORQUAY
ON TUESDAY 18 FEBRUARY 2020 COMMENCED AT 9AM

PRESENT:

Committee Members:

Melissa Field (Chair) (Term expires 31/01/2020)
Brian Keane (Term expires 31/01/2020)
John Gavens (Term expires 26/01/2022)
Debra Russell (Term expires 26/01/2022)
Cr Martin Duke

In Attendance:

Keith Baillie – Chief Executive Officer
Anne Howard – General Manager Governance & Infrastructure
John Brockway – Manager Finance
Maureen White – Acting Manager Governance & Risk
Mark Wilson – Coordinator Risk Management & Legal Services
Zoe Eastick – Administration Officer – Governance (Minutes)
John Bertoldi - Strategic Asset Manager
Travis Nelson - Manager Facilities and Open Space Operations
Joel Christidis (VAGO)

APOLOGIES:

Committee Resolution

MOVED Mr Brian Keane, Seconded Mr John Gavens

That apologies be received from Cr Goldsworthy, Wendy Hope and Linda Lim.

CARRIED 5:0

CONFIRMATION OF MINUTES:

Committee Resolution

MOVED Mr Brian Keane, Seconded Ms Debra Russell

That the Audit and Risk Committee note the minutes of the meeting held on 19 November 2019 as a correct record of the meeting.

CARRIED 5:0

CONFLICTS OF INTEREST:

None declared.

BUSINESS:

1. OUTSTANDING ISSUES & ACTIONS	4
1.1 <i>Outstanding Issues and Actions Report</i>	4
2. PRESENTATIONS	6
2.2 <i>Digital Transformation Update</i>	6
2.1 <i>Chief Executive Officer's Update</i>	7
3. RISK MANAGEMENT	8
3.1 <i>Enterprise Risk Management Report February 2020</i>	8
3.2 <i>Fraud & Corruption Strategies</i>	9
3.3 <i>Integrity Agency Reports - October to December 2019</i>	15
4. AUDIT REPORTS	16
4.1 <i>Internal Auditor Status Report (NTT Pty Ltd)</i>	16
4.2 <i>External Auditor's Update (Victorian Auditor General's Office)</i>	17
5. FINANCIAL REPORTS	18
5.1 <i>December 2019 Quarterly Finance Report</i>	18
5.2 <i>VAGO sustainability indicators</i>	25
5.3 <i>2019-20 Forecast update</i>	29
6. OTHER REPORTS	30
6.1 <i>Governance Improvements/Reform Program</i>	30
7. ADMINISTRATIVE MATTERS	32
7.1 <i>Next Meeting Date and Proposed Agenda Outline</i>	32
7.2 <i>Change to Planned September Audit and Risk Committee Meeting</i>	34
8. REPORTS FOR NOTING	35
8.1 <i>Public Interest Disclosures - Management Policy and Procedure</i>	35
8.2 <i>Quarterly Program Status - October to December 2019</i>	37
8.3 <i>Workplace Health and Safety Report - Quarter 2 - 2019 / 20</i>	42
8.4 <i>Business Improvement Program - Status Update</i>	43
9.1 <i>Confidential CEO and Councillor Matters Update</i>	44

1. OUTSTANDING ISSUES & ACTIONS

1.1 Outstanding Issues and Actions Report

Charter Reference: 9.2.3

Author's Title: Administration Officer
Governance

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/145-2

Division: Governance & Infrastructure

Trim No: IC20/84

Appendix:

1. Audit and Risk Committee Outstanding Issues and Actions Report - Proposed New Template (D20/21951)
2. Audit and Risk Committee Outstanding Items - Status Log February 2020 (D20/25641)

Officer Direct or Indirect Conflict of Interest:
In accordance with Local Government Act 1989 –
Section 80C:

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to provide an update on progress made against action items identified through previous audit reports and Audit and Risk Committee meetings.

In response to Outstanding Committee Action 6, initiated at the 19 November 2019 meeting, John Bertoldi and Travis Nelson will attend this meeting to answer any questions relating to Outstanding Audit Action 1: "Audit Recommendation Update – Risk Assessment and Action Plans of Buildings (Building and Facilities Management Review Audit – August 2018)".

Discussion

Items notified as completed are shaded in grey and will be removed from the report after this meeting (if a single standing item) or when the whole of that section has been completed.

In response to Outstanding Committee Action 5, amendments to the Outstanding Issues and Actions Report are being proposed (appendix 1). Outstanding actions have been transferred into an Excel spreadsheet, and audit recommendations and committee actions have been separated into two distinct reports. Additionally, a quarterly report of the outstanding audit recommendations will be issued to the EMT by the Governance Team. These proposed changes will enable staff to track their actions more efficiently and allows for greater transparency with due dates pending and revised. The report to the EMT will also increase accountability, and is intended to improve the management of outstanding actions, as per discussion at the 19 November 2019 meeting.

Recommendation

That the Audit and Risk Committee:

1. Notes the Outstanding Issues and Actions Report.
2. Approves the document presented in Appendix 1, as the standard for future reporting.

Meeting Discussion

The committee was informed about the updates to the reporting which includes quarterly EMT reporting.

The committee suggested that 'opportunity' items do not need to be carried over for long periods and supported their deletion if not actioned within a year.

Actions

Nil

1.1 Outstanding Issues and Actions Report

Committee Resolution

MOVED Mr Brian Keane, Seconded Cr Martin Duke

That the Audit and Risk Committee:

1. Notes the Outstanding Issues and Actions Report.
2. Approves the document presented in Appendix 1, as the standard for future reporting.

CARRIED 5:0

2. PRESENTATIONS

2.2 Digital Transformation Update

Charter Reference: 9.9.6

Author's Title: Administration Officer
Governance

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/145-2

Division: Governance & Infrastructure

Trim No: IC20/100

Appendix:

1. DT Program Monthly Dashboard - January 2020 (D20/25654)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

John Bertoldi and Travis Nelson left the meeting at 9:10am.
Keith Baillie arrived at 9:12am.

Purpose

To receive an update on the digital transformation strategy.

Recommendation

That the Audit and Risk Committee notes the digital transformation update.

Meeting Discussion

The committee was informed of a Civica (version 7.1) update which is scheduled to go-live on 3 April 2020. The date was re-scheduled from January 2020, after officer testing revealed some issues that Civica are currently addressing.

The committee noted that the issues log on the dashboard doesn't reflect significant issues discussed. Officers confirmed that the issues log reflects program issues rather than project issues, and noted that an improvement would be to escalate significant project issues through to the program dashboard report.

Actions

Officers to update the DT Dashboard to reflect major/significant project issues.

Committee Resolution

MOVED Mr John Gavens, Seconded Ms Debra Russell

That the Audit and Risk Committee notes the digital transformation update.

CARRIED 5:0

2.1 Chief Executive Officer's Update

Charter Reference: N/A

Author's Title: Chief Executive Officer

CEO: Keith Baillie

Department: Office of the CEO

File No: F18/145-2

Division: Office of the CEO

Trim No: IC20/101

Appendix:

Officer Direct or Indirect Conflict of Interest:
In accordance with Local Government Act 1989 –
Section 80C:

Yes

No

Reason: Nil

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

Yes

No

Reason: Nil

Purpose

To receive an organisational update from Keith Baillie, Chief Executive Officer.

Recommendation

That the Audit and Risk Committee notes the Chief Executive Officer's update.

Meeting Discussion

The CEO provided an update to the committee which is summarised below:

1. Strong start to the year with several major activities and continuation of Council's reform program.
2. Extreme fire danger day on 30 December, led to cancellation of Falls Festival and significant review of improvement opportunities.
3. Council resolved to undertake an aquatic feasibility study based for what can be built for the \$30m of committed grants.
4. VEC has issued preliminary report for Surf Coast Shire Subdivision Review; submissions are due 12 March.
5. Council has commenced budget cycle, including an update of long term financial plan and preparing a financial strategy summary.
6. Council's implementation of Business Improvement program changes to its fitness classes has become a high profile issue.
7. Race Torquay was a major success, albeit with some opportunities for improvement for traffic management.
8. Mayor has been reappointed to the Local Government Minister's Mayoral Advisory Panel.
9. Councillors briefed on Novel Coronavirus response, noting that Council has Pandemic Response Plan although this is not yet required.

Actions

Add on SCS website: Council's process of awarding community grants.

Committee Resolution

MOVED Mr Brian Keane, Seconded Cr Martin Duke

That the Audit and Risk Committee notes the Chief Executive Officer's update.

CARRIED 5:0

3. RISK MANAGEMENT

3.1 Enterprise Risk Management Report February 2020

Charter Reference:

Author's Title: Coordinator Risk Management & Legal Services **General Manager:** Anne Howard

Department: Governance & Risk **File No:** F18/205-2

Division: Governance & Infrastructure **Trim No:** IC20/201

Appendix:

1. Enterprise Risk Management Report February 2020 (D20/22310)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to present the Enterprise Risk Management Report.

Discussion

1. Introduce Mark Wilson as the new Coordinator Risk Management & Legal Services.
2. The modified Business Continuity plans have been distributed to the Leadership Group including USB sticks and car kits.
3. The strategic risk review is approximately 75% complete with work continuing with the Risk Owners and EMT.
 - a. Six of the current strategic risks have been retained.
 - b. Four strategic risks will be moved to operational risks.
 - c. Ten strategic risks will be archived.
 - d. Eight operational risks will be archived.
 - e. There will be 17 strategic risks and a total of 90 risks in the risk register.

Recommendation

That the Audit & Risk Committee notes the Enterprise Risk Management Report as presented.

Meeting Discussion

Mark Wilson was introduced to the committee as the new coordinator of Risk Management & Legal Services.

The committee questioned the best way to involve Councillors in the process and officers will discuss this offline.

The Chair requests that any updated risks are clearly identified in the next report to the committee.

The committee thanked Maureen White for her work over the years and she was wished well for her future.

Actions

Officers to consider how Councillors might be included in the review process.

Committee Resolution

MOVED Mr Brian Keane, Seconded Mr John Gavens

That the Audit & Risk Committee notes the Enterprise Risk Management Report as presented.

CARRIED 5:0

3.2 Fraud & Corruption Strategies

Charter Reference: 9.8.1

Author's Title: Manager Governance & Risk

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/145-1

Division: Governance & Infrastructure

Trim No: IC19/2073

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Purpose

The purpose of this report is to provide an update in relation to Council's fraud prevention strategies and programs, including training and development.

Discussion

The following is a list of strategies and programs, with any updates since the last report being noted in the final column.

Strategy/ Program	General Summary	Progress Since Last Report
Staff Code of Conduct	This is a first reference point and guide for all matters involving conduct and ethics and is intended to raise awareness amongst staff and contractors to enhance their understanding of their roles and responsibilities.	No updates to Staff Code of Conduct.
Councillor Code of Conduct	Sets out the standards of behaviour required by Councillors and explains the mechanisms for dealing with any alleged breaches of the Code, including internal and external routes.	No updates to Councillor Code of Conduct. Local Government Bill 2019 foreshadows changes and a standardised Code is expected.
Detection	Finance department runs a series of reports twice yearly that are aimed at detecting fraud eg bank account changes and purchase orders changed after invoice etc.	The Finance Manager provided a paper to the September 2019 ARC meeting outlining reports that Council runs to identify fraud. This will now be provided regularly.
Reporting	Staff are informed how to report fraudulent activity during mandatory fraud training. A process is in place to direct investigation of complaints which could include internal or external investigation/reporting. Processes to protect those making protected disclosures are also in place.	A fraud checklist was circulated to managers for completion at the end of FY2019 with these being completed and captured in the records database. Any issues have been investigated and followed up.

3.2 Fraud & Corruption Strategies

Strategy/ Program	General Summary	Progress Since Last Report
IBAC Mandatory Notification	Requirement that the CEO reports suspected or actual corrupt conduct to IBAC without delay.	One minor incident was highlighted in the reporting period and reported to IBAC. The register has been updated.
Council's Fraud Control Policy	Fraud Control Policy and Procedure. This was developed with reference to the Australian Standard on Fraud and Corruption Control (AS 8001 – 2008). The Fraud Control Policy and Procedure covers: Application Definitions Roles and Responsibilities Education and Awareness Control Planning Prevention Detection Response.	Policy was reviewed and updated by Council in late 2018.
Fraud and Corruption Control Plan	Fraud and Corruption Control Plan was recently reviewed and is currently going through the process of adoption by Council. Managers continue to review fraud risks and the effectiveness of treatment plans. They are prompted by the PAN system (serious – at least monthly, high risk – at least 3 monthly, medium risk – at least 6 monthly and low risk – annually)	The Plan was reviewed and updated in 2018.
Cyber Security	A cyber security internal audit was conducted and the recommendations are being implemented.	During 2019 Council experienced attempts to defraud the organisation via bogus requests to change supplier and staff bank account details. Processes in place to counter this were effective. Cyber awareness training has been rolled out to all staff in 2019 through iLearn. A cyber exercise was run in 2019 and the learnings communicated to all staff. Added to ARC Charter for discussion.

3.2 Fraud & Corruption Strategies

Strategy/ Program	General Update	Progress Since Last Report
<p>Fraud Awareness Training</p>	<p>The Governance team has developed a fraud awareness training package. This has been rolled out to all existing and will continue to be sent to new staff. A program of refresher training is also being developed.</p> <p>Face to face training was carried out for community care workers in 2017 and this will continue for other staff without computer access.</p>	<p>An online fraud awareness training package is being rolled out to staff with a 96% completion rate.</p> <p>Reminder alerts for learners and their managers have been set up to ensure completion of mandatory training. Governance and Risk will monitor and report non-completion to management.</p>
<p>Protected Disclosure Policy and Training</p>	<p>The Protected Disclosure Policy, which provides a mechanism to report fraudulent activity, was reviewed in light of the IBAC audit, and the updated, more user-friendly version communicated to the organisation via email and the Shire Wire. A copy is also available on the website for the community, along with guidelines.</p> <p>There have been no protected disclosures in the previous 12 month period.</p> <p>Council's Protected Disclosure Policy and Guidelines were reviewed in July 2017.</p>	<p>Replaced by a Public Interest Disclosure regime in January 2020. The policy and guidelines have been updated.</p> <p>Training is being developed and website resources updated for the new regime.</p>
<p>Procurement</p>	<p>A centre-led model has been introduced and work continues to standardise templates, develop training resources and check processes to ensure compliance and transparency. Council's Procurement Policy is reviewed every financial year.</p> <p>Conflict of interest declarations are a standard requirement during the tendering process.</p> <p>Procurement, contracts and probity training modules rolled out and completed by targeted staff.</p>	<p>Conflict of interest procedures have been improved and further information placed on the Intranet.</p>

3.2 Fraud & Corruption Strategies

Strategy/ Program	General Update	Progress Since Last Report
VAGO report – Fraud and Corruption	The report was reviewed by relevant officers and a separate summary provided to the Audit and Risk Committee in September 2019.	<p>Council has reviewed the recommendations of the VAGO report and taken these into consideration in development of various policies eg Fleet (fuel cards, new fleet system), Cr Entitlements (alcohol/meals, approvals), Credit Card Policy (approvals) and Staff Attendance at Conferences (alcohol, meals, pre-determined criteria for attendance). Other improvements include revised CEO expense approval process, CEO expenses to be provided to Committee annually, credit card payment approval process reviewed.</p> <p>A progress report was also provided to the Minister at his request.</p> <p>The Audit and Risk Committee has requested consideration of a review against VAGO's recommendations be considered in development of the next Strategic Audit Plan.</p>
Internal Controls	<p>Council has a number of internal controls and audit functions in place to minimise the opportunity for fraud. These include separation of duties in Finance, spending limits, cash handling procedures, authorisation processes, checking mechanisms, checklists, delegations of authority, access controls, passwords, internal and external audit.</p> <p>Controls relating to purchasing have been reviewed through an internal audit and reported to management and the Audit and Risk Committee.</p> <p>Included in Council's risk register.</p>	Requirement for additional signature in approval of CEO's expenses. Mayor will continue to sign with an additional check and signature being required from one of the following – GM Governance and Infrastructure, Manager Governance or Manager Finance.
Internal Audit	<p>The strategic internal audit plan included a review of fraud strategies in 2018.</p> <p>Recommendations from the internal audit review were used to inform the review of Policy and Plan.</p> <p>Further recommendations relating to security of cash were also implemented.</p>	

3.2 Fraud & Corruption Strategies

Strategy/ Program	General Update	Progress Since Last Report
Conflicts of Interest	<p>Council has a process for reporting and recording conflicts of interest in accordance with the Local Government Act.</p> <p>Training has been ongoing and will be updated when changes foreshadowed in the Local Government Bill 2018 are introduced.</p>	A conflict of interest register has been developed as recommended by the Inspectorate.
Recruitment	<p>Council has a Recruitment Policy that guides the recruitment process. This is currently under review.</p> <p>An assessment against the IBAC report 'Corruption and misconduct risks associated with employment practices in the Victorian public sector' was completed and reported to the Audit and Risk Committee in November 2018.</p>	Council's Recruitment Policy was reviewed in 2019. Training was rolled out to relevant staff.
Councillor Entitlements Policy	The policy is a requirement under the Local Government Act. It was reviewed with the findings of VAGO's fraud and corruption report in mind.	The updated policy was adopted in December 2019. It includes the requirement to maintain logbooks, standardises entitlements, introduces a more rigorous approval process and aligns expense types with reportable categories.
CEO Expense Policy	The 2019 Governance Internal Audit review recommended development of a CEO expense policy.	<p>The policy is being drafted and includes expense criteria, a more rigorous approval process and the process for making claims.</p> <p>A transaction history of CEO expenses will be provided to the Audit and Risk Committee annually.</p>
Staff Expense Policy	The 2019 Governance Internal Audit review recommended development of a CEO expense policy.	The policy is being drafted and includes expense criteria, a more rigorous approval process and the process for making claims.
Governance Reform Program	This was introduced to strengthen governance practices, improve general awareness and increase accountability.	Examples of governance improvements in 2019 include review of the Cr Workplace Health & Safety and Cr Equal Opportunity policies, rewriting Gifts and Benefits policy, development of a Councillor portal, livestreaming of Council meetings, review of the Cr Entitlements Policy and development of a Crs as Candidates policy. Progress is reported to Councillors and the Audit and Risk Committee.

3.2 Fraud & Corruption Strategies

Strategy/ Program	General Update	Progress Since Last Report
Culture	Council encourages ethical behaviour, open reporting and treats complaints seriously.	End of year checklists encourage open reporting of suspected fraud or corrupt behaviour. Protected Disclosure training includes the avenues available for reporting. Uptake for Fraud Awareness training is at 96% and staff are required to pass a short test before being able to fully complete. Complaints are reported appropriately and followed through.

Recommendation

That the Audit & Risk Committee receives and notes the Fraud and Corruption Strategies report.

Meeting Discussion

The committee suggests that it could be beneficial for Council officers to investigate Colac Otway Shire's procurement reporting system.

Actions

Nil

Committee Resolution

MOVED Mr John Gavens, Seconded Mr Brian Keane

That the Audit & Risk Committee receives and notes the Fraud and Corruption Strategies report.

CARRIED 5:0

3.3 Integrity Agency Reports - October to December 2019

Charter Reference:

Author's Title: Coordinator Risk Management & Legal Services **General Manager:** Anne Howard

Department: Governance & Risk **File No:** F18/205-2

Division: Governance & Infrastructure **Trim No:** IC20/165

Appendix:

1. Integrity Agency Reports - October to December 2019 (D20/18658)

Officer Direct or Indirect Conflict of Interest:
In accordance with Local Government Act 1989 – Section 80C:

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to present the Integrity Agencies Report from the various external oversight agencies to identify learnings for Council. A column has been included to provide Council's response to the recommendations.

Full copies of the reports can be located at the relevant websites.

