

# Minutes

Meeting of Council  
Tuesday, 25 May 2021

Held in the  
Council Chambers  
1 Merrijig Drive, Torquay  
Commenced at 6:00pm

**Council:**

Cr Libby Stapleton (Mayor)  
Cr Gary Allen  
Cr Paul Barker  
Cr Mike Bodsworth  
Cr Kate Gazzard  
Cr Rose Hodge  
Cr Liz Pattison  
Cr Adrian Schonfelder  
Cr Heather Wellington

---

MINUTES FOR THE MEETING OF SURF COAST SHIRE COUNCIL  
HELD IN THE COUNCIL CHAMBERS, 1 MERRIJIG DRIVE, TORQUAY  
ON TUESDAY 25 MAY 2021 AT 6:00PM

**PRESENT:**

Cr Libby Stapleton (Mayor)  
Cr Gary Allen  
Cr Paul Barker  
Cr Mike Bodsworth  
Cr Kate Gazzard  
Cr Rose Hodge  
Cr Liz Pattison  
Cr Adrian Schonfelder  
Cr Heather Wellington

**In Attendance:**

Acting Chief Executive Officer – Anne Howard  
Acting General Manager Governance & Infrastructure – John Bertoldi  
General Manager Culture & Community – Chris Pike  
General Manager Environment & Development – Ransce Salan  
Coordinator Governance – Liberty Nash  
Governance Statutory Compliance & Reporting Officer – Zoe Eastick

3 members of staff  
13 members of the public  
1 members of the press

**OPENING:**

**Cr Libby Stapleton opened the meeting.**

The Surf Coast Shire local government area spans the traditional lands of the Wadawurrung People and the Eastern Maar People. The main Council office in Torquay where this meeting is held is on Wadawurrung Country. As this meeting is also live-streamed we wish acknowledge the Traditional Owners of the lands on which each person is viewing the meeting and pay respect to Elders past and present. Council also acknowledges other Aboriginal people that may be attending or watching the meeting today.

**PLEDGE:**

**Cr Kate Gazzard 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 Adrian Schonfelder, Seconded Cr Rose Hodge**

That Council notes the minutes of the Special Council Meeting for Hearing Submissions held on 11 May 2021 and the meeting of Council held on 27 April 2021 as correct records of the meetings.

CARRIED 9:0

**LEAVE OF ABSENCE REQUESTS:**

Nil.

**CONFLICTS OF INTEREST:**

None declared.



## **PRESENTATIONS:**

### **Mayor Cr Libby Stapleton – People Place Future Panel Report**

*This year, Council has undertaken a deliberative engagement process with the community, known as 'People, Place, Future'. In February, we have close to 1200 residents have their say about the future of the Surf Coast, through surveys, online submissions or direct discussions. A panel of 35 people from across the Shire – young and old, men and women, artists and business people, parents and more – reflecting our diverse community, came together to form a deliberative engagement panel. Over the past few months this panel has devoted more than 900 hours to meet, review, discuss, debate and develop a vision for our Shire, along with a set of principles, recommendations to guide the development of our four year strategic plan and other associated strategic documents including the Community Vision, the Council Plan, the Health and Wellbeing Plan, the Financial Plan and the Asset Plan.*

*Last week, we were really delighted that the Panel concluded its deliberations and presented Council with their final report 'People, Place, Future'. Earlier today two of the panel members, who were chosen by their peers, spent time with Councillors expanding on their report and answering our questions about their recommendations. We are so grateful for their commitment and passion, their pride in their work and their love for the Surf Coast.*

*For those in the community wanting to know more, please refer to our website where you will find updates, reports, and opportunities to hear directly from panel members about this important process. A Copy of the final 'People, Place, Future' report will also be uploaded.*

*So I formally present the People Place Future Community Panel's Recommendations Report to Council and thank all the panel members for their commitment, skill and hard work. Well done to you all.*

## **PUBLIC QUESTION TIME:**

### **Questions with Notice (6 questions in total)**

*Question 1: Shauna Burford – Jan Juc*

Can Council please provide an update on what actions are being taken, both temporary and long term, to resolve the safety concerns raised by Bellbrae Primary School parents regarding children crossing the Great Ocean Road on their bikes at Strathmore West?

*Answer provided by John Bertoldi – Acting General Manager Governance & Infrastructure*

The initial Planning Permit for the school had a requirement for the school to fund the installation of appropriate pedestrian measures when required. The Department of Transport (DoT) is the relevant road authority, and officers have been able to connect the school representatives to the Department and we understand that they are currently in discussions about this. Regarding temporary measures Council is following up DoT on what possible treatments could be considered. Officers think that most likely options may be pedestrian warning signage on the approaches to the school. Any treatments would be subject to DoT approval as the road manager.

*Question 2: Rob Bullen representing Georgia Armstrong – Mt Duneed*

The EPA in February assessed the noise from the augers of our neighbour as being excessive. Are there laws that can be applied to immediately mitigate the noise, to immediately mitigate this noise where EPA safety guidelines are continually and knowingly being exceeded?

*Answer Provided by Ransce Salan – General Manager Environment & Development*

This question should probably be directed to the EPA rather than Council as the EPA is investigating and applying the provisions of the Environment Protection Act 1970 in accordance with their Compliance & Enforcement Policy. It is important that noise reports are logged through the EPA on 1300 EPA VIC (1300 372 842) or [contact@epa.vic.gov.au](mailto:contact@epa.vic.gov.au) to be actioned.

*Question 3: Ann Bullen – Mt Duneed*

Rather than all this debate happening behind closed doors, and coming up with a pre-conceived 'okay, we're going to agree with this when we're out in the public chamber' gives no opportunity for the members and the ratepayers of this Council to actually understand different positions and the merits of each person's argument. We're asking can these Councillors please take themselves off to some other Council meetings and see how they run it and see how open and transparent it is because we don't find it open and transparent at all. We find it preconceived behind closed doors so we can't look at arguments and say 'okay,

that's a good position' or 'don't quite agree with that'. But what we're getting is just this unanimous vote on a particular item and it's not what we see at other Councils. So I'm asking is: Councillors, please take yourself off and listen to what happens in other Council chambers before you go voting on 'this is how we're going to run it here' because it is very different. So that's my request – can Councillors take themselves off to, and listen in on, other Council meetings and compare notes?

*Answer provided by John Bertoldi – Acting General Manager Governance & Infrastructure*

Thank you Ann. I note that the question you have asked is different to the one submitted to us, however the response prepared notes that this is a suggestion rather than a question. I am sure that most Councillors have attended and watched meetings of other Councils and will continue to do so.

*Question 4: Anna Rogers – Mt Duneed*

When someone has been found to have breached planning compliance, and the time to remediate has expired, are there actions the council can take to immediately prevent the activities continuing while further planning breach procedures continue (e.g. prosecution / VCAT action)?

*Answer provided by Ransce Salan – General Manager Environment & Development*

There are avenues open to council to seek the immediate cessation of a use or development through VCAT. Whether or not VCAT is prepared to hear the case as a matter of urgency is up to VCAT's discretion, having regard to the circumstances of the particular matter. Otherwise, it could take some weeks for VCAT to deal with the matter.

*Question 5: Anna Rogers – Mt Duneed*

Why aren't the public able to address questions to councillors in public question time, given they are our representatives?

*Answer provided by John Bertoldi – Acting General Manager Governance & Infrastructure*

In accordance with clause 19.8 of our Governance Rules, all questions must be directed to Council as a whole and not to individual or specific Councillors. This clause reflects the context of a Council meeting in which Councillors are fulfilling their roles by operating collectively as Council. Members of the public are welcome to engage directly with individual Councillors outside of the Council meeting setting, and contact information for each Councillor is available on our website. The current wording was adopted by Council in early 2019 following a comprehensive review of Local Law #2 by Councillors. The document included in tonight's agenda doesn't propose to change the current clause in relation to this matter – however that may be a matter for Councillors to consider in reviewing the Governance Rules.

*Question 6: Rob Bullen – Mt Duneed*

Reading the proposed governance rules suggests that they are far more complex than they need to be, providing little explanation for need, not aligned to industry standards nor standard meeting practice. They seem intent on complicating if not preventing, constructive dialogue between rate payers, councillors and officers. Can I suggest that the council re-write the guidelines given we have a new council, and soon a new CEO to ensure that they promote the 3 way dialogue between councillors, officers and ratepayers before sending them out for comment? I'm sure some community input could assist in this process

*Answer provided by John Bertoldi – Acting General Manager Governance & Infrastructure*

All Victorian Councils are required to develop their own Governance Rules in accordance with section 60 of the Local Government Act 2020. The Act outlines matters which must be included in Governance Rules, however each Council has the discretion to develop their own Governance Rules. The development of well-defined Governance Rules is not intended to operate as a constraint on Councillors in performing their role, rather it is designed to provide Councillors with a mechanism to assist with the decision-making process.

The timing of this review of the Governance Rules is consistent with Council's resolution of 7 September 2020, and Councillors have been engaged throughout this process.

If approved by Council for exhibition, the draft Rules will be publicly displayed for community feedback prior to final adoption from Council. If people make submissions and wish to speak directly to the issues they raise, there will be that opportunity available to them before Council needs to consider any final changes.

---

**BUSINESS:**

<b>1. PETITIONS &amp; JOINT LETTERS .....</b>	<b>15</b>
1.1 <i>Petition Requesting installation of a children's crossing at Lisieux.....</i>	<i>15</i>
<b>2. RESPONSIBLE &amp; PLANNING AUTHORITIES .....</b>	<b>40</b>
<b>3. OFFICE OF THE CEO .....</b>	<b>41</b>
<b>4. GOVERNANCE &amp; INFRASTRUCTURE .....</b>	<b>42</b>
4.1 <i>Project Budget Adjustments and Cash Reserve Transfers .....</i>	<i>42</i>
4.2 <i>Councillor Attendance at Meetings and Councillor Expenses .....</i>	<i>47</i>
4.3 <i>Draft Governance Rules for Exhibition .....</i>	<i>54</i>
4.4 <i>Councillor and Mayoral Allowances .....</i>	<i>153</i>
4.5 <i>Instrument of Appointment and Authorisation - Planning and Environment Act 1987 .....</i>	<i>157</i>
<b>5. ENVIRONMENT &amp; DEVELOPMENT .....</b>	<b>166</b>
5.1 <i>2021-22 Event Grants Program.....</i>	<i>166</i>
5.2 <i>Lorne Structure Plan and Great Ocean Road Strategic Framework Plan.....</i>	<i>173</i>
<b>6. CULTURE &amp; COMMUNITY .....</b>	<b>181</b>
6.1 <i>G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition .....</i>	<i>181</i>
6.2 <i>SCS - 006 Community Houses Policy .....</i>	<i>290</i>
6.3 <i>Statement of Reconciliation .....</i>	<i>300</i>
6.4 <i>Small Grants Program March 2021 .....</i>	<i>306</i>
6.5 <i>Draft Surf Coast Shire Social Housing Plan 2021 .....</i>	<i>317</i>
6.6 <i>Change to Membership - Anderson Roadknight Reserve Community Asset Committee .....</i>	<i>349</i>
6.7 <i>COVID Recovery Program Report - May 2021.....</i>	<i>352</i>
<b>7. REPORTS FOR NOTING .....</b>	<b>361</b>
<b>8. URGENT BUSINESS .....</b>	<b>362</b>
<b>9. PROCEDURAL BUSINESS .....</b>	<b>363</b>
9.1 <i>Conflict of Interest Records.....</i>	<i>363</i>
<b>10. NOTICE OF MOTIONS.....</b>	<b>7</b>
10.1 <i>Short-term Accommodation Surf Coast Shire.....</i>	<i>7</i>
10.2 <i>Amendments to Motions .....</i>	<i>10</i>
10.3 <i>Amendments to SCS-002 Councillor Code of Conduct.....</i>	<i>13</i>
<b>11. CLOSED SECTION .....</b>	<b>381</b>
11.1 <i>Regional Renewable Organics Network - Heads of Agreement report.....</i>	<i>381</i>
11.2 <i>Award of Contract T21-011 Cleaning Services - Council Facilities .....</i>	<i>381</i>

### **Move Items Forward**

#### **Council Resolution**

#### **MOVED Cr Adrian Schonfelder, Seconded Cr Rose Hodge**

That Council considers items 10.1, 10.2 and 10.3 at this point in the agenda for the benefit of those watching.

CARRIED 9:0

## 1. NOTICE OF MOTIONS

### 10.1 Short-term Accommodation Surf Coast Shire

#### Appendix:

Nil

## Surf Coast Shire Council

### Notice of Motion

### Council Services

### NOM - 145

I, Councillor Garry Allen, gave notice on 5 May 2021, of my intention to move the following motion:

#### Motion

That Council declares a key-worker accommodation crisis in the Surf Coast Shire.

#### Council Resolution

#### **MOVED Cr Gary Allen, Seconded Cr Paul Barker**

That Council declares a short term key-worker accommodation crisis in the Surf Coast Shire.

CARRIED8:1

#### Rationale

The past tourist season saw many staff vacancies in Lorne unfilled. A large percentage of workers employed were a last resort option, affecting the quality of service. The high turnover of staff reduces the ability of the businesses to conduct effective on-job training.

Staff leave because they cannot access affordable accommodation and find that travel costs erode their salary. At the end of a busy shift, say ending at midnight, the last thing you wish to do is travel in excess of 45 minutes to return home at night along the Deans Marsh Lorne Road to Colac, or the Great Ocean Road to Geelong.

Lorne has established many fine-dining restaurants. Employing quality chefs and keeping them is a problem. Business owners are forced to select chefs who do not have a family, as accommodation is scarce and very expensive. The township's reputation as a fine-dining destination is in jeopardy.

A number of businesses rely on overseas students over the summer period. Last summer they coped by reducing the trading hours and the seating capacity was limited by Covid restrictions. However, if the restrictions are no longer in place the hospitality industry will be severely impacted.

The Shire has declared a climate emergency. Over ninety percent of workers travel to and from Lorne by car, thereby increasing carbon emissions.

I asked the Lorne Business and Tourist Association for a quick response. The following was received today:

*I have had a quick call around and have the following information for you.  
As of July 1, the following staff are required:*

#### *Housekeeping - 40 staff*

*These are the requirements just from Mantra and Cumberland. Mantra GM has stated that in previous years most of their staff were international students that came from Deakin. This is very unlikely this year as there are very few international students. He also stated that he has been looking for staff housing and the closest he has been able to find is in Armstrong Creek.*

## 10.1 Short-term Accommodation Surf Coast Shire

### *Food & Beverage Staff - 50*

*These are made up of 20 staff for Mantra, 15 staff for Lorne Hotel, 5 staff Grand Pacific, 10 staff for Ipsos, Lorne central. This number is likely to be double across the whole town.*

### *Chefs - 10*

*This does not take into account the requirements of workers for Summer.*

*As mentioned, we will be trying to get as many kids as possible who have holiday houses to work during holidays but without overseas workers and available housing, it is getting very difficult to manage businesses without closing days of the week or limiting the amount of patrons you can serve.*

*For example, we can fit 80 people per sitting into Coda and currently we are only taking 50 as we cannot find or house staff. We are also forced to close an additional day per week due to lack of staff in CODA. We also have only 10 staff on Saturday to manage the hotel and need 15 people to serve the number of patrons we expect.*

*Mantra is currently limiting its capacity to 80% as it cannot find enough housekeeping staff to manage the demand.*

*Paul Upham*

**If this is the situation today, imagine the problem over the summer period. We must act now.**

The notice of motion is supported by the following two Councillors in accordance with Section 32 of the Governance Rules.

**Cr Gary Allen**

**Councillor**

Date: 5 May 2021

**Cr Paul Barker**

**Councillor**

Date: 5 May 2021

## **CEO Information Report**

The Cambridge Dictionary defines a crisis as 'an extremely difficult or dangerous point in a situation'.

The Australian Government Crisis Management Framework suggests two phases once a crisis is declared:

- Response – actions taken in anticipation of, during, or immediately after a crisis to ensure that its effects are minimised, and that those affected are given relief and support as quickly as possible.
- Recovery – restoring or improving livelihoods and health, as well as economic, physical, social, cultural and environmental assets, systems and activities, of a disaster-affected community or society, aligning with the principles of sustainable development and 'build back better' to avoid or reduce future disaster risk (UNISDR 2017).

The motion seeks that Council make a declaration but does not define or guide Council's role in responding to the crisis.

The rationale focuses on the situation in Lorne however the motion is not limited to Lorne and may indicate that similar risk exists across the municipality. The extent of the problem in other parts of the shire would need to be understood because the scope of the problem will affect Council's response. If a crisis-response is to be actioned it will be important to ensure it is focussed in the most critical areas rather than responding to less-urgent or longer-term issues.

The issues outlined in the rationale have been identified in previous studies undertaken by Council, or in which Council participated, including:

- Surf Coast Shire Housing Strategy (2006) – Surf Coast Shire Council
- Reversing the Trend – A strategic response to the lack of affordable housing in Lorne (2009) – Driftwood Consulting on behalf of Surf Coast Shire Council
- Key and Essential Worker Housing Supply Action Plan (2020) – Victorian Planning Authority
- Workforce Development Study (2020) – Great Ocean Road Regional Tourism

## **10.1 Short-term Accommodation Surf Coast Shire**

The issue is a challenging one to address, particularly in coastal towns such as Lorne given their lack of developable land, high fire risk, significant part-time population and market forces affecting the housing market.

If Council resolves to declare a key-worker accommodation crisis, the immediate response will require an urgent discussion with Councillors and may involve:

- Prioritising the issue at hand over other issues.
- Mobilising a crisis response team.
- Establishing an initial understanding of the scope of the issue and the immediate actions that must be taken.
- Communicating with those directly affected by the crisis and other stakeholders.
- Following through on immediate actions.
- Beginning the process of triage, discovery, communication, solution, accountability, and recovery.

An action plan may be developed and adopted by Council to direct its response and recovery activities. Such a plan is likely to require the:

- redirection of existing Council resources or the allocation of new resources (noting Council's draft budget is currently being exhibited and does not allocate funding to this issue); and
- collaboration with other groups and organisations.

## 10.2 Amendments to Motions

### Appendix:

Nil

### Surf Coast Shire Council

#### Notice of Motion

#### Council Services

#### NOM - 146

I, Councillor Heather Wellington, gave notice on 14 May 2021, of my intention to move the following motion:

#### Motion

That Council:

1. acknowledges that the Shire's Governance Rules require every amendment to a motion moved at a Council meeting to be recorded in the minutes of the meeting;
2. acknowledges that Cr Heather Wellington moved two valid amendments to the motion being debated at the Council meeting of 16 February 2021, but on the advice of the Acting CEO the Mayor incorrectly rejected them as invalid;
3. acknowledges that expert legal advice obtained subsequently by Cr Wellington confirms:
  - a. the amendments were in order
  - b. Cr Wellington should have been given the opportunity to formally move the amendments
  - c. a seconder should have been called for
  - d. if the amendments had been seconded, under the Governance Rules they would have been recorded in the minutes and debated as per usual procedure;
4. directs the CEO to:
  - a. sign, date and include in the Council minute book and lodge on the website in conjunction with the confirmed minutes of the February meeting a document entitled: "Important addendum to minutes of Council meeting 16 February 2021" drafted as per **Attachment 1**
  - b. distribute **Attachment 1** with all copies of the confirmed minutes of the meeting distributed in the future.

#### Motion

#### **MOVED Cr Heather Wellington, Seconded Cr Paul Barker**

That Council:

1. acknowledges that the Shire's Governance Rules require every amendment to a motion moved at a Council meeting to be recorded in the minutes of the meeting;
2. acknowledges that Cr Heather Wellington moved two valid amendments to the motion being debated at the Council meeting of 16 February 2021, but on the advice of the Acting CEO the Mayor incorrectly rejected them as invalid;
3. acknowledges that expert legal advice obtained subsequently by Cr Wellington confirms:
  - a. the amendments were in order
  - b. Cr Wellington should have been given the opportunity to formally move the amendments
  - c. a seconder should have been called for
  - d. if the amendments had been seconded, under the Governance Rules they would have been recorded in the minutes and debated as per usual procedure;
4. directs the CEO to:
  - a. sign, date and include in the Council minute book and lodge on the website in conjunction with the confirmed minutes of the February meeting a document entitled: "Important addendum to minutes of Council meeting 16 February 2021" drafted as per **Attachment 1**
  - b. distribute **Attachment 1** with all copies of the confirmed minutes of the meeting distributed in the future.

LOST 2:7



## 10.2 Amendments to Motions

### Division

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

<u>For</u>	<u>Against</u>	<u>Abstained</u>
Cr Wellington	Cr Hodge	Nil
Cr Barker	Mayor Stapleton	
	Cr Bodsworth	
	Cr Allen	
	Cr Gazzard	
	Cr Schonfelder	
	Cr Pattison	

LOST 2:7

### Rationale

Councillors must be permitted to express their views in open Council meeting in accordance with the Shire's governance rules. This is consistent with Council's very public commitment to transparency and is critically important if the community and other stakeholders are to understand Councillor's decisions. Both good decision making and democracy require free Councillor expression in the chamber.

Failure to accept Cr Wellington's amendments as valid significantly impaired democratic debate during Council's adoption of its Code of Conduct.

Without acknowledgement of the error, there is a risk that it will be repeated.

The proposed resolution is required to both correct the record and ensure that Councillors can be confident they can speak freely in the chamber and democracy will proceed unimpeded when amendments are validly proposed to motions Council is debating.

### Attachment 1

During the meeting of Council of 16 February 2021, councillors moved and seconded a motion "That Council endorses SCS-002 Councillor Code [of] Conduct (Attachment 1)".

During the ensuing debate, Cr Wellington moved two amendments to the motion.

Despite Cr Wellington's dissent, the Mayor, on advice of the Acting CEO, ruled that she would not accept either of the proposed amendments because they contradicted the motion and therefore were invalid.

Expert legal advice commissioned by Cr Wellington has confirmed that the ruling was incorrect. As a consequence of the incorrect ruling, the amendments are not recorded in the minutes, a seconder was not called for and the amendments were not debated.

To enable the democratic process of debate as should have occurred at the February meeting, Cr Wellington re-moved her amendments to the Code of Conduct via a notice of motion at the meeting of Council of 25 May 2021. The amendments were debated at that meeting and are recorded in the minutes of that meeting.

**Cr Heather Wellington**  
**Councillor**

Date: 14 May 2021

**Cr Paul Barker**  
**Councillor**

Date: 14 May 2021

### CEO Information Report

The Councillor Code of Conduct, adopted 16 February 2021, complies with the Local Government Act 2020 and was informed by the Councillors through workshops, briefing sessions and email communications.

Cr Wellington sent an email titled 'Foreshadowed Motion' to Councillors and the Acting Chief Executive Officer on the morning of the 16 February 2021. In the email, Cr Wellington advised that she was foreshadowing that she would move a motion in the event that an initial motion to adopt the attached Code was put and lost. Although the final wording put forward by Cr Wellington at the meeting varied in parts from her earlier email, it was materially the same as the alternative motion she distributed via the email. The Mayor's ruling at the meeting was consistent with Cr Wellington's intention as presented in her email before the meeting.

## 10.2 Amendments to Motions

Council meetings are subject to the Local Government Act 2020 and the Governance Rules established by Council. The Mayor, who is expected to chair Council Meetings, should endeavour to understand and follow the meeting procedures as outlined in the Governance Rules. Councillors, when performing their role, are required by the Local Government Act 2020 to acknowledge and support the role of the Mayor. Both the Mayor and Councillors should act in good faith when they go about their roles, however neither the Mayor nor Councillors are expected to have legal or other specialist qualification or experience.

Clause 35.5.11 of the Governance Rules include provision for circumstances where a Councillor disagrees with the ruling of the Chair and allows a motion to be put that *'the Chair's ruling be dissented from'*. No motion of dissent was moved during the meeting.

The minutes of the 16 February 2021 Unscheduled Council Meeting were presented at the 23 February Council meeting. Cr Wellington voted against adopting the minutes, explaining during debate that she felt that she had moved a valid amendment at the meeting held 16 February 2021 which should have been recorded as such in the minutes. The motion to adopt the minutes as presented was carried and they became the official record of the meeting. Clause 33 of Council's Governance Rules enables a Councillor to propose a motion to amend or rescind a previous resolution of Council, provided the notice is signed by three councillors and delivered to the Chief Executive Officer no later than 72 hours following the meeting at which the resolution proposed to be rescinded or amended was adopted. A Rescission or Amendment Notice of Motion was not received following the adoption of the minutes at the 23 February 2021 Council meeting.

The current Governance Rules provide mechanisms for managing situations such as occurred on 16 February 2021. Council is able to make future improvements to both the Governance Rules and the Councillor Code of Conduct, without revisiting previous meetings.

### 10.3 Amendments to SCS-002 Councillor Code of Conduct

#### Appendix:

Nil

#### Surf Coast Shire Council

#### Notice of Motion

#### Council Services

#### NOM - 147

I, Councillor Heather Wellington, gave notice on 14 May 2021, of my intention to move the following motion:

#### Motion

That Council reviews and amends SCS-002 Councillor Code of Conduct (Attachment 1) as follows:

1. to confirm that the Code applies to councillors only in the course of performing their duties and functions as councillors;
2. to remove the exhortation to councillors to provide public praise and private criticism;
3. to remove the requirement of Councillors to not speak negatively to the media without notifying other Councillors and the organisation;
4. to remove the requirement to use temperate language; and
5. to remove the implication in the dispute resolution flowchart that informal dispute resolution must be undertaken in all circumstances before formal resolution processes are implemented.

#### Motion

#### MOVED Cr Heather Wellington, Seconded Cr Paul Barker

That Council reviews and amends SCS-002 Councillor Code of Conduct (Attachment 1) as follows:

1. to confirm that the Code applies to councillors only in the course of performing their duties and functions as councillors;
2. to remove the exhortation to councillors to provide public praise and private criticism;
3. to remove the requirement of Councillors to not speak negatively to the media without notifying other Councillors and the organisation;
4. to remove the requirement to use temperate language; and
5. to remove the implication in the dispute resolution flowchart that informal dispute resolution must be undertaken in all circumstances before formal resolution processes are implemented

.LOST 2:7

#### Division

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

#### For

Cr Wellington  
Cr Barker

#### Against

Cr Hodge  
Mayor Stapleton  
Cr Bodsworth  
Cr Allen  
Cr Gazzard  
Cr Schonfelder  
Cr Pattison

#### Abstained

Nil

LOST 2:7

### 10.3 Amendments to SCS-002 Councillor Code of Conduct

#### Rationale

Council may review and amend its Councillor Code of Conduct at any time, by a formal resolution of the Council passed at a meeting by at least two-thirds of the total number of Councillors elected to the Council.

At the February 2021 meeting, Cr Heather Wellington was prevented by an incorrect ruling of meeting procedure from moving two valid amendments to the motion Council was debating to review and adopt the Code.

Independent expert legal advice obtained subsequently by Cr Wellington and shared with Council has confirmed that the amendments should have been ruled in order. As a result of the incorrect ruling, the opportunity to record, second and debate the amendments was lost. The purpose of this notice of motion is to reinstate that opportunity.

The Code as adopted is excessively long and prescriptive and many elements of will be unenforceable. Whilst it documents numerous examples of types of conduct in which Councillors should or should not engage most of these exceed the mandate created by the legislation, which does not allow the Code to include any other than the prescribed standards of conduct. Further, the Regulations that prescribe those standards provide specifically that:

“Nothing in these standards is intended to limit, restrict or detract from robust public debate in a democracy.”

Exhortations in the Code to ‘praise in public, criticise in private’ and to use ‘temperate language’ are unenforceable, superfluous and distracting.

While the Act states that the purpose of the Councillor Code of Conduct is to include the standards of conduct expected to be observed by Councillors in the course of performing the duties and functions of Councillors, the now-adopted Code alters this scope to apply to Councillors:

- when ‘conducting the business of Council’
- when ‘conducting the business of the office to which they have been elected or appointed’
- when acting as a ‘representative of Council’.

This expanded definition of scope will cause confusion and uncertainty and should be removed.

Similarly, the Code is internally inconsistent in that it implies in the flow chart, but states to the contrary in the text, that informal dispute resolution must be undertaken before formal resolution processes are implemented. This should be remedied.

The notice of motion is supported by the following two Councillors in accordance with Section 32 of the Governance Rules.

**Cr Heather Wellington**

**Councillor**

Date: 14 May 2021

**Cr Paul Barker**

**Councillor**

Date: 14 May 2021

#### CEO Information Report

In accordance with section 140 of the Local Government Act 2020, a Council may review or amend the Councillor Code of Conduct at any time by a formal resolution of the Council passed at a meeting by at least two-thirds of the total number of Councillors elected to the Council. Therefore, at least six Councillors will need to vote in favour of the proposed motion in order for the Code to be amended.

If the motion is carried with the current wording, there may be some ambiguity about what changes are required to the Code, therefore officers will need to present a revised document to Council at a future meeting to ensure the final document is adopted. If the motion is not carried, Councillors can still seek a review and request that a revised document be presented at a future meeting.

## 2. PETITIONS & JOINT LETTERS

### 1.1 Petition Requesting installation of a children's crossing at Lisieux

**Author's Title:** Executive Assistant

**General Manager:** John Bertoldi

**Department:** Governance & Infrastructure

**File No:** F18/44-3

**Division:** Governance & Infrastructure

**Trim No:** IC21/757

**Appendix:**

1. Redacted Petition - Lisieux School Crossing (D21/83484)

**Officer Conflict of Interest:**

In accordance with Local Government Act 2020 –  
Section 130:

☐

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 petition requesting that Council install a children's crossing at the corner of Legacy Drive and South Beach Road, Torquay to keep our kids safe at Lisieux School.

In accordance with Council's Governance Rules, a petition must include physical addresses of each person who signed the petition. This petition does not meet this requirement, however it may still be received by Council in accordance with Chapter 2, clause 20.2 of Council's Governance Rules if "it is specifically resolved by Council to receive the petition in a non-conforming format".

The petition consists of 424 signatures.

#### Recommendation

That Council, in accordance with its Governance Rules:

1. Agrees to receive the petition titled 'Install a children's crossing to keep our kids safe' in a non-conforming format in accordance with Chapter 2, clause 20.2 of Council's Governance Rules.
2. Receives and notes the petition requesting Council install a children's crossing to keep our kids safe
3. Refers the petition to the General Manager Governance and Infrastructure for consideration.
4. Requires a report on the petition be presented to the 24 June 2021 Council Meeting.

#### Council Resolution

##### **MOVED Cr Liz Pattison, Seconded Cr Rose Hodge**

That Council, in accordance with its Governance Rules:

1. Agrees to receive the petition titled 'Install a children's crossing to keep our kids safe' in a non-conforming format in accordance with Chapter 2, clause 20.2 of Council's Governance Rules.
2. Receives and notes the petition requesting Council install a children's crossing to keep our kids safe
3. Refers the petition to the General Manager Governance and Infrastructure for consideration.
4. Requires a report on the petition be presented to the 24 June 2021 Council Meeting.

CARRIED 7:1

Cr Schonfelder left the meeting from 7:21pm until 7:25pm and did not vote on this item.

**1.1 Petition Requesting installation of a children's crossing at Lisieux**

**APPENDIX 1 REDACTED PETITION - LISIEUX SCHOOL CROSSING**

**change.org**

## **Install a children's crossing to keep our kids safe**

Do you care about the safety of our local kids travelling to and from school? Do you or your friends have students at Lisieux Catholic Primary School or Torquay Coast Primary School?

Yes? Then we need your support in keeping our kids safe! **A new children's crossing needs to be installed.**

The safety of our students travelling to and from school is

one of the most important issues for our local schools and families. Children's crossings reduce the risk of death and injuries to our kids. We owe it to our kids to provide the safest possible journey to and from school.

An urgent need for a children's crossing at the **corner of Legacy Drive and South Beach Road Torquay** has been identified.

Many students who walk or ride to school utilise the children's crossings on Horseshoe Bend Road and/or Stretton Drive, but this only gets the Lisieux students part way to school safely. Torquay Coast students coming from the high end of South Beach Road also need to cross at this intersection. **Yes, all of these students need to cross Legacy Drive no matter what!**

The heavy congestion and poor vision on the corner of Legacy Drive and South Beach Road means our kids are at risk when crossing here every day. The further development of Stretton Estate only means the congestion on Legacy Drive will increase over time. There has already been at least one near miss at this intersection!

Lisieux has projected student numbers of approximately 360, while Torquay Coast is currently at approximately 470 students. Around 33% of current Lisieux students walk or ride to school every day.

We want to encourage our kids to have healthy lifestyles and to be physically active. Students who walk or ride to school are contributing to their activity levels for the day and they are more focused and ready to learn compared to those who are driven. Let's support our kids by ensuring they can walk or ride to school safely!

We need the **Surf Coast Shire and VicRoads** to acknowledge this need and to take action - **before it's too late!**

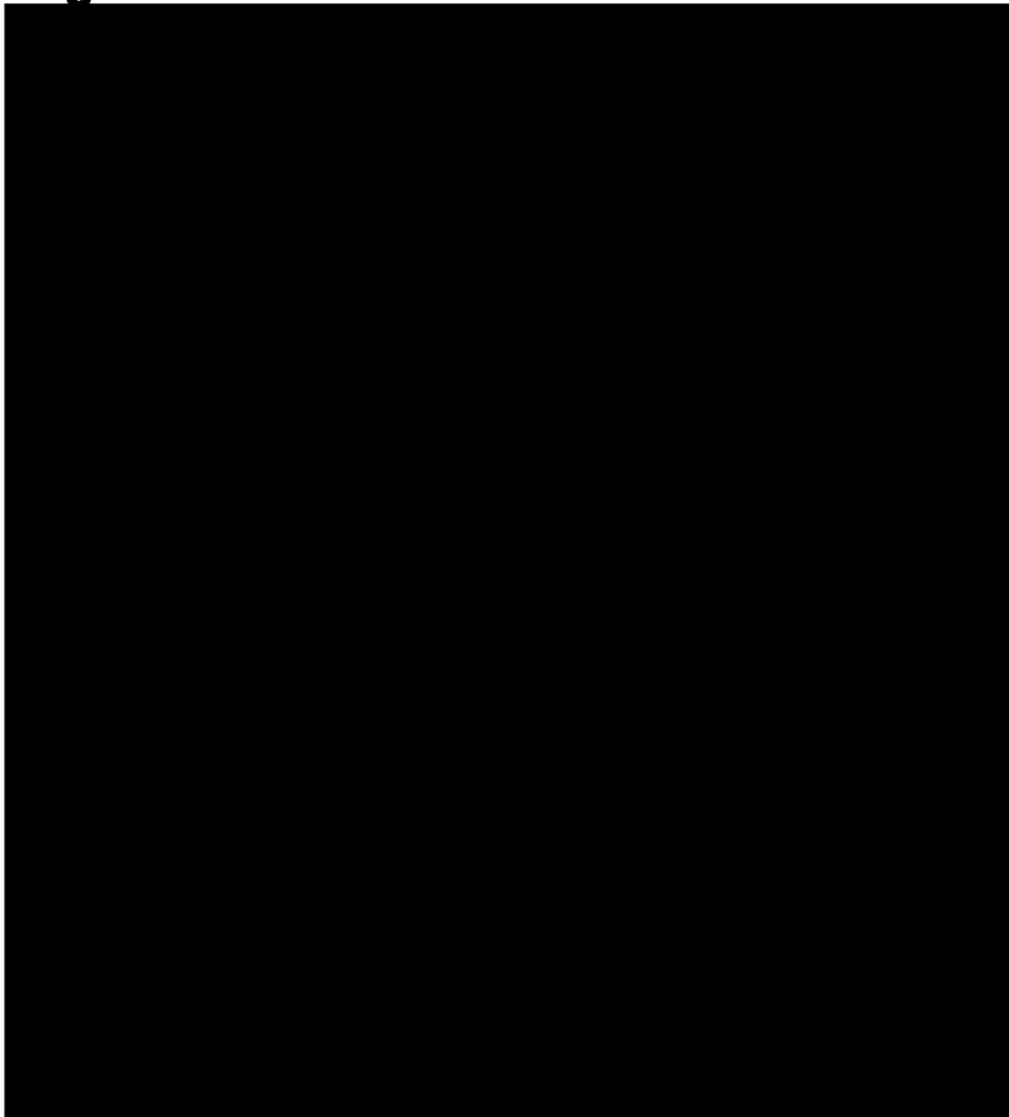
---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**

Recipient: Surf Coast Shire, VicRoads, MP Darren Cheeseman

Letter: Greetings, Install a children's crossing to keep our kids safe

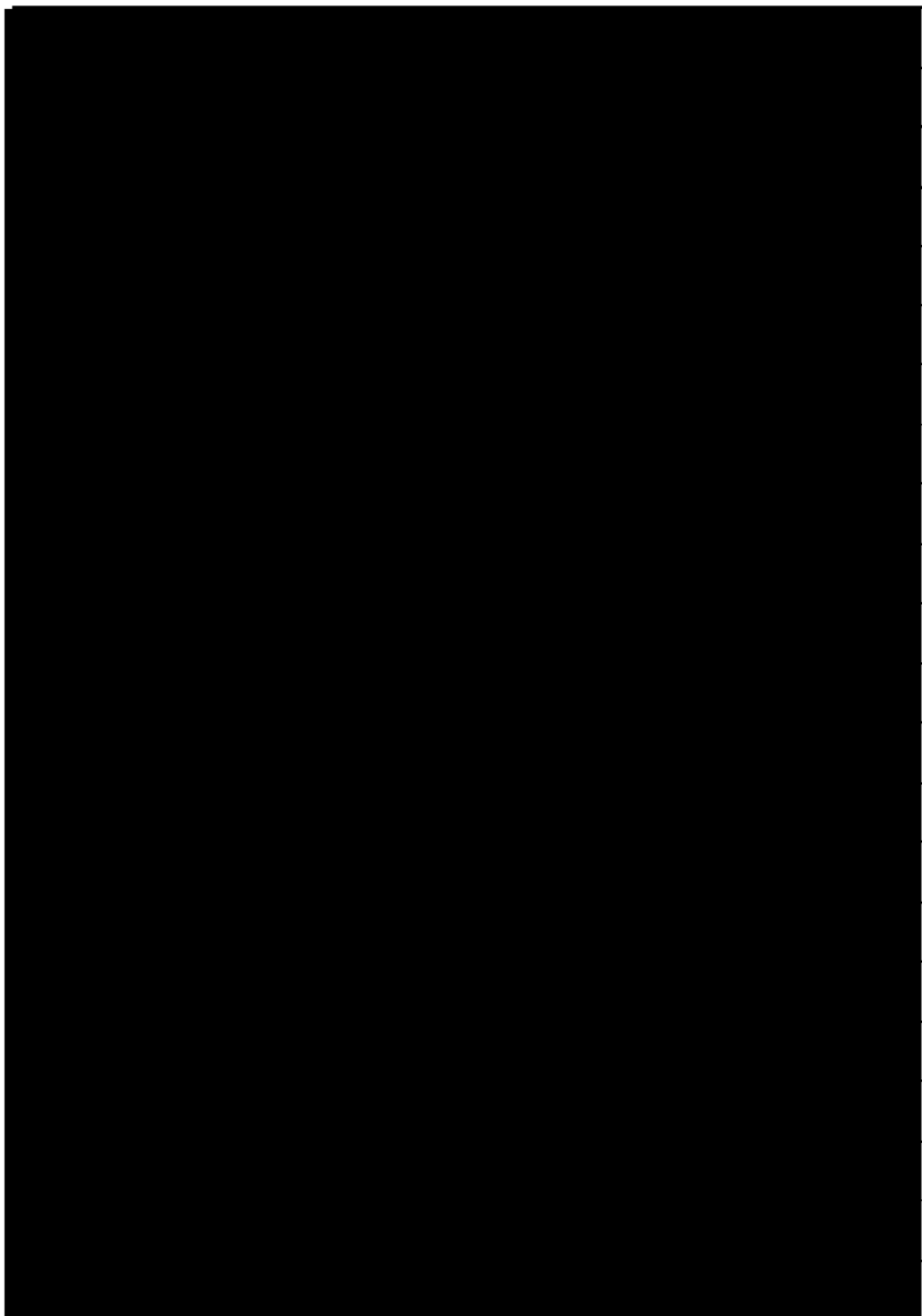
## **Signatures**





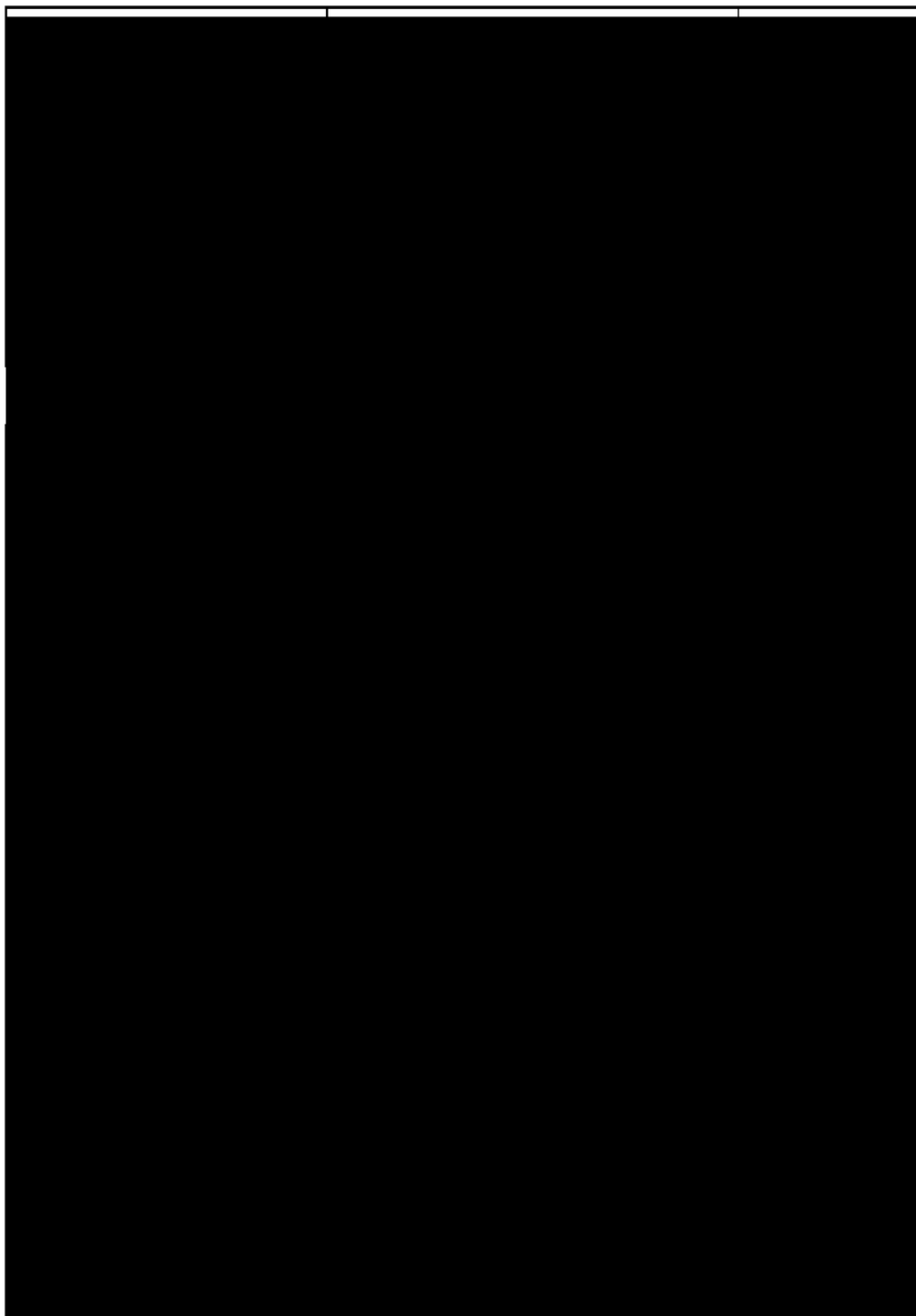
---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**



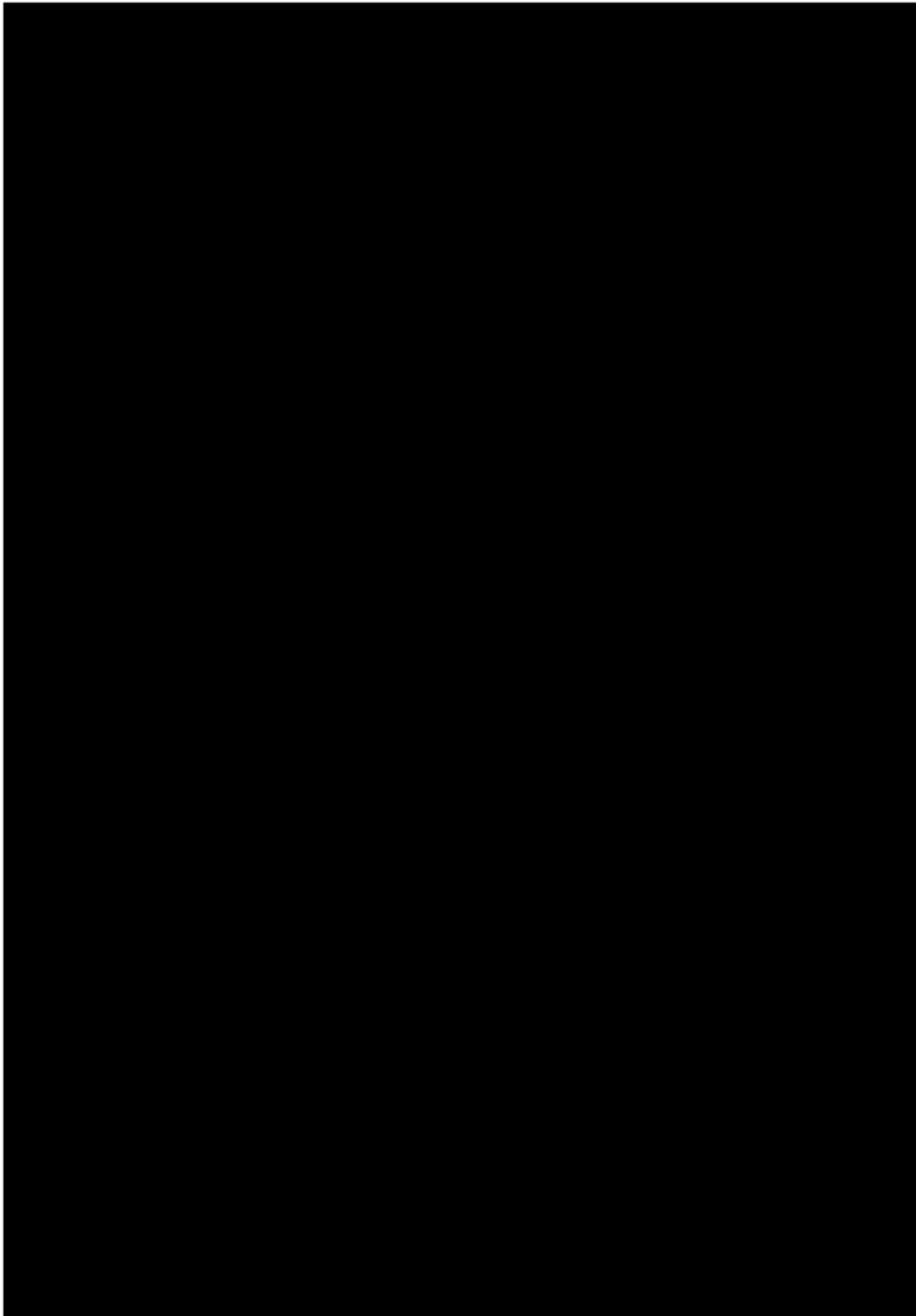
---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**



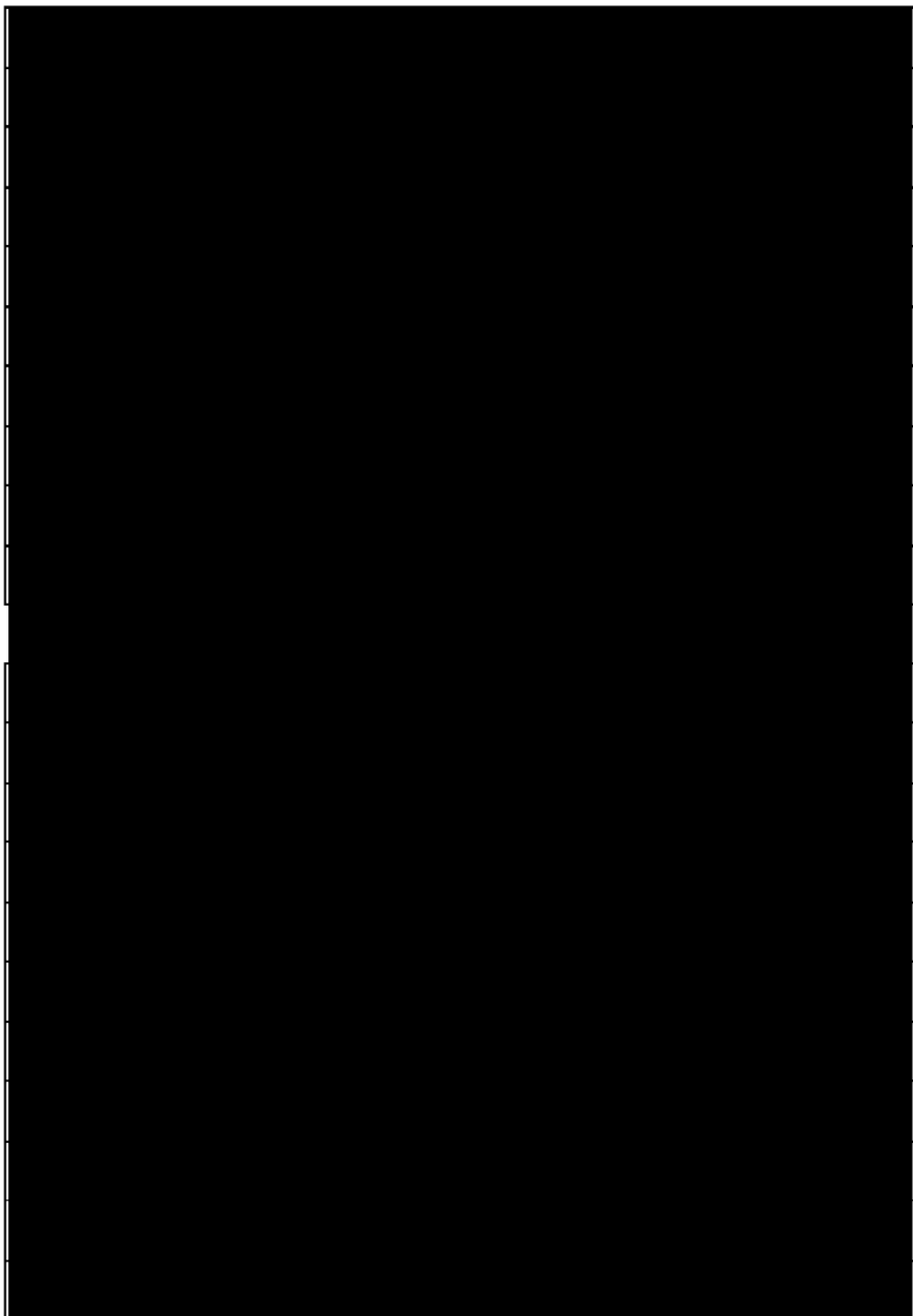
---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**



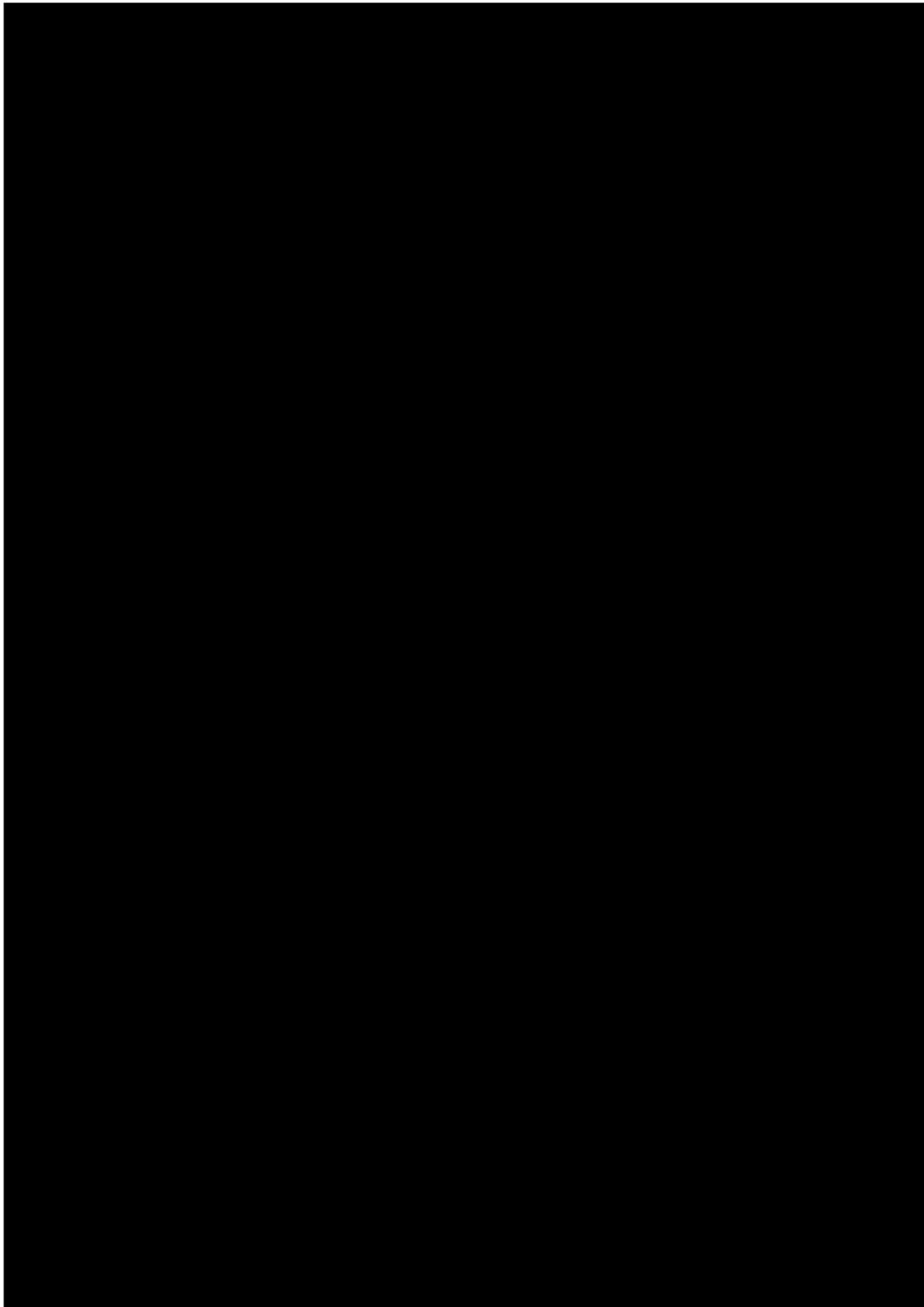
---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**



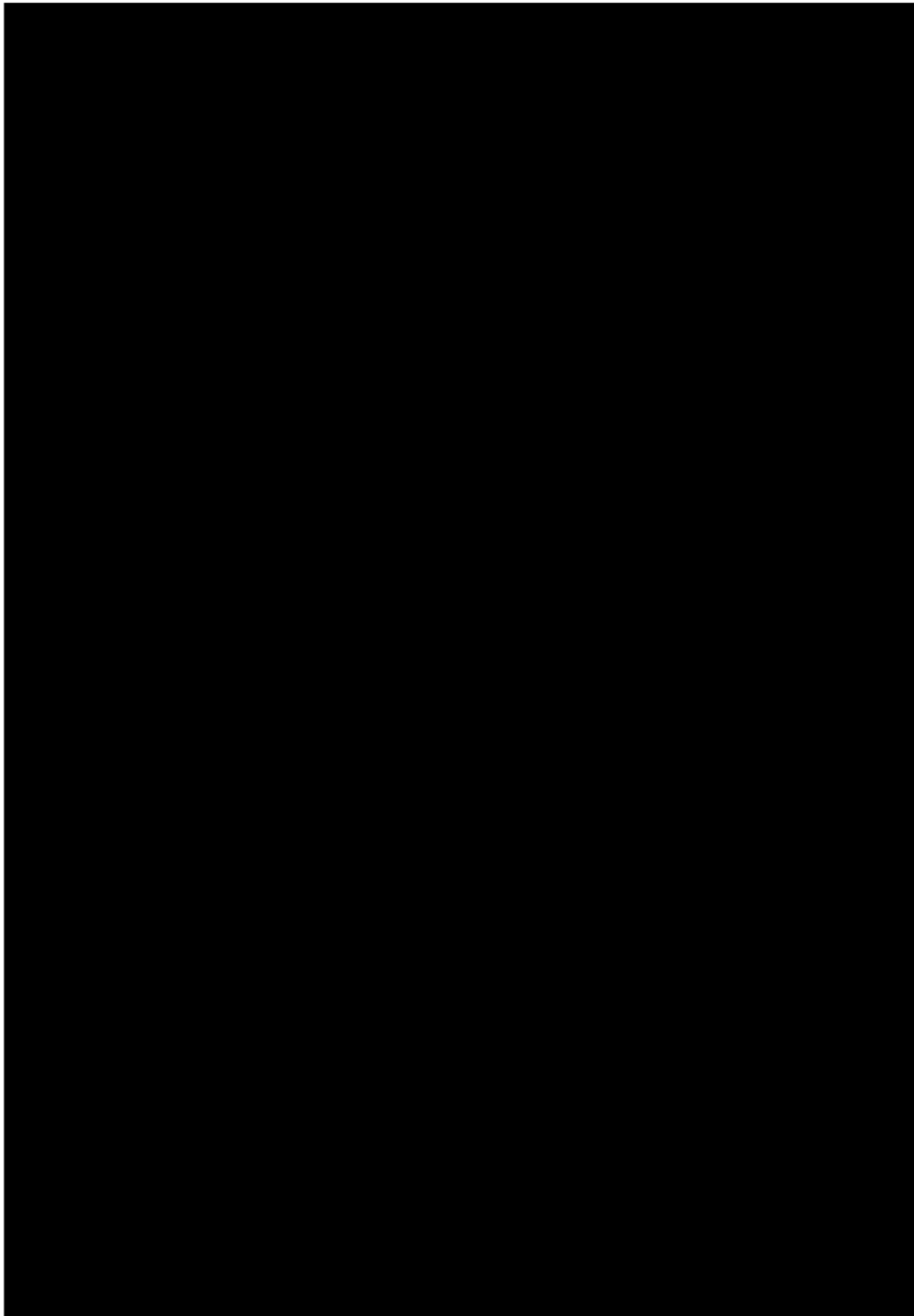
---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**



---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**



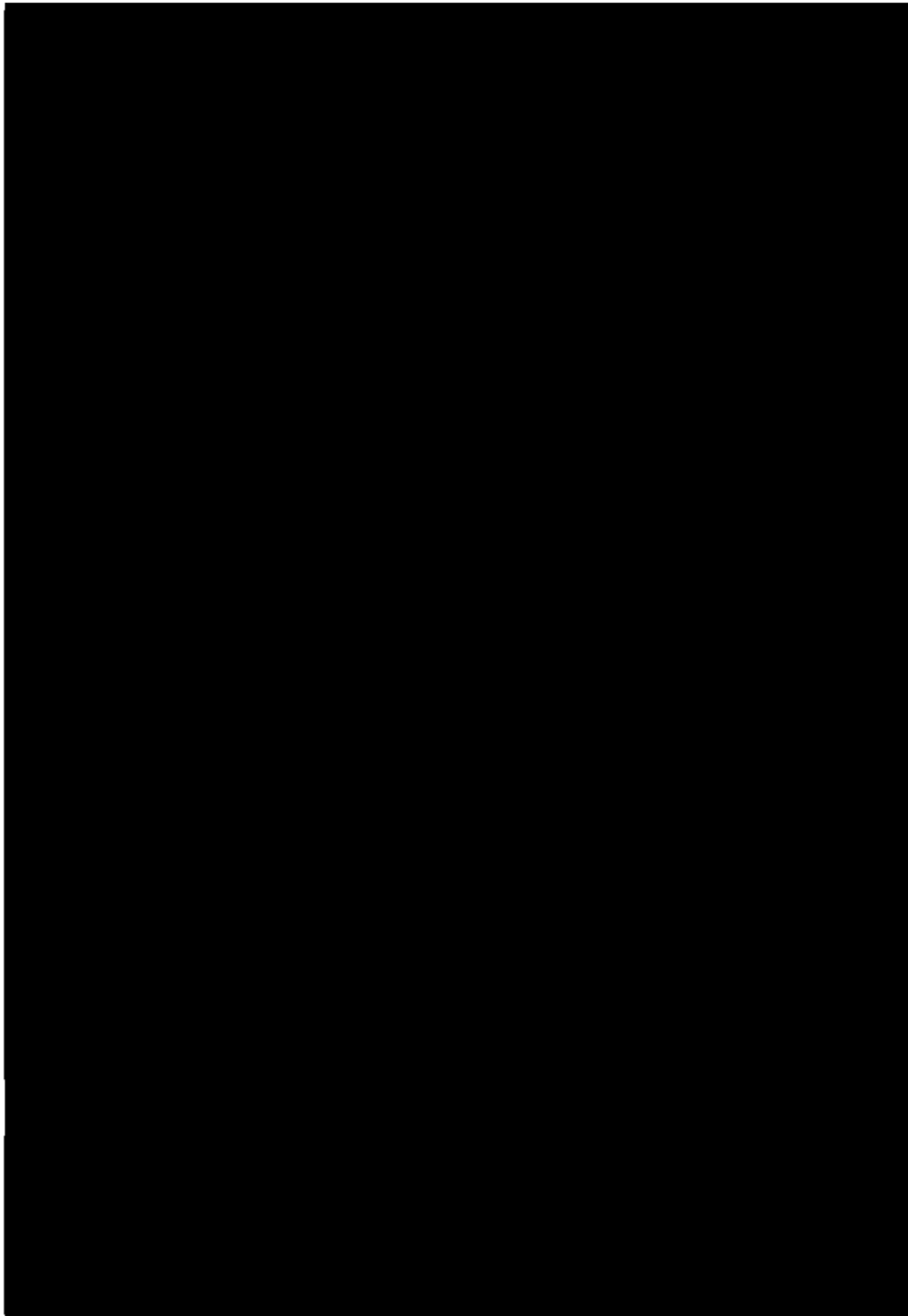
---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**