Recommendation

That the Audit and Risk Committee receives and notes the Integrity Agencies Report for October to December 2019.

Meeting Discussion

No material matters raised for discussion.

Actions

Nil

Committee Resolution

MOVED Mr John Gavens, Seconded Ms Debra Russell

That the Audit and Risk Committee receives and notes the Integrity Agencies Report for October to December 2019.

CARRIED 5:0

4. AUDIT REPORTS

4.1 Internal Auditor Status Report (NTT Pty Ltd)

Charter Reference: 9.2.3

Author's Title: Coordinator Governance

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/145-2

Division: Governance & Infrastructure

Trim No: IC20/143

Appendix:

1. Internal Audit Status Report - 11 February 2020 (D20/24513)
2. Annual Internal Audit Calendar 2019-20 - 11 February 2020 (D20/24514)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is for Council's internal auditor NTT to provide an update on the status of internal audit activities including:

- Internal Audit Status Report
- Internal Audit Calendar tracking 2019-20 Audit Program.

Recommendation

That the Audit and Risk Committee notes the update from NTT.

Meeting Discussion

The committee was advised that the internal audit reports have not been presented for this meeting as they are still being reviewed by management. Officers are working to ensure that agreed management responses are the most effective way to address the auditor's recommendation.

Actions

Final reports to be provided to committee members in between meetings to avoid unnecessarily large agenda at May meeting.

Committee Resolution

MOVED Cr Martin Duke, Seconded Mr Brian Keane

That the Audit and Risk Committee notes the update from NTT.

CARRIED 5:0

4.2 External Auditor's Update (Victorian Auditor General's Office)

Charter Reference:

Author's Title:	Manager Finance	General Manager:	Anne Howard
Department:	Finance	File No:	F18/145-2
Division:	Governance & Infrastructure	Trim No:	IC20/145

Appendix:

- VAGO 2019-20 Audit Strategy (D20/23907)

Officer Direct or Indirect Conflict of Interest:

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

Yes No

Reason: Nil

Status:

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

Yes No

Reason: Nil

Purpose

The purpose of this report is to provide External Auditors, Victorian Auditor General's Office (VAGO), with an opportunity to update the Audit and Risk Committee. The update will be delivered by representatives from the Victorian Auditor General's Office, and include commentary on sector developments, as well as discussion of the 2019-20 Audit Strategy (appendix 1).

Recommendation

That the Audit and Risk Committee notes the External Auditor (VAGO) update.

Meeting Discussion

Joel Christidis (VAGO) provided the committee with an update.

Actions

The committee is to receive information about the implications of new standards in advance of end of year reporting.

Committee Resolution

MOVED Cr Martin Duke, Seconded Ms Debra Russell

That the Audit and Risk Committee notes the External Auditor (VAGO) update.

CARRIED 5:0

5. FINANCIAL REPORTS

5.1 December 2019 Quarterly Finance Report

Charter Reference:

Author's Title: Manager Finance

General Manager: Anne Howard

Department: Finance

File No: F18/145-2

Division: Governance & Infrastructure

Trim No: IC20/146

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

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

Yes

No

Reason: Nil

Purpose

The purpose of this report is to present the December 2019 Quarterly Finance Report to the Audit and Risk Committee.

Summary

The December 2019 Quarterly Finance report includes the Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows, Statement of Changes in Equity and Statement of Capital Works. A forecast has also been included for all statements.

Recommendation

That the Audit and Risk Committee receives and notes the December 2019 Quarterly Finance Report.

Meeting Discussion

The committee acknowledged the work that the People and Culture Team have completed regarding Return to Work practices.

Actions

Nil

Committee Resolution

MOVED Mr John Gavens, Seconded Mr Brian Keane

That the Audit and Risk Committee receives and notes the December 2019 Quarterly Finance Report.

CARRIED 5:0

5.1 December 2019 Quarterly Finance Report

Report

Background

Council reports quarterly on its financial results in accordance with Section 138 of the Local Government Act.

Discussion

Quarterly financial statements included with the attached report include:

- Comprehensive Income Statement:
 - Comparison of Council's actual versus budget income and revenue for the period 1 July 2019 to 31 December 2019.
- Balance Sheet:
 - Comparison of Council's actual assets and liabilities versus budget as at 31 December 2019.
- Statement of Cash Flows:
 - Statement of cash flows related to Council's actual operations and activities, and reconciliation to Council's total cash holdings versus budget for the period 1 July 2019 to 31 December 2019.
- Statement of Changes in Equity:
 - Council's actual equity position versus budget as at 31 December 2019.
- Statement of Capital Works:
 - Statement of Council's capital works expenditure versus budget for period 1 July 2019 to 31 December 2019.

Council's year to date net surplus is \$33.18 million, which is \$3.9 million ahead of the year to date budget. This is mainly due to timing of operational program spend.

The 2019-20 adopted budget was prepared on the accounting standards applicable at the date of preparation. The new accounting standard for Leases, AASB 16 leases, has been used in the preparation of this report. Amortisation, Leased Assets and Lease Liabilities are now identified on the face of the statements. Two other new accounting standards AASB 15 Revenue from Contracts with Customers; and AASB 1058 Income of Not for Profit Entities will be incorporated into the year-end report.

5.1 December 2019 Quarterly Finance Report

COMPREHENSIVE INCOME STATEMENT

For the quarter ended 31 December 2019

Notes	YTD Actuals \$'000	YTD Budget \$'000	Annual Budget \$'000	Variances Actual v YTD Budget		Variances Actual v Annual Budget		
				\$'000	%	\$'000	%	
Income								
Rates and charges	1	54,627	54,198	54,335	429	1%	291	1%
Statutory fees and fines		1,169	953	2,012	216	23%	(843)	42%
User charges	2	4,039	3,491	7,111	549	16%	(3,071)	43%
Grants - Operating		3,552	3,365	5,824	188	6%	(2,272)	39%
Grants - Capital	3	2,740	3,023	6,046	(283)	9%	(3,306)	55%
Contributions - monetary	4	1,784	1,373	3,838	410	30%	(2,055)	54%
Contributions - non-monetary assets		308	(300)	12,850	608	203%	(12,542)	98%
Net gain/(loss) on disposal of property infrastructure, plant and equipment		97	133	265	(35)	27%	(168)	63%
Other Income		613	530	1,060	83	16%	(447)	42%
Total Income		68,930	66,765	93,341	2,165	3%	(24,412)	26%
Expenses								
Employee costs	5	15,389	15,949	32,926	560	4%	17,537	53%
Materials and services	6	11,645	12,943	23,412	1,298	10%	11,767	50%
Bad and doubtful debts		37	35	90	(2)	6%	53	59%
Depreciation		7,230	7,421	14,842	192	3%	7,613	51%
Amortisation	7	491	-	-	(491)	0%	(491)	0%
Borrowing costs		511	511	1,031	1	0%	520	50%
Asset write offs		49	50	1,673	1	1%	1,624	97%
Other Expenses		397	589	1,201	192	33%	803	67%
Total expenses		35,750	37,499	75,175	1,749	5%	39,426	52%
Surplus/(deficit) for the year		33,180	29,266	18,166	3,914	13%	15,014	83%
Other Comprehensive Income								
Items that will not be reclassified to surplus or deficit in future periods								
Net asset revaluation increment		-	-	14,794	-	0%	(14,794)	100%
Total Comprehensive Result		33,180	29,266	32,960	3,914	13%	220	1%

Variance Notes:

- Rates and Charges:** Favourable due to higher supplementary rates.
- User Charges:** Waste disposal fees at the Anglesea Transfer Station are higher than budgeted. Gherang gravel pits extraction rates higher than budgeted.
- Grants - Capital:** Timing of State and Commonwealth Government capital program grants.
- Contributions:** Timing of Open Space and Pensioner Rate concession contributions.
- Employees:** Favourable variance due to savings on WorkCover employee insurance premium and vacancies.
- Materials and Services:** Variance mainly attributable to timing of delivery of operational projects.
- Amortisation:** New accounting standard for Leases.

5.1 December 2019 Quarterly Finance Report

BALANCE SHEET

As at 31 December 2019

Notes	YTD	YTD	Annual	Variances		Variances		
	Actuals	Budget	Budget	Actual v	YTD Budget	Actual v	Annual Budget	
	\$'000	\$'000	\$'000	\$'000	%	\$'000	%	
Assets								
Current assets								
Cash and cash equivalents	1	299	41,268	44,662	(40,968)	99%	(44,362)	99%
Trade and other receivables		28,932	30,284	4,372	(1,352)	4%	24,559	562%
Other financial assets	1	62,635	10,000	10,000	52,635	526%	52,635	526%
Inventories		308	257	262	51	20%	46	18%
Non-current assets classified as held for sale		232	-	-	232	0%	232	0%
Other assets		354	310	663	44	14%	(309)	47%
Total current assets		92,760	82,118	59,959	10,642	13%	32,801	55%
Non-current assets								
Trade and other receivables		51	74	47	(23)	31%	4	8%
Property, infrastructure plant & equipment	2	793,203	806,261	838,997	(13,058)	2%	(45,795)	5%
Investments in associates and joint ventures		431	457	457	(25)	6%	(25)	6%
Leased assets	3	1,869	-	-	1,869	0%	1,869	0%
Intangible assets	4	28,628	-	-	28,628	0%	28,628	0%
Total non-current assets		824,182	806,791	839,501	17,391	2%	(15,319)	2%
Total assets		916,942	888,909	899,460	28,033	3%	17,482	2%
Liabilities								
Current liabilities								
Trade and other payables		1,485	1,400	5,492	(95)	7%	3,997	73%
Trust funds and deposits	5	4,889	2,883	2,883	(2,006)	70%	(2,006)	70%
Provisions	6	6,437	5,679	5,698	(758)	13%	(740)	13%
Interest bearing liabilities		532	533	1,356	1	0%	824	61%
Lease liabilities	3	381	-	-	(381)	0%	(381)	0%
Other Liabilities		43	215	215	172	80%	172	80%
Total current liabilities		13,778	10,709	15,644	(3,068)	29%	1,666	12%
Non-current liabilities								
Provisions	6	12,173	10,849	10,852	(1,324)	12%	(1,321)	12%
Lease liabilities	3	1,508	-	-	(1,508)	0%	(1,508)	0%
Interest bearing liabilities		15,253	15,253	17,171	-	0%	1,918	11%
Total non-current liabilities		28,933	26,101	28,023	(2,832)	11%	(910)	3%
Total liabilities		42,711	36,810	43,667	(5,901)	16%	956	2%
Net assets		874,231	852,099	855,793	22,132	3%	18,438	2%
Equity								
Accumulated surplus		518,879	485,028	451,664	33,851	7%	67,215	15%
Asset revaluation reserve		329,036	335,733	350,527	(6,697)	2%	(21,491)	6%
Other reserves		26,316	31,338	53,602	(5,022)	16%	(27,285)	51%
Total equity		874,231	852,099	855,793	22,132	3%	18,438	2%

Notes:

- Cash and Cash Equivalents:** Offset by favourable variance in other financial asset. Total favourable cash balance driven by rates and charges collected, lower operational materials and services spend and lower capital program spend.
- Property, Infrastructure, Plant and Equipment:** Opening balance lower than budget due to condition rating of buildings during the revaluation process. The timing of capital program expenditure also contributed to the YTD variance.
- Leased Assets and Liabilities:** New Accounting standard for leases.
- Intangible Assets:** Landfill airspace assets recognised at 30 June 2019, post 2019-20 budget adoption by Council.
- Trust Funds and Deposits:** Variance is due to a higher opening balance compared to budget in relation to subdividers deposits.
- Provisions:** Variance is due to a higher actual opening balance compared to budget.

5.1 December 2019 Quarterly Finance Report

STATEMENT OF CASH FLOWS

For the quarter ended 31 December 2019

Notes	YTD Actuals \$'000	YTD Budget \$'000	Annual Budget \$'000	Variances Actual v YTD Budget		Variances Actual v Annual Budget		
				\$'000	%	\$'000	%	
Cash flow from operating activities								
Rates and charges	1	30,387	28,260	54,276	2,127	8%	(23,889)	44%
Grants - operating		4,547	3,483	6,030	1,063	31%	(1,483)	25%
Grants - capital		2,740	3,023	6,046	(283)	9%	(3,308)	55%
Contributions		1,784	1,373	3,838	410	30%	(2,055)	54%
Interest received		1,030	530	1,053	500	94%	(22)	2%
Statutory fees and fines		1,169	953	2,024	216	23%	(855)	42%
User charges		4,202	3,924	7,180	278	7%	(2,978)	41%
Net GST refund/payment		1,605	2,563	4,611	(958)	37%	(3,006)	65%
Trust funds received/(refunded)		1,059	-	-	1,059	0%	1,059	0%
Employee costs		(15,162)	(15,907)	(32,601)	746	5%	17,440	53%
Materials and services	2	(16,679)	(20,239)	(29,604)	3,560	18%	12,925	44%
Net cash provided from operating activities		16,683	7,964	22,852	8,719	109%	(6,169)	27%
Cash Flows from investing activities								
Proceeds from sale of property, plant & equipment		115	240	480	(125)	52%	(365)	76%
Payments for property, plant, equipment & infrastructure assets	3	(7,381)	(11,417)	(25,371)	4,036	35%	17,991	71%
Cash Flows from investing activities	4	(8,308)	-	-	(8,308)	0%	(8,308)	0%
Net cash used in investing activities		(15,574)	(11,177)	(24,891)	(4,397)	39%	9,317	37%
Cash flows from financing activities								
Finance costs		(511)	(511)	(1,033)	1	0%	522	51%
Proceeds from interest bearing loans and borrowings		-	-	3,275	-	0%	(3,275)	100%
Repayment of interest bearing loans and borrowings		(500)	(500)	(1,032)	(1)	0%	532	52%
Net cash provided from financing activities		(1,011)	(1,011)	1,209	(1)	0%	(2,221)	184%
Net increase/(decrease) in cash & cash equivalents held								
		98	(4,224)	(830)	4,322	102%	928	112%
Cash & cash equivalents at the beginning of the period		201	45,491	45,491	(45,290)	100%	(45,290)	100%
Cash & cash equivalents at the end of the period		299	41,268	44,662	(40,968)	99%	(44,362)	99%
Investments (current and non-current financial assets)		62,635	10,000	10,000	52,635	526%	52,635	526%
Total cash & investments at the end of the period		62,935	51,268	54,662	11,667	23%	8,273	15%

Notes:

1. Rates and charges favourable due to higher supplementary rates and collection of prior year outstanding debts.
2. Operational materials and services variance mainly attributable to timing of delivery of operational projects.
3. Timing of capital program purchases.
4. Cash flow from investing activities is a movement of cash between financial assets and cash and cash equivalents.

STATEMENT OF CHANGES IN EQUITY

As at 31 December 2019

	YTD Actuals \$'000	YTD Budget \$'000	Annual Budget \$'000	Variances Actual v YTD Budget		Variances Actual v Annual Budget	
				\$'000	%	\$'000	%
Equity Opening Balance	841,051	822,833	822,833	18,219	2%	18,219	2%
Surplus for the Year	33,180	29,266	18,166	3,914	13%	15,014	83%
Net Asset Revaluation	-	-	14,794	-	0%	(14,794)	100%
Total Equity	874,231	852,099	865,793	22,132	3%	18,438	2%

5.1 December 2019 Quarterly Finance Report

STATEMENT OF CAPITAL WORKS

As at 31 December 2019

Notes	YTD	YTD	Adopted	Variances		Variances	
	Actuals	Budget	Budget	Actual v	YTD Budget	Actual v	Annual Budget
	\$'000	\$'000	\$'000	\$'000	%	\$'000	%
Property							
Buildings	480	4,033	8,963	3,554	88%	8,483	95%
Total Buildings	480	4,033	8,963	3,554	88%	8,483	
Total Property	480	4,033	8,963	3,554	88%	8,483	0%
Plant and Equipment							
Plant, Machinery & Equipment	558	864	1,920	306	35%	1,362	71%
Fixtures, Fitting & Furniture	42	92	205	51	55%	163	80%
Computers and Telecommunications	559	774	1,719	215	28%	1,160	67%
Total Plant and Equipment	1,158	1,730	3,844	572	33%	2,686	70%
Infrastructure							
Bridges	171	590	1,311	419	71%	1,140	87%
Drainage & Sewerage	117	82	182	(35)	42%	66	36%
Footpaths & Cycleways	342	516	1,147	174	34%	805	70%
Parks, Open Space & Streetscapes	382	695	1,545	314	45%	1,163	75%
Recreation, Leisure & Communities	948	801	1,779	(147)	18%	831	47%
Roads	3,777	2,962	6,581	(815)	28%	2,804	43%
Expensed Capital Works	666	695	1,545	29	4%	879	57%
Landfill Provision	6	8	17	2	20%	11	64%
Total Infrastructure	6,409	6,349	14,109	(60)	1%	7,701	55%
Total Capital Works Expenditure	8,046	12,112	26,916	4,066	34%	18,870	70%
Represented by:							
New Asset Expenditure	1,666	4,362	9,694	2,696	62%	8,028	83%
Asset Renewal Expenditure	3,986	4,212	9,360	227	5%	5,375	57%
Asset Expansion Expenditure	-	6	13	6	100%	13	100%
Asset Upgrade Expenditure	1,723	2,829	6,287	1,106	39%	4,564	73%
Expensed Capital Works	666	695	1,545	29	4%	879	57%
Landfill Provision Works	6	8	17	2	20%	11	64%
Total Capital Works	8,046	12,112	26,916	4,066	34%	18,870	70%

Notes:

Generally all project spend variations are only timing. A number of significant projects are expected to increase capital spend in future periods (i.e. Surf Coast Multi-Purpose Indoor Stadium, renewal works program, digital transformation program and Torquay / Jan Juc DCP projects).

5.1 December 2019 Quarterly Finance Report

LEGAL EXPENDITURE

The previous statements represent standard financial statements for the whole of the organisation. Council understands that some specific types of expenditure also warrant closer monitoring and the following table summarising legal expenses has been included to provide improved transparency.

Legal Costs Summary	Full Year 2016-17	Full Year 2017-18	Full Year 2018-19	YTD Jul-Dec 2019-20	Q2 2019-20
HR matters (incl. training)	11,487	18,095	2,197	7,150	0
Governance advice (across organisation)	83,989	104,815	160,642	65,122	44,723
Governance advice (Councillor-related)	10,463	109,029	147,406	62,913	18,736
Planning and Building Services	174,338	235,511	293,301	39,850	27,482
Total	280,277	467,450	603,546	175,035	90,941

5.2 VAGO sustainability indicators

Charter Reference:

Author's Title: Manager Finance **General Manager:** Anne Howard
Department: Finance **File No:** F18/145-2
Division: Governance & Infrastructure **Trim No:** IC20/187

Appendix:

1. VAGO report into local government results 2018-19 (D20/20919)

Officer Direct or Indirect Conflict of Interest:

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

Yes No

Reason: Nil

Status:

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

Yes No

Reason: Nil

Purpose

The purpose of this report is to present the most recent VAGO sustainability indicators for the Surf Coast Shire Council to Council's Audit and Risk Committee.

Discussion

The Victorian Auditor-General's Office (VAGO) releases an annual report outlining the results of the previous financial year's audits for the local government sector. This report includes a number of indicators that VAGO have developed over time in an effort to measure financial sustainability in Councils. These indicators are included in Appendix E in the annual VAGO report into Local Government Audits, and are summarised below:

SURF COAST SHIRE COUNCIL		2016-17	2017-18	2018-19	TREND
Net result (Net result/total revenue)	%	20%	28%	20%	
Adjusted Underlying Result	%	6.70%	1.36%	-9.88%	
Liquidity (Current assets/ Current liabilities)	x	2.70	3.58	4.18	
Internal Financing	%	171%	141%	160%	
Indebtedness (Non-current liabilities / own source revenue)	%	45%	46%	43%	
Capital Replacement (cash for PPE / Dep and Amort)	x	1.21	1.31	0.94	
Renewal Gap	x	0.56	0.82	0.56	

Net Result:

Formula: = Net Result / Total Revenue

Low Risk = More than 0%

Council's Net Result indicator remains at low risk levels. This indicator represents the percentage of revenue collected that is retained in the final result. However, this indicator includes once-off and non-cash items, so is prone to high variability from year to year and not great for comparisons across different councils.

5.2 VAGO sustainability indicators

Timing of grants (including prepayments of Grants Commission and Roads to Recovery funding) and variability of developer contributions often leads to high variability in the Net Result. In the 2018-19 year however, higher depreciation and amortisation on newly recognised assets resulted in a lower result than the previous year

Comparison to other councils:

	All Councils	Large Rural	Surf Coast Shire
Net Result	17%	15.8%	20%

Adjusted Underlying Result:

Formula: = Adjusted Underlying Result / Adjusted Underlying Revenue

Low Risk = More than 5%

The Adjusted Underlying Result indicator attempts to provide a more comparable result across councils by removing non-recurrent capital grants and non-cash and capital contributions from the revenue calculation. However, this indicator does not eliminate once-off expenditure. Council's Adjusted Underlying Result dipped below zero in 2018-19, mainly due to amortisation of newly recognised landfill airspace assets. This indicator is forecast to return to a positive number in two years (1%).

Council has a 10 year Long-Term Financial Plan (LTFP) that presents the financial circumstances anticipated by Council over the forward decade. The LTFP is presented in the EBITDA format to provide greater clarity about underlying operations and the financial challenges faced by Council. This is considered by management to provide a better indication of what the Adjusted Underlying Result is trying to measure. Recurrent EBITDA shows a positive and growing result, however the rate of growth is not sufficient to sustain previous spending levels. This is exacerbated by the high increase required for Asset Renewal Funding in the next 10 years. With the introduction of the Fair Go Rates system Council's ability to address financial demands through rate increases has been curtailed. Therefore LTFP includes financial savings targets from key reform initiatives, such as the Business Improvement and Digital Transformation programs, however these will not deliver the financial reforms required to establish sustainability.

However, the LTFP also shows challenges in future years due to increasing capital commitments and maintaining adequate capacity for discretionary projects. These items are not part of our day to day operations but require a cash allocation that is growing faster than cash generated from Recurrent EBITDA. Council will be adopting a new Long Term Financial Plan as part of the 2020-21 budget process.

Comparison to other councils:

	All Councils	Large Rural	Surf Coast Shire
Adjusted Underlying Result	4%	2%	(10%)

Liquidity

Formula: = Current Assets / Current Liabilities

Low Risk = More than 1.0

Council's Liquidity indicator remains Low Risk. This indicator attempts to measure Council's ability to pay existing liabilities in the next 12 months. Council's total cash position remains strong.

Comparison to other councils:

	All Councils	Large Rural	Surf Coast Shire
Liquidity	3.2	3.1	4.2

Internal Financing:

Formula: = Net Operating cash flow / Net capital expenditure

Low Risk = More than 100%

5.2 VAGO sustainability indicators

Council's Internal Financing indicator remains strong at 160%. This ratio attempts to measure an organisation's ability to finance capital works

Comparison to other councils:

	All Councils	Large Rural	Surf Coast Shire
Internal Financing	171%	141%	160%

Indebtedness:

Formula: = Non-current liabilities / Own-source revenue

Low Risk = Less than 40%

Council's Indebtedness indicator remains well under industry maximum guideline of 60% of own source revenue and continues to trend towards low risk. Council's planned borrowings include \$3.3m in 2019-20 for the Stribling Reserve redevelopment in Lorne.

Comparison to other councils:

	All Councils	Large Rural	Surf Coast Shire
Indebtedness	18%	23%	43%

Capital Replacement:

Formula: = Cash outflows for PPE / Depreciation

Low Risk = Higher than 1.5

The Capital Replacement indicator seeks to measure the expenditure on capital works versus the consumption of assets. This indicator can fluctuate significantly from year to year depending on a council's specific capital works program, so this indicator is better observed on a trend basis. A trend (average) of less than 1.0 indicates that the spending on capital works has not kept pace with the consumption of assets.

Comparison to other councils:

	All Councils	Large Rural	Surf Coast Shire
Capital Replacement	1.6	1.3	0.9

Renewal Gap

Formula: = Capital Renewal and Upgrade expenditure / Depreciation

Low Risk = More than 1.0

Council's Renewal Gap indicator is at medium risk. This indicator attempts to show asset condition by measuring spending on existing assets versus total depreciation. Council has adopted an Asset Renewal Funding Strategy (ARFS), based on a 20 year condition-driven program of works, with a smoothed allocation. This is independent of depreciation which is a basis used by many other councils.

Council's ARFS management includes annual review to incorporate updated condition data and the 20th year and so it continuously adjusts to the longer term demands. Historically the allocations have generally supported prompt intervention and avoided an asset renewal backlog. Updated modelling shows that while the 20 year program is balanced, there will be a backlog in coming years.

The calculated backlog of \$2.4 million, together with a list of assets on the renewal backlog, is published with in Appendix D of Council's 2019-20 budget.

Comparison to other councils:

	All Councils	Large Rural	Surf Coast Shire
Renewal Gap	1.2	1.2	0.6

5.2 VAGO sustainability indicators

Recommendation

That the Audit and Risk Committee receives and notes the report regarding VAGO sustainability indicators for the Surf Coast Shire Council.

Meeting Discussion

The committee noted that management are working on improving performance affecting some of these indicators.

The committee expressed interest in trend information (and performance against past projected trend information) to ensure that Council is progressing appropriately.

Actions

To present the Asset Renewal Funding Review presentation (that was presented to Councillors in December) at the next Audit and Risk meeting, which will address trend information.

Committee Resolution

MOVED Ms Debra Russell, Seconded Mr Brian Keane

That the Audit and Risk Committee receives and notes the report regarding VAGO sustainability indicators for the Surf Coast Shire Council.

CARRIED 5:0

5.3 2019-20 Forecast update

Charter Reference:

Author's Title:	Manager Finance	General Manager:	Anne Howard
Department:	Finance	File No:	F18/145-2
Division:	Governance & Infrastructure	Trim No:	IC20/147

Appendix:

1. fy21 Budget Briefing #2 - 18 February 2020, 2019-20 Forecast (D20/16719)

Officer Direct or Indirect Conflict of Interest:

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

Yes No

Reason: Nil

Status:

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

Yes No

Reason: Nil

Purpose

The purpose of this report is to receive an update on Council's forecast result for the 2019-20 financial year.

Discussion

Officers prepare a forecast of the current year result in January of each year to both update Council on expected financial outcomes for the year, and inform the next year's budget process.

In preparing the forecast, officers meet with department heads and review (in detail) year to date financial performance against budget assumptions and previous year's actuals, this results in an updated estimate of revenue and expenditure for the current financial year.

The forecast in turn informs the new Budget and Long Term Financial Plan.

Recommendation

That the Audit and Risk Committee note the 2019-20 Forecast update.

Meeting Discussion

The committee acknowledged the high level of engagement that officers had with the forecast.

Actions

Nil

Committee Resolution

MOVED Ms Debra Russell, Seconded Mr John Gavens

That the Audit and Risk Committee note the 2019-20 Forecast update.

CARRIED 5:0

6. OTHER REPORTS

6.1 Governance Improvements/Reform Program

Charter Reference: 9.10.5

Author's Title: Manager Governance & Risk

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/145-2

Division: Governance & Infrastructure

Trim No: IC20/42

Appendix:

1. Governance Reform Schedule - as at 31 December 2019 (D19/188468)
2. Governance Reforms - Previously Completed (D19/188477)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

This quarterly report provides an update on recent governance improvement activities and governance issues that could affect Council and/or the local government sector as a whole and covers the period 1 October to 31 December 2019.

Discussion

Current progress against the governance reform schedule is set out in the spreadsheet at Appendix 1. Previously completed items are included at Appendix 2. Key items of interest include:

Local Government Bill 2019

The Bill is progressing through Parliament and is expected to be in force from early 2020.

Governance-related projects

The Councillor Portal and livestreaming of Council meeting projects are now completed:

- Council adopted a live-streaming policy in September 2019
- Livestreaming was in place at the October Council meeting
- The Councillor Portal went live on 21 October 2019
- All Councillors have training manuals and seven out of nine Councillors have received in-person training.
-

Councillor Policies

- An updated Councillor Entitlements Policy was adopted by Council in November 2019.
- A Councillors as Candidates policy to guide Councillors who have nominated for state or federal elections was adopted by Council in December 2019.
- An updated Councillor Workplace Health and Safety Policy was adopted by Council in December 2019.
- The Councillor Equal Opportunity and Workplace Behaviours Policy was reviewed and adopted by Council in December 2019.
- A governance framework document is in the final stages of development.

Governance Training for Councillors

Governance training for Councillors was conducted by Terry Bramham on 12 November 2019. This was attended by seven Councillors, the Executive and Governance staff.

6.1 Governance Improvements/Reform Program

Surf Coast Shire Electoral Subdivision Review

The VEC will conduct a subdivision review (ward boundaries only) with the schedule expected to be as follows:

- Preparation of proposed boundary modification early 2020
- Release of preliminary report - February 2020
- Close of response submissions - March 2020
- Public hearing; if required - March 2020
- Release of final report - 8 April 2020
- Reviewed boundaries in place for 2020 Council election.

CEO and Employee Reimbursement Policies

Development of the policies is underway.

Public Interest Disclosures Policy and Procedure

In order to comply with updated legislation, a new policy and procedure have been developed. The updated policy was provided to Councillors, communicated to staff and posted on the website. The policy and procedure are included as a separate item on this agenda.

Recommendation

That the Audit and Risk Committee notes the report on the governance improvements and reform program.

Meeting Discussion

No material matters raised for discussion.

Actions

Nil

Committee Resolution

MOVED Ms Debra Russell, Seconded Mr John Gavens

That the Audit and Risk Committee notes the report on the governance improvements and reform program.

CARRIED 5:0

7. ADMINISTRATIVE MATTERS

7.1 Next Meeting Date and Proposed Agenda Outline

Charter Reference: 9.10.4

Author's Title: Administration Officer
Governance

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/145-2

Division: Governance & Infrastructure

Trim No: IC20/103

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to present the proposed agenda outline for the next meeting, scheduled to be held on Tuesday, 19 May 2020 from 9am to 11:30am as follows:

Discussion

The proposed agenda for the next meeting being as follows:

- **Outstanding Issues & Actions**
- **Presentations**
 - **Chief Executive Officer's Update**
 - **Program Status Report**
 - **Digital Transformation Update**
- **Risk Management**
 - **Enterprise Risk Management Report**
 - Annual Review of Council's risk appetite statement (9.5.6)
- **Audit Reports**
 - **Internal Auditors Update (NTT Pty Ltd)**
 - **External Auditors Update (VAGO) – including Audit Scope & Approach**
 - **External Agencies Report**
 - Strategic Annual Internal Audit Plan (regards to Council's Budget and objectives) (9.2.2)
 - Annual Assessment - Internal Audit function (9.2.4)
- **Financial Reports**
 - **Quarterly Finance Report**
 - Investment Policy (9.4.3)
 - Asset Accounting Policy
- **Other Reports**
 - **Governance Improvements**
 - **Workplace Health & Safety Report (for noting)**
 - SCS-019 Procurement Policy
 - HR-20 Digital And Social Media Policy
 - SCS 013 Sale of Council Land
 - Gifts and Hospitality Register, Councillor Entitlements and Expenses (9.7.5)
 - Annual Work Plan (9.10.4)
 - Compliance Review – Compliance Framework development update (9.7.1)
- **Administrative Matters**
 - **Next meeting date and proposed agenda**
- **Confidential Matters**

7.1 Next Meeting Date and Proposed Agenda Outline

- **Confidential Chief Executive Officer's Update**
- **Confidential Councillor Matters Update**
- **Business Improvement Update (for noting)**

Recommendation

That the Audit and Risk Committee notes the proposed agenda outline for the next meeting to be held on Tuesday, 19 May 2020 from 9 – 11:30am.

Meeting Discussion

No material matters raised for discussion.

Actions

Nil

Committee Resolution

MOVED Ms Debra Russell, Seconded Mr John Gavens

That the Audit and Risk Committee notes the proposed agenda outline for the next meeting to be held on Tuesday, 19 May 2020 from 9 – 11:30am.

CARRIED 5:0

7.2 Change to Planned September Audit and Risk Committee Meeting

Charter Reference: Nil

Author's Title: Coordinator Governance

General Manager: Anne Howard

Department: Governance & Risk

File No: F18/145-2

Division: Governance & Infrastructure

Trim No: IC20/202

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to propose a change to the planned date for the September Audit and Risk Committee meeting.

Discussion

The current scheduled date for the meeting is 15 September 2020. Upon review of the statutory dates for Financial Statements and Performance Statement reporting, coupled with the election caretaker period for the 2020 Local Government elections, the current date may create difficulties in meeting these deadlines.

The date is proposed to be change from Tuesday, 15 September 2020 to Tuesday, 8 September 2020.

Recommendation

That the Audit and Risk Committee change the date of the scheduled September Audit and Risk Committee Meeting to Tuesday, 8 September 2020 at 9am.

Meeting Discussion

The time of the meeting is to be determined.

Actions

Nil

Committee Resolution

MOVED Ms Debra Russell, Seconded Mr John Gavens

That the Audit and Risk Committee change the date of the scheduled September Audit and Risk Committee Meeting to Tuesday, 8 September 2020 at a time still to be confirmed.

CARRIED 5:0

8. REPORTS FOR NOTING

8.1 Public Interest Disclosures - Management Policy and Procedure

Charter Reference: 9.7.4

Author's Title: Manager Governance & Risk **General Manager:** Anne Howard
Department: Governance & Risk **File No:** F13/1156
Division: Governance & Infrastructure **Trim No:** IC20/39

Appendix:

1. MP-040 Public Interest Disclosures - Management Policy (D19/191518)
2. MPR-040 Public Interest Disclosures - Management Procedure (D19/191520)
3. MPP-040 Public Interest Disclosures - Management Policy and Procedure - Track Changes (D19/175171)

Officer Direct or Indirect Conflict of Interest:
In accordance with Local Government Act 1989 –
Section 80C:

Yes No

Reason: Nil

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

Yes No

Reason: Nil

Purpose

The purpose of this report is to provide copies of the Public Interest Disclosures Policy and Procedure for the Committee to note.

Discussion

New legislation has introduced changes to the *Protected Disclosure Act 2012* including:

- The renaming of the *Protected Disclosure Act 2012* to the *Public Interest Disclosures Act 2012* and existing 'protected disclosure' arrangements being replaced with 'public interest disclosures'.
- Broader definition of 'improper conduct' and introduction of 'serious professional misconduct' as grounds for lodging a disclosure (see policy/procedure attached for full definitions).
- Disclosers will not be disadvantaged for reporting to the 'wrong' agency. Receiving agencies will be required to pass on disclosures to the correct agency with no loss of protections for the discloser.
- Increased protections for disclosures including a reduction in the burden of proof required to demonstrate that reprisals have been taken against a person who has lodged a public interest disclosure.
- Clarified confidentiality arrangements eg that the discloser can discuss the issue with support personnel such as a counsellor or Trade Union.
- Creation of a new Integrity and Oversight Committee (IOC), to oversee Victoria's integrity agencies, including IBAC.

Copies of the policy and procedure are attached for information. A track changes version of the previous policy and procedure has been included. Due to splitting the document into two separate documents and formatting changes, please note that track changes are provided as a guide to content changes only.

Recommendation

That the Audit and Risk Committee notes that the attached Public Interest Disclosures management policy and procedure have been developed to comply with the new legislation.

Meeting Discussion

No material matters raised for discussion.

Actions

Nil

8.1 Public Interest Disclosures - Management Policy and Procedure

Committee Resolution

MOVED Mr Brian Keane, Seconded Ms Debra Russell

That the Audit and Risk Committee notes that the attached Public Interest Disclosures management policy and procedure have been developed to comply with the new legislation.

CARRIED 5:0

8.2 Quarterly Program Status - October to December 2019

Charter Reference:

Author's Title: Manager Program Management Office
General Manager: Ransce Salan
Department: Program Management Office
File No: F18/189-2
Division: Environment & Development
Trim No: IC20/118

Appendix:

1. Capital Projects 31 December 2019 (D20/18912)
2. Capital Programs 31 December 2019 (D20/18913)
3. Operational Projects 31 December 2019 (D20/18914)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

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

Yes

No

Reason: Nil

Purpose

The purpose of this report is to receive and note the Quarterly Program Status Report for the October to December 2019 quarter for capital and operational projects, excluding Digital Transformation.

Discussion

The Program Management Office (PMO) has responsibility to provide leadership, support and analysis for best practice project management, including standardising and building Surf Coast Shire Council's project management capability and methods. The PMO has responsibility to support successful delivery of Council's program of projects with the right approach and level of resources.

The Program Status Report is intended to provide high level analysis to Executive Management Team and Council on progress of the overall program of capital and operational projects, and provide a point of accountability for project managers to provide accurate status information including time, cost and scope. It also provides high level information for the PMO to identify where project teams may require assistance to address issues impacting on project delivery.

A snapshot of the overall status of the Program is provided to Council via a communications report at monthly briefing. This quarterly report includes more detail with individual project status detailed in appendices. The financial data in the appendices is drawn from Council's finance system. The relevant project manager comments on status and provides an Estimate to Complete on behalf of the project team. The 'traffic light' indicators for time, cost and scope provide a snapshot of issues that project teams are addressing to progress the project, and that may result in a request to Council to re-baseline.

Project teams consider the relationship of time, cost and scope at each of the 'gates' between project phases/stages defined in the Project Delivery Process below:

Project Delivery Process – controlling the project through defined phases/stages						
Identify Phase	Initiate Phase	Plan Phase	Deliver Phase			Close Phase
Idea (Project proposal)	Verify (Charter)	Details/Method (Project Plan)	Requirements Stage	Procurement Stage	Implement Stage	Wrap-up and Learn (Closure Report)
Prepare			Do			Review

8.2 Quarterly Program Status - October to December 2019

Project definition develops through each of these phases/stages and at each gate the Sponsor can recommend that the project:

- progress as planned
- change
- stop (be deferred or cancelled).

If project planning determines that the project will not deliver the intended outcome within the parameters of time, cost and scope approved by Council, officers may recommend that the project be cancelled or funds transferred to the Adopted Strategy Implementation Reserve (or other relevant reserve) while a new project proposal is prepared for Council to consider.

Spend targets for the 2019-20 Capital and Operational Programs were published in the Annual Budget. The spend result has been gradually improving over the last few years.

	Actual Spend 2015/16 \$	Actual Spend 2016/17 \$	Actual Spend 2017/18 \$	Actual Spend 2018/19 \$	Spend Target 2019/20 \$
Capital	14.966m	19.547m	20.527m	18.993m	25.336m
Operational	1.922m	3.168m	1.526m	1.691m	1.750m
Total	16.888m	22.715m	22.053m	20.684m	27.106m
Adjusted Result %	83.6	92.5	98.6	113	New Challenge

Adjusted result incorporates savings, cancelled and deferred projects

Capital Spend Target for 2019/20 as published in the the Annual Budget
excluding Digital Transformation spend target of \$1,560,243

A statement of Capital Works by category for annual budget, year to date budget and actual budget is included in the quarterly Finance Report to Council.

Discussion

The following results do not include Digital Transformation projects or non-project allocations in the program such as funding for fixed term staff roles or fixed term grants for activities such as Freeza Youth Program. Separate reports are provided to Council for these items.