---

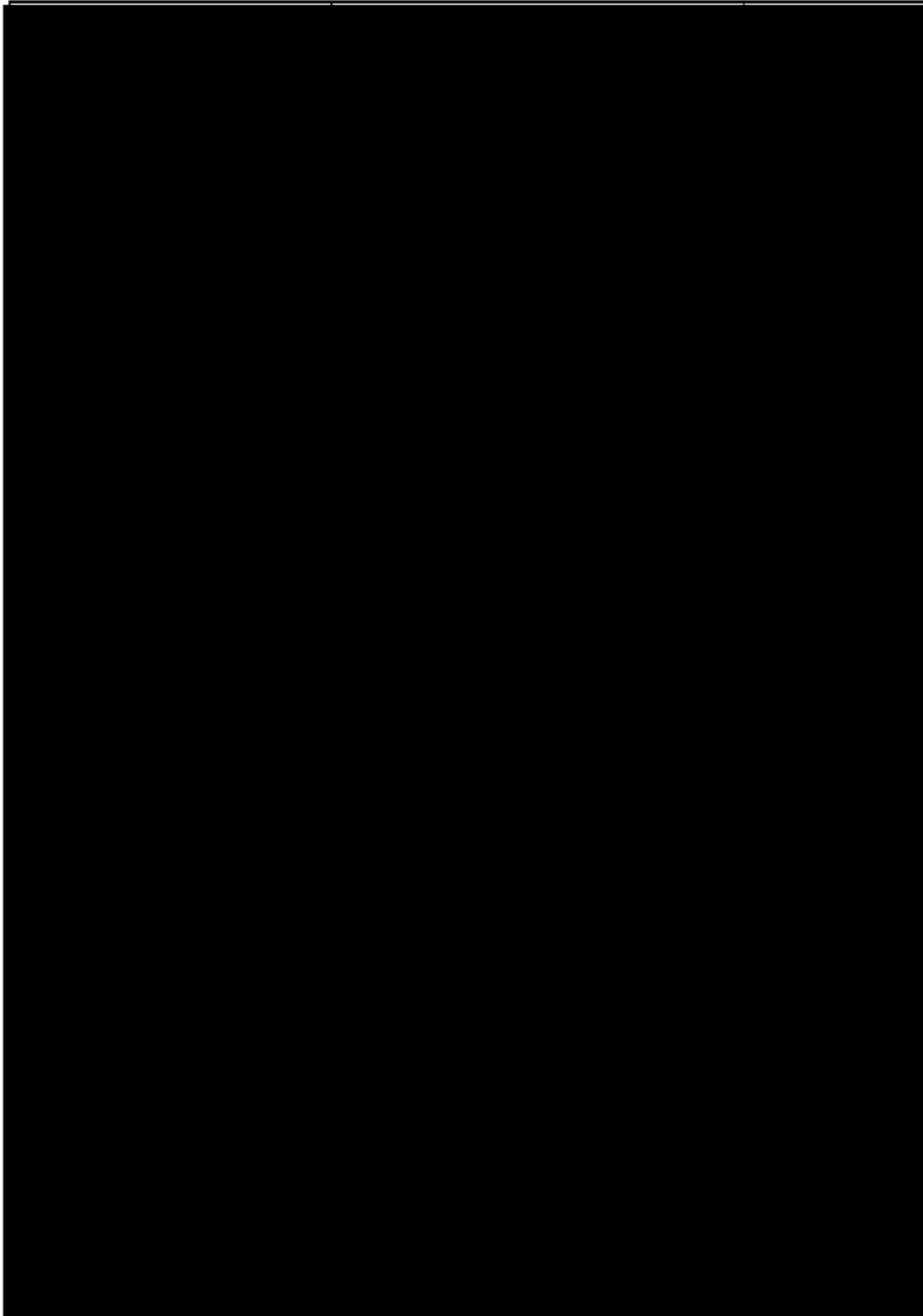
**1.1 Petition Requesting installation of a children's crossing at Lisieux**





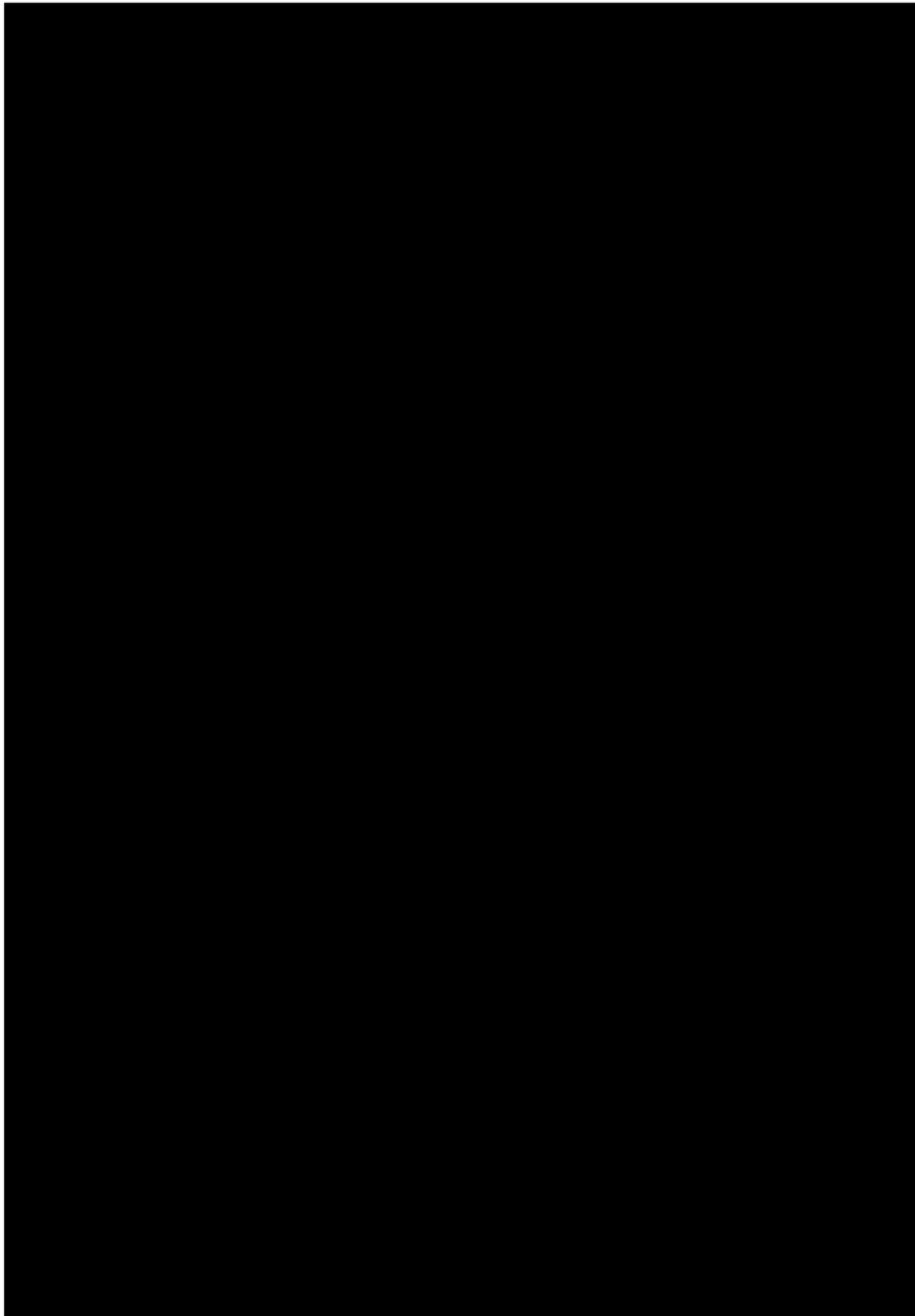
---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**



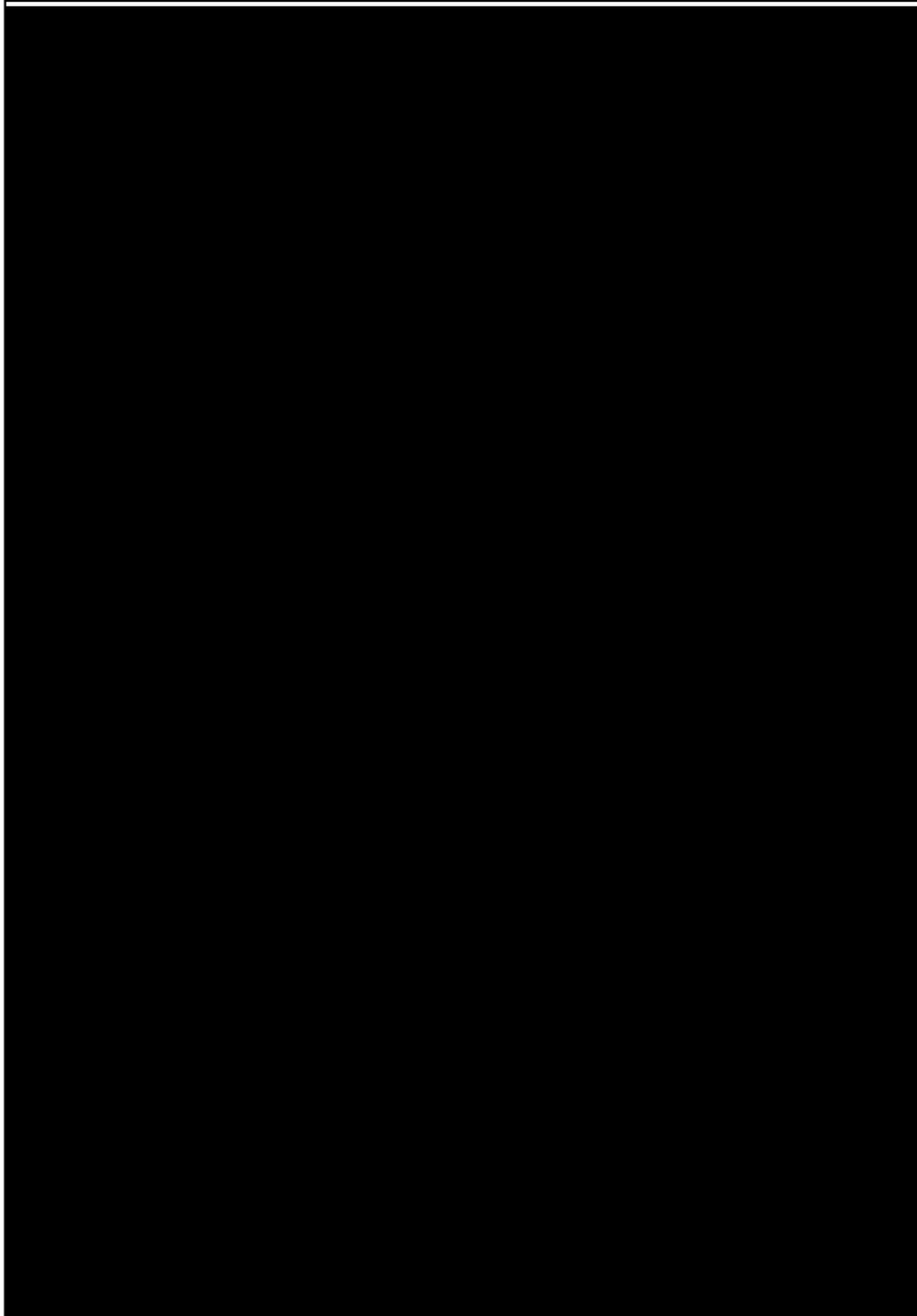
---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**



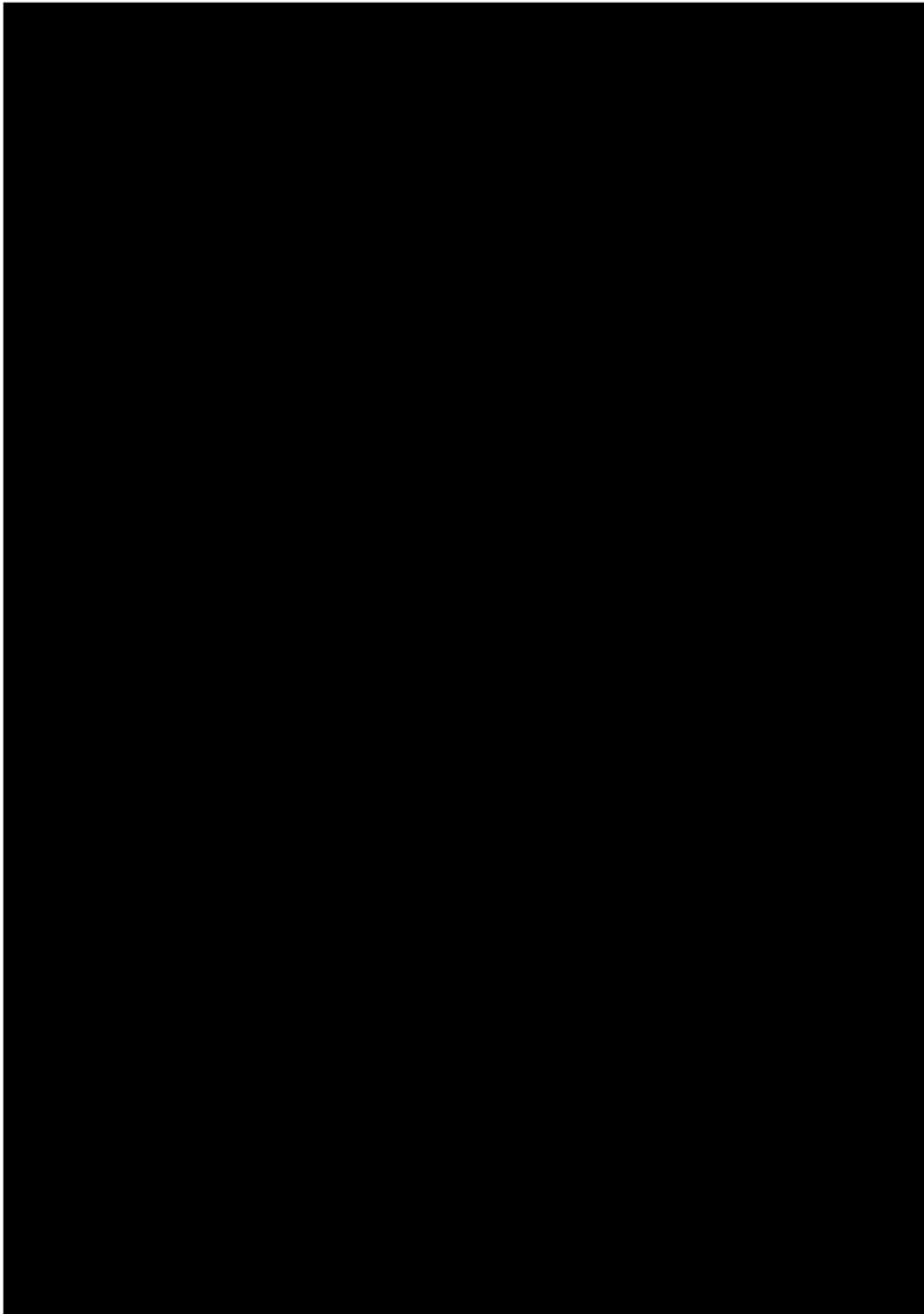
---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**



---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**



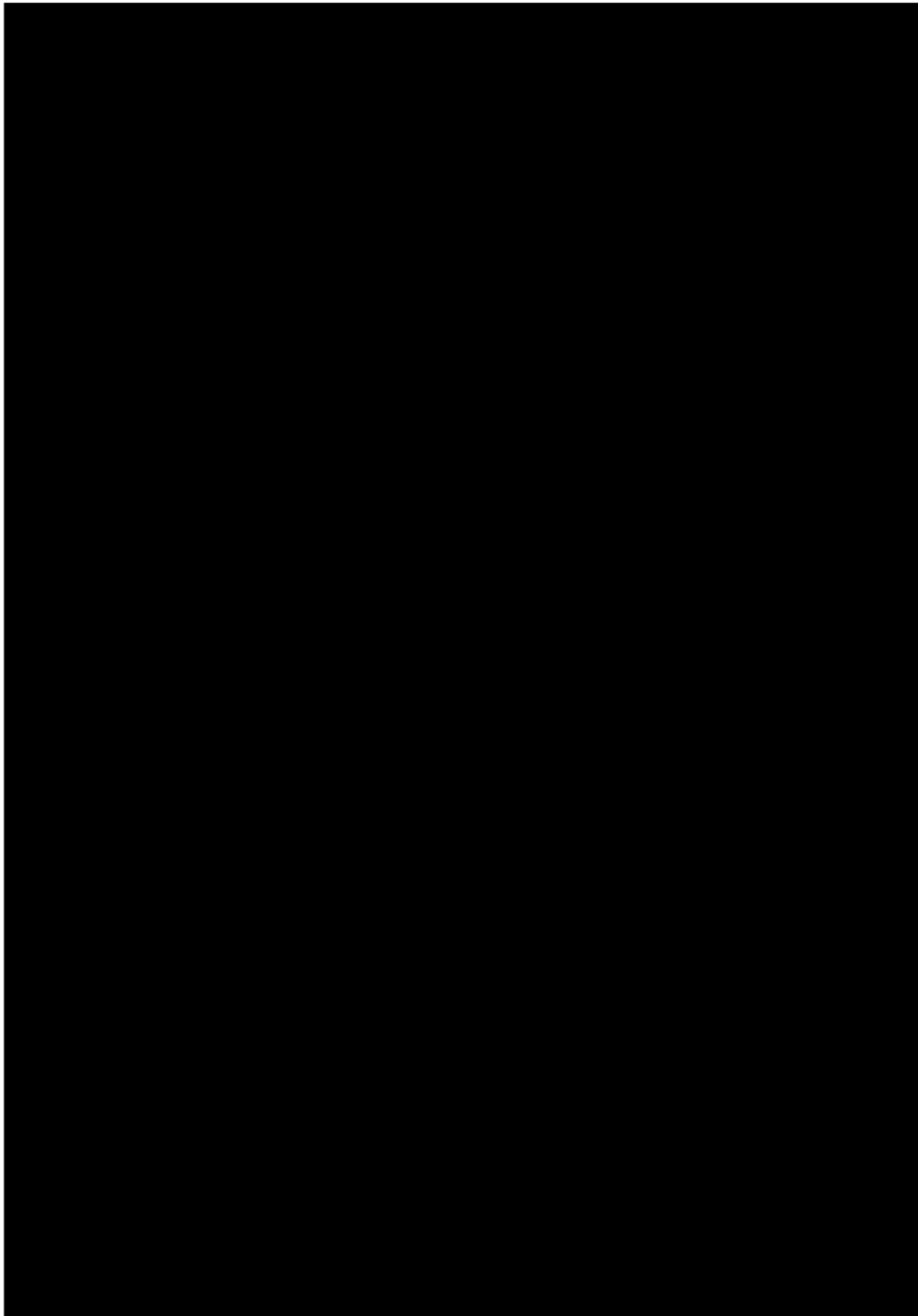
---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**



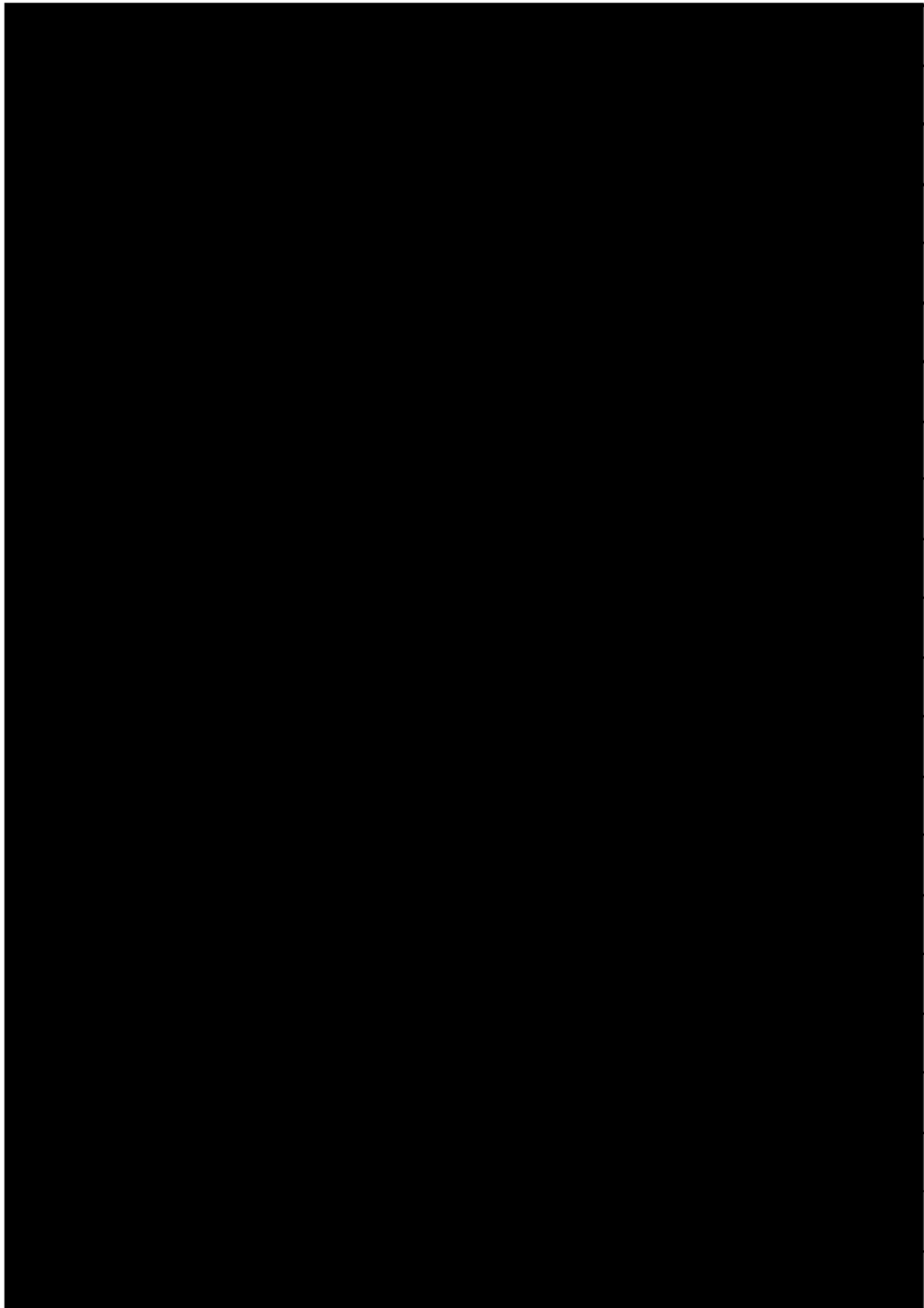
---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**



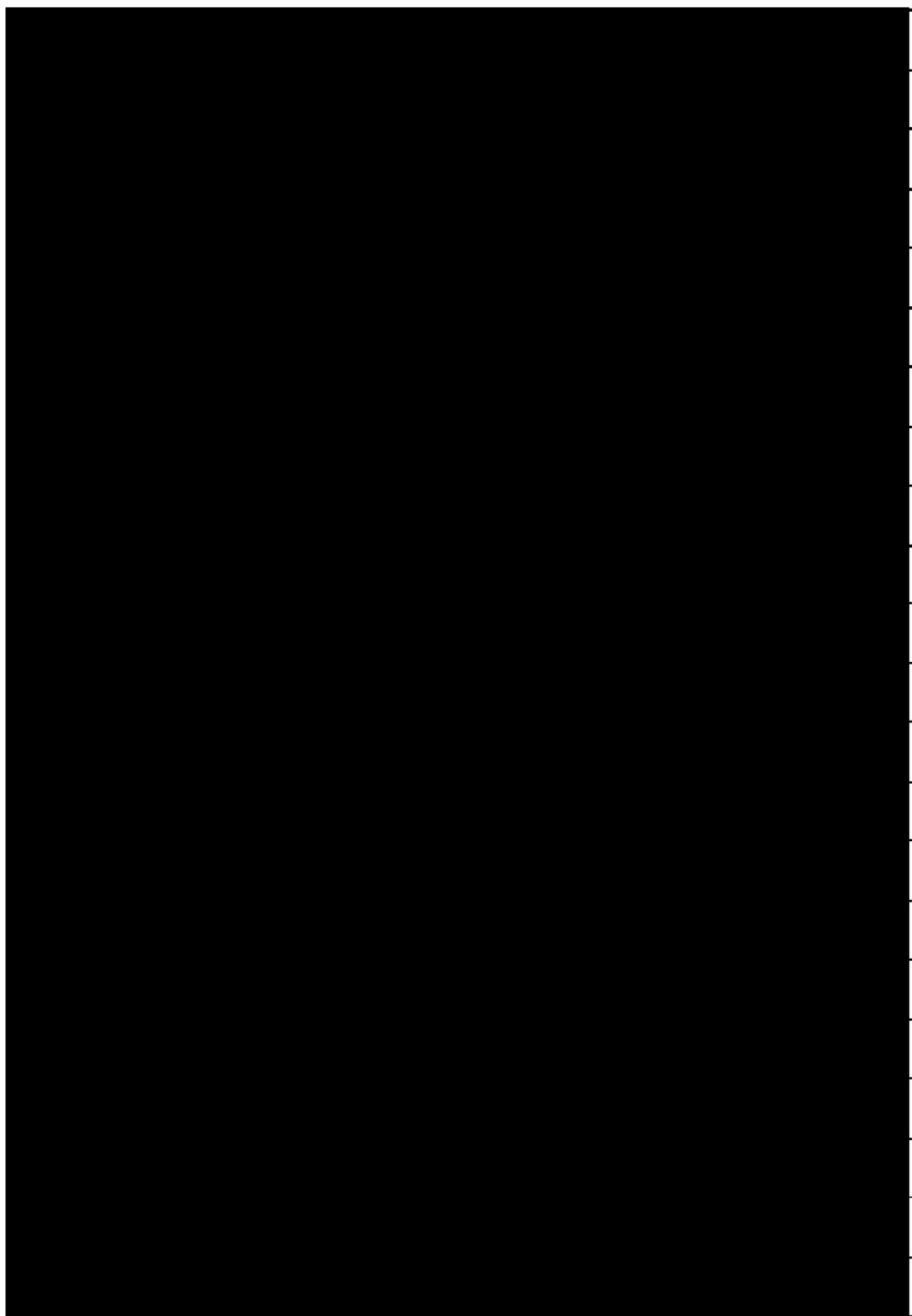
---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**



---

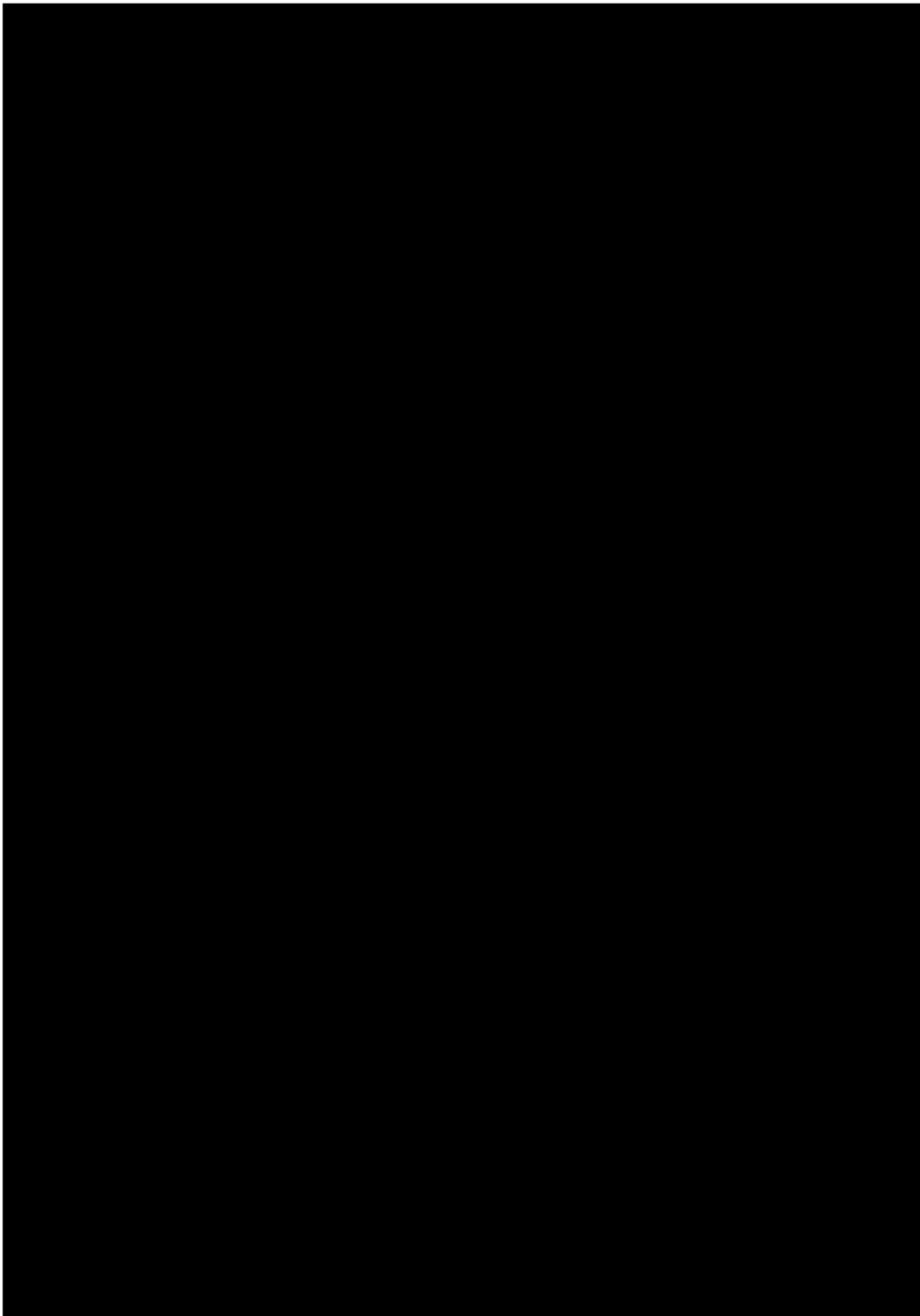
**1.1 Petition Requesting installation of a children's crossing at Lisieux**





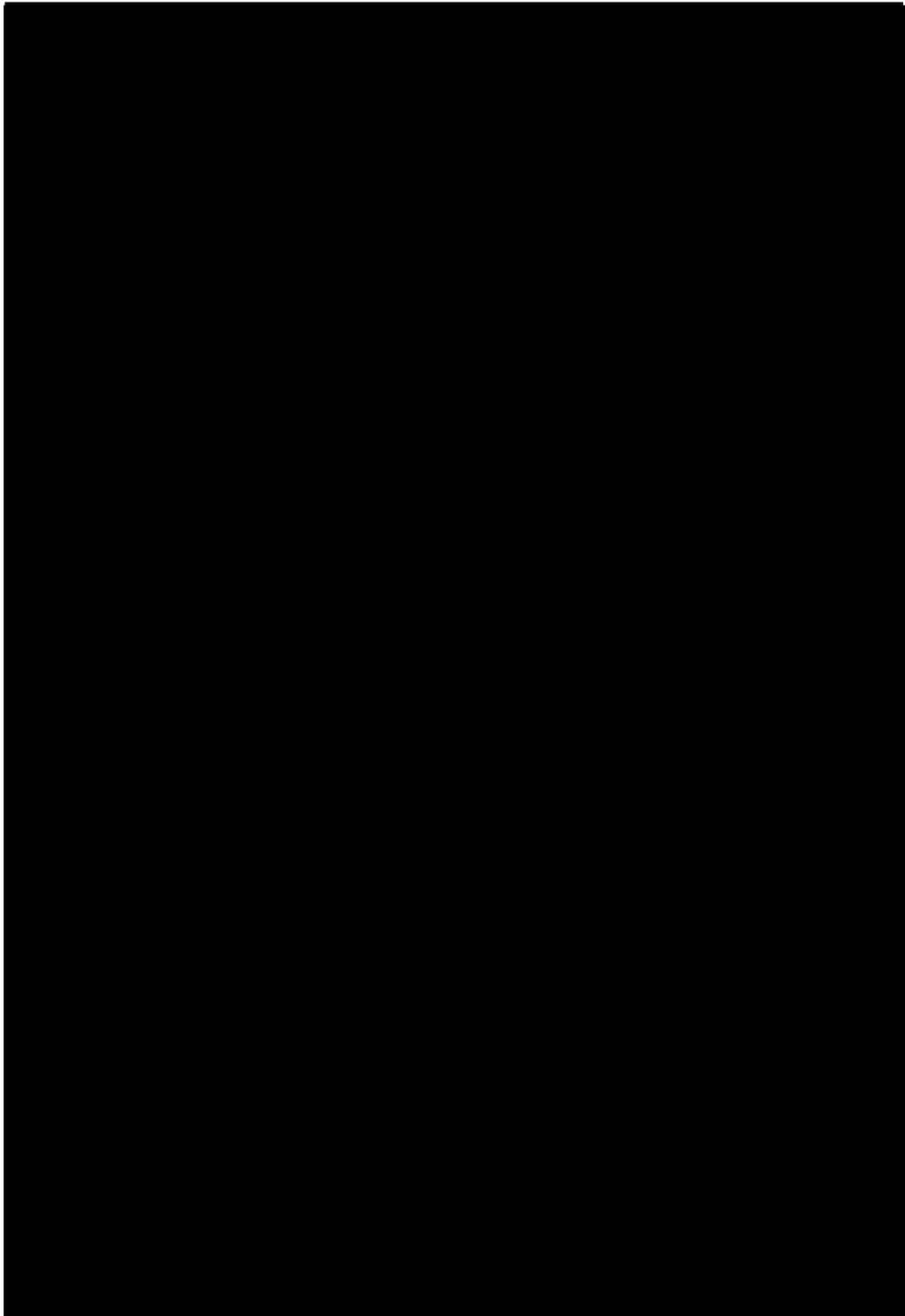
---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**



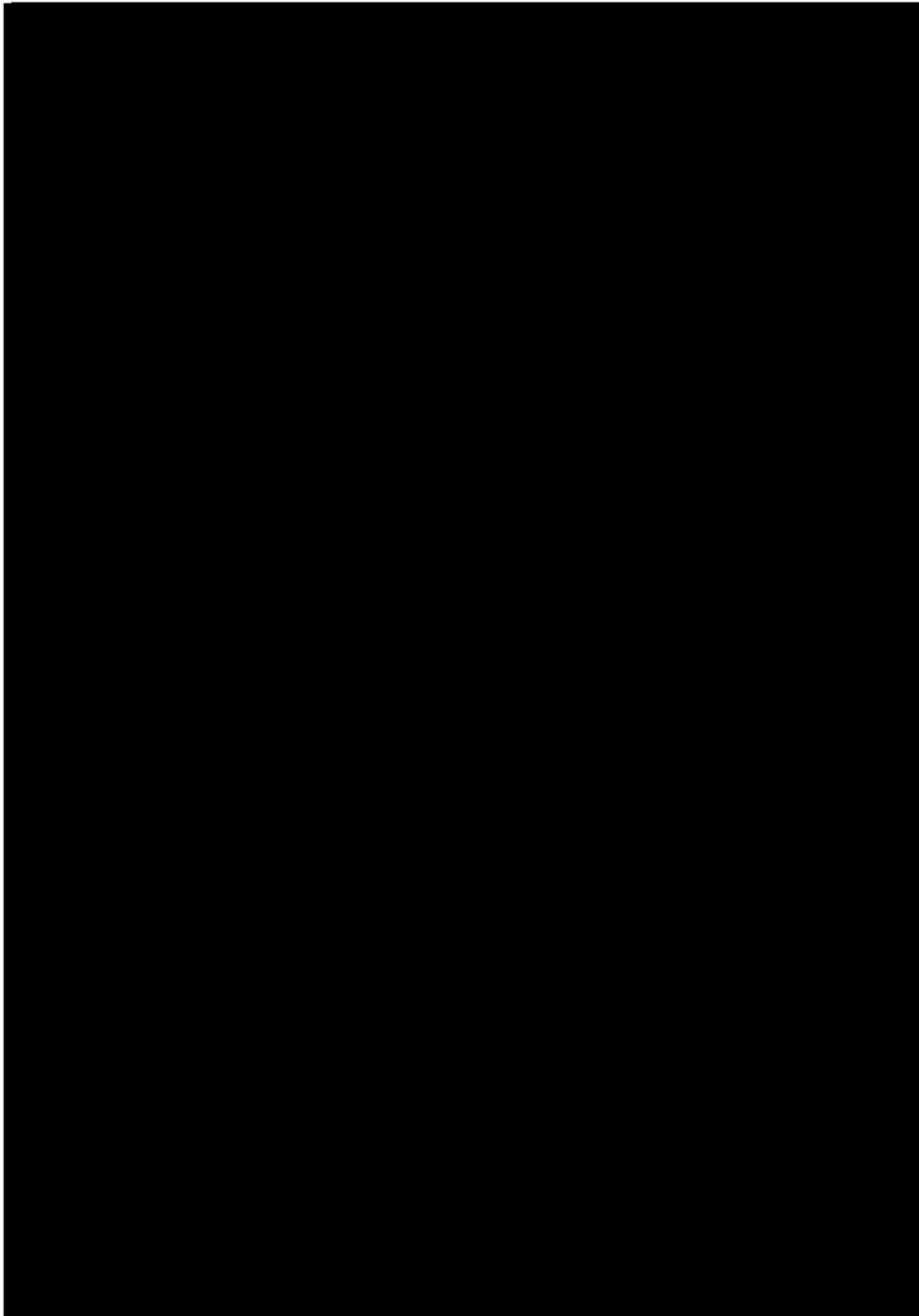
---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**



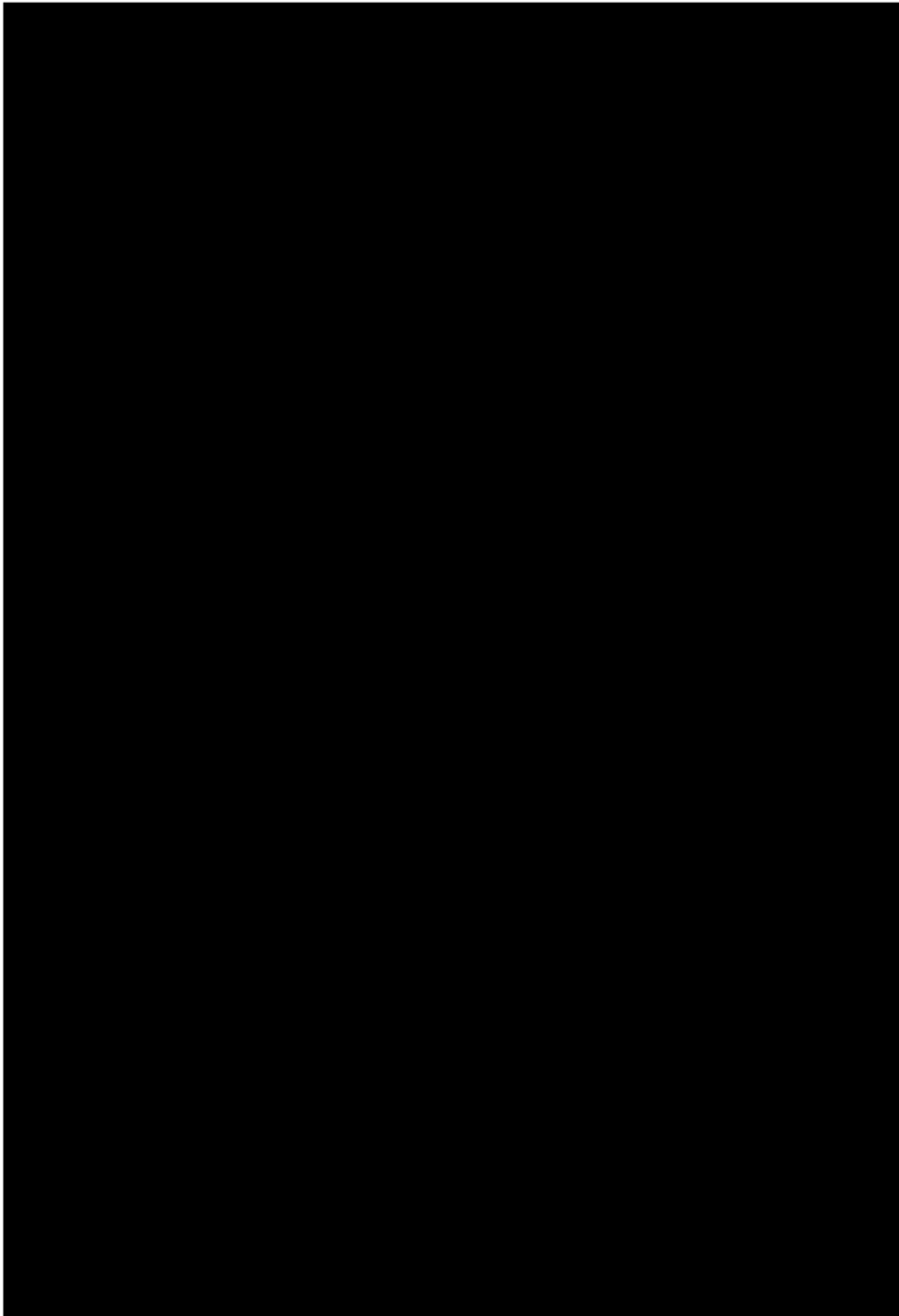
---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**



---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**



---

**1.1 Petition Requesting installation of a children's crossing at Lisieux**



**3. RESPONSIBLE & PLANNING AUTHORITIES**

Nil

**4. OFFICE OF THE CEO**

Nil

## 5. GOVERNANCE & INFRASTRUCTURE

### 4.1 Project Budget Adjustments and Cash Reserve Transfers

**Author's Title:** Acting Coordinator Management Accounting

**General Manager:** John Bertoldi

**Department:** Finance

**File No:** F18/850-3

**Division:** Governance & Infrastructure

**Trim No:** IC21/685

**Appendix:**

Nil

**Officer Direct or Indirect Conflict of Interest:**

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

☐

Yes

☒

No

**Reason:** Nil

**Status:**

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

☐

Yes

☒

No

**Reason:** Nil

#### Purpose

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

#### Summary

The project budget adjustments relating to May 2021 are included in this report. All figures in this report are exclusive of GST.

#### Recommendation

That Council:

1. Approves the project budget adjustments and ratifies the project budget adjustments endorsed by the Executive Management Team outlined in Tables 1 to 6 in this report.
2. Approves the net changes to cash reserves resulting from the project budget adjustments listed in this report:

Funding Sources	Transfers From/ (To) Reserve
Asset Renewal Reserve	\$24,378
<b>Grand Total</b>	<b>\$24,378</b>

#### Council Resolution

**MOVED Cr Rose Hodge, Seconded Cr Paul Barker**

That Council:

1. Approves the project budget adjustments and ratifies the project budget adjustments endorsed by the Executive Management Team outlined in Tables 1 to 6 in this report.
2. Approves the net changes to cash reserves resulting from the project budget adjustments listed in this report:

Funding Sources	Transfers From/ (To) Reserve
Asset Renewal Reserve	\$24,378
<b>Grand Total</b>	<b>\$24,378</b>

CARRIED 9:0



#### 4.1 Project Budget Adjustments and Cash Reserve Transfers

##### Report

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

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

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

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

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

The following project adjustments, detailed in Table 1 and 2, are required where it has been identified that projects require adjustments to their approved budgets to allow achievement of project scope and objectives; or there is a request to adjust scope of project. The project adjustments in Table 1 have been endorsed at an Executive Management Team meeting.

**Table 1 – For Council Ratification - Projects Requiring Adjustment**

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Early Years School Readiness	Grant Funded	Additional kindergarten funding from the Department of Education and Training for School Readiness, which aims to help children get the most out of their early learning.	20,267

**Table 2 – For Council Approval - Projects Requiring Adjustment**

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Local Roads and Community Infrastructure Program - Coogoorah Park Playground	Asset Renewal Reserve	Scope increase to include renewal of a small combination unit, spring rider and carousel at Coogoorah Park.	18,840
Gnarwarre Road Culvert Renewal and Embankment Stabilisation – Roads to Recovery Program	Asset Renewal Reserve	Anticipated savings on this project were returned to the Asset Renewal Reserve at the end of last financial year (\$391k) as project was nearing completion, however the final actuals have a variance to budget. Project is now complete with life of project costs totalling \$741,795.	8,239

#### 4.1 Project Budget Adjustments and Cash Reserve Transfers

The following budget transfers, detailed in Tables 3 and 4, are newly initiated projects, Table 3 projects have been endorsed at an Executive Management Team meeting.

**Table 3 – For Council Ratification – New Projects**

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Bob Pettitt Reserve Outdoor Performance Space Landscape Works	Contribution Funded	Contribution from Brian Singer towards the Bob Pettitt Reserve Outdoor Performance Space Landscape Works.	22,160
		Contribution from Torquay Community Enterprise towards the Bob Pettitt Reserve Outdoor Performance Space Landscape Works.	24,280
Early Years Managers Change Management Planning Grant	Grant Funded	Department of Education and Training grant funding towards delivery of three year old kinder, to support and build service capacity, and communicate the importance of three year old kinder.	20,928

**Table 4 – For Council Approval – New Projects**

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Nil			

The following project closures, detailed in Table 5, have been endorsed at an Executive Management Team meeting.

**Table 5 – For Council Ratification – Closed Projects**

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Gnarwarre Road Culvert Renewal and Embankment Stabilisation – Roads to Recovery Program	Asset Renewal Reserve	Project is now complete with life of project cost \$741,795.	-
Facility Roof Anchor Points	Project Savings Account	Scope complete and savings can be returned to source. Life of project cost \$19,554.	(246)
Forrest Road Upgrade - Larcombes to Grays	Asset Renewal Reserve	Scope complete and savings can be returned to source. Life of project cost \$432,299.	(2,701)
Spring Creek Lighting Replacement	Project Savings Account	Scope complete and savings can be returned to source. Life of project cost \$20,060.	(1,615)

#### 4.1 Project Budget Adjustments and Cash Reserve Transfers

**Table 6 – Accumulated Unallocated Cash Reserve Movement**

<b>Accumulated Unallocated Cash Reserve</b>	<b>2020-21 \$'000</b>	<b>2021-22 \$'000</b>	<b>2021-22 \$'000</b>	<b>2023-24 \$'000</b>
Opening Balance	2,434	2,332	3,252	4,281
Budgeted Annual Surplus/(Deficit)	78	920	1,029	(177)
Transfer for Projects Funded in Prior Year	234	-	-	-
Net Allocations During Year	(414)	-	-	-
New Allocations Proposed	-	-	-	-
<b>Closing Balance *</b>	<b>2,332</b>	<b>3,252</b>	<b>4,281</b>	<b>4,105</b>

<b>Accumulated Unallocated Cash Reserve</b>	<b>2020-21 \$'000</b>
<b>Net Allocations During Year</b>	
Event Funding	(155)
PS Amendment Heritage Study Stage 2C	(20)
Geelong Fast Rail Advocacy	(3)
Anglesea Motor Yacht Club Contribution	(28)
Torquay North Traffic Study	(30)
Lorne 150th Anniversary Naming Recognition	(30)
Land Title Update for Carbon Offset	(10)
Council Plan (Including Health and Wellbeing Plan) 2021-25	(66)
Winchelsea Shire Hall Future Use	(20)
Feasibility Study for an Aquatic and Heath Centre	(53)
<b>Net Allocations (From)/To</b>	<b>(414)</b>
<b>New Allocations Proposed</b>	
N/A	
<b>Total New Net Allocations (From)/To</b>	<b>-</b>

\*Note includes budgeted annual surplus/(deficit) as per Adopted Budget 2020-21

#### **Council Plan**

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

#### **Reporting and Compliance Statements:**

*Local Government Act 2020 – LGA 2020*

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

#### 4.1 Project Budget Adjustments and Cash Reserve Transfers

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

##### **Governance Principles - Local Government Act 2020 (LGA 2020)**

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

##### **Public Transparency**

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

##### **Financial Management**

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

##### **Service Performance**

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

##### **Risk Assessment**

There are no identified Workplace Health and Safety implications associated with this report.

##### **Options**

###### Option 1 – Not approve transfers as recommended

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

###### Option 2 – Adopt officer recommendation

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

##### **Conclusion**

It is recommended that Council approve the Project Budget Adjustments and Cash Reserve Transfers for May 2021.

## 4.2 Councillor Attendance at Meetings and Councillor Expenses

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

**General Manager:** John Bertoldi  
**File No:** F18/242-2  
**Trim No:** IC21/674

### Appendix:

1. Quarterly Councillor Payment Summary - March 2021 (D21/61628)
2. Quarterly Councillor Attendance Summary - March 2021 (D21/72451)

### Officer Conflict of Interest:

In accordance with Local Government Act 2020 –  
Section 130:

☐ Yes

☒ No

**Reason:** Nil

### Status:

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

☐ Yes

☒ No

**Reason:** Nil

### Purpose

The purpose of this report is to present the March 2021 quarterly report on Councillor allowances and expenses paid and Councillor attendance at meetings.

### Summary

With an aim to promote transparency and accountability, Council resolved in April 2017 to make Councillor allowances and expenses available to the public through quarterly reporting at Council meetings and subsequent publication on Council's website. The Councillor allowances and expenses report for each financial year is published in the Surf Coast Shire Council Annual Report.

The Councillor Meeting Attendance report includes Councillor attendance at Council Meetings, Councillor Briefings and other meetings held under the auspices of Council.

### Recommendation

That Council:

1. Notes the attached summary of Councillors' allowance and expenses for the period 1 January 2021 to 31 March 2021 (Appendix 1).
2. Notes the attached summary of Councillor meeting attendance for the period 1 January 2021 to 31 March 2021 (Appendix 2).
3. Authorises officers to publish the summaries of Councillors' allowances and expenses on Council's website.

### Council Resolution

**MOVED Cr Paul Barker, Seconded Cr Kate Gazzard**

That Council:

1. Notes the attached summary of Councillors' allowance and expenses for the period 1 January 2021 to 31 March 2021 (Appendix 1).
2. Notes the attached summary of Councillor meeting attendance for the period 1 January 2021 to 31 March 2021 (Appendix 2).
3. Authorises officers to publish the summaries of Councillors' allowances and expenses on Council's website.

CARRIED 9:0

## 4.2 Councillor Attendance at Meetings and Councillor Expenses

### Report

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

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

#### **Background**

The *Local Government Act 2020* (the Act) outlines that the Mayor and Councillors are paid an allowance and are provided with the appropriate tools and support to enable them to properly undertake their statutory obligations.

The Act also requires councils to adopt and maintain a policy in relation to the reimbursement of expenses to Councillors.

The 'SCS-001 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 meetings held under the auspices of Council including Councillor Briefings.

Prior to 20 September 2020, attendance at Hearing of Submissions Committee meetings were recorded separately, however, the Committee was abolished under the new Act and these meetings are now included in the attendance summary for Special Council Meetings in line with Council's Governance Rules.

#### **Discussion**

Appendix 1 outlines Councillors' allowance and expenses that have been paid during the March 2021 quarter. Expenses and allowance are categorised as follows:

- 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
- 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.

#### **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

#### **Reporting and Compliance Statements:**

*Local Government Act 2020 – LGA 2020*

<b>Implications</b>	<b>Applicable to this Report</b>
<b>Governance Principles</b> (Consideration of the Governance Principles under s.9 of LGA 2020)	No
<b>Policy/Relevant Law</b> (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
<b>Environmental/Sustainability Implications</b> (Consideration of the Governance Principles under s.9 of LGA 2020)	No
<b>Community Engagement</b> (Consideration of Community Engagement Principles under s.56 LGA 2020)	No
<b>Public Transparency</b> (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes

## 4.2 Councillor Attendance at Meetings and Councillor Expenses

<b>Strategies and Plans</b> (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	No
<b>Financial Management</b> (Consideration of Financial Management Principles under s.101 of LGA 2020)	No
<b>Service Performance</b> (Consideration of Service Performance Principles under s.106 of LGA 2020)	No
Risk Assessment	No
Communication	Yes
Human Rights Charter	No

### **Policy/Relevant Law**

Reporting on these requirements quarterly is in accordance with the Council resolution, which exceeds the requirements under the Act and associated Regulations. SCS-001 Councillor Entitlements, Expenses and Facilities Policy details these entitlements and associated requirements.

### **Public Transparency**

Public disclosure of Councillor expenses and allowances promotes transparency and good governance. Council has emphasised this commitment to transparency by resolving to publish quarterly reports of expenses and allowance, which exceeds the requirements under the Act, Regulations and policy.

### **Risk Assessment**

There are no identified Workplace Health and Safety implications associated with this report.

### **Communication**

The quarterly reports are published on Council's website and are included within the 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.

**4.2 Councillor Attendance at Meetings and Councillor Expenses**

**APPENDIX 1 QUARTERLY COUNCILLOR PAYMENT SUMMARY - MARCH 2021**





Surf Coast Shire Council Councillor Payment Summary Between 1 January to 31 March 2021											
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 Adrian Schonfelder	6,629	-	-	-	-	-	-	98	95	-	6,823
Cr Gary Allen^	4,800	-	-	-	-	-	-	98	95	-	4,994
Cr Heather Wellington	6,629	-	-	-	-	-	-	98	95	-	6,823
Cr Kate Gazzard	6,629	-	-	-	-	-	-	98	95	-	6,823
Cr Liz Pattison	6,629	-	787	-	-	59	-	98	95	-	7,669
Cr Libby Stapleton**	20,520	-	-	-	-	136	2,261	98	95	-	23,111
Cr Mike Bodsworth	6,629	-	-	-	-	-	-	98	95	-	6,823
Cr Paul Barker^	6,315	-	-	-	-	-	-	98	95	-	6,508
Cr Rose Hodge	6,629	-	-	-	-	-	-	98	95	(30)	6,793
<b>Total</b>	<b>71,411</b>	<b>-</b>	<b>787</b>	<b>-</b>	<b>-</b>	<b>195</b>	<b>2,261</b>	<b>883</b>	<b>859</b>	<b>(30)</b>	<b>76,367</b>

**Notes:**

\*\* Cr Libby Stapleton (Mayor period: 18/11/2020 - present).

^ Under the Local Government Act 2020, a Mayor, Deputy Mayor or Councillor may elect to receive a specified part of their allowance to which they are entitled.

Car mileage reimbursement includes remote area travel allowance.

Allowance figures include superannuation.

Figures exclude GST.

**4.2 Councillor Attendance at Meetings and Councillor Expenses**

**APPENDIX 2 QUARTERLY COUNCILLOR ATTENDANCE SUMMARY - MARCH 2021**

**2020-21 Councillor Attendance - Council Meetings & Meetings Held Under the Auspices of Council - quarterly**

<b>March Quarter 2021</b>			
	<b>Council Meetings</b>	<b>Special Council Meetings*</b>	<b>Councillor Briefings and Assembly of Councillors</b>
<b>Total meetings held (in quarter)</b>	<b>3</b>	<b>4</b>	<b>14</b>
<b>Cr Gary Allen</b>	3	4	14
<b>Cr Paul Barker</b>	3	4	14
<b>Cr Mike Bodsworth</b>	3	4	14
<b>Cr Kate Gazzard</b>	3	4	13
<b>Cr Rose Hodge</b>	3	4	13
<b>Cr Liz Pattison</b>	3	3	13
<b>Cr Libby Stapleton</b>	3	4	14
<b>Cr Adrian Schonfelder</b>	3	4	14
<b>Cr Heather Wellington</b>	2	4	1

\*This includes Special Council Meetings for Hearing Submissions and Unscheduled Council Meetings

#### 4.3 Draft Governance Rules for Exhibition

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

**General Manager:** John Bertoldi  
**File No:** F17/1772  
**Trim No:** IC21/724

**Appendix:**

1. Draft - Governance Rules - May 2021 (D21/73024)
2. Draft - Governance Rules with track changes - May 2021 (D21/61174)

**Officer Conflict of Interest:**

In accordance with Local Government Act 2020 –  
Section 130:

☐ Yes

☒ No

**Reason:** Nil

**Status:**

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

☐ Yes

☒ No

**Reason:** Nil

#### Purpose

The purpose of this report is to present the draft Governance Rules to Council for its consideration, prior to placing on public exhibition.

#### Summary

The draft Governance Rules as attached at Appendix 1 has been reviewed in accordance with legislative requirements. These Rules were initially adopted at a Special Council Meeting on 7 September 2020. Part of the resolution adopting the Governance Rules required review within 12 months of the 2020 general election. A review has been undertaken, and the improvements have been proposed to streamline processes and make the document more user-friendly.

#### Recommendation

That Council:

1. Endorses the reviewed draft Governance Rules as attached at Appendix 1 for the purposes of public exhibition.
2. Authorises the Chief Executive Officer to give public notice of the review of the Governance Rules, and to place the reviewed document on public exhibition for a minimum of 28 days and invite public submissions.
3. Notes that a Special Council Meeting for Hearing Submissions will be held if required.
4. Considers the adoption of the reviewed Governance Rules at a future meeting of Council.

#### Motion

##### **MOVED Cr Heather Wellington, Seconded Cr Liz Pattison**

That Council does not endorse the draft Governance Rules for the purpose of public exhibition, and defers further work and/or public consultation on the draft Governance Rules until the incoming CEO has commenced her appointment and had a reasonable opportunity to review the draft rules and engage with Council and the community on their appropriateness.

LOST 4:5

#### Division

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

**For**

Cr Wellington  
Cr Bodsworth  
Cr Allen  
Cr Barker

**Against**

Cr Hodge  
Mayor Stapleton  
Cr Gazzard  
Cr Schonfelder  
Cr Pattison

**Abstained**

Nil

LOST 4:5

### 4.3 Draft Governance Rules for Exhibition

#### Council Resolution

#### **MOVED Cr Liz Pattison, Seconded Cr Adrian Schonfelder**

That Council:

1. Endorses the reviewed draft Governance Rules as attached at Appendix 1 without amendment for the purposes of public exhibition.
2. Authorises the Chief Executive Officer to give public notice of the review of the Governance Rules, and to place the reviewed document on public exhibition for a minimum of 28 days and invite public submissions.
3. Notes that a Special Council Meeting for Hearing Submissions will be held if required.
4. Considers the adoption of the reviewed Governance Rules at a future meeting of Council.

CARRIED 6:3

#### Division

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

<b><u>For</u></b>	<b><u>Against</u></b>	<b><u>Abstained</u></b>
Cr Hodge	Cr Wellington	Nil
Mayor Stapleton	Cr Bodsworth	
Cr Allen	Cr Barker	
Cr Gazzard		
Cr Schonfelder		
Cr Pattison		

CARRIED 6:3

## 4.3 Draft Governance Rules for Exhibition

### Report

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

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

#### ***Background***

In accordance with section 60 of the Local Government Act 2020, Council is required to develop, adopt and keep Governance Rules for, or with respect to, the items described in section 60(1) of the Act. Governance Rules were initially adopted by Council at a Special Council Meeting on 7 September 2020. Part of Council's resolution at that meeting requires the Governance Rules to be reviewed within 12 months of the 2020 general election.

#### ***Discussion***

The Governance Rules were reviewed by governance staff, professional advice has been sought where required, and other Council's Governance Rules have been reviewed. The scope of the review involved improvements to the flow of the document and removal of duplication to improve user accessibility, as well as procedural updates to streamline processes and better reflect modern best practice. Councillors have provided input throughout the review process.

A complete mark-up of changes is included in Appendix 2. Key changes are outlined below:

#### ***Voting:***

Voting provisions have been aligned with contemporary practice, and give fuller effect to transparency principles by:

- a. Removing divisions and updating the minuting process to record the votes of each councillor every time.
- b. Providing a process for separation of lengthy and complex motions into separate parts for the purpose of voting. (At the Chair's discretion, where each item could feasibly be implemented separately).

#### ***Motions and Notices of Motion:***

Greater clarity has been provided on the positive requirements of motions and their form by:

- a. Providing a clearer definition of a motion.
- b. Making it clearer that motions must be moved in full before they are seconded.
- c. Providing improved clarity around matters relating to notices of motion.

#### ***Amendments to Motions:***

Improved consistency is promoted with the amendments process by providing additional clear definitions of what constitutes an amendment and the processes involved.

#### ***Debate:***

The debate process has been modernised by:

- a. Providing the Chair with the option to invite Councillors to speak to a motion where there is no clear for/against alternating debate.
- b. Renaming 'right of reply' to 'closing statement'.

#### ***Role of the Chair:***

Clarity is provided on the role of the Chair as an impartial conductor by requiring the Chair to vacate the chair if they wish to address the meeting on a matter under discussion.

### ***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

#### 4.3 Draft Governance Rules for Exhibition

##### **Reporting and Compliance Statements:**

*Local Government Act 2020 – LGA 2020*

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

##### **Governance Principles - Local Government Act 2020 (LGA 2020)**

The adoption of legislatively compliant Governance Rules developed to reflect best practice will ensure that Council decisions are made and actions taken in accordance with relevant law, as required by section 9(2)(a) of the Act.

##### **Policy/Relevant Law**

The Governance Rules are developed, and the review process is undertaken, in accordance with section 60 of the Act.

##### **Community Engagement**

Section 60(4) of the Local Government Act 2020 requires a process of community engagement to be followed in developing or amending the Governance Rules. This is met through the proposed exhibition process.

##### **Public Transparency**

The proposed public exhibition process will promote public transparency in this decision making process.

##### **Risk Assessment**

There are no identified Workplace Health and Safety implications associated with this report.

##### **Communication**

The draft reviewed Governance Rules will be exhibited on Council's website, and copies will be made available in other accessible formats if required. Public notices will be published on Council's website and in the local newspaper informing the public of the exhibition and submissions process.

### 4.3 Draft Governance Rules for Exhibition

#### ***Options***

Option 1 – That Council adopts the Governance Rules as attached in Appendix 1.

This option is recommended by officers as the Governance Rules have been reviewed by appropriate industry professionals in consultation with the Councillors, and reflect improved and streamlined processes.

Option 2 – That Council adopts the Governance Rules with changes different to those as attached in Appendix 1.

This option is not recommended by officers as the impact of any additional changes have not been adequately explored.

Option 3 – That Council does not adopt reviewed Governance Rules.

This option is not recommended by officers as improvements to the original Rules have been identified and are included in the reviewed document.

#### ***Conclusion***

The Governance Rules have been reviewed as required by Council's earlier resolution, and are now presented to Council for adoption.



#### **4.3 Draft Governance Rules for Exhibition**

##### **APPENDIX 1 DRAFT - GOVERNANCE RULES - MAY 2021**



# GOVERNANCE RULES

This document was created in accordance with section 60 of the Local Government Act 2020

Adopted by Council (date to be inserted) 2021

#### 4.3 Draft Governance Rules for Exhibition

### TABLE OF CONTENTS

Definitions .....	3
Chapter 1 - Introduction	
Part 1 – Governance Structure .....	5
Chapter 2 - Meetings And Meeting Procedure .....	8
Part 1 – Council Meetings .....	8
<i>Section 1 – Election Of The Mayor &amp; Deputy Mayor.....</i>	8
<i>Section 2 – General Provisions.....</i>	10
<i>Section 3 – Order Of Business.....</i>	14
<i>Section 4 - Conduct Of Debate And Rules Of Speaking.....</i>	19
Part 2 – Delegated Committees.....	29
<i>Section 1 –Delegate Committees.....</i>	29
<i>Section 2 – Joint Delegated Meetings.....</i>	31
Part 3 – Community Asset Committees.....	32
Part 4 – Audit & Risk Committee .....	33
Chapter 3 - Conflicts Of Interest .....	35
Chapter 4 - Election Period Policy .....	40
Appendix.....	44
Schedule A – Public Question Time Form.....	44
Schedule B – Notice Of Motion.....	44
Schedule C – Notice Of Motion To Rescind Or Amend .....	44
Schedule D – Procedural Motions Table.....	44

## 4.3 Draft Governance Rules for Exhibition

### Introduction

These are the Governance Rules of Surf Coast Shire Council, made in accordance with section 60 of the Act

### Purpose of the Governance Rules

The purpose of these Governance Rules is to facilitate good governance and assist in delivering the overarching governance principles as set out in section 9 of the Act

### Commencement

The Governance Rules come into operation on the day following the date of adoption by Council.