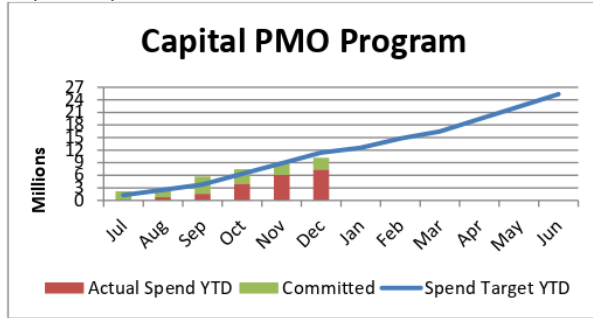
The **Historical Trend** profile is based on the Spend Target published in the Annual Budget and the following quarterly targets:

Quarter	Percentage (%) of annual spend	Cumulative %
July to September	15	15
October to December	30	45
January to March	20	65
April to June	35	100

8.2 Quarterly Program Status - October to December 2019

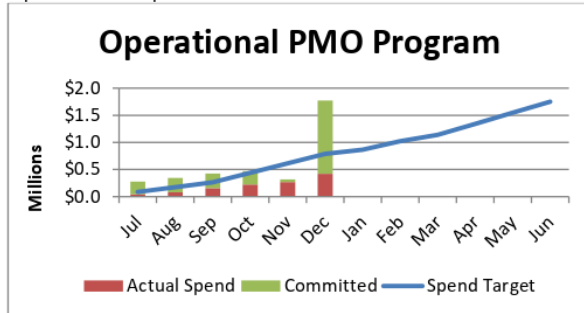
Spend for the Capital Project Program at 31 December 2019 is represented in the graph below:

Capital Graph 1 – Historical Trend Profile



Spend for the Operational Project Program at 31 December 2019 is represented in the graph below:

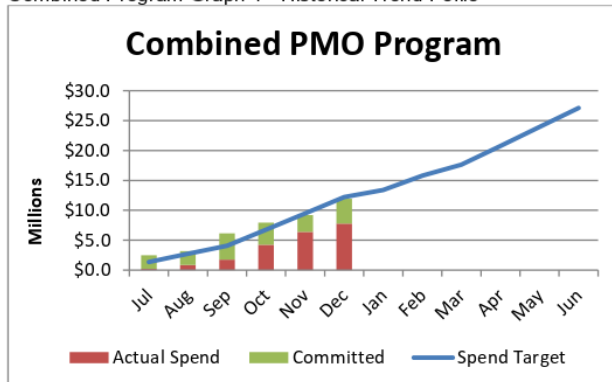
Operational Graph 1 - Historical Trend Profile



The significant spike in Committed for this program is a result of the purchase order for Kerbside 2020 project contracts – food organics and garden organics (FOGO) roll-out across the municipality and additional bin for glass recycling.

Spend for the overall Project Program at 31 December 2019 is represented in the graph below:

Combined Program Graph 1 - Historical Trend Profile



8.2 Quarterly Program Status - October to December 2019

Spend is slower than Historical Trend profile however Committed shows that projects are mobilised. A large spike in Capital commitments will be visible in the next report when a purchase order is raised for the for the Multipurpose Stadium project contract. Spend will accelerate in the second half with significant payments each month on the Stadium, Mt. Moriac and other projects. Spend has also been impacted by significant savings on road projects due to favorable market conditions - approximately \$2m identified YTD. This positive influence will not be represented in the profile for reporting until a final reconciliation is done for the adjusted spend target at end of financial year.

Individual project status is detailed in:

- Appendix 1 - Capital Projects
- Appendix 2 - Capital Programs
- Appendix 3 - Operational Projects.

Each of the projects has indicators for time, cost and scope. If an indicator is amber or red it means that the project manager has identified a future variance for time cost or scope. This triggers the project team to make recommendations to the Project Control Group and Sponsor to take action to 'balance the triangle'. This could be:

- accelerate the schedule to ensure planned completion date is achieved
- reduce scope to ensure the planned budget is achieved
- re-baseline schedule and / or budget to ensure the scope is achieved to expected quality

Changes to time, cost and scope are approved by the Sponsor via a Decision Approval Report. Any project budget changes (increase or decrease) are then recommended to Council for approval via the Monthly Project Budget Adjustments and Cash Reserve Transfers report.

An explanation of what the indicators mean is provided below.

TIME

Green	Expected to be completed within approved schedule	
Amber	Delayed however expected to be completed within approved schedule	Schedule is over-estimated and it may be possible to reduce approved schedule
Red	Delayed and NOT expected to be completed within approved schedule	

COST

Green	Expected to be completed within approved budget	
Amber	Budget may not be adequate and use of contingency may be required	Budget is over-estimated and it may be possible to return funds to source early
Red	Budget including contingency will NOT be adequate	

SCOPE

Green	No material change to scope expected
Amber	Material change to scope may be required
Red	Material change to scope is required OR Scope is yet to be defined

Recommendation

That the Audit & Risk Committee note the Quarterly Program Status Report for October to December 2019.

Meeting Discussion

No material matters raised for discussion.

8.2 Quarterly Program Status - October to December 2019

Actions

Nil

Committee Resolution

MOVED Mr Brian Keane, Seconded Ms Debra Russell

That the Audit & Risk Committee note the Quarterly Program Status Report for October to December 2019.

CARRIED 5:0

8.3 Workplace Health and Safety Report - Quarter 2 - 2019 / 20

Charter Reference:

Author's Title:	Co-ordinator WHS	General Manager:	Chris Pike
Department:	People & Culture	File No:	F17/309-2
Division:	Culture & Community	Trim No:	IC20/193

Appendix:

1. Workplace Health and Safety Report - Q2 2019 - 20 (D20/6759)

Officer Direct or Indirect Conflict of Interest:

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

Yes No

Reason: Nil

Status:

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

Yes No

Reason: Nil

Purpose

The purpose of this report is to provide the Workplace Health and Safety Report for the period 1 October 2019 to 31 December 2019.

Recommendation

That the Audit and Risk Committee notes the Workplace Health & Safety Report for Quarter 2 2019/20.

Meeting Discussion

The committee was advised that Joanna Betteridge is scheduled to run a session at Council on 10 March 2020, to discuss the impacts of the new workplace manslaughter offences for Council.

Actions

No material matters raised for discussion.

Committee Resolution

MOVED Mr Brian Keane, Seconded Ms Debra Russell

That the Audit and Risk Committee notes the Workplace Health & Safety Report for Quarter 2 2019/20.

CARRIED 5:0

8.4 Business Improvement Program - Status Update

Charter Reference:

Author's Title: Manager Business Improvement **General Manager:** Ransce Salan
Department: Business Improvement **File No:** F16/881-2
Division: Environment & Development **Trim No:** IC20/163

Appendix:

1. A&RC - Business Improvement Update - February 2020 (D20/17796) (Confidential)

Officer Direct or Indirect Conflict of Interest:
In accordance with Local Government Act 1989 –
Section 80C:

Yes No

Reason: Nil

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

Yes No

Reason:

Purpose

The purpose of this report is to receive an update on activities associated with the Business Improvement Program.

A briefing was last provided on the Business Improvement Program at the November 2019 Audit & Risk Committee meeting.

This report provides an update on the progress of the program.

Recommendation

That the Audit & Risk Committee receives and notes the Business Improvement Program update.

Meeting Discussion

No material matters raised for discussion.

Actions

Nil.

Committee Resolution

MOVED Mr Brian Keane, Seconded Ms Debra Russell

That the Audit & Risk Committee receives and notes the Business Improvement Program update.

CARRIED 5:0

Surf Coast Shire Council
Minutes - Audit and Risk Committee Meeting

18 February 2020
Page 44

John Brockway, Maureen White and Mark Wilson left the meeting at 10:55am.

9. CLOSED SECTION

Separately enclosed.

Committee Resolution

MOVED Cr Martin Duke, Seconded Mr John Gavens

That the committee moves into confidential 10:56am.

CARRIED 5:0

Close: There being no further items of business the meeting closed at 11:29am.

8.2 Advisory Committee Minutes

APPENDIX 4 MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE MINUTES - 5 MARCH 2020



Municipal Emergency Management Planning Committee MINUTES

Thursday 5 March 2020, Surf Coast Shire, Council Chambers, 1 Merrijig Drive, Torquay

Members:

Surf Coast Shire Council	Chair – Rowan Mackenzie Cr Martin Duke, Peter Ashton, Kerrie Williams	Department Health and Human Services (DHHS)	Coby Dowie	Parks Victoria	Aaron Ledden
Ambulance Victoria (AV)	Warren Cato	Department Environment, Land, Water & Planning (DELWP)	David Roberts	Regional Roads Victoria (RRV)	Richard Curwell
Australian Red Cross (ARC)	Elaine Anderson	Agriculture Victoria	Jen Connor	State Emergency Service (SES)	Ian Carlton
Barwon Water (BW)	Rachael Raby	Life Saving Victoria (LSV)	Paul Lunny	VCC Emergencies Ministry (VCC-EM)	Marianne Messer
Country Fire Authority (CFA)	Mark Sinkinson			Victoria Police	Matt Trask

Apologies: Geoff McGill-CFA; Terry Murrhy-DHHS, Jenny Howell-DELWP, Jill Moodie – SCS MRM

Issue Topic	Points of Discussion	Agreement / Action	R/O
1	WELCOME AND APOLOGIES		
1.1	Attendance sheet circulated	<i>Please place your signature next to your name and mark any changes to your contact information</i>	Quorum achieved – yes
2	CONFIRMATION OF PREVIOUS MINUTES		
2.1	Previous minutes	Minutes of meeting held 28 November 2019. <i>Moved: Martin Duke Secoded: Ian Carlton</i>	
2.2	Actions outstanding and arising		
3	CORRESPONDENCE		
4	Received / Outgoing	<ul style="list-style-type: none"> Received from SES the Municipal Emergency Management Plan Audit Report and Certificate of Audit (D20/32437) Received agency reports received from DHHS and Red Cross Received update to the Emergency Management Manual Victoria 	Motion: that the Committee endorse the Audited Municipal Emergency Management Plan Moved: Aaron Ledden, Secoded: Marianne Messer

Issue Topic	Points of Discussion	Agreement / Action	R/O
STANDING AGENDA ITEMS			
5	REGIONAL COMMITTEES		
5.1	Regional Emergency Management Planning Executive Committee (REMPEC)	No report.	
5.2	Other regional committees and working groups		
6	SUB-COMMITTEE / WORKING GROUP REPORTS		
6.1	Municipal Fire Management Planning Committee	<p>This Committee met on 5 March 2020, issues covered at the meeting included:</p> <ul style="list-style-type: none"> Local fire weather conditions in the Surf Coast municipality are sometimes at odds with the Fire Danger Rating for the Central District raising questions about how best to communicate this with our community. Council has identified this as a possible issue for advocacy at a state level. Progress of the Strategic Fuel Break Expansion Project Planned burn program to go ahead this autumn. 	<p>Action: Raise with REMPEC the issue Fire Danger Ratings for the Central District and how they relate to local conditions in the Surf Coast Shire.</p> <p>Peter Ashton</p>
6.2	Cross Council Relief & Recovery Committee	This Committee is currently working on review of the Relief and Recovery Plan, the Emergency Relief Centre Standard Operating Guidelines and the Secondary Impact Assessment Guidelines.	
6.3	Community Impact Advisory Committee (CIAC)	Minutes circulated for Lorne and Torquay meetings.	
6.4	Flood Planning Committee	Meeting will be held in July.	
6.5	Surf Safety Working Group	<p><i>Report as required</i></p> <p>Life Saving Victoria has seen an increase in the number of rescues this season with the current number matching the season total from last year and there is still six weeks to go. Last year's figures showed that 50% of rescues were Australian residents.</p>	
7	MUNICIPAL EMERGENCY MANAGEMENT PLAN (MEMPlan)		
7.1	MEMPlan updates	<i>Nothing to report</i>	

Issue Topic		Points of Discussion	Agreement / Action	R/O
7.2	MEMPlan Exercise	<i>Nothing to report</i>		
ITEMS FOR DISCUSSION				
8	Coronavirus disease (COVID-19)	<p>The Regional Emergency Management Team Teleconference on Monday 9 March will provide an update on the Coronavirus. It is not at Pandemic phase yet. DHHS has asked for a copy of all council's Pandemic plans. Surf Coast, Corangamite and Colac Otway Shires have been working on a regional template for the Pandemic Plan which has been referred to DHHS for review.</p> <p>DHHS recommend that:</p> <ul style="list-style-type: none"> • Organisations ready their Business Continuity Plans and stay informed via Better Health Channel • Councils identify and consider activating their Pandemic Influenza Sub Committee (PISC) • Surf Coast Shire Council will convene internal and external committees. • Consideration be given to the coming flu season. <p>Surf Coast Shire Council's leadership team will be reviewing the Business Continuity Plan arrangements later today with a view to impacts from Covid-19.</p>		Coby Dowie
				Rowan Mackenzie
8.1	Community Emergency Risk Assessment (CERA)	Risk 14 – Human Pandemic / Epidemic reviewed, no actions		DHHS
		Biosecurity Risk Profile to be developed	<p>Agriculture Victoria to provide support and advice to council regarding current planning applications with potential Biosecurity implications.</p> <p>Arrange meeting with SES, SCS and Agriculture Victoria to draft Biosecurity Risk Profile.</p>	<p>Agriculture Victoria</p> <p>SCS</p>

Issue Topic	Points of Discussion	Agreement / Action	R/O
		Agriculture Victoria to present at next meeting on Biosecurity Plan and their emergency response.	Agriculture Victoria
9	2019/20 Bushfires	<p>A debrief was held in Heywood for the South West Complex fires.</p> <p>Response and relief agencies from the Barwon region assisted the East Gippsland and northern Victoria fires:</p> <ul style="list-style-type: none"> • CFA had teams and appliances deployed in East Gippsland. • VCC Emergencies Ministry sent teams to East Gippsland. • Red Cross were activated across the state • FFMV had around 60% of their workforce in East Gipps at any one time. • Council officers assisted East Gippsland with environmental health assistance and secondary impact assessment coordination. <p>The Committee discussed the value in running scenarios for multi town impacts particularly in the first 72 hours of response.</p>	
GENERAL AGENDA ITEMS			
10	Neighbourhood Safer Places – Place of Last Resort		
11	Incidents	<i>Committee to discuss and report on incidents</i>	
12	Terms of Reference	<i>To be reviewed at last meeting of the year.</i>	
OTHER BUSINESS			
13	AGENCY REPORTS <i>By exception. Please submit reports seven days prior to meeting. Specific issues for attention should be tabled as agenda items.</i>		
13.1	DHHS	See attached report	
13.2	Red Cross	See attached report	

Issue Topic	Points of Discussion	Agreement / Action	R/O
13.3 Regional Roads Victoria	The Moggs Creek bridge works continuing, the old bridge has been removed and construction is in final stages. Department of Transport has had a restructure.		
14	MEETING CLOSE	Next meeting to be held 21 May 2020	

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	March 2020	Terrorism / car attack	
Structural failure – dam		Earthquake		Service disruption – utilities			
Risk to be reviewed at this meeting: Human epidemic / Pandemic		Actions required:					

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	I Carlton	
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.	I Carlton	
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.	I Carlton	

MEMPC ACTIONS REGISTER				
Meeting Date	Action / MOTION item	Status	Responsible officer	RESOLVED / OUTSTANDING
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. Mar 2020 – spoken to CIAC, will present an options paper today.	P Ashton	
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	
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	
Nov-19	Council officers to contact GORCC and DELWP advising of this Committee's concerns and seeking a commitment to building to best practice for fire safety.	Met with Point Grey development team, they have resubmitted their plans with some changes to design and building materials making it a more resilient building.	SCS	
Nov-19	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.	Carry over. Next year's race will be along the Great Ocean road.	SES / SCS	


MEMPC Actions Register – D19/71348

8.2 Advisory Committee Minutes

APPENDIX 5 POSITIVE AGEING ADVISORY COMMITTEE MINUTES - 6 MARCH 2020

MINUTES

Positive Ageing Advisory Committee Meeting
Friday 6 March - 9.30am to 11.30am
Surf Coast Shire Council Civic Centre – Training Room
1 Merrijig Drive, Torquay



Committee Members: Magdalena Wheatland (Vice Chair), Keith Perkin (Deputy Vice Chair), Elizabeth Bills, Jenny Mathison, Pam Aylward, Sue Cole, Carolyn Trowell (Positive Ageing Coordinator) and Nicole Langtip (Facilitator).

Non-Committee Members: Nicky Angus (Community Project Development Officer), Daryn Chiller (Coordinator Communications and Community Relations) and Jennine Templar (Minute Taker).


Apologies: Cr Margot Smith, Brian Butterworth (Chair), Gary Allen, Kristin McDonald, Lyn Batson and Jill Moodie (Manager Community Strengthening).

Meeting Objectives:

1. Service transition.
2. Community projects process.
3. Community engagement discussion.

Topic	Details Discussed	Points of Discussion	Further Action Follow Up – Required
1. Welcome.	Welcome.	All attendees were warmly welcomed by Magdalena and apologies noted.	
2. Business Arising.	Actions from last meeting.	All actions to be completed were discussed. Members reviewed article regarding transition of service by Murrindindi Shire Council and were concerned by mismanaged planning on behalf of the provider. Council will draw lessons learned and will avoid transitioning clients during public holiday period to avoid clients discontinuation of care. Carolyn addressed issues raised by committee members. Acknowledged current Surf Coast Shire clients do not receive services on the weekend or outside business hours as they all fit within the entry level care framework.	
3. Reform Readiness Plan Project Update.	Action 1 and 3: <ul style="list-style-type: none"> • Commonwealth Home Support Program (CHSP). • Home and Community Care for Younger People (HACC PYP). • Department of Veterans' Affairs (DVA). 	Nicole circulated Positive Ageing Reform Readiness Plan actions. Confirming clients of Brokerage services, National Disability Insurance Scheme services and Home Care Package Program have all been transitioned to new service providers as of 31 January 2020. Letters sent 4 March 2020 to all CHSP (approximately 550 clients) to advise them that Council has resolved to exit aged care service delivery as of 30 June 2020. A copy of the letter is attached for your information (please refer to page 4). Further notification will be circulated on who the new service providers will be once Council is notified by Department of Health.	