### Definitions

Unless the contrary intention appears in these Governance Rules, the following words and phrases are defined to mean:

**'absolute majority'** means the number of Councillors which is greater than half the total number of the Councillors of a Council (s.61(7)).

**'Act'** means the *Local Government Act 2020*;

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

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

**'amendment'** means a proposed alteration to the wording of a motion in accordance with Chapter 2 Clause 29;

**'authorised officer'** means a person appointed as such by Council under section 224 of the Local Government Act 1989;

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

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

**'clause'** means a clause of these Governance Rules;

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

**'Councillor'** means a Councillor of Council who has taken the oath or affirmation of office in accordance with section 30 of the Act;

**'Council meeting'** is a meeting of the Council;

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

**'delegated committee'** means a committee established by Council under section 63 of the Act;

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

**'Deputy Mayor'** means the Councillor elected to represent the Mayor and act in the Mayor's role in the event of the Mayor's absence.;

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

**'Joint Letter'** means a formal application to Council in the form of a letter which has been signed by at least ten people or executive/committee representatives from ten separate entities whose names and

---

## 4.3 Draft Governance Rules for Exhibition

physical addresses also appear on the letter. A letter from a single entity or organisation that is signed by multiple parties from that organisation or entity will not be classed as a joint letter;

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

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

**'minutes'** mean the collective record of proceedings of Council or a delegated committee (meeting records);

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

**'notice of motion'** means a notice in writing conforming with Chapter 2, clause 31.

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

**'procedural motion'** means a motion that relates to a procedural matter only and which is not designed to produce any substantive decision but used merely as a formal procedural measure.

**'public notice'** means notice provided on either the Council's website and/or social media channels and/or in local newspapers or other means deemed suitable to provide notice to the community of a related information.

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

**'resolution'** means a formal determination by a meeting of Council or delegated committee, or by a member of Council staff acting under delegation;

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

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

## 4.3 Draft Governance Rules for Exhibition

# Chapter 1 INTRODUCTION

## Part 1 – Governance Structure

The Surf Coast Shire Council is governed by the Act.

According to the Act, the role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the community.

Section 8 of the Act defines 'good governance' as the Council performing its role in accordance with the overarching governance principles, and the Councillors of the Council performing their role by participating in the decision making of Council, representing the interests of the municipal community whilst participating in that decision making, and contributing to the strategic direction of the Council through the development and review of key strategic documents, including the Council Plan.

As set out in section 9 of the Act:

*The overarching governance principles are:-*

- (a) Council decisions are made and actions taken in accordance with relevant law;*
- (b) Priority is to be given to achieving the best outcomes for the municipal community, including future generations;*
- (c) The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;*
- (d) The municipal community is to be engaged in strategic planning and strategic decision making;*
- (e) Innovation and continuous improvement is to be pursued;*
- (f) Collaboration with other Councils and Governments and statutory bodies is to be sought;*
- (g) The ongoing financial viability of the Council is to be ensured;*
- (h) Regional, state and national plans and policies are to be taken into account in strategic planning and decision making;*
- (i) The transparency of Council decisions, action and information is to be ensured.*

A local government consists of two separate but connected components. The Council, which for Surf Coast Shire is made up of nine Councillors, who make decisions at Council and provide the strategic direction, policy guidance and resources through a suite of strategic documents including the Council Plan, Financial Plan and Asset Plan; and the organisation which carries out the day to day operations, consisting of employees led by the Chief Executive Officer (CEO) that implements the strategy and policy, provides professional advice to Councillors and reporting to Council on activities and outcomes.

The CEO will ensure the effective and efficient management of the day to day operations of the organisation, and support the Mayor and Councillors in performing their roles. The CEO is delegated certain powers and responsibilities either directly under the Act or by Council.

Council may establish delegated committees to make decisions on Council's behalf under delegated power.

The procedures and processes set out in these Governance Rules underpin this governance structure or framework which supports the delivery of good governance by Surf Coast Shire Council.

## 4.3 Draft Governance Rules for Exhibition

### Part 2 – Decision Making

#### 1. Council decision making

Council must consider, and make decisions on, any matter being considered by Council fairly and on its merits.

Any person whose rights will be directly affected by a decision of the Council is entitled to:

- a) communicate their views by written submission;
- b) subsequently speak to their submission to Council or a delegated member of Council staff, or to have a person speak on their behalf; and
- c) have their interests considered.

For the purposes of this clause, a decision of Council means the following—

- a) a resolution made at a Council meeting;
- b) a resolution made at a meeting of a Delegated Committee; or
- c) the exercise of a power or the performance of a duty or function of Council by a member of Council staff or a Community Asset Committee under delegation.

#### 2. Role of the Chair

The way in which Council and Delegated Committee meetings are conducted makes a significant contribution to good governance.

The Chair plays a crucial role in facilitating an orderly, respectful, transparent and constructive meeting by ensuring all Councillors and members of delegated committees have the opportunity to be heard, matters are adequately discussed, meeting procedures are followed appropriately, and statutory requirements are adhered to.

The Chair is an independent leader of meetings and does not participate in debate or move or second motions.

The Act provides for the Mayor to appoint a Councillor as the Chair of a Delegated Committee and any such appointment prevails over any appointment made by Council. While there are no limitations on exercising that power, the Mayor must always act in a way that is consistent with the adopted Councillor Code of Conduct and transparency commitments of the Council.

Specific duties and discretions of the role of the Chair are outlined throughout these Governance Rules.

#### 3. Responsibilities of Chair, Councillors, Committee Members and Council Officers

In addition to the Chair, each member of the meeting has an obligation to participate in good decision-making.

The Chair, Councillors, members of delegated committees and Council officers will ensure good Council decision-making by endeavouring to ensure:

- Decision making is transparent to members and observers;
- Meeting members have sufficient information to make good decisions;
- Every member is supported to contribute to decisions;
- Any person whose rights are affected has their interests considered;
- Debate and discussion is focussed on the issues at hand;
- Meetings are conducted in an orderly manner.
- Decisions should be made on the merits of the matter.

### **4.3 Draft Governance Rules for Exhibition**

#### **4. Community**

Council meetings form a significant part of the organisation's decision making, and are therefore open for the community to attend in person or view proceedings via Council's website.

Community members may participate in Council meeting through public question time in accordance with clause 18 in Chapter 2 of these Governance Rules, allowing the community to communicate their views and have their interests considered.

Community members are encouraged to participate in Council's community engagement processes which are conducted in accordance with Council's Community Engagement Policy.

Community members may seek to inform individual Councillors of their views by contacting them directly in advance of meetings.



## 4.3 Draft Governance Rules for Exhibition

# Chapter 2

## MEETINGS AND MEETING PROCEDURE

### PART 1 – Council Meetings

Council meetings are held regularly to conduct the ongoing business of the Council.

The community will be made aware of the times, dates and locations of Council and delegated committee meetings and the matters Council will consider.

An agenda for each Council meeting will be provided to Councillors in advance so that they can prepare adequately for the Council meeting. The Agenda contains the order of business and the professional advice of the organisation, with a recommendation for Council to consider.

The agenda must also be placed on Council's website except for confidential items of the agenda.

*(Pursuant to section 61 of the Act)*

*A Council meeting is a meeting of the Council at which—*

- a. all the Councillors are, subject to this Act, entitled to attend and vote; and*
- b. no other person is entitled to vote; and*
- c. a decision to do an act, matter or thing is made by a resolution of the Council.*
- 2. Except as provided in this Act and subject to the Governance Rules, the conduct of Council meetings is at the Council's discretion.*
- 3. A Council meeting must be chaired by—*
  - a. the Mayor; or*
  - b. if the Mayor is not present at the Council meeting, the Deputy Mayor; or*
  - c. if the Mayor and the Deputy Mayor are not present at the meeting, a Councillor who is present at the Council meeting and is appointed by a resolution of the Council to chair the meeting.*
- 4. A quorum at a Council meeting is an absolute majority.*

### SECTION 1 – ELECTION OF THE MAYOR & DEPUTY MAYOR

#### 1. Procedure for Election of Mayor

*(Pursuant to Section 25 of the Act – Election of Mayor)*

- 1.1 The meeting to elect the Mayor shall be held in accordance with the Act.
- 1.2 Subject to section 167 of the Act, any Councillor is eligible for election or re-election to the office of Mayor
- 1.3 The election of the Mayor must be chaired by the Chief Executive Officer at a Council meeting that is open to the public, however the Chief Executive Officer will have no voting rights.
- 1.4 The Chief Executive Officer shall be responsible for the counting of votes.
- 1.5 The Councillor who receives an absolute majority of votes cast must be declared elected.
- 1.6 For the purposes of this clause the following will apply:
  - 1.6.1 Nominations must be moved and seconded;
  - 1.6.2 Where only one nomination is received, that Councillor must be declared elected; or
  - 1.6.3 Where there are more than two nominations received:
    - 1.6.3.1 the Councillor who receives an absolute majority at the first round of votes cast must be declared elected; or
    - 1.6.3.2 if no candidate receives an absolute majority of votes, the candidate with the least number of votes must be eliminated as a candidate and a further vote conducted between the remaining candidates.

---

## 4.3 Draft Governance Rules for Exhibition

1.6.3.3 If there are several candidates, this procedure must be repeated until a candidate receives an absolute majority of votes and that candidate shall be declared elected.

1.6.3.4 If for the purpose of eliminating the candidate with the least number of votes, two or more candidates have the same least number of votes, the candidate to be eliminated shall be determined by simple majority vote.

1.6.3.5 If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date.

1.7 After the election of the Mayor is determined, the Mayor must take the Chair.

### **2 Procedure for Election of Deputy Mayor**

2.1 Where the Council has resolved to elect a Deputy Mayor the provisions contained in clause 1 for the election of the Mayor will apply to the election of the Deputy Mayor save that the Mayor shall preside over the election.

### **3 Procedure for Appointment of an Acting Mayor**

3.1 If the Mayor for any reason is incapable of performing the duties of the office of the Mayor, including attending a Council meeting or part of a Council meeting, and the Deputy Mayor cannot take on the responsibility of the office of the Mayor, Council must, by resolution of Council, appoint a Councillor to be the Acting Mayor.

3.2 If the office of the Mayor is vacant for any reason, Council must, by resolution of Council, appoint a Councillor to be the Acting Mayor.

3.3 Any resolution to appoint an Acting Mayor, must include the period for which that Councillor will be Acting Mayor.

## 4.3 Draft Governance Rules for Exhibition

### **SECTION 2 – GENERAL PROVISIONS**

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

#### **4 Council Meeting Chair**

- 4.1 The Mayor must take the chair at all Council meetings at which they are present unless precluded from doing so because of a conflict of interest, or in accordance with clause 38.1.
- 4.2 In the absence of the Mayor, the Deputy Mayor shall take the chair.
- 4.3 In the absence of the Mayor and the Deputy Mayor, an Acting Mayor shall be appointed in accordance with clause 3.

#### **5 Chair's Duties & Responsibilities**

The Chair's duties and responsibilities are to:

- 5.1 Formally declare the meeting open, after ascertaining that a quorum is present and to welcome visitors;
- 5.2 At the start of each Council meeting, to recite the Pledge or allocate this role to another Councillor;
- 5.3 Preside over the meeting, conducting it impartially and according to these Governance Rules
- 5.4 Sign minutes of meetings as correct when they have been confirmed;
- 5.5 Present any reports for which they are responsible;
- 5.6 Ensure that debate is conducted in the correct manner;
- 5.7 Declare the results of all votes;
- 5.8 Give rulings on points of order and other questions of procedure;
- 5.9 Preserve order; and
- 5.10 Adjourn (when so resolved) or formally declare the meeting closed when all business has been concluded.

#### **6 Quorum**

- 6.1 A quorum is an absolute majority.
- 6.2 If a quorum is not present within 30 minutes of the time appointed for the commencement of a Council meeting:
  - 6.2.1 The meeting shall be deemed to have lapsed;
  - 6.2.2 The Mayor must convene another Council meeting and ensure that the agenda for the meeting which is deemed to have lapsed is addressed; and
  - 6.2.3 The Chief Executive Officer must give all Councillors notice of the meeting convened by the Mayor.
- 6.3 If a quorum cannot be maintained after a Council meeting has begun due to Councillors having to leave the meeting, the meeting lapses.
- 6.4 If the meeting lapses, the undisposed business must be included in the agenda for the next Council meeting.
- 6.5 If a quorum cannot be maintained because of the number of Councillors who have a conflict of interest in a matter, the Council must consider whether the decision can be made by an alternative manner including:
  - 6.5.1 Resolving to split the matter into two or more separate parts so that a quorum can be maintained; or
  - 6.5.2 making prior decisions on component parts of the matter at a meeting for which a quorum can be maintained before deciding the overall matter at a meeting for which a quorum can be maintained.
- 6.6 If unable to establish a quorum using an alternative manner, the Council must, in accordance with section 67(4) of the Act, establish a delegated committee to make the decision in regard to the matter. The delegated committee must consist of:
  - 6.6.1 All the Councillors who have not disclosed a conflict of interest in regard to the matter; and
  - 6.6.2 Any other person or persons the Council considers suitable.

#### **7 Attendance & Notice of Meetings**

## 4.3 Draft Governance Rules for Exhibition

- 7.1 The Chief Executive Officer must give notice to the public of any meeting of the Council by public notice at least seven days prior to the meeting and via Council's website.
- 7.2 The dates, time and place for all Council meetings shall be fixed by Council resolution from time to time, with the exception of Council meetings not scheduled by Council resolution in accordance with clause 10.
- 7.3 An electronic agenda will be delivered to Councillors at least 48 hours before a Council meeting.
- 7.4 Despite subclause 7.3, the Chief Executive Officer may deliver an agenda for a Council meeting to Councillors less than 48 hours prior to the meeting, if the Chief Executive Officer considers that in view of the urgency of the matter(s) this should occur.
- 7.5 Members of the public will be requested to sign in before entering the meeting area.

### 8 Time Limit for Meetings

- 8.1 Council meetings must conclude no later than 10pm unless a resolution is carried to extend the meeting.
- 8.2 Any resolution to extend a meeting will be for no longer than 30 minutes. Once the meeting reaches the conclusion of the 30 minute extension, a further resolution to extend the meeting must be carried.
- 8.3 In the absence of such continuance, the meeting must stand adjourned to a time, date and place to be announced by the Chair.
- 8.4 No meeting is to exceed 11pm. If a meeting reaches 11pm, the Chair must adjourn the meeting.
- 8.5 The Chief Executive Officer must give notice to each Councillor of the date, time and venue to which the meeting stands adjourned and of the business remaining to be considered, and this information must be published on Council's website.

### 9 Recording of Minutes

- 9.1 The Chief Executive Officer is responsible for the keeping of Minutes on behalf of Council. Those Minutes must record:
  - the date, place, time and nature of the Council Meeting;
  - the names of Councillors and whether they are present, an apology, or on leave;
  - the titles of the members of Council staff present who are not part of the gallery;
  - the disclosure of a conflict of interest made by a Councillor in accordance with the Act;
  - the arrivals and departures of Councillors, during the course of the Meeting (including any temporary departures or arrivals);
  - every Motion and amendment moved (including procedural Motions),
  - the outcome of every Motion moved;
  - The names of each Councillor and the way their vote was cast on each item, noting that under section 61(5) of the Act that a Councillor present at the meeting who does not vote is taken to have voted against the question for the purposes of determining the result of the vote;
  - details of any failure to achieve or maintain a quorum;
  - details of any petitions made to Council;
  - the time and reason for any adjournment of the Meeting or suspension of standing orders;
  - any other matter, which the Chief Executive Officer thinks should be recorded to clarify the intention of the Meeting or assist in the reading of the Minutes; and
  - the time the Council Meeting was opened and closed, including any part of the Council Meeting that was closed to members of the public.

### 10 Council Meetings not scheduled by Council resolution

- 10.1 Where a Council meeting is required urgently, or to deal with a specific matter in a timely manner that cannot wait for a Council meeting scheduled by Council resolution, the Mayor, or at least three Councillors may by written notice call a Council meeting.
- 10.2 Where it is not possible for the procedure in 10.1 to occur, such as during caretaker period, the Chief Executive Officer may call a Council Meeting at their discretion if it is considered that the matter cannot wait for the meeting to be called in accordance with 10.1.

### 4.3 Draft Governance Rules for Exhibition

- 10.3 The notice must specify the date and time of the proposed meeting and the business to be transacted or matters to be heard.
- 10.4 The notice must be presented to the Chief Executive Officer at least seven days prior to the meeting date. If the meeting is called under 10.1, the Chief Executive Officer may sign all sections of the notice.
- 10.5 The Chief Executive Officer must call the Council meeting as specified in the notice.
- 10.6 Unless all the Councillors are present at the Council meeting and unanimously agree by resolution to deal with a matter that is not specified on the Council meeting notice, only the business specified is to be transacted.
- 10.7 The Chief Executive Officer must give notice to the public of any Council meeting via Council's website at least five days prior to the meeting and by public notice, where possible, as soon as is practicable.

#### **11 Special Council Meetings for Hearing Submissions**

- 11.1 Where a Council meeting is required to hear submissions, the Chief Executive Officer may call a Special Council Meeting for Hearing Submissions by preparing a written notice advising of a Special Council Meeting for Hearing Submissions.
- 11.2 Prior to preparing the notice, the Chief Executive Officer must consult with the Mayor as required under section 46(2)(d) of the Act.
- 11.3 The notice must specify the date and time of the proposed meeting and the matter(s) to be heard.
- 11.4 Unless all the Councillors are present at the Special Council Meeting and unanimously agree by resolution to hear a matter that is not specified on the Special Council Meeting resolution or notice, only the matters specified can be heard.
- 11.5 The Chief Executive Officer must give notice to the public of any Special Council Meeting via Council's website at least five days prior to the meeting and by public notice, where possible, as soon as is practicable.
- 11.6 Where Council has scheduled a Special Council Meeting for Hearing Submissions, the following procedures apply:
  - 11.6.1 Written submissions must be provided by the deadline specified in the public notice/advertisement and relate to the matter/s listed in the resolution or notice scheduling the meeting, and the submission must indicate whether the submitter desires to speak at the Special Council Meeting for Hearing Submissions.
  - 11.6.2 Submitters will be allocated a maximum of 5 minutes to speak to their submission, with the exception of planning matters where the applicant will be allocated a maximum of 10 minutes.
- 11.7 Speakers who have submitted a joint written submission must nominate a representative who will be allocated a maximum of 5 minutes to speak to the joint submission.
  - 11.7.1 If three or more submitters who made separate written submissions wish to speak to their submissions together, the speaking time will be capped at 15 minutes.
  - 11.7.2 Requests for variations to the process outlined above shall be at the discretion of the Chair.

#### **12 Joint Council Meetings**

- 12.1 Council may resolve to participate in a Joint Council meeting to consider:
  - 12.1.1 Matters subject to discussion of the G21 Alliance
  - 12.1.2 Collaborative projects
  - 12.1.3 Collaborative procurement
  - 12.1.4 Emergency Response.
- 12.2 If Council has resolved to participate in a Joint Council meeting, the Chief Executive Officer will agree on governance rules with the participating Councils.
- 12.3 Where Surf Coast Shire Council is the lead Council on a matter to be brought for consideration at a Joint Council meeting, the Mayor will be nominated to Chair the Joint Council meeting.
- 12.4 At least three Councillors will be appointed to represent Council at a Joint Council meeting.
- 12.5 Consistent information will be provided to Councillors prior to any Joint Council Meeting and every endeavour will be made by the Chief Executive Officer to facilitate a joint briefing.
- 12.6 A joint briefing arranged in accordance with clause 12 may be held electronically.

#### **4.3 Draft Governance Rules for Exhibition**

##### **13 Form and Availability of Meeting Records**

- 13.1 Draft Minutes of the Council meeting shall be displayed on Council's website no later than 5 business days after the Council meeting.
- 13.2 Any recording of the meeting will also be made available via Council's website no later than 5 business days after the Council meeting, however the recording must be in accordance with Council's Live Streaming Policy, and Council reserves the right to choose to record and/or share any recording made.
- 13.3 At the request of a member of the public, a printed copy or an electronic version of the minutes may be made available.

## 4.3 Draft Governance Rules for Exhibition

### **SECTION 3 – ORDER OF BUSINESS (Including Description & Procedure of Each Business Item)**

#### **14 Conduct of Business**

- 14.1 The order of business will be determined by the Chief Executive Officer
- 14.2 Once an agenda has been sent to Councillors the order of business for that meeting may only be altered by resolution of the Council.
- 14.3 The Chief Executive Officer is responsible for setting the agenda for a Council meeting, after consulting with the Mayor.

#### **15 Apologies**

- 15.1 Where a Councillor is aware they are unable to attend a Council meeting, they are to notify the Mayor, or the office of the Mayor as soon as is practicable.
- 15.2 Apologies will be accepted by resolution of Council at the beginning of the meeting.

#### **16 Confirmation of Minutes**

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

- 16.1 If the minutes have been delivered to each Councillor at least 48 hours before the meeting, a motion must be put for the confirmation of the minutes.
- 16.2 If the minutes have not been delivered, Council may defer to the next Council meeting if considered appropriate, or where the Chair considers the minutes must be confirmed with urgency, they must be read and a motion must be put for the confirmation of the minutes. The minutes must be signed by the Chair of the meeting at which they have been confirmed.
- 16.3 No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned. Any changes to the draft minutes must be updated on Council's website as soon as practicable.
- 16.4 .
- 16.5 Council meeting minutes from meetings that are open to the public will be confirmed in the open section of the agenda.
- 16.6 Council Meeting minutes from closed sections of Council meetings will be confirmed in the closed section of the meeting.

#### **17 Councillors Seeking Leave**

*(Pursuant to section 35(4) of the Act)*

- 17.1 Any Councillor seeking or requiring leave for a period of 4 consecutive months or greater from Council duties must provide the reason for the leave at a Council meeting as soon as practicable, or, if this is not practicable, the Councillor must give the Chief Executive Officer written notice of their intention to seek leave and the stated reason prior to the next available Council meeting.
- 17.2 A request for leave will be determined by resolution of Council granting or refusing the leave.
- 17.3 A Councillor who will be absent from a Council meeting but who does not intend to seek leave, should convey their apology to the Mayor's office beforehand to enable the apology to be disclosed to the meeting.
- 17.4 In the event that a Councillor is incapacitated or unable to provide written notice of their intention to seek leave from Council, the Mayor shall provide this written notice to the Chief Executive Officer including the stated reason, prior to the Council meeting.

#### **18 Public Question Time**

- 18.1 There shall be a public question time of up to 30 minutes, unless extended at the discretion of the Chair, at every Meeting of Council scheduled by Council resolution to enable members of the public to submit questions to Council.

#### 4.3 Draft Governance Rules for Exhibition

- 18.2 Questions with notice must be submitted to Council in writing by 3:00pm on the day before the meeting generally in accordance with Schedule A, or via the Public Question Time online form available on Council's website, stating the name, address, telephone and email contact details of the person submitting the question.
- 18.3 Questions without notice may be asked at the meeting with a written copy of the question to be tabled in a form approved or permitted by Council (in accordance with Schedule A) stating the name and address of the person asking the question, however questions without notice being accepted is at the discretion of the Chair.
- 18.4 No person may submit more than two questions at any one meeting.
- 18.5 A question may be disallowed by the Chair if it is considered to:
  - 18.5.1 Relate to a matter beyond the power or duties of Council;
  - 18.5.2 Be defamatory, indecent, offensive, abusive, irrelevant, trivial or objectionable in language or nature;
  - 18.5.3 Be confidential in nature or of legal significance;
  - 18.5.4 Relate to a Council compliance or enforcement matter, or other legal proceeding;
  - 18.5.5 Be generally repetitive of a question already answered (whether at the same or any earlier meeting);
  - 18.5.6 Be aimed to embarrass a Councillor, Council staff, or other individuals, parties or government agencies;
  - 18.5.7 Relate to personnel matters;
  - 18.5.8 Relate to the personal hardship of any resident or ratepayer;
  - 18.5.9 Relate to proposed developments or legal advice;
  - 18.5.10 Relate to matters affecting the security of Council property;
  - 18.5.11 Relate to any other matter which Council considers would prejudice the Council or any person; or
  - 18.5.12 Be aimed to drawing opinions from Councillors about matters that will be considered at the meeting or a future meeting of Council.
- 18.6 All questions must be as brief as possible and no greater than 200 words in length, inclusive of any supporting or contextual information.
- 18.7 No discussion shall be entered into in asking or responding to questions, other than through a request from a Councillor, directed through the Chair, for the purposes of clarification.
- 18.8 All questions must be directed to Council as a whole and not to individual or specific Councillors.
- 18.9 The Chair may answer a question or nominate a member of Council staff to briefly answer a question. Councillors, other than the Chair, will not answer any question relating to an item on the agenda.
- 18.10 Every reasonable attempt will be made to substantively answer a question with notice at the meeting unless the person asking the question has been contacted beforehand and advised of the reason for the question not being answered at the meeting in which case the answer will be provided within five business days.
- 18.11 If the nominated member of Council staff advises Council that it is their opinion that the reply to a question should be given in a meeting closed to the public, they must state briefly the reason why the reply should be given in a closed meeting and, unless Council resolves to the contrary, the reply to such question shall be so given.
- 18.12 The question and the name and suburb address of the person who asked the question shall be read out and recorded in the minutes.
- 18.13 The name of the member of Council staff who responded to the question received with notice and their response, if provided at the meeting, shall be recorded in the minutes.
- 18.14 A question shall not be read out unless the person asking the question, or their proxy, is in the gallery at the time it is due to be read.
- 18.15 If the question is not read at the meeting because the person submitting the question or their proxy is not present, it will not be recorded in the minutes of the meeting.
- 18.16 Where the meeting is required to be held electronically, the CEO is deemed to act as the proxy for the purpose of receiving questions.
- 18.17 Where multiple questions requiring broadly similar responses have been received, the Chair may read out one statement that answers the matters raised, without the need for each question to be read out individually. The questions and statement shall be recorded in the minutes.
- 18.18 As an alternative to submitting a question with notice to Council under subclause 18.2, a person may lodge a submission not exceeding 200 words, on a matter listed on the agenda, by 10am on the day of the meeting provided that a prior opportunity to make a submission concerning



## 4.3 Draft Governance Rules for Exhibition

the matter has not been afforded to the person at a Council meeting, Delegated Committee meeting or other meeting held under the auspices of Council..

- 18.19 Any submission received in accordance with subclause 18.5 shall be made available to Councillors prior to the meeting in electronic format. These submissions will not be incorporated into the meeting minutes.

### 19 Petitions and Joint Letters

- 19.1 A petition or joint letter must be presented to the next available meeting of Council where the petition or joint letter is received at least 10 business days before the meeting of Council.
- 19.2 A petition or joint letter shall not be presented at a meeting of Council or received by Council unless it meets the definition under these Governance Rules, unless it is specifically resolved by Council to receive the petition or joint letter in a non-conforming format.
- 19.3 When a petition or joint letter presented to a meeting of the Council relates to a planning application, it will be received by Council at the next available Council meeting and subsequently considered as a formal submission to the planning application whether the application is determined by Council or under delegation.
- 19.4 When a petition or joint letter presented to a meeting of the Council relates to an item of business on the agenda, the submission is to be considered by Council as part of its deliberations on such item.
- 19.5 Unless Council determines to consider it as an item of urgent business, no motion (other than a motion to receive the same) may be made on any petition or joint letter, until the next meeting of Council after that at which the petition or joint letter has been presented, unless it is addressed under subclauses 19.3 or 19.4.
- 19.6 The Chair may disallow any petition or joint letter which is considered to:
- 19.6.1 Relate to a matter beyond the power or duties of Council;
  - 19.6.2 Be defamatory, indecent, offensive, abusive, irrelevant, trivial or objectionable in language or nature;
  - 19.6.3 Be confidential in nature or of legal significance;
  - 19.6.4 Be repetitive of a question already answered (whether at the same or any earlier meeting);
  - 19.6.5 Be aimed to embarrass a Councillor, Council staff, or other individuals, parties or government agencies;
  - 19.6.6 Relate to personnel matters;
  - 19.6.7 Relate to the personal hardship of any resident or ratepayer;
  - 19.6.8 Relate to proposed developments or legal advice;
  - 19.6.9 Relate to matters affecting the security of Council property;
  - 19.6.10 Relate to a matter which has already been acted on;
  - 19.6.11 Relate to any other matter which Council considers would prejudice the Council or any person; or
  - 19.6.12 Relate to a matter for which there is already a primary avenue of redress such as planning permits or amendments which will be addressed through the planning submissions process.
- 19.7 An officer report pertaining to any petition or joint letter may be required at a Meeting of Council within three months of the date the petition was received (if the petition has not been dealt with in accordance with the provisions of subclauses 19.3, 19.4 or 19.5).

### 20 Reports from Officers

- 20.1 Any report(s) by Officers to a Council meeting must contain a recommendation except for a report responding to a notice of motion, and be in the appropriate report style format.

### 21 Urgent Business

- 21.1 Business must not be admitted as urgent business unless:
- 21.1.1 It relates to or arises out of a matter which has arisen since distribution of the agenda; and
  - 21.1.2 It cannot safely or conveniently be deferred until the next Council meeting; and
  - 21.1.3 The Council resolves to admit an item considered to be urgent business.
- 21.2 Items of Urgent Business are to be supported by an officer's report.

### 4.3 Draft Governance Rules for Exhibition

- 21.3 Notices of Motion will not be admitted into urgent business and will be dealt with in accordance with clause 31.

#### **22 Meeting Closure to the Public**

*Pursuant to Section 66 of the Act.*

- 22.1 A Council meeting must be open to the public unless it meets the specified circumstances set out in section 66(2) of the Act.
- 22.2 If a meeting report contains confidential information as defined by section 3(1) of the Act, the meeting will be closed to the public in accordance with section 66(2)(a) of the Act while that agenda item is considered. The Chief Executive Officer must ensure that the report includes the grounds under section 3(1) of the Act under which the report is deemed to contain confidential information, and an explanation of why the specified grounds apply.
- 22.3 The Chair must call for a motion to close the meeting to the public and this motion must be carried prior to commencing any business pertaining to reports containing confidential information.
- 22.4 If a meeting will be closed the public due to security reasons (section 66(2)(b)) and this is known prior to the meeting, the meeting closure must be posted on the Council website as soon as is practicable to notify the public of the closure. This meeting must be livestreamed on the Council website, and the minutes of the meeting must detail the meeting closure to the public under section 66.
- 22.5 If during meeting proceedings the Chair believes that the meeting must be closed to the public for either security reasons (section 66(2)(b)) or to enable the meeting to proceed in an orderly manner (section 66(2)(c)), the Chair must ensure that livestreaming is occurring and available for the public to view the meeting, before calling for a motion to close the meeting to the public.
- 22.6 A motion to close the meeting due to confidential information under section 66(2)(a) must contain the grounds for determining to close the meeting to the public by reference to the grounds specified in section 3(1) of the Act, and an explanation of why the specified grounds apply.
- 22.7 Upon a resolution to close a meeting to the public being passed, the Chair must advise those present in the public gallery that they must vacate the meeting while the meeting remains closed.
- 22.8 The Chair must call for a motion to re-open the meeting to the public. This motion must be carried and the time recorded in the minutes of the meeting.
- 22.9 All items that are considered confidential pursuant to section 3(1) of the Act remain confidential, inclusive of report content, recommendations, motions, and resolutions until Council has passed a resolution specifying that all or part of the information is no longer confidential.
- 22.10 If an agenda item or resolution deemed to include confidential information is to be moved out of the closed part of the meeting:
- 22.10.1 Council must, by Council resolution, determine to move all or a specified part of the item or items into the open Council meeting; and/or
- 22.10.2 Council must, by Council resolution, determine that the report or section of the report be included in the minutes of the meeting showing the Council decision that was made in the closed section of the meeting.

## 4.3 Draft Governance Rules for Exhibition

### **SECTION 4 - CONDUCT OF DEBATE AND RULES OF SPEAKING**

#### **23 Addressing the Council Meeting**

- 23.1 Councillors and any other person addressing the Chair must refer to them as:
- 23.1.1 'Mayor'; or
  - 23.1.2 'Mayor (Cr Surname)'; or
  - 23.1.3 'Chair'; or
  - 23.1.4 'Chair (Cr Surname)'; -  
as the case may be.
- 23.2 All Councillors other than the Mayor must be addressed as Councillor (surname).
- 23.3 All members of Council staff must be addressed as their position title followed by their surname as appropriate or simply by their official title.

#### **24 Priority of Address**

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

#### **25 Time Limits**

- 25.1 A Councillor must not speak longer than the time set out below, unless granted an extension by the Chair:
- 25.1.1 The mover of a motion or an amendment: 5 minutes;
  - 25.1.2 Any other Councillor: 3 minutes; and
  - 25.1.3 The mover of a motion making a closing statement: 2 minutes.

#### **26 Motions**

- 26.1 A motion must:
- 26.1.1 Be within Council's power;
  - 26.1.2 Identify clear action/s required to be taken by Council if the motion is carried. This action may include that Council acts upon, refrains from acting upon, or notes a certain matter;
  - 26.1.3 Be in writing, if requested by the Chairperson;
  - 26.1.4 Except in the case of urgent business, be relevant to an item of business on the agenda; and
  - 26.1.5 Be moved and seconded, otherwise it lapses.
- 26.2 A Motion must not contravene subclause 26.1 or be:
- 26.3 Defamatory; or
- 26.4 Objectionable in language or nature.
- 26.4.1 .
- 26.5 A motion can only be withdrawn by the mover.

#### **27 Debate**

- 27.1 The Chair will summarise the applicable report upon reaching that agenda item during the meeting proceedings.
- 27.2 The Chair will call for a motion to be moved on the agenda item.
- 27.3 If there is no motion moved the item lapses.
- 27.4 If there is no seconder the motion lapses due to want of a seconder.
- 27.5 Debate can only commence once a motion has been moved and seconded.
- 27.6 The mover of the motion, followed by the seconder then has the right to speak to the motion, commencing debate, or the mover can reserve their right to speak until a time later in the debate.
- 27.7 The Chair shall ask immediately after the mover and seconder have spoken to the motion (or deferred speaking), whether the motion is opposed. If no Councillor wishes to speak against

### 4.3 Draft Governance Rules for Exhibition

- the motion the Chair may then invite other Councillors to speak to the motion without requiring Councillors to identify their support for, or opposition to the motion.
- 27.8 If the mover reserved their right to speak at the beginning of debate, they are to be provided with an opportunity to speak to the motion to conclude the debate prior to the motion being put to a vote.
- 27.9 Each Councillor can only speak once to each motion, except for the mover who may make a closing statement immediately before the vote is taken.
- 27.10 Once the each Councillor has been given the opportunity to speak, and the mover has been given an opportunity to make a closing statement, the motion must be put to a vote.
- 27.11 The mover of a motion's right to make a closing statement is lost if an amendment to the motion is carried.
- 27.12 The mover of a motion must not introduce new material when making a closing statement.
- 27.13 If a substantive motion on a matter which has a statutory requirement for an outcome to be reached is lost, and there is no outcome on the matter, the Chair must call for another motion.
- 27.14 If Council is unable to achieve a resolution on an agenda item, and the matter requires a resolution by law, a motion of deferral should be sought by the Chair, and that motion should state what Councillors will need in order to be able to achieve an outcome.
- 27.15 The Councillor acknowledged by the Chair to speak must not be interrupted unless:
- 27.15.1 they are called to order; or
- 27.15.2 their speaking time has expired; or
- 27.15.3 a point of order is raised; or
- 27.15.4 a formal motion is moved.
- 27.16 If a Councillor is interrupted by the Chair or upon a point of order they must remain silent until the Chair has ceased speaking, and the point of order has been determined.
- 27.17 A Councillor must not digress from the subject matter of the motion or business under discussion.
- 27.18 Councillors must designate each other by their official titles during debate and throughout the meeting.

#### 28 Seeking Clarification or Asking Questions of Officers

- 28.1 Officers will support the meeting process through provision of reports for the agenda and Councillors should make every effort to seek clarification from officers in advance of the meeting.
- 28.2 Where Councillors need to seek clarification by asking questions of officers during the meeting, that were not able to be asked prior to the meeting, such questions must be:
- 28.2.1 Directed through the Chair;
- 28.2.2 Relevant to an item on the agenda;
- 28.2.3 Seeking genuine clarification of a matter that is not already addressed in the officer's report;
- 28.2.4 Not objectionable in language, nature or tone;
- 28.2.5 Not intended to draw officers into debating a matter or justifying a recommendation; and
- 28.2.6 Not seeking re-iteration of an answer that was provided prior to the meeting;
- 28.2.7 Not designed to canvass matters or disseminate information to the public.
- 28.3 Questions are not to be asked between moving and seconding a motion except to seek clarification on the motion received.

#### 29 Amendments

- 29.1 A Motion, which has been moved and seconded, may be amended by leaving out, replacing or inserting words, which must be relevant to the subject of the Motion.
- 29.2 An amendment to a Motion must:
- 29.2.1 Propose a substantially similar outcome to the Motion upon which it is moved; and
- 29.2.2 Be relevant to the Motion upon which it is moved; and
- 29.2.3 Not amount to a direct contradiction of any part of the motion, including seeking to change or edit a document, report or policy that is subject to the Motion.
- 29.3 An amendment may be proposed or seconded by any Councillor, except the mover and seconder of the original Motion.

### 4.3 Draft Governance Rules for Exhibition

- 29.4 A Councillor proposing an amendment must first present the amendment by stating which words are proposed to be left out, replaced or added, and then move the amendment without speaking to it.
- 29.5 A Councillor that proposes an amendment to a Motion should present the amendment before they speak to the substantive Motion.
- 29.6 Debate on the substantive motion ceases when an amendment to the motion is moved.
- 29.7 If a Councillor proposes an amendment, and the original mover and seconder of the Motion both indicate their agreement with the amendment, the amended Motion becomes the substantive Motion without debate or vote. An agreement by the mover and seconder to amend a substantive Motion must occur before the mover, seconder or any Councillor speaks to the substantive Motion. The Councillor proposing the amendment cannot speak to the proposed amendment when seeking the agreement of the mover and seconder.
- 29.8 If a Councillor proposes an amendment to which either the mover or seconder of the substantive Motion does not agree, the following will apply:
- 29.8.1 the amendment must be moved and seconded. If the amendment is not seconded, the amendment lapses due to want of a seconder and is not recorded in the minutes. If the amendment lapses then debate on the substantive motion is to resume from the point at which it ceased.
- 29.8.2 debate on the amendment to the Motion must follow the rules set out in clause 27, with the exception that the mover of an amendment does not have right to make a closing statement.
- 29.8.3 a Councillor may speak on any amendment once, whether or not he or she has spoken to the Motion, but debate must be confined to the terms of the amendment;
- 29.8.4 Only one amendment to a Motion may be accepted by the Chairperson at any one time. No second or subsequent amendment to the Motion may be taken into consideration until the previous amendment has been dealt with and voted on.
- 29.8.5 A single Councillor can't propose more than two amendments to a Motion about the one item in the Agenda;
- 29.8.6 if the amendment is carried, the Motion as amended then becomes the Motion before the Meeting (known as the 'substantive Motion') and debate resumes on the substantive motion.

### 30 Foreshadowed Motions

- 30.1 A Councillor may foreshadow a motion that the Councillor intends to move after the motion under consideration has been dealt with.
- 30.2 A Councillor may foreshadow a motion when they are speaking to the substantive motion before Council, or advise the Chair that they wish to foreshadow a motion at another time during the debate between other Councillors speaking to the Motion.
- 30.3 When foreshadowing a motion, a Councillor should briefly state the nature of the foreshadowed motion but not speak to the foreshadowed motion.
- 30.4 If the substantive motion during which a Councillor foreshadowed a motion is lost, the Chair shall call on that Councillor to move their foreshadowed motion. If seconded, the motion shall then be the substantive motion and is subject to the debate rules outlined in clause 27.
- 30.5 Unless a foreshadowed motion becomes a substantive motion, it will not be recorded in the meeting minutes.

### 31 Notice of Motion

- 31.1 A Councillor can submit to the Chief Executive Officer a Notice of Motion for inclusion in the Agenda for a Meeting.
- 31.2 A Notice of Motion must:
- 31.2.1 be in writing (including by electronic means), signed by two Councillors who support the inclusion of the notice in the Council meeting agenda, and be lodged with the Chief Executive Officer no later than 12 noon 10 business days before the Meeting at which it is intended to be considered to ensure its inclusion in the Agenda.
- 31.2.2 briefly explain the rationale for the proposed motion or attach supporting documentation for the motion, but must not be more than 500 words inclusive of the proposed motion; and

### 4.3 Draft Governance Rules for Exhibition

- 31.2.3 be lodged in the format provided for this purpose as appearing in Schedule B of these Governance Rules
- 31.3 A Notice of Motion must relate to the objectives, role and functions of Council as outlined in the Act.
- 31.4 The Chief Executive Officer may suggest revised wording to the draft Notice of Motion to facilitate compliance with the requirements for Notices of Motion under these Governance Rules.
- 31.5 The Chief Executive Officer must reject any Notice of Motion which:
- 31.5.1 is too vague;
  - 31.5.2 is defamatory;
  - 31.5.3 may be prejudicial to any person or Council;
  - 31.5.4 is objectionable in language or nature;
  - 31.5.5 is outside the powers of Council;
  - 31.5.6 is submitted during Election Period.
- 31.6 The full text of any Notice of Motion accepted by the Chief Executive Officer must be included in the Agenda and outline the policy, financial and resourcing implications if the Notice of Motion is passed.
- 31.7 To assist Councillors to make an informed decision regarding the proposed motion, the Chief Executive Officer will include written assessment in the agenda for the meeting where the motion is to be considered. The written assessment will not include a recommendation, but will briefly identify:
- 31.7.1 impacts to the levels of Council service;
  - 31.7.2 expenditure where this is not already included in the adopted Council Budget;
  - 31.7.3 proposals to establish, amend or extend Council policy;
  - 31.7.4 proposals that impact the rights of any person who has not had the opportunity to contribute their views;
  - 31.7.5 proposals that commit Council to any contractual arrangement; or
  - 31.7.6 matters relating to any litigation or legal process in respect of which Council is a party.
- 31.8 The Chief Executive Officer may reject a proposed Notice of Motion that
- 31.8.1 relates to a matter that can be addressed through the operational service request process; or
  - 31.8.2 relates to a matter that has been previously resolved by Council or is acted upon.
- 31.9 If rejecting a Notice of Motion, the Chief Executive Officer must inform the Councillor who lodged it of that rejection and the reasons for the rejection no later than nine business days before the Meeting at which it is intended to be considered. The Councillor may submit a revised Motion within 24 hours.
- 31.10 The Chief Executive Officer may designate a Notice of Motion to be confidential in accordance with relevant grounds as contained in the Act, in which case, the Notice of Motion will be considered in the part of the relevant Council Meeting that is closed to members of the public.
- 31.11 The Chief Executive Officer may arrange for comments of members of Council staff to be provided to Councillors prior to the Notice of Motion being published in the Agenda for the relevant Council Meeting.
- 31.12 The Chief Executive Officer must cause all Notices of Motion to be sequentially numbered, dated and entered in a register.
- 31.13 Unless Council resolves otherwise, each Notice of Motion must be considered in the order in which they were received.
- 31.14 The Motion moved must not be different to the motion published in the Agenda, however, may be amended by resolution of the Council in accordance with clause 29.
- 31.15 If a Councillor who has lodged a Notice of Motion is absent from the Meeting or fails to move the Motion when called upon by the Chair to do so, any other Councillor may move the Motion.
- 31.16 If a Notice of Motion is not moved and seconded at the Council Meeting at which it is listed, it lapses.

#### 32 Rescission or Amendment Notice of Motion

- 32.1 A Councillor may propose a motion to amend or rescind a previous resolution of Council provided the notice of motion is signed by three Councillors and delivered to the Chief Executive Officer no later than 72 hours following the meeting of Council at which the resolution proposed to be rescinded or amended was adopted.

### 4.3 Draft Governance Rules for Exhibition

- 32.2 Notices of Motion to rescind or amend a previous resolution of Council are to be lodged in the format provided for this purpose as appearing in Schedule C.
- 32.3 No action will be taken to implement a resolution on which a notice to rescind or amend the resolution has been given pursuant to clause 32.1.
- 32.4 A notice of motion to rescind or amend a previous resolution of Council shall be deemed to have been withdrawn if not moved at the next meeting at which such business may be transacted.
- 32.5 A Councillor may not propose a motion to rescind or amend a resolution of the Council which has been acted upon.
- 32.6 A resolution will be considered as having been acted upon once its details have been formally communicated to persons affected by or reliant on the resolution or where a statutory procedure has commenced or been carried out.
- 32.7 A second or subsequent notice to rescind or amend an earlier resolution must not be accepted by the Chief Executive Officer until a period of three months has elapsed since the date of the meeting at which the previous motion of rescission or amendment was dealt with.

#### 33 Points of Order

- 33.1 A point of order is an objection that the motion, amendment or statement made is:
  - 33.1.1 Contrary to these Governance Rules;
  - 33.1.2 Defamatory;
  - 33.1.3 Irrelevant;
  - 33.1.4 Improper; or
  - 33.1.5 Outside Council's legal powers;
  - 33.1.6 and may be made despite the fact that the Councillor or Chair is speaking at the time.
- 33.2 A point of order must be taken by stating:
  - 33.2.1 The matter complained of; and
  - 33.2.2 The reason constituting the point of order;
- 33.3 The Chair may raise a point of order without it having been made by a Councillor.
- 33.4 When called to order, a Councillor must remain silent until the point of order is decided unless they are requested by the Chair to provide an explanation.
- 33.5 The Chair may adjourn the meeting to consider a point of order but must otherwise rule upon it as soon as it is taken.
- 33.6 The Chair must, when ruling on a point of order, give reasons for the ruling.
- 33.7 The Chair's ruling shall be final unless the majority of Councillors present at the meeting vote in favour of a motion of dissent that is moved and seconded immediately after the Chair's ruling is given.
- 33.8 A motion of dissent must state the provision or practice in substitution for the Chair's ruling.
- 33.9 A motion of dissent that is carried must be acted upon by the Chair.
- 33.10 Only the mover of a motion of dissent and the Chair can speak to the motion before it is put to the vote. The mover of the motion does not have a right of reply.
- 33.11 The Chair is not required to vacate the chair.

#### 34 Procedural Motions

- 34.1 A procedural motion may be moved at any time during a meeting and must be immediately dealt with.
- 34.2 A procedural motion may be refused by the Chair.
- 34.3 A procedural motion requires a seconder.
- 34.4 Debate on a procedural motion is not permitted with the exception of a meeting closure under section 66(2)(a) of the Act, or that debate on a matter be deferred until a later meeting.
- 34.5 A Councillor may move a procedural motion that:
  - 34.5.1 'a report/document be tabled';
  - 34.5.2 'the Agenda item/s be moved forward';
  - 34.5.3 'the motion be put';
  - 34.5.4 'that a substantive motion be voted on in separate parts';
  - 34.5.5 'the matter be laid on the table';
  - 34.5.6 'the matter be taken from the table';
  - 34.5.7 'the meeting be adjourned';
  - 34.5.8 'standing orders be suspended';

## 4.3 Draft Governance Rules for Exhibition

- 34.5.9 'standing orders be resumed';
  - 34.5.10 'the meeting be closed to the public';
  - 34.5.11 'the meeting be reopened to the public';
  - 34.5.12 'the Chair's ruling be dissented from';
  - 34.5.13 'the debate on the matter be deferred'-
- which are outlined further in Schedule D.

### 35 Repeating Motion or Amendment

- 35.1 Before any matter is put to the vote, a Councillor may request that the motion or amendment be read again.
- 35.2 The Chair without being so requested may direct the Councillor moving the motion or amendment, or the Chief Executive Officer (or other person authorised by the Chief Executive Officer) to read the motion or amendment to the meeting before the vote is taken.

### 36 Voting

- 36.1 Each Councillor present at a Council meeting who is entitled to vote is entitled to one vote.
- 36.2 Voting at a meeting must not be in secret, but if the meeting is closed to the public, a Councillor is not required to divulge their vote to the public.
- 36.3 The question is determined in the affirmative by a majority of the Councillors present at a meeting at the time the vote is taken voting in favour of the question.
- 36.4 If the number of votes in favour of the question is half the number of Councillors present at the meeting at the time the vote is taken, the chairperson has a second vote, with the exception of the election of a Mayor or a Deputy Mayor, and a vote to declare the office of Mayor or Deputy Mayor vacant.
- 36.5 For the purpose of determining the result of a vote, a Councillor present at the meeting who does not vote is to be taken to have voted against the question.
- 36.6 Voting must be by a show of hands, unless otherwise determined by Council.
- 36.7 Councillors must remain seated in silence while a vote is being taken.
- 36.8 The Chair may direct that the vote be recounted as often as may be necessary to satisfy themselves of the result.
- 36.9 On motions containing multiple items which can feasibly be implemented separately, these items may be voted upon separately after having been debated as a whole.

### 37 Suspension of Standing Orders

- 37.1 The provisions of these meeting procedures, except the quorum requirements applying under clause 6, may be suspended for any part of a meeting at the Chair's discretion. The Chair can accept a motion to suspend standing orders where they believe it is necessary to do so, such as to seek technical advice. Such suspension would normally be for five minutes or less.
- 37.2 During a suspension of standing orders, Councillors are not to discuss the issue or seek to reach agreement outside a formal debate.
- 37.3 No motion, except one which proposes the resumption of standing orders, may be accepted by the Chair or be lawfully dealt with during any suspension of standing orders.
- 37.4 Resumption of standing orders should occur as soon as possible.

### 38 The Chair's Right to Speak

- 38.1 If the Chair wishes to address a meeting upon any matter under discussion, the Chair must leave the Chair and speak in their capacity as Councillor.

### 39 Clarification by Chief Executive Officer or another member of Council staff

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



### 4.3 Draft Governance Rules for Exhibition

#### **40 Ordering Withdrawal of Remark**

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

#### **41 Adjournment & Resumption of Adjourned Debate**

- 41.1 The Council may by resolution adjourn a meeting to a later time on the day for which the meeting was called or for a period not exceeding 7 days.
- 41.2 When a motion to adjourn a meeting is before the Council, the Chair must not allow discussion on the motion to adjourn. If the Council fails to pass the motion to adjourn, the Chair must resume the meeting at the item of business under consideration.
- 41.3 The Chief Executive Officer must deliver written notice of an adjourned meeting to all Councillors, except when the meeting is adjourned to a later time on the same day, in which case any form of notice may be given to all Councillors.
- 41.4 If a debate is adjourned by motion, the Councillor moving the adjournment has the right to be the first speaker upon the resumption of debate unless they have already spoken to the motion or amendment.
- 41.5 Except for meetings adjourned to a later time on the same day, the day and time for which the meeting is to resume should be published on Council's website.

#### **42 Suspensions**

- 42.1 Council may by resolution, suspend from a meeting, and for the balance of the meeting, any Councillor whose actions have disrupted the business of Council, and have impeded its orderly conduct, provided the Councillor in question has received an initial warning from the Chair that their conduct is, in the Chair's opinion, impeding the orderly conduct of the meeting.
- 42.2 Subject to subclause 42.1, where seeking a Council resolution is not feasible, the Mayor, and only the Mayor (not another Councillor who has taken the Chair), can direct a Councillor to leave a Council meeting if the behaviour of the Councillor is preventing the Council from conducting its business.

#### **43 The Chair may Adjourn Disorderly Meeting**

- 43.1 If the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the meeting, they may adjourn the meeting to a later time on the same day or to some later day as they think proper.

#### **44 Public Behaviour**

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

#### **45 Removal from Chamber or Meeting Room**

- 45.1 The Chair, may ask any member of the Police Force or person appointed by Council to maintain security, to remove from the Chamber or meeting room any person who acts in breach of these Governance Rules.

### **4.3 Draft Governance Rules for Exhibition**

#### **46 Recording of Proceedings**

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

## 4.3 Draft Governance Rules for Exhibition

### PART 2 – Delegated Committees

*Pursuant to section 63 of the Act*

A delegated committee is formed by a Council and which Council delegates “any power, duty or function of a Council under this Act or any other Act...” (s 11(1)). In effect, a delegated committee may exercise a power or undertake a duty or function as if it is the Council. Under the Act, the formation of, appointment to, and administration of delegated committees is to be strongly controlled given a delegated committee’s ability to exercise statutory functions and powers on behalf of the Council.

#### **63 Delegated Committees**

- (1) A delegated committee established by a Council—
  - (a) must include at least 2 Councillors; and
  - (b) may include any other persons appointed to the delegated committee by the Council who are entitled to vote.
- (2) A meeting of a delegated committee established by a Council must be chaired by—
  - (a) a Councillor appointed by the Council or the Mayor to chair meetings of the delegated committee; or
  - (b) if the Councillor appointed by the Council or the Mayor to chair meetings of the delegated committee is not present at the meeting, a Councillor who is present at the meeting and is appointed by the members of the delegated committee who are present at the meeting.
- (3) Section 61 applies to a meeting of a delegated committee as if the members were Councillors.

### SECTION 1 –DELEGATED COMMITTEES

#### **1. Establishment**

- 1.1. A delegated committee can only be established by resolution of Council.
- 1.2. The resolution must include the date from which the committee will be enacted, and the date it is to be disbanded.
- 1.3. Any extension to the term of a delegated committee must be by resolution of Council.
- 1.4. A delegated committee’s instrument of delegation must be approved by resolution of Council, and it must specifically outline the powers and functions of the committee.
- 1.5. A delegated committee must report the minutes of all Committee meetings to the next practicable Council meeting.
- 1.6. A delegated committee must act in accordance with its Instrument of Delegation and any Terms of Reference adopted by Council.

#### **2. Membership**

- 2.1. Appointment to a delegated committee is to be by resolution of Council.
- 2.2. A Councillor must be appointed the position of Chair of a delegated committee.

## 4.3 Draft Governance Rules for Exhibition

- 2.3. Appointment of the Chair of a delegated committee is to be by Council resolution, however, the Mayor may choose to invoke their power under section 19(1)(a) of the Act and make the appointment without a Council resolution.
- 2.4. If the Councillor appointed by the Council or the Mayor to chair meetings of the delegated committee is not present at the meeting, a Councillor who is present at the meeting is to chair the meeting.

### 3. Quorum

- 3.1. A quorum is an absolute majority, and must include one Councillor chairing the meeting.
- 3.2. If a quorum is not present within 30 minutes of the time appointed for the commencement of a Committee meeting:
  - 3.2.1. The meeting shall be deemed to have lapsed;
  - 3.2.2. The Chair must convene another committee meeting and ensure that the agenda for the meeting which is deemed to have lapsed is addressed; and
  - 3.2.3. Notice of the new meeting convened by the Chair must be provided to committee members as soon as is practicable.
- 3.3. If a quorum cannot be maintained after a meeting has begun the meeting lapses.
- 3.4. If the meeting lapses, the undisposed business must be included in the agenda for the next committee meeting.
- 3.5. If a quorum cannot be maintained because of the number of committee members who have a conflict of interest in a matter, the committee must seek for the Council to make the decision at next practicable Council meeting.

### 4. Recording of Minutes

The Committee Chair or a delegate is responsible for the keeping of Minutes on behalf of the committee. Those Minutes must record:

- the date, place, time and nature of the meeting;
- the names of committee members and whether they are present, or an apology;
- members of Council staff present who were involved in the meeting;
- the disclosure of a conflict of interest made by a committee member or Council officer in accordance with the Act;
- the arrivals and departures of committee members, during the course of the meeting (including any temporary departures such as for a conflict of interest);
- every Motion and amendment moved (including procedural Motions),
- the outcome of every Motion moved;
- where a division is called, the names of every committee member and the way their vote was cast (and if they abstained);
- when requested by a committee member, a record of their support of, opposition to, or abstention from voting on any Motion, noting that those who do not vote are taken to have voted against the question;
- details of any failure to achieve or maintain a quorum;
- any other matter, which the committee chair or delegate thinks should be recorded to clarify the intention of the meeting or assist in the reading of the Minutes; and
- the time the meeting was commenced and concluded.

### 5. Voting

- 5.1. Voting at meetings of a delegated committee is to be in accordance with clause 36 (Voting) of Chapter 2, Part 1 - Council Meetings, of these Governance Rules, and section 61 of the Act.

### 6. Meeting closure to the public

- 6.1. A delegated committee meeting must be open to the public unless it meets the specified circumstances set out in section 66(2) of the Act.

### 4.3 Draft Governance Rules for Exhibition

- 6.2. The Chief Executive Officer must ensure that any delegated committee meeting report containing confidential information as defined by section 3(1) of the Act and which is expected to be the subject of a resolution under section 66(2)(a) of the Act to close the committee meeting to the public, includes the ground(s) as specified in section 3(1) of the Act under which the report is deemed to contain confidential information and an explanation of why the specified grounds apply.
- 6.3. The Chair must call for a motion to close the meeting to the public and this motion must be carried prior to commencing any business pertaining to reports containing confidential information.
- 6.4. If a meeting will be closed the public due to security reasons (section 66(2)(b)) and this is known prior to the meeting, the meeting closure must be posted on the Council website as soon as is practicable to notify the public of the closure. This meeting must be livestreamed on the Council website, and the minutes of the meeting must detail the meeting closure to the public under section 66.
- 6.5. If during meeting proceedings the Chair believes that the meeting must be closed to the public for either security reasons (section 66(2)(b)) or to enable the meeting to proceed in an orderly manner (section 66(2)(c)), the Chair must ensure that live streaming is occurring and available for the public to view the meeting, before calling for a motion to close the meeting to the public.
- 6.6. A motion to close the meeting due to confidential information under section 66(2)(a) must contain the grounds for determining to close the meeting to the public by reference to the grounds specified in section 3(1) of the Act, and an explanation of why the specified grounds apply.
- 6.7. The time of any resolution to close a meeting to the public must be recorded in the minutes of the meeting.
- 6.8. Upon a resolution to close a meeting to the public being passed the Chair must advise those present in the public gallery that they must vacate the meeting while the meeting remains closed.
- 6.9. The Chair must call for a motion to re-open the meeting to the public. This motion must be carried and the time recorded in the minutes of the meeting.
- 6.10. All items that are considered confidential pursuant to Section 3(1) of the Act remain confidential, inclusive of report content, recommendations, motions, and resolutions until Council has passed a resolution that specifying that all or part of the information is no longer confidential.
- 6.11. If an agenda item or resolution deemed to include confidential information is to be moved out of the closed part of the meeting:
  - 6.11.1. committee must, by resolution, determine to move all or a specified part of the item or items into the open committee meeting; and/or
  - 6.11.2. Committee must, by resolution, determine that report or section be included in the minutes of the meeting showing the Committee decision that was made in the closed section of the meeting.

### **SECTION 2 – JOINT DELEGATED MEETINGS**

A joint delegated committee is formed by resolution of two or more Councils and consists of a delegated committee from each Council, including at least one Councillor from each Council present at the meeting. This is not, in effect, a different committee as it is established by existing delegated committees.

The resolution forming the joint delegated committee will stipulate which Council's governance rules are to be followed for conduct of the joint delegated committee meeting. Where Council's Governance Rules apply, all of section 2 and section 4, Part 2, Chapter 2 of these Governance Rules apply.

## 4.3 Draft Governance Rules for Exhibition

### PART 3 – Community Asset Committees

*Pursuant to Section 65 of Act*

A Community Asset Committee is a committee with powers of the Council, established by and with members appointed by Council, with powers delegated by the Chief Executive Officer (CEO) and subject to any terms and conditions specified by the CEO, for the purpose of managing a community asset such as community hall.

#### **65 Community Asset Committee**

- 1) *A Council may establish a Community Asset Committee and appoint as many members to the Community Asset Committee as the Council considers necessary to enable the Community Asset Committee to achieve the purpose specified in subsection (2).*
- 2) *A Council may only establish a Community Asset Committee for the purpose of managing a community asset in the municipal district.*

1)

#### **1. Establishment**

- 1.1. A Community Asset Committee can only be established by resolution of Council.
- 1.2. Council may resolve, in establishing a Community Asset Committee, which clauses of these Governance Rules apply.

#### **2. Membership**

- 2.1. Appointment to a Community Asset Committee is to be by resolution of Council.
- 2.2. Delegations from the CEO will be made directly to members of the Community Asset Committee and members must each act in accordance with the delegations.

#### **3. Recording of Minutes**

The committee Chair or a delegate is responsible for the keeping of Minutes on behalf of the committee. Those Minutes must record:

- the date, place, time and nature of the meeting;
- the names of committee members and whether they are present, or an apology;
- members of Council staff present who were involved in the meeting;
- the disclosure of a conflict of interest made by a committee member or Council officer in accordance with the Act;
- the arrivals and departures of committee members, during the course of the meeting (including any temporary departures such as for a conflict of interest);
- every Motion and amendment moved (including procedural Motions),
- the outcome of every Motion moved;
- where a division is called, the names of every committee member and the way their vote was cast (and if they abstained);
- when requested by a committee member, a record of their support of, opposition to, or abstention from voting on any Motion, noting that those who do not vote are taken to have voted against the question;
- details of any failure to achieve or maintain a quorum;
- any other matter, which the committee chair or delegate thinks should be recorded to clarify the intention of the meeting or assist in the reading of the Minutes; and
- the time the meeting was commenced and concluded.

## 4.3 Draft Governance Rules for Exhibition

# Chapter 3

## CONFLICTS OF INTEREST

The two types of conflicts of interest applicable to Councillors, committee members and Council officers for the purposes of this section are (as extracted from the Act):

### 127 General conflict of interest

- (1) Subject to section 129, a relevant person has a **general conflict of interest** in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.
- (2) For the purposes of subsection (1)—  
**private interests** means any direct or indirect interest of a relevant person that does not derive from their public duty and does not include an interest that is only a matter of personal opinion or belief;  
**public duty** means the responsibilities and obligations that a relevant person has to members of the public in their role as a relevant person.

### 128 Material conflict of interest

- (1) Subject to section 129, a relevant person has a **material conflict of interest** in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.
- (2) The benefit may arise or the loss incurred—
  - (a) directly or indirectly; or
  - (b) in a pecuniary or non-pecuniary form.
- (3) For the purposes of this section, any of the following is an **affected person**—
  - (a) the relevant person;
  - (b) a family member of the relevant person;
  - (c) a body corporate of which the relevant person or their spouse or domestic partner is a Director or a member of the governing body;
  - (d) an employer of the relevant person, unless the employer is a public body;
  - (e) a business partner of the relevant person;
  - (f) a person for whom the relevant person is a consultant, contractor or agent;
  - (g) a beneficiary under a trust or an object of a discretionary trust of which the relevant person is a trustee;
  - (h) a person from whom the relevant person has received a disclosable gift.
- (4) For the purposes of subsection (3)(h), **disclosable gift** means one or more gifts with a total value of, or more than, \$500 or if an amount is prescribed for the purposes of this subsection, the prescribed amount, received from a person in the 5 years preceding the decision on the matter—
  - (a) if the relevant person held the office of Councillor, was a member of Council staff or was a member of a delegated committee at the time the gift was received; or
  - (b) if the gift was, or gifts were, or will be, required to be disclosed as an election campaign donation—  
but does not include the value of any reasonable hospitality received by the relevant person at an event or function that the relevant person attended in an official capacity as a Councillor, member of Council staff or member of a delegated committee.