<p>Reform Readiness Plan Project Update (Continued).</p>		<p>DVA (28 clients) have also received a letter (exit date 29 March 2020). DVA have allocated clients to two alternate service providers who they have current contacts with. Transitional processes are in place.</p> <p>Home and Community Care (HACC) Program for Younger People services (17 clients). Department of Health and Human Services targeted a number of current service providers to attain interest in contract. No expressions of interest were received. Department now waiting to be notified of new CHSP service providers allocated for the Shire and attain their interest in the contract.</p> <p>The newly proposed Commonwealth Streamlined Assessment model (to replace the Regional Assessment model) has been revoked. Current contract extension until April 2021. Council awaits further notification. Council's Assessment Officers will be a valuable resource through clients transition phase and provide a high level of expertise to support and educate the community on My Aged Care.</p>	
<p>4. Age Friendly Strategy.</p>	<p>Age Friendly Strategy.</p>	<p>Nicole discussed Positive Ageing Strategy/Action Plan 2020 – 2021 <i>“Strengthening communities through an Age Friendly framework”</i> and sought input from the group.</p> <p>Discussion regarding opportunities for committee members to assist with gathering information or providing Nicole with forums to gather information from to feed into plan. Nicole to contact interested committee members in the following two weeks to discuss further.</p>	
<p>5. Council Community Projects.</p>	<p>Presentation from Nicky Angus on community projects.</p>	<p>Nicky Angus (Community Project Development Officer) kindly shared a Power Point presentation and encouraged committee members to view the link to the Lorne Historical Society story via https://www.surfcoast.vic.gov.au/About-us/Your-Say/Active-Projects-Your-Say/Lorne-Historical-Society-Facade-Project</p> <p>Nicky provided valuable information including what success looks like:-</p> <ul style="list-style-type: none"> • positive experience. • no community frustration. • minimise risk to Council. • Skills developed - project planning/ scoping/ fundraising. • broader understanding of alternative funding sources. • forming good relationships. • better understanding about how Council works. • Council has a better understanding of community / volunteer issues and challenges. <p>What you can do:-</p> <ul style="list-style-type: none"> • awareness of the program. • advocates for this program – i.e. if you hear of a good idea within your networks then refer people on. 	<p>Nicky Nicky will provide the Positive Ageing Advisory Committee with a Quarterly Report which outlines projects. The Committee will then review projects and provide feedback / suggestions / queries to Nicky.</p> <p><u>Contact details:-</u> Nicky Angus Community Project Development Officer Hours: Monday to Friday 8.30 am to 5.30 pm Phone: (03) 5261 0600 Email: nangus@surfcoast.vic.gov.au</p>

<p>6. Community Engagement.</p>	<p>Community engagement discussion facilitated by Darryn Chiller.</p>	<p>Darryn Chiller (Coordinator Communications and Community Relations) is developing a new Engagement Policy for the Surf Coast Shire.</p> <p>It was reiterated by members on-line is not the preferred method of communication, concern with difficulties reading information for vision impaired (eg: colour on colour and font size) and suggest language in Plain English. Committee also stressed the importance of phone contact for the community – ‘we like someone to talk to / discuss issues’.</p> <p>Darryn appreciated the examples given by the group.</p>	
<p>7. General Business.</p>	<p>Topics of interest discussed.</p>	<p>Mobility Scooters – safety and risk issues discussed. Keith kindly volunteered to Chair next meeting (if required).</p>	<p>Nicole Agenda Item for next meeting to include “themes” from information captured from Surf Coast Shire – Age Friendly Communities survey.</p>
<p>8. Next Meeting.</p>		<p>Next Positive Ageing Advisory Committee Meeting</p> <p>Date: Friday 3 April 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 1 May 2020 • Friday 5 June 2020

Attachment



[To all Positive Ageing's aged care services consumers.

Changes to Aged Care Services

We are writing to inform you of future changes to your Aged Care service, currently funded through the Commonwealth Home Support Program (CHSP).

Due to Commonwealth Government's Aged Care Reforms, over the last 3 years Council has been preparing and planning to ensure our community continues to receive quality aged and disability services in the coming years.

At the 26 November 2019 meeting, Council resolved to exit provision of aged care service delivery as of 30 June 2020, in line with its current contract obligations, and transition your services to a new provider.

We are currently waiting on notification from the Department of Health as to who the new provider will be in your area. We are confident that the new provider will bring a range of specialist aged care services to our region and provide many benefits to the community.

Once we are notified of the new service provider we will contact you with further details and information regarding the transition process.

We are committed to working with you and your new service provider to ensure a well-planned and smooth transition will occur.

It is expected that Council will continue to provide your Aged Care services until 30 June 2020.

In the meantime, if you have any questions please contact me via phone on 03 5261 0600 or via email at nlangtip@surfcoast.vic.gov.au


Yours sincerely,

A handwritten signature in black ink, appearing to read 'N Langtip'.


Nicole Langtip

8.2 Advisory Committee Minutes

APPENDIX 6 POSITIVE AGEING ADVISORY COMMITTEE MINUTES - 17 APRIL 2020

<p><u>MINUTES</u></p> <p>Positive Ageing Advisory Committee Meeting Friday 17 April 2020 - 9.30am to 11.30am Online Zoom Meeting</p>		
Committee Members:	Cr Margot Smith, Magdalena Wheatland (Vice Chair), Keith Perkin (Deputy Vice Chair), Jenny Mathison, Gary Allen, Sue Cole, Kristin McDonald, Pam Aylward, Lyn Batson, Jill Moodie (Manager Community Strengthening) and Nicole Langtip (Facilitator).	
Non-Committee Members:	Chris Pike (General Manager) and Jennine Templar (Minute Taker).	
Apologies:	Brian Butterworth (Chair), Elizabeth Bills and Carolyn Trowell (Positive Ageing Coordinator).	
Meeting Objectives:	<ol style="list-style-type: none"> 1. COVID-19 Impact update. 2. Reform Readiness Project Update. 3. Strategic Planning. 	

Topic	Details Discussed	Points of Discussion	Further Action Follow Up – Required
1. Welcome.	Welcome.	All attendees were warmly welcomed to the first Zoom meeting for the year by Magdalena and apologies noted.	
2. Business Arising.	Actions from last meeting.	All actions completed.	
3. Surf Coast Shire.	COVID-19 update.	<p>Chris and Jill continue to attend meetings instituted from Council's Pandemic Response Plan which has been proactive in a short time frame.</p> <p>Changes resulting from evolving impact of the COVID-19 virus include focus on community and business relief, support and recovery. Facilities closed until further notice, modifications made to deliver services provided to older cohort of clients, staff temporarily redeployed into teams where there is a high demand for work. 210 Council office based staff working from home, approximately 150 Council staff working in other areas eg: outdoor maintenance crew and kindergarten staff.</p> <p>Individuals and organisations can access resources portal on the Council website covering areas including:-</p> <ul style="list-style-type: none"> • Food relief • Housing and accommodation • Physical and mental health • Financial hardship • Family violence and sexual assault, and • Internet access and mobile data. 	

<p>4. Positive Ageing Update.</p>	<p>COVID-19 impact for Positive Ageing. Changes to service delivery. New model development.</p>	<p>Jill stated three weeks ago a decision was made to suspend all domestic cleaning services until further notice to protect vulnerable clients and staff. Out of 579 CHSP clients, 76 requested cancellation of service and chose to self-isolate during this period. 241 welfare checks are being completed with 40 clients assessed at risk.</p> <p>Council will continue to support clients through a variety of proposed measures. These include reintroduction of domestic care (one hour per fortnight) and continued welfare checks (30 minutes per fortnight). Additional support will be provided to those at risk. Research from Natural Disasters suggests social capital is a key indicator to strong recovery. Innovative social connections eg: visiting clients (observing strict distancing protocols), organising Zoom meetings and group phone calls will be encouraged moving forward.</p> <p>Media publications (local newspapers) will be considered as an option to effectively convey consistent messaging to clients and carers that Council will continue to provide services up until 1 October 2020. This is in addition to the letter mail out to CHSP clients (please refer to page three, attachment one).</p>	
<p>5. Reform Readiness Project Update.</p>	<p>News from Department of Health. Changes to transition date. Communications with staff and community.</p>	<p>Three New Service Providers have accepted “indicative offers” from the Department of Health. Surf Coast Shire Council has negotiated with the Department and all three organisations will become publicly known once all parties have signed the associated contracts. Council has a commitment to continuing service delivery until 1 October 2020 with an eight week transition period to handover to new service provider leading up to 1 October 2020.</p> <p>Council has committed to making entitlements available now to eligible staff (this includes access to redundancy entitlements). Redeployment process will commence as available with ongoing support from Human Resources.</p>	
<p>6. Strategic Planning.</p>	<p>Changes regarding COVID-19 impact. Gathering data – meetings, online survey etc. Moving forward.</p>	<p>Nicole stated Strategic Planning is a work in progress noting important milestones have been completed. Updates to be provided as work develops with May 2020 draft timeline extended.</p>	<p>Nicole Following up individually with all Positive Ageing Advisory committee members to discuss issues relevant to their respective area.</p>
<p>7. General Business.</p>	<p>Topics of interest discussed.</p>	<p>No further topics of interest discussed.</p>	
<p>8. Next Meeting.</p>		<p>Next Positive Ageing Advisory Committee Meeting</p> <p>Date: Friday 22 May 2020 Time: 9.30am to 11.30am Location: Online Zoom Meeting</p>	

Attachment One – Letter to CHSP Clients

16 April 2020

Dear

Changes of service provider

I am writing to provide an update regarding changes to aged care services provided by Surf Coast Shire Council. You would have received a letter in March 2020 informing you of the upcoming changes and planned transition to new service providers.

The Commonwealth Department of Health have advised Council that they have nominated 3 organisations to take over responsibility for the future service delivery for the Shire. They cannot confirm who they are until all contracts have been signed by these organisations, which is still several weeks away. We will let you know as soon possible.

Date

We can confirm however, that due to the impact of COVID-19 the transition date will now be 1 October 2020. Council will continue to be your service provider until this time.

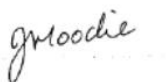
Current service delivery

You would be aware that Council made significant immediate changes to the aged care services we could provide in response to the impact of COVID-19.

Council now intends to reintroduce some domestic assistance for those clients who were previously receiving this service, as of the fortnight commencing the 27 April 2020. We are also looking at additional ways we can provide support whilst prioritising the health and wellbeing of our clients, staff and community.

If you would like further information or clarification please contact Nicole Langtip 5261 0600 or nlangtip@surfcoast.vic.gov.au. Please be assured we will be in contact again shortly with further updates.

Yours Sincerely



Jill Moodie
Manager Community Strengthening

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: IC20/345

Appendix:

1. Modewarre Hall and Reserve S86 Committee of Management Minutes – 20 November 2019 (D20/29893)
2. Stribling Reserve S86 Committee of Management Minutes - 10 February 2020 (D20/37629)
3. Anderson Roadknight Reserve S86 Committee of Management Minutes - 10 February 2020 (D20/28320)
4. Hearing of Submissions Committee Minutes - 18 February 2020 (D20/29680)
5. Hearing of Submissions Committee Minutes - 10 March 2020 (D20/43496)

Officer Direct or Indirect Conflict of Interest:

Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason:

Purpose

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. Modewarre Hall and Reserve S86 Committee of Management Minutes – 20 November 2020
2. Stribling Reserve S86 Committee of Management Minutes – 10 February 2020
3. Anderson Roadknight S86 Committee of Management Minutes – 10 February 2020
4. Hearing of Submissions Committee Minutes – 18 February 2020
5. Hearing of Submissions Committee Minutes – 10 March 2020

Council Resolution

MOVED Cr Margot Smith, Seconded Cr Tony Revell


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

1. Modewarre Hall and Reserve S86 Committee of Management Minutes – 20 November 2020
2. Stribling Reserve S86 Committee of Management Minutes – 10 February 2020
3. Anderson Roadknight S86 Committee of Management Minutes – 10 February 2020
4. Hearing of Submissions Committee Minutes – 18 February 2020
5. Hearing of Submissions Committee Minutes – 10 March 2020

CARRIED 9:0

8.3 Section 86 Committee Minutes


**APPENDIX 1 MODEWARRE HALL AND RESERVE S86 COMMITTEE OF MANAGEMENT MINUTES –
20 NOVEMBER 2019**

	<p>COMMITTEE: Minutes of the General Meeting of the Modewarre Hall & Reserve Committee of Management PRESENT: Jenny Hampshire, Marie McPadden, Brian & Sandra Tanner. APOLOGIES: Lesley Evans Motion: That the apologies be accepted. Moved Jenny Hampshire. Seconded Marie McPadden. Carried. VISITORS: Nil</p>	<p>DATE: Wednesday 20th November, 2019 TIME: 6:45 pm VENUE: Modewarre Hall</p>
<p>Adoption of Previous minutes</p>	<p>Motion: That the minutes of the meeting held 21st August, 2019 be accepted. Moved: Jenny Hampshire. Seconded: Sandra Tanner.</p>	
<p>Financial Report</p>	<p>No report.</p>	
<p>Business Arising from Previous minutes</p>	<p><u>Discussion only was held on the following due to the small attendance.</u></p> <p>a) Security Cameras: Ken Hole received a quote of \$1,800 which is for 4 cameras, which would be located at:</p> <ul style="list-style-type: none"> i. The entrance ii. Side of the carpark iii. North corner of the playground iv. Bluestone building or over the gas bottles <p>Further discussion is to be held and decided.</p> <p>b) Movie Night: Ken has spoken to Tim and Ben. Prices are being looked at for the hire of a good projector and screen. Perhaps hold the movie night in the first half of the New Year. Show 'My Friend, My Enemy' first, have an interval with light supper, tea, coffee, soft drinks and wine followed by the 'Stringybark' movie, which is a bit longer. Costs to be confirmed.</p> <p>c) Quote on the Stove: Quote on a stove changeover would be \$2,100, however an upgrade on the power would be necessary as what is there now is not sufficient. An alternative to not using full power and for security purposes, perhaps put a lock block on the cage around the gas bottles.</p>	
<p>Correspondence:</p>	<p>Nil.</p>	

Shire Report	<p>Changes to the Models of the Shire: Jarrod explained that this will be presented formally in the next 6-8 months. There are 8 committees and 4 halls: Connewarre, the Globe Theatre, Deans Marsh and Modewarre. The idea of Section 86 is allowing for the Council to give powers to people who manage a facility. Section 86 has been used as a way of managing this in rural areas and this has been accepted for some years. However a change is going to take place and it will require consideration in the future.</p> <p>Council is the governing body, but one of the changes could be that the committees each become a club and have more responsibilities, e.g. obtaining grants, and making some extra decisions.</p> <p>The other alternative would be that the Council would be more hands on.</p> <p>Deans Marsh have indicated that they wish to be incorporated.</p> <p>Winchelsea have indicated that they do not wish to be incorporated and wish to stay the same as they are.</p> <p>The change will occur with every Council, not just Surfcoast.</p> <p>Jarrod assured the committee that these changes will not be happening for quite some now, but assured everyone their input is very important. There will be further discussions, and input from the various committees is very important.</p>
General Business	<p>Bookings: These are going OK, and there is a wedding next year (2020). Children's parties are popular – weather dependent.</p>
Notice of Motions to Council	
Next Meeting	<p>The meeting closed at 8:55pm. The next meeting is Wednesday 19th February, 2020 at 7:30 pm.</p>

8.3 Section 86 Committee Minutes


APPENDIX 2 STRIBLING RESERVE S86 COMMITTEE OF MANAGEMENT MINUTES - 10 FEBRUARY 2020

	<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, DB, LF, DT, CE, GC, MA APOLOGIES: DM, WJ VISITORS:</p>	<p>DATE 10 February 2020 TIME: 5:15pm VENUE: Multi-purpose Room</p>
<i>Adoption of previous minutes</i>	Moved: DB, seconded: GC	
<i>Conflict of Interest Declaration</i>	None	
<i>Business Arising from previous minutes</i>	<ul style="list-style-type: none"> • Done in General Business 	
<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>	<ul style="list-style-type: none"> • Paul Elshaug: email received 16 Jan 2020, update • Chris Pike: email, Stribling Reserve Pavilions Project – Community Contribution • B. Bliss: Lions Club Lorne, requesting information on pavilion redevelopment plan • Kane Rogozik, Sports Lighting Project Completion: completion update information 	
<i>Correspondence Out</i>		
<i>Treasurers Report</i>	<p>Financial report for January Opening Balance: \$ 64,026 Income: \$ 18,331 Expenses: \$ 409 Closing Balance: \$ 81,948 January Financial Report circulated by email. Power bill of \$2,600 from August to January not included. Motion: report be accepted, moved DT seconded DB, motion passed.</p>	
<i>Booking Officer Report</i>	<p>Calendar of bookings on website: lomesports.com.au or sites.google.com/view/stribling/calendar</p> <ul style="list-style-type: none"> • Tara O'Neill booked LLC for drama classes on Wednesdays 3:30 – 5: 00 pm during school terms in 2020 • Payment received from LIBFIT, Lina Libroaperto: Term 2 2019 \$120, Term 3 2019 \$75, Term 4 \$60. Lina has booked Tuesdays 5:30 – 6:30 during term. • Reduced fee for Crepe Maison from \$950 to \$500 for January because of little actual Kitchen usage. • Helicopter landings, advice received from Surf Coast Shire. Public liability insurance from helicopter owners would be required. • Review of Fees and Charges for 2020/21. Moved by DT, seconded by GC, that the fees remain at current level, motion accepted. • Bookings for 2020/21: No bookings beyond July 2020 should be accepted, given expected redevelopment works. 	
<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 16 Jan 2020:</p> <ul style="list-style-type: none"> • Glen Daniels has confirmed that after the final light tower is installed in February, he'll arrange re-turfing, oval aeration and top-dressing 	
<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. 	

	<p>The committee expressed caution about changing existing structure. Appears to be insufficient information or incentive to explore other options. The committee resolve to retain existing Section 88 Committee structure. Moved DT, seconded MA, motion passed</p> <ul style="list-style-type: none"> • Asset Register: Completion of assets register update deferred until the committee determines what contents will be moved out when pavilion is demolished. • Soccer Goals: One goal has a broken wheel, used for its transport. Suggested we write to Bob Sinclair of Lorne Men's Shed and ask if it could be repaired. • Soccer Goals Storage: Storage of goals behind goal posts is not an acceptable location. Proposed that they be stored in the left-hand side cage of the Cricket Nets and a lockable gate be put on the cricket net to secure the storage location. • Pavilion Redevelopment Funding: Discussed correspondence that outlined the need to raise funds to support the pavilions redevelopment project. The Stribling Reserve COM can seek donations and raise money but is unable to offer tax deductions for donors. However, the Australian Sports Foundation do offer a mechanism that can provide a tax deduction to donors. Motion: The Stribling Reserve COM support the setting up of a separate identity as an Incorporated Association to do fund-raising for the redevelopment project. The committee authorised the chairman to liaise with Lorne Football Netball Club to establish such a fund-raising identity. Moved CE seconded DB, motion passed. • Lighting Towers: New section for final light pole has arrived, waiting for a crane. Initial aiming of lights during day, then fine adjustment at night. Expected to happen this week. Tuesday/Wednesday 18/19 February final light tower installation, final connections and wiring. Thursday 20 February aiming, testing and commissioning. After completion of lighting, turf reinstatement works will be undertaken along with some other minor fencing works. • Scoreboard: Works to be done to ensure a safe OHS work environment. • Stribling Reserve COM acknowledge the generous contribution of Len Tank, re electrical work done at Stribling Reserve. • ANZAC day netball matches being held at twilight will require use of indoor court for U13 & U15 matches. Poles need to be upgraded, floor mount doesn't hold poles securely.
Next Meeting	5:15 pm Monday 16 March 2020

8.3 Section 86 Committee Minutes

**APPENDIX 3 ANDERSON ROADKNIGHT RESERVE S86 COMMITTEE OF MANAGEMENT MINUTES - 10
FEBRUARY 2020**

	<p>Draft MINUTES COMMITTEE NAME: Anderson Roadknight Reserve Committee of Management COMMITTEE MEMBERS: Keith Bremner, Gail Timmers, Barry Whelan, Libby Stapleton, Karen Jacques, John McInerney, Phil Rounsevell, Edie Barton, Anne Whelan PRESENT: Keith Bremner , Gail Timmers, Barry Whelan, Libby Stapleton, , John McInerney, Phil Rounsevell, , Anne Whelan APOLOGIES: Karen Jacques, Edie Barton VISITORS: Paul Elshaug, Marg Duncan</p>	<p>DATE: 10 February 2020 TIME: 5:30 pm VENUE: Aireys Inlet Community Hall</p>
<p>Adoption of previous minutes</p>	<p>Minutes from 11 November 2019 be accepted Moved: Keith Bremner Seconded: Anne Whelan Carried</p>	
<p>Conflict of Interest Declaration</p>	<p>Nil</p>	
<p>Business Arising from previous minutes</p>	<p>Outstanding issues - Masterplan Works Paul Elshaug advised that a CRM had been lodged to resolve the trip hazard at the front door. Gravel is still washing into grated drain at the corner of the tennis courts Down pipe issue is believed to be resolved Paul Elshaug to follow up on missing bollards Lawn area needs topping up to be level with path and eliminate dips</p> <p>Additional landscaping options The working group of Gail Timmers, Keith Bremner, Marg Duncan and Phil Rounsevell have identified a list of works, including proposals from the tennis club. These works are to be individually costed by the Shire, prioritised by the working group and a final list developed that can be achieved within the budget. The Committee and or the Tennis Club may then decide to contribute to outstanding works. There was discussion regarding the GORC circular bench seats which are available for relocation. It was agreed that the cliff top in the vicinity of the lighthouse would be a more suitable location than the hall. Libby Stapleton will follow up with Tourism and Traders</p>	