## 4.3 Draft Governance Rules for Exhibition

### 1. Councillor, committee member and Council officer obligations

- 1.1. Councillors, committee members and Council officers are required to:
  - 1.1.1. Avoid all situations which may give rise to conflicts of interest;
  - 1.1.2. Identify any conflict of interest; and
  - 1.1.3. Disclose any conflict of interest.

### 2. Procedures for the Disclosure of Conflict of Interest by a Councillor or a member of a Delegated Committee at a meeting of the Council or a Delegated Committee

- 2.1. If a Councillor or member of a delegated committee has a conflict of interest in a matter which is to be considered or discussed at a meeting of the Council or the delegated committee, the Councillor or member must, if they are attending the meeting, disclose the conflict of interest in accordance with subclause 2.2, and if applicable, subclause 2.3.
- 2.2. A Councillor or member of a delegated committee who has a conflict of interest and is attending the meeting of the Council or delegated committee must make a full disclosure of that interest by either advising:
  - a) the Council or delegated committee at the commencement of the meeting, and again immediately before the matter is considered at the meeting; or
  - b) the Chief Executive Officer in writing before the meeting (subject to 2.3.1)-whether the interest is a general conflict of interest or a material conflict of interest, and the nature of the interest.
- 2.3. If the Councillor or member advised the Chief Executive Officer of the details under paragraph (b) of subclause 2.2, the Councillor or member must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.
  - 2.3.1. A Councillor may only disclose a conflict under paragraph (b) of subclause 2.2 in circumstances where the disclosure of the nature of the interest would be reasonably likely to place the personal safety of any person at risk, or unreasonably expose a business, commercial or financial undertaking to disadvantage.
- 2.4. The Chief Executive Officer must—
  - a) keep written disclosures received under this clause in a secure place for 3 years after the date the Councillor or member of a delegated committee who made the disclosure ceases to be a Councillor or member of a committee; and
  - b) destroy the written disclosure when the 3 year period referred to in paragraph (a) has expired.
- 2.5. While the matter is being considered or any vote is taken in relation to the matter, the Councillor or member of a delegated committee must—
  - a) leave the meeting and notify the Mayor or the Chairperson of the delegated committee of their departure; and
  - b) remain outside the room and any gallery or other area in view or hearing of the meeting.
- 2.6. The Mayor or the Chairperson of the delegated committee must cause the Councillor or member of a delegated committee to be notified that they may return to the meeting after—
  - a) consideration of the matter; and
  - b) all votes have been cast on the matter.
- 2.7. If a Councillor or member of a delegated committee discloses a conflict of interest, the Chief Executive Officer or the Chairperson must record in the minutes of the meeting—
  - a) the declaration of the conflict of interest; and
  - b) the classification of the interest that has given rise to the conflict, and if the Councillor or member has disclosed the nature of the interest to the meeting, the nature of the interest.

### 3. Procedure for the disclosure of a conflict of interest by a Councillor at a meeting under the auspices of Council that is not a meeting of the Council or a Delegated Committee



### 4.3 Draft Governance Rules for Exhibition

- 3.1. At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—
  - a) the names of all Councillors and members of Council staff attending;
  - b) the matters considered;
  - c) any conflict of interest disclosures made by a Councillor attending under subclause 3.3;
  - d) whether a Councillor who has disclosed a conflict of interest as required by subclause 3.3 leaves the meeting.
- 3.2. The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—
  - a) reported at a meeting of the Council; and
  - b) incorporated in the minutes of that Council meeting.
- 3.3. If a Councillor attending a meeting held under this clause knows, or would reasonably be expected to know, that a matter being considered by the meeting is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest, the Councillor must, at the time set out in subclause 3.4, disclose to the meeting that they have a conflict of interest and leave the meeting whilst the matter is being considered by the meeting.
- 3.4. A Councillor must disclose the conflict of interest either—
  - a) immediately before the matter in relation to which the Councillor has a conflict of interest is considered; or
  - b) if the Councillor realises that they have a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware that they have a conflict of interest.

#### **4. Disclosure of a conflict of interest by a member of Council staff (including under Council's Financial Delegations)**

- 4.1. A member of Council staff who has a conflict of interests in relation to:
  - a) information to be provided as described in 4.3 of this section; or
  - b) a power, duty or function to be exercised in accordance with 4.5 of this sectionshould, wherever possible, declare the conflict and avoid involvement in the matter.
- 4.2. Where the action described in 4.1 is not possible, the measures described in subclauses 4.3 – 4.6 must be applied.
- 4.3. A member of Council staff who is providing information to:
  - a) a meeting of the Council, a delegated committee or a community asset committee; or
  - b) another member of Council staff exercising a power of delegation or performing a statutory function –and who has a conflict of interest in a matter to which the information relates, must disclose the conflict of interest when providing the information, and before the information is considered by the applicable meeting referred to in paragraph (a) or another member of staff referred to in paragraph (b).
- 4.4. A disclosure made by a person under subclause 4.3 must be recorded:
  - a) in the minutes of the applicable meeting referred to in paragraph (a); or
  - b) in a conflict of interest disclosure register maintained by the Chief Executive Officer if the information is provided to another member of Council staff referred to in paragraph (b).
- 4.5A member of Council staff who has a conflict of interest in a matter in which they also have a statutory or delegated power, duty or function must—
  - a) not exercise the power or discharge the duty or function; and
  - b) in the case of the Chief Executive Officer, disclose the type of interest and the nature of the interest to—
    - (i) the Mayor, in writing, as soon as they become aware of the conflict of interest in the matter; and
    - (ii) the Council by no later than the next meeting of the Council; and

#### **4.3 Draft Governance Rules for Exhibition**

- c) in the case of any other member of staff, disclose the type of interest and the nature of the interest to the Chief Executive Officer, in writing, as soon as they become aware of the conflict of interest in the matter.
- 4.6 The Chief Executive Officer does not have a conflict of interest in a matter if the matter only relates to—
  - a) the adoption or amendment of a policy relating to Council staff generally;
  - b) the adoption of a code of conduct for Council staff; or
  - c) a decision to delegate a power, duty or function to a member of Council staff.

## 4.3 Draft Governance Rules for Exhibition

# Chapter 4

## ELECTION PERIOD POLICY

### Purpose

The purpose of this policy is to provide clear procedures and practices that explain how Council business will be conducted in the period leading up to a Council election i.e. during the election period. This is to ensure that Council elections are not compromised by inappropriate electioneering by existing Councillors and to safeguard the authority of the incoming Council.

### Scope

During the election period, the business of Council still needs to continue and ordinary matters of administration still need to be addressed. This policy establishes a series of practices applicable during the election period.

### Application

This policy applies to Council, Councillors, delegated committees, Council officers and contracted service providers.

### Election Period

The election period means the period that:

- (a) starts at the time that nominations close on nomination day; and
- (b) ends at 6 p.m. on election day.

As soon as possible, and no later than 30 days prior to the commencement of the Election Period, the Chief Executive Officer will ensure that:

- (a) all Councillors and members of Council staff are informed of the requirements of this policy, and
- (b) a copy of this policy is given to all Councillors.

### Policy

Council will ensure that, during the election period, its business is conducted in a way which does not compromise the election process and which safeguards the authority of the incoming Council. It will ensure that candidates are treated equally, fairly and transparently, with no advantage being provided to sitting Councillor candidates.

This policy is compliant with the legislative requirement under section 69 of the *Local Government Act 2020*.

The policy should be reviewed and, if required, amended not later than 12 months before the commencement of each subsequent election period.

### Prohibited decisions

Council is prohibited from making any Council decision:

- (a) during the election period for a general election that:
  - (i) relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
  - (ii) commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
  - (iii) the Council considers could be reasonably deferred until the next Council is in place; or
  - (iv) the Council considers should not be made during an election period; or
- (b) during the election period for a general election or a by-election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.

## 4.3 Draft Governance Rules for Exhibition

### What is a Council decision?

For the purposes of this policy, **Council decision** means the following:

- a) a resolution made at a Council meeting;
- b) a resolution made at a meeting of a delegated committee; or
- c) the exercise of a power or the performance of a duty or function of Council by a member of Council staff (which includes the Chief Executive Officer) or a Community Asset Committee under delegation.

### Required consideration

Careful consideration should be given regarding decisions that are being made at Council or delegated committee meetings in the election period, to ensure that the authority of the incoming Council is not unreasonably compromised. Council will make every effort to either reschedule most decisions until after the new Council commences its term, or if that is not appropriate, bring decisions forward so they are determined before the election period starts.

Examples of decisions that will be avoided during the election period include allocating community grants or other direct funding to community organisations, major planning scheme amendments and changes to strategic objectives and strategies in the Council Plan. During the election period, any other decision will be considered by Council or delegated committees only if absolutely necessary for Council operational purposes or pursuant to a statutory requirement.

Papers prepared for Council or delegated committee meetings during the election period will be carefully vetted to ensure that no agenda matter is included that could potentially influence voters' intentions at the forthcoming election or could encourage Councillor candidates to use the matter as part of their campaign platform.

Councillors will refrain from moving motions on or raising matters at a meeting that could potentially influence voting at the election.

### Council Publications

Council is to limit publications during the election period. This is to ensure that Council does not publish material with public funds that may influence, or be seen to influence, people's voting decisions.

Council publications refers to documents that are produced for the purpose of communicating with people in the community including:

- Council newsletters
- Advertisements and notices
- Media release
- Leaflets and brochures
- Mail outs to multiple addressees
- Council's social media accounts
- Council's website

This section provides that the restriction on publication of a document does not include any document published before the election period and any document required to be published under the Act, such as rate notices, food premises registrations and parking fines, which may continue to be disseminated during the election period without limitation.

The Annual Report that is compiled during the election period will not contain any material that could be regarded as electioneering or that inappropriately promotes individual Councillors. Information about Councillors will be restricted to names, contact details, titles, membership of delegated committees and other bodies to which they have been appointed by the Council.

## 4.3 Draft Governance Rules for Exhibition

Council staff will check existing publications and online information before the election period commences and, where appropriate, temporarily withdraw any material that might reasonably influence the election.

### **Certification Process**

Relevant Council publications must be certified by the CEO before they may be printed, published or distributed during the election period, whether by the Council or by anyone acting for the Council. This may require certification before the election period for some material to be issued in the election period.

The CEO must not certify a publication that contains electoral matter, unless that material is about the election process only.

The CEO's certification must be in writing and cannot be delegated to anyone.

### **Council Communications**

Council communications are a legitimate way to promote Council activities and services. It is important that all Councillors have access to the Council's communication resources to enable them to fulfill their elected roles. However, they will not be developed or used in support of a candidate's election campaign.

During the election period:

- A Council employee must not make any public statement that could be construed as influencing the election. Statements of clarification may be required from time to time and these are to be made in consultation with the Community Relations department.
- In the event that a spokesperson is required for any publication or communication, the Mayor or the Chief Executive Officer shall fulfill that role.
- No media advice or assistance will be provided to Councillors in relation to election campaign matters.
- Councillors will not use their position as an elected representative or their access to Council staff and other Council resources to gain media attention specifically in support of an election campaign.
- Councillor profiles on the Council website will be limited to a photograph and contact details. All other communication from a Councillor via the Council website will be removed.

### **Council Resources**

It is essential that due propriety is observed in the use of all Council resources. It is also important that all Councillors have access to the resources necessary to fulfill their elected roles. In order to ensure the proper use of Council resources during the election period the following will apply:

- Council resources, including offices, staff, hospitality, equipment, email, mobile phone and stationery will be used exclusively for normal Council business and will not be used in connection with election campaigning.
- Reimbursements of Councillors' out-of-pocket expenses in the election period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign, in accordance with Councillors Entitlements, Expenses and Facilities Policy (SCS-001).
- Council logos, letterheads, or other Council branding should not be used for, or linked in any way to, a candidate's election campaign.
- Council staff will not be asked to undertake any tasks connected with a candidate's election campaign.

### **Information**

Access to information held by Council will be made equally available and accessible to all candidates during the election period. Council recognises that all election candidates have the right to receive information from the Council administration, subject to the *Privacy and Data Protection Act 2014* which may prevent the disclosure of certain information. However, it is important that Councillors continue to

---

## 4.3 Draft Governance Rules for Exhibition

receive the information that is necessary to fulfill their elected roles. Councillors shall not request or receive information or advice from Council staff to support election campaigns, and there shall be complete transparency in the provision of all information and advice during the election period.

A process will be instigated whereby information requested by any candidate will be made available to all candidates in a timely manner, having regard to the reasonableness of the request. This will be achieved via a dedicated candidate information page on Council's website or a group email, as appropriate.

Requests for clarification relating to provision of information should be directed to the Governance and Risk Department who may refer the request to the Chief Executive Officer or appropriate senior management.

### **Functions, Public Consultation and Events**

Public consultation and Council events will not take place during the election period unless the CEO can justify to the community the special circumstances making it necessary to conduct these activities and how risks related to influencing the election will be mitigated or prevented. Any event, public consultation or function that is held during the election period shall relate only to legitimate Council business and shall not be used, or be able to be construed to be used, in connection with any election activity.

All speeches prepared for use at events or functions shall be reviewed by the Manager Governance and Risk in conjunction with the Coordinator Communications and Community Engagement to ensure the content does not breach this Policy or the Act.

Where deemed appropriate Councillors may make speeches during events or functions however the speech must not have any political reference which may be construed as giving a sitting Councillor any advantage during the election period.

### **Travel and Accommodation**

During the election period Councillors shall not undertake any interstate or overseas travel in their capacity as a Councillor. In circumstances where it is imperative that the Mayor (or nominee) represents Council on a delegation or forum, Council may by resolution approve such attendance. If consideration by Council is impractical, the Chief Executive Officer may determine the issue.

### **Advice to Candidates about the election process**

All candidates for the Council election will be treated equally. Towards this outcome:

- Any advice to be provided to candidates as part of the conduct of the Council election should be provided equally to all candidates.
- All election related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer (or appropriate senior management).

### **Monitoring the Policy**

The Chief Executive Officer is responsible for determining the outcome of any issues that arise in relation to the implementation of this policy.

#### **4.3 Draft Governance Rules for Exhibition**

## **Appendix**

Schedule A – Public Question Time Form

Schedule B – Notice of Motion

Schedule C – Notice of Motion to Rescind or Amend

Schedule D – Procedural Motions Table

## 4.3 Draft Governance Rules for Exhibition

### Schedule A

#### SCHEDULE A – PUBLIC QUESTION TIME FORM



Public questions will be considered by Council at an ordinary Council meeting subject to receipt by 3:00pm on the day before the meeting. Questions can be submitted using the online form on Council's website, or emailed to [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au), faxed to 5261 0525 or hand delivered to Council's Offices, 1 Merrijig Drive, Torquay.

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

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

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

Questions received without notice (i.e. received after 3:00pm on the day before the meeting) will be addressed in accordance with clause 18.3 of the Governance Rules.

#### Personal Information

Date:

Surname:

First Name:

Postal address:

Suburb:

Post Code:

Phone:

Mobile:

Email:

Suburb to be disclosed:

Yes No

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

#### Questions

Date of Council Meeting:

Subject:

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



## 4.3 Draft Governance Rules for Exhibition

### Schedule B



#### NOTICE OF MOTION

*This form lodges a notice of intention to move a motion in accordance with clause 30 of the Governance Rules.*

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

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

---

---

---

---

---

#### Rationale

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

\_\_\_\_\_  
COUNCILLOR

\_\_\_\_\_  
COUNCILLOR

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

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

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

## 4.3 Draft Governance Rules for Exhibition

### Schedule C



#### NOTICE OF MOTION TO RESCIND OR AMEND

*This form lodges a notice of intention to move that a resolution passed by Council be rescinded or amended in accordance with clause 31 of the Governance Rules.*

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

and subject to that motion being carried, in its place, Or \_\_\_\_\_

proposes to move that Council:

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
COUNCILLOR

\_\_\_\_\_  
COUNCILLOR

\_\_\_\_\_  
COUNCILLOR

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

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

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

## 4.3 Draft Governance Rules for Exhibition

### Schedule D

#### Procedural Motions

Motion	When prohibited	If Carried	Debate
'That a report/document be tabled'		The item is tabled, can be considered as part of debate as will be included in the minutes of the meeting	No
'That the item listed at xx on the agenda be moved forward'	(a) At a Meeting to elect the Mayor; or (b) During any debate	Alters the order of business for the meeting	No
'That the motion be put'	During nominations for a <i>Chair</i>	Motion or amendment is put to the vote immediately without further debate, subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion	No
'That the substantive motion be voted on in separate parts'	When the motion cannot be separated into parts which can feasibly be implemented without reliance on the rest of the motion.	The motion is separated into parts at the chairs discretion. The motion will be debated as a whole, but will be voted on in the separated parts.	
'That the matter be laid on the table'	During the election of the Mayor/Deputy Mayor	Motion not further discussed or voted on until Council resolves to take the item from the table at the same meeting	No
'That the matter be taken from the table'	When no motion is on the table	Debate of the item resumes	No
'That the meeting be adjourned'		The meeting adjourns until a designated time for recommencement	No
'That Standing Orders be suspended to ...' (reason must be provided)		The rules of the meeting are temporarily suspended in accordance with clause 37 for the specific reason given in the motion	No
'That Standing Orders be resumed'	When Standing Orders have not been suspended	The temporary suspension of the rules of the meeting is removed	No
That, in accordance with section 66 of the Act, the meeting be closed to members of the public	During the election of the Mayor/Deputy Mayor	The meeting is closed to members of the public	Yes
'That the meeting be reopened to members of the public'		The Meeting is reopened to the public	No
'That the Chair's ruling be dissented from'	Anytime where the Chair has not just made a ruling on a point of order	The point of order decision made by the Chair is overturned and the meeting must proceed accordingly. The Chair should have the opportunity to speak to their ruling.	Yes

#### 4.3 Draft Governance Rules for Exhibition

Motion	When prohibited	If Carried	Debate
'That the debate on this matter be deferred until (insert meeting/date) to allow (purpose of deferral) ...'	(a) During the election of the Mayor/Deputy Mayor; (b) During the election of a Chair; or (c) When another Councillor is speaking	Consideration/debate on the motion and/or amendment is postponed to the stated date and the item is re-listed for consideration at the resolved future meeting, where a fresh motion may be put and debated	Yes

#### **4.3 Draft Governance Rules for Exhibition**

#### **APPENDIX 2 DRAFT - GOVERNANCE RULES WITH TRACK CHANGES - MAY 2021**



# GOVERNANCE RULES

| This document was created in accordance with section 60 of the Local Government Act 2020

Adopted by Council (date to be inserted) ~~2020~~2021

#### 4.3 Draft Governance Rules for Exhibition

### TABLE OF CONTENTS

Definitions.....	32
Chapter 1 - <b>IntroductionGovernance Framework</b> .....	54
Part 1 – Governance Structure .....	54
Chapter 2 - Meetings And Meeting Procedure.....	87
Part 1 – Council Meetings.....	87
Section 1 – Election Of The Mayor & Deputy Mayor .....	87
Section 2 – General Provisions.....	109
Section 3 – Order Of Business.....	1412
Section 4 - Conduct Of Debate And Rules Of Speaking.....	1917
Part 2 – Delegated Committees .....	2924
Section 1 –Delegate Committees.....	2924
Section 2 – Joint Delegated Meetings.....	3126
Part 3 – Community Asset Committees .....	3227
Part 4 – Audit & Risk Committee .....	3328
Chapter 3 - Conflicts Of Interest.....	3530
Chapter 4 - Election Period Policy.....	4035
Appendix .....	4440
Schedule A – Public Question Time Form.....	4440
Schedule B – Notice Of Motion.....	4440
Schedule C – Notice Of Motion To Rescind Or Amend .....	4440
Schedule D – Procedural Motions Table .....	4440

## 4.3 Draft Governance Rules for Exhibition

### Introduction

These are the Governance Rules of Surf Coast Shire Council, made in accordance with section 60 of the Act.

### Purpose of the Governance Rules

The purpose of these Governance Rules is to facilitate good governance and assist in delivering the overarching governance principles as set out in section 9 of the Act.

### Commencement

The Governance Rules come into operation on ~~25 August 2020~~ the day following the date of adoption by Council.

### Definitions

Unless the contrary intention appears in these Governance Rules, the following words and phrases are defined to mean:

**'absolute majority'** means the number of Councillors which is greater than half the total number of the Councillors of a Council (s.61(7)).

**'Act'** means the *Local Government Act 2020*;

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

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

**'amendment'** means a proposed alteration to the wording of a motion ~~without being contradictory in~~ accordance with Chapter 2 Clause 29;

**'authorised officer'** means a person appointed as such by Council under section 224 of the Local Government Act 1989;

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

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

**'clause'** means a clause of these Governance Rules;

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

**'Councillor'** means a Councillor of Council who has taken the oath or affirmation of office in accordance with section 30 of the Act;

**'Council meeting'** is a meeting of the Council;

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

**'delegated committee'** means a committee established by Council under section 63 of the Act;

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

**'Deputy Mayor'** means the Councillor elected to represent the Mayor and act in the Mayor's role in the event of the Mayor's absence.;

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



### 4.3 Draft Governance Rules for Exhibition

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

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

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

**'minutes'** mean the collective record of proceedings of Council or a delegated committee (meeting records);

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

**'notice of motion'** means a notice in writing conforming with Chapter 2, clause 319.

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

**'procedural motion'** means a motion that relates to a procedural matter only and which is not designed to produce any substantive decision but used merely as a formal procedural measure.

**'public notice'** means notice provided on either the Council's website and/or social media channels and/or in local newspapers or other means deemed suitable to provide notice to the community of a related information.

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

**'resolution'** means a formal determination by a meeting of Council or delegated committee, or by a member of Council staff acting under delegation;

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

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

## 4.3 Draft Governance Rules for Exhibition

# Chapter 1

## **GOVERNANCE FRAMEWORK INTRODUCTION**

### **Part 1 – Governance Structure**

The Surf Coast Shire Council is governed by the Act.

According to the Act, the role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the ~~eat~~ community.

Section 8 of the Act defines 'good governance' as the Council performing its role in accordance with the overarching governance principles, and the Councillors of the Council performing their role by participating in the decision making of Council, representing the interests of the municipal community whilst participating in that decision making, and contributing to the strategic direction of the Council through the development and review of key strategic documents, including the Council Plan.

As set out in section 9 of the Act:

*The overarching governance principles are:-*

- (a) Council decisions are made and actions taken in accordance with relevant law;*
- (b) Priority is to be given to achieving the best outcomes for the municipal community, including future generations;*
- (c) The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;*
- (d) The municipal community is to be engaged in strategic planning and strategic decision making;*
- (e) Innovation and continuous improvement is to be pursued;*
- (f) Collaboration with other Councils and Governments and statutory bodies is to be sought;*
- (g) The ongoing financial viability of the Council is to be ensured;*
- (h) Regional, state and national plans and policies are to be taken into account in strategic planning and decision making;*
- (i) The transparency of Council decisions, action and information is to be ensured.*

A local government consists of two separate but connected components. The Council, which for Surf Coast Shire is made up of 9-nine Councillors, who make decisions through-at Council meetings including setting and provide the strategic direction, policy guidance and resources- through a suite of strategic documents such-asincluding the Council Plan, Financial Plan and Asset Plan; and the organisation which carries out the day to day operations, consisting of employees led by the Chief Executive Officer (CEO) that implements the strategy and policy, provides professional advice to Councillors and reporting to Council on activities and outcomes.

The CEO will ensure the effective and efficient management of the day to day operations of the organisation-Council, and support the Mayor and Councillors in performing their roles. The CEO is delegated certain powers and responsibilities either directly under the Act or by Council.

Council may establish delegated committees to make decisions on Council's behalf under delegated power.

The procedures and processes set out in these Governance Rules underpin this governance structure or framework which supports the delivery of good governance by Surf Coast Shire Council.

## 4.3 Draft Governance Rules for Exhibition

### Part 2 – Decision Making

#### 1. Council decision making

Council must consider, and make decisions on, any matter being considered by Council fairly and on ~~the~~ its merits.

Any person whose rights will be directly affected by a decision of the Council is entitled to:

- a) communicate their views by written submission;
- b) subsequently speak to their submission to Council or a delegated member of Council staff, or to have a person speak on their behalf; and
- c) have their interests considered.

For the purposes of this clause, a decision of Council means the following—

- a) a resolution made at a Council meeting;
- b) a resolution made at a meeting of a Delegated Committee; or
- c) the exercise of a power or the performance of a duty or function of Council by a member of Council staff or a Community Asset Committee under delegation.

#### 2. Role of the Chair

The way in which Council and Delegated Committee meetings are conducted makes a significant contribution to good governance.

The Chair plays a crucial role in facilitating an orderly, respectful, transparent and constructive meeting by ensuring all Councillors and members of delegated committees have the opportunity to be heard, matters are adequately discussed, meeting procedures are followed appropriately, and statutory requirements are adhered to.

The Chair is an independent leader of meetings and ~~generally~~ does not participate in debate or move or second motions.

The Act provides for the Mayor to appoint a Councillor as the Chair of a Delegated Committee and any such appointment prevails over any appointment made by Council. While there are no limitations on exercising that power, the Mayor must always act in a way that is consistent with the adopted Councillor Code of Conduct and transparency commitments of the Council.

Specific duties and discretions of the role of the Chair are outlined throughout these Governance Rules.

#### 3. Responsibilities of Chair, Councillors, Committee Members and Council Officers

In addition to the Chair, each member of the meeting has an obligation to participate in good decision-making.

The Chair, Councillors, members of delegated committees and Council officers will ensure good Council decision-making by endeavouring to ensure:

- Decision making is transparent to members and observers;
- Meeting members have sufficient information to make good decisions;
- Every member is supported to contribute to decisions;
- Any person whose rights are affected has their interests considered;
- Debate and discussion is focussed on the issues at hand;
- Meetings are conducted in an orderly manner.
- Decisions should be made on the merits of the matter.

### 4.3 Draft Governance Rules for Exhibition

#### 4. Community

Council meetings form a significant part of the organisation's decision making, and are therefore open for the community to attend in person or view proceedings via Council's website.

Community members may participate in Council meeting through public question time in accordance with clause ~~18~~<sup>17</sup> in Chapter 2 of these Governance Rules, allowing the community to communicate their views and have their interests considered.

Community members are encouraged to participate in Council's community engagement processes which are conducted in accordance with Council's Community Engagement Policy.

Community members may seek to inform individual Councillors of their views by contacting them directly in advance of meetings.

## 4.3 Draft Governance Rules for Exhibition

# Chapter 2

## MEETINGS AND MEETING PROCEDURE

### PART 1 – Council Meetings

Council meetings are held regularly to conduct the ongoing business of the Council ~~and unscheduled meetings may be held from time to time.~~

The community will be made aware of the times, dates and locations of Council and delegated committee meetings and the matters Council will consider.

An agenda for each Council meeting will be provided to Councillors in advance so that they can prepare adequately for the Council meeting. The Agenda contains the order of business and the professional advice of the organisation, with a recommendation for Council to consider.

The agenda must also be placed on Council's website except for confidential items of the agenda.

(Pursuant to section 61 of the ~~LG Act~~)

*A Council meeting is a meeting of the Council at which—*

- a. all the Councillors are, subject to this Act, entitled to attend and vote; and*
- b. no other person is entitled to vote; and*
- c. a decision to do an act, matter or thing is made by a resolution of the Council.*

*2. Except as provided in this Act and subject to the Governance Rules, the conduct of Council meetings is at the Council's discretion.*

~~*Except as provided in the Act, the conduct of Council meetings are subject to these Governance Rules.*~~

*2.3. A Council meeting must be chaired by—*

- a. the Mayor; or*
- b. if the Mayor is not present at the Council meeting, the Deputy Mayor; or*
- c. if the Mayor and the Deputy Mayor are not present at the meeting, a Councillor who is present at the Council meeting and is appointed by a resolution of the Council to chair the meeting.*

*3.4. A quorum at a Council meeting is an absolute majority.*

### SECTION 1 – ELECTION OF THE MAYOR & DEPUTY MAYOR

#### 1. Procedure for Election of Mayor

(Pursuant to Section 25 of the Act – Election of Mayor)

- 1.1 The meeting to elect the Mayor shall be held in accordance with the Act.
- 1.2 Subject to section 167 of the Act, any Councillor is eligible for election or re-election to the office of Mayor
- 1.3 The election of the Mayor must be chaired by the Chief Executive Officer at a Council meeting that is open to the public, however the Chief Executive Officer will have no voting rights.
- 1.4 The Chief Executive Officer shall be responsible for the counting of votes.
- 1.5 The Councillor who receives an absolute majority of votes cast must be declared elected.
- 1.6 For the purposes of this clause the following will apply:
  - 1.6.1 Nominations must be moved and seconded;
  - 1.6.2 Where only one nomination is received, that Councillor must be declared elected; or
  - 1.6.3 Where there are more than two nominations received:
    - 1.6.3.1 the Councillor who receives an absolute majority at the first round of votes cast must be declared elected; or

## 4.3 Draft Governance Rules for Exhibition

1.6.3.2 if no candidate receives an absolute majority of votes, the candidate with the least number of votes must be eliminated as a candidate and a further vote conducted between the remaining candidates.

1.6.3.3 If there are several candidates, this procedure must be repeated until a candidate receives an absolute majority of votes and that candidate shall be declared elected.

1.6.3.4 If for the purpose of eliminating the candidate with the least number of votes, two or more candidates have the same least number of votes, the candidate to be eliminated shall be determined by simple majority vote.

~~1.6.3.5 If there is an equality of votes with respect to the candidate to be eliminated, the candidate to be eliminated shall then be determined by lot conducted by the Chief Executive Officer in presence of the meeting.~~

~~1.6.3.6~~ 1.6.3.5 Or, if an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date.

1.7 After the election of the Mayor is determined, the Mayor must take the Chair.

### 2 Procedure for Election of Deputy Mayor

2.1 Where the Council has resolved to elect a Deputy Mayor the provisions contained in clause 1 for the election of the Mayor will apply to the election of the Deputy Mayor save that the Mayor shall preside over the election.

### 3 Procedure for Appointment of an Acting Mayor

~~3.1 If the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting, and the Deputy Mayor cannot take over for the Mayor, Council must, by resolution of Council, appoint a Councillor to be the Acting Mayor.~~

~~3.23.1~~ If the Mayor for any reason is incapable of performing the duties of the office of the Mayor, including attending a Council meeting or part of a Council meeting, and the Deputy Mayor cannot take on the responsibility of the office of the Mayor, Council must, by resolution of Council, appoint a Councillor to be the Acting Mayor.

~~3.33.2~~ If the office of the Mayor is vacant for any reason, Council must, by resolution of Council, appoint a Councillor to be the Acting Mayor.

~~3.43.3~~ Any resolution to appoint an Acting Mayor, must include the period for which that Councillor will be Acting Mayor.

## 4.3 Draft Governance Rules for Exhibition

### SECTION 2 – GENERAL PROVISIONS

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

#### 4 Council Meeting Chair

- 4.1 The Mayor must take the chair at all Council meetings at which they are present unless precluded from doing so because of a conflict of interest, or in accordance with clause 38.1.
- 4.2 In the absence of the Mayor, the Deputy Mayor shall take the chair.
- 4.3 In the absence of the Mayor and the Deputy Mayor, an Acting Mayor shall be appointed in accordance with clause 3.
- ~~4.4 If a Mayor and the Deputy Mayor are temporarily unable to Chair the meeting, a Councillor shall be elected to take the chair by resolution of Council, or in accordance with the election process in clause 1 if a decision cannot be immediately reached.~~

#### 5 Chair's Duties & Responsibilities

The Chair's duties and responsibilities are to:

- 5.1 Formally declare the meeting open, after ascertaining that a quorum is present and to welcome, ~~and~~ visitors;
- 5.2 At the start of each Council meeting, to recite the Pledge or allocate this role to another Councillor;
- 5.3 Preside over the meeting, conducting it impartially and according to these Governance Rules
- 5.4 Sign minutes of meetings as correct when they have been confirmed;
- 5.5 Present any reports for which they are responsible;
- 5.6 Ensure that debate is conducted in the correct manner;
- 5.7 Declare the results of all votes;
- 5.8 Give rulings on points of order and other questions of procedure;
- 5.9 Preserve order; and
- 5.10 Adjourn (when so resolved) or formally declare the meeting closed when all business has been concluded.

#### 6 Quorum

- 6.1 A quorum is an absolute majority.
- 6.2 If a quorum is not present within 30 minutes of the time appointed for the commencement of a Council meeting:
  - 6.2.1 The meeting shall be deemed to have lapsed;
  - 6.2.2 The Mayor must convene another Council meeting and ensure that the agenda for the meeting which is deemed to have lapsed is addressed; and
  - 6.2.3 The Chief Executive Officer must give all Councillors notice of the meeting convened by the Mayor.
- 6.3 If a quorum cannot be maintained after a Council meeting has begun due to Councillors having to leave the meeting, the meeting lapses.
- 6.4 If the meeting lapses, the undisposed business must be included in the agenda for the next Council meeting.
- 6.5 If a quorum cannot be maintained because of the number of Councillors who have a conflict of interest in a matter, the Council must consider whether the decision can be made by an alternative manner including:
  - 6.5.1 Resolving to split the matter into two or more separate parts so that a quorum can be maintained; or
  - 6.5.2 making prior decisions on component parts of the matter at a meeting for which a quorum can be maintained before deciding the overall matter at a meeting for which a quorum can be maintained.
- 6.6 If unable to establish a quorum using an alternative manner, the Council must, in accordance with section 67(4) of the Act, establish a delegated committee to make the decision in regard to the matter. The delegated committee must consist of:
  - 6.6.1 All the Councillors who have not disclosed a conflict of interest in regard to the matter; and
  - 6.6.2 Any other person or persons the Council considers suitable.



## 4.3 Draft Governance Rules for Exhibition

### 7 Attendance & Notice of Meetings

- 7.1 The Chief Executive Officer must give notice to the public of any meeting of the Council by public notice at least seven days prior to the meeting and via Council's website.
- 7.2 The dates, time and place for all Council meetings shall be fixed by Council resolution from time to time, with the exception of ~~unscheduled~~ Council meetings not scheduled by Council resolution in accordance with clause 10.
- 7.3 An electronic agenda will be delivered to Councillors at least 48 hours before a Council meeting.
- 7.4 Despite subclause 7.3, the Chief Executive Officer may deliver an agenda for a Council meeting to Councillors less than 48 hours prior to the meeting, if the Chief Executive Officer considers that in view of the urgency of the matter(s) this should occur.
- 7.5 Members of the public will be requested to sign in before entering the meeting area.

### 8 Time Limit for Meetings

- 8.1 Council meetings must conclude no later than 10pm unless a resolution is carried to extend the meeting.
- 8.2 Any resolution to extend a meeting will be for no longer than 30 minutes. Once the meeting reaches the conclusion of the 30 minute extension, a further resolution to extend the meeting must be carried.
- 8.3 In the absence of such continuance, the meeting must stand adjourned to a time, date and place to be announced by the Chair.
- 8.4 No meeting is to exceed 11pm. If a meeting reaches 11pm, the Chair must adjourn the meeting.
- 8.5 The Chief Executive Officer must give notice to each Councillor of the date, time and venue to which the meeting stands adjourned and of the business remaining to be considered, and this information must be published on Council's website.

### 9 Recording of Minutes

- 9.1 The Chief Executive Officer is responsible for the keeping of Minutes on behalf of Council. Those Minutes must record:
- the date, place, time and nature of the Council Meeting;
  - the names of Councillors and whether they are present, an apology, or on leave;
  - the titles of the members of Council staff present who are not part of the gallery;
  - the disclosure of a conflict of interest made by a Councillor in accordance with the Act;
  - the arrivals and departures of Councillors, during the course of the Meeting (including any temporary departures or arrivals);
  - every Motion and amendment moved (including procedural Motions),
  - the outcome of every Motion moved;
  - ~~where a division is called, the names of every Councillor and the way their vote was cast (and if they abstained);~~
  - when requested by a Councillor, a record of their support of, opposition to, or abstention from voting on any Motion. The names of each Councillor and the way their vote was cast on each item, noting that under section 61(5) of the Act that a Councillor present at the meeting who does not vote is taken to have voted against the question for the purposes of determining the result of the vote;
  - details of any failure to achieve or maintain a quorum;
  - details of any petitions made to Council;
  - the time and reason for any adjournment of the Meeting or suspension of standing orders;
  - any other matter, which the Chief Executive Officer thinks should be recorded to clarify the intention of the Meeting or assist in the reading of the Minutes; and
  - the time the Council Meeting was opened and closed, including any part of the Council Meeting that was closed to members of the public.

### 10 ~~Unscheduled Council Meetings~~ not scheduled by Council resolution



## 4.3 Draft Governance Rules for Exhibition

- ~~10.1~~ Where a Council meeting is required urgently, or to deal with a specific matter in a timely manner that cannot wait for a Council meeting scheduled by Council resolution, the Mayor, or at least three Councillors may by written notice call ~~an unscheduled~~ Council meeting.
- ~~10.2~~ Where it is not possible for the procedure in 10.1 to occur, such as during caretaker period, the Chief Executive Officer may call a Council Meeting at their discretion if it is considered that the matter cannot wait for the meeting to be called in accordance with 10.1.
- ~~40-110.3~~ The notice must specify the date and time of the proposed meeting and the business to be transacted ~~or matters to be heard~~.
- ~~40-210.4~~ The notice must be presented to the Chief Executive Officer at least seven days prior to the meeting date. If the meeting is called under 10.1, the Chief Executive Officer may sign all sections of the notice.
- ~~40-310.5~~ The Chief Executive Officer must call the ~~unscheduled~~ Council meeting as specified in the notice.
- ~~40-410.6~~ Unless all the Councillors are present at the ~~unscheduled~~ Council meeting and unanimously agree by resolution to deal with a matter that is not specified on the ~~unscheduled~~ Council meeting notice, only the business specified is to be transacted.
- ~~40-510.7~~ The Chief Executive Officer must give notice to the public of any ~~unscheduled~~ Council meeting via Council's website at least five days prior to the meeting and by public notice, where possible, as soon as is practicable.

### 11 Special Council Meetings for Hearing Submissions

- ~~11.1~~ Where a Council meeting is required to hear submissions, the Chief Executive Officer may call a Special Council Meeting for Hearing Submissions as in accordance with section 223(b) of the 1989 Act and the Planning and Environment Act 1987, Council may schedule a Special Council Meeting for Hearing Submissions by Council resolution, or by written notice from the Mayor, or at least three Councillors by submitting preparing a written notice requesting advising of a Special Council Meeting for Hearing Submissions.
- ~~11.2~~ Prior to preparing the notice, the Chief Executive Officer must consult with the Mayor as required under section 46(2)(d) of the Act.
- ~~11-211.3~~ The ~~resolution or~~ notice must specify the date and time of the proposed meeting and the matter(s) to be heard.
- ~~11.3~~ The notice must be presented to the Chief Executive Officer at least seven days prior to the meeting date.
- ~~11.4~~ The Chief Executive Officer must call the Special Council Meeting as specified in the notice.
- ~~11-511.4~~ Unless all the Councillors are present at the Special Council Meeting and unanimously agree by resolution to hear a matter that is not specified on the Special Council Meeting resolution or notice, only the matters specified can be heard.
- ~~11-611.5~~ The Chief Executive Officer must give notice to the public of any Special Council Meeting via Council's website at least five days prior to the meeting and by public notice, where possible, as soon as is practicable.

### 12 Procedures at Special Council Meetings for Hearing Submissions

- ~~12-111.6~~ Where Council has scheduled a Special Council Meeting for Hearing Submissions, the following procedures apply:
- ~~12-1-111.6.1~~ Written submissions must be provided by the deadline specified in the public notice/advertisement and relate to the matter/s listed in the resolution or notice scheduling the meeting, and the submission must indicate whether the submitters ~~desires~~ to speak at the Special Council Meeting for Hearing Submissions.
- ~~12-1-211.6.2~~ Submitters will be allocated a maximum of 5 minutes to speak to their submission, ~~and, where a planning matter, with the exception of planning matters where~~ the applicant will be allocated a maximum of 10 minutes.
- ~~11.7~~ Joint submitters ~~Speakers who have submitted a joint written submission who wish to speak~~ must nominate a representative who will be allocated a maximum of 5 minutes to speak to the joint submission.
- ~~12-1-311.7.1~~ If three or more submitters who made separate written submissions wish to speak to their submissions together, the speaking time will be capped at 15 minutes.
- ~~12-1-411.7.2~~ Requests for variations to the process outlined above shall be at the discretion of the Chair.

## 4.3 Draft Governance Rules for Exhibition

### **43.12 Joint Council Meetings**

**43.1.12.1** Council may resolve to participate in a Joint Council meeting to consider:

**43.1.12.1.1** Matters subject to discussion of the G21 Alliance

**43.1.212.1.2** Collaborative projects

**43.1.312.1.3** Collaborative procurement

**43.1.412.1.4** Emergency Response.

**43.212.2** If Council has resolved to participate in a Joint Council meeting, the Chief Executive Officer will agree on governance rules with the participating Councils.

**43.312.3** Where Surf Coast Shire Council is the lead Council on a matter to be brought for consideration at a Joint Council meeting, the Mayor will be nominated to Chair the Joint Council meeting.

**43.412.4** At least three Councillors will be appointed to represent Council at a Joint Council meeting.

**43.512.5** Consistent information will be provided to Councillors prior to any Joint Council Meeting and every endeavour will be made by the Chief Executive Officer to facilitate a joint briefing.

**43.612.6** A joint briefing arranged in accordance with **subclause 44-512** may be held electronically.

### **44.13 Form and Availability of Meeting Records**

**44.113.1** Draft Minutes of the Council meeting shall be displayed on Council's website no later than 5 business days after the Council meeting.

**44.213.2** Any recording of the meeting will also be made available via Council's website no later than 5 business days after the Council meeting, however the recording must be in accordance with Council's Live Streaming Policy, and Council reserves the right to choose to record and/or share any recording made.

**44.313.3** At the request of a member of the public, a printed copy or an electronic version of the minutes may be made available.

## 4.3 Draft Governance Rules for Exhibition

### **SECTION 3 – ORDER OF BUSINESS (Including Description & Procedure of Each Business Item)**

#### **4514 Conduct of Business**

- ~~45-14.1~~ The order of business will be determined by the Chief Executive Officer
- ~~45-214.2~~ Once an agenda has been sent to Councillors the order of business for that meeting may only be altered by resolution of the Council.
- ~~45-314.3~~ The Chief Executive Officer is responsible for setting the agenda for a Council meeting, after consulting with the Mayor.

#### **4615 Apologies**

- ~~46-115.1~~ Where a Councillor is aware they are unable to attend a Council meeting, they are to notify the Mayor, or the office of the Mayor as soon as is practicable.
- ~~46-215.2~~ Apologies will be accepted by resolution of Council at the beginning of the meeting.

#### **4716 Confirmation of Minutes**

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

- ~~47-116.1~~ If the minutes have been delivered to each Councillor at least 48 hours before the meeting, a motion must be put for the confirmation of the minutes.
- ~~47-2~~ If the minutes have not been delivered, Council may defer to the next Council meeting if considered appropriate, or where the Chair considers the minutes must be confirmed with urgency, they must be read and a motion must be put for the confirmation of the minutes.
- ~~47-316.2~~ The minutes must be signed by the Chair of the meeting at which they have been confirmed.
- ~~47-4~~ The minutes shall record the business of the meeting and in particular:
- ~~47-4.1~~ The date, place, time and nature of the meeting;
  - ~~47-4.2~~ The names of the Councillors present and those who have submitted apologies or are on-granted leave;
  - ~~47-4.3~~ The disclosure of conflicts of interest made by a Councillor and the type and nature of such interest;
  - ~~47-4.4~~ Arrivals and departures of Councillors during the course of the meeting;
  - ~~47-4.5~~ Each motion and amendment moved and seconded;
  - ~~47-4.6~~ The vote cast by each Councillor upon a division;
  - ~~47-4.7~~ The total numbers of Councillors voting for, against and abstaining
  - ~~47-4.8~~ The failure of a quorum;
  - ~~47-4.9~~ When requested by a Councillor, a record of their support or opposition to any motion; and
  - ~~47-4.10~~ Closure of the meeting to members of the public and the reasons for such closure.
- ~~47-516.3~~ No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned. Any changes to the draft minutes must be updated on Council's website as soon as practicable.
- ~~47-616.4~~ Council may defer the confirmation of minutes until later in the Council meeting or until the next Council meeting if considered appropriate.
- ~~47-716.5~~ Council meeting minutes from meetings that are open to the public will be confirmed in the open section of the agenda.
- ~~47-816.6~~ Council Meeting mMinutes from closed sections of Council meetings will be confirmed in the closed section of the meeting.
- ~~47-9~~ Confirmed minutes must be displayed on Council's website except for minutes confirmed in the closed section of a meeting.

#### **4817 Councillors Seeking Leave**

*(Pursuant to section 35(4) of the Act)*

## 4.3 Draft Governance Rules for Exhibition

~~48-417.1~~ Any Councillor seeking or requiring leave for a period of 4 consecutive months or greater from Council duties must ~~do so and~~ provide the reason for the leave at a Council meeting as soon as practicable, or, if this is not practicable, the Councillor must give the Chief Executive Officer written notice of their intention to ~~do so seek leave~~ and the stated reason prior to the next available Council meeting.

~~48-217.2~~ A request for leave will be determined by resolution of Council granting or refusing the leave.

~~48-317.3~~ A Councillor who will be absent from a Council meeting but who does not intend to seek leave, should convey their apology to the Mayor's office beforehand to enable the apology to be disclosed to the meeting.

~~48-417.4~~ In the event that a Councillor is incapacitated or unable to provide written notice of their intention to seek leave from Council, the Mayor shall provide this written notice to the Chief Executive Officer including the stated reason, prior to the Council meeting.

### ~~4918~~ Public Question Time

~~49-118.1~~ There shall be a public question time of up to 30 minutes, unless extended at the discretion of the Chair, at every Meeting of Council ~~scheduled by Council resolution~~ to enable members of the public to submit questions to Council.

~~49-218.2~~ Questions with notice must be submitted to Council in writing by ~~40am-3:00pm~~ on the day ~~of before~~ the meeting generally in accordance with Schedule A, or via the Public Question Time online form available on Council's website, stating the name, address, ~~and~~ telephone and email contact details of the person submitting the question.

~~49-318.3~~ Questions without notice may be asked at the meeting with a written copy of the question to be tabled in a form approved or permitted by Council (in accordance with Schedule A) stating the name and address of the person asking the question, however questions without notice being accepted is at the discretion of the Chair.

~~49-418.4~~ No person may submit more than two questions at any one meeting.

~~49-518.5~~ A question may be disallowed by the Chair if it is considered to:

~~49-5-118.5.1~~ Relate to a matter beyond the power or duties of Council;

~~49-5-218.5.2~~ Be defamatory, indecent, offensive, abusive, irrelevant, trivial or objectionable in language or nature;

~~18.5.3~~ Be confidential in nature or of legal significance;

~~49-5-318.5.4~~ ~~Relate to a Council compliance or enforcement matter, or other legal proceeding;~~

~~49-5-418.5.5~~ Be generally repetitive of a question already answered (whether at the same or any earlier meeting);

~~49-5-518.5.6~~ Be aimed to embarrass a Councillor, ~~or member of~~ Council staff, ~~or other individuals, parties or government agencies;~~

~~49-5-618.5.7~~ Relate to personnel matters;

~~49-5-718.5.8~~ Relate to the personal hardship of any resident or ratepayer;

~~49-5-818.5.9~~ Relate to proposed developments or legal advice;

~~49-5-918.5.10~~ Relate to matters affecting the security of Council property;

~~49-5-1018.5.11~~ Relate to any other matter which Council considers would prejudice the Council or any person; or

~~49-5-1118.5.12~~ Be aimed to drawing opinions from Councillors about matters that will be considered at the meeting or a future meeting of Council.

~~49-618.6~~ All questions must be as brief as possible and no greater than 200 words in length, inclusive of any supporting or contextual information.

~~49-718.7~~ No discussion shall be entered into in asking or responding to questions, other than through a request from a Councillor, directed through the Chair, for the purposes of clarification.

~~49-818.8~~ All questions must be directed to Council as a whole and not to individual or specific Councillors.

~~49-918.9~~ The Chair may answer a question or nominate a member of Council staff to briefly answer a question. Councillors, other than the Chair, will not answer any question relating to an item on the agenda.

~~49-1018.10~~ Every reasonable attempt will be made to substantively answer a question with notice at the meeting unless the person asking the question has been contacted beforehand and advised of the reason for the question not being answered at the meeting in which case the answer will be provided within five ~~business~~ days.

### 4.3 Draft Governance Rules for Exhibition

- ~~49-44~~18.11 If the nominated member of Council staff advises Council that it is their opinion that the reply to a question should be given in a meeting closed to the public, they must state briefly the reason why the reply should be given in a closed meeting and, unless Council resolves to the contrary, the reply to such question shall be so given.
- ~~49-42~~18.12 The question and the name and suburb address of the person who asked the question shall be read out and recorded in the minutes.
- ~~49-43~~18.13 The name of the member of Council staff who responded to the question received with notice and their response, if provided at the meeting, shall be recorded in the minutes.
- ~~49-44~~18.14 A question shall not be read out unless the person asking the question, or their proxy, is in the gallery at the time it is due to be read.
- 18.15 If the question is not read at the meeting because the person submitting the question or their proxy is not present, it will not be recorded in the minutes of the meeting.
- 18.16 Where the meeting is required to be held electronically, the CEO is deemed to act as the proxy for the purpose of receiving questions.
- ~~49-45~~18.17 Where multiple questions requiring broadly similar responses have been received, the Chair may read out one statement that answers the matters raised, without the need for each question to be read out individually. The questions and statement shall be recorded in the minutes.
- ~~49-46~~18.18 As an alternative to submitting a question with notice to Council under subclause 18.7.2, a person may lodge a submission not exceeding 200 words, on a matter listed on the agenda, by 10am on the day of the meeting provided that a prior opportunity to make a submission concerning the matter has not been afforded to the person at a Council meeting, Delegated Committee meeting or other meeting held under the auspices of Council Assembly of Councillors.
- ~~49-47~~18.19 Any submission received in accordance with subclause ~~47-46~~18.5 shall be made available to Councillors prior to the meeting in electronic format. These submissions will not be incorporated into the meeting minutes.

#### 2019 Petitions and Joint Letters

- ~~20-4~~19.1 A petition or joint letter must be presented to the next available meeting of Council where the petition or joint letter is received at least ~~seven-10~~ business days before the meeting of Council.
- ~~20-2~~19.2 A petition or joint letter shall not be presented at a meeting of Council or received by Council unless it meets the definition under these Governance Rules, unless it is specifically resolved by Council to receive the petition or joint letter in a non-conforming format.
- ~~20-3~~19.3 When a petition or joint letter presented to a meeting of the Council relates to a planning application, it will be received by Council at the next available Council meeting and subsequently considered as a formal submission to the planning application whether the application is determined by Council or under delegation.
- ~~20-4~~19.4 When a petition or joint letter presented to a meeting of the Council relates to an item of business on the agenda, the submission is to be considered by Council as part of its deliberations on such item.
- ~~20-5~~19.5 Unless Council determines to consider it as an item of urgent business, no motion (other than a motion to receive the same) may be made on any petition or joint letter, until the next meeting of Council after that at which the petition or joint letter has been presented, unless it is addressed under subclauses ~~48-19~~ 3 or ~~48-19~~ 4.
- ~~20-6~~19.6 The Chair may disallow any petition or joint letter which is considered to:
- ~~20-6-1~~19.6.1 Relate to a matter beyond the power or duties of Council;
  - ~~20-6-2~~19.6.2 Be defamatory, indecent, offensive, abusive, irrelevant, trivial or objectionable in language or nature;
  - ~~20-6-3~~19.6.3 Be confidential in nature or of legal significance;
  - ~~20-6-4~~19.6.4 Be repetitive of a question already answered (whether at the same or any earlier meeting);
  - ~~20-6-5~~19.6.5 Be aimed to embarrass a Councillor, or member of Council staff, or other individuals, parties or government agencies;
  - ~~20-6-6~~19.6.6 Relate to personnel matters;
  - ~~20-6-7~~19.6.7 Relate to the personal hardship of any resident or ratepayer;
  - ~~20-6-8~~19.6.8 Relate to proposed developments or legal advice;
  - ~~20-6-9~~19.6.9 Relate to matters affecting the security of Council property;



## 4.3 Draft Governance Rules for Exhibition

~~20-6-10~~19.6.10 Relate to a matter which has already been acted on;

~~20-6-11~~19.6.11 Relate to any other matter which Council considers would prejudice the Council or any person; or

~~20-6-12~~19.6.12 Relate to a matter for which there is already a primary avenue of redress such as planning permits or amendments which will be addressed through the planning submissions process.

~~20-7~~19.7 An officer report pertaining to any petition or joint letter may be required at ~~the next~~ Meeting of Council ~~within three months of the date the petition was received~~ (if the petition has not been dealt with in accordance with the provisions of subclauses ~~48~~19.3, ~~48~~19.4 or ~~48~~19.5).

### 2120 Reports from Officers

~~21-4~~20.1 Any report(s) by Officers to a Council meeting must contain a recommendation except for a report responding to a notice of motion, and be in the appropriate report style format.

~~21.2 When Officer reports are before a Council meeting the Chair must ask a Councillor to move an appropriate motion.~~

### 2221 Urgent Business

~~22-4~~21.1 Business must not be admitted as urgent business unless:

~~22-4-1~~21.1.1 It relates to or arises out of a matter which has arisen since distribution of the agenda; and

~~22-4-2~~21.1.2 It cannot safely or conveniently be deferred until the next Council meeting; and

~~22-4-3~~21.1.3 The Council resolves to admit an item considered to be urgent business.

~~22-2~~21.2 Items of Urgent Business are to be supported by an officer's report.

~~22-3~~21.3 Notices of Motion will not be admitted into urgent business and will be dealt with in accordance with clause ~~3~~130.

~~22.4 Unless a majority of Councillors present resolve to deal with another matter as Urgent Business, no business can be transacted at a Council meeting unless it appears on the agenda.~~

### 2322 Meeting Closure to the Public

*Pursuant to Section 66 of the Act.*

~~23-4~~22.1 A Council meeting must be open to the public unless it meets the specified circumstances set out in section 66(2) of the Act.

~~23-2~~22.2 If a meeting report contains confidential information as defined by section 3(1) of the Act, the meeting will be closed to the public in accordance with section 66(2)(a) of the Act while that agenda item is considered. The Chief Executive Officer must ensure that the report includes the grounds under section 3(1) of the Act under which the report is deemed to contain confidential information, and an explanation of why the specified grounds apply. The Chief Executive Officer must ensure that any Council meeting report containing confidential information as defined by section 3(1) of the Act and which is expected to be the subject of a resolution under section 66(2)(a) of the Act to close the Council meeting to the public, includes the ground(s) as specified in section 3(1) of the Act under which the report is deemed to contain confidential information and an explanation of why the specified grounds apply.

~~23-3~~22.3 The Chair must call for a motion to close the meeting to the public and this motion must be carried prior to commencing any business pertaining to reports containing confidential information.

~~23-4~~22.4 If a meeting will be closed the public due to security reasons (section 66(2)(b)) and this is known prior to the meeting, the meeting closure must be posted on the Council website as soon as is practicable to notify the public of the closure. This meeting must be livestreamed on the Council website, and the minutes of the meeting must detail the meeting closure to the public under section 66.

~~23-5~~22.5 If during meeting proceedings the Chair believes that the meeting must be closed to the public for either security reasons (section 66(2)(b)) or to enable the meeting to proceed in an orderly manner (section 66(2)(c)), the Chair must ensure that livestreaming is occurring and available for the public to view the meeting, before calling for a motion to close the meeting to the public.

### 4.3 Draft Governance Rules for Exhibition

~~23-622.6~~ A motion to close the meeting due to confidential information under section 66(2)(a) must contain the grounds for determining to close the meeting to the public by reference to the grounds specified in section 3(1) of the Act, and an explanation of why the specified grounds apply.

~~23.7~~ ~~The time of any resolution to close a meeting to the public must be recorded in the minutes of the meeting.~~

~~23-822.7~~ Upon a resolution to close a meeting to the public being passed, the Chair must advise those present in the public gallery that they must vacate the meeting while the meeting remains closed.

~~23-922.8~~ The Chair must call for a motion to re-open the meeting to the public. This motion must be carried and the time recorded in the minutes of the meeting.

~~23-1022.9~~ All items that are considered confidential pursuant to section 3(1) of the Act remain confidential, inclusive of report content, recommendations, motions, and resolutions until Council has passed a resolution ~~that~~ specifying that all or part of the information is no longer confidential.

~~23-1122.10~~ If an agenda item or resolution deemed to include confidential information is to be moved out of the closed part of the meeting:

~~23-11-122.10.1~~ Council must, by Council resolution, determine to move all or a specified part of the item or items into the open Council meeting; and/or

~~23-11-222.10.2~~ Council must, by Council resolution, determine that ~~the~~ report or section ~~of the report~~ be included in the minutes of the meeting showing the Council decision that was made in the closed section of the meeting.

## 4.3 Draft Governance Rules for Exhibition

### SECTION 4 - CONDUCT OF DEBATE AND RULES OF SPEAKING

#### 2423 Addressing the Council Meeting

24.423.1 Councillors and any other person addressing the Chair must refer to them as:

- 24.423.1.1 'Mayor'; or
- 24.423.1.2 'Mayor (Cr Surname)'; or
- 24.423.1.3 'Chair', or
- 24.423.1.4 'Chair (Cr Surname)'; -  
as the case may be.

24.223.2 All Councillors other than the Mayor must be addressed as Councillor (surname).

24.323.3 All members of Council staff must be addressed as their position title followed by their surname as appropriate or simply by their official title.

#### 2524 Priority of Address

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

#### 2625 Time Limits

26.425.1 A Councillor must not speak longer than the time set out below, unless granted an extension by the Chair:

- 26.425.1.1 The mover of a motion or an amendment: 5 minutes;
- 26.425.1.2 Any other Councillor: 3 minutes; and
- 26.425.1.3 The mover of a motion ~~making a closing statement-exercising a right of reply:~~  
2 minutes.

#### 2726 Motions and Amendments

27.426.1 A motion ~~or an amendment to a motion~~ must:

- 27.426.1.1 ~~Not be defamatory;~~
- 27.426.1.2 ~~Not be objectionable in language or nature;~~
- 27.426.1.3 ~~Relate to the powers or functions of Council;~~
- 26.1.1 ~~Be within Council's power;~~
- 26.1.2 ~~Identify clear action/s required to be taken by Council if the motion is carried. This action may include that Council acts upon, refrains from acting upon, or notes a certain matter;~~
- 27.426.1.3 Be in writing, if requested by the Chairperson;
- 27.426.1.4 Except in the case of urgent business, be relevant to an item of business on the agenda; and
- 27.426.1.5 Be moved and seconded, otherwise it lapses.

26.2 ~~The Chair may refuse to accept any motion or amendment which~~ A Motion must not contravene subclause 2526.1 or ~~be~~ which:

26.3 Defamatory; or

27.226.4 Objectionable in language or nature.

~~Is not relevant to the item of business on the Agenda and has not been admitted as urgent business; or;~~

27.226.4.1 ~~Purports to be an amendment but is not consistent with clause 28 and relevant subclauses.~~

27.3 A substantive motion may be altered if the mover and the seconder of the motion both agree to the change. This change cannot be significant or contradictory to the motion's intent.

27.4 ~~If a mover of a motion is agreeable to significant changes to the substantive motion, the mover may withdraw the motion, and a new motion be moved to recommence debate on the new motion.~~

27.526.5 A motion ~~or amendment~~ can only be withdrawn by the mover.

#### 2827 Debate



## 4.3 Draft Governance Rules for Exhibition

- ~~28-427.1~~ The Chair will summarise the applicable report upon reaching that agenda item during the meeting proceedings.
- ~~28-227.2~~ The Chair will call for a motion to be moved on ~~that the~~ agenda item.
- ~~28-327.3~~ If there is no motion moved the item lapses.
- ~~28-427.4~~ If there is no seconder the motion lapses due to want of a seconder.
- ~~28-527.5~~ Debate can only commence once a motion has been moved and seconded.
- ~~28-627.6~~ The mover of the motion, followed by the seconder then has the right to speak to the motion, commencing debate, or the mover can reserve their right to speak until a time later in the debate.
- ~~28-727.7~~ The Chair shall ask immediately after the mover and seconder have spoken to the motion (or deferred speaking), whether the motion is opposed. If no Councillor wishes to speak against the motion the Chair may then ~~put it to the vote without debate- invite other Councillors to speak to the motion without requiring Councillors to identify their support for, or opposition to the motion.~~
- ~~28-8~~ If a Councillor has spoken against the motion, the Chair will then ask if any Councillor wishes to speak for the motion. If no Councillor wishes to speak in support of the motion, the motion is to be put to the vote.
- ~~28-9~~ The Chair will continue to alternately call for Councillors wishing to speak either for or against a motion until debate ceases upon which the motion will be put to a vote.
- ~~28-1027.8~~ If the mover reserved their right to speak at the beginning of debate, they are to be provided with an opportunity to speak to the motion to conclude the debate prior to the motion being put to a vote.
- ~~27.9~~ Each Councillor can only speak once to each motion, ~~with the exception of the mover who has the right of reply except for the mover who may make a closing statement~~ immediately before the vote is taken.
- ~~28-1127.10~~ ~~Once the each Councillor has been given the opportunity to speak, and the mover has been given an opportunity to make a closing statement, the motion must be put to a vote.~~
- ~~28-1227.11~~ The mover of a motion's right ~~of reply to make a closing statement~~ is lost if an amendment to the motion is carried.
- ~~28-1327.12~~ The mover of a motion must not introduce new material when ~~making a closing statement-exercising any right of reply.~~
- ~~28-1427.13~~ If a substantive motion ~~on a matter which has a statutory requirement for an outcome to be reached~~ is lost, and there is no outcome on ~~a the~~ matter, the Chair ~~must~~~~should~~ call for another motion.
- ~~28-1527.14~~ If Council is unable to achieve a resolution on an agenda item, ~~and the matter requires a resolution by law,~~ a motion ~~of deferral should be sought by the Chair, requesting- and that motion should state~~ what Councillors will need in order to be able to achieve an outcome, ~~or a motion for this item to come back to the Chamber at a later meeting, should be put.~~
- ~~28-1627.15~~ The Councillor acknowledged by the Chair to speak must not be interrupted unless:
- ~~28-16-127.15.1~~ they are called to order; or
- ~~28-16-227.15.2~~ their speaking time has expired; or
- ~~28-16-327.15.3~~ a point of order is raised; or
- ~~28-16-427.15.4~~ a formal motion is moved.
- ~~28-1727.16~~ If a Councillor is interrupted by the Chair or upon a point of order they must remain silent until the Chair has ceased speaking, ~~and~~ the point of order has been determined.
- ~~28-1827.17~~ A Councillor must not digress from the subject matter of the motion or business under discussion.
- ~~28-1927.18~~ Councillors must designate each other by their official titles during debate and throughout the meeting.

### **2928 Seeking Clarification or Asking Questions of Officers**

- ~~29-428.1~~ Officers will support the meeting process through provision of reports for the agenda and Councillors should make every effort to seek clarification from officers in advance of the meeting.
- ~~29-228.2~~ Where Councillors need to seek clarification by asking questions of officers during the meeting, that were not able to be asked prior to the meeting, such questions ~~need to must~~ be:
- ~~29-2-128.2.1~~ Directed through the Chair;
- ~~29-2-228.2.2~~ Relevant to an item on the agenda;

## 4.3 Draft Governance Rules for Exhibition

- ~~29.2.328.2.3~~ Seeking genuine clarification of a matter that is not already addressed in the officer's report;
  - ~~29.2.428.2.4~~ Not objectionable in language, nature or tone;
  - ~~29.2.528.2.5~~ Not intended to draw officers into debating a matter or justifying a recommendation; and
  - ~~29.2.628.2.6~~ Not seeking re-iteration of an answer that was provided prior to the meeting;
  - ~~29.2.728.2.7~~ Not designed to canvass matters or disseminate information to the public.
- ~~29.328.3~~ Questions are not to be asked between moving and seconding a motion except to seek clarification on the motion received.

### ~~3029~~ Amendments

- ~~29.1~~ A Motion, which has been moved and seconded, may be amended by leaving out, replacing or inserting words, which must be relevant to the subject of the Motion.
- ~~29.2~~ An amendment to a Motion must:
  - ~~29.2.1~~ Propose a substantially similar outcome to the Motion upon which it is moved; and
  - ~~29.2.2~~ Be relevant to the Motion upon which it is moved; and
  - ~~29.2.3~~ Not amount to a direct contradiction of any part of the motion, including seeking to change or edit a document, report or policy that is subject to the Motion.
- ~~29.3~~ An amendment may be proposed or seconded by any Councillor, except the mover and seconder of the original Motion.
- ~~29.4~~ A Councillor proposing an amendment must first present the amendment by stating which words are proposed to be left out, replaced or added, and then move the amendment without speaking to it.
- ~~29.5~~ A Councillor that proposes an amendment to a Motion should present the amendment before they speak to the substantive Motion.
- ~~29.6~~ Debate on the substantive motion ceases when an amendment to the motion is moved.
- ~~29.7~~ If a Councillor proposes an amendment, and the original mover and seconder of the Motion both indicate their agreement with the amendment, the amended Motion becomes the substantive Motion without debate or vote. An agreement by the mover and seconder to amend a substantive Motion must occur before the mover, seconder or any Councillor speaks to the substantive Motion. The Councillor proposing the amendment cannot speak to the proposed amendment when seeking the agreement of the mover and seconder.
- ~~29.8~~ If a Councillor proposes an amendment to which either the mover or seconder of the substantive Motion does not agree, the following will apply:
  - ~~29.8.1~~ the amendment must be moved and seconded. If the amendment is not seconded, the amendment lapses due to want of a seconder and is not recorded in the minutes. If the amendment lapses then debate on the substantive motion is to resume from the point at which it ceased.
  - ~~29.8.2~~ debate on the amendment to the Motion must follow the rules set out in clause 27, with the exception that the mover of an amendment does not have right to make a closing statement.
  - ~~29.8.3~~ a Councillor may speak on any amendment once, whether or not he or she has spoken to the Motion, but debate must be confined to the terms of the amendment;
  - ~~29.8.4~~ Only one amendment to a Motion may be accepted by the Chairperson at any one time. No second or subsequent amendment to the Motion may be taken into consideration until the previous amendment has been dealt with and voted on.
  - ~~29.8.5~~ A single Councillor can't propose more than two amendments to a Motion about the one item in the Agenda;
  - ~~29.8.6~~ if the amendment is carried, the Motion as amended then becomes the Motion before the Meeting (known as the 'substantive Motion') and debate resumes on the substantive motion.
- ~~30.1~~ Once a motion has been moved and seconded, a Councillor can move an amendment to that motion.
- ~~30.2~~ The mover or seconder of the substantive motion cannot move an amendment to it.
- ~~30.3~~ Debate on the substantive motion ceases when an amendment to the motion is moved.
- ~~30.4~~ The amendment motion must be seconded. If the amendment is not seconded, the amendment lapses due to want of a seconder and debate on the substantive motion is to resume from the point at which it ceased.
- ~~30.5~~ An amendment must be relevant to the motion upon which it is moved.

## 4.3 Draft Governance Rules for Exhibition

- ~~30.6 An amendment must not amount to a direct contradiction of the motion.~~
- ~~30.7 Amendments must be dealt with one at a time.~~
- ~~30.8 A second or subsequent amendment cannot be moved until the immediately preceding amendment is disposed of.~~
- ~~30.9 A Councillor proposing an amendment must first state briefly the nature of the amendment and then move it, without speaking to it.~~
- ~~30.10 The Chair is to ask for a seconder.~~
- ~~30.11 If the amendment is not seconded the amendment lapses for want of a seconder.~~
- ~~30.12 After the amendment has been seconded, the Chair must follow the debate rules set out in clause 26.~~
- ~~30.13 After debate has concluded, the Chair must put the amendment to the vote.~~
- ~~30.14 If an amendment is adopted it becomes part of the substantive motion.~~
- ~~30.15 It can then be subject to further amendment. A Councillor cannot move more than 2 amendments on the same matter in succession.~~
- ~~30.16 A Councillor can only speak once on the amendment.~~

### **3130 Foreshadowed Motions**

- ~~30.1 During debate on a motion, a~~ Councillor may foreshadow a motion that the Councillor intends to move after the motion under consideration has been dealt with.
- ~~30.2 A Councillor may foreshadow a motion when they are speaking to the substantive motion before Council, or advise the Chair that they wish to foreshadow a motion at another time during the debate between other Councillors speaking to the Motion.~~
- ~~30.3 When foreshadowing a motion, a Councillor should briefly state the nature of the foreshadowed motion but not speak to the foreshadowed motion.~~
- ~~31.1 If a proposed amendment effectively negates the substance of the substantive motion before the Chair, it is to be ruled a foreshadowed motion and shall only be considered in the event that the motion is lost.~~
- ~~31.230.4~~ If the substantive motion during which a Councillor foreshadowed a motion is lost, the Chair shall call on that Councillor to move their foreshadowed motion. If seconded, the motion shall then be the substantive motion and is subject to the debate rules outlined in clause ~~2627~~.
- ~~31.230.5~~ Unless a foreshadowed motion becomes a substantive motion, it will not be recorded in the meeting minutes.

### **3231 Notice of Motion**

- ~~32.1 A notice of motion must:~~
  - ~~32.1.1 identify two supporting Councillors who are not obliged to move, second or vote in favour of the motion but are of the opinion that the proposed motion relates to a matter sufficiently important that it warrants formal consideration by Council;~~
  - ~~32.1.2 briefly explain the rationale for the proposed motion; and~~
  - ~~32.1.3 be lodged in the format provided for this purpose as appearing in Schedule B of these Governance Rules, either electronically or in writing, with the Chief Executive Officer by 5pm on the seventh working day prior to the date of the meeting to allow sufficient time for the notice of motion to be included in the Agenda for the next Council meeting.~~
- ~~32.2 Any supporting documentation must be attached to the notice of motion for inclusion in the agenda, but must not be more than 500 words inclusive of the proposed motion.~~
- ~~31.1 A Councillor can submit to the Chief Executive Officer a Notice of Motion for inclusion in the Agenda for a Meeting.~~
- ~~31.2 A Notice of Motion must:~~
  - ~~31.2.1 be in writing (including by electronic means), signed by two Councillors who support the inclusion of the notice in the Council meeting agenda, and be lodged with the Chief Executive Officer no later than 12 noon 10 business days before the Meeting at which it is intended to be considered to ensure its inclusion in the Agenda.~~
  - ~~31.2.2 briefly explain the rationale for the proposed motion or attach supporting documentation for the motion, but must not be more than 500 words inclusive of the proposed motion; and~~
  - ~~31.2.3 be lodged in the format provided for this purpose as appearing in Schedule B of these Governance Rules~~

## 4.3 Draft Governance Rules for Exhibition

- ~~31.3 A Notice of Motion must relate to the objectives, role and functions or Council as outlined in the Act.~~
- ~~31.4 The Chief Executive Officer may suggest revised wording to the draft Notice of Motion to facilitate compliance with the requirements for Notices of Motion under these Governance Rules.~~
- ~~31.5 The Chief Executive Officer must reject any Notice of Motion which:~~
- ~~31.5.1 is too vague;~~
  - ~~31.5.2 is defamatory;~~
  - ~~31.5.3 may be prejudicial to any person or Council;~~
  - ~~31.5.4 is objectionable in language or nature;~~
  - ~~31.5.5 is outside the powers of Council;~~
  - ~~31.5.6 is submitted during Election Period.~~
- ~~31.6 The full text of any Notice of Motion accepted by the Chief Executive Officer must be included in the Agenda and outline the policy, financial and resourcing implications if the Notice of Motion is passed.~~
- ~~31.7 To assist Councillors to make an informed decision regarding the proposed motion, the Chief Executive Officer will include written assessment in the agenda for the meeting where the motion is to be considered. The written assessment will not include a recommendation, but will briefly identify:~~
- ~~31.7.1 impacts to the levels of Council service;~~
  - ~~31.7.2 expenditure where this is not already included in the adopted Council Budget;~~
  - ~~31.7.3 proposals to establish, amend or extend Council policy;~~
  - ~~31.7.4 proposals that impact the rights of any person who has not had the opportunity to contribute their views;~~
  - ~~31.7.5 proposals that commit Council to any contractual arrangement; or~~
  - ~~31.7.6 matters relating to any litigation or legal process in respect of which Council is a party.~~
- ~~31.8 The Chief Executive Officer may reject a proposed Notice of Motion that~~
- ~~31.8.1 relates to a matter that can be addressed through the operational service request process; or~~
  - ~~31.8.2 relates to a matter that has been previously resolved by Council or is acted upon.~~
- ~~31.9 If rejecting a Notice of Motion, the Chief Executive Officer must inform the Councillor who lodged it of that rejection and the reasons for the rejection no later than nine business days before the Meeting at which it is intended to be considered. The Councillor may submit a revised Motion within 24 hours.~~
- ~~31.10 The Chief Executive Officer may designate a Notice of Motion to be confidential in accordance with relevant grounds as contained in the Act, in which case, the Notice of Motion will be considered in the part of the relevant Council Meeting that is closed to members of the public.~~
- ~~31.11 The Chief Executive Officer may arrange for comments of members of Council staff to be provided to Councillors prior to the Notice of Motion being published in the Agenda for the relevant Council Meeting.~~
- ~~31.12 The Chief Executive Officer must cause all Notices of Motion to be sequentially numbered, dated and entered in a register.~~
- ~~31.13 Unless Council resolves otherwise, each Notice of Motion must be considered in the order in which they were received.~~
- ~~31.14 The Motion moved must not be different to the motion published in the Agenda, however, may be amended by resolution of the Council in accordance with clause 29.~~
- ~~31.15 If a Councillor who has lodged a Notice of Motion is absent from the Meeting or fails to move the Motion when called upon by the Chair to do so, any other Councillor may move the Motion.~~
- ~~31.16 If a Notice of Motion is not moved and seconded at the Council Meeting at which it is listed, it lapses.~~
- ~~32.3 The Chief Executive Officer must cause all notices of motion to be numbered, dated and entered in the notice of motion register in the order in which they were received.~~
- ~~32.4 Any notice of motion which in the opinion of the Chief Executive Officer or the Chair is:~~
- ~~32.4.1 defamatory; or~~
  - ~~32.4.2 objectionable in language or nature; or~~
  - ~~32.5 outside the powers of the Council;~~
- ~~must not be accepted by the Chief Executive Officer or by the Chair.~~
- ~~32.6 Except by resolution of Council, notices of motion before any Council meeting must be considered in the order in which they were recorded in the notice of motion register.~~



## 4.3 Draft Governance Rules for Exhibition

- ~~32.7 To assist Councillors to make an informed decision regarding a notice of motion, the Chief Executive Officer must provide a written report prior to the meeting at which the notice of motion is to be considered, however the report is not to contain a recommendation.~~
- ~~32.8 If both Councillors who have given a notice of motion:~~
- ~~32.8.1 are absent from the Council meeting; or~~
- ~~32.8.2 fail to move the motion when called upon by the Chair;~~
- ~~any other Councillor may move the notice of motion.~~
- ~~32.9 If a notice of motion is not moved and seconded at the Council meeting for which it was included on the agenda, it lapses.~~
- ~~32.10 Before the notice of motion is put to the vote, it may be withdrawn by the two supporting Councillors.~~

### **3332 Rescission or Amendment Notice of Motion**

- ~~33.432.1~~ A Councillor may propose a motion to amend or rescind a previous resolution of Council provided the notice of motion is signed by three Councillors and delivered to the Chief Executive Officer no later than 72 hours following the meeting of Council at which the resolution proposed to be rescinded or amended was adopted.
- ~~33.232.2~~ Notices of Motion to rescind or amend a previous resolution of Council are to be lodged in the format provided for this purpose as appearing in Schedule C.
- ~~33.332.3~~ No action will be taken to implement a resolution on which a notice to rescind or amend the resolution has been given pursuant to clause ~~32.4.1~~.
- ~~33.432.4~~ A notice of motion to rescind or amend a previous resolution of Council shall be deemed to have been withdrawn if not moved at the next meeting at which such business may be transacted.
- ~~33.532.5~~ A Councillor may not propose a motion to rescind or amend a resolution of the Council which has been acted upon.
- ~~33.632.6~~ A resolution will be considered as having been acted upon once its details have been formally communicated to persons affected by or reliant on the resolution or where a statutory procedure has commenced or been carried out.
- ~~33.732.7~~ A second or subsequent notice to rescind or amend an earlier resolution must not be accepted by the Chief Executive Officer until a period of three months has elapsed since the date of the meeting at which the previous motion of rescission or amendment was dealt with.

### **3433 Points of Order**

- ~~34.133.1~~ A point of order is an objection that the motion, amendment or statement made is:
- ~~34.1.133.1.1~~ Contrary to these Governance Rules;
- ~~34.1.233.1.2~~ Defamatory;
- ~~34.1.333.1.3~~ Irrelevant;
- ~~34.1.433.1.4~~ Improper; or
- ~~33.1.5~~ Outside Council's legal powers;
- ~~34.1.533.1.6~~ and may be made despite the fact that the Councillor or Chair is speaking at the time.
- ~~34.233.2~~ A point of order must be taken by stating:
- ~~34.2.133.2.1~~ The matter complained of; and
- ~~34.2.233.2.2~~ The reason constituting the point of order;
- ~~34.333.3~~ The Chair may raise a point of order without it having been made by a Councillor.
- ~~34.433.4~~ When called to order, a Councillor must remain silent until the point of order is decided unless they are requested by the Chair to provide an explanation.
- ~~34.533.5~~ The Chair may adjourn the meeting to consider a point of order but must otherwise rule upon it as soon as it is taken.
- ~~34.633.6~~ The Chair must, when ruling on a point of order, give reasons for the ruling.
- ~~34.733.7~~ The Chair's ruling shall be final unless the majority of Councillors present at the meeting vote in favour of a motion of dissent that is moved and seconded immediately after the Chair's ruling is given.
- ~~34.833.8~~ A motion of dissent must state the provision or practice in substitution for the Chair's ruling.
- ~~34.933.9~~ A motion of dissent that is carried must be acted upon by the Chair.

## 4.3 Draft Governance Rules for Exhibition

~~34.4033.10~~ Only the mover of a motion of dissent and the Chair can speak to the motion before it is put to the vote. The mover of the motion does not have a right of reply.

~~34.4433.11~~ The Chair is not required to vacate the chair.

### 3534 Procedural Motions

~~35.434.1~~ A procedural motion may be moved at any time during a meeting and must be immediately dealt with.

~~35.234.2~~ A procedural motion may be refused by the Chair.

~~35.334.3~~ A procedural motion requires a seconder.

~~35.434.4~~ Debate on a procedural motion is not permitted with the exception of a meeting closure under section 66(2)(a) of the Act, or that debate on a matter be deferred until a later meeting.

~~35.534.5~~ A Councillor may move a procedural motion that:

~~35.5.134.5.1~~ 'a report/document be tabled';

~~35.5.234.5.2~~ 'the Agenda item/s be moved forward';

~~34.5.3~~ 'the motion be put';

~~35.5.334.5.4~~ 'that a substantive motion be voted on in separate parts';

~~35.5.434.5.5~~ 'the matter be laid on the table';

~~35.5.534.5.6~~ 'the matter be taken from the table';

~~35.5.634.5.7~~ 'the meeting be adjourned';

~~35.5.734.5.8~~ 'standing orders be suspended';

~~35.5.834.5.9~~ 'standing orders be resumed';

~~35.5.934.5.10~~ 'the meeting be closed to the public';

~~35.5.1034.5.11~~ 'the meeting be reopened to the public';

~~35.5.1134.5.12~~ 'the Chair's ruling be dissented from';

~~35.5.1234.5.13~~ 'the debate on the matter be deferred'-  
which are outlined further in Schedule D.

### 3635 Repeating Motion or Amendment

~~36.435.1~~ Before any matter is put to the vote, a Councillor may request that the motion or amendment be read again.

~~36.235.2~~ The Chair without being so requested may direct the Councillor moving the motion or amendment, or the Chief Executive Officer (or other person authorised by the Chief Executive Officer) to read the motion or amendment to the meeting before the vote is taken.

### 3736 Voting

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

~~37.436.1~~ Each Councillor present at a Council meeting who is entitled to vote is entitled to one vote.

~~37.236.2~~ Voting at a meeting must not be in secret, but if the meeting is closed to the public, a Councillor is not required to divulge their vote to the public.

~~37.336.3~~ The question is determined in the affirmative by a majority of the Councillors present at a meeting at the time the vote is taken voting in favour of the question.

~~37.436.4~~ If the number of votes in favour of the question is half the number of Councillors present at the meeting at the time the vote is taken, the chairperson has a second vote, with the exception of the election of a Mayor or a Deputy Mayor, and a vote to declare the office of Mayor or Deputy Mayor vacant.

~~37.536.5~~ For the purpose of determining the result of a vote, a Councillor present at the meeting who does not vote is to be taken to have voted against the question.

~~37.636.6~~ Voting must be by a show of hands, unless otherwise determined by Council.

~~37.736.7~~ ~~Except where a Councillor may call for a division,~~ Councillors must remain seated in silence while a vote is being taken.

~~36.8~~ The Chair may direct that the vote be recounted as often as may be necessary to satisfy themselves of the result.

~~37.836.9~~ On motions containing multiple items which can feasibly be implemented separately, these items may be voted upon separately after having been debated as a whole.

## 4.3 Draft Governance Rules for Exhibition

~~37.9 Any Councillor may request that their opposition to, or support for, a resolution be recorded in the minutes of the meeting.~~

### **38 Division**

~~38.1 Immediately after any motion or amendment is put to a meeting and before the next item of business has commenced, a Councillor may call for a division.~~

~~38.2 When a division is called, the Chair must:~~

~~38.2.1 First ask each Councillor wishing to vote for the motion to indicate their vote by raise of hand or a method as determined by the Chair. The Chair must then state, and the Chief Executive Officer (or person authorised by the Chief Executive Officer to take the minutes of the meeting) must record the names of those Councillors voting for the motion;~~

~~38.2.2 Then ask each Councillor wishing to vote against the motion to indicate their vote by raise of hand or a method as determined by the Chair. The Chair must then state, and the Chief Executive Officer (or person authorised by the Chief Executive Officer to take the minutes of the meeting) must record the names of those Councillors voting against the motion;~~

~~38.2.3 Then if not all Councillors have declared either for or against the motion, ask each Councillor wishing to abstain to indicate their abstention by raise of hand or a method as determined by the Chair. The Chair must then state, and the Chief Executive Officer (or person authorised by the Chief Executive Officer to take the minutes of the meeting) must record the names of those Councillors abstaining from voting;~~

~~38.3 The Chair must declare the result of the vote or division as soon as it is taken.~~

### **3937 Suspension of Standing Orders**

~~39.437.1~~ The provisions of these meeting procedures, except the quorum requirements applying under clause 6, may be suspended for any part of a meeting at the Chair's discretion. The Chair can accept a motion to suspend standing orders where they believe it is necessary to do so, such as to seek technical advice. Such suspension would normally be for five minutes or less.

~~39.237.2~~ During a suspension of standing orders, Councillors are not to discuss the issue or seek to reach agreement outside a formal debate.

~~39.337.3~~ No motion, except one which proposes the resumption of standing orders, may be accepted by the Chair or be lawfully dealt with during any suspension of standing orders.

~~39.437.4~~ Resumption of standing orders should occur as soon as possible.

### **4038 The Chair's Right to Speak**

~~38.1 If the Chair wishes to address a meeting upon any matter under discussion, the Chair must leave the Chair and speak in their capacity as Councillor.~~

~~40.1 The Chair may address a meeting upon any matter under discussion, following presentations by all Councillors, and is not deemed to have left the Chair on such occasions.~~

~~40.2 If the Chair chooses to vacate the Chair for any reason, the Deputy Mayor will assume the Chair, or if the Deputy Mayor is not available, another Councillor elected by the meeting through resolution shall take the Chair until such time as the Mayor can resume the Chair at the conclusion of the item currently under debate.~~

### **4139 Clarification by Chief Executive Officer or another member of Council staff**

~~41.439.1~~ With the consent of, or at the request of the Chair, the Chief Executive Officer or a member of Council staff may address any item to clarify a statement made by a Councillor during the course of debate.

### **4240 Ordering Withdrawal of Remark**

~~42.440.1~~ The Chair may require a Councillor to withdraw any remark which is defamatory, indecent, abusive, offensive, disorderly or objectionable in language, substance or nature.

## 4.3 Draft Governance Rules for Exhibition

~~42.240.2~~ A Councillor required to withdraw a remark must do so immediately without qualification or explanation.

### **4341 Adjournment & Resumption of Adjourned Debate**

~~43.441.1~~ The Council may by resolution adjourn a meeting to a later time on the day for which the meeting was called or for a period not exceeding 7 days.

~~43.241.2~~ When a motion to adjourn a meeting is before the Council, the Chair must not allow discussion on the motion to adjourn. If the Council fails to pass the motion to adjourn, the Chair must resume the meeting at the item of business under consideration.

~~43.341.3~~ The Chief Executive Officer must deliver written notice of an adjourned meeting to all Councillors, except when the meeting is adjourned to a later time on the same day, in which case any form of notice may be given to all Councillors.

~~41.4~~ If a debate is adjourned by motion, the Councillor moving the adjournment has the right to be the first speaker upon the resumption of debate unless they have already spoken to the motion or amendment.

~~43.441.5~~ Except for meetings adjourned to a later time on the same day, the day and time for which the meeting is to resume should be published on Council's website.

### **4442 Suspensions**

~~44.142.1~~ Council may by resolution, suspend from a meeting, and for the balance of the meeting, any Councillor whose actions have disrupted the business of Council, and have impeded its orderly conduct, provided the Councillor in question has received an initial warning from the Chair that their conduct is, in the Chair's opinion, impeding the orderly conduct of the meeting.

~~44.242.2~~ Subject to subclause 42.1, where seeking a Council resolution is not feasible, the Mayor, and only the Mayor (not another Councillor who has taken the Chair), can direct a Councillor to leave a Council meeting if the behaviour of the Councillor is preventing the Council from conducting its business.

### **4543 The Chair may Adjourn Disorderly Meeting**

~~45.143.1~~ If the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the meeting, they may adjourn the meeting to a later time on the same day or to some later day as they think proper.

### **4644 Public Behaviour**

~~46.144.1~~ Any member of the public addressing Council must extend courtesy and respect to the Council and the processes under which it operates and must take direction from the Chair whenever called on to do so.

### **4745 Removal from Chamber or Meeting Room**

~~47.145.1~~ The Chair, may ask any member of the Police Force or person appointed by Council to maintain security, to remove from the Chamber or meeting room any person who acts in breach of these Governance Rules.

### **4846 Recording of Proceedings**

~~48.146.1~~ Council will record the proceedings at each Council meeting, unless there is a specific resolution not to do so, and may livestream ~~recordings of~~ open Council meetings. This will take whatever form the Council has decided.

~~48.246.2~~ Except where Council conducts the recording, no video or audio recording of proceedings of Council meetings shall be permitted without specific approval by resolution of the meeting.



#### 4.3 Draft Governance Rules for Exhibition

~~48.346.3~~ Council will make the recordings of open Council meetings subsequently available to the public.

## 4.3 Draft Governance Rules for Exhibition

### PART 2 – Delegated Committees

*Pursuant to section 63 of the Act*

A delegated committee is formed by a Council and which Council delegates “any power, duty or function of a Council under this Act or any other Act...” (s 11(1)). In effect, a delegated committee may exercise a power or undertake a duty or function as if it is the Council. Under the Act, the formation of, appointment to, and administration of delegated committees is to be strongly controlled given a delegated committee’s ability to exercise statutory functions and powers on behalf of the Council.

#### **63 Delegated Committees**

- (1) A delegated committee established by a Council—*  
*(a) must include at least 2 Councillors; and*  
*(b) may include any other persons appointed to the delegated committee by the Council who are entitled to vote.*  
*(2) A meeting of a delegated committee established by a Council must be chaired by—*  
*(a) a Councillor appointed by the Council or the Mayor to chair meetings of the delegated committee; or*  
*(b) if the Councillor appointed by the Council or the Mayor to chair meetings of the delegated committee is not present at the meeting, a Councillor who is present at the meeting and is appointed by the members of the delegated committee who are present at the meeting.*  
*(3) Section 61 applies to a meeting of a delegated committee as if the members were Councillors.*

#### **63 Delegated Committees**

- (1) A delegated committee established by a Council—*  
*(a) must include at least 2 Councillors; and*  
*(b) may include any other persons appointed to the delegated committee by the Council who are entitled to vote.*  
*(2) A meeting of a delegated committee established by a Council must be chaired by—*  
*(a) a Councillor appointed by the Council or the Mayor to chair meetings of the delegated committee; or*  
*(b) if the Councillor appointed by the Council or the Mayor to chair meetings of the delegated committee is not present at the meeting, a Councillor who is present at the meeting and is appointed by the members of the delegated committee who are present at the meeting.*  
*(3) Section 61 applies to a meeting of a delegated committee as if the members were Councillors.*

### **SECTION 1 –DELEGATED COMMITTEES**

#### **1. Establishment**

- 1.1. A delegated committee can only be established by resolution of Council.
- 1.2. The resolution must include the date from which the committee will be enacted, and the date it is to be disbanded.
- 1.3. Any extension to the term of a delegated committee must be by resolution of Council.
- 1.4. A delegated committee’s instrument of delegation must be approved by resolution of Council, and it must specifically outline the powers and functions of the committee.

## 4.3 Draft Governance Rules for Exhibition

- 1.5. A delegated committee must report the minutes of all Committee meetings to the next practicable Council meeting.
- 1.6. A delegated committee must act in accordance with its Instrument of Delegation and any Terms of Reference adopted by Council.

### 2. Membership

- 2.1. Appointment to a delegated committee is to be by resolution of Council.
- 2.2. A Councillor must be appointed the position of Chair of a delegated committee.
- 2.3. Appointment of the Chair of a delegated committee is to be by Council resolution, however, the Mayor may choose to invoke their power under section 19(1)(a) of the Act and make the appointment without a Council resolution.
- 2.4. If the Councillor appointed by the Council or the Mayor to chair meetings of the delegated committee is not present at the meeting, a Councillor who is present at the meeting is to chair the meeting.

### 3. Quorum

- 3.1. A quorum is an absolute majority, and must include one Councillor chairing the meeting.
- 3.2. If a quorum is not present within 30 minutes of the time appointed for the commencement of a Committee meeting:
  - 3.2.1. The meeting shall be deemed to have lapsed;
  - 3.2.2. The Chair must convene another committee meeting and ensure that the agenda for the meeting which is deemed to have lapsed is addressed; and
  - 3.2.3. Notice of the new meeting convened by the Chair must be provided to committee members as soon as is practicable.
- 3.3. If a quorum cannot be maintained after a meeting has begun the meeting lapses.
- 3.4. If the meeting lapses, the undisposed business must be included in the agenda for the next committee meeting.
- 3.5. If a quorum cannot be maintained because of the number of committee members who have a conflict of interest in a matter, the committee must seek for the Council to make the decision at next practicable Council meeting.

### 4. Recording of Minutes

The Committee Chair or a delegate is responsible for the keeping of Minutes on behalf of the committee. Those Minutes must record:

- the date, place, time and nature of the meeting;
- the names of committee members and whether they are present, or an apology;
- members of Council staff present who were involved in the meeting;
- the disclosure of a conflict of interest made by a committee member or Council officer in accordance with the Act;
- the arrivals and departures of committee members, during the course of the meeting (including any temporary departures such as for a conflict of interest);
- every Motion and amendment moved (including procedural Motions);
- the outcome of every Motion moved;
- where a division is called, the names of every committee member and the way their vote was cast (and if they abstained);
- when requested by a committee member, a record of their support of, opposition to, or abstention from voting on any Motion, noting that those who do not vote are taken to have voted against the question;
- details of any failure to achieve or maintain a quorum;
- any other matter, which the committee chair or delegate thinks should be recorded to clarify the intention of the meeting or assist in the reading of the Minutes; and
- the time the meeting was commenced and concluded.

## 4.3 Draft Governance Rules for Exhibition

### 5. Voting

- 5.1. Voting at meetings of a delegated committee is to be in accordance with clause 365 (Voting) of Chapter 2, Part 1 - Council Meetings, of these Governance Rules, and section 61 of the Act.

### 6. Meeting closure to the public

- 6.1. A delegated committee meeting must be open to the public unless it meets the specified circumstances set out in section 66(2) of the Act.
- 6.2. The Chief Executive Officer must ensure that any delegated committee meeting report containing confidential information as defined by section 3(1) of the Act and which is expected to be the subject of a resolution under section 66(2)(a) of the Act to close the committee meeting to the public, includes the ground(s) as specified in section 3(1) of the Act under which the report is deemed to contain confidential information and an explanation of why the specified grounds apply.
- 6.3. The Chair must call for a motion to close the meeting to the public and this motion must be carried prior to commencing any business pertaining to reports containing confidential information.
- 6.4. If a meeting will be closed the public due to security reasons (section 66(2)(b)) and this is known prior to the meeting, the meeting closure must be posted on the Council website as soon as is practicable to notify the public of the closure. This meeting must be livestreamed on the Council website, and the minutes of the meeting must detail the meeting closure to the public under section 66.
- 6.5. If during meeting proceedings the Chair believes that the meeting must be closed to the public for either security reasons (section 66(2)(b)) or to enable the meeting to proceed in an orderly manner (section 66(2)(c)), the Chair must ensure that live streaming is occurring and available for the public to view the meeting, before calling for a motion to close the meeting to the public.
- 6.6. A motion to close the meeting due to confidential information under section 66(2)(a) must contain the grounds for determining to close the meeting to the public by reference to the grounds specified in section 3(1) of the Act, and an explanation of why the specified grounds apply.
- 6.7. The time of any resolution to close a meeting to the public must be recorded in the minutes of the meeting.
- 6.8. Upon a resolution to close a meeting to the public being passed the Chair must advise those present in the public gallery that they must vacate the meeting while the meeting remains closed.
- 6.9. The Chair must call for a motion to re-open the meeting to the public. This motion must be carried and the time recorded in the minutes of the meeting.
- 6.10. All items that are considered confidential pursuant to Section 3(1) of the Act remain confidential, inclusive of report content, recommendations, motions, and resolutions until Council has passed a resolution that specifying that all or part of the information is no longer confidential.
- 6.11. If an agenda item or resolution deemed to include confidential information is to be moved out of the closed part of the meeting:
  - 6.11.1. committee must, by resolution, determine to move all or a specified part of the item or items into the open committee meeting; and/or
  - 6.11.2. Committee must, by resolution, determine that report or section be included in the minutes of the meeting showing the Committee decision that was made in the closed section of the meeting.

## SECTION 2 – JOINT DELEGATED MEETINGS

A joint delegated committee is formed by resolution of two or more Councils and consists of a delegated committee from each Council, including at least one Councillor from each Council present at the meeting. This is not, in effect, a different committee as it is established by existing delegated committees.

The resolution forming the joint delegated committee will stipulate which Council's governance rules are to be followed for conduct of the joint delegated committee meeting. Where Council's Governance Rules apply, all of section 2 and section 4, Part 2, Chapter 2 of these Governance Rules apply.

## 4.3 Draft Governance Rules for Exhibition

### PART 3 – Community Asset Committees

*Pursuant to Section 65 of Act*

A Community Asset Committee is a committee with powers of the Council, established by and with members appointed by Council, with powers delegated by the Chief Executive Officer (CEO) and subject to any terms and conditions specified by the CEO, for the purpose of managing a community asset such as community hall.

#### **65 Community Asset Committee**

- ~~1) A Council may establish a Community Asset Committee and appoint as many members to the Community Asset Committee as the Council considers necessary to enable the Community Asset Committee to achieve the purpose specified in subsection (2).~~  
~~2) A Council may only establish a Community Asset Committee for the purpose of managing a community asset in the municipal district.~~

#### **65 Community Asset Committee**

- ~~1) A Council may establish a Community Asset Committee and appoint as many members to the Community Asset Committee as the Council considers necessary to enable the Community Asset Committee to achieve the purpose specified in subsection (2).~~  
~~2) A Council may only establish a Community Asset Committee for the purpose of managing a community asset in the municipal district.~~

#### **1. Establishment**

- 1.1. A Community Asset Committee can only be established by resolution of Council.
- 1.2. Council may resolve, in establishing a Community Asset Committee, which clauses of these Governance Rules apply.

#### **2. Membership**

- 2.1. Appointment to a Community Asset Committee is to be by resolution of Council.
- 2.2. Delegations from the CEO will be made directly to members of the Community Asset Committee and members must each act in accordance with the delegations.

#### **3. Recording of Minutes**

The committee Chair or a delegate is responsible for the keeping of Minutes on behalf of the committee. Those Minutes must record:

- the date, place, time and nature of the meeting;
- the names of committee members and whether they are present, or an apology;
- members of Council staff present who were involved in the meeting;
- the disclosure of a conflict of interest made by a committee member or Council officer in accordance with the Act;
- the arrivals and departures of committee members, during the course of the meeting (including any temporary departures such as for a conflict of interest);
- every Motion and amendment moved (including procedural Motions),
- the outcome of every Motion moved;
- where a division is called, the names of every committee member and the way their vote was cast (and if they abstained);
- when requested by a committee member, a record of their support of, opposition to, or abstention from voting on any Motion, noting that those who do not vote are taken to have voted against the question;

## 4.3 Draft Governance Rules for Exhibition

- details of any failure to achieve or maintain a quorum;
- any other matter, which the committee chair or delegate thinks should be recorded to clarify the intention of the meeting or assist in the reading of the Minutes; and
- the time the meeting was commenced and concluded.

### PART 4—Audit & Risk Committee

Council must establish an Audit and Risk Committee. This committee is **not** a delegated committee and cannot exercise statutory functions and powers of the Council. The roles and functions of the Audit and Risk Committee are set out under the Act, and are specific only to the Audit and Risk Committee (s 53-54). This section of the Governance Rules deals with the establishment, statutory requirements and meeting procedures of the Audit and Risk Committee. The role and functions of the Audit and Risk Committee are dealt with in the Audit and Risk Committee Charter.

#### 53 Council must establish an Audit and Risk Committee

- (1) A Council must establish an Audit and Risk Committee.
- (2) An Audit and Risk Committee is not a delegated committee.
- (3) An Audit and Risk Committee must—
  - (a) include members who are Councillors of the Council; and
  - (b) consist of a majority of members who are not Councillors of the Council and who collectively have—
    - (i) expertise in financial management and risk; and
    - (ii) experience in public sector management; and
  - (c) not include any person who is a member of Council staff of the Council.
- (4) The chairperson of an Audit and Risk Committee must not be a Councillor of the Council.
- (5) Sections 123 and 125 and Division 2 of Part 6 apply to a member of the Audit and Risk Committee who is not a Councillor as if the member were a member of a delegated committee.
- (6) A Council may pay a fee to a member of an Audit and Risk Committee who is not a Councillor of the Council.

#### 1.—Establishment

- 1.1. The Audit & Risk Committee's Charter must be approved by resolution of Council, and it must specifically outline the functions and responsibilities of the committee. The Charter must be reviewed and approved annually.

#### 2.—Membership

- 2.1. Appointment to the Audit and Risk Committee is to be by resolution of Council.
- 2.2. The resolution appointing a member of the Audit and Risk Committee is to include the term of that appointment.
- 2.3. An independent member must be appointed to the position of Chair of the Audit and Risk Committee.
- 2.4. The appointment of the Chair is to be by Council resolution.
- 2.5. Council, by Council resolution, can terminate a member's appointment to the committee at any time.

#### 3.—Meetings

- 3.1. The Audit and Risk Committee is to meet at least 4 times in a financial year, unless determined otherwise by Council resolution.
- 3.2. All Audit and Risk Committee meetings are to be closed to the public.
- 3.3. Any recommendations agreed to be made by the committee (majority vote) are to be recorded in the minutes of the committee meeting.
- 3.4. All recommendations made by the committee under subclause 3.3 will be provided in a report to Council.

### 4.3 Draft Governance Rules for Exhibition

~~3.5. Minutes of Audit and Risk Committee meetings will be provided to Councillors when they are provided to committee members.~~

#### ~~4. Other~~

~~4.1. The Audit and Risk Committee Charter is to be reviewed and adopted by Council annually.~~

~~4.2. The Audit and Risk Committee must provide a report to a Council meeting at least bi-annually including a description of the activities of the committee, and any findings and recommendations reached under subsection 3.3.~~



## 4.3 Draft Governance Rules for Exhibition

# Chapter 3 CONFLICTS OF INTEREST

**~~This section of the Governance Rules comes into force on 24 October 2020.~~**

The two types of conflicts of interest applicable to Councillors, committee members and Council officers for the purposes of this section are (as extracted from the Act):

### **127 General conflict of interest**

- (1) Subject to section 129, a relevant person has a **general conflict of interest** in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.
- (2) For the purposes of subsection (1)—  
**private interests** means any direct or indirect interest of a relevant person that does not derive from their public duty and does not include an interest that is only a matter of personal opinion or belief;  
**public duty** means the responsibilities and obligations that a relevant person has to members of the public in their role as a relevant person.

### **128 Material conflict of interest**

- (1) Subject to section 129, a relevant person has a **material conflict of interest** in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.
- (2) The benefit may arise or the loss incurred—  
(a) directly or indirectly; or  
(b) in a pecuniary or non-pecuniary form.
- (3) For the purposes of this section, any of the following is an **affected person**—  
(a) the relevant person;  
(b) a family member of the relevant person;  
(c) a body corporate of which the relevant person or their spouse or domestic partner is a Director or a member of the governing body;  
(d) an employer of the relevant person, unless the employer is a public body;  
(e) a business partner of the relevant person;  
(f) a person for whom the relevant person is a consultant, contractor or agent;  
(g) a beneficiary under a trust or an object of a discretionary trust of which the relevant person is a trustee;  
(h) a person from whom the relevant person has received a disclosable gift.
- (4) For the purposes of subsection (3)(h), **disclosable gift** means one or more gifts with a total value of, or more than, \$500 or if an amount is prescribed for the purposes of this subsection, the prescribed amount, received from a person in the 5 years preceding the decision on the matter—  
(a) if the relevant person held the office of Councillor, was a member of Council staff or was a member of a delegated committee at the time the gift was received; or  
(b) if the gift was, or gifts were, or will be, required to be disclosed as an election campaign donation—  
but does not include the value of any reasonable hospitality received by the relevant person at an event or function that the relevant person attended in an official capacity as a Councillor, member of Council staff or member of a delegated committee.

### **127 General conflict of interest**



## 4.3 Draft Governance Rules for Exhibition

- ~~(1) Subject to section 129, a relevant person has a **general conflict of interest** in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.~~
- ~~(2) For the purposes of subsection (1)—~~
- ~~**private interests** means any direct or indirect interest of a relevant person that does not derive from their public duty and does not include an interest that is only a matter of personal opinion or belief;~~
- ~~**public duty** means the responsibilities and obligations that a relevant person has to members of the public in their role as a relevant person.~~

### **128 Material conflict of interest**

- ~~(1) Subject to section 129, a relevant person has a **material conflict of interest** in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.~~
- ~~(2) The benefit may arise or the loss incurred—~~
- ~~(a) directly or indirectly; or~~
- ~~(b) in a pecuniary or non-pecuniary form.~~
- ~~(3) For the purposes of this section, any of the following is an **affected person**—~~
- ~~(a) the relevant person;~~
- ~~(b) a family member of the relevant person;~~
- ~~(c) a body corporate of which the relevant person or their spouse or domestic partner is a Director or a member of the governing body;~~
- ~~(d) an employer of the relevant person, unless the employer is a public body;~~
- ~~(e) a business partner of the relevant person;~~
- ~~(f) a person for whom the relevant person is a consultant, contractor or agent;~~
- ~~(g) a beneficiary under a trust or an object of a discretionary trust of which the relevant person is a trustee;~~
- ~~(h) a person from whom the relevant person has received a disclosable gift.~~
- ~~(4) For the purposes of subsection (3)(h), **disclosable gift** means one or more gifts with a total value of, or more than, \$500 or if an amount is prescribed for the purposes of this subsection, the prescribed amount, received from a person in the 5 years preceding the decision on the matter—~~
- ~~(a) if the relevant person held the office of Councillor, was a member of Council staff or was a member of a delegated committee at the time the gift was received; or~~
- ~~(b) if the gift was, or gifts were, or will be, required to be disclosed as an election campaign donation—~~
- ~~but does not include the value of any reasonable hospitality received by the relevant person at an event or function that the relevant person attended in an official capacity as a Councillor, member of Council staff or member of a delegated committee.~~

## 4.3 Draft Governance Rules for Exhibition

### 1. Councillor, committee member and Council officer obligations

- 1.1. Councillors, committee members and Council officers are required to:
  - 1.1.1. Avoid all situations which may give rise to conflicts of interest;
  - 1.1.2. Identify any conflict of interest; and
  - 1.1.3. Disclose any conflict of interest.

### 2. Procedures for the Disclosure of Conflict of Interest by a Councillor or a member of a Delegated Committee at a meeting of the Council or a Delegated Committee

- 2.1. If a Councillor or member of a delegated committee has a conflict of interest in a matter which is to be considered or discussed at a meeting of the Council or the delegated committee, the Councillor or member must, if they are attending the meeting, disclose the conflict of interest in accordance with subclause 2.2, and if applicable, subclause 2.3.

- 2.2. A Councillor or member of a delegated committee who has a conflict of interest and is attending the meeting of the Council or delegated committee must make a full disclosure of that interest by either advising:

- a) the Council or delegated committee at the commencement of the meeting, and again immediately before the matter is considered at the meeting; or
- b) the Chief Executive Officer in writing before the meeting (subject to 2.3.1)-

whether the interest is a general conflict of interest or a material conflict of interest, and the nature of the interest.

- 2.3. If the Councillor or member advised the Chief Executive Officer of the details under paragraph (b) of subclause 2.2, the Councillor or member must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.

2.2-2.3.1. A Councillor may only disclose a conflict under paragraph (b) of subclause 2.2 in circumstances where the disclosure of the nature of the interest would be reasonably likely to place the personal safety of any person at risk, or unreasonably expose a business, commercial or financial undertaking to disadvantage.

- 2.3.2.4. The Chief Executive Officer must—

- a) keep written disclosures received under this clause in a secure place for 3 years after the date the Councillor or member of a delegated committee who made the disclosure ceases to be a Councillor or member of a committee; and
- b) destroy the written disclosure when the 3 year period referred to in paragraph (a) has expired.

- 2.4.2.5. While the matter is being considered or any vote is taken in relation to the matter, the Councillor or member of a delegated committee must—

- a) leave the meeting and notify the Mayor or the Chairperson of the delegated committee of their departure; and
- b) remain outside the room and any gallery or other area in view or hearing of the meeting.

- 2.5.2.6. The Mayor or the Chairperson of the delegated committee must cause the Councillor or member of a delegated committee to be notified that they may return to the meeting after—

- a) consideration of the matter; and
- b) all votes have been cast on the matter.

- 2.6.2.7. If a Councillor or member of a delegated committee discloses a conflict of interest, the Chief Executive Officer or the Chairperson must record in the minutes of the meeting—

- a) the declaration of the conflict of interest; and
- b) the classification of the interest that has given rise to the conflict, and if the Councillor or member has disclosed the nature of the interest to the meeting, the nature of the interest.

### 3. Procedure for the disclosure of a conflict of interest by a Councillor at a meeting under the auspices of Council that is not a meeting of the Council or a Delegated Committee

## 4.3 Draft Governance Rules for Exhibition

- 3.1. At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—
  - a) the names of all Councillors and members of Council staff attending;
  - b) the matters considered;
  - c) any conflict of interest disclosures made by a Councillor attending under subclause 3.3;
  - d) whether a Councillor who has disclosed a conflict of interest as required by subclause 3.3 leaves the meeting.
- 3.2. The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—
  - a) reported at a meeting of the Council; and
  - b) incorporated in the minutes of that Council meeting.
- 3.3. If a Councillor attending a meeting held under this clause knows, or would reasonably be expected to know, that a matter being considered by the meeting is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest, the Councillor must, at the time set out in subclause 3.4, disclose to the meeting that they have a conflict of interest and leave the meeting whilst the matter is being considered by the meeting.
- 3.4. A Councillor must disclose the conflict of interest either—
  - a) immediately before the matter in relation to which the Councillor has a conflict of interest is considered; or
  - b) if the Councillor realises that they have a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware that they have a conflict of interest.

### 4. Disclosure of a conflict of interest by a member of Council staff (including under Council's Financial Delegations)

#### 4.1. A member of Council staff who has a conflict of interests in relation to:

- a) information to be provided as described in 4.3 of this section; or
- b) a power, duty or function to be exercised in accordance with 4.5 of this section should, wherever possible, declare the conflict and avoid involvement in the matter.

#### 4.2. Where the action described in 4.1 is not possible, the measures described in subclauses 4.3 – 4.6 must be applied.

#### 4.1.4.3. A member of Council staff who is providing information to:

- a) a meeting of the Council, a delegated committee or a community asset committee; or
- b) another member of Council staff exercising a power of delegation or performing a statutory function –

and who has a conflict of interest in a matter to which the information relates, must disclose the conflict of interest when providing the information, and before the information is considered by the applicable meeting referred to in paragraph (a) or another member of staff referred to in paragraph (b).

#### 4.2.4.4. A disclosure made by a person under subclause 4.34 must be recorded:

- a) in the minutes of the applicable meeting referred to in paragraph (a); or
- b) in a conflict of interest disclosure register maintained by the Chief Executive Officer if the information is provided to another member of Council staff referred to in paragraph (b).

#### 4.53—A member of Council staff who has a conflict of interest in a matter in which they also have a statutory or delegated power, duty or function must—

- a) not exercise the power or discharge the duty or function; and
- b) in the case of the Chief Executive Officer, disclose the type of interest and the nature of the interest to—
  - (i) the Mayor, in writing, as soon as they become aware of the conflict of interest in the matter; and
  - (ii) the Council by no later than the next meeting of the Council; and

### 4.3 Draft Governance Rules for Exhibition

- c) in the case of any other member of staff, disclose the type of interest and the nature of the interest to the Chief Executive Officer, in writing, as soon as they become aware of the conflict of interest in the matter.

- | 4.64 The Chief Executive Officer does not have a conflict of interest in a matter if the matter only relates to—
  - a) the adoption or amendment of a policy relating to Council staff generally;
  - b) the adoption of a code of conduct for Council staff; or
  - c) a decision to delegate a power, duty or function to a member of Council staff.

## 4.3 Draft Governance Rules for Exhibition

# Chapter 4

## ELECTION PERIOD POLICY

### Purpose

The purpose of this policy is to provide clear procedures and practices that explain how Council business will be conducted in the period leading up to a Council election i.e. during the election period. This is to ensure that Council elections are not compromised by inappropriate electioneering by existing Councillors and to safeguard the authority of the incoming Council.

### Scope

During the election period, the business of Council still needs to continue and ordinary matters of administration still need to be addressed. This policy establishes a series of practices applicable during the election period.

### Application

This policy applies to Council, Councillors, delegated committees, Council officers and contracted service providers.

### Election Period

The election period means the period that:

- (a) starts at the time that nominations close on nomination day; and
- (b) ends at 6 p.m. on election day.

As soon as possible, and no later than 30 days prior to the commencement of the Election Period, the Chief Executive Officer will ensure that:

- (a) all Councillors and members of Council staff are informed of the requirements of this policy, and
- (b) a copy of this policy is given to all Councillors.

### Policy

Council will ensure that, during the election period, its business is conducted in a way which does not compromise the election process and which safeguards the authority of the incoming Council. It will ensure that candidates are treated equally, fairly and transparently, with no advantage being provided to sitting Councillor candidates.

This policy is compliant with the legislative requirement under section 69 of the *Local Government Act 2020*.

The policy should be reviewed and, if required, amended not later than 12 months before the commencement of each subsequent election period.

### Prohibited decisions

Council is prohibited from making any Council decision:

- (a) during the election period for a general election that:
  - (i) relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
  - (ii) commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
  - (iii) the Council considers could be reasonably deferred until the next Council is in place; or
  - (iv) the Council considers should not be made during an election period; or
- (b) during the election period for a general election or a by-election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.

## 4.3 Draft Governance Rules for Exhibition

### What is a Council decision?

For the purposes of this policy, **Council decision** means the following:

- a) a resolution made at a Council meeting;
- b) a resolution made at a meeting of a delegated committee; or
- c) the exercise of a power or the performance of a duty or function of Council by a member of Council staff (which includes the Chief Executive Officer) or a Community Asset Committee under delegation.

### Required consideration

Careful consideration should be given regarding decisions that are being made at Council or delegated committee meetings in the election period, to ensure that the authority of the incoming Council is not unreasonably compromised. Council will make every effort to either reschedule most decisions until after the new Council commences its term, or if that is not appropriate, bring decisions forward so they are determined before the election period starts.

Examples of decisions that will be avoided during the election period include allocating community grants or other direct funding to community organisations, major planning scheme amendments and changes to strategic objectives and strategies in the Council Plan. During the election period, any other decision will be considered by Council or delegated committees only if absolutely necessary for Council operational purposes or pursuant to a statutory requirement.

Papers prepared for Council or delegated committee meetings during the election period will be carefully vetted to ensure that no agenda matter is included that could potentially influence voters' intentions at the forthcoming election or could encourage Councillor candidates to use the matter as part of their campaign platform.

Councillors will refrain from moving motions on or raising matters at a meeting that could potentially influence voting at the election.

### Council Publications

Council is to limit publications during the election period. This is to ensure that Council does not publish material with public funds that may influence, or be seen to influence, people's voting decisions.

Council publications refers to documents that are produced for the purpose of communicating with people in the community including:

- Council newsletters
- Advertisements and notices
- Media release
- Leaflets and brochures
- Mail outs to multiple addressees
- Council's social media accounts
- Council's website

This section provides that the restriction on publication of a document does not include any document published before the election period and any document required to be published under the Act, such as rate notices, food premises registrations and parking fines, which may continue to be disseminated during the election period without limitation.

The Annual Report that is compiled during the election period will not contain any material that could be regarded as electioneering or that inappropriately promotes individual Councillors. Information about Councillors will be restricted to names, contact details, titles, membership of delegated committees and other bodies to which they have been appointed by the Council.

## 4.3 Draft Governance Rules for Exhibition

Council staff will check existing publications and online information before the election period commences and, where appropriate, temporarily withdraw any material that might reasonably influence the election.

### **Certification Process**

Relevant Council publications must be certified by the CEO before they may be printed, published or distributed during the election period, whether by the Council or by anyone acting for the Council. This may require certification before the election period for some material to be issued in the election period.

The CEO must not certify a publication that contains electoral matter, unless that material is about the election process only.

The CEO's certification must be in writing and cannot be delegated to anyone.

### **Council Communications**

Council communications are a legitimate way to promote Council activities and services. It is important that all Councillors have access to the Council's communication resources to enable them to fulfill their elected roles. However, they will not be developed or used in support of a candidate's election campaign.

During the election period:

- A Council employee must not make any public statement that could be construed as influencing the election. Statements of clarification may be required from time to time and these are to be made in consultation with the Community Relations department.
- In the event that a spokesperson is required for any publication or communication, the Mayor or the Chief Executive Officer shall fulfill that role.
- No media advice or assistance will be provided to Councillors in relation to election campaign matters.
- Councillors will not use their position as an elected representative or their access to Council staff and other Council resources to gain media attention specifically in support of an election campaign.
- Councillor profiles on the Council website will be limited to a photograph and contact details. All other communication from a Councillor via the Council website will be removed.

### **Council Resources**

It is essential that due propriety is observed in the use of all Council resources. It is also important that all Councillors have access to the resources necessary to fulfill their elected roles. In order to ensure the proper use of Council resources during the election period the following will apply:

- Council resources, including offices, staff, hospitality, equipment, email, mobile phone and stationery will be used exclusively for normal Council business and will not be used in connection with election campaigning.
- Reimbursements of Councillors' out-of-pocket expenses in the election period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign, in accordance with Councillors Entitlements, Expenses and Facilities Policy (SCS-001).
- Council logos, letterheads, or other Council branding should not be used for, or linked in any way to, a candidate's election campaign.
- Council staff will not be asked to undertake any tasks connected with a candidate's election campaign.

### **Information**

Access to information held by Council will be made equally available and accessible to all candidates during the election period. Council recognises that all election candidates have the right to receive information from the Council administration, subject to the *Privacy and Data Protection Act 2014* which may prevent the disclosure of certain information. However, it is important that Councillors continue to

---

## 4.3 Draft Governance Rules for Exhibition

receive the information that is necessary to fulfill their elected roles. Councillors shall not request or receive information or advice from Council staff to support election campaigns, and there shall be complete transparency in the provision of all information and advice during the election period.

A process will be instigated whereby information requested by any candidate will be made available to all candidates in a timely manner, having regard to the reasonableness of the request. This will be achieved via a dedicated candidate information page on Council's website or a group email, as appropriate.

Requests for clarification relating to provision of information should be directed to the Governance and Risk Department who may refer the request to the Chief Executive Officer or appropriate senior management.

### **Functions, Public Consultation and Events**

Public consultation and Council events will not take place during the election period unless the CEO can justify to the community the special circumstances making it necessary to conduct these activities and how risks related to influencing the election will be mitigated or prevented. Any event, public consultation or function that is held during the election period shall relate only to legitimate Council business and shall not be used, or be able to be construed to be used, in connection with any election activity.

All speeches prepared for use at events or functions shall be reviewed by the Manager Governance and Risk in conjunction with the Coordinator Communications and Community Engagement to ensure the content does not breach this Policy or the Act.

Where deemed appropriate Councillors may make speeches during events or functions however the speech must not have any political reference which may be construed as giving a sitting Councillor any advantage during the election period.

### **Travel and Accommodation**

During the election period Councillors shall not undertake any interstate or overseas travel in their capacity as a Councillor. In circumstances where it is imperative that the Mayor (or nominee) represents Council on a delegation or forum, Council may by resolution approve such attendance. If consideration by Council is impractical, the Chief Executive Officer may determine the issue.

### **Advice to Candidates about the election process**

All candidates for the Council election will be treated equally. Towards this outcome:

- Any advice to be provided to candidates as part of the conduct of the Council election should be provided equally to all candidates.
- All election related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer (or appropriate senior management).

### **Monitoring the Policy**

The Chief Executive Officer is responsible for determining the outcome of any issues that arise in relation to the implementation of this policy.



#### **4.3 Draft Governance Rules for Exhibition**

## **Appendix**

Schedule A – Public Question Time Form

Schedule B – Notice of Motion

Schedule C – Notice of Motion to Rescind or Amend

Schedule D – Procedural Motions Table

## 4.3 Draft Governance Rules for Exhibition

### Schedule A

#### SCHEDULE A – PUBLIC QUESTION TIME FORM



Public questions will be considered by Council at an ordinary Council meeting subject to receipt by ~~10am-3.00pm~~ on the day ~~of before~~ the meeting. Questions can be submitted using the online form on Council's website, or emailed to [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au), faxed to 5261 0525 or hand delivered to Council's Offices, 1 Merrig Drive, Torquay.

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

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

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

Questions received without notice (i.e. received after ~~10am-3.00pm~~ on the day ~~before~~ of the meeting) will be addressed in accordance with clause ~~18.7.3~~ of the Governance Rules.

#### Personal Information

Date:

Surname:

First Name:

Postal address:

Suburb:

Post Code:

Phone:

Mobile:

Email:

Suburb to be disclosed:

Yes No

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

#### Questions

Date of Council Meeting:

Subject:

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

## 4.3 Draft Governance Rules for Exhibition

### Schedule B



#### NOTICE OF MOTION

*This form lodges a notice of intention to move a motion in accordance with clause 30 of the Governance Rules.*

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

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

---

---

---

---

---

#### Rationale

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

\_\_\_\_\_  
COUNCILLOR

\_\_\_\_\_  
COUNCILLOR

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

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

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

## 4.3 Draft Governance Rules for Exhibition

### Schedule C



#### NOTICE OF MOTION TO RESCIND OR AMEND

*This form lodges a notice of intention to move that a resolution passed by Council be rescinded or amended in accordance with clause 31 of the Governance Rules.*

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

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

---

---

---

---

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

and subject to that motion being carried, in its place, Or \_\_\_\_\_

proposes to move that Council:

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

---

---

---

---

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

\_\_\_\_\_  
COUNCILLOR

\_\_\_\_\_  
COUNCILLOR

\_\_\_\_\_  
COUNCILLOR

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

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

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

## 4.3 Draft Governance Rules for Exhibition

### Schedule D

#### Procedural Motions

Motion	When prohibited	If Carried	Debate
'That a report/document be tabled'		The item is tabled, can be considered as part of debate as will be included in the minutes of the meeting	No
'That the item listed at xx on the agenda be moved forward'	(a) At a Meeting to elect the Mayor; or (b) During any debate	Alters the order of business for the meeting	No
'That the motion be put'	During nominations for a <i>Chair</i>	Motion or amendment is put to the vote immediately without further debate, subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion	No
'That the substantive motion be voted on in separate parts'	<u>When the motion cannot be separated into parts which can feasibly be implemented without reliance on the rest of the motion.</u>	<u>The motion is separated into parts at the chairs discretion. The motion will be debated as a whole, but will be voted on in the separated parts.</u>	
'That the matter be laid on the table'	During the election of the Mayor/Deputy Mayor	Motion not further discussed or voted on until Council resolves to take the item from the table at the same meeting	No
'That the matter be taken from the table'	When no motion is on the table	Debate of the item resumes	No
'That the meeting be adjourned'		The meeting adjourns until a designated time for recommencement	No
'That Standing Orders be suspended to ...' (reason must be provided)		The rules of the meeting are temporarily suspended in accordance with clause 37 for the specific reason given in the motion	No
'That Standing Orders be resumed'	When Standing Orders have not been suspended	The temporary suspension of the rules of the meeting is removed	No
That, in accordance with section 66 of the Act, the meeting be closed to members of the public	During the election of the Mayor/Deputy Mayor	The meeting is closed to members of the public	Yes
'That the meeting be reopened to members of the public'		The Meeting is reopened to the public	No
'That the Chair's ruling be dissented from'	Anytime where the Chair has not just made a ruling on a point of order	The point of order decision made by the Chair is overturned and the meeting must proceed accordingly. The Chair should have the opportunity to speak to their ruling.	Yes

#### 4.3 Draft Governance Rules for Exhibition

Motion	When prohibited	If Carried	Debate
'That the debate on this matter be deferred until (insert meeting/date) to allow (purpose of deferral) ...'	(a) During the election of the Mayor/Deputy Mayor; (b) During the election of a Chair; or (c) When another Councillor is speaking	Consideration/debate on the motion and/or amendment is postponed to the stated date and the item is re-listed for consideration at the resolved future meeting, where a fresh motion may be put and debated	Yes

#### 4.4 Councillor and Mayoral Allowances

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

**General Manager:** John Bertoldi  
**File No:** F12/1924-3  
**Trim No:** IC21/723

**Appendix:**

Nil

**Officer Conflict of Interest:**

In accordance with Local Government Act 2020 –  
Section 130:

☐

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 finalise the Councillor and Mayoral allowance review process.

#### Summary

The Local Government Act 2020 foreshadowed that the allowances for the Mayor, Deputy Mayor and Councillors would be determined by the Victorian Independent Remuneration Tribunal (the Tribunal). As the Minister has not yet requested a determination by the Tribunal, Local Government Victoria has advised that the framework under the Local Government Act 1989 will continue to apply until the first determination is made by the tribunal under the 2020 Act.

Consequently, Council has undertaken a review of allowances under section 74(1) of the Local Government Act 1989. This review involved a public exhibition and community submission process, and proposed allowance levels are now presented to Council for a final decision.

#### Recommendation

That Council retains the current remuneration levels for Mayoral and Councillor allowances at the highest level in category 2.

#### Council Resolution

**MOVED Cr Adrian Schonfelder, Seconded Cr Mike Bodsworth**

That Council retains the current remuneration levels for Mayoral and Councillor allowances at the highest level in category 2.

CARRIED 7:2

#### Division

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

**For**

Cr Hodge  
Mayor Stapleton  
Cr Bodsworth  
Cr Allen  
Cr Gazzard  
Cr Schonfelder  
Cr Pattison

**Against**

Cr Wellington  
Cr Barker

**Abstained**

Nil

CARRIED 7:2

#### 4.4 Councillor and Mayoral Allowances

##### Report

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

The Local Government (Governance and Integrity) Regulations 2020 section 7(1)(g) provides an exemption for the Mayor and Councillors in matters related to Mayoral and Councillor allowances.

No staff member involved in the preparation of this report has any conflicts of interest with this matter.

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

The Local Government Act 2020 foreshadowed the future determination of allowances for the Mayor, Deputy Mayor and Councillors by the Victorian Independent Remuneration Tribunal (the Tribunal). Since the Minister has not yet requested a determination by the Tribunal, Local Government Victoria has advised that the framework under the Local Government Act 1989 continues until the first determination is made by the Tribunal under the 2020 Act.

Consequently, Council is required to undertake a review of allowances under s74(1) of the Local Government Act 1989 by 30 June 2021.

The 1989 Act requires that a preliminary decision on allowance levels is made by Council, prior to inviting public submissions under s223 of that Act. Council provisionally adopted allowance levels at its 23 March 2021 Council Meeting. A 28 day period of public exhibition was then undertaken, followed by a Special Council Meeting for Hearing Submissions on 11 May 2021, however no submitters attended this meeting. Three submissions were received relating to this, and are summarised below:

No.	Submitter	Position	Summary of Submission
1.	Individual	Neutral	Submitter has suggested that Councillor and Mayoral allowances should be subject to Councillor's performance against performance success criteria.
2.	Individual	Objection	Submitter has expressed dissatisfaction with Council's performance, and submits that the amount paid is disproportionate to the hours worked by Councillors, and also suggests that an increase to Councillor allowance is inconsistent with current economic climate and wage growth.
3.	Individual	Objection	Submitter is unsatisfied with Council's performance and submits that an increase in allowance is inappropriate.