	<p>Meeting Schedule for 2020 Note that the next meeting is Monday 20 April. Revised meeting schedule is included in these minutes.</p> <p>Surf Coast Arts Project – front of hall Keith Bremner advised that this project is ongoing. He has been in communication with Surf Coast Arts inc., who do have some Expressions of Interest under consideration.</p>
OHS	Trip hazard at front door. Shire CRM is in place to investigate and address issue.
Correspondence In	<p>12 November: Email from Meredith Kelly re locks tennis clubrooms to hall 3 December: Email from Meredith Kelly setting out proposed changes to locks 29 December: Email from Jarrod Westwood advising 30 December Extreme Fire Danger – Hall to be closed 6 January: Email from Meredith Kelly advising 10 December Council Meeting, committee membership ,Anne Whelan 15 January: Email from Meredith Kelly requesting review of fees and charges by 27 February 2020 3 February: Email from Surf Coast Shire advising committees@surfcoast.vic.gov.au email address</p>
Correspondence Out	<p>12 November: email to Meredith Kelly re locks tennis clubrooms to hall 14 November: Email to Surf Coast Shire request change of Bookings officer details on website 18 November: Email to Paul Elshaug re proposed working bee 19 December: Email to regular hall users re 1. Details of new Bookings Officer, 2. Users day to day cleaning of polished floor 22 December: Email to Corangamite Financial Services (Bendigo Bank) with claim for contribution to heating and cooling - \$3,000 plus GST 29 December: Email to Surf Coast Shire re missing recycle bin 29 December: Email to Surf Coast Shire re power outage in sections of hall 2 January: email to Meredith Kelly re changes to locks tennis clubrooms to hall 6 February: Email to committee members with info re fees and charges</p>

Treasurers Report	<p>Report circulated by email</p> <p>John McInerney advised that gas bottles have been changed to smaller bottles which will result in a significant cost saving. It will be necessary to manually switch from one bottle to the other and order replacement of empty bottles. Council has yet to invoice the Committee for GST.</p> <p>Treasurers report be accepted: Moved: Phil Rounsevell Seconded: Anne Whelan Carried</p>
Booking Officer Report	<p>Anne Whelan advised that January income appeared to be lower than last year but that there are 3 outstanding invoices and income will be similar. Otherwise bookings are going well.</p>
User Groups Report	<p>Aireys Inlet P.S.: No report but fees and charges to be discussed under General Business</p> <p>AIDTC: As per discussions in Business Arising the Tennis Club has put forward suggestions for landscaping, and is in discussions with the Shire regarding the hit up wall</p> <p>Red Cross: Nil</p> <p>Aireys Inlet Market: Libby Stapleton reported that the market had enjoyed a busy summer with lots of positive feedback from patrons.</p> <p>Playgroup: Nil</p> <p>Soft Tennis: Nil</p> <p>Uniting Church: Nil</p> <p>Exercise Class: Going well, senior's exercises recommenced on 15 January. Tai Chi currently using the courtyard deck</p> <p>Reports moved for acceptance. Moved: Libby Stapleton Seconded: Keith Bremner Carried</p>

Shire Report	<p>Gail Timmers expressed her appreciation of Paul attending the meeting on behalf of the Shire. Relevant matters have been discussed under Business Arising or General Business</p>														
General Business	<p>Fees and Charges A discussion paper was circulated by email in advance of the meeting. There are inconsistencies in the way fees and charges are applied, and discrepancies between the fees applied and the fees included in the Shire's budget documents. There was discussion regarding the purpose of the hall and the need to encourage participation. The financial position of the Committee is quite healthy. Under the Instrument of Delegation the Committee makes a recommendation on fees and charges to the Council for its consideration. The Shire has requested this recommendation by 27 February 2020. There was discussion around the concepts of community versus commercial usage.</p> <p>The fees agreed are as follows:</p> <table data-bbox="750 718 1444 901"> <tr> <td>Hire of Main Hall (included kitchen)</td> <td>\$15:00 per hour including GST</td> </tr> <tr> <td>Hire of Meeting Room</td> <td>\$15:00 per hour including GST</td> </tr> <tr> <td>Hire of courtyard with access to toilets</td> <td>\$10:00 per hour including GST</td> </tr> <tr> <td>Hire of Kitchen Only</td> <td>\$15:00 per hour including GST</td> </tr> <tr> <td>Major Functions Community</td> <td>\$100:00 per day including GST</td> </tr> <tr> <td>Major Functions Private</td> <td>\$200:00 per day including GST</td> </tr> <tr> <td>Major Functions Private (up to 4 hours)</td> <td>\$100:00 per half day including GST</td> </tr> </table> <p>Notes:</p> <ol data-bbox="750 957 1789 1117" style="list-style-type: none"> 1. Main Hall rate includes kitchen. If kitchen is not required by Main Hall user it may be hired separately at the discretion of the Bookings Officer. 2. Hourly rate of \$15:00 per hour applies until half daily / daily rates apply 3. Major Functions Rate includes outdoor areas 4. The Committee may agree to support new users/groups for up to 3 months, then possibly ongoing subject to regular review <p>It was agreed that the Uniting Church is to pay normal fees and charges</p>	Hire of Main Hall (included kitchen)	\$15:00 per hour including GST	Hire of Meeting Room	\$15:00 per hour including GST	Hire of courtyard with access to toilets	\$10:00 per hour including GST	Hire of Kitchen Only	\$15:00 per hour including GST	Major Functions Community	\$100:00 per day including GST	Major Functions Private	\$200:00 per day including GST	Major Functions Private (up to 4 hours)	\$100:00 per half day including GST
Hire of Main Hall (included kitchen)	\$15:00 per hour including GST														
Hire of Meeting Room	\$15:00 per hour including GST														
Hire of courtyard with access to toilets	\$10:00 per hour including GST														
Hire of Kitchen Only	\$15:00 per hour including GST														
Major Functions Community	\$100:00 per day including GST														
Major Functions Private	\$200:00 per day including GST														
Major Functions Private (up to 4 hours)	\$100:00 per half day including GST														

	<p>School Hire Fees There is an existing agreement with the school that the school pay half the normal hourly rate. It was agreed that this arrangement continues</p> <p>That the Committee recommends to the Council that the Fees as listed above are to apply for 2020/2021 financial year, and that the existing fee arrangement with the school continues. Moved: Libby Stapleton Seconded: Anne Whelan Carried</p> <p>Regular User Storage Clean Out The Bookings Officer has contacted all the regular users and requested that any items that are not in regular use are removed. The storage areas are being progressively tidied up.</p> <p>Committees Email Paul Elshaug explained that the Shire has set up a separate email address: - committees@surfcoast.vic.gov.au The reason for this is that regular contact staff are sometimes reassigned to acting roles and communications can be missed. The committees email address will be regularly monitored and messages referred to the appropriate staff member. Committee members are requested to use this address for communications. Straightforward requests for maintenance should be emailed to info@surfcoast.vic.gov.au These requests will then be entered into the Customer Request Management (CRM) system. Committee members explained that at present a reply email is sent advising the request has been entered into the CRM system and providing a reference number. But there is no follow up email to advise the customer that the matter has been attended to.</p>
Next Meeting	Monday 20 April
Meeting Dates 2020 Meetings to be held at 5:30 pm	Monday 10 February 2020 Monday 20 April 2020 Monday 22 June 2020 Monday 7 September 2020 Monday 9 November 2020

8.3 Section 86 Committee Minutes

APPENDIX 4 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 McKiterick
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 McKiterick
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 McKiterick, 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>	4

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 **General Manager:** Ransce Salan
Department: Statutory Planning **File No:** 19/0110
Division: Environment & Development **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

APPENDIX 5 HEARING OF SUBMISSIONS COMMITTEE MINUTES - 10 MARCH 2020



Minutes

Hearing of Submissions Committee Tuesday, 10 March 2020

Held in the
Council Chambers
1 Merrijig Drive, Torquay
Commenced at 5:00pm

Committee:

Cr Rose Hodge (Chair)
Cr David Bell
Cr Martin Duke
Cr Clive Goldsworthy
Cr James McIntyre (Leave of Absence)
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 10 MARCH 2020 COMMENCED AT 5:00PM

PRESENT:

Cr Clive Goldsworthy (Acting Chairperson)
Cr Martin Duke
Cr Brian McKiterick
Cr Tony Revell
Cr Margot Smith
Cr Heather Wellington (arrived at 5:02pm)

Ransce Salan – General Manager Environment and Development
Anne Howard – General Manager Governance and Infrastructure
Karen Hose – Acting Manager Planning and Development
Michelle Watt – Coordinator Statutory Planning
Julie Anderson – Coordinator Governance
Liberty Nash – Records Management Officer (Minutes)

In Attendance:

57 members of the public
0 member of the press

Not In Attendance:

Cr James McIntyre (Leave of Absence)
Keith Baillie

APOLOGIES:

Committee Resolution

MOVED Cr Margot Smith, Seconded Cr Brian McKiterick

That apologies be received from Cr David Bell and Cr Rose Hodge (Chairperson).

CARRIED 6:0

CONFIRMATION OF MINUTES

Committee Resolution

MOVED Cr Brian McKiterick, Seconded Cr Martin Duke

That the Hearing of Submissions Committee note the minutes of the meeting held on 18 February 2020 as a correct record of the meeting.

CARRIED 6:0

CONFLICTS OF INTEREST:

Nil

SUBMITTERS HEARD

1. Dr William Lance Potter
2. Graham Higgin
3. Shelley Fanning (on behalf of the Kithbrooke Country Park residents and residents committee)
4. Drusilla Bremner
5. Adrian Delia
6. Graeme Jacobs – Applicant

BUSINESS:

- 1. PLANNING MATTERS 4**
- 1.1 *19/0292 - Use and Development of the Land for Camping and Caravan Park, Two Lot Subdivision (Resubdivision) and Earthworks Which Change the Rate of Flow Across a Property Boundary - 350 Coombes Road and 1200 Ghazeepore Road, Freshwater Creek 4*

1. PLANNING MATTERS

1.1 19/0292 - Use and Development of the Land for Camping and Caravan Park, Two Lot Subdivision (Resubdivision) and Earthworks Which Change the Rate of Flow Across a Property Boundary - 350 Coombes Road and 1200 Ghazeepore Road, Freshwater Creek

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

General Manager: Ransce Salan
File No: 19/0292
Trim No: IC20/284

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

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

Yes No

Reason: Nil

Status:

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

Yes No

Reason: Nil

Purpose

The purpose of this report is to hear submissions relating to Planning Permit Application 19/0292 – 1200 Ghazeepore Road and 350 Coombes Road, Freshwater Creek – Use and Development of the Land for Camping and Caravan Park, Two Lot Subdivision (Re-subdivision) and Earthworks which Change the Rate of Flow Across a Property Boundary.

Summary

In December 2019 the application relating to use and development for camping and caravan park, two lot subdivision (re-subdivision) and earthworks which change the rate of flow across a property boundary was publicly exhibited in accordance with the *Planning and Environment Act 1987* (the Act).

The use, development, subdivision and earthworks are proposed for the properties addressed 1200 Ghazeepore Road and 350 Coombes Road in Freshwater Creek which have a combined area of 52.7ha.

Key elements of the proposal are:

- A re-subdivision of the land which will realign the property boundaries and consolidate a former water channel reserve (Lot 2 of PS406859) into the two new lots;
- Provide for the use and development of the following elements in relation to the camping and caravan park:
 - 33 one, two and three bedroom cabins;
 - 15 powered “glamping/safari” tents;
 - 65 powered caravan sites, powered and unpowered camping sites and unpowered overnight stay sites;
 - A manager's residence;
 - Range of recreational and leisure facilities which include:
 - Café, office and general store;
 - Flexible cinema space;
 - Swimming pool with gym;
 - Amenities (toilet/shower blocks, laundry, indoor and outdoor BBQ's/kitchen);
- Creation of turning lane from Coombes Road.

Summary of Submissions

A total number of 171 objections were received (as of 13 February 2020).

The issues raised by objecting submissions are summarised in the following table.

1.1 19/0292 - Use and Development of the Land for Camping and Caravan Park, Two Lot Subdivision (Resubdivision) and Earthworks Which Change the Rate of Flow Across a Property Boundary - 350 Coombes Road and 1200 Ghazeepore Road, Freshwater Creek

Issue
At odds with the green wedge/non-urban break area of Thompson Creek (Local Planning Policy – Clause 21.08)
Inappropriate use and development of Farming Zone land
Out of character development and use
Against strategic policy in that the application is outside of the Torquay town boundary
Landscape impacts (visual impacts to the landscape vista)
Existing infrastructure unable to cater for proposal
Potential for permanent residency within cabins
Devaluation of property
Traffic impact on condition and safety of Coombes Road and congestion to Torquay road network
Noise, odour and dust emissions
Environmental impact on flora and fauna
No net community benefit
Safety/Security impacts

The objections have been received from 169 individuals and two organisations (special interest community groups).

Most of the objections provided a residential address. It is estimated that the majority of the objectors are located within a 5km radius of the subject site which includes parts of Torquay, Jan Juc, Freshwater Creek and Bellbrae. The majority of the objections were received from the residents of the Kithbrooke Park Country Club.

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 issues raised in the submissions will be considered in a detailed report to be presented to a later Council meeting.

Recommendation

That the Hearing of Submissions Committee receives and notes the submissions relating to Planning Permit Application 19/0292 – Use and Development of the Land for Camping and Caravan Park, Two Lot Subdivision (Re-subdivision) and Earthworks which Change the Rate of Flow Across a Property Boundary at 1200 Ghazeepore Road and 350 Coombes Road, Freshwater Creek and forward to Council for consideration.

Committee Resolution

MOVED Cr Margot Smith, Seconded Cr Martin Duke

That the Hearing of Submissions Committee receives and notes the submissions relating to Planning Permit Application 19/0292 – Use and Development of the Land for Camping and Caravan Park, Two Lot Subdivision (Re-subdivision) and Earthworks which Change the Rate of Flow Across a Property Boundary at 1200 Ghazeepore Road and 350 Coombes Road, Freshwater Creek and forward to Council for consideration.

CARRIED 6:0

Close: There being no further items of business the meeting closed at 5:49pm.

8.4 Assemblies of Councillors

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

General Manager: Anne Howard
File No: F18/221-2
Trim No: IC20/264

Appendix:

1. Assembly of Councillors - Councillor Briefings - 18 February 2020 (D20/22028)
2. Assembly of Councillors - Councillor Briefings - 25 February 2020 (D20/33873)
3. Assembly of Councillors - Councillor Briefings - 3 March 2020 (D20/30781)
4. Assembly of Councillors - Councillor Briefings - 17 March 2020 (D20/46141)
5. Assembly of Councillors - COVID-19 Councillor Briefing - 20 March 2020 (D20/48913)
6. Assembly of Councillors - COVID-19 Councillor Briefing - 24 March 2020 (D20/51059)
7. Assembly of Councillors - COVID-19 Councillor Briefing - 27 March 2020 (D20/55292)
8. Assembly of Councillors - COVID-19 Councillor Briefing - 31 March 2020 (D20/54922)
9. Assembly of Councillors - COVID-19 Councillor Briefing - 3 April 2020 (D20/57657)
10. Assembly of Councillors - Councillor Briefings - 7 April 2020 (D20/58004)
11. Assembly of Councillors - COVID-19 Councillor Briefing - 7 April 2020 (D20/58003)
12. Assembly of Councillors - COVID-19 Councillor Briefing - 9 April 2020 (D20/60578)
13. Assembly of Councillors - COVID-19 Councillor Briefing - 14 April 2020 (D20/63703)
14. Assembly of Councillors - COVID-19 Councillor Briefing - 17 April 2020 (D20/65099)
15. Assembly of Councillors - Councillor Budget Briefing #6 - 17 April 2020 (D20/65426)
16. Assembly of Councillors - Councillor Briefings - 21 April 2020 (D20/65101)
17. Assembly of Councillors - COVID-19 Councillor Briefing - 21 April 2020 (D20/65103)
18. Assembly of Councillors - COVID-19 Councillor Briefing - 24 April 2020 (D20/71823)
19. Assembly of Councillors - Councillor Briefings - 28 April 2020 (D20/70742)
20. Assembly of Councillors - Councillor Briefings - 5 May 2020 (D20/76690)
21. Assembly of Councillors - COVID-19 Councillor Briefing - 5 May 2020 (D20/75132)
22. Assembly of Councillors - COVID-19 Councillor Briefing - 12 May 2020 (D20/80030)
23. Assembly of Councillors - Councillor Briefings - 19 May 2020 (D20/82771)
24. Assembly of Councillors - COVID-19 Councillor Briefing - 19 May 2020 (D20/82766)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

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

Yes

No

Reason: Nil

Purpose

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

Summary

The *Local Government Act 1989* section 80A(2) states that the Chief Executive Officer must ensure that the written record of an assembly of Councillors is as soon as practicable reported at 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 – 18 February 2020
2. Councillor Briefings – 25 February 2020
3. Councillor Briefings – 3 March 2020
4. Councillor Briefings – 17 March 2020

8.4 Assemblies of Councillors

5. COVID-19 Councillor Briefing – 20 March 2020
6. COVID-19 Councillor Briefing – 24 March 2020
7. COVID-19 Councillor Briefing – 27 March 2020
8. COVID-19 Councillor Briefing – 31 March 2020
9. COVID-19 Councillor Briefing – 3 April 2020
10. Councillor Briefings – 7 April 2020
11. COVID-19 Councillor Briefing – 7 April 2020
12. COVID-19 Councillor Briefing – 9 April 2020
13. COVID-19 Councillor Briefing – 14 April 2020
14. COVID-19 Councillor Briefing – 17 April 2020
15. Councillor Budget Briefing #6 – 17 April 2020
16. COVID-19 Councillor Briefing – 21 April 2020
17. Councillor Briefings – 21 April 2020
18. COVID-19 Councillor Briefing – 24 April 2020
19. Councillor Briefings – 28 April 2020
20. Councillor Briefings – 5 May 2020
21. COVID-19 Councillor Briefing – 5 May 2020
22. COVID-19 Councillor Briefing – 12 May 2020
23. Councillor Briefings – 19 May 2020
24. COVID-19 Councillor Briefing – 19 May 2020

Council Resolution

MOVED Cr David Bell, Seconded Cr Margot Smith

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

1. Councillor Briefings – 18 February 2020
2. Councillor Briefings – 25 February 2020
3. Councillor Briefings – 3 March 2020
4. Councillor Briefings – 17 March 2020
5. COVID-19 Councillor Briefing – 20 March 2020
6. COVID-19 Councillor Briefing – 24 March 2020
7. COVID-19 Councillor Briefing – 27 March 2020
8. COVID-19 Councillor Briefing – 31 March 2020
9. COVID-19 Councillor Briefing – 3 April 2020
10. Councillor Briefings – 7 April 2020
11. COVID-19 Councillor Briefing – 7 April 2020
12. COVID-19 Councillor Briefing – 9 April 2020
13. COVID-19 Councillor Briefing – 14 April 2020
14. COVID-19 Councillor Briefing – 17 April 2020
15. Councillor Budget Briefing #6 – 17 April 2020
16. COVID-19 Councillor Briefing – 21 April 2020
17. Councillor Briefings – 21 April 2020
18. COVID-19 Councillor Briefing – 24 April 2020
19. Councillor Briefings – 28 April 2020
20. Councillor Briefings – 5 May 2020
21. COVID-19 Councillor Briefing – 5 May 2020
22. COVID-19 Councillor Briefing – 12 May 2020
23. Councillor Briefings – 19 May 2020
24. COVID-19 Councillor Briefing – 19 May 2020