The submissions were provided to Councillors for consideration. Submissions received throughout the public exhibition period have not raised any material matters which are deemed to have effect on the outcome of the officer's recommendation.

##### **Discussion**

Local Government Victoria has classified Councils into three different categories, each with an allowance range. Surf Coast Shire Council is in Category 2 which currently allows a range for Councillors from \$10,914 to \$26,245 and a Mayoral allowance of up to \$81,204. (Allowances are also subject to the addition of an amount to cover the superannuation guarantee (currently 9.5%)).

Surf Coast Shire Councillors and the Mayor receive a level of remuneration at the top end of the category, as determined by the previous Council in 2017.

Council is now required to determine the levels of remuneration payable within Category 2, but has no capacity to change the Council's category. The levels of remuneration will be in place until such time as a determination is made by the Tribunal.

To assist the review process officers have carried out benchmarking to establish the levels of remuneration paid by other Councils in the South West Region. The results are outlined in the table below:



#### 4.4 Councillor and Mayoral Allowances

Category 1	Category 2	Category 3
<p><i>Current Range:</i></p> <p><i>Councillors \$8,833-\$21,049</i></p> <p><i>Mayor up to \$62,884</i></p>	<p><i>Current Range:</i></p> <p><i>Councillors \$10,914-\$26,245</i></p> <p><i>Mayor up to \$81,204</i></p>	<p><i>Current Range:</i></p> <p><i>Councillors \$13,123-\$31,444</i></p> <p><i>Mayor up to \$100,434</i></p>
<p>Southern Grampians (top of range)</p> <p>Ararat Rural City (top of range)</p> <p>Corangamite Shire (top of range)</p> <p>Borough of Queenscliffe (Crs top of range, Mayor \$40k)</p> <p>Mansfield Shire (top of range)</p>	<p>Surf Coast Shire (top of range)</p> <p>Moorabool Shire (top of range)</p> <p>Moyne Shire (top of range)</p> <p>Warrnambool City (top of range)</p> <p>Horsham Rural City (top of range)</p>	<p>City of Greater Geelong (top of range)</p> <p>City of Ballarat – (near top of range) Crs: \$30,222 Mayor: \$96,534</p>

Under the 2020 Act individual Councillors can elect to receive the whole allowance, a specified part of the allowance or no allowance.

#### **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

#### **Reporting and Compliance Statements:**

*Local Government Act 2020 – LGA 2020*

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

#### 4.4 Councillor and Mayoral Allowances

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

#### **Governance Principles - Local Government Act 2020 (LGA 2020)**

In conducting this statutory review Council will be ensuring it is giving priority to the Governance Principles contained in the Local Government Act 2020, including the need to achieve best outcomes for the municipal community.

#### **Policy/Relevant Law**

This process ensures Council's compliance with the Local Government Act 1989 which remains in force until such time as the Minister requests a determination by the Victorian Independent Remuneration Tribunal under the new Local Government Act.

#### **Community Engagement**

Following initial adoption of the remuneration levels, the matter was placed on public exhibition with submissions being invited for Council's consideration prior to final decision being made.

#### **Public Transparency**

Mayoral and Councillor allowances are determined in open Council with payments being published on the website and through the Council Chamber on a quarterly basis. A summary is also included in Council's Annual Report.

#### **Financial Management**

A budget for Mayoral and Councillor allowances is in place to cover the costs associated with this report.

#### **Risk Assessment**

There are no identified Workplace Health and Safety implications associated with this report.

#### **Communication**

The decision will be published in the open minutes of the Council meeting.

#### **Options**

Option 1 – Determine final levels of remuneration.

This option is recommended by officers as it will ensure compliance with Council's obligations under the legislation.

Option 2 – Do not determine levels of remuneration

This option is not recommended by officers as failure to carry out the review in accordance with the legislation would be a compliance breach.

#### **Conclusion**

Council has one opportunity during its term to set the levels of remuneration for the Mayor and Councillors and is now required to finalise that process to ensure compliance with Local Government legislation.

## Adjournment of Meeting

### Council Resolution

#### **MOVED Cr Adrian Schonfelder, Seconded Cr Rose Hodge**

That Council agrees to adjourn the meeting until 8:06pm, 25 May 2021.

CARRIED 9:0

*The meeting adjourned at 8:01pm and reconvened at 8:06pm.*

## 4.5 Instrument of Appointment and Authorisation - Planning and Environment Act 1987

**Author's Title:** Coordinator Governance

**General Manager:** John Bertoldi

**Department:** Governance & Risk

**File No:** F18/2443

**Division:** Governance & Infrastructure

**Trim No:** IC21/797

### Appendix:

1. Instrument of Appointment and Authorisation - Planning and Environment Act 1987 (D21/83069)
2. Instrument of Appointment and Authorisation - Planning and Environment Act 1987 - Tracked Changes (D19/77588)

### Officer Conflict of Interest:

In accordance with Local Government Act 2020 – Section 130:

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

## Recommendation

That Council:

1. Authorises the instrument of authorisation as shown in Appendix 1, appointing the Council officers listed on the instrument of authorisation as authorised officers under the Planning and Environment Act 1987.
2. Authorises the Chief Executive Officer to execute the instrument by affixing the common seal in accordance with Local Law No. 2 of 2020 Common Seal and Miscellaneous Penalties.
3. Notes that the instrument comes into force immediately upon execution and remains in force until Council determines to vary or revoke it.
4. Authorises that the previous instrument, dated 28 July 2020, is revoked.

## Council Resolution

### **MOVED Cr Paul Barker, Seconded Cr Rose Hodge**

That Council:

1. Authorises the instrument of authorisation as shown in Appendix 1, appointing the Council officers listed on the instrument of authorisation as authorised officers under the Planning and Environment Act 1987.
2. Authorises the Chief Executive Officer to execute the instrument by affixing the common seal in accordance with Local Law No. 2 of 2020 Common Seal and Miscellaneous Penalties.
3. Notes that the instrument comes into force immediately upon execution and remains in force until

**4.5 Instrument of Appointment and Authorisation - Planning and Environment Act 1987**

- Council determines to vary or revoke it.
4. Authorises that the previous instrument, dated 28 July 2020, is revoked.

CARRIED 9:0

## 4.5 Instrument of Appointment and Authorisation - Planning and Environment Act 1987

### Report

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

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

#### **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.

#### **Council Plan**

Theme 5 High Performing Council

#### **Reporting and Compliance Statements:**

*Local Government Act 2020 – LGA 2020*

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

#### **Policy/Relevant Law**

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.

#### **4.5 Instrument of Appointment and Authorisation - Planning and Environment Act 1987**

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

There are no identified Workplace Health and Safety implications associated with this report.

##### ***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.

##### ***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.

**4.5 Instrument of Appointment and Authorisation - Planning and Environment Act 1987**

**APPENDIX 1 INSTRUMENT OF APPOINTMENT AND AUTHORISATION - PLANNING AND ENVIRONMENT ACT 1987**



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

In this instrument "officer" means –

Adam Lee	Laura Hardiman
Andrew Hewitt	Leah Protyniak
Anthony (Tony) Rolfs	Luke Shanhan
Barbara Noelker	Melinda (Mindy) Vardy
Ben Schmied	Michelle Warren
Bianca Wilkin	Nick Helliwell
Brendan Walsh	Rhonda Gambetta
Callum Thompson	Rhiannan Glenister
Cameron Hayes	Robert Page
Carol Mitchell	Robert Pitcher
Claire Cowan	Robert (Rob) Wandell
Daniel Gorell	Rochelle Humphrey
David Simon	Roger Cumow
Donna Groves	Samantha Natt
Emma Monteath	Sarah Farrer
Guy Price	Shaun Barling
Gerard McCann	Steven Sagona
Isabelle Spinks	Tim Waller
Jayde Whitten	Tracey Simmons
Jennifer Davidson	Trevor Doueal
John Bauer	Wayne Sandars
Karen Campbell	William (Bill) Cathcart
Karen Hose	

**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 25 May 2021.

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

.....  
*Chief Executive Officer*

.....  
*Mayor/Deputy Mayor*



**4.5 Instrument of Appointment and Authorisation - Planning and Environment Act 1987**

**APPENDIX 2 INSTRUMENT OF APPOINTMENT AND AUTHORISATION - PLANNING AND  
ENVIRONMENT ACT 1987 - TRACKED CHANGES**



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

In this instrument "officer" means –

Adam Lee	<del>Melinda (Mindy) Vardy</del>
Andrew Hewitt	<del>Maggie Juniper</del>
Anthony (Tony) Rolfs	Michelle Warren
Barbara Noelker	Nick Helliwell
Ben Schmied	Rhonda Gambetta
Bianca Wilkin	<del>Rhiannan Glenister</del>
Brendan Walsh	<del>Robert Page</del>
Callum Thompson	Robert Pitcher
Cameron Hayes	Robert (Rob) Wandell
Carol Mitchell	Rochelle Humphrey
Claire Cowan	Roger Curnow
Daniel Gorell	Samantha Natt
David Simon	Sarah Farrer
Donna Groves	<del>Sarah Smith</del>
Emma Monteath	<del>Sean Jackson</del>
<del>Guy Price</del>	Shaun Barling
Gerard McCann	<del>Steven Sagona</del>
Isabelle Spinks	<del>Stuart McLay</del>
Jayde Whitten	Tim Waller
Jennifer Davidson	Tracey Simmons
John Bauer	<del>Trent Blackmore</del>
Karen Campbell	<del>Trevor Britten</del>
Karen Hose	Trevor Doueal
<del>Laura Hardiman</del>	Wayne Sandars
Leah Protyniak	William (Bill) Cathcart
Luke Shanhun	

### 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 ~~28 July 2020~~ 25 May 2021.

---

#### 4.5 Instrument of Appointment and Authorisation - Planning and Environment Act 1987

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

.....  
*Chief Executive Officer*

.....  
*Mayor/Deputy Mayor*

## 6. ENVIRONMENT & DEVELOPMENT

### 5.1 2021-22 Event Grants Program

**Author's Title:** Coordinator Events

**General Manager:** Ransce Salan

**Department:** Tourism & Events

**File No:** F18/801-3

**Division:** Environment & Development

**Trim No:** IC21/777

**Appendix:**

Nil

**Officer Conflict of Interest:**

In accordance with Local Government Act 2020 – Section 130:

☐

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 funding for Tourism, Boutique Creative, Special Focus and Community Event Grants for the 2021-22 financial year.

#### Summary

Released in February to inform funding for the next financial year, Council's Event Grants Program has now been running for seven years. In this time, the program has assisted in improving the sustainability, spread and positive impact of events held within the Surf Coast Shire.

Twenty one applications were received under the 2021-22 Event Grants Program, seeking a total of \$151,000 in funding. The Tourism Events category received 10 applications (total funding request of \$91,000), the Boutique Creative / Special Focus category received six applications (total funding request of \$45,000) and the Community Events category received five applications (total funding request of \$15,000).

During the assessment process, one application was re-assigned from the Special Focus to the Community Event category, one application was withdrawn after successfully securing funding through Council's COVID Recovery Fund. One applicant was unsuccessful.

After assessment, nine Tourism Events, four Boutique Creative / Special Focus Events and six Community Events are considered appropriate to receive funding, to a total of \$85,500. An amount of \$88,000 is identified in the draft budget (currently on exhibition). The \$88,000 also includes an allocation to Christmas Carols in various townships. A breakdown of the proposed number of events (combined categories) and funding allocations by township is provided below (Table 1):

Township	Submitted	Eligible and Supported	Supported Allocation
Anglesea	6	6	\$29,500
Aireys Inlet	1	1	\$5,000
Bambra	1	1	\$7,500
Deans Marsh	1	1	\$5,000
Lorne	3	2	\$12,500
Torquay	8	7	\$26,000
<b>Total:</b>	<b>21</b>	<b>19</b>	<b>\$85,500</b>

Table 1: 2021-22 Event Grants Program Allocations by township

## 5.1 2021-22 Event Grants Program

### Recommendation

That Council:

1. Approves the proposed funding for the 2021-22 Event Grants Program to 19 events to the value of \$85,000 as outlined in Table 3 of this report.
2. Considers as part of its 2021-22 budget deliberations, the allocation of \$85,500 to support the 2021-22 Events Grants Program.
3. Authorises officers to enter into funding agreements with all successful event grant applicants.
4. Authorises officers to advise all successful and unsuccessful grant applicants of the outcome of their submission.
5. Notes officers will commence promotion of the 2022-23 Event Grants Program in January 2022.

### Council Resolution

#### **MOVED Cr Mike Bodsworth, Seconded Cr Liz Pattison**

That Council:

1. Approves the proposed funding for the 2021-22 Event Grants Program to 19 events to the value of \$85,000 as outlined in Table 3 of this report.
2. Considers as part of its 2021-22 budget deliberations, the allocation of \$85,500 to support the 2021-22 Events Grants Program.
3. Authorises officers to enter into funding agreements with all successful event grant applicants.
4. Authorises officers to advise all successful and unsuccessful grant applicants of the outcome of their submission.
5. Notes officers will commence promotion of the 2022-23 Event Grants Program in January 2022.

CARRIED 7:1

### Division

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

<u>For</u>	<u>Against</u>	<u>Abstained</u>
Cr Hodge	Cr Barker	Nil
Mayor Stapleton		
Cr Bodsworth		
Cr Allen		
Cr Gazzard		
Cr Schonfelder		
Cr Pattison		

CARRIED 7:1

*Cr Heather Wellington left the meeting at 8:08pm, prior to the vote on this item, and did not return.*

## 5.1 2021-22 Event Grants Program

### Report

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

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

#### **Background**

Council's Event Grants Program recognises the important role events play in shaping the Surf Coast Shire's identity, prosperity and vitality by allocating funding to a range of Tourism, Boutique Creative, Special Focus and Community Events each year. Events provide an opportunity to increase off-peak visitation and strengthen the local community and economy.

The Event Grants Program Guidelines outline the process for groups and organisations to apply for Council funding for an event held within the Shire. The program encompasses four categories: Sponsorship, Tourism, Boutique Creative / Special Focus and Community Events.

- **Sponsored Events** are not considered in this report, as they have a different application process. Only a very limited number of events will be supported as Sponsored Events. Officers determine which events meet the criteria for sponsorship and will then work with the event organiser on a detailed business case and presentation to Council.
- **Tourism Events** may occur annually, biennially or be a one-off event, and are regional, State or nationally recognised. Tourism Events are high attendance events that attract significant visitation from outside the region. The primary evaluation is the generated economic return to Surf Coast Shire. Marketing and branding opportunities for Surf Coast Shire and its townships at a regional scale (or beyond) must also be displayed. Applicants in this category may seek funding to a maximum of \$10,000.
- **Boutique Creative Events** are specialised arts/cultural events that attract visitors from outside the region. They raise the profile of their host town and enrich the lives of residents. Examples include film, music, arts, food and wine festivals and events. **Special Focus Events** champion social, cultural, health or environmental issues in our community and attract visitors from outside the region. Examples include indigenous culture, sustainable living, gender equality, mental health and wellbeing festivals and events. Applicants in these categories may seek funding to a maximum of \$7,500.
- **Community Events** support participation and celebration of our local communities. They are usually smaller in scale and have a dominant social and community focus, rather than driving economic and marketing outcomes. Applicants in this category may seek funding to a maximum of \$3,000.

All grant applications received were assessed in accordance with the assessment criteria outlined in Table 2 below:

ASSESSMENT CATEGORY	CATEGORY DESCRIPTION	WEIGHTING		
		Tourism	Boutique Creative & Special Focus	Community
<b>Economic Development</b>	Describe how the project stimulates visitation/tourism, involves local businesses and increases economic development opportunities for Surf Coast Shire residents and the extent of marketing and promotion opportunities.	60%	40%	10%
<b>Social</b>	Community benefits provided by the event – short and long term.	20%	30%	45%
<b>Cultural</b>	The event's contribution towards the development of arts and culture, networks, programs and/or projects. The Events positive influence on the conventions, social practices and values of the town or area.	20%	30%	45%

## 5.1 2021-22 Event Grants Program

<b>Environmental Sustainability</b>	Does the event plan for and contribute to positive environmental sustainable outcomes? Does the event adhere to the plastic wise policy?	Pass/Fail	Pass/Fail	Pass/Fail
-------------------------------------	---	-----------	-----------	-----------

Table 2: Event Grants Program Assessment Criteria

To support the release of the 2021-22 Event Grants Program, a communications plan was delivered to inform previous and potential event organisers of the opportunity.

### **Discussion**

#### Submissions

The current round of the Event Grants Program (for events to be held in the 2021-22 financial year) accepted applications from 1 to 28 February 2021.

21 applications were received across the three event categories, seeking a total of \$151,000 in funding requests.

The breakdown between categories was 10 Tourism Events (total funding request of \$91,000), six Boutique Creative / Special Focus Events (total funding request of \$45,000) and five Community Events (total funding request of \$15,000).

Of the 10 Major Event Grant applications assessed by officers:

- One applicant (Lorne Sculpture Biennale) was withdrawn after successfully securing funding through Council's COVID recovery fund.
- Nine applications are supported for funding to a total of \$47,500.

Of the six Boutique Creative / Special Focus applications assessed by officers:

- One applicant (Art of the Minds) was re-assigned as a Community Event due to its focus on the local community.
- One applicant (Surf Coast Comedy) was unsuccessful.
- Four applications were supported for funding to a total of \$25,000.
- Of these, one is a new Event Grant recipient.

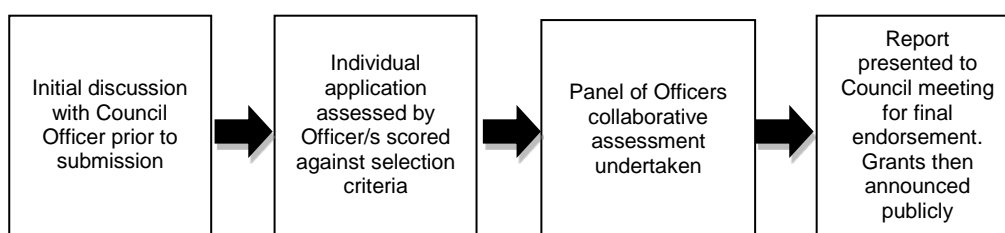
Of the five Community Event Grant applications assessed by officers:

- With the re-assignment of Art of the Minds to the Community Events stream, six applications were supported to a total of \$13,000.
- Of these, one is a new Event Grant recipient.

In summary, a total of 19 events are considered appropriate to receive funding through the 2021-22 Event Grants Program, to a total of \$85,500.

#### Assessment Process

The process in evaluating submissions is summarised in the flowchart below:



The assessment panel comprised six members of staff with relevant experience in each category. Submissions were rated individually against the key criteria and a score was provided based on the weighting.

## 5.1 2021-22 Event Grants Program

A collaborative meeting was then held to discuss individual scores and to come to consensus on the allocation of grants.

It should be noted that in assessing the funding submissions, not all event applications received a recommendation for the full amount requested.

Table 3 below lists all applications received across the Tourism, Boutique Creative / Special Focus and Community Events categories, and the funding allocation following assessment:

<b>TOURISM EVENTS 2021-22</b>	<b>Township</b>	<b>Supported funding amount</b>
Surf Coast Century	Anglesea	\$7,500
Amy's Great Ocean Road Gran Fondo	Lorne	\$7,500
Love Winter in Aireys	Aireys Inlet	\$5,000
Trail Running Series 3 Anglesea	Anglesea	\$5,000
Great Ocean Road Running Festival (Marathon)	Lorne	\$5,000
Black Diamond Afterglow Trail Run	Torquay	\$5,000
Brooks Surf Coast Trail Marathon	Torquay - Fairhaven	\$5,000
Great Ocean & Otway Classic Ride	Torquay	\$5,000
The Shifty Fifty	Anglesea	\$2,500
<b>Total supported Tourism Events funding:</b>		<b>\$47,500</b>
<b>BOUTIQUE CREATIVE / SPECIAL FOCUS EVENTS 2021-22</b>	<b>Township</b>	<b>Supported funding amount</b>
The Sound Doctor Presents	Anglesea	\$7,500
Meadow Music Festival	Bambra	\$7,500
Deans Marsh Festival	Deans Marsh	\$5,000
*Human Rights and Arts Festival	Anglesea	\$5,000
<b>Total supported Boutique Creative / Special Focus Events funding:</b>		<b>\$25,000</b>
<b>COMMUNITY EVENTS 2021-22</b>	<b>Township</b>	<b>Supported funding amount</b>
Australian Indigenous Surfing Titles	Torquay	\$3,000
Art of the Minds	Torquay	\$3,000
Angair and Anglesea Community Wildflower Weekend	Anglesea	\$2,000
Surf Coast Kite Festival	Torquay	\$2,000
*Winter Solstice Open Water Swim	Torquay	\$2,000
Christmastime in Torquay	Torquay	\$1,000
<b>Total supported Community Events funding:</b>		<b>\$13,000</b>

Table 3: 2021-22 Event Grants Program – supported funding by category

\* denotes new recipient of funding under Council's Event Grants Program

### Council Plan

Theme 4 Vibrant Economy

Objective 4.2 Facilitate high quality events throughout the year

Strategy 4.2.1 Further develop diverse, major and signature events, communication and promotion program

### Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

<b>Implications</b>	<b>Applicable to this Report</b>
<b>Governance Principles</b> (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes



## 5.1 2021-22 Event Grants Program

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

### **Governance Principles - Local Government Act 2020 (LGA 2020)**

The Event Grants Program aims to achieve better outcomes for the community by supporting events which will contribute to the economic, social, cultural and environmental wellbeing of our townships, residents and visitors.

### **Policy/Relevant Law**

The Event Grants Program supports the Council Plan (2017-21) objective to facilitate high quality events throughout the year, and aligns with the adopted Events Policy SCS-022.

### **Environmental/Sustainability Implications**

Environmental outcomes are part of the assessment process, carrying a pass/fail weighting for each category. All funded events must comply with Council's Plastic Wise Events and Markets Policy.

### **Community Engagement**

The following community engagement was undertaken:

- Email sent to database of event organisers advising of program release and closure dates
- Program was advertised in the Surf Coast Times
- All applicants were required to discuss their proposal with a Council officer prior to submission
- Information with application form and guidelines placed on Council's website
- Promotion via Council's website and social channels

### **Public Transparency**

Guidelines including information about the application process and assessment criteria are accessible through the Surf Coast Events website.

### **Financial Management**

The adoption of this report will require a commitment of \$85,500 in the 2021-22 budget. An amount of \$88,000 is allocated in the draft budget currently on exhibition. The \$88,000 also includes an allocation towards Christmas Carols events in townships.

### **Service Performance**

Funding agreements will be developed with each successful applicant, outlining the expectations between parties to ensure adequate levels of service are provided.

### **Risk Assessment**

There are no identified Workplace Health and Safety implications associated with this report. Each event will be required to prepare its own Event Management Plan which will identify risks and mitigating actions. Events officers will work with event organisers to ensure all required permits are in place.

## 5.1 2021-22 Event Grants Program

All applicants are required to provide evidence of adequate public liability insurance as part of the eligibility criteria.

### **Communication**

Successful applicants will be sent an email confirming the amount of funding awarded. Unsuccessful applicants will be sent a letter advising their submission did not receive funding. All successful applications will be listed on Council's website, including funded amounts.

### **Options**

Option 1 – Approve the supported funding amounts listed in Table 3 of this report for Tourism, Boutique Creative / Special Focus and Community Event Grants to the value of \$85,500, and pre-allocate in the 2021-22 budget

This option is recommended by officers as it is based on detailed assessment of submissions against the Event Grants Program Guidelines which have been approved by Council.

Option 2 – Approve alternative funding amounts for submissions under the 2021-22 Event Grants Program

This option is not recommended by officers as a detailed assessment of submissions has already been undertaken against criteria adopted by Council.

Option 3 – Do not approve any funding under the 2021-22 Event Grants Program

This option is not recommended by officers as the Event Grants Program is a key component of Council's efforts towards boosting the economy and supporting the community. Not awarding the funding would place many successful events at risk, not fulfil an action in the Council Plan and delay the recovery from impacts caused by COVID-19.

### **Conclusion**

A total of 21 submissions were received for funding under Council's 2021-22 Event Grants Program, to a total value of \$151,000. After thorough assessment against eligibility criteria, funding towards 19 of these events – representing nine Tourism Events, four Boutique Creative / Special Focus Events and six Community Events – is supported to a total amount of \$85,500.

## 5.2 Lorne Structure Plan and Great Ocean Road Strategic Framework Plan

**Author's Title:** Coordinator Strategic/Land Use Planning

**General Manager:** Ransce Salan

**Department:** Planning & Development

**File No:** F18/434

**Division:** Environment & Development

**Trim No:** IC21/618

**Appendix:**

1. GORSFP spatial coverage map (D21/66979)

**Officer Conflict of Interest:**

In accordance with Local Government Act 2020 – Section 130:

☐

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 status of the Lorne Structure Plan, which has been on hold since July 2019, and its relationship to the State Government's Great Ocean Road Strategic Framework Plan.

### Summary

The Lorne Structure Plan Review commenced in 2019 and background reports on economics and bushfire risk have been completed. In July 2019 Council resolved to temporarily suspend the Lorne Structure Plan Review until further work was undertaken with the Lorne Community in relation to their aspiration of increasing the permanent resident population as outlined in the *Achieving Lorne's Aspirations* document. In January 2020 Council considered a further status report, with the plan remaining on hold. At that time officers were also participating in the Victorian Planning Authority project "*Homes for Key Workers Action Plan*" for the Great South Coast.

In July 2019 it was recognised that the Lorne Structure Plan may overlap with the State Government's planned "Great Ocean Road Strategic Framework Plan" (GORSFP), the preparation of which was Action nine (9) in the State Government's adopted *Great Ocean Road Action Plan* and is required under Part 4 of the *Great Ocean Road and Environs Protection Act 2020*.

An Economic Assessment to explore commercial land supply and demand and a bushfire assessment by Terramatrix were reported to the July 2019 Council meeting and published. It was resolved that the Economic report would be updated when the structure plan proceeded. Council officers have also prepared a review of the current planning controls in the Lorne township.

Based on the current information from the Department of Environment, Land, Water and Planning (DELWP) on the GORSFP, it is likely that the two projects will overlap in subject matter. Therefore, it is recommended that the substantive Lorne Structure Plan work including community engagement not proceed, but instead targeted background technical work to complement the GORSFP continues in the second half of 2021, in consultation with DELWP.

### Recommendation

That Council:

1. In consultation with DELWP, commences background technical work within the scope of the current Lorne Structure Plan review in the second half of 2021 to inform and complement the Great Ocean Road Strategic Framework Plan.
2. Notes that Council officers will consult and collaborate with DELWP on the Great Ocean Road Strategic Framework Plan.
3. Receives a further status report on the Lorne Structure Plan project when further detail is available on the two projects.
4. Retains \$50,000 of project funds for further technical work to complement the Great Ocean Road Strategic Framework Plan and returns the balance of funding to the Accumulated Unallocated Cash Reserve.

## 5.2 Lorne Structure Plan and Great Ocean Road Strategic Framework Plan

### Council Resolution

#### **MOVED Cr Gary Allen, Seconded Cr Kate Gazzard**

That Council:

1. In consultation with DELWP, commences background technical work within the scope of the current Lorne Structure Plan review in the second half of 2021 to inform and complement the Great Ocean Road Strategic Framework Plan.
2. Notes that Council officers will consult and collaborate with DELWP on the Great Ocean Road Strategic Framework Plan.
3. Receives a further status report on the Lorne Structure Plan project when further detail is available on the two projects.
4. Retains \$50,000 of project funds for further technical work to complement the Great Ocean Road Strategic Framework Plan and returns the balance of funding to the Accumulated Unallocated Cash Reserve.

CARRIED 8:0

## 5.2 Lorne Structure Plan and Great Ocean Road Strategic Framework Plan

### **Report**

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

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

### **Background**

#### **Lorne Structure Plan**

The Lorne Structure Plan review commenced in 2019 with some technical background work completed:

- Economic assessment of Lorne's retail and industrial areas (Tim Nott).
- Bushfire Assessment of the township and special investigation sites identified in the Lorne Strategy (Terramatrix).
- Review of planning controls by Council officers.

The two consultant reports were published following consideration at the July 2019 council meeting. At that meeting Council resolved to pause the Lorne Structure Plan; pending work with the community on increasing the permanent population of Lorne and accommodating key workers in accordance with the *Achieving Lorne's Aspirations* plan. Council also resolved to update the economic report when the structure plan project recommenced.

A further status update was reported to Council in January 2020, at which time Council officers were participating in the Victorian Planning Authority's Key Worker Housing project for the Great South Coast, which included a case study of Lorne. The findings of that project were reported to the September 2020 Council Meeting.

The Committee for Lorne recently announced completion of the Housing Action Plan for Lorne.

#### **Great Ocean Road Strategic Framework Plan (GORSFP)**

At previous meetings it was recognised that the work on the Lorne Structure Plan could overlap with the work to be completed on the Great Ocean Road Strategic Framework Plan (GORSFP).

The preparation of a Strategic Framework Plan for the Great Ocean Road was Action 9 in the Great Ocean Road Action Plan and the requirement to prepare one and what it is to contain is detailed in Part 4 of the *Great Ocean Road and Environs Protection Act 2020*.

A plan provided by DELWP showing the spatial extent of the GORSFP is attached at **Appendix 1**.

DELWP has now advised that work on the GORSFP has commenced. The following information has been provided:

#### **Purpose**

- To provide the strategic basis and direction to future land use, protection and development within the region.
- To identify areas for protection
- To guide sustainable visitation
- To guide planning and investment in visitor facilities and infrastructure

#### **The plan will cover:**

- Large scale planning to shape the bigger picture (50+ year horizon)
- Areas for protection
- Areas for key visitor facilities and infrastructure
- Integrated land use, visitation and transport planning
- Encouragement of environmentally sustainable development.

#### **The collaborative development process is proposed to include:**

- Shared vision and objectives
- Technical Studies
- Integrated planning
- Targeted and public consultation
- Panel review

## 5.2 Lorne Structure Plan and Great Ocean Road Strategic Framework Plan

The following work has commenced:

- Community aspirations
- Touring route infrastructure (strategic assessment)
- Visitor demand and accommodation forecast
- Regional Planning context
- Regional bushfire hazard landscape assessment
- Cultural values assessment (landscape scale)
- Landscape significance assessment
- Coastal erosion and inundation.

Part of the GORSFP considerations include settlement boundaries and heights of built form within townships. In many ways the provisions of the legislation are similar to the Distinctive Areas and Landscapes legislation, although the area is referred to as the “Scenic Landscapes Area”. Parts 23 and 23 of the *Great Ocean Road and Environs Act* require the Minister to have regard to any submissions from council about the draft plan when determining whether to approve its release for public consultation.

Public consultation for the GORSFP is outlined in section 24 and 25 of the *Great Ocean Road and Environs Act* and includes a review of submissions by an independent Panel.

### Discussion

It is clear that the strategic work to be undertaken as part of the scope for the GORSFP will have implications for all the coastal townships within the Shire. The project bears similarities to the Distinctive Areas and Landscapes project currently underway for Torquay/Jan Juc. The scope includes consideration of building heights and settlement boundaries which are normally part of the settlement planning considerations in a structure plan.

The opportunity exists for Council to complete background technical work in the second half of 2021 to complement the work being undertaken by DELWP and inform the GORSFP. However, it is considered that recommencing the Lorne Structure Plan in full with community consultation is inadvisable due to the potential to duplicate work and possibly complicate community engagement with two similar projects in development by two different levels of government.

In addition, the Committee for Lorne’s work on a Housing Action Plan for Lorne is not yet fully explored and the implications for any strategic planning for the town need to be fully understood before proceeding further with the Lorne Structure Plan.

An important consideration in the review of any structure plan is any changes to State or Local Policy which warrant changes to objectives and strategies. A number of policies have changed since the Lorne Structure Plan Review was revised in 2004, including coastal policy, native vegetation policy and others. However, arguably the single most significant change to planning in Victoria since the Black Saturday bushfires and the Royal Commission has been the introduction of a new State policy at Clause 13.02-1S, which prioritises the protection of human life *above all other policy considerations* (emphasis added). Council commissioned an expert bushfire assessment as part of the Lorne Structure Plan which was published in July 2019. Council has also been advised that the GORSFP project is currently undertaking a landscape scale bushfire assessment for the study area. It will be critical to understand the implications of these reports in any strategic planning for Lorne.

It is recommended that the substantive Lorne Structure Plan work including community engagement remain paused; but that background technical work that could inform and complement the GORSFP be recommenced in the second half of 2021. Council officers will work in collaboration with DELWP officers to ensure integrated and informed planning for coastal townships.

### Council Plan

Theme	3 Balancing Growth
Objective	3.3 Strengthen township boundaries and support unique township character
Strategy	3.3.1 Work with the community to identify and define desired town footprints and ensure that Township Structure Plans reflect this

## 5.2 Lorne Structure Plan and Great Ocean Road Strategic Framework Plan

Theme 4 Vibrant Economy  
Objective 4.3 Strengthen the vitality of town centres  
Strategy 4.3.1 Identify and support the economic and social drivers of town centres within the shire

### **Reporting and Compliance Statements:**

*Local Government Act 2020 – LGA 2020*

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

### **Governance Principles - Local Government Act 2020 (LGA 2020)**

Most relevant are:

Governance Principles (d) – the municipal community is to be engaged in strategic planning and strategic making. The Lorne Community is very active and engaged with the Lorne Aspirations Plan and Housing Action plan being illustrations of community engagement and social capital.

Governance Principle (f) regarding collaboration with other councils and governments and statutory bodies supports the proposed collaboration with DELWP on the GORSFP.

Governance Principle (h) regional state and national plans and policies are to be taken into account in strategic planning and decision-making. In this case Council is taking into account the GORSFP and ensuring there is no duplication.

This report assists in Principle (i) – transparency of Council decisions, actions and information by keeping the community up to date on the status of the Lorne structure plan.

### **Public Transparency**

This report assists in public transparency regarding decision-making.

### **Strategies/Plans**

Considerations of the relationship between the GORSFP and Lorne Structure Plan projects promotes an integrated approach.

### **Financial Management**

By not proceeding with a full structure plan process, Council is responsibly considered the appropriate use of Council's financial resources.

Council is currently holding approximately \$160,000 in funds for the structure plan, which includes substantial funding for an externally facilitated community engagement strategy and facilitated workshops.

## 5.2 Lorne Structure Plan and Great Ocean Road Strategic Framework Plan

There is potential to return the majority of those funds until the structure plan is required, at which time a new and updated project plan could redefine the scope of the project and calculate the funding required.

As some technical studies are likely in late 2021, it is proposed that \$50,000 is retained for that work, which will complement the GORSFP.

### **Communication**

Lorne community groups Committee for Lorne and Friends of Lorne were given prior notice of the content of this Council report. The community will be further informed following consideration by Council.

### **Options**

#### Option 1 – Keep the substantive Lorne Structure Plan on hold and continue only background technical work later in 2021 to complement the GORSFP

This option is recommended by officers for the reasons explained in this report:

- Will allow the Committee for Lorne's Housing Action Plan to be fully explored.
- Prevents duplication of technical and strategic planning work by two governments on the same subject matter.
- Will avoid community engagement fatigue and confused messaging with two projects consulting on similar subjects in succession or concurrently.
- Makes best use of Council's financial resources.
- Promotes integrated planning.

#### Option 2 – Proceed with the substantive Lorne Structure Project including community engagement

This option is not recommended by officers as it will likely result in:

- Duplication of technical and strategic planning work.
- May result in community engagement fatigue and confused messaging with two projects consulting on similar subjects in succession or concurrently.
- May result in the waste of financial resources (undertaking work which cannot be utilised or duplicates State Government work).
- Does not promote integrated planning.

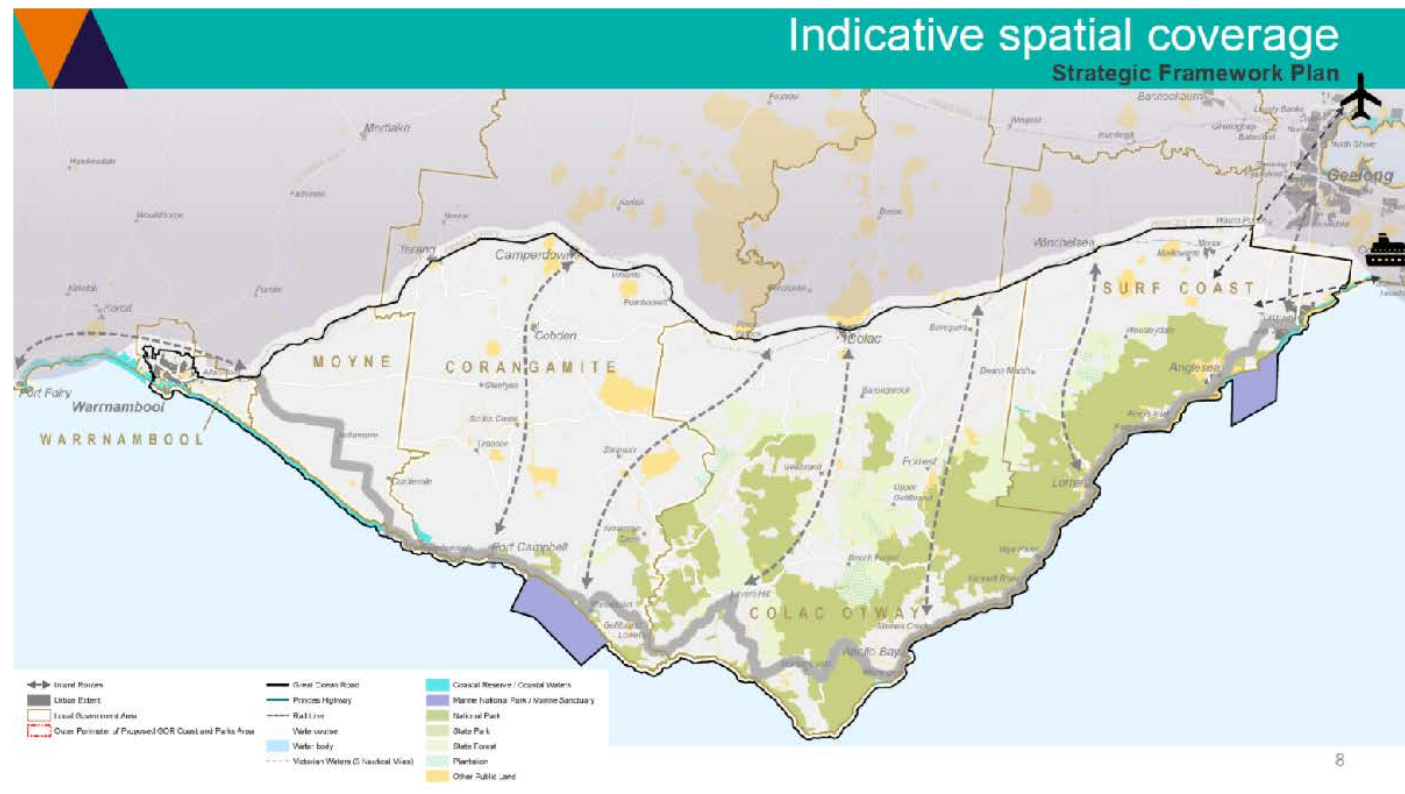
### **Conclusion**

Community work on aspirations for Lorne and the Housing Action Plan are ongoing but not yet fully explored. The GORSFP by the State Government has commenced and will set strategic direction for the coastal townships, with extensive community engagement. There is an opportunity for Council to undertake further background work planned for the Lorne Structure Plan in the latter half of 2021 to inform the GORSFP and complement the project work. This will be an efficient use of Council resources and prevent duplication of work while promoting integrated planning.



## **5.2 Lorne Structure Plan and Great Ocean Road Strategic Framework Plan**

### **APPENDIX 1 GORSFP SPATIAL COVERAGE MAP**



## 7. CULTURE & COMMUNITY

### 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

**Author's Title:** Recreation Planning Coordinator

**General Manager:** Chris Pike

**Department:** Social Infrastructure Planning

**File No:** F12/1588

**Division:** Culture & Community

**Trim No:** IC21/393

**Appendix:**

1. Draft G21 and AFL Barwon Regional Towards 2030 Strategy (D20/220245)

**Officer Conflict of Interest:**

In accordance with Local Government Act 2020 –  
Section 130:

☐

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 note the Draft G21 and AFL Barwon Towards 2030: Strategy and approve the release of the document for public exhibition for a period of six weeks.

#### Summary

The G21 and AFL Barwon Towards 2030: Strategy builds upon the success of the initial G21 and AFL Barwon Regional Strategy (2015) and updates the key focus areas and actions to continue to guide the future planning and development of club based football and netball for the next 10 years.

The Strategy has included select consultation with key stakeholders with the draft document to now consider broader community feedback through a public exhibition period.

The strategic recommendations for Surf Coast Shire are important in ensuring that Council supports the continued growth of AFL and netball in our catchment and provides opportunities for our community to participate in physical activity and experience associated benefits.

The draft Strategy requires public exhibition to ensure that stakeholders, clubs, players, administrators and the general public have the opportunity to provide feedback prior to the finalisation of the Strategy.

#### Recommendation

That Council:

1. Notes the collaborative process by which the Draft G21 and AFL Barwon Towards 2030: Strategy has been developed.
2. Releases the Draft G21 and AFL Barwon Towards 2030: Strategy for public comment for a period of six weeks from Monday 31 May 2021 to Sunday 11 July 2021.
3. Receives a report on the findings of the consultation process and the implications for the G21 and AFL Barwon Towards 2030: Strategy at a future meeting of Council.

#### Council Resolution

**MOVED Cr Rose Hodge, Seconded Cr Adrian Schonfelder**

That Council:

1. Notes the collaborative process by which the Draft G21 and AFL Barwon Towards 2030: Strategy has been developed.
2. Releases the Draft G21 and AFL Barwon Towards 2030: Strategy for public comment for a period of six weeks from Monday 31 May 2021 to Sunday 11 July 2021.
3. Receives a report on the findings of the consultation process and the implications for the G21 and AFL Barwon Towards 2030: Strategy at a future meeting of Council.

CARRIED8:0

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### **Report**

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

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

### **Background**

AFL Barwon in partnership with local government authorities within the G21 region via the Sport and Recreation Pillar, commissioned insideEDGE Sport and Leisure Planning to develop the G21 and AFL Barwon Towards 2030: Strategy. This strategy builds on the efforts and achievements realised since the initial 2015 Strategy and aims to provide a roadmap to the continued enhancement of facility provision and participation, as well as an updated strategic framework that guides all project partners in collaboration.

The strategy provides clubs, leagues, LGAs and other stakeholders the opportunity to align planning, investment and development priorities across the Region for the next 10 years.

The strategy highlights the initial strategy's achievements and highlights how changes and trends since this time have impacted and influenced community sports and their facilities. The strategy responds to new trends in participation, facilities and demographics. The strategy also reconsiders and refocuses new emerging areas which will require strategic action.

### **Discussion**

The development of the draft Strategy focussed on reviewing the 2015 strategy and its key achievements and challenges, and revisited infrastructure and sport development priorities relevant to the game to 2030. Since the 2015 strategy's inception, the football and netball landscape in the G21 Region has diversified significantly, resulting in new trends and pressures, particularly surrounding participation, facility design, sports development and competition delivery.

The consultation for the development of the draft Strategy included engagement with all five G21 Local Government Authorities (LGA's), AFL Barwon, AFL Victoria, Netball Victoria and the G21 Sport and Recreation Pillar. The draft Strategy has reshaped the existing key priority areas, where required, that reflect the current football and netball landscape and help to achieve strategic aspirations to 2030.

The draft Strategy used project population growth and participation projections to inform the Strategic Directions. Surf Coast Shire is expected to experience an increase in population of 25.7% by 2030, with an additional 8,397 people. This will equate to approximately 520 additional AFL players and 250 netball players by 2030.

### **Key Findings**

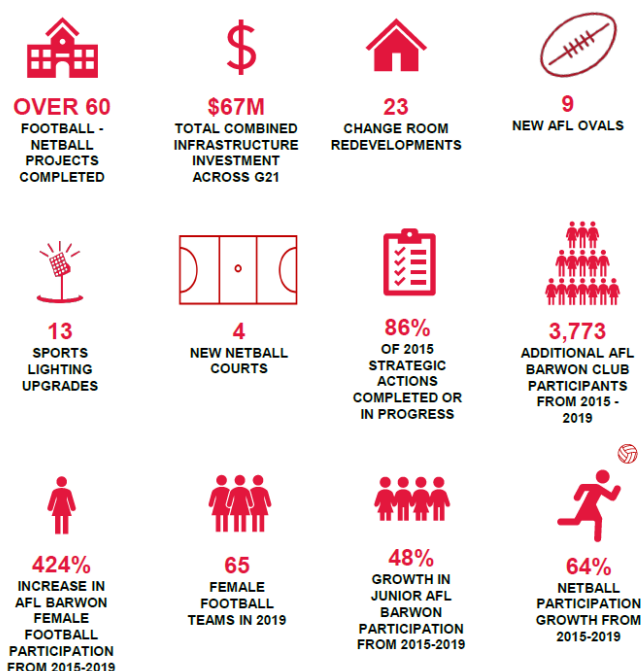
Several shifting trends over the last five years has driven the need for G21 and AFL Barwon Towards 2030: Strategy. These changes include substantial growth in female football, which has seen participation exceed all forecasted expectations.

Other emerging challenges influencing the requirement for the refresh of the 2015 Strategy, now known as the Towards 2030 Strategy, include:

- Population and participation forecasts, particularly in growth areas, seeing increased demand and pressure for the delivery of new football and netball facilities.
- Participation increases across both football and netball creating greater demand for access to facilities that can cater for increased capacity for training, games and events.
- Socio-economic and diversity in population which sees niche areas of the Region experiencing participation stagnation or decline.
- Fair Go Rates System – rate capping for Local Government Authorities (LGAs), limiting Council's capacity to fund discretionary projects.
- 2015 Action Plan implementation status – whilst 86% of strategic actions identified are either in progress or complete, there are a number which have not yet started.
- COVID-19 – the pandemic has caused significant disruption to community sport including AFL Victoria, AFL Barwon and Netball Victoria which has seen participation and club operations severely affected for season 2020. This will also result in some challenges around forecasting participation for 2021.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

The key regional achievements and highlights since the development of the 2015 G21 AFL Barwon Regional Strategy include:



The key Surf Coast Shire achievements and highlights since the 2015 Strategy include:

- Change room Upgrades including Torquay Netball Pavilion, Winchelsea Netball Pavilion, Lorne Netball Pavilion and currently under construction Lorne Main Pavilion and Modewarre Netball and Tennis Pavilion.
- Sports Lighting Upgrades at Stribling Reserve (Lorne Football Netball Club), Mount Moriac Reserve (Modewarre Football Netball Club) and Elimatta Reserve (Anglesea Football Netball Club).

The draft Strategy has key themes for 2021 and beyond that will focus on changes and diversity in participation, enhanced club development and education along with improved infrastructure and access to football and netball facilities across the network.

### Towards 2030: Strategy Key Deliverables

The draft Strategy investigates the issues and opportunities facing club-based football and netball in the Region. The draft Strategy considers the recommendations formed within the initial 2015 Strategy, and reshapes them where required to address the current context. Recommendations within Towards 2030 will continue the legacy of the 2015 Strategy and work to improve the delivery and prosperity of both sports into the future. The key deliverables of the draft Strategy include:

- Auditing of football and netball facilities in conjunction with AFL Victoria and Netball Victoria throughout the G21 Region.
- A participation snapshot of football and netball in the Region and future participation projections.
- Identifying opportunities to optimise the use of existing facilities including non-traditional football venues such as schools.
- Support the capacity, operation, administration and education of clubs and their people.
- Identification of the need and potential provision requirements for new facilities in identified growth areas.
- The need to identify a future facility that can facilitate a Regional Administration Centre and enhance talent pathways.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### Towards 2030: Strategic Framework

The six key priorities identified in the draft Strategy will guide the direction of club-based football and netball into the future and will be underpinned by objectives, priorities and actions that will require collaborative implementation across all project partners. The key actions relating to each priority are summarised on pages 61-69 of the draft Strategy at Attachment 1, with implementation being subject to each LGAs prioritisation and annual budget processes.

- **Priority 1:** Continue to enhance the relationship between football and netball, government and community partners in the planning and investment of facilities.
- **Priority 2:** Increase the quality, functionality, capacity and sustainability of existing facilities.
- **Priority 3:** Ensure facilities cater for the diversity of participants playing across the G21 Region.
- **Priority 4:** Support the capacity building and education of clubs and people.
- **Priority 5:** Plan and develop facilities in growth and priority areas across the G21 Region.
- **Priority 6:** Identify the location, role and function of regional facilities and a secure long-term plan for the Regional Administration Centre.

### Issues

The G21 and AFL Barwon Towards 2030: Strategy has highlighted a range of critical issues that AFL Barwon and G21 LGA's face regarding growth in football and netball participation and the need to prioritise and plan for infrastructure upgrades and new development. The key issues facing Surf Coast Shire include:

- An aspiration that 80% of player and umpire change rooms for football and netball clubs are gender neutral, accessible and universal in their design by 2030.
- Develop partnerships with schools to advocate for access to facilities and consider collaborative investment into school facilities where increased usage outcomes can be demonstrated.
- Where gaps in provision are evident, ensure AFL and netball playing facilities have sports lighting to training standard to assist in meeting demand.
- All new/redevelopments to player and umpire change rooms must be gender neutral in their design.
- Gender neutral change facilities to be prioritised at McCartney Oval (Spring Creek Reserve).
- Utilising participation projections, it is anticipated that by 2030 access to an additional 3 AFL ovals and 4 netball courts will be required in the Surf Coast Shire. Increasing the capacity and/or capability of existing facilities, including those on education land, should be considered.
- Continue to utilise Spring Creek Reserve as a regional facility and maximise opportunities to host higher level events.

The key issues facing clubs include:

- Participation in Club Health Checks, professional development and education programs.
- Openly provide information to other regional stakeholders on strategic planning and financial management.
- Financially plan for and invest in project developments.
- Player retention and recruitment.
- Expanding female football programs and modified formats of the game to expand membership base.

### Draft Strategy outcomes for the Surf Coast Shire

The Critical Strategic Directions in the draft Strategy highlight the following outcomes for Surf Coast Shire:

TASK	STRATEGIC RECOMMENDATIONS	TIMELINE	COUNCIL RESPONSIBILITY (Initiate, Deliver, Support)
1.2	Project partners and the G21 Sport & Recreation Pillar to work collaboratively in advocating for the continuation of existing, and identification of	Immediate	Deliver

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

	alternate, funding streams to support infrastructure investment, including the Country Football and Netball Program (CFNP)		
2.1	Utilising facility audit information provided within the Strategy, prioritise collaborative investment with project partners into core facility upgrades where facility gaps are evident.	80% of all player and umpire change facilities to meet gender neutral, accessible and universal design requirements by 2030	Initiate, Deliver
2.2	A collective, region-based approach with project partners to develop partnerships with schools to advocate for access to facilities where adequate provision is available to meet demand. Consider collaborative investment into school facilities where increased usage outcomes can be demonstrated, and promote and advertise accordingly.	Prior to the resumption of season, identify a collective approach to improve partnerships with schools to assist in meeting demand.	Initiate, Deliver
2.3	Develop all facilities to include lighting to a minimum training level standard – this will help alleviate demand and capacity issues experienced across the Region.	Utilising the facility audit information, upgrade facilities where need and demand necessitate as funding becomes available	Initiate, Deliver
3.1	All new and redeveloped facilities must meet the requirements in the AFL's Preferred Facility Guidelines including the provision of gender neutral facilities for football and netball players as well as umpires.	100% of new football and netball player and umpire change room developments must be gender neutral.	Deliver
3.2	In conjunction with facility audit data and female participation information, prioritise gender neutral facility developments that address facility gaps.	Upgrade facilities that have existing female football participation but which are not gender neutral as priority (McCartney Oval, Spring Creek Reserve)	Initiate, Deliver
3.3	In conjunction with facility audit data, continue to improve the quality of netball player and umpire change facilities in the Region to enhance participant experience and opportunity.	All netball player and umpire change facilities to be considered in good to excellent condition by 2030	Initiate, Deliver
4.2	LGAs, AFL Barwon and Leisure Networks identify vulnerable areas experiencing participation decline. Develop participation strategies that identifies actions for improvement, resource requirements and a focus on school participation and linkages.	Immediate	Deliver
5.1	LGAs, AFL Barwon and project partners successfully provide access to additional football and netball facilities identified by LGA in the Appendices of the report (pg 84)	Access to an additional 3 ovals and 4 netball courts by 2030. Note the regional additional access is 23 ovals and 26 netball courts by 2030.	Initiate, Deliver
6.1	AFL Barwon and LGAs utilise and program the three identified regional level facilities (Spring Creek Reserve Torquay) to host higher level games and/or events.	Through AFL Barwon fixturing and opportunity for higher level event hosting	Deliver

Strategic Recommendations to be undertaken by other stakeholders include:

TASK	STRATEGIC RECOMMENDATIONS	TIMELINE	COUNCIL RESPONSIBILITY (Initiate, Deliver, Support)
1.3	AFL Barwon to initiate the development of an annual State of Play report to outline participation trends, facility compliance, new development initiatives and the implementation of the Strategy.	Annually	Support
4.1	Project partners to set up a COVID-19 working group to establish a return-to-play timeline which includes strategies for engagement of participants during competition cessation and the ongoing monitoring of club health from season 2021 onwards.	Immediate	Support

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

4.3	AFL Victoria, Netball Victoria and AFL Barwon to work collaboratively in clarifying human resource allocation following COVID-19. An assessment and opportunity to further review and support the FDM roles should be explored further	2020/21	Support
6.2	AFL Barwon and AFL Victoria undertake a feasibility study in collaboration with project partners to identify the ideal location of a future long-term Regional Administration Centre.	End of 2021	Support

### Council Plan

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

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

### Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

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

### Governance Principles - Local Government Act 2020 (LGA 2020)

The draft Strategy has been developed in collaboration with AFL Barwon, G21 Sport and Recreation Pillar and the five G21 Local Government Authorities.

### Policy/Relevant Law

Not applicable.

### Environmental/Sustainability Implications

Not applicable.

### Community Engagement

The initial 2015 Strategy undertook significant consultation with AFL Barwon Clubs, affiliated Leagues and other stakeholders. Towards 2030 has considered the initial consultation findings, recommendations in the 2015 Strategy, and reengaged with selected stakeholders through a Project Control Group (PCG) and Project Reference Group (PRG).



## **6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition**

Towards 2030 has also been developed through findings and insights gained via the 2019 AFL National Facility Audit, AFL participation data for the Barwon Region and through consultation with G21 LGAs, G21 Sport & Recreation Pillar, Sport & Recreation Victoria, AFL Victoria, Netball Victoria, AFL Barwon, Deakin University, Leisure Networks and the Geelong and District Football League.

The updated Draft AFL Barwon Towards 2030 Strategy will follow a formal public exhibition process to be hosted on the G21 website and promoted via AFL Barwon and each of the five LGAs which will allow for broader feedback from the football and netball community.

### ***Public Transparency***

The Draft AFL Barwon Towards 2030: Strategy provides a shared regional approach to football infrastructure and participation development over the next 10 years. Community, Clubs and project stakeholders will have an opportunity to provide feedback during the public exhibition period. The final strategy that considers the findings of the consultation process and implications for the strategy will be received at a future Council meeting.

### ***Strategies/Plans***

This Draft AFL Barwon Towards 2030: Strategy will replace the existing 2015 G21 and AFL Barwon Regional Strategy. This Strategy refresh aims to provide a roadmap to the continued enhancement of facility provision and participation, as well as an updated strategic framework that guides all project partners in collaboration. In addition, the Strategy provides clubs, leagues, LGAs and other stakeholders the opportunity to align planning, investment and development priorities across the Region.

### ***Financial Management***

There are no financial implications in approving the draft Strategy for public exhibition. All future priorities identified in the strategy are subject to Council's annual project prioritisation and budget processes.

### ***Service Performance***

Not applicable

### ***Risk Assessment***

There are no identified Workplace Health and Safety implications associated with this report. There is a risk if Council, or another partner G21 Council, does not approve the draft Strategy for public exhibition. This would further delay the project. If the strategic recommendations identified in the draft Strategy are developed, each of these will have their own individual risk assessments to be developed at the appropriate time.

### ***Communication***

The public exhibition period for the draft Strategy will be from Monday 31 May 2021 to Sunday 11 July 2021. The six week timeframe aligns with Colac Otway Shire's minimum public exhibition period.

G21 will host the public exhibition on their website to ensure that one central location is promoted to the community. The central location will also enable monitoring of the number of downloads.

Each Council will undertake their own promotion of the draft Strategy, including website, social media, print media and direct promotion to relevant clubs. AFL Barwon will play a critical role in ensuring that the football and netball community are aware of the draft Strategy and the opportunity to provide feedback.

### ***Human Rights Charter***

Not applicable.

## **6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition**

### ***Options***

Option 1 – Notes the draft G21 and AFL Barwon Towards 2030: Strategy and releases for public comment.

This option is recommended by officers as it will ensure that the Draft Strategy can be reviewed by the community and feedback can be provided. This will enable a final strategy to be prepared for consideration at a future meeting of Council and all stakeholders to begin implementation of the strategic recommendations.

Option 2 – Do not release the draft G21 and AFL Barwon Towards 2030: Strategy for public comment

This option is not recommended by officers as it will further delay the project and not allow the community to review and comment on the draft Strategy.

### ***Conclusion***

The draft G21 and AFL Barwon Towards 2030: Strategy will be released for public exhibition for all G21 Council's for a period of six weeks from Monday 31 May 2021 to Sunday 11 July 2021. At the conclusion of the public exhibition period, insideEDGE will consider the community feedback discuss any potential amendments with the Project Control Group (PCG) and then refine the content to complete the final Strategy to be endorsed by Council. The Strategy will also be received by the G21 Board, the four other G21 Council's, AFL Barwon and Netball Victoria.

**6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition**

**APPENDIX 1 DRAFT G21 AND AFL BARWON REGIONAL TOWARDS 2030 STRATEGY**



Geelong West Giants  
Football Club players

# G21 AND AFL BARWON TOWARDS 2030: STRATEGY

DECEMBER 2020

SPORT & RECREATION PILLAR



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



# CONTENTS

## SECTION

## PAGE

▶ WELCOME FROM AFL BARWON	3
▶ SUMMARY OF KEY FINDINGS	4
▶ INTRODUCTION	5
▶ PROJECT METHODOLOGY	6
▶ PROJECT STUDY AREA	7
▶ 2015 STRATEGY – HIGHLIGHTS AND ACHIEVEMENTS	8
▶ WHAT'S CHANGED SINCE 2015	12
▶ STATE OF PLAY	22
▶ TOWARDS 2030: STRATEGY	37
▶ STRATEGY IMPLEMENTATION	58
▶ APPENDICES	70
▶ POPULATION AND PARTICIPATION PROJECTIONS	71
▶ FACILITY CONDITION RATINGS	74
▶ FACILITY PROVISION FORECASTS	83
▶ FOOTBALL AND NETBALL CLUB PROJECT DEVELOPMENT FRAMEWORK	92
▶ CASE STUDIES	94



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



# WELCOME FROM AFL BARWON

As we rebound from COVID-19, one of the most significant crises that AFL Barwon has seen, football and netball clubs will be pivotal in continuing to connect and enhance communities through our great games. Now more than ever is the time to focus on community sport, and to deliver high quality and inclusive infrastructure to enable continued growth in participation.

The COVID-19 pandemic has presented significant challenges to communities and our industry, and AFL Barwon will play a key role in the re-emergence of sport once government restrictions ease. Throughout 2020, AFL Barwon has maintained that its number one priority is the health and safety of players, coaches, umpires, officials, volunteers and the community, and we will continue to ensure this occurs. To support this approach, senior football and netball seasons were cancelled in 2020, and only a small amount of junior football and netball was played. The affect of 2020 on participation is yet to be determined, however we will rely on the recommendations within this Strategy, and the support of our partners, in driving participant retention and attraction once competition resumes. It is imperative that AFL Barwon remains one of Victoria's strongest regions for football and netball participation moving forward.

AFL Barwon is proud to have experienced significant growth over the last five years with over 23,000 club football and netball participants in 2019. Of these participants, over 2,500 were female footballers, which has seen growth of 424% since 2015. To ensure we are well equipped for the dynamic future of the sport, we must ensure that high quality and inclusive facilities are at the top of our agenda.

The *G21 & AFL Barwon Towards 2030: Strategy* builds on the fantastic efforts and achievements realised since the initial 2015 Strategy, and highlights the success we as a Region, have achieved in partnership with our key stakeholders.

It is important to highlight the financial investment of the five G21 Local Government Authorities, as well as the Victorian and Commonwealth Government's, over the past five years who have significantly contributed to the delivery of facilities and the prosperity of football and netball. A combined total infrastructure investment across the G21 Region of \$67 million demonstrates their commitment to both sports, and has driven the need for AFL Barwon to prioritise the update to the Strategy.

The *Towards 2030 Strategy* aims to provide a roadmap to the continued enhancement of facility provision and participation, as well as an updated strategic framework that guides all project partners in collaboration. In addition, the Strategy provides clubs, leagues, LGAs and other stakeholders the opportunity to align planning, investment and development priorities across the Region.

The Strategy also includes forecasts for population and participation, and aims to assist in managing the future facility requirements to facilitate both sports. The Strategy has been designed to assist the provision of safe, accessible, and welcoming facilities that will keep our players and officials engaged over the next decade.

AFL Barwon would like to thank those who contributed to the development of the *Towards 2030 Strategy*, including financial investment made by Buckley's Entertainment Centre, AFL Victoria, and Netball Victoria.

I look forward to working with all stakeholders to bring the Strategy to life and to deliver the facilities needed to ensure the success of our great games into the future.



**Will McGregor**  
Region General Manager  
AFL Barwon

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

# SUMMARY OF KEY FINDINGS

The key findings of the G21 and AFL Barwon Towards 2030: Strategy are:

Sustained growth in participation is being experienced across club-based football and netball throughout the Region, particularly in female football.

There is a healthy provision of modern, regional level facilities which have the capacity to host higher level events, finals, competitions and greater spectator numbers over the next 10 years.

Continuing to provide gender neutral amenities and increasing the capacity of existing facilities to cater for participation growth and future demand is critical.

A coordinated approach to monitoring the impacts of COVID-19 on football and netball clubs and the engagement of players during the cessation of sport is critical.

The provision and improvement of playing surface lighting at existing facilities will create better access, programmability and capacity of venues.

Participation strategies in areas identified as vulnerable are required to ensure club-based football and netball remains viable. This includes creating stronger linkages with schools.

The development of additional football and netball facilities and clubs, particularly in areas of population growth, should reflect population and participation forecasts and provision requirements.

A collaborative approach to investment and the advocacy for the continuation of key funding programs is crucial to deliver new and redeveloped football and netball facilities.



Lorne Football Netball Club – Stribling Reserve



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



Colac Football Club player



St Joseph's Netball Club player

## INTRODUCTION ABOUT THIS DOCUMENT

**The G21 and AFL Barwon Towards 2030: Strategy aims to guide the future planning and development of football and netball throughout the G21 Region for the next 10 years. The Strategy highlights the achievements and challenges of the initial 2015 Strategy, and revisits infrastructure and sport development priorities that are relevant to the game in 2020 and beyond.**

The G21 Region has a strong history of collaboration between project partners to deliver strategies which address infrastructure and sport development initiatives. The success of the 2015 G21 and AFL Barwon Regional Strategy saw it become the blueprint and catalyst for regional sport planning across Victoria. The initial Strategy, through collaboration and partnership, has seen substantial achievements for football and netball via a coordinated approach to infrastructure and sport development.

The 2015 Strategy investigated the issues and opportunities facing club-based football and netball on a regional scale, utilising the knowledge and resources from each of the five represented LGAs along with AFL Barwon, AFL Victoria, Netball Victoria, Leisure Networks, Deakin University and Sport & Recreation Victoria.

Since 2015, the football and netball landscape has changed considerably, and the Region is presented with several opportunities and challenges regarding the provision of facilities, services, support and delivery of both sports that must be addressed.

Towards 2030 highlights the initial Strategy's achievements and understands how changes and trends since this time have impacted and influenced the sports and their facilities. Towards 2030 outlines how the refreshed Strategy will respond to new trends in participation, facilities and demographics. Towards 2030 also reconsiders and refocuses priorities and identifies any new emerging areas which will require strategic action.

The key themes for 2020 and beyond will focus on changes and diversity in participation, enhanced club development and education along with improved infrastructure and access to football and netball facilities across the network.



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

# PROJECT METHODOLOGY



AFL Barwon Umpire

**AFL Barwon is one of 12 designated AFL Victoria Regional Commissions that are responsible for the promotion, growth and sustainability of community football and netball in regional Victoria.**

AFL Barwon and the G21 Sport & Recreation Pillar identified the need to update the 2015 Strategy to ensure current trends and strategic priorities are reflected throughout.

The initial 2015 Strategy undertook significant consultation with AFL Barwon Clubs, affiliated Leagues and other stakeholders. Towards 2030 has considered the initial consultation findings, recommendations in the 2015 Strategy, and re-engaged with selected stakeholders through a Project Control Group (PCG) and Project Reference Group (PRG). Towards 2030 has also been developed through findings and insights gained via the 2019 AFL National Facility Audit, AFL participation data for the Barwon Region and through consultation with G21 LGAs, G21 Sport & Recreation Pillar, Sport & Recreation Victoria, AFL Victoria, Netball Victoria, AFL Barwon, Deakin University, Leisure Networks and the Geelong and District Football League.

### NATIONAL AFL FACILITIES AUDIT: OCT 2019

- ▶ Audit of all club-based football and netball facilities using the Sports Facility Auditor program

### STAGE ONE: JAN 2020

- ▶ Project initiation
- ▶ Project Control Group meeting
- ▶ Project Reference Group meeting

### STAGE TWO: MAR - MAY 2020

- ▶ Review of 2015 Strategy
- ▶ Facility and participation analysis
- ▶ Review and update 2015 Strategic Framework

### STAGE THREE: AUG - NOV 2020

- ▶ Draft G21 and AFL Barwon Towards 2030: Strategy
- ▶ Project Control Group feedback on Draft
- ▶ Review by AFL Barwon Commission
- ▶ Project Reference Group feedback on Draft

### STAGE FOUR: FEB - MAR 2021

- ▶ Draft Strategy – community feedback and public exhibition

### STAGE FIVE – APR 2021

- ▶ Final G21 and AFL Barwon Towards 2030: Strategy
- ▶ Endorsement by all five G21 LGAs and the G21 Sport and Recreation Pillar

The Updated Strategy will follow a formal public exhibition process through each of the five LGAs which will allow for broader feedback from the football and netball community. The endorsement of Towards 2030 is recommended by all LGAs to ensure the Strategy's timely implementation.

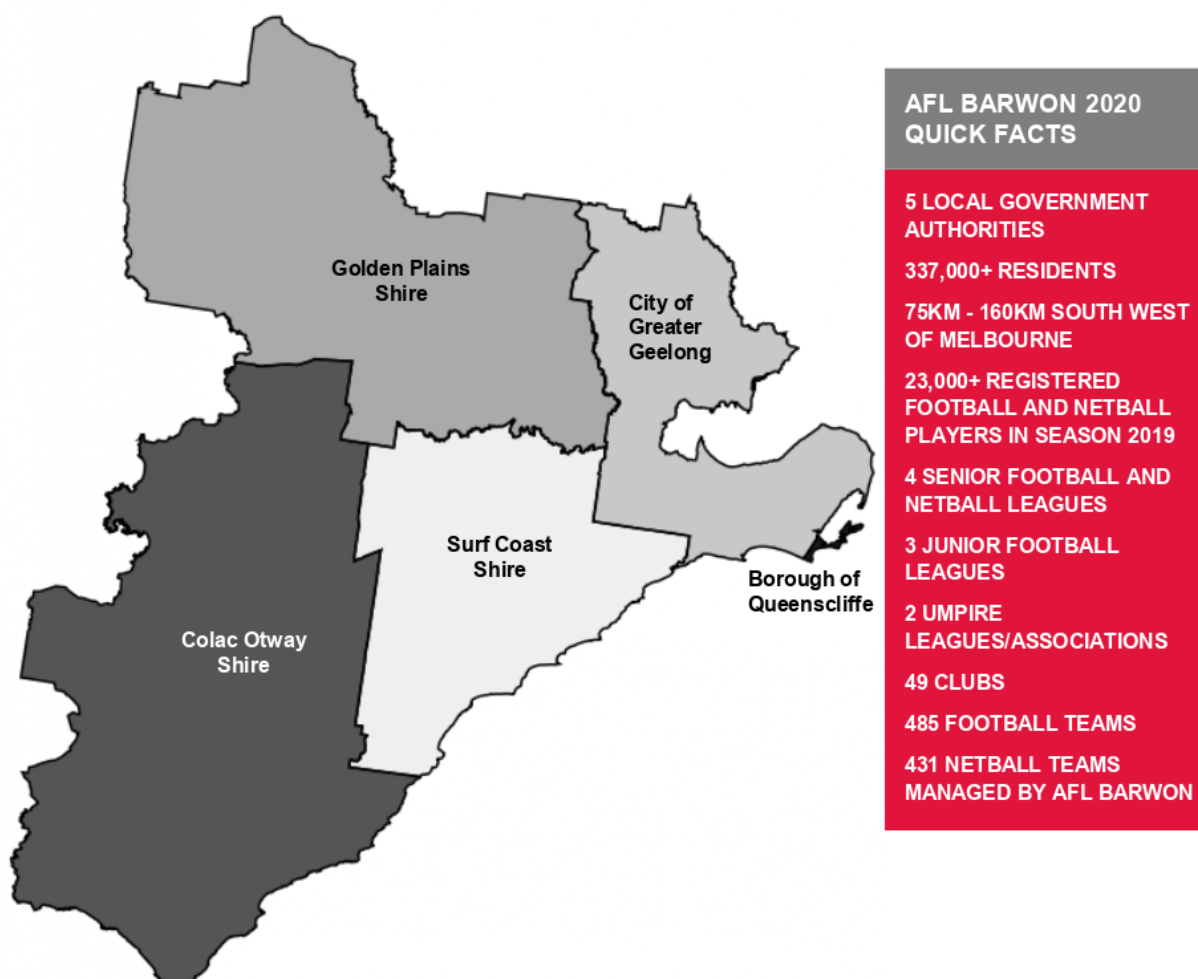
## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

# PROJECT STUDY AREA

**The study area for the G21 and AFL Barwon Towards 2030: Strategy covers the five municipalities of City of Greater Geelong, Surf Coast Shire, Golden Plains Shire, Colac Otway Shire and Borough of Queenscliff.**

The Camgham/Linton and Rokewood Football Clubs are located within the G21 Region however are not affiliated with AFL Barwon. Facility audit information for these venues is included within this report as it contributes to the Region's overall provision. Participation information for these clubs however is not included as it is attributed to the AFL Goldfields Region.

Werribee Centrals and Simpson Football Clubs are not located within the G21 Region but are affiliated with AFL Barwon. Therefore, participation figures are included however facility audit information has not been included.



6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition





## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



### 2015 STRATEGY – HIGHLIGHTS AND ACHIEVEMENTS

**The implementation of the 2015 Strategy saw a range of highlights and achievements delivered through collaboration and partnership. The following summary demonstrates how a regional approach to sport planning has resulted in widespread community benefit and participation outcomes.**

The initial 2015 Strategy pioneered a new, collective and collaborative framework to guide facility development, investment, partnerships and participation. The sporting landscape has changed considerably since 2015 most notably with the boom in female AFL participation. Whilst the representation of females in sport within G21, particularly within netball, has always been strong, the emergence of female football has resulted in unprecedented growth. Consequently, this has opened a new market for AFL. **From 2015 to 2019, female football in AFL Barwon club competition increased 424% from 474 to 2,482 participants, seeing an increase of 22 female teams from season 2017 to 2019 alone.**

The 2015 Strategy also created better alliances, partnerships and collaboration with a range of stakeholders who have been, and will continue to be, imperative to the Towards 2030 Strategy delivery. The success of the 2015 Strategy has been achieved through the tireless efforts of so many within the Region.

The key strategic priorities identified within the 2015 Strategy delivered a framework resulting in 86% of priority actions being completed or underway. Towards 2030 will consider the reshaping of strategic actions and the subsequent implementation plan to continue the levels of success achieved to date.

A summary of key items and initiatives delivered within the 2015 Strategic Framework is detailed on page 11.

**Since the inception of the 2015 Strategy, over \$67M worth of investment into football and netball facilities occurred across the G21 Region via a range of funding partners including Local Government, Victorian and Commonwealth Governments, AFL, AFL Victoria, Netball Victoria, AFL Barwon and football and netball Clubs. This investment has delivered more than 60 infrastructure projects including 23 change room redevelopments, 9 new AFL ovals, 13 sports lighting upgrades, 6 oval redevelopments and 4 new netball courts.**

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

# 2015 STRATEGY – HIGHLIGHTS AND ACHIEVEMENTS

The following summary highlights the key achievements of the 2015 AFL Barwon Regional Strategy.



**OVER 60**  
FOOTBALL -  
NETBALL  
PROJECTS  
COMPLETED



**\$67M**  
TOTAL COMBINED  
INFRASTRUCTURE  
INVESTMENT  
ACROSS G21



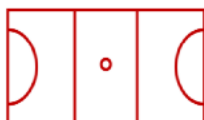
**23**  
CHANGE ROOM  
REDEVELOPMENTS



**9**  
NEW AFL OVALS



**13**  
SPORTS  
LIGHTING  
UPGRADES



**4**  
NEW NETBALL  
COURTS



**86%**  
OF 2015  
STRATEGIC  
ACTIONS  
COMPLETED OR  
IN PROGRESS



**3,773**  
ADDITIONAL AFL  
BARWON CLUB  
PARTICIPANTS  
FROM 2015 -  
2019



**424%**  
INCREASE IN  
AFL BARWON  
FEMALE  
FOOTBALL  
PARTICIPATION  
FROM 2015-2019



**65**  
FEMALE  
FOOTBALL  
TEAMS IN 2019



**48%**  
GROWTH IN  
JUNIOR AFL  
BARWON  
PARTICIPATION  
FROM 2015-2019



**64%**  
NETBALL  
PARTICIPATION  
GROWTH FROM  
2015-2019

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

# 2015 STRATEGIC FRAMEWORK DELIVERY

The following key outcomes and initiatives have been achieved within each of the six priorities identified in the 2015 Strategy.

PRIORITY 1	<p><b>Support the capacity building of clubs and their people</b></p> <p><b>Key outcomes:</b></p> <ul style="list-style-type: none"> <li>▶ Ongoing improvements and changes to the AFL Barwon competition structure to address sustainability and competition equalisation.</li> <li>▶ Development of five year club strategic plans in partnership with AFL Barwon and Leisure Networks.</li> <li>▶ Annual AFL Barwon Club Health Checks.</li> </ul>
PRIORITY 2	<p><b>Increase the quality and functionality and maximise the carrying capacity of existing facilities</b></p> <p><b>Key outcomes:</b></p> <ul style="list-style-type: none"> <li>▶ \$67M of investment into football and netball facilities including playing surfaces, lights and change rooms across all G21 municipalities through partnerships with LGAs, Victorian and Commonwealth Governments, AFL, AFL Victoria, Netball Victoria, AFL Barwon and local sources.</li> </ul>
PRIORITY 3	<p><b>Plan and develop new facilities in key growth areas across the Region</b></p> <p><b>Key outcomes:</b></p> <ul style="list-style-type: none"> <li>▶ Armstrong Creek East Sporting Precinct (Armstrong Creek) – growth area facility completion</li> <li>▶ Drysdale Sporting Precinct Stage 1 (Drysdale) – growth area facility completion</li> <li>▶ Deakin University Elite Regional Sporting Precinct (Waurn Ponds) – oval completion</li> <li>▶ Spring Creek Reserve (Torquay) - regional level upgrade completion</li> <li>▶ Colac Central Reserve (Colac) - regional level upgrade completion</li> <li>▶ West Oval (Geelong) - regional level upgrade (currently under construction, due for completion by 2021)</li> <li>▶ Banyul-Warri Fields (Torquay) – growth area facility completion</li> </ul>
PRIORITY 4	<p><b>Capitalise on opportunities to create a Regional Administration Centre</b></p> <p><b>Key outcomes:</b></p> <ul style="list-style-type: none"> <li>▶ Upgrades to the existing AFL Barwon and Geelong Falcons administration facility at Highton Reserve including floodlighting to support talent pathway programs.</li> <li>▶ Ongoing upgrades to Kardinia Park (GMHBA Stadium) and linkages with Geelong Football Club and Geelong Falcons to facilitate elite player pathway programs.</li> </ul>
PRIORITY 5	<p><b>Ensure programs and facilities cater for the diversity of participants that are attracted to our game</b></p> <p><b>Key outcomes:</b></p> <ul style="list-style-type: none"> <li>▶ AFL Barwon delivery and support of female football participation and competition to facilitate exponential growth.</li> <li>▶ In partnership with Leisure Networks, delivery of programs including successful FIDA program.</li> <li>▶ Leveraging of funding through Sport &amp; Recreation Victoria and other bodies for the implementation of grassroots programs.</li> <li>▶ In partnership with Leisure Networks, delivery of the Barwon Game Changer program.</li> <li>▶ Considerable improvements made in the provision of gender neutral player and umpire amenities for both football and netball.</li> </ul>
PRIORITY 6	<p><b>Continue to enhance the relationship between football / netball, government and community partners in planning and provision of facilities</b></p> <p><b>Key outcomes:</b></p> <ul style="list-style-type: none"> <li>▶ Ongoing AFL Barwon annual government forum to share information and discuss Strategy progress and implementation with key stakeholders and project partners.</li> <li>▶ Participation at the G21 Sport &amp; Recreation Pillar Sports Forum.</li> <li>▶ AFL Barwon, Sport &amp; Recreation Victoria, AFL Victoria, Netball Victoria and LGAs partnering in the planning, funding and delivery of facility upgrades and improvements.</li> </ul>



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

**Since the 2015 Strategy's inception, the football and netball landscape within the G21 Region has diversified significantly, resulting in new trends and pressures, particularly surrounding participation, facility design, sports development and competition delivery.**

Several shifting trends over the last five years has driven the need for G21 & AFL Barwon Towards 2030: Strategy. These changes include substantial growth in female football, which has seen participation soar, exceeding all forecasted expectations.

In response, facility design and the AFL's *Preferred Facility Guidelines* (2019) has needed to quickly adapt to highlight the necessary provision of facilities that are accessible, welcoming and inclusive for all. This response, which will be further discussed throughout this report, has placed significant pressure on facilities, their providers and investors. The implications of and predictions for future female growth in the G21 Region will continue the demand for places and spaces that meet the requirements of the modern game.

Other emerging challenges influencing the requirement for the refresh of the 2015 Strategy, now known as the Towards 2030 Strategy, include:

- **Population and participation forecasts, particularly within growth areas**, seeing increased demand and pressure for the delivery of new football and netball facilities.
- **The delivery of additional venues such as those at Deakin University** further assisting in the provision of facilities across the network.
- **Participation increases across both football and netball creating greater demand for access to facilities** that can cater for increased capacity for training, games and events.
- **Socio economic and diversity in population which sees niche areas of the Region experiencing participation stagnation or decline.**
- **Fair Go Rates System - rate capping for Local Government Authorities (LGAs), limiting Council's capacity to fund discretionary projects.**
- **2015 Action Plan implementation status** - whilst 86% of strategic actions identified are either in progress or complete, there are a number which have not yet started.
- **COVID-19** – at the time of preparing this report, the COVID-19 pandemic has caused significant disruption to community sport including AFL Victoria, AFL Barwon and Netball Victoria which has seen participation and club operations severely affected for season 2020. This will also result in some challenges around forecasting participation for 2021.

Towards 2030 will consider how these challenges are impacting and influencing club-based football and netball and recommend the best strategic response and action plan. The Strategic Framework as presented in the initial Strategy will be updated to reflect current priorities and future need. The actions within will aim to outline a more definitive and measurable mechanism for delivery.



Geelong Amateur Football Club player

**In June 2020, and in consultation with clubs and community football stakeholders, the AFL Barwon Commission cancelled the 2020 senior and reserve football and netball season as a result of the COVID-19 pandemic. 79% of senior clubs indicated that they did not support the resumption of the 2020 premiership home and away season.**

**The extent of the impacts and effects of having no competitive play in 2020 are unlikely to be known for some time, however G21 football and netball stakeholders agreed that the cancellation of the season was necessary to sustain the viability of the competition moving forward.**



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



## WHAT THE 2030 STRATEGY WILL DELIVER

The **G21 and AFL Barwon Towards 2030: Strategy** investigates the issues and opportunities facing club-based football and netball in the Region. The **Towards 2030 Strategy** considers the recommendations formed within the initial 2015 Strategy, and reshapes them where required to address the current context. Recommendations within **Towards 2030** will continue the legacy of the 2015 Strategy and work to improve the delivery and prosperity of both sports into the future.

Using the knowledge and resources from each of the five represented LGAs, AFL Victoria, Netball Victoria, AFL Barwon and the leagues associated; Geelong Football Netball League (GFNL), Geelong and District Football Netball League (GDFL), Bellarine Football Netball League (BFNL) and Colac and District Football Netball League (CDFNL), the Strategy will assist project partners in delivering, advocating and attracting funding for community football and netball facilities and activities.

The document will create recommendations based on the insights, trends, issues and opportunities emerging throughout the Strategy's development. The Strategy will not provide a prioritised list of facility investment requirements, individual club/venue master plans, infrastructure development pricing structures or proposed capital works programs. These will continue to be developed at the discretion of LGAs, in consultation with users, pending analysis of identified facility gaps and venue usage requirements.

Key actions recommended in the Strategy will be subject to each LGAs prioritisation and annual budget process.

### KEY DELIVERABLES INCLUDE:

- **Auditing of football and netball facilities** in conjunction with AFL Victoria and Netball Victoria throughout the G21 Region.
- **A participation snapshot of football and netball** in the Region and future participation projections.
- **Identifying opportunities to optimise the use of existing facilities** including non-traditional football venues such as schools.
- **Support the capacity, operation, administration and education of clubs** and their people.
- **Identification of the need and potential provision requirement for new facilities** in identified growth areas.
- **The need to identify a future facility that can facilitate a Regional Administration Centre** and enhance talent pathways.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



# CURRENT STRATEGIC CONTEXT

Since the initial 2015 Strategy, changes in strategic context and supporting documentation have emerged that must be considered in the development of the Towards 2030 Strategy. Summaries of these documents are provided below.

### AFL VICTORIA'S 'GROWING THE HEARTLAND' FOOTBALL FACILITIES DEVELOPMENT STRATEGY 2017-2022

The initial *Heartland Strategy* was released in 2014. The changing face of football across Australia however led to a review in 2016 to ensure strategic directions evolved to best assist all partners and meet the needs of communities where football is played. These changes were driven through:

- The extraordinary growth of female football which resulted in 100 new female teams in 2016 and 300+ new female teams in Season 2017;
- The need to align the *Heartland Strategy* with strategic priorities in AFL Victoria's Strategic Plan 2017-2022;
- A larger focus being placed by government on areas such as female participation, gender neutral design and access for all abilities;
- Recognising the increased financial pressures being faced by local government through rate capping and reduced funding opportunities;
- Rapid demographic change in some areas of Victoria requiring planning for future communities; and
- The need to explore alternate facility options such as school venues and use of synthetic grounds to ensure participation growth opportunities are capitalised on.

The revised *Heartland Strategy* captures these changes through initiatives such as the inclusion of population and participation projections in growth areas and details the importance of facilities to participation. This will encourage continued stakeholder commitment to ongoing investment and renewal.

New strategic commitments were also established in key areas such as:

- Ongoing facility audits and assessment to understand investment needs;
- Continued promotion of synthetic surfaces to address ground carrying capacity issues;
- Supporting planning processes to prioritise gender neutral change room provision;
- Implementing a venue improvement program for second tier venues to support player pathways and implementation of female football at the elite level;
- Supporting the provision of two oval and two netball venues in greenfield sites;
- Capitalising on school ground access opportunities as they become available and ensuring school venues are fit for purpose; and
- Working with State Government to maximise funding and provide flexibility in funding programs and categories.



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### AFL PREFERRED FACILITY GUIDELINES (2019)

Developed after the completion of the initial G21 Strategy and revisited in 2019, the *AFL Preferred Facility Guidelines* outline the preferred facility requirements for venues which are utilised for AFL training and competition. The Guidelines are to be used as a key tool during the planning phase of a project to identify the spatial requirements for facilities to support male and female teams, umpires, officials and the broader AFL community. The Guidelines also provide recommendations for the specification of supporting infrastructure such as floodlights and spectator amenities.

### NETBALL VICTORIA STATEWIDE FACILITIES STRATEGY 2019-2022 AND NETBALL VICTORIA FACILITIES MANUAL 2017

Developed following the delivery of the initial G21 Strategy, both documents assist in the planning of facilities and the facilitation of netball across the State. Netball Victoria's Facilities Manual contains technical information on netball courts and associated infrastructure. It is Netball Victoria's expectation that all new and redeveloped facilities are constructed to meet the standards outlined within this document.

The G21 Region is noted as having the highest number of participants of any rural or regional area in Victoria within the *Statewide Facilities Strategy*, and the development and future provision of facilities will rely on the guidance of the Facilities Manual to ensure compliance.

### ACTIVE VICTORIA: A STRATEGIC FRAMEWORK FOR SPORT AND RECREATION IN VICTORIA 2017-2021

This document aims to provide a consolidated approach to the improvement in participation in sport and recreation from a State-wide perspective.

The vision for participation outcomes in sport within the document are based upon five key areas;

- **More active:** increased proportion of Victorian's regularly participating in sport or active recreation.
- **More diverse and inclusive:** providing opportunities for all to become involved.
- **Robust, flexible, sustainable and affordable:** providing flexible and affordable choices for participants.
- **Collaborative:** well-planned and connected investment that maximises participation and other community benefits.
- **Broad-based and connected:** A system that addresses the different demands, contributors and structure of sport and active recreation and maximises connections across the system.

### AFL BARWON STRATEGIC PLAN 2017-2020 (update currently underway)

This document outlines the key objectives to progress AFL Barwon in achieving its vision of 'to grow and prosper community football and netball in the Barwon Region'. The strategic actions to achieve this vision include:

- **Participation** – develop and support pathways to increase player participation rates at all levels of football and netball in order to facilitate growth of the game.
- **Community** – support communities to provide quality management and environments to motivate volunteers, umpires, coaches, teachers, sports trainers and fans for all levels of football and netball.
- **Engagement** – develop stakeholder and community engagement initiatives that support the vision, mission statement and values of AFL Barwon.
- **Development & Welfare** – provide and promote participant development programs, including talent pathways and facilitate welfare outcomes.
- **Facilities** – promote region wide plans to advocate for and collaborate on facility development for leagues, their clubs, umpires and schools.
- **Sustainability** – ensure that AFL Barwon and its affiliates have a responsible, sound and sustainable business model to enable long term growth of community football and netball in the region.
- **People & Culture** – attract, develop and retain quality people and develop a high-performance culture in line with AFL Barwon's key objectives and values.

### GROWTH AREA PLANNING

Population projections, particularly for the City of Greater Geelong, are largely due to several growth areas, most notably Armstrong Creek, the Bellarine and Lara West. In addition, the recent announcement of a new growth area the 'Northern and Western Geelong Growth Areas' (NWGGA) will further contribute to population projections for the municipality into the future. Areas identified to see significant population growth will likely be required to provide access to, or new, playing surfaces for sport as demand increases. In the context of the Towards 2030 Strategy, population forecasts and potential future provision requirements for the 2025 and 2030 population will be discussed throughout.

### CITY OF GREATER GEELONG'S SOCIAL INFRASTRUCTURE PLAN

The Social Infrastructure Plan guides and prioritises investment into community facilities based on equity and evidence. Five (5) directions for the strategic development of outdoor community sporting facilities are identified in the Plan, including the investment in infrastructure that improves the quality, functionality and carrying capacity of venues and the activation of facilities to increase participation and maximise use.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



# THE VALUE OF FOOTBALL AND NETBALL BEYOND SPORT

**The benefits of investing in football and netball extend beyond sports participation to providing economic and social outcomes that positively impact the communities that clubs support. These outcomes include inclusiveness, diversity, female participation and commitment to participant welfare and wellbeing.**

The *Value of a Community Football Club* study undertaken by La Trobe University in 2015 found that for every \$1 spent to run a community football club, there is at least a \$4.40 return in social value.

This “social value” is measured in terms of increased social connectedness, wellbeing and mental health status, employment outcomes, personal development, physical health, civic pride and support of other community groups. The study identified that the reach of a football club is significant and extends beyond club players and volunteers; “for every 1 player, football clubs reach 10 people in their community.”

The economic impact of football is also well known. An independent economic contribution assessment completed during the 2017 season estimated that AFL Goldfields contributed \$51.6 million to their regional economy. This economic contribution had grown 8.29% since the last assessment in 2012 due to the significant increase in participation. With high participation growth, such estimates are comparable for the G21 Region.

AFL Victoria’s *Heartland Strategy* estimates that football participation contributes \$3.1 billion per annum across Victoria, with Community Football estimated to account for 45% of the total. This highlights the significant impact the sport has on local communities.

Sport Australia’s *The Value of Community Sport Infrastructure (2018)* estimated that the annual valued supported by sport infrastructure in Australia is at least \$16.2 billion. This study also indicates that sport infrastructure is used by over 8 million people annually, and sees a \$6.3 billion economic value contribution, \$4.9 billion health value and \$5.1 billion social value of community sport infrastructure.

Each project partner LGA has their own strategic commitment as to why investing in sport and recreation and associated facility improvement is important. The Region’s LGAs have expressed their continued commitment to supporting football and netball in their municipalities. These LGAs provide ongoing investment into sport and recreation infrastructure that addresses facility gaps and provides new development, ensuring opportunities will continue to be offered to their local and regional communities.



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



# FACILITY AUDITS

**The location, provision and condition of 74 football facilities across the G21 Region were audited by AFL Barwon staff during October 2019. Audits were carried out using the AFL National Sports Facility Auditor tool.**

As a sport, the AFL has made a six-year commitment to the AFL National Sports Facility Auditor database and audit program to collect, update and monitor facility provision and their quality and compliance with guidelines. This resource has been made available to AFL Victoria staff and regional commissions to assist in providing empirical evidence to effectively plan and support the delivery of facility improvement and development projects.

The audit program assesses provision and condition and analyses compliance with Australian Standards, *AFL Preferred Facilities Guidelines* and criteria identified during extensive consultation with AFL Barwon and Netball Victoria staff. Audit data is then used to provide a rating for each facility, identifying gaps in provision and standards (condition, size and general provision).

*Facility Condition Ratings* (see Appendices section of this Report) are a guide to identify strengths and gaps in football and netball facility and amenity provision. They will also support prioritisation of investment into facility renewal and development.

Ratings used to determine the condition of club facilities are outlined in the *Criteria for Rating Facility Infrastructure and Amenities* (see Appendices). Where a club has access to multiple facilities, such as two ovals, the rating is based on the primary facility (the main oval).

When reviewing ratings it is important to note that the audits do not consider “functional issues” and that condition ratings relate to cosmetic and non structural issues only. Lux level readings for playing field lighting are estimates only, as night-time light meter readings were not completed.

Priority weighting has been given to amenities and infrastructure that have the greatest influence and directly impact on football participation, competition requirements and growth. These are:

- Home and away player and umpire change rooms as well as the capability of change rooms to cater for female participants.
- Ground surface condition.
- Court condition.
- Pavilion size and condition.
- Lighting lux levels.

Netball facilities have been included within the audits conducted by AFL Victoria staff and verified by Netball Victoria. Only facilities utilised for club-based netball are included within this Report. Association based Netball facilities are not included.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

# DATA LIMITATIONS AND IMPLICATIONS

A summary of the study limitations relating to data availability are provided below to ensure a transparent and consistent understanding of the analysis results.



### AFL PARTICIPATION DATA

Football participant data is provided by AFL Victoria for seasons 2015 to 2019. Analysis of club participation as well as resident participation (all known participant data) across project partner LGAs has been undertaken. Participation data has been analysed by LGA regardless of league affiliation. Analysis has also been included based on the 5 to 39 age and gender cohorts.

Participation data for Linton, Rokewood and Smythesdale Football Clubs **is not** included within this report as, although part of Golden Plains Shire, all three Clubs compete within the AFL Goldfields Region.

Simpson Football Netball Club and Werribee Centrals Football Club participation data **is** included within this report as, although located outside of the G21, both Clubs compete within the AFL Barwon Region.

Participant data is based on registered members and does not include school football participation.

**Please note that 2020 participation data has been excluded from this report due to the disruption of the season due to COVID-19. Future participation forecasts within this Report must be considered against any possible participation impacts as a result of the COVID-19 pandemic. At the time of writing this Report, preliminary evidence indicates that football and netball in G21 are set to bounce back in season 2021, however ongoing monitoring will be required. This is a key action of the Towards 2030 Strategy.**

### NETBALL PARTICIPATION DATA

Netball participation data is provided by AFL Barwon on behalf of all leagues. Netball participation data is for club-based netball and does not include Association netball. All netball participants are affiliated with a football and netball club playing in the G21 Region. Netball resident data (i.e. all known participant data) was not available at the time of writing this Report.

### POPULATION DATA

Population and participation penetration analysis has been based on population data grouped by recognised player categories.

Population and demographic information for four of the five G21 LGAs, Colac Otway, Greater Geelong, Golden Plains and Surf Coast, has been sourced via *forecast.id* and is the current data as of March 2020.

Population information for the Borough Queenscliffe was not available via *forecast.id* and therefore data has been sourced through the Department of Environment, Land, Water and Planning Victoria (DELWP) *Victoria in Future 2016* data release.

Whilst every effort has been made to address potential gaps and limitations in these areas, readers should be mindful of these factors when considering this document and the key focus areas and issues presented.

### FACILITY AUDIT DATA

The facility audit data captured within this report was undertaken through AFL's National Facility Audit program in October 2019. Following this, data was reviewed by each LGA through the project's governance structure in October 2020. There are a number of infrastructure projects currently underway which, we completed, will continue to improve the region's number of compliant facilities. Those identified as receiving an upgrade presently, or within the near future, have been noted within the facility audit tables on page 75-83.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



St Mary's Football Club coach and players

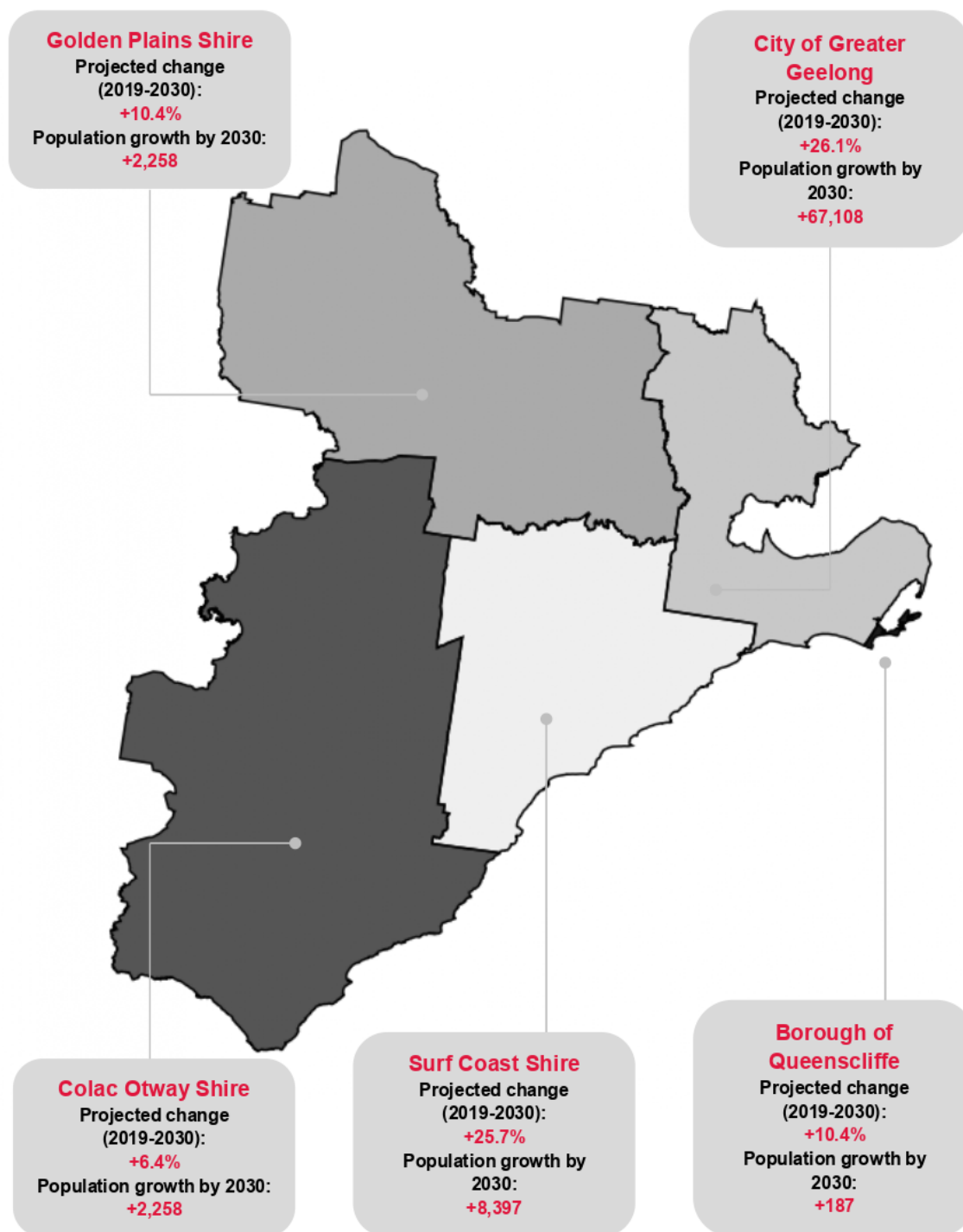
## G21 POPULATION SUMMARY

LGA	2019	2025	2030	5-19 Y/O CHANGE 2019-2030	20-39 Y/O CHANGE 2019-2030
COLAC OTWAY	21,685	22,846	23,943	+359	+335
GOLDEN PLAINS	23,384	26,356	28,939	+880	+1,282
GREATER GEELONG	257,181	292,855	324,289	+12,779	+18,260
SURF COAST	32,654	37,193	41,051	+1,200	+1,726
QUEENSLIFFE	2,940	3,083	3,127	-26	+102
TOTALS	337,844	382,333	421,349	+15,192	+21,705

- G21 is the fastest growing Region in Victoria, outside of metropolitan Melbourne, with over 337,000 residents in 2019.
- The City of Greater Geelong has the largest population and highest growth of the five LGAs as a result of several residential developments, most notably, within Armstrong Creek and the Bellarine Peninsula.
- The G21 Region offers the best of regional, rural and coastal lifestyles with the Golden Plains Shire and Surf Coast Shire, in particular, expected to see strong population growth to 2030 as many people seek a sea and tree change.
- Colac Otway Shire and the Borough of Queenscliffe are set to experience smaller levels of growth, with an additional 2,258 and 187 people to 2030 respectively.
- The estimated G21 population aged 5–39 (typically the key football and netball market) in 2019, was 149,871. By 2025 the population within this age cohort is forecast to increase by 12.6% to 168,763 individuals. Between 2025 to 2030 this will increase an additional 10.4% to 186,278.
- By LGA, the growth of the 5-39 age cohort to 2025 will be split as follows: Greater Geelong by 16,672 individuals, Golden Plains by 1,128, Surf Coast by 813, Colac Otway by 197 and Queenscliffe by 82.
- The planning areas of Armstrong Creek, Marshall and Charlemont in the City of Greater Geelong are expected to see an additional 10,105 people between 2019 and 2025. Clifton Springs, Curlewis, Drysdale and Bellarine an additional 3,374 people, Barwon Heads, Connewarre, Breamlea, Ocean Grove an additional 3,498 people and Grovedale, Mount Duneed, Waurn Ponds an additional 6,021 people to 2025.
- At completion, the new Northern and Western Geelong Growth Area (Lovely Banks, Batesford, Moorabool and Rural North) will welcome more than 110,000 residents. Population forecasts however suggest that the only relatively small amounts of growth i.e. additional 1,063 people will call this area home by 2030.
- The Appendices section of this Report provides a detailed population forecast by LGA and key football age cohort projections.



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



Population data and forecasted projections has been sourced from *forecast.id* for Geelong, Surf Coast, Golden Plains and Colac Otway Shires. Vic in Future population data and projections has been utilised for Queenscliffe. Population projections utilised throughout this report are based on available projections from March 2020. It should be noted that population data from these sources is updated on an annual or bi-annual basis and therefore the projections within this report are subject to change.



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

# 2019 G21 AFL PARTICIPATION SNAPSHOT

Participation in AFL in G21 is thriving, with consistent increases over the past five seasons. Female participation in particular has increased significantly and is the fastest growing segment of the game. Demographic forecasts on page 21 and within the Appendices section of this Report indicate that the key football market age cohort (5-39 year old's) will continue to grow and occupy a large portion of the population in most G21 LGAs. This demographic trend indicates that football has adequate opportunity to capitalise and continue positive participation trends.

The following pages provide a summary of participant information and the changes experienced since the initial Strategy's inception. These summaries included separate data sets for both club participants as well as resident participants.

### Club participant data

The table on page 25 labelled as 'Figure 01' provides a summary of participants who played at Clubs affiliated with AFL Barwon in the 2019 Season. These participants either reside within or outside of the G21 Region.

### Resident participant data

The table on page 25 labelled as 'Figure 02' provides a summary of participants who resided within the G21 Region and participated at Clubs located both within and outside of the G21 Region in the 2019 season.

Participation penetration rates and future participation forecasts are formulated utilising resident participation data alongside population projections.

Understanding the two data sets is important to fully gauge participation trends and to identify, where applicable, residents travelling outside of the Region to participate.

**Please note that 2019 participation data has been utilised due to the disruption to the 2020 home and away season due to COVID-19.**

 **16,420 AFL Barwon Club Participants in 2019**  
(33% increase from 2015)

 **2,539 AFL Barwon Female Football Participants in 2019**  
(424% increase from 2015)

 **504 AFL Barwon Umpires**  
(33% increase from 2015)

 **4.9% Penetration Rate**  
(Players per total population)

 **3,239 AFL Barwon Auskick Participants**  
(3% increase from 2015)

 **12,438 AFL Barwon Club Participants Aged 5 to 19**  
(76% of total participation)

 **63 Football Integration Development Association (FIDA) Participants in 2019**  
(no FIDA participants registered in 2015)

St Joseph's Football  
Netball Club fans

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

**FIGURE 01 | AFL BARWON CLUB PARTICIPANTS 2019 BY PLAYER AGE CATEGORY AND LGA**

2019 AFL BARWON CLUB PARTICIPATION SUMMARY												
LGA	PARTICIPANT AGE						MALE	FEMALE	TOTAL	CHANGE FROM SEASON 2018	CHANGE FROM SEASON 2015	CHANGE FROM SEASON 2015-19 %
	0-4	5-9	10-14	15-19	20-39	40+						
Colac-Otway*	5	307	414	370	643	58	1,676	121	1,797	+21	+270	+18%
Golden Plains**	31	330	245	83	124	11	710	114	824	+91	+248	+43%
Greater Geelong***	248	3,662	3,150	2,136	2,248	65	9,468	2,041	11,509	+1,058	+3,163	+38%
Surf Coast	29	613	640	315	383	44	1,775	249	2,024	+84	+327	+19%
Queenscliffe	5	55	63	55	86	2	252	14	266	-6	+36	+16%
TOTAL	318	4,967	4,512	2,959	3,484	180	13,881	2,539	16,420	+1,248	+4,044	

Note that VFL and NAB League participants are not included in AFL Barwon club participant data.

\*includes Simpson Football Club participation

\*\*participation includes those within AFL Barwon only, does not include Golden Plains Shire participants competing within the AFL Goldfields region.

\*\*\*includes Werribee Centrals Football Club GDFL participation

**FIGURE 02 | G21 RESIDENT PARTICIPANTS 2019 (LIVE IN G21, PLAY ANYWHERE) BY PLAYER AGE CATEGORY AND LGA**

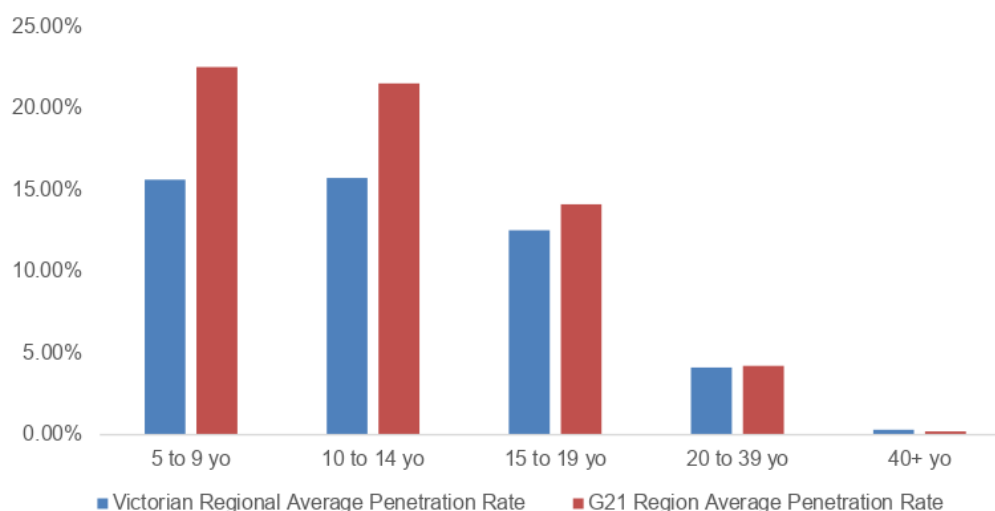
2019 G21 RESIDENT PARTICIPATION SUMMARY												
LGA	PARTICIPANT AGE						MALE	FEMALE	TOTAL	CHANGE FROM SEASON 2018	CHANGE FROM SEASON 2015	CHANGE FROM SEASON 2015-19 %
	0-4	5-9	10-14	15-19	20-39	40+						
Colac-Otway	4	301	387	346	457	39	1,414	120	1,534	+243	+554	+56%
Golden Plains	28	300	303	161	127	16	789	146	935	+66	+386	+70%
Greater Geelong	233	3,527	3,104	2,033	2,591	183	9,783	1,888	11,671	+693	+4,832	+71%
Surf Coast	44	731	635	307	342	52	1,797	314	2,111	+425	+928	+78%
Queenscliffe	4	50	59	47	58	2	187	33	220	+2	+55	+33%
TOTAL	313	4,909	4,488	2,894	3,575	292	13,970	2,501	16,471	+1,429	+6,755	

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

# ALL KNOWN AFL PARTICIPATION ACROSS THE G21 REGION (COMBINED MALE AND FEMALE)

- In season 2019, there were 16,420 AFL Barwon football participants. These participants resided either within or outside of the Region.
- In season 2019 there were 16,471 AFL Resident Participants. These participants competed within any competition (AFL Barwon inclusive) and resided within the Region.
- The close correlation of both AFL Barwon and Resident participant data sets suggests that most people residing in G21 also play within the Region, and/or there is a balance of people leaving and entering the Region to play. This is a positive sign for the sport and would indicate that the competition is in a healthy position.
- There was an increase of approximately 8% and 9.5% for both Club and Resident participants respectively from season 2018 to 2019. This is in line with Victorian participation growth rates.
- The highest participation rate is in the 5-9 age cohort with over 30% of total registrations for both Club and Resident participants.
- The key market for AFL participation is between the ages of 5-39. Within this age cohort, the G21 Region average penetration rate is 15.3%. This is well above the Victorian regional average of 11.98%.
- Across all player categories, the G21 Region's average penetration rate is 12.3% of the total population. It is higher than the Victorian regional average penetration rate of 9.6%.
- Participation is split as follows across project partner LGAs, with the highest number of participants residing in the Greater Geelong (70%), followed by Surf Coast (12%), Colac Otway (11%), Golden Plains (5%) and Queenscliffe (2%).
- In terms of umpire participation, there has been a 33% increase in total number of AFL Barwon umpires from 2015 to 2019. The highest increase has been in male umpire participation which has increased from 333 participants in 2015 to 465 in 2019.

**FIGURE 03 | COMPARISON OF PENETRATION RATES G21 REGION AND VICTORIAN REGIONAL AVERAGES (BY PLAYER CATEGORY)**





## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



# FEMALE AFL PARTICIPATION TRENDS ACROSS THE G21 REGION

- There were **2,539 registered female AFL Barwon Club participants** playing in season 2019.
- There were 2,501 female football participants residing in the G21 Region in 2019. Given this number correlates to AFL Barwon Club participant data closely, this would indicate **that the majority of female football players residing locally in G21 also play within the Region.**
- There was an increase of 16% female AFL Barwon Club participation from season 2018 to 2019 and 69% from season 2017 to 2018 which saw an additional 351 and 1,014 female participants respectively.
- There was an increase of 13% female G21 resident AFL participation from season 2018 to 2019 and 44% increase from 2017 to 2018. The 2018 to 2019 growth in female participants is lower than the State average of 24%, however higher than the 2017 to 2018 State average of 25%. The lower than average growth from season 2018 to 2019 is likely due to the early boom in female participation in AFL Barwon, which occurred sooner than the majority of Victoria. This also explains the higher than average increase in season 2017 to 2018.
- **The most significant growth in AFL Barwon Club female participants from season 2018 to 2019 was in the 5-9 age cohort (+28%) and 20-39 age cohort (+42%).**
- Four out of five project partner LGAs saw growth in female football participation between seasons 2018 to 2019.
- From seasons 2015 to 2019 the Region has experienced growth of 424% in female AFL Barwon club participation. From only 476 in 2015 to 2,539 (including female Auskick) in 2019. **This is the equivalent of an additional 100 teams requiring access to grounds in the last three football seasons.**
- Greater Geelong experienced a 21% increase in female participation from 2018 and 2019, with an additional 351 participants. Surf Coast experienced a 20% increase with an additional 42 participants.. Golden Plains experienced a 19% increase or an additional 18 players and Colac Otway 2% increase or an additional 2 players. Queenscliffe experienced a 60% decline in female participation from 35 to 14 club participants from 2018 to 2019. The decline in participation in Queenscliffe is due to an already low participation base, and is the result of the municipality not fielding one female side. It is anticipated that a future return of a female team to the area will reinvigorate participation and void any current decline.
- The Region's average for female football penetration is at 0.7% of the Region's female population. **This is above the State metropolitan female penetration average of 0.6%.**
- **Female AFL Barwon Umpire participation has remained fairly stable**, with approximately 40 female umpires in both 2015 and 2019. There are likely opportunities to identify increased female umpire participation to mirror football participant trends.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

**FIGURE 04 | G21 REGION FEMALE AFL BARWON CLUB PARTICIPANT REGISTRATIONS SEASON 2019 (BY PLAYER CATEGORY AND LGA) AND CHANGE FROM 2018 AND 2015**

LGA	AGE						TOTAL	CHANGE FROM SEASON 2018	CHANGE FROM SEASON 2015	CHANGE FROM SEASON 2015-19 %
	0-4	5-9	10-14	15-19	20-39	40+				
Colac-Otway*	0	17	34	43	27	0	121	+2	+105	+656%
Golden Plains**	5	64	41	4	-	-	114	+18	+64	+128%
Greater Geelong***	46	524	642	392	412	25	2,041	+351	+1,729	+554%
Surf Coast	3	84	82	33	34	13	249	+42	+157	+171%
Queenscliffe	1	12	-	1	-	-	14	-21	+8	+133%
<b>TOTAL</b>	<b>55</b>	<b>701</b>	<b>799</b>	<b>473</b>	<b>473</b>	<b>38</b>	<b>2,539</b>	<b>+392</b>	<b>+2,063</b>	

Note that VFL and NAB League participants are not included in AFL Barwon club participant data.

\*includes Simpson Football Club participation

\*\*participation includes those within AFL Barwon only, does not include Golden Plains Shire participants competing within the AFL Goldfields region.

\*\*\*includes Werribee Centrals Football Club GDFL participation

**FIGURE 05 | G21 REGION FEMALE RESIDENT AFL PARTICIPATION SEASON 2019 (BY PLAYER CATEGORY AND LGA) AND CHANGE FROM 2018 AND 2015**

LGA	AGE						TOTAL	CHANGE FROM SEASON 2018	CHANGE FROM SEASON 2015	CHANGE FROM SEASON 2015-19 %
	0-4	5-9	10-14	15-19	20-39	40+				
Colac-Otway	0	18	35	41	26	0	120	+12	+117	+3900%
Golden Plains	6	55	55	18	10	2	146	+11	+104	+245%
Greater Geelong	36	497	618	348	360	29	1,888	+218	+1,685	+830%
Surf Coast	11	107	80	42	61	13	314	+44	+272	+648%
Queenscliffe	1	12	4	11	5	0	33	-5	+31	+18%
<b>TOTAL</b>	<b>54</b>	<b>689</b>	<b>792</b>	<b>460</b>	<b>462</b>	<b>44</b>	<b>2,501</b>	<b>+280</b>	<b>+2,209</b>	

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

**FIGURE 06 | G21 REGION MALE AFL BARWON CLUB PARTICIPANT REGISTRATIONS SEASON 2019 (BY PLAYER CATEGORY AND LGA) AND CHANGE FROM SEASON 2018 AND 2015**

LGA	AGE						TOTAL	CHANGE FROM SEASON 2018	CHANGE FROM SEASON 2015	CHANGE FROM SEASON 2015-19 %
	0-4	5-9	10-14	15-19	20-39	40+				
Colac-Otway*	5	290	380	327	616	58	1,676	+19	+165	+11%
Golden Plains**	26	266	204	79	124	11	710	+76	+184	+35%
Greater Geelong***	202	3,138	2,508	1,744	1,836	40	9,468	+707	+1,434	+18%
Surf Coast	26	529	558	282	349	31	1,775	+42	+170	+11%
Queenscliffe	4	43	63	54	86	2	252	+15	+28	+13%
<b>TOTAL</b>	<b>263</b>	<b>4,266</b>	<b>3,713</b>	<b>2,486</b>	<b>3,011</b>	<b>142</b>	<b>13,881</b>	<b>+859</b>	<b>+1,981</b>	

Note that VFL and NAB League participants are not included in AFL Barwon club participant data.

\*includes Simpson Football Club participation

\*\*participation includes those within AFL Barwon only, does not include Golden Plains Shire participants competing within the AFL Goldfields region.

\*\*\*includes Werribee Centrals Football Club GDFL participation

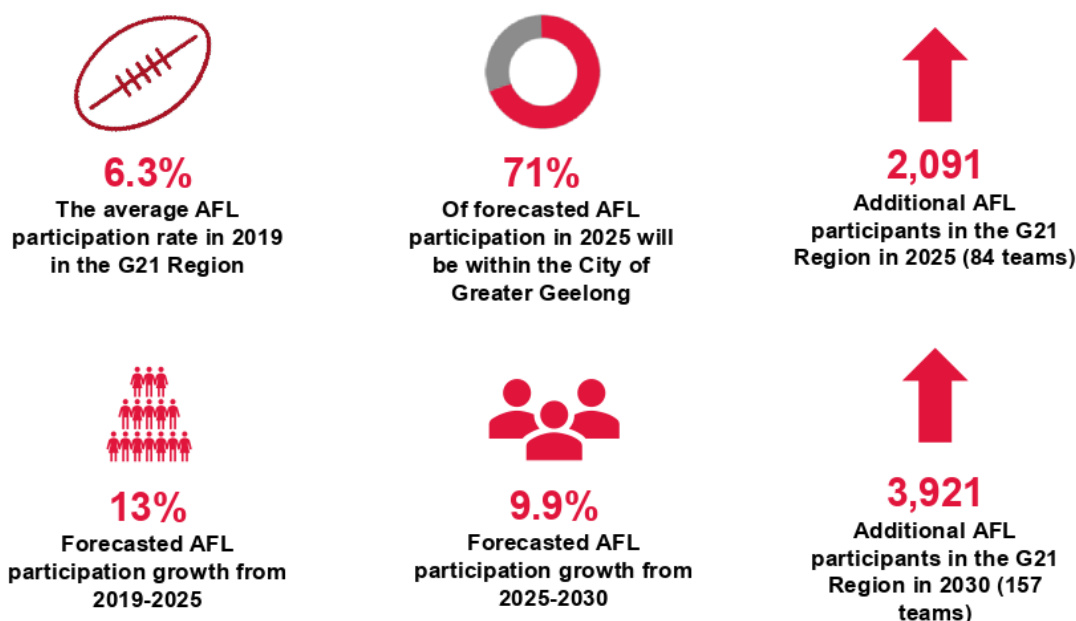
**FIGURE 07 | G21 REGION MALE RESIDENT AFL PARTICIPATION SEASON 2019 (BY PLAYER CATEGORY AND LGA) AND CHANGE FROM SEASON 2018 AND 2015**

LGA	AGE						TOTAL	CHANGE FROM SEASON 2018	CHANGE FROM SEASON 2015	CHANGE FROM SEASON 2015-19 %
	0-4	5-9	10-14	15-19	20-39	40+				
Colac-Otway	4	283	352	305	431	39	1,414	+231	+427	+43%
Golden Plains	9	245	248	143	117	14	789	+55	+55	+8%
Greater Geelong	197	3,030	2,486	1,685	2,231	154	9,783	+475	+3,147	+47%
Surf Coast	33	624	555	265	281	39	1,797	+111	+614	+52%
Queenscliffe	3	38	55	36	53	2	187	+2	+55	+42%
<b>TOTAL</b>	<b>246</b>	<b>4,220</b>	<b>3,696</b>	<b>2,434</b>	<b>3,113</b>	<b>248</b>	<b>13,970</b>	<b>+874</b>	<b>+4,298</b>	

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

# G21 AFL PARTICIPATION FORECAST

The following provides a high-level summary of the AFL participation forecast within the Region to 2025 and 2030. More detailed analysis by LGA can be found in the Appendices section of this Report.



- The potential football market to 2025 and 2030 is developed by analysing population projections against current (2019) individual LGA penetration rates. Population projections are sourced from forecast.id for Colac Otway, Greater Geelong, Golden Plains and Surf Coast. Queenscliffe population data is sourced from the Department of Environment, Land, Water and Planning (DELWP) *Victoria in Future 2016* data release.
- Based on population projections and current participation rates, the 2025 football market in G21 is expected to be 18,511 participants, or an additional 2,091 players. This is the equivalent of an additional 84 teams (assuming 25 players per team).
- The strong participation growth in Greater Geelong will largely be due to population increases in identified growth areas.
- In 2015 the City of Wyndham (via the Werribee Centrals Football Club) contributed 75 registered players to AFL Barwon participation numbers and the Simpson Football Club contributing 96 players for the Corangamite Shire. These figures are included within the participation summaries for both 2015 and 2019.
- Participation increases from 2019 to 2025 range from small amounts of change in Queenscliffe (+13) to +1,596 participants in Greater Geelong. Healthy growth of +281 players is also forecast for the Surf Coast.
- With projected population growth and a high percentage of people within the 5-39 age cohort by 2025, Golden Plains should be expected to experience greater increases in participation.
- Colac Otway demonstrates consistent forecasted participation growth based on population projections.
- The key football market (persons aged between 5-39) is forecast to contribute, on average, 39% of the total G21 population by 2025. Therefore, there is ample opportunity for the forecasted numbers to be achieved, and potentially increased, in some circumstances.



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



# G21 FOOTBALL PROVISION RATIOS

Playing field, participant and population provision ratios provide a general guide to the average number of playing fields required within a specific geographic area. While ratios can be influenced by a range of factors (including planning policies, facility quality, supporting amenities and user activities) they do provide a general comparative guide to provision and usage levels, and highlight potential areas for more detailed investigation.

Population provision ratio - 1 oval : to 5,000 people \*



G21 average population per football playing field.

1 Oval : to 3,312 people

Participant to oval ratio for AFL\*\* - 1 oval : to 175 players



G21 average registered participants per football playing field.

1 Oval : to 160 participants

2019 Oval to population ratios by LGA



Colac Otway : 1 : 1,971 people  
Golden Plains : 1 : 1,949 people  
Greater Geelong : 1 : 3,897 people  
Surf Coast : 1 : 2,969 people  
Queenscliffe : 1 : 1,470 people

2019 Registered participants per AFL oval by LGA



Colac Otway : 1 : 163 participants  
Golden Plains : 1 : 68 participants  
Greater Geelong : 1 : 174 participants  
Surf Coast : 1 : 184 participants  
Queenscliffe : 1 : 133 participants

\*Population ratio of 1 oval : 5,000 population is derived following review of the Parks & Leisure Australia recommended provision ratios for AFL, benchmarking of LGAs and in reference to AFL's Growing the Heartland Strategy. \*\*Participant to oval ratio is the AFL's recommended ratio for participants per oval for community football.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

# G21 AFL FACILITIES SNAPSHOT

A summary of 2019 facility provision and condition across the G21 Region is provided below. More detailed assessments of individual facilities can be found within the Appendices section of this Report.

SITES	74 SITES	101 PLAYING FIELDS	1:3312 POPULATION PROVISION RATIO	1:160 PARTICIPANT PROVISION RATIO
PLAYING FIELDS	 67% BOUNDARY RUN OFF COMPLIANCE	 84% IRRIGATION	 55% 34% 11% CONDITION	 32% LIGHTS 100+ LUX
CHANGE FACILITIES	62 CHANGE FACILITIES	 65% SIZE COMPLIANCE	 50% 31% 19% CONDITION	 43% GENDER NEUTRAL
PAVILION / UMPIRE ROOMS	62 PAVILIONS	 <100 M2 >100 M2 SOCIAL ROOM SIZE COMPLIANCE	55 UMPIRE FACILITIES	 62% GENDER NEUTRAL UMPIRE FACILITIES

## FACILITY HIGHLIGHTS



Over half of AFL playing fields in G21 (55%) are considered to be in good to excellent condition. Facility audits including ground inspections were undertaken outside of football season.



Of the 101 ovals in G21, 47 ovals in G21 had lighting levels below 100 lux. 21 ovals had lighting above 100 lux. 33 ovals did not have playing field lighting. Of these 33, 19 venues were not required to have lighting as they are considered a junior or school venue.



There are 62 change facilities (i.e. home and away change rooms) in G21. This is made up of 133 individual changing rooms. Of these, 43% are considered to be gender neutral, which provide lockable showers and pan toilets.



There are 62 main pavilions/social rooms in the Region. 77% of social rooms are in excess of 100m2 in size. The minimum size for social spaces in the AFL Preferred Facility Guidelines for local facilities is 100m2.



There are 55 umpire change facilities across G21 and 59 individual umpire changing rooms. Of these umpire facilities, 59% do not meet minimum size standards. 62% however are suitable for gender neutral use.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

# 2019 G21 NETBALL PARTICIPATION SNAPSHOT

Netball participation data has been provided by AFL Barwon and includes those participating in club-based netball. Please note that Association based netball participation has not been included.

As per Figure 08 on page 34, netball participation has experienced growth from 2015 to 2019. From season 2018 to 2019, Surf Coast experienced the greatest participation increase with an additional 182 players.

Colac Otway has also experienced significant growth in netball participation, with an additional 729 players since 2015. Whilst Colac Otway's participation from 2018-2019 has stabilised, the growth experienced from 2015 has undoubtedly increased demand for the sport and facilities within the municipality.

Other LGAs experienced small levels of growth between 2018 and 2019, whilst Geelong experienced a decline of 36 players. The overall participation growth in Geelong however is trending positively, with a 48% increase from season 2015-2019. The decline in netball participation from season 2018 in Geelong should be closely monitored moving forward to determine why this is occurring. This includes highlighting any limitations in the collection of participant data, and also identifying if participants have transitioned to other sports, particularly female football.

Netball facilities have been included within the audits conducted by AFL and verified by Netball Victoria. The Kardinia Park netball facility has been included within the audit due to it being used for both association and club based netball.

Please note that 2019 participation data has been utilised due to the disruption to the 2020 home and away season due to COVID-19.

Please note that participation for Golden Plains Shire includes netball participants within AFL Barwon only.

6,764

**AFL Barwon Club Netball  
Participants in Season 2019**

64%

**Club Netball participation  
growth from season 2015 to  
2019**

2.9%

**Participation Growth from  
Season 2018 to 2019**

2%

**Club Participation Rate  
(Club participants per total  
population)**

62

**Males participated in Club  
Netball in season 2019**



Corio Community Netball Club players

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

**FIGURE 08 | AFL BARWON NETBALL CLUB PARTICIPANTS 2019 BY PLAYER AGE CATEGORY AND LGA**

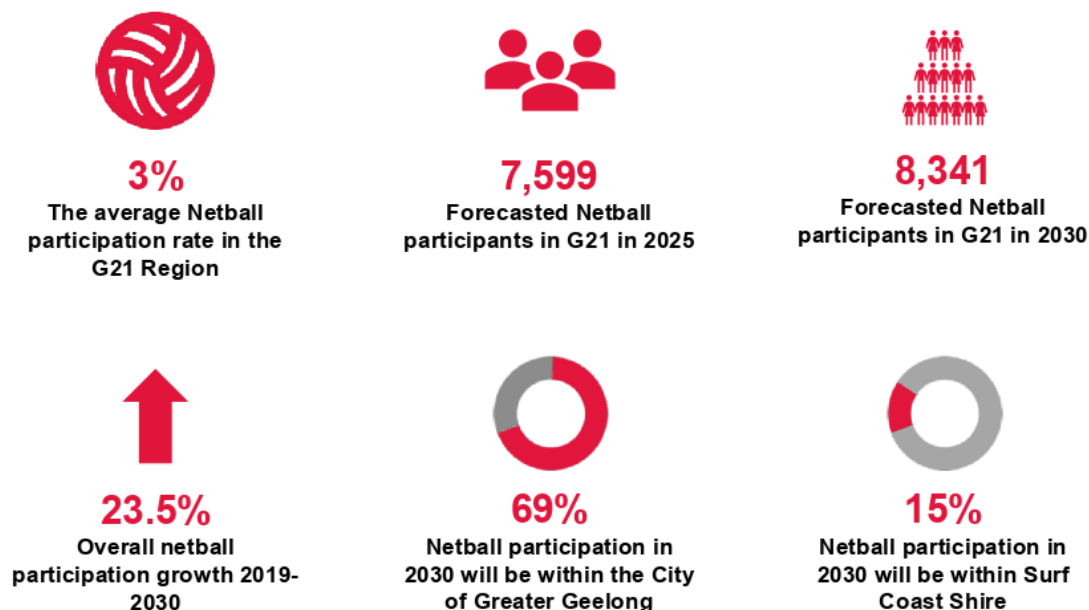
2019 AFL BARWON NETBALL CLUB PARTICIPATION SUMMARY										
LGA	PARTICIPANT AGE					TOTAL	2018 PARTICI-PATION	CHANGE FROM SEASON 2018	CHANGE FROM SEASON 2015	CHANGE FROM SEASON 2015-19 %
	5-9	10-14	15-19	20-39	40+					
Colac-Otway	88	241	220	229	54	832	826	+6	+729	+758%
Golden Plains	31	70	43	62	10	216	217	-1	+16	+8%
Greater Geelong	688	1,595	986	1,105	181	4,555	4,591	-36	+1,477	+48%
Surf Coast	185	402	171	183	39	980	798	+182	+643	+415%
Queenscliffe	34	54	32	36	12	168	152	+16	-11	-7.8%
LGA not provided	0	6	3	2	2	13	0	13	-208	N/A
<b>TOTAL</b>	<b>1,026</b>	<b>2,368</b>	<b>1,455</b>	<b>1,617</b>	<b>298</b>	<b>6,764</b>	<b>6,584</b>	<b>+180</b>	<b>+2,646</b>	



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

# G21 NETBALL PARTICIPATION FORECAST

The following provides a high level summary of the participation forecast for Netball within the Region to 2025 and 2030. More detailed analysis by LGA can be found in the Appendices of this Report.