CARRIED 9:0

8.4 Assemblies of Councillors

APPENDIX 1 ASSEMBLY OF COUNCILLORS - COUNCILLOR BRIEFINGS - 18 FEBRUARY 2020



Assembly of Councillors Record

Description of Meeting: Councillor Briefings
Responsible Officer: Anne Howard – General Manager Governance and Infrastructure
Date: 18 February 2020
In Attendance: Yes (✓) No (X)


Councillors		Officers		Externals	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	Great Ocean Road Coast Committee (GORCC) - CEO Vanessa Schernickau	✓
Cr. David Bell	X	General Manager Governance & Infrastructure - Anne Howard	✓	Great Ocean Road Coast Committee (GORCC) - Manager Planning - Katie Hart	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓		
Cr. Clive Goldsworthy	X	General Manager Culture & Community - Chris Pike	✓		
Cr. James McIntyre	✓	Administration Governance – Jocelyn Christensen (minutes)	✓		
Cr. Brian McKiterick	✓	Manager Recreation and Open Space Planning - Shaan Briggs	✓		
Cr. Tony Revell	✓	Coordinator Recreation Planning - Jarrod Westwood	✓		
Cr. Margot Smith	✓	Open Space Planner – Ella Jackson	✓		
Cr. Heather Wellington	X	Manager Finance - John Brockway	✓		
		Manager Business Improvement - Brendan Walsh	✓		
		Business Improvement Officer - Trevor Britten	✓		
		Coordinator Governance - Julie Anderson	✓		
		Manager Community Relations - Damian Waight	✓		
		Coordinator Communications and Community Relations - Darryn Chiller	✓		
		Community Engagement Facilitator - Rhiannon Tanner	✓		
		Economic Development Officer - Scott Jardine	✓		
		Coordinator WHS - Sam Liston	✓		
		Manager People and Culture - Leanne Perryman	✓		
		Manager Economic Development - Matt Taylor	✓		
		Manager Planning and Development - Bill Cathcart	✓		
		Principal Statutory Planner - Ben Schmied	✓		

MEETING COMMENCED	1:00pm	MEETING ADJOURNED	1:29pm
MEETING RESUMED	1:35pm	MEETING ADJOURNED	2:21pm
MEETING RESUMED	2:24pm	MEETING ADJOURNED	3:12pm



MEETING RESUMED	3:17pm	MEETING ADJOURNED	4:06pm
MEETING RESUMED	4:23pm	MEETING CONCLUDED	4:38pm

Matters considered at the meeting
1. External Presentation - Point Impossible to Jan Juc Master Plan (GORCC)
2. Conflict of Interest
3. Point Impossible to Jan Juc Draft Master Plan
4. Budget Briefing #2 - 2019-20 Forecast
5. Business Improvement Update and 2020-21 Program Discussion
6. VEC Subdivision Review Submission
7. Environment & Development Monthly Report – January 2020
8. Workplace Health and Safety Quarterly Report – Q2 2019/20
9. Process to Review the Community Engagement Policy
10. Intensive Farming - Australian Sheep Dairy Company Proposal
11. 2020 Borrowings
12. State Disability Plan 2021-24 Submission
13. Bi-Annual Complaint Handling Report - June to December 2019
14. Other Business

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: 		Print Name: Anne Howard
Date: 18 February 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 - COUNCILLOR BRIEFINGS - 25 FEBRUARY
2020**




Assembly of Councillors Record

Description of Meeting: Councillor Briefings
Responsible Officer: Anne Howard – GM Governance and Infrastructure
Date: 25 February 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	✓
Cr. Martin Duke	✓	General Manager Environment & Development – Ransce Salan	✓
Cr. Clive Goldsworthy	X	Acting General Manager Environment & Development – Matt Taylor	✓
Cr. James McIntyre	X	General Manager Culture & Community - Chris Pike	✓
Cr. Brian McKitterick	X	Administration Officer Governance – Zoe Eastick	✓
Cr. Tony Revell	✓	Manager Finance - John Brockway	✓
Cr. Margot Smith	✓	Coordinator Management Accounting – Gabby Spiller	✓
Cr. Heather Wellington	X	Accountant – Tim Dickson	✓
		Strategic Asset Manager – John Bertoldi	✓
		Manager Program Management Office - Rowena Frost	✓
		Customer Experience Coordinator – Virginia Morris	✓
		Manager Community Relations – Damian Waight	✓

MEETING COMMENCED	3:03pm	MEETING CONCLUDED	5:04pm
--------------------------	--------	--------------------------	--------

Matters considered at the meeting
1. Monthly Finance Report - January 2020
2. Budget Briefing #3 - Project & Recurrent Proposals and Draft Capital Works Plan
3. Digital Transformation Program Update
4. Monthly Program Status Update - January 2020
5. Quarterly Update - Customer Requests - October to December 2019
6. Other Business
7. Agenda Review - Council Meeting - 25 February 2020

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: 		Print Name: Anne Howard
Date: 25/02/2020		
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)].

8.4 Assemblies of Councillors

APPENDIX 3 ASSEMBLY OF COUNCILLORS - COUNCILLOR BRIEFINGS - 3 MARCH 2020



Assembly of Councillors Record

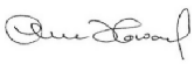
Description of Meeting: Councillor Briefings
Responsible Officer: Anne Howard – General Manager Governance and Infrastructure
Date: 3 March 2020
In Attendance: Yes (✓) No (X)

Councillors		Officers		Externals	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer – Keith Baillie	✓	Barwon South West Waste & Resource Recovery Group - Executive Officer - Ashley Pittard	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓	Barwon South West Waste & Resource Recovery Group - Manager Government Relations & Engagement - Belinda Bennett	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓	DELWP - Project Manager - Great Ocean Road Management Reform (GORMR) – Paul Jane	✓
Cr. Clive Goldsworthy	X	General Manager Culture & Community - Chris Pike	✓	DELWP – Senior Project Manager - GORMR – Libby Sampson	✓
Cr. James McIntyre	X	Administration Governance – Jocelyn Christensen (minutes)	✓		
Cr. Brian McKitterick (attended External Presentation 1 via telephone)	X	Manager Finance - John Brockway	✓		
Cr. Tony Revell	✓	Coordinator Management Accounting - Gabby Spiller	✓		
Cr. Margot Smith	✓	Manager Planning and Development - Bill Cathcart	✓		
Cr. Heather Wellington	X	Coordinator Statutory Planning - Michelle Watt	✓		
		Manager Recreation and Open Space Planning - Shaan Briggs	✓		
		Community Project Development Officer - Nicky Angus	✓		
		Manager Facilities and Open Space Operations - Travis Nelson	✓		
		Team Leader Sport and Facilities Operations - Helen Berry	✓		
		Coordinator Recreation Planning - Paul Elshaug	✓		



MEETING COMMENCED	3:01pm	MEETING ADJOURNED	4:22pm
MEETING RESUMED	4:29pm	MEETING ADJOURNED	5:03pm
MEETING RESUMED	5:11pm	MEETING ADJOURNED	5:49pm
MEETING RESUMED	6:01pm	MEETING CONCLUDED	6:19pm

Matters considered at the meeting	
1.	External Presentation - Barwon South West Waste & Resource Recovery Group update
2.	External Presentation - Great Ocean Road Coast and Parks Authority
3.	Confirmation of Minutes
4.	Conflict of Interest
5.	Budget Briefing #4 - Review Draft EBITDA Budget & Fees & Charges & Project Submissions
6.	Planning Permit Application 19/0292 - Use and Development of Land for Camping and Caravan Park, Two Lot Subdivision (Re-subdivision) and Earthworks which Change the Rate of Flow Across a Property Boundary - 350 Coombes Road and 1200 Ghazepore Road, Freshwater Creek
7.	Quarterly Report - Community Project Development - March 2020
8.	Winchelsea Health Club
9.	Winchelsea Growth Related Infrastructure
10.	Other Business

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: 		Print Name: Anne Howard
Date: 3 March 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 4 ASSEMBLY OF COUNCILLORS - COUNCILLOR BRIEFINGS - 17 MARCH 2020



Assembly of Councillors Record

Description of Meeting: Councillor Briefings
Responsible Officer: Anne Howard – General Manager Governance and Infrastructure
Date: 17 March 2020
In Attendance: Yes (✓) No (X)


Councillors		Officers	
Cr. Rose Hodge, Mayor (Present in Chambers)	✓	Chief Executive Officer - Keith Baillie (Present in Chambers)	✓
Cr. David Bell (Via Zoom)	✓	General Manager Governance & Infrastructure - Anne Howard (Present in Chambers)	✓
Cr. Martin Duke (Via Zoom)	✓	General Manager Environment & Development - Ransce Salan (Via Zoom)	✓
Cr. Clive Goldsworthy (Via Zoom)	✓	General Manager Culture & Community - Chris Pike (Via Zoom)	✓
Cr. James McIntyre (Via Zoom)	✓	Administration Officer Governance – Zoe Eastick (minutes) (Present in Chambers)	✓
Cr. Brian McKiterick (Via Zoom)	✓	DT Project Manager/Program support - Matt Irwin (technical assistance) (Present in Chambers)	✓
Cr. Tony Revell (Via Zoom)	✓	Manager Environment and Community Safety - Rowan Mackenzie (Via Zoom)	✓
Cr. Margot Smith (Via Zoom)	✓	Coordinator Waste Management - Neil Brewster (Via Zoom)	✓
Cr. Heather Wellington (Via Zoom for nominated items)	✓	Manager Finance - John Brockway (Via Zoom)	✓
		Coordinator Management Accounting - Gabby Spiller (Via Zoom)	✓
		Coordinator Recreation Planning - Jarrod Westwood (Via Zoom)	✓
		Manager Recreation and Open Space Planning - Shaan Briggs (Via Zoom)	✓
		Manager Community Relations - Damian Waight (Via Zoom)	✓
		Arts Development Officer - Harriet Gaffney (Via Zoom)	✓
		Coordinator Community Health & Development - Alicia Hooper (Via Zoom)	✓
		Team Leader Youth Development - Jack Pearson (Via Zoom)	✓
		Project Manager - Capital and Operational Projects - Karyn Rice (Via Zoom)	✓
		Manager Economic Development - Matt Taylor (Via Zoom)	✓
		Event Delivery Officer - Lynne Hume (Via Zoom)	✓
		Project Manager - Capital and Operational Projects - Karyn Rice (Via Zoom)	✓

MEETING COMMENCED	10:17am	MEETING ADJOURNED	11:39am
MEETING RESUMED	11:45am	MEETING ADJOURNED	12:21pm
MEETING COMMENCED	12:45pm	MEETING CONCLUDED	2:59pm

Matters considered at the meeting
1. Confirmation of Minutes
2. Conflict of Interest
3. Coronavirus update
4. Waste services 2020 update
5. Positive ageing reform update
6. Budget Briefing #5 - Budget by service area, Fees & Charges, Waste recap, LTFP
7. Planning Scheme Amendment C124 and Planning Permit Application 17/0295 - 600-640 Cape Otway Road, Moriac
8. Planning Scheme Amendment C127, 2995 Princes Highway, Winchelsea
9. Amendment C134 Winchelsea Town Centre and Highway Design Guidelines
10. Municipal Emergency Management Plan 2019-22
11. Environment & Development Monthly Report - February 2020



12. Falls Festival update
13. Winchelsea Town Beautification Plan
14. Engaging Councillors on the Community Engagement Policy
15. The future use of the Surf Coast Sport and Recreation Centre - Update
16. Youth Development Update
17. Surf Coast Shire Community Development Policy
18. Road Management update
19. Advocacy Priorities Update
20. 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: 17 March 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 5 ASSEMBLY OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFING - 20 MARCH 2020



Assembly of Councillors Record

Description of Meeting: COVID-19 Councillor Briefing
Responsible Officer: Keith Baillie - Chief Executive Officer
Date: 20 March 2020
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor (Present in Chambers)	✓	Chief Executive Officer - Keith Baillie (Via Zoom)	✓
Cr. David Bell	X	General Manager Governance & Infrastructure - Anne Howard (Present in Chambers)	✓
Cr. Martin Duke (Via Zoom)	✓	General Manager Environment & Development - Ransce Salan (Via Zoom)	✓
Cr. Clive Goldsworthy (Via Zoom)	✓	General Manager Culture & Community - Chris Pike (Via Zoom)	✓
Cr. James McIntyre (Via Zoom)	✓	Administration Officer Governance – Zoe Eastick (minutes) (Via Zoom)	✓
Cr. Brian McKitterick (Via Zoom)	✓	Coordinator Environmental Health – Adam Lee (Via Zoom)	✓
Cr. Tony Revell (Via Zoom)	✓	Manager Environment and Community Safety - Rowan Mackenzie (Via Zoom)	✓
Cr. Margot Smith (Via Zoom)	✓	Manager Culture and Community – Leanne Perryman	✓
Cr. Heather Wellington (Via Zoom)	✓	Coordinator Governance - Julie Anderson (technical support) (Present in Chambers for commencement)	✓

MEETING COMMENCED	2:05pm	MEETING CONCLUDED	3:19pm
--------------------------	--------	--------------------------	--------

Matters considered at the meeting
1. Pandemic Plan Framework
2. Emergency Response Framework
3. Mayor update
4. CEO update
5. Council's approach
6. State government objectives
7. Service status
8. Facilities status
9. Staff update
10. Councillor questions

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

Responsible Officer Signature:  **Print Name:** Keith Baillie

Date: 20 March 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 6 ASSEMBLY OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFING - 24 MARCH 2020



Assembly of Councillors Record

Description of Meeting: COVID-19 Councillor Briefing
Responsible Officer: Keith Baillie – Chief Executive Officer
Date: 24 March 2020
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor (Present in Chambers)	✓	Chief Executive Officer - Keith Baillie (Via Zoom)	✓
Cr. David Bell (Via Zoom)	✓	General Manager Governance & Infrastructure - Anne Howard (Present in Chambers)	✓
Cr. Martin Duke (Via Zoom)	✓	General Manager Environment & Development - Ransce Salan (Via Zoom)	✓
Cr. Clive Goldsworthy (Via Zoom)	✓	General Manager Culture & Community - Chris Pike (Via Zoom)	✓
Cr. James McIntyre (Via Zoom)	✓	Governance Officer – Jocelyn Christensen (minutes) (Via Zoom)	✓
Cr. Brian McKitterick (Via Zoom)	✓	Governance Officer – Zoe Eastick (Via Zoom)	✓
Cr. Tony Revell (Via Zoom)	✓	Coordinator Environmental Health – Adam Lee (Via Zoom)	✓
Cr. Margot Smith (Via Zoom)	✓	Manager Environment and Community Safety - Rowan Mackenzie (Via Zoom)	✓
Cr. Heather Wellington (Via Zoom)	✓	Manager Culture and Community – Leanne Perryman (Via Zoom)	✓
		Manager Community Relations - Damian Waight (Via Zoom)	✓
		Coordinator Governance - Julie Anderson (technical support) (Present in Chambers)	✓

MEETING COMMENCED	12.01pm	MEETING CONCLUDED	1.27pm
--------------------------	---------	--------------------------	--------

Matters considered at the meeting
1. Update by CEO
2. Emergency Management Update
3. Update by Mayor
4. Councillor Questions and Issues
5. Rates and Debtors
6. Animal Registration
7. Community Engagement
8. Waste Services 2020 Project Issues
9. Winchelsea and Lorne Transfer Stations
10. Council Meeting and Other



Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: <i>Keith Baillie</i> Print Name: Keith Baillie		
Date: 24 March 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 7 ASSEMBLY OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFING - 27 MARCH 2020



Assembly of Councillors Record

Description of Meeting: COVID-19 Councillor Briefing
Responsible Officer: Keith Baillie – Chief Executive Officer
Date: 27 March 2020
In Attendance (Via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	✓	Governance Officer – Zoe Eastick (minutes)	✓
Cr. Brian McKitterick	✓	Coordinator Environmental Health – Adam Lee	✓
Cr. Tony Revell	✓	Manager Environment and Community Safety - Rowan Mackenzie	✓
Cr. Margot Smith	✓	Manager Community Relations - Damian Waight	✓
Cr. Heather Wellington	✓	Coordinator Governance - Julie Anderson	✓

MEETING COMMENCED	1:02pm	MEETING CONCLUDED	2:45pm
--------------------------	--------	--------------------------	--------

Matters considered at the meeting
1. Emergency Management update
2. Mayor update
3. Services update
4. Facilities and land use update
5. Staff update
6. Councillor questions
7. Animal registrations
8. Community and economic support package
9. Future Council meetings
10. Local election update

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: <i>Keith Baillie</i>		Print Name: Keith Baillie
Date: 27/03/2020		
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 8 ASSEMBLY OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFING - 31 MARCH 2020



Assembly of Councillors Record

Description of Meeting: COVID-19 Briefing
Responsible Officer: Keith Baillie – Chief Executive Officer
Date: 31 March 2020
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor (Via Zoom)	✓	Chief Executive Officer - Keith Baillie (Via Zoom)	✓
Cr. David Bell (Via Zoom)	✓	General Manager Governance & Infrastructure - Anne Howard (Via Zoom)	✓
Cr. Martin Duke (Via Zoom)	✓	General Manager Environment & Development - Ransce Salan (Via Zoom)	✓
Cr. Clive Goldsworthy (Via Zoom)	✓	General Manager Culture & Community - Chris Pike (Via Zoom)	✓
Cr. James McIntyre (Via Zoom)	✓	Governance Officer – Jocelyn Christensen (minutes) (Via Zoom)	✓
Cr. Brian McKitterick (Via Zoom)	✓	Coordinator Environmental Health – Adam Lee (Via Zoom)	✓
Cr. Tony Revell (Via Zoom)	✓	Manager Environment and Community Safety - Rowan Mackenzie (Via Zoom)	✓
Cr. Margot Smith (Via Zoom)	✓	Manager Culture and Community – Leanne Perryman (Via Zoom)	X
Cr. Heather Wellington (Via Zoom)	✓	Manager Community Relations - Damian Waight (Via Zoom)	✓
		Coordinator Governance - Julie Anderson (technical support) (Present in Chambers)	✓

MEETING COMMENCED	1.04pm	MEETING CONCLUDED	2.32pm
--------------------------	--------	--------------------------	--------

Matters considered at the meeting
1. Emergency Management Update
2. Update by Mayor
3. Services Update
4. Facilities and Land Use Update
5. Staffing Matters Update
6. Community Support Update
7. Councillor Questions and Issues
8. PPE for Staff
9. Council Meeting - 28 April 2020
10. Hearing of Submissions
11. Support package/policy

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: <i>Keith Baillie</i>		Print Name: Keith Baillie
Date: 31 March 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 [s.80A(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 9 ASSEMBLY OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFING - 3 APRIL 2020



Assembly of Councillors Record

Description of Meeting: COVID-19 Briefing
Responsible Officer: Keith Baillie – Chief Executive Officer
Date: 3 April 2020
In Attendance (Via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	✓	Governance Officer – Zoe Eastick (minutes)	✓
Cr. Brian McKitterick	✓	Coordinator Environmental Health – Adam Lee	✓
Cr. Tony Revell	✓	Manager Environment and Community Safety - Rowan Mackenzie	✓
Cr. Margot Smith	✓	Manager Community Relations - Damian Waight	✓
Cr. Heather Wellington	✓		

MEETING COMMENCED	1.06pm	MEETING CONCLUDED	2.31pm
--------------------------	--------	--------------------------	--------

Matters considered at the meeting
1. Emergency Management update
2. Mayor update
3. CEO update
4. Services update
5. Facilities and land use update
6. Staffing matters
7. Community support
8. Councillor questions and issues
9. MAV emails requesting Councillor's feedback
10. Road Management Plan/Tree Risk Management Plan

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: <i>Keith Baillie</i>		Print Name: Keith Baillie
Date: 3 April 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 10 ASSEMBLY OF COUNCILLORS - COUNCILLOR BRIEFINGS - 7 APRIL 2020



Assembly of Councillors Record

Description of Meeting: Councillor Briefings
Responsible Officer: Anne Howard – General Manager Governance and Infrastructure
Date: 7 April 2020
In Attendance: Yes (✓) No (X)

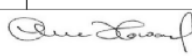
To minimise the risk of transmission of the Coronavirus (COVID-19), Councillor Briefings were conducted via a video conferencing system called Zoom.

In Attendance (all via Zoom):

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. Martin Duke	✓	General Manager Environment & Development – Ransce Salan	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	✓	Governance Officer – Jocelyn Christensen (minutes)	✓
Cr. Brian McKitterick	✓	Coordinator Waste Management - Neil Brewster	✓
Cr. Tony Revell	✓	Manager Planning and Development - Bill Cathcart	✓
Cr. Margot Smith	✓	Senior Statutory Planner - Nick Helliwell	✓
Cr. Heather Wellington	✓	Senior Statutory Planner - Leah Protyniak	✓
		Manager Community Relations - Damian Waight	✓
		Manager Community Strengthening - Jill Moodie	✓
		Coordinator Community Health & Development - Alicia Hooper	✓

MEETING COMMENCED	10:30am	MEETING ADJOURNED	11:56am
MEETING RESUMED	12:21am	MEETING CONCLUDED	12:21pm

Matters considered at the meeting
1. Confirmation of Minutes
2. Conflict of Interest
3. Waste Services 2020
4. Planning Permit Application 19/0409 - Buildings and works for the construction of a bridge and use as a road for the management of livestock - 61A, 89A and 95 Bambra Road, Aireys Inlet and 115 Bimbadeen Drive, Fairhaven
5. Planning Permit Application 19/0098 - Use and Development of the Land for a Restaurant, Group Accommodation and Associated Sale of Liquor - 105 Gum Flats Road, Wensleydale
6. Small Grants Program Update
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: 7 April 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 11 ASSEMBLY OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFING - 7 APRIL 2020



Assembly of Councillors Record

Description of Meeting: COVID-19 Briefing
Responsible Officer: Keith Baillie – Chief Executive Officer
Date: 7 April 2020
In Attendance (Via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	✓	Governance Officer – Zoe Eastick (minutes)	✓
Cr. Brian McKiterick	X	Coordinator Environmental Health – Adam Lee	✓
Cr. Tony Revell	✓	Manager Environment and Community Safety - Rowan Mackenzie	✓
Cr. Margot Smith	✓	Manager Community Relations - Damian Waight	✓
Cr. Heather Wellington	✓		

MEETING COMMENCED	1.01pm	MEETING CONCLUDED	2.11pm
--------------------------	--------	--------------------------	--------

Matters considered at the meeting
1. Emergency Management Update
2. Easter Preparations
3. Mayor Update
4. CEO Update
5. Services
6. Facilities and Land Use
7. Staffing Matters
8. Community Support
9. Councillor Questions and Issues
10. Other Topics
11. Pre-schools, occasional care and family day care
12. Economic and community support

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature:		Print Name: Keith Baillie
Date: 7 April 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 12 ASSEMBLY OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFING - 9 APRIL
2020**



Assembly of Councillors Record

Description of Meeting: COVID-19 Briefing
Responsible Officer: Keith Baillie – Chief Executive Officer
Date: 9 April 2020
In Attendance (Via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	✓	Governance Officer – Zoe Eastick (minutes)	✓
Cr. Brian McKitterick	X	Coordinator Environmental Health – Adam Lee	✓
Cr. Tony Revell	✓	Manager Environment and Community Safety - Rowan Mackenzie	✓
Cr. Margot Smith	✓	Manager Community Relations - Damian Waight	✓
Cr. Heather Wellington	X		

MEETING COMMENCED	1:01pm	MEETING CONCLUDED	1:46pm
--------------------------	--------	--------------------------	--------

Matters considered at the meeting
1. Emergency Management Update
2. Mayor Update
3. CEO Update
4. Services update
5. Facilities and Land Use update
6. Staffing Matters update
7. Community Support update
8. Councillor Questions and Issues
9. Other Topics
10. Pre-school update
11. Beaches over Easter
12. Fourth quarter rates notice
13. Draft Budget

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature:		Print Name: Keith Baillie
Date: 9 April 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 13 ASSEMBLY OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFING - 14 APRIL 2020



Assembly of Councillors Record

Description of Meeting: COVID-19 Briefing
Responsible Officer: Keith Baillie – Chief Executive Officer
Date: 14 April 2020
In Attendance (Via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. Martin Duke	✓	Acting General Manager Environment & Development - Brendan Walsh	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	✓	Governance Officer - Jocelyn Christensen (minutes)	✓
Cr. Brian McKitterick	✓	Coordinator Environmental Health - Adam Lee	✓
Cr. Tony Revell	✓	Manager Environment and Community Safety - Rowan Mackenzie	✓
Cr. Margot Smith	✓	Manager Community Relations - Damian Waight	✓
Cr. Heather Wellington	X		

MEETING COMMENCED	1:00pm	MEETING CONCLUDED	1:47pm
--------------------------	--------	--------------------------	--------

Matters considered at the meeting
1. Emergency Management Update
2. Mayor Update
3. CEO Update
4. Easter debrief
5. Services
6. Facilities and Land Use
7. Staffing Matters
8. Community Support
9. Councillor Questions and Issues
10. Other Topics
11. Draft budget
12. Special Council Meeting – 28 April 2020

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: <i>Keith Baillie</i>		Print Name: Keith Baillie
Date: 14 April 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 14 ASSEMBLY OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFING - 17 APRIL
2020**



Assembly of Councillors Record

Description of Meeting: COVID-19 Councillor Briefing
Responsible Officer: Keith Baillie – Chief Executive Officer
Date: 17 April 2020
In Attendance (via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer – Keith Baillie	✓
Cr. Clive Goldsworthy	✓	General Manager Governance & Infrastructure – Anne Howard	✓
Cr. David Bell	✓	Acting General Manager Environment & Development – Brendan Walsh	✓
Cr. Martin Duke	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	✓	Governance Officer – Zoe Eastick (minutes)	✓
Cr. Brian McKitterick	✓	Coordinator Environmental Health – Adam Lee	✓
Cr. Tony Revell	✓	Manager Environment and Community Safety - Rowan Mackenzie	✓
Cr. Margot Smith	✓	Manager Community Relations - Damian Waight	✓
Cr. Heather Wellington	✓		

MEETING COMMENCED	1:01pm	MEETING CONCLUDED	1:37pm
--------------------------	--------	--------------------------	--------

Matters considered at the meeting
1. Emergency Management Update
2. Access to local food support
3. Weekend preparations
4. Mayor Update
5. CEO Update
6. Services update
7. Facilities and Land Use update
8. Staffing Matters update
9. Community Support update
10. Councillor Questions and Issues

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: <i>Keith Baillie</i>		Print Name: Keith Baillie
Date: 17 April 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 15 ASSEMBLY OF COUNCILLORS - COUNCILLOR BUDGET BRIEFING #6 - 17
APRIL 2020**




Assembly of Councillors Record

Description of Meeting: Budget Briefing #6
Responsible Officer: Anne Howard – GM Governance and Infrastructure
Date: 17 April 2020
In Attendance (via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer – Keith Baillie	✓
Cr. Clive Goldsworthy	✓	General Manager Governance & Infrastructure – Anne Howard	✓
Cr. David Bell	✓	Acting General Manager Environment & Development – Brendan Walsh	✓
Cr. Martin Duke	✓	General Manager Culture & Community – Chris Pike	✓
Cr. James McIntyre	✓	Governance Officer – Zoe Eastick (minutes)	✓
Cr. Brian McKiterick	✓	Manager Finance – John Brockway	✓
Cr. Tony Revell	✓	Coordinator Management Accounting – Gabby Spiller	✓
Cr. Margot Smith	✓		
Cr. Heather Wellington	✓		

MEETING COMMENCED	1:37pm	MEETING CONCLUDED	3:02pm
--------------------------	--------	--------------------------	--------

Matters considered at the meeting
1. Draft Budget
2. Draft Hardship Policy

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: 		Print Name: Anne Howard
Date: 17 April 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 [s.80A(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 16 ASSEMBLY OF COUNCILLORS - COUNCILLOR BRIEFINGS - 21 APRIL 2020



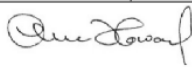
Assembly of Councillors Record

Description of Meeting: Councillor Briefings
Responsible Officer: Anne Howard – GM Governance and Infrastructure
Date: 21 April 2020
In Attendance (via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer – Keith Baillie	✓
Cr. Clive Goldsworthy	✓	General Manager Governance & Infrastructure – Anne Howard	✓
Cr. David Bell	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Martin Duke	✓	General Manager Culture & Community - Chris Pike	X
Cr. James McIntyre	✓	Governance Officer – Zoe Eastick (minutes)	✓
Cr. Brian McKiterick	✓	Manager Finance – John Brockway	✓
Cr. Tony Revell	✓	Coordinator Revenue – Jade McKenzie	✓
Cr. Margot Smith	✓	Coordinator Management Accounting – Gabby Spiller	✓
Cr. Heather Wellington	✓		

MEETING COMMENCED	10:31am	MEETING CONCLUDED	12:09pm
--------------------------	---------	--------------------------	---------

Matters considered at the meeting
1. Implementation of Local Government Act 2020 - Update #1
2. Draft Coronavirus Hardship Policy and Delegation Arrangements
3. Draft Budget Discussion/Adopting the Draft Budget for Public Exhibition
4. Environment & Development Monthly Report - March 2020

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 April 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 17 ASSEMBLY OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFING - 21 APRIL
2020**



Assembly of Councillors Record

Description of Meeting: COVID-19 Councillor Briefing
Responsible Officer: Keith Baillie – Chief Executive Officer
Date: 21 April 2020
In Attendance (via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. Martin Duke	✓	General Manager Environment & Development – Ransce Salan	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	✓	Governance Officer – Jocelyn Christensen (minutes)	✓
Cr. Brian McKitterick	✓	Coordinator Environmental Health – Adam Lee	✓
Cr. Tony Revell	✓	Manager Environment and Community Safety - Rowan Mackenzie	✓
Cr. Margot Smith	✓	Manager Community Relations - Damian Waight	✓
Cr. Heather Wellington	✓	Manager Economic Development - Matt Taylor	✓

MEETING COMMENCED	1:00pm	MEETING CONCLUDED	1:42pm
--------------------------	--------	--------------------------	--------

Matters considered at the meeting
1. Emergency Management Update
2. Mayor Update
3. CEO Update
4. Services update
5. Facilities and Land Use update
6. Staffing Matters update
7. Community Support update
8. Councillor Questions and Issues
9. Other Topics
10. Anzac Day
11. Economic Support Team Activities
12. 2019-20 Financial Support Discussion
13. Community Support Team

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

Responsible Officer Signature:	Print Name: Keith Baillie
---------------------------------------	----------------------------------

Date: 21 April 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 18 ASSEMBLY OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFING - 24 APRIL 2020




Assembly of Councillors Record

Description of Meeting: COVID-19 Councillor Briefing
Responsible Officer: Keith Baillie – Chief Executive Officer
Date: 24 April 2020
In Attendance (Via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	✓	Governance Officer – Zoe Eastick (minutes)	✓
Cr. Brian McKitterick	X	Manager Community Relations - Damian Waight	✓
Cr. Tony Revell	✓	Manager Economic Development - Matt Taylor	✓
Cr. Margot Smith	✓		
Cr. Heather Wellington	X		

MEETING COMMENCED	1:02pm	MEETING CONCLUDED	1:32pm
--------------------------	--------	--------------------------	--------

Matters considered at the meeting
1. Emergency Management update
2. Mayor update
3. CEO update
4. Services update
5. Facilities update
6. Staffing update
7. Community support update
8. Councillors questions and comments

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: 		Print Name: Keith Baillie
Date: 24 April 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 19 ASSEMBLY OF COUNCILLORS - COUNCILLOR BRIEFINGS - 28 APRIL 2020



Assembly of Councillors Record

Description of Meeting: Councillor Briefings
Responsible Officer: Anne Howard – GM Governance and Infrastructure
Date: 28 April 2020
In Attendance (via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	✓	Governance Officer – Jocelyn Christensen (minutes)	✓
Cr. Brian McKitterick	✓		
Cr. Tony Revell	✓		
Cr. Margot Smith	✓		
Cr. Heather Wellington	✓		

MEETING COMMENCED	10:31am	MEETING CONCLUDED	11:08am
--------------------------	---------	--------------------------	---------

Matters considered at the meeting
1. Confirmation of Minutes
2. Conflict of Interests
3. Agenda Review – Special Council Meeting - 28 April 2020
4. Monthly Finance Report – February and March 2020
5. Project Budget Adjustments and Cash Reserve Transfers
6. Digital Transformation Program Update
7. Workplace Health and Safety Quarterly Report – Q3 2019-20
8. Monthly Program Status Update – March 2020

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature:		Print Name: Anne Howard
Date: 28 April 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 [s.80A(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 20 ASSEMBLY OF COUNCILLORS - COUNCILLOR BRIEFINGS - 5 MAY 2020




Assembly of Councillors Record

Description of Meeting: Councillor Briefings
Responsible Officer: Anne Howard – GM Governance and Infrastructure
Date: 5 May 2020
In Attendance (Via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	X	Chief Executive Officer - Keith Baillie	✓
Cr. Clive Goldworthy, Deputy Mayor (Chair)	✓	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. David Bell	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Martin Duke	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	✓	Manager Governance and Risk – Wendy Hope	✓
Cr. Brian McKiterick	✓	Manager Planning - Bill Cathcart	✓
Cr. Tony Revell	✓	Principal Statutory Planner – Ben Schmied	✓
Cr. Margot Smith	✓	Governance Officer (minutes) – Zoe Eastick	✓
Cr. Heather Wellington	✓	Records Management Officer (observed) - Liberty Nash	✓

MEETING COMMENCED	10:31am	MEETING CONCLUDED	11:25am
--------------------------	---------	--------------------------	---------

Matters considered at the meeting
1. Confirmation of minutes
2. Conflicts of Interest
3. Quay 2 Estate discussion
4. Hearing of Submissions process
5. Implementation of Local Government Act 2020
6. Planning Permit Application 18/0274 - 85 Geelong Road Torquay

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: 5 May 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 21 ASSEMBLY OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFING - 5 MAY 2020



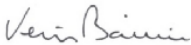
Assembly of Councillors Record

Description of Meeting: COVID-19 Councillor Briefing
Responsible Officer: Keith Baillie – Chief Executive Officer
Date: 5 May 2020
In Attendance (Via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	X	Chief Executive Officer - Keith Baillie	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	X
Cr. James McIntyre	✓	Governance Officer – Zoe Eastick (minutes)	✓
Cr. Brian McKitterick	✓		
Cr. Tony Revell	✓		
Cr. Margot Smith	✓		
Cr. Heather Wellington	✓		

MEETING COMMENCED	11:25am	MEETING CONCLUDED	11:57am
--------------------------	---------	--------------------------	---------

Matters considered at the meeting
1. Emergency Management and CEO update
2. Mayor update
3. Councillor questions and issues
4. Other topics

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: 		Print Name: Keith Baillie
Date: 5 May 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 22 ASSEMBLY OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFING - 12 MAY 2020



Assembly of Councillors Record

Description of Meeting: COVID-19 Councillor Briefing
Responsible Officer: Keith Baillie – Chief Executive Officer
Date: 12 May 2020
In Attendance (Via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓
Cr. Clive Goldsworthy	✓	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. David Bell	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Martin Duke	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	✓	Governance Officer – Jocelyn Christensen (minutes)	✓
Cr. Brian McKiterick	X	Manager Community Relations - Damian Waight	✓
Cr. Tony Revell	✓	Manager Economic Development - Matt Taylor	✓
Cr. Margot Smith	✓		
Cr. Heather Wellington	✓		

MEETING COMMENCED	1:31pm	MEETING CONCLUDED	2:42pm
--------------------------	--------	--------------------------	--------

Matters considered at the meeting
1. Emergency Management and CEO update
2. Mayor update
3. Councillor questions and issues
4. Other topics

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature: 		Print Name: Keith Baillie
Date: 12 May 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 [s.80A(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 23 ASSEMBLY OF COUNCILLORS - COUNCILLOR BRIEFINGS - 19 MAY 2020



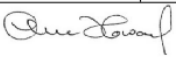
Assembly of Councillors Record

Description of Meeting: Councillor Briefings
Responsible Officer: Anne Howard – GM Governance and Infrastructure
Date: 19 May 2020
In Attendance (Via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	X	Governance Officer - Jocelyn Christensen (minutes)	✓
Cr. Brian McKiterick	✓	Engineering Services Manager – Ian Stewart	✓
Cr. Tony Revell	✓	Principal Strategic Planner - Tim Waller	✓
Cr. Margot Smith	✓	Project Manager - Capital and Operational Projects - Leigh Irvine	✓
Cr. Heather Wellington	✓	Manager Facilities and Open Space Operations - Travis Nelson	✓
		Procurement Services Officer - Julie Finnigan	✓

MEETING COMMENCED	1:00pm	MEETING ADJOURNED	1:07pm
MEETING COMMENCED	1:53pm	MEETING CONCLUDED	2:34pm

Matters considered at the meeting
1. Confirmation of minutes
2. Conflicts of Interest
3. Financial Overview
4. Unsealed Roads Maintenance
5. Current Strategic Planning Scheme Amendments and Projects - Exhibition
6. Surf Coast Multipurpose Indoor Stadium Update and Name
7. Review of SCS-019 Procurement Policy
8. Environment & Development Monthly Report - April 2020
9. 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: 19 May 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 24 ASSEMBLY OF COUNCILLORS - COVID-19 COUNCILLOR BRIEFING - 19 MAY 2020



Assembly of Councillors Record

Description of Meeting: COVID-19 Councillor Briefing
Responsible Officer: Keith Baillie – Chief Executive Officer
Date: 19 May 2020
In Attendance (Via Zoom): Yes (✓) No (X)

Councillors		Officers	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓
Cr. Clive Goldsworthy	✓	General Manager Governance & Infrastructure - Anne Howard	✓
Cr. David Bell	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Martin Duke	✓	General Manager Culture & Community - Chris Pike	✓
Cr. James McIntyre	X	Governance Officer – Jocelyn Christensen (minutes)	✓
Cr. Brian McKiterick	X	Manager Community Relations - Damian Waight	✓
Cr. Tony Revell	✓		
Cr. Margot Smith	✓		
Cr. Heather Wellington	X		

MEETING COMMENCED	2:46pm	MEETING CONCLUDED	3:33pm
--------------------------	--------	--------------------------	--------

Matters considered at the meeting
1. Emergency Management and CEO update
2. Mayor update
3. Councillor questions and issues
4. Other topics

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Y/N)	Type & Details of Interest(s) Disclosed
Nil		
Responsible Officer Signature:		Print Name: Keith Baillie
Date: 19 May 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 [s.80A(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 7:11pm.