- The potential netball market to 2025 and 2030 is developed by analysing population projections against current (2019) individual LGA participation rates. Population projections are sourced from forecast.id for Colac Otway, Greater Geelong, Golden Plains and Surf Coast. Queenscliffe population data is sourced from the Department of Environment, Land, Water and Planning (DELWP) *Victoria in Future 2016* data release.
- Based on population projections and current participation rates, the 2025 netball market in G21 is expected to increase by an additional 848 players to a total of 7,599 participants. An additional 848 players is equivalent to an additional 121 teams at 7 players per team.
- The strongest participation growth in netball to 2025 and 2030 will be within the City of Greater Geelong and Surf Coast Shire.
- Colac Otway Shire show stable levels of participation growth to 2025 and 2030 relative to population projections.
- Golden Plains Shire has relatively small levels of participation growth to 2025 and 2030 in AFL Barwon Club Netball competition. It needs to be noted however that there are additional participants within the Shire competing within the AFL Goldfields region.
- Ideally, with the projected population growth and high percentage of people within the 5-39 age cohort by 2025 and 2030, Golden Plains should be experiencing greater participation growth than projections indicate.
- Queenscliffe indicates that there has been a decline in players from 2015-2019 and therefore growth projections to 2025 and 2030 are limited.
- The key football and netball market (persons aged between 5-39) is forecast to contribute, on average, 39% of the total G21 population by 2025. Therefore, there is ample opportunity for the forecasted numbers to be achieved, and potentially increased, in some circumstances.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



# G21 NETBALL FACILITIES SNAPSHOT AND PROVISION RATIOS

Benchmark provision ratio for regional and rural netball 1 court : to 60 players\*

### 2019 netball court to player ratios



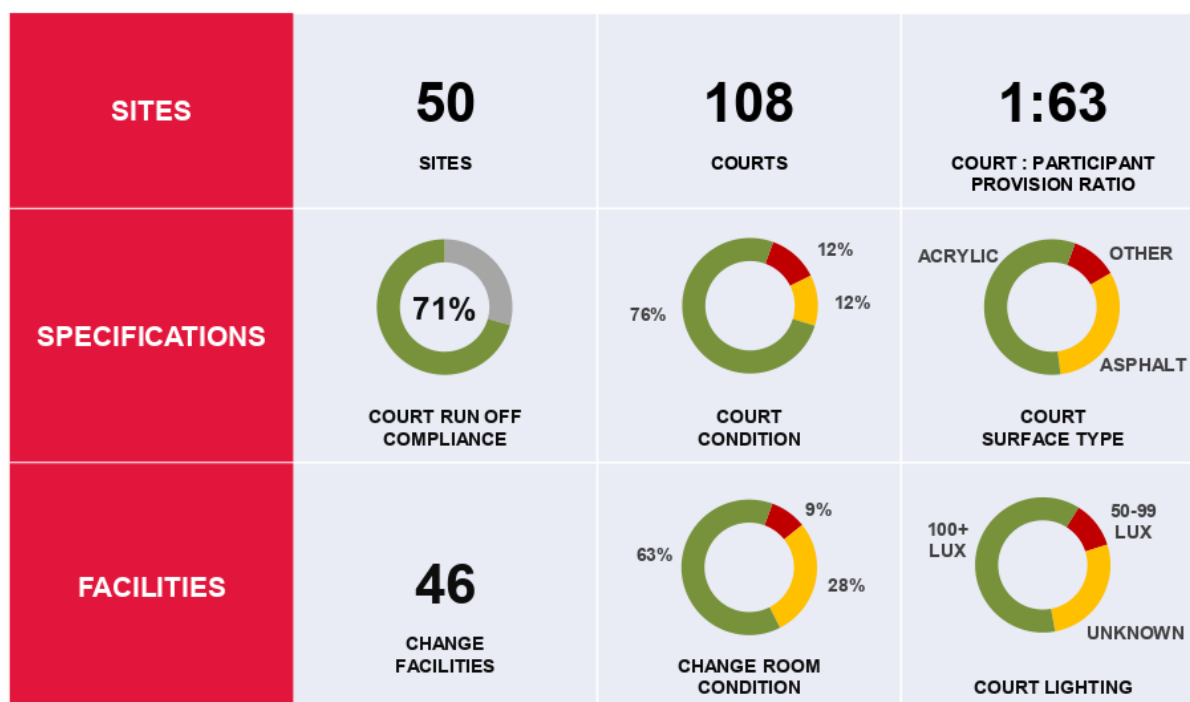
G21 average netball participant to court ratio.

1 court : to 63 players





### 2019 Registered players per netball court by LGA



Colac Otway : 1: 52 players  
Greater Geelong : 1 : 70 players  
Golden Plains : 1: 20 players\*\*  
Surf Coast : 1: 70 players  
Queenscliffe : 1: 84 players



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

FACILITY HIGHLIGHTS	
	The majority of netball courts in G21 are in good to excellent condition with compliant run offs and line marking as per Netball Victoria's facility guidelines.
	The majority of netball change facilities are in good to excellent condition with 29 of 46 being awarded this rating. 13 netball change rooms were considered in moderate condition and 4 netball change rooms were identified in poor or very poor condition.
	The recommended provision ratio of 1 netball court to 60 players is exceeded within three of five LGAs within the Region. This may indicate that there is an immediate need for access to additional courts within these municipalities. Provision ratios, as previously discussed, must however be considered amongst other determining factors including access, capacity and location of facilities.
	Where lighting is provided and an accurate assessment could be made, audits indicated that 55 netball courts had lighting greater than 100 lux whilst 10 facilities had lighting less than 100 lux. 11 courts did not have lighting.

\*Netball court provision ratios for regional and rural areas are per those indicated within the Netball Victoria Statewide Facilities Strategy. The rural and regional provision ratios differ to those outlined for Greater Melbourne. The summary above indicates provision for outdoor, football and netball club competition and does not include Association netball. Any ratio calculation should be accompanied by an assessment which considers other factors including venue capacity, quality of infrastructure, participation and usage.

\*\*Golden Plains Shire provision ratios for netball courts are based on provision across all sites within the municipality.





## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



**TOWARDS 2030: STRATEGY**

Drysdale Netball Club player



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



# TOWARDS 2030: STRATEGIC FRAMEWORK

Following consultation with key stakeholders and the analysis of participation, population and facilities information, a revised strategic framework for the Towards 2030 Strategy has been identified. The six key priorities below will guide the direction of club-based football and netball into the future and will be underpinned by objectives, priorities and actions that will require collaborative implementation across all project partners.

- ▶ AFL VICTORIA GROWING THE HEARTLAND  
FOOTBALL FACILITIES DEVELOPMENT STRATEGY 2017-2022
- ▶ NETBALL VICTORIA STATEWIDE FACILITIES STRATEGY 2019-2022
- ▶ AFL BARWON STRATEGIC PLAN 2017-2020 (update underway)

- |                   |  |
|-------------------|--|
| <b>PRIORITY 1</b> | Continue to enhance the relationship between football and netball, government and community partners in the planning and investment of facilities. |
| <b>PRIORITY 2</b> | Increase the quality, functionality, capacity and sustainability of existing facilities.   |
| <b>PRIORITY 3</b> | Ensure facilities cater for the diversity of participants playing across the G21 Region.   |
| <b>PRIORITY 4</b> | Support the capacity building and education of clubs and people.   |
| <b>PRIORITY 5</b> | Plan and develop facilities in growth and priority areas across the G21 Region.  |
| <b>PRIORITY 6</b> | Identify the location, role and function of regional level facilities and a secure a long-term plan for the Regional Administration Centre.        |

▶ **STRATEGIC DIRECTIONS**  
(Defined for each priority on subsequent pages)

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



Barwon Heads Football Club players

### PRIORITY 1

Continue to enhance the relationship between football and netball, government and community partners in the planning and investment of facilities

**A collaborative approach to the planning, investment, implementation and activation of football and netball facilities is required to align partner objectives and deliver best possible outcomes.**

**Rate capping, ageing infrastructure, COVID-19, and competing interests for capital investment are key challenges for LGAs. Developing and continuing relationships that encourage multiple investment opportunities and partners, and a strategic approach to facility investment is considered critical to the successful delivery of the Towards 2030 Strategy.**

The G21 and AFL Barwon Towards 2030: Strategy aims to increase participation opportunities, strategic relationships and partnerships with key stakeholders must continue.

LGA's are the major financial sponsor of local sport, and as costs for facility development increase, so does the reliance on external funding partners to ensure successful project delivery.

To reduce overall capital investment requirements, partnerships between all levels of government, as well as clubs, peak sporting bodies and other alternate funding streams must be considered. Collaboration should extend to project partners as well as stakeholders outside of the Strategy's development, including the Department of Education and Training and other state sporting organisation's.

In highlighting the requirement for co-contributions, it is also important that these partners are involved in the planning, delivery and activation of facilities. Collaboration in all phases of facility development will contribute to greater returns on investment and generate positive outcomes for sport and the community post construction.

LGAs are faced with pressure to balance investment across the many facets of the organisation, in a manner that is fair, equitable and based on evidence and need. LGA investment should continue to be supported by State and Federal Government through the provision of additional, and the continuation of existing, funding programs. New funding, or a revised approach to existing models, could consider accepting multiple or bundled funding applications for facility upgrades (e.g. floodlighting), as well as programs that encourage the retention of participants, rather than growth alone. AFL Victoria is currently working with the Victorian Government to review funding programs, and LGAs should be prepared to capitalise on any new or renewed opportunities for investment. This includes undertaking pre-planning and scoping of projects in anticipation of a future funding program announcement. It should be noted that the Victorian Government budget will be known in November 2020, following the endorsement of the draft document. It is recommended that a review of available funding programs following this announcement should be undertaken.



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### PRIORITY 1

Continue to enhance the relationship between football and netball, government and community partners in the planning and investment of facilities

Measures currently undertaken by AFL Victoria to reduce financial burden on Clubs, including the removal of all affiliation fees over the next three years, as well as salary cap reductions, should assist in creating greater opportunities for clubs to make financial contributions to all phases of infrastructure upgrades. In some instances, and within a number of LGAs, club contributions to projects will be considered critical. Continued support from AFL Victoria through resources identified within its *Growing the Heartland Strategy (2017-2022)*, has seen the implementation of specific funding programs and partnerships in facility development. In 2016, AFL Victoria introduced its Community Club Sustainability Program, which saw the introduction of a player points system and player payment rules. This Program reviewed the impact of player remuneration on clubs, and the burden set on volunteers to continually fundraise to generate income for payments. An industry approach and consultation process saw a more regulated process initiated, including across AFL Barwon, that provided a greater focus on pathways, player development and a more balanced and competitive environment. The implementation of a more sustainable system was identified as critical action 1.1 in the initial *2015 Heartland Strategy* which should now see clubs with greater financial capacity to contribute to capital investment, particularly where provision of infrastructure is required beyond core amenities. A measure of success of this initiative, as well as the Strategy, will be the continued and improved capital contributions made towards infrastructure projects by clubs. In addition, the salary cap reduction will also give clubs greater capacity to respond to ongoing challenges, including financial implications due to COVID-19. Furthermore, reducing salary caps in season 2021 has been adopted by AFL Barwon and its affiliated leagues which will see the following changes undertaken:

Key stakeholder relationships were also highlighted as a key priority in the initial Strategy, and the cohesion between project partners attributed greatly to its success. The continued focus on information sharing and collaboration is identified as a critical priority in the Towards 2030 Strategy.

	GFNL AFL	BFNL AFL	GDFL AFL	CDFNL AFL
2020 salary cap	\$145,000	\$110,000	\$90,000	\$80,000
2021 salary cap	\$100,000	\$80,000	\$70,000	\$60,000
Change 2020-21	<31%	<27%	<22%	<25%
	GFNL NETBALL	BFNL NETBALL	GDFL NETBALL	CDFNL NETBALL
2020 salary cap	\$20,000	\$20,000	N/A	N/A
2021 salary cap	\$17,500	\$17,500	N/A	N/A
Change 2020-21	<25%	<25%	-	-

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### PRIORITY 1

Continue to enhance the relationship between football and netball, government and community partners in the planning and investment of facilities

#### HOW WILL PRIORITY 1 BE ACHIEVED?

- **Continuation of the annual AFL Barwon Government Forum** for the purposes of monitoring and implementing the Strategy, information sharing and continuing strong stakeholder relationships.
- **Delivery of an annual State of Play Report** to provide an update to project partners on participation trends, annual facility audit findings and Strategy implementation status. State of Play Reports should be presented to the G21 Sport & Recreation Pillar annually.
- **A five (5) year review of the Strategy** to monitor and evaluate its performance, status and review strategic pillars and actions.
- **Advocacy via the G21 Sport & Recreation Pillar**, including support from AFL Victoria, AFL Barwon and Netball Victoria, **for the continuation of facility investment programs through the Victorian Government.**
- **Partnerships between sport, government and education** (where applicable) in the planning for facility renewal and new developments.
- The **initiation of financial contributions to capital projects at club level**, with the aim of balancing expenditure on player remuneration and contributions to infrastructure development.
- **Advocacy for the initiation and continuation of local level grant programs** that focus on infrastructure development and capacity building.

#### HOW WILL SUCCESS BE MEASURED?

- **The successful and timely implementation and monitoring of the G21 AFL Barwon Towards 2030: Strategy.**
- **Strategic investment in facility upgrades** that align with the recommendations within this Strategy.
- **The continuation of the Country Football Netball Program (CFNP)** through the Victorian Government, AFL Victoria and Netball Victoria.
- **Continuation of other eligible infrastructure investment programs** through the Victorian Government that enable greater participation outcomes and partnership opportunities (e.g. Local Sports Infrastructure Fund).
- **Improved relationships between project stakeholders and education providers**, e.g. schools, Department of Education and Training (DET), Victorian School Building Authority (VSBA) and Deakin University to drive collaborative planning, investment and access to facilities.
- **Continuation of local investment programs that target infrastructure upgrades** to improve participation outcomes, facility provision and greater activation of venues.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



**Since 2015, investment into football and netball facilities has occurred in-line with the principles of the initial Strategy; to increase access and the provision of functional, quality facilities that maximise participation opportunities. Increasing the carrying capacity of facilities broadens participation outcomes and the multi-use of venues. Capacity building initiatives such as gender neutral change rooms, sports lighting, playing surface upgrades, access to school facilities and the investigation into alternate playing surfaces contribute to a sustainable game and offer varied opportunities for investment.**

AFL Victoria has expressed a desire for existing facilities to meet preferred minimum standards as outlined within the *AFL Preferred Facilities Guidelines (2019)*. Following recent audits of football and netball facilities across the Barwon region, gaps in provision have been identified. Clubs who occupy facilities that are not meeting recommended guidelines, including gender neutral standards, are recognised as being at a greater disadvantage with limited ability to capitalise on participation growth, and reduced opportunities for the activation of venues.

Diversity in participation is a key growth market for both AFL and netball, and in particular female football, as well as all-abilities, multicultural, Indigenous, FIDA, Auskick, NetSetGO and other modified formats of the game. Ensuring that facilities meet guidelines and expectations including the provision of supporting amenities, adequate sports lighting and amenities for match officials and umpires has never been more important.

The provision of sports lighting beyond training standard to facilitate night games at local venues must be considered in consultation with AFL Barwon, LGAs, Clubs and against a cost benefit analysis. As per the *AFL Preferred Facility Guidelines*, the minimum standard competition lighting for local venues is 100 lux with 150 lux preferred to improve spectator viewing and amenity. The fixturing of night games requires a collaborative approach to assist in managing stakeholder expectations and ensure that any investment

into competition standard lighting is commensurate with the recommendations in this Strategy. Consideration must also be given to each LGA's standard provision of sporting infrastructure across its facility network and in reference to any relevant facility hierarchy. A consistent approach to lighting provision within LGA boundaries however should be taken to ensure equity and transparency.

*AFL Victoria's Growing the Heartland Strategy (2017-2022)* indicates that the provision of good oval lighting goes hand in hand with the right amount of oval provision and is important for all levels of Australian Football. It provides user groups with more opportunity to train and play and assists in ensuring that the use of facilities can be maximised. The installation of higher quality sports lighting assists to grow ground capacity, improve fixturing flexibility and helps to address oval demand. Good quality lighting also extends oval use later into the evening, especially in the winter months, allowing greater programming, flexibility and optimisation of facility use. It is important to balance the many benefits of providing lighting against initial costs and ongoing maintenance and energy costs. A lack of lighting provision can lead to lost opportunities for participation growth as well see ovals being overused and prematurely worn.



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### PRIORITY 2

Increase the quality, functionality, capacity and sustainability of existing facilities



Anakie v Grovedale Football Club

The AFL's *Growing the Heartland Strategy* suggests that a plan for the spread of well-located competition standard lit grounds (preferably 150+ lux) should be available, with all community leagues having access to at least one competition lit venue.

The Strategy also indicates that for local level facilities, training standard for sports lighting is 50 lux. For regional or state level venues, this increases to 100 lux. Lighting to training standard is considered a key priority and a core component of any club facility. Any new sports lighting infrastructure development, or redevelopment where capacity permits, should include LED technology, which offers 40% reduced energy consumption, reduced maintenance, spill control and immediate brightness (source: *AFL Preferred Facility Guidelines (2019)*). Whilst the initial capital outlay for LED infrastructure is generally higher than traditional metal halide lighting, cost savings throughout the life of LED assets and the reduced environmental impact, far outweigh initial capital costs.

In addition to increasing facility capacity through infrastructure LGAs, AFL Barwon and Clubs should work collaboratively to meet the changing landscape and demand for football and netball.

This will see a more flexible approach to use being required, with Clubs needing to adapt to varied training nights, times and locations to ensure facility usage can be evenly spread throughout the week.

In regards to netball facilities, a number of local venues are single-court facilities, which limits capacity, programmability

and participation outcomes for clubs and leagues. Single court facilities do not align with recommendations in the *Netball Victoria Facilities Manual (2017)* which notes that two courts for local football and netball clubs are required to cater for training and competition activities (where space and demand permits). The provision of lighting of 100 lux for club netball venues is also considered essential within the Manual for both training and competition.

An additional opportunity to support and strengthen capacity is to facilitate greater access to alternate facilities including schools (both those within new growth areas and those set to be redeveloped). Where identified, joint use agreements with education providers can assist in addressing demand. At times, barriers to utilising school facilities exist due to lack of infrastructure including appropriate lighting and change facilities. The Victorian Government recently released a Joint Ministerial Statement on Physical Activity for Children and Young People, which includes a goal to 'Create Active Communities' through participation in after school hours sport, and through broader community access to school facilities. It is recommended that a regional approach to connecting and partnering with the Department of Education and Training is taken to facilitate future use of school venues. School facilities presently utilised for football and netball within the G21 Region are included within the facility audit analysis in this Report. Where school venues have the opportunity to address facility gaps, a collaborative approach to investment is recommended.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### PRIORITY 2

Increase the quality, functionality, capacity and sustainability of existing facilities

#### HOW WILL PRIORITY 2 BE ACHIEVED?

- **Prioritising collaborative investment in facilities which have identified facility gaps in core provision.** This includes facilities which lack adequate gender neutral football and netball player amenities, gender neutral umpire facilities and single court netball facilities.
- **Prioritising investment into sports lighting to training standard commensurate with facility hierarchy,** where lighting does not meet standard and where demand necessitates. Preference to prioritise LED developments over traditional metal halide lighting.
- **Investment in oval upgrades including the conversion to warm season grass surfaces and exploring the use of alternate playing surfaces** such as hybrid and synthetic fields, to improve carrying capacity and to protect against future drought and water restrictions.
- **Increase the use of school facilities and alternate non-traditional venues** to address demand and capacity issues, and undertake a collaborative approach to investment in partnership with the Department of Education and Training.
- **AFL Barwon, Netball Victoria and LGAs to encourage Clubs to consider flexible training and competition venues,** away from their home facility, to help meet demand and over-use of ovals due to high volumes of traffic. This includes the potential use of association netball venues not normally used by club-based netball.
- **LGAs to consider investment into existing underutilised and/or overflow venues,** including the provision of adequate playing surfaces, lighting and basic amenities where demand necessitates.
- **Report annually on the status of football and netball facilities** following annual facility audits and identify the change over time in provision (gaps versus improvements).

#### HOW WILL SUCCESS BE MEASURED?

- **Increased provision of existing venues meeting recommended guidelines for core amenity provision.**
- **Improved quality of sports lighting infrastructure and the installation of sports lighting (where lighting is not provided) at existing venues** to improve programmability and capacity.
- **The provision of second netball courts at existing venues** where single courts are currently provided and where need, demand and land availability can be clearly demonstrated.
- **Greater access to schools and other non-traditional venues** and a stronger relationship and increased levels of shared investment with the Department of Education and Training (DET).
- **Activation of underutilised facilities through increased facility provision and greater programmability.**
- **Continued annual audits of all AFL Barwon football and netball facilities by region staff.**



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



Since 2015, over \$67M worth of collective investment into football and netball facilities in the G21 Region has occurred. This funding has been contributed through budget allocations, grant funding and local contributions. This expenditure has delivered over 60 projects, all focused on improving the quality and capacity of infrastructure. The redevelopment of change facilities has provided amenities that create better environments for the diversity of participants attracted to the game. A sustained focus on prioritising facility upgrades that are inclusive of all people will be imperative over the next 10 years.

Female football has become the fastest growing segment of the game, contributing to 53% of total participation growth from 2015-2019 in the Region. Female football now accounts for 15% of total AFL Barwon Club participation in 2019, with 65 teams participating across all five LGAs. In addition, female AFL umpires contribute approximately 10% of the total umpire contingent in AFL Barwon. As participation increases, there will continue to be a strong requirement for the delivery of gender neutral change facilities to cater for this demand. The consistent growth in female participation since 2015 is creating greater expectations on LGAs, and increasing facility gaps which, on most occasions, require significant investment to address. Although substantial progress has been made to address gender neutral provision, 57% of change rooms and 39% of umpire change rooms do not meet the AFL's Preferred Facility Guidelines for female friendly facilities in the Region.

Female friendly infrastructure grants available through AFL Victoria and Sport & Recreation Victoria provide an opportunity for the Region to target facility upgrades where female participation is current or projected. Collaboration with peak sporting bodies that are considered a co-tenant or complementary to football and netball provides further opportunity to maximise funding opportunities.

The development of gender neutral amenities, including player and umpire facilities, should reference the *AFL Preferred Facility Guidelines (2019)* and *Sport & Recreation Victoria's Female Friendly Sport Infrastructure Guide* to ensure that facilities meet best practice as well as the objectives of potential funding partners.

*Sport & Recreation Victoria's Design for Everyone Guide* aims to instil the principles of Universal Design to make the built environment more simplified and inclusive of as many users as possible. Equitable design, for people of all genders, all abilities and of all cultures should be at the forefront of any design process. Flexibility in changing spaces, adaptability of multi purpose areas and accessible and intuitive layouts will improve the form and function of venues and improve user experience.

In relation to netball facilities, facility audit information indicates that 63% of player change rooms are in good to excellent condition, leaving 37% as potentially requiring improvement. As netball is predominantly a female sport and continues to be a great contributor to female participation across the Region, addressing facility gaps should be afforded equal priority. In addition, the availability of modern, gender neutral umpire amenities will also support the prosperity of the game. Opportunities for shared umpire spaces that can cater for both football and netball could be explored further.



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### PRIORITY 3

Ensure facilities cater for the diversity of participants playing across the G21 Region



Tom May Tigers Football Club fans

Over recent years, the use of modular buildings has become a popular option in facility development, enabling outcomes that can be delivered up to 60% faster and at 15-30% less cost than traditional construction (*source: AFL Preferred Facility Guidelines 2019*). Options to utilise modular change rooms to assist in meeting gender neutral amenity shortages, and where additional change room provision is required, should be considered. The use of modular change facilities can also be useful for larger clubs and/or where back to back games are hosted. The AFL in partnership with Ausco Modular has developed designs for local and regional facilities that can easily be adapted to any venue in a cost-effective manner.

As both female and male participation continues to grow throughout G21, competition structures will need to become more responsive to demand. Flexible training and equal opportunities for all participants to train and play on main grounds through innovative fixturing should be considered. Greater use of facilities with identified capacity and appropriate supporting infrastructure should be at the forefront of scheduling, particularly for venues that offer flexibility and cater for the diversity of participants. Further detailed data regarding individual facility audit provision and compliance against the AFL's *Preferred Facility Guidelines* can be found in the Appendices section of this Report.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### PRIORITY 3

Ensure facilities cater for the diversity of participants playing across the G21 Region

#### HOW WILL PRIORITY 3 BE ACHIEVED?

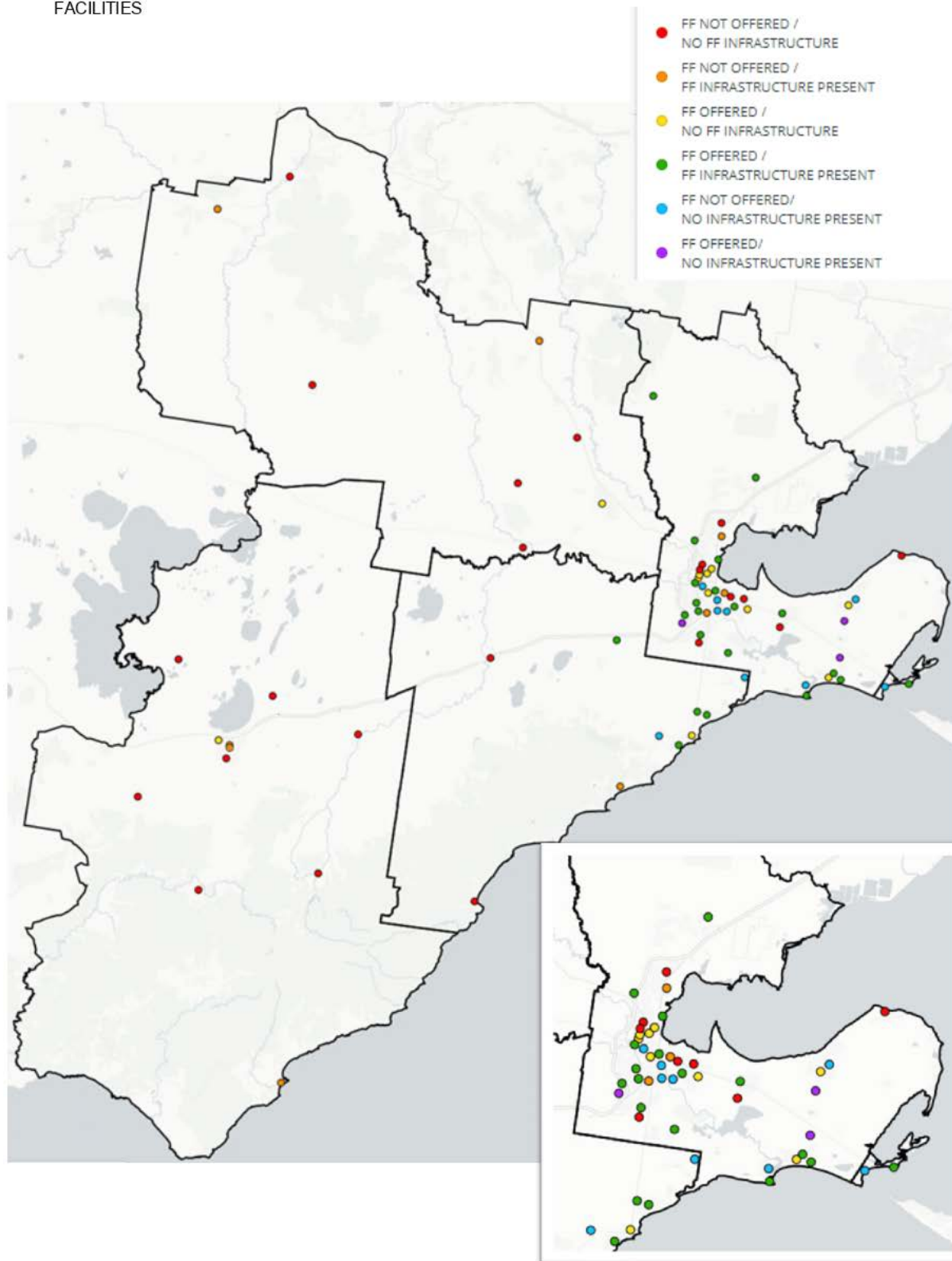
- **Every new or redevelopment football and netball facility will provide gender neutral and accessible facilities** that will support participation for people of all gender, ability and from any culture or background.
- **The AFL's Preferred Facility Guidelines (2019) and Netball Victoria Facilities Manual (2017) will be referenced** in the planning phase for all new or redevelopments of facilities.
- **SRV's Design for Everyone Guide and Female Friendly Sport Infrastructure Guide will be referenced** in the planning phase for all new and redevelopment of facilities.
- **Continuation of grant programs that offer facility funding focussed on inclusivity** and enhancing opportunities for females will be key to successful project delivery.
- **Flexible fixturing and competition structures** will evolve to facilitate and accommodate the growing female participation forecast. Fixturing will be delivered from an equitable standpoint, offering females the same opportunity as men to play and train on the main ground and on traditional training nights.
- **Exploring modular facility construction for new and redeveloped facilities** and/or at venues where participation and capacity requires additional change room infrastructure.

#### HOW WILL SUCCESS BE MEASURED?

- **All venues that are used for female football will cater for gender neutral and accessible use and be flexible in design.** This includes for all participants of the game such as players, umpires, officials, coaches and spectators. Target to complete venues which presently offer female football with no infrastructure present including Bakers Oval, Drysdale Recreation Reserve, Elderslie Reserve, Frier Reserve, Grinter Reserve, Herne Hill Reserve, McCartney Oval, Victoria Park (Bannockburn), West Oval and Western Reserve followed by venues which do not have female participation but also do not have female suitable venues (see map on page 49).
- **All netball change and umpire facility provision will be considered in good to excellent condition by 2030.**
- **The delivery of facilities that have flexible spaces to encourage broader multi-use opportunities** both within and outside of traditional sport.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

**FIGURE 09 |** CURRENT G21 AFL FEMALE FOOTBALL MAP AND FEMALE FRIENDLY (GENDER NEUTRAL) FACILITIES





## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



### PRIORITY 4

**Support the capacity building and education of clubs and their people**

**Community clubs continue to be the lifeblood of regional and rural areas, driven by dedicated volunteers who are integral to the development of the game. The identification of educational opportunities and partnerships that support and build capacity will continue to contribute to the success of clubs both on and off the field.**

The value that sport brings to communities extends well beyond the playing field, contributing to social outcomes including community cohesion, reduced feelings of isolation, increased civic pride, greater social capital and improved physical and mental health. In 2013, Street Ryan undertook the 'Review of Football in Country Victoria' study which measured the social impacts derived from regional football and netball and found that clubs provided a crucial community service. Particularly in smaller towns, the study found clubs assisted in keeping children and youth engaged and prevented disenfranchisement from the local community.

The COVID-19 pandemic has significantly disrupted the 2020 football and netball season, with the regular (senior) football and netball competition cancelled until 2021. The impact of the pandemic on local sporting clubs will require close monitoring now and into the future by all project partners.

Whilst AFL Victoria, Netball Victoria, AFL Barwon and LGAs are devising strategies for the reopening of facilities, including health and safety protocols, the future viability and sustainability of some clubs as a result of the disruption may not immediately be evident. Other potential financial impacts on clubs including the likelihood of limited sponsorship and other forms of financial support in future seasons is high, with stable sources of income and revenue streams possibly becoming more difficult to secure.

In addition, there is a risk that participants who will not be playing in competition and/or training in 2020, could be less inclined to return once sport resumes. Strategies regarding the re-engagement of participants and the promotion of the game, including the importance of sport for mental and physical wellbeing, should be considered as a critical priority for project partners moving forward.

To support the future sustainability of clubs ongoing, and to deliver other educational and capacity building opportunities, engagement via the new AFL Victoria Club Champion Program will be a critical resource and support service. Beginning in early 2021, the role of Club Champion will be a resource available to regional football commissions, including AFL Barwon, to provide face to face club support to enhance management and community building capabilities.

The current 'Club Health Check' utilised by AFL Victoria and AFL Barwon will be encompassed into the key responsibilities of the Club Champion role, where clubs that are identified as requiring most support will be prioritised. Additional key aims of the Club Champion will be to develop initiatives to assist in club operations including strategic planning, financial management, volunteer engagement and sponsorship acquisition.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### PRIORITY 4

#### Support the capacity building and education of clubs and their people

Prior to the COVID-19 pandemic, a small number of football and netball clubs, mostly located in areas of identified disadvantage and/or where population characteristics are limiting involvement in sport, were experiencing stagnant, fluctuating or declining participation, particularly in junior and female cohorts. Whilst this is in direct contrast to the general trend of increasing participation in G21, further investigation and a strategic, collaborative response should be taken. It is recommended that project partners critically assess the spread of participation in the Region and consider the most appropriate approach to facilitate participation across all locations. Consideration should be given to understanding why disparity in participation occurs and how the equalisation of participation across all clubs and facilities can be addressed. Player pathways from Auskick, NetSetGO, junior through to senior age groups are crucial for player retention and clubs should be supported to enable this to occur. In areas where participation is fluctuating or declining, resources need to be targeted at schools to promote programs and linkages to the local competition.

The initial 2015 Strategy identified that a review of current club and league structures to address and improve sustainability and equalisation should be pursued. Whilst significant progress has been made, revisiting this priority to test that the current structure still reflects the recent evolution of the game and its competition is recommended. Considering the restructure of the competition format at senior level following the salary cap equalisation will be an important next step to ensuring greater sustainability of the game across the Region.

Whilst community and sport development expectations are inherently understood by clubs, they, at times, require further guidance and support to achieve these initiatives. One of the roles of the new AFL Club Champion and Netball Victoria Participation Coordinators is to provide training and education opportunities aimed at building capacity of volunteers. These initiatives however cannot be delivered by these people alone and the importance of continuing to work alongside other project partners including Leisure Networks, Geelong Cats Foundation, LGAs and other peak sporting bodies will continue to be vital.

Due to the current pandemic, there has been a significant reduction in staffing resources across AFL Victoria, Netball Victoria and AFL Barwon in response to the suspension of football and netball at both elite and local levels. Resourcing requirements and the structure of AFL Barwon is expected to be reviewed once play returns.

There is also opportunity to undertake an assessment of the Football Development Manager (FDM) roles to identify where additional resourcing could assist. FDMs are considered key to driving game development however limited resources mean that these core functions, along with other aspirational initiatives, become increasingly difficult to deliver. It is identified that further support in the game development area could assist greatly in the delivery of participation initiatives identified within the Strategy, including for areas experiencing participation stagnation or decline. In addition, the joint and shared planning of club education by FDMs and Participation Coordinators to reduce duplication and create a more efficient and effective training model should be explored.

Any recommendation for development and expansion of the game must include support for officials. This includes umpire recruitment and retention policies, provision of appropriate training facilities and amenities, support for umpire in schools' programs, expanding pathways and encouraging club involvement in developing umpires. AFL Barwon's Umpire Academy's aim to align umpire development programs with Clubs as a way of recruiting, supporting and nourishing umpires through inclusive environments. This initiative should continue to be an integral part of game development for the sport through to 2030, with a greater number of clubs engaged in providing this program. There is also opportunity to engage and recruit a greater number of female AFL umpires. As per page 27 of this report, female umpire participant numbers has remained stable, with approximately 40 female participants in 2015 and 2019. Further attraction and recruitment of female umpires to the game, will support sport's inclusive and diverse profile, and influence more girl's and women to become involved.



AFL Barwon Umpire and East Geelong Football Club player

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### PRIORITY 4

Support the capacity building and education of clubs and their people

#### HOW WILL PRIORITY 4 BE ACHIEVED?

- **A collaborative and structured approach** including all project partners, affiliated Leagues and club representatives **to understand the ongoing impacts of the COVID-19 pandemic on community football and netball.**
- All project partners including levels of government and sport to collaborate in **engaging with existing participants during the period of competition cessation.**
- **The development of participation strategies and identifying resources to attract participants in areas experiencing decreased or limited participation.**
- **Greater connection and promotion of football and netball amongst schools** and the development of linkages to clubs that can support involvement in traditional competition and other modified formats of the game.
- **Support for umpire leagues in the development of retention and recruitment policies** and identifying initiatives for clubs to actively promote umpiring to their member base, in particular for female umpires.
- **Strong partnerships with LGAs, AFL Barwon, Netball Victoria and Leisure Networks** in the continuation of club development seminars and initiatives to provide education and learning opportunities on a regular basis.
- **Greater allocation of resources** to AFL Barwon to support participation initiatives and club support.

#### HOW WILL SUCCESS BE MEASURED?

- **Retention of football and netball participants following the COVID-19 pandemic** into season 2021 and 2022.
- **The delivery of quarterly club development seminars** in partnership with LGAs, Leisure Networks, AFL Barwon and Netball Victoria. These seminars should aim to provide education to clubs that encapsulates information to improve and implement healthy sports environments, infrastructure planning processes and improved club administration.
- **Deliver the Club Champion Program through the appointment of the Club Champion position** to assist in development initiatives including sustainability, governance, financial, volunteerism and administration.
- **Completion of strategies to stimulate participation in areas of decline**, targeting school programs and as a key opportunity to increase participation at club level.
- **Greater involvement and engagement with current and prospective umpires** including increased club engagement with the AFL Barwon Umpire Academy program to encourage participation, recruitment and retention of officials.



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



### PRIORITY 5

Plan and develop facilities in growth and priority areas across the G21 Region

**Population growth is predicted for the G21 Region, particularly within the City of Greater Geelong, Surf Coast Shire and Golden Plains Shire to 2030. This will affect future football and netball participation, and place increased demand for the improvement of existing facilities and new venues in greenfield development sites.**

Since 2015, an additional 9 AFL Ovals and 4 Netball Courts have been delivered across G21, including:

- 2 Ovals and 2 Netball Courts at Armstrong Creek East Sporting Precinct (Armstrong Creek)
- 1 Oval and 2 Netball Courts at Sovereign Drive (Armstrong Creek)
- 1 Oval at Banyul-Warri Fields (Torquay)
- 2 Ovals at Drysdale Sporting Precinct (Drysdale)
- 1 Oval at Oakdene Estate (Ocean Grove)
- 1 Oval at Bannockburn P-12 College (Bannockburn)
- 1 Oval at Deakin University (Waurn Ponds)

The development of additional facilities has assisted greatly in addressing demand as identified in the initial Strategy. Updated population forecasts for G21 in the Towards 2030 Strategy identify that access to approximately 16 additional AFL Ovals and 26 netball courts across the Region to 2030 is required (using the recommended benchmark population ratio). This forecast is based on demographic changes as well as analysing the projected market for football and netball. A detailed analysis of facility provision forecasts by Region and LGA can be found in the Appendices section of this Report.

AFL's recommended best practice ratio of 1 oval to 7 teams has also been utilised for comparison within the LGA facility forecast (also found in the Appendices section of this Report). This ratio provides another

comparison and benchmark for stakeholders in understanding potential oval access requirements should this ratio be considered.

Facility provision forecasts and ratios used throughout to identify playing surface requirements should not be used as a standalone measure, and consideration regarding the access to existing facilities, their capacity, geographic spread and current usage should be afforded. Consideration to improving playing surfaces and associated infrastructure can also extend the programable hours of a facility and assist in addressing additional demand. A case study outlining the benefits of improved oval playing surfaces can be found in the Appendices section of this Report.

Current ratios for football used throughout this Report indicate that there is generally an adequate number of ovals, aligning to the recommended AFL ratio of 1 oval to 5,000 people across all LGAs.

Netball court provision ratios used throughout this Report indicate that 3 of 5 G21 LGAs are currently exceeding the recommended ratio of 1 court per 60 players for regional and rural areas. Within these LGAs, there may be an immediate requirement for access to, or the provision of, additional facilities to meet demand. The Appendices section of this Report outlines the projected participation growth and court requirements for each LGA to 2030. Again, these forecasts must be considered against current supply, condition, access and usage to existing facilities.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### PRIORITY 5

#### Plan and develop facilities in growth and priority areas across the G21 Region

In addition, the use of existing indoor venues for netball should be considered to support demand. The use of indoor venues for club based netball however is only endorsed by Netball Victoria for training and development programs, not competition.

The regional netball venue at Kardinia Park is currently utilised for both club based netball as well as association netball, and court and facility provision has been considered within the audits in the Appendices section of this Report. Future upgrades to the complex will be considered within the Kardinia Park Master Plan which is currently underway.

Any future facility development recommendations should consider the impacts on existing provision ratios. Where an oversupply of facilities is evident, increasing the capacity of existing facilities or the possible repurposing of underutilised venues should be pursued prior to the development of new venues.

Planning of greenfield sites where LGAs have control over facility provision should consider the projected need of the sport and work to reduce any gaps in infrastructure. As a minimum, LGAs experiencing population growth may consider the installation of at least one synthetic field (as it is the equivalent to three natural turf ovals) combined with options for hybrid turf at other venues to meet increased demand. In addition, synthetic facilities also provide opportunity for use by other sports (e.g. hockey, soccer, cricket). Most oval access requirements to 2030 is centered around the City of Greater Geelong and its growth areas with access to an additional 12 ovals required across six identified planning areas. The Appendices section of this Report provides a detailed forecast of AFL oval projections by planning area for the Greater Geelong municipality.

The planning and development of any new playing fields and venues will need to maximise shared usage for sports outside of football and netball and be flexible enough to meet the changing needs of the community. The delivery of any new local level multi-use facilities should consist of two ovals or surfaced areas which can accommodate full sized AFL ovals, as well as two lit netball courts to maximise viability of the venue. AFL Victoria recommends the development of two oval (or multi oval) venues in new developments to support more sustainable clubs and multi use outcomes. Two oval sites enable a club to grow and spread usage across playing fields and provides better economies of scale in terms of supporting infrastructure. Whilst single oval facilities can be considered important, particularly in LGAs where population forecasts are limited, in areas of growth and heightened demand, multi-oval venues should be given preference. Existing single oval facilities, if adequate demand and suitable infrastructure is

provided, should continue to be considered integral in a facility network for overflow, training and junior football uses.

The success of sport, particularly within new clubs and facilities, relies on well coordinated on and off-field activities. The importance of establishing well run clubs and empowered volunteers will contribute to the outcomes of a venue and create better return on investment. Guiding documents such as the City of Greater Geelong's Armstrong Creek Sports Development Plan outlines a consolidated approach to the initiation of sport including establishing and growing participation, people and partnerships, creating viable clubs and the appropriate resourcing for delivery. Where new facilities are identified between 2020-2030, the creation of sport development documents should be considered to ensure the successful initiation and grassroots facilitation of the game.

Prioritising local infrastructure projects should be measured against the recommendations within this Strategy, LGA strategic planning and capital works budget cycles, external funding availability and the Project Development Framework for Clubs on page 93. The Framework provides an outline of expectations and guidance to ensure that any club driven project is developed in a robust manner and in consultation with project partners. Any proposal will be subject to available funding and the capacity of project partners to prioritise investment.

Finally, project stakeholders will need to continually monitor football and netball participation and plan accordingly. The initiation of the annual State of Play Report, as identified in Priority 1, by AFL Barwon will ensure there is a collective understanding of participation trends across the Region. This will be essential to support the identification of facility investment priorities.



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### PRIORITY 5

Plan and develop facilities in growth and priority areas across the G21 Region

#### HOW WILL PRIORITY 5 BE ACHIEVED?

- Utilising participation projections and provision projections progressively provide additional access to 16 AFL ovals and 26 netball courts to 2030 across the Region in line with population and participation projections for both sports.
- G21 LGA's, AFL Barwon and AFL Victoria partner to investigate options for the installation of a synthetic oval for the region and identify a suitable location and potential funding models.
- LGAs to work collaboratively with greenfield developers and AFL Barwon in the identification and provision requirements of football and netball facilities.
- Initiate a region based, collaborative approach to the Victorian School Building Authority (VSBA) regarding new school facilities and their capacity to assist in addressing demand.
- AFL Barwon, Netball Victoria, Leisure Networks and LGAs to work collaboratively on sport development strategies for growth areas and new facilities that will facilitate best participation and facility usage outcomes.

#### HOW WILL SUCCESS BE MEASURED?

- Access to an additional 8 AFL ovals and 14 netball courts to 2025 along with an additional 2,000 AFL and 850 netball participants across the Region.
- Access to an additional 8 AFL Ovals and 12 netball courts from 2025-2030 along with an additional 1,800 AFL and 740 netball participants across the Region.
- Strong participation, occupation and usage of newly developed facilities through strategies that drive grassroots club development.



St Mary's Football Club player

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



Colac Imperials Football Club player

### PRIORITY 6

Identify the location, role and function of regional level facilities and a secure a long-term plan for the Regional Administration Centre

The initial 2015 Strategy identified three regional venues for the Region which, through increased capacity and infrastructure provision, can service higher levels of participation, spectators and events. All three regional venues have since been upgraded or are underway, which will see AFL Barwon well serviced to 2030.

The development of Regional Administration Centre's (RAC) and Hubs for Commissions is a priority within AFL Victoria's Growing the Heartland Strategy. The current home of AFL Barwon at Highton Reserve presents limitations and a long-term plan for a RAC is required. The initial Strategy identified potential venues for a future RAC which should continue to be pursued.

The three identified regional level venues in the initial 2015 Strategy are soon to be delivered, commensurate with regional facility provision. These three venues are:

- Spring Creek Reserve (Torquay)
- Colac Central Reserve (Colac)
- West Oval (Geelong West)

The completion of these upgrades now meets the recommended requirement for regional facility provision over the next 10 years, and aligns with AFL Victoria's *Growing the Heartland Strategy*; that each league requires access to at least one regional venue. All three facilities now provide a higher standard of infrastructure and will host larger numbers of spectators. Regional facilities will be prioritised and scheduled for higher level games and events, particularly those outside of local competition, over other venues. Since 2015, the Elite Sporting Precinct at Deakin University has come to fruition, which includes an MCG-sized oval and floodlighting.

This facility should now be recognised as playing a regional role also in the network of G21 facilities. Further negotiation and partnerships with AFL Barwon, LGAs and Deakin regarding access to this venue for local and regional use should be pursued.

As identified in the 2015 Strategy, oval usage at Simonds Stadium, the only AFL Standard facility in the Region, is generally considered at capacity. This limits community access and heightens the importance of the identified regional venues and their ability to service events and competitions including VFLW, NAB League, Marsh Community Series and AFL Barwon finals.

AFL Barwon currently operate from Highton Reserve, sharing the facility with NAB League team the Geelong Falcons. Highton Reserve is classified as a local level venue and has limited capacity due to it being a single oval facility with seasonal access.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### PRIORITY 6

Identify the location, role and function of regional level facilities and a secure a long-term plan for the Regional Administration Centre

The development of a long-term plan for an AFL Barwon RAC continues to be a priority in the Towards 2030 Strategy, which would provide a facility that can house AFL Barwon staff, including League administrators, as well as services for growing participation, talent pathways, coaching and other club education. A single location for the administration of football and netball will create efficiencies and collaboration and replace any duplication in effort.

The requirement for a RAC to provide talent pathways is essential and balancing the needs of elite teams and players whilst continuing access for community programs must be considered equally. The significant advantage of the existing relationship and connection with AFL Barwon and the Geelong Falcons is recognised, and the opportunity for the future RAC to incorporate facilities that cater for the many facets of both football as well as netball should be pursued.

The development of a RAC would ideally be at a non-aligned venue with access to multiple playing surfaces for football and netball. As indicated in AFL Victoria's *Growing the Heartland Strategy*, on-site region commission staff could provide added value through assistance with ground management, program delivery and scheduling, increasing shared use and other outcomes which can be challenging in traditional club tenancy models.

It is recommended that a feasibility study be undertaken in conjunction with project partners for the identification of the most suitable location for the RAC moving forward. The feasibility study should highlight the need for a collaborative approach to investment through partners including AFL Victoria, Geelong Falcons and AFL Barwon. Any long-term option for a RAC should also include planning for an improved Centre of Excellence for the Geelong Falcons.



Lara Football Club player



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### PRIORITY 6

Identify the location, role and function of regional level facilities and a secure a long-term plan for the Regional Administration Centre

#### HOW WILL PRIORITY 6 BE ACHIEVED?

- Completion of all three regional level facility upgrades and the increased programming of these venues for higher level events and games.
- The activation of Deakin University as a regional level venue, particularly once change room facilities are provided.
- AFL Barwon to commission a feasibility study, in conjunction with project partners, to investigate and recommend the best long term home for a RAC.
- Investment into the preferred identified RAC requires multiple investment partners including AFL Victoria, AFL Barwon and Geelong Falcons.

#### HOW WILL SUCCESS BE MEASURED?

- Through the increased usage of the three identified regional facilities identified and the Deakin University facility.
- The completion of a long term feasibility study identifying the future RAC location in the Region.
- The development of a RAC that is funded through a collaborative approach a number of responsible project partners.



St Alban's Football Club officials

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

# STRATEGY IMPLEMENTATION

Through the implementation phases of the Strategy there will be three key roles for stakeholders to play:

### INITIATE

Planning the scoping and timing of strategic directions, programs, activities and service provision.

### DELIVER

Delivery of strategic directions, activities and services.

### SUPPORT

Support for program, activity and service delivery through the provision of people, skills, funding, equipment and promotion.

Many strategic directions will require further stakeholder consultation. To ensure key actions can be achieved in a timely manner, continued collaboration between sport and government is crucial.

Proposed strategic directions have been allocated a level of priority based on their relative impact on delivering the desired outcomes for the Region. The level of priority should be used to inform each project partner of the relative importance of a particular action along with the expected delivery timeframe. A description of each priority level is provided below.

**It is recommended that a five (5) year review of the Strategy be undertaken to monitor, evaluate and ensure the currency of priorities and actions**



North Geelong Football Club player

### CRITICAL ACTION

A direction that has a serious impact on ongoing service delivery and without achievement other priorities cannot be progressed or will be severely hindered in their implementation.

### HIGH

A direction that has a high level of impact that must be prioritised to ensure the successful delivery, implementation and success of the Strategy.

### MEDIUM

A direction that contributes to meeting the overall Strategy objectives.

### LOW

A direction that contributes to overall Strategy improvement activities.

### ONGOING

A direction that will require ongoing commitment of sport and government stakeholders.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

# KEY STAKEHOLDER IMPLEMENTATION RESPONSIBILITIES

The G21 and AFL Barwon Towards 2030: Strategy has highlighted a range of critical issues that AFL Barwon and G21 LGA's face regarding growth in football and netball participation and the need to prioritise and plan for infrastructure upgrades and new development. The following project partners will be imperative to the Strategy's delivery. The role of each partner in the Strategy's implementation is summarised below.

### AFL BARWON

AFL Barwon will play a lead role in coordinating and supporting the implementation of Strategy recommendations including club development initiatives, as well as supporting infrastructure projects and directing regional staff work plans and priorities.

The most critical roles of AFL Barwon will be in driving a return to play strategy and engagement of participants following the COVID-19 pandemic. This will include monitoring the financial status of clubs from season 2021 and beyond. AFL Barwon will need to work in partnership with stakeholders in supporting strategic planning and financial management processes at club level. In addition, the fixturing of games to accommodate for increased demand, including female participation, to maximise usage of venues and offer alternate facilities where available. For higher level events and competitions, including finals, AFL Barwon should look to maximise use of the Region's identified regional level venues.

AFL Barwon will need to bring the regional football and netball community together, assist in prioritising recommendations and advocate to LGA stakeholders for financial and resource support to deliver key actions. Without AFL Barwon's drive and commitment to these reforms, successful implementation cannot be achieved.

### LOCAL GOVERNMENT

The five G21 LGAs have a core responsibility to directly deliver football and netball infrastructure planning, improvement and revitalisation actions, as well as support participation and club development initiatives.

LGAs will need to focus on the implementation of Critical Action Plans, as well as support regional objectives through policy adoption and development and in prioritising and securing partner investment.

Via the G21 Sport and Recreation Pillar and through internal LGA governance structures, LGAs are encouraged to adopt strategy objectives and priorities and utilise them as the basis for future local planning regarding football and netball.

### LEISURE NETWORKS

Leisure Networks play a crucial role in providing support, education and capacity building of clubs and their administrators. Their expertise in delivering participation programs and assisting to create welcoming, inclusive, sustainable and healthy sporting environments will be key to achieving several updated Strategy recommendations.

### AFL VICTORIA

AFL Victoria will play a support role in action implementation. They will also have an active and direct role in staffing of game development and promotional activities. In addition, AFL Victoria should provide support in sustainability initiatives including player points and salary cap systems that enable regional commissions to implement successfully.

AFL Victoria will promote statewide strategies for regional and local implementation, including club health checks, regional planning, annual facility auditing, professional development and education programs, and advocating for the continuation of the Country Football Netball Funding Program (CFNP) and other relevant funding programs.



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### NETBALL VICTORIA

Netball Victoria will play a support role in action implementation, but also have an active and direct role in staffing of game development and promotional activities, and supporting regional partners to meet their community, development and infrastructure aspirations. Netball Victoria's commitment to supporting continuation of the CFNP is also essential.

Netball Victoria will have a role assisting grass roots netball growth and development at a local level, supporting competition and club structure review, assisting with grants and facility development and ensuring statewide strategies for netball are implemented. Netball Victoria also plays a crucial role in working with AFL Barwon in the resumption of sport following COVID-19.

### CLUBS

Clubs' commitment to delivering and supporting football and netball in a changed environment is critical. Specific to strategy implementation, clubs will need to participate in Club Health Checks, professional development and education programs, openly provide information to other regional stakeholders on strategic planning and financial management and commit to supporting proposed new governance processes and activities, in addition to standard club operational requirements. Critical to infrastructure improvement will be the capacity for clubs to financially plan for and invest in projects. Regional implementation of female football, grassroots programs and modified formats of the game will continue to be core development opportunities for clubs to expand their member base and grow their club.

### STATE / FEDERAL GOVERNMENT

Government will play a key support role in the funding of strategic initiatives, and in promoting the benefits of the G21 and AFL Barwon Towards 2030: Strategy throughout other Victorian regions. It will also be responsible for ensuring continued focus is provided on the delivery of strategy actions for greater benefit of the G21 Region. Government will be relied upon to support sport, the game and its facilities return to play through funding and other initiatives.

### EDUCATION PROVIDERS

Schools within the Region will have a key role in growing participation through embracing programs offered by AFL Barwon, AFL Victoria, Netball Victoria and umpire leagues. School capabilities to accommodate increased access to school grounds and amenities where there is high usage will also be essential if sport growth initiatives are to be maximised. The Victorian School Building Authority and Department of Education and Training will be beneficial in discussions around the delivery of new school facilities and facilitating access to existing venues, in partnership with sport and LGAs.

Other providers such as Deakin University will be relied upon to facilitate access to existing facilities to assist in building the capacity of the facility network.



Modewarre Netball Club player

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### STRATEGIC PRIORITY #1 – IMPLEMENTATION PLAN

Continue to enhance the relationship between football / netball, government and community partners in planning and investment of facilities

STRATEGIC DIRECTIONS	PRIORITY	DIRECTION OBJECTIVE	STAKEHOLDER RESPONSIBILITY		
			INITIATOR	DELIVERER	SUPPORTERS
1.1 AFL Barwon to continue to host the annual AFL Barwon Government Forum to monitor and deliver the actions identified within the 2020 Strategy and to build stakeholder relationships and collaboration with project partners.	Critical	Annually	AFL Barwon	AFL Barwon	AFL Victoria, Netball Victoria, Leisure Networks, Deakin University, Sport & Recreation Victoria, LGAs
1.2 Project partners and the G21 Sport & Recreation Pillar to work collaboratively in advocating for the continuation of existing, and identification of alternate, funding streams to support infrastructure investment, including the Country Football and Netball Program (CFNP).	Critical	Immediate	G21 Sport & Recreation Pillar	G21 Sport & Recreation Pillar, LGAs	AFL Barwon, AFL Victoria, Netball Victoria, Sport & Recreation Victoria
1.3 AFL Barwon to initiate the development of an annual State of Play Report to outline participation trends, facility compliance, new development initiatives and the implementation of the Strategy. The State of Play Report should be shared with project partners either via the Government Forum or via the G21 Sport & Recreation Pillar annually.	Critical	Annually	AFL Barwon	AFL Barwon & Netball Victoria	LGAs, Leisure Networks, G21 Sport & Recreation Pillar, Sport & Recreation Victoria
1.4 AFL Barwon in partnership with Clubs initiate and outline the importance of the requirement of club contributions towards facility development, particularly when provision beyond core amenities is being sought.	High	Via quarterly Club Development Seminars	AFL Barwon	AFL Barwon	AFL Victoria, Netball Victoria, LGAs, Clubs
1.5 Project partners to educate venue users on the benefits of collaborative planning of sporting facilities and accessing school venues via successful case studies.	High	Through the G21 Sport & Recreation Pillar quarterly meetings	G21 Sport & Recreation Pillar, LGAs	LGAs & AFL Barwon	AFL Victoria, Netball Victoria, Schools
1.6 AFL Victoria to continue capital investment grant programs outside of the Country Football Netball Program (CFNP) that can contribute towards new and redevelopment of facilities.	High	2020 to 2030	AFL Victoria	AFL Victoria	AFL Barwon, Netball Victoria



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### STRATEGIC DIRECTION #2 – IMPLEMENTATION PLAN

Increase the quality, functionality, capacity and sustainability of existing facilities.

STRATEGIC DIRECTIONS	PRIORITY	DIRECTION OBJECTIVE	STAKEHOLDER RESPONSIBILITY		
			INITIATOR	DELIVERER	SUPPORTERS
2.1 Utilising facility audit information provided within the Strategy, prioritise collaborative investment with project partners into core facility upgrades where facility gaps are evident.	Critical	80% of all player and umpire change facilities to meet gender neutral, accessible and universal design requirements by 2030.	AFL Barwon, LGAs	LGAs, AFL Barwon, AFL Victoria, Netball Victoria	Sport & Recreation Victoria
2.2 A collection, region-based approach with project partners to develop partnerships with schools to advocate for access to facilities where adequate provision is available to meet demand. Consider collaborative investment into school facilities where increased usage outcomes can be demonstrated, and promote and advertise accordingly.	Critical	Prior to the resumption of season, identify a collective approach to improve partnerships with schools to assist in meeting demand.	AFL Barwon, Netball Victoria, LGAs	AFL Barwon, LGAs, Department of Education and Training	AFL Victoria, Netball Victoria, Deakin University
2.3 Develop all facilities to include lighting to a minimum training level standard – this will help to alleviate demand and capacity issues experienced across the Region.	Critical	Utilising the facility audit information in the Appendices of this Report, upgrade facilities where need and demand necessitate as funding becomes available.	AFL Barwon, Netball Victoria, LGAs	AFL Barwon & LGA's	Sport & Recreation Victoria, AFL Victoria
2.4 AFL Barwon and LGAs to work in partnership in the fixturing of night games to ensure venues that have competition lighting capacity are prioritised. Should existing competition lit facilities not suffice, project partners to collaboratively identify venues which should have lighting provision increased.	Medium	Annually through fixturing and scheduling of competition by AFL Barwon.	AFL Barwon, Netball Victoria, LGAs	AFL Barwon & LGA's	Sport & Recreation Victoria, AFL Victoria, Netball Victoria

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### STRATEGIC DIRECTION #2 – IMPLEMENTATION PLAN

Increase the quality, functionality, capacity and sustainability of existing facilities.

STRATEGIC DIRECTIONS	PRIORITY	DIRECTION OBJECTIVE	STAKEHOLDER RESPONSIBILITY		
			INITIATOR	DELIVERER	SUPPORTERS
2.5 AFL Barwon and LGAs to promote and educate clubs on the use of overflow and alternate non-traditional venues to accommodate training and to reduce the over-use of ovals. Investment into non-aligned venues with required ground surface, lighting and basic amenities to assist and support identified demand.	Medium	Utilising AFL Barwon's club correspondence and educational tools.  LGAs to consider facility audit information within this report and identify non-aligned and/or underutilised venues that could be enhanced to support overflow use.	AFL Barwon, LGAs	AFL Barwon, LGAs, Department of Education and Training	AFL Victoria, Netball Victoria, Clubs
2.6 AFL Barwon and project partners including LGAs to support, encourage and provide feedback on strategic club-driven infrastructure development plans and encourage the identification of cash and/or in-kind contributions.	Medium	Using the club project development framework in the Appendices of this Report.	AFL Barwon, LGAs	AFL Barwon, LGAs	AFL Victoria, Netball Victoria, Leisure Networks and Clubs

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### STRATEGIC PRIORITY #3 – IMPLEMENTATION PLAN

Ensure facilities cater for the diversity of participants playing across the G21 Region.

STRATEGIC DIRECTIONS	PRIORITY	DIRECTION OBJECTIVE	STAKEHOLDER RESPONSIBILITY		
			INITIATOR	DELIVERER	SUPPORTERS
3.1 All new and redeveloped facilities must meet the requirements in the AFL's Preferred Facility Guidelines including the provision of gender neutral facilities for football and netball players as well as umpires.	Critical	100% of new football and netball player and umpire change room developments must be gender neutral. LGAs to update any local strategies and policies to reflect this position.	AFL Barwon	LGAs	Sport & Recreation Victoria, AFL Victoria, Netball Victoria
3.2 In conjunction with facility audit data, female participation information and map on page 49, prioritise gender neutral facility developments that address facility gaps.	Critical	Upgrade facilities that have existing female football participation but which are not gender neutral as priority. These venues include; Bakers Oval, Drysdale Reserve, Elderslie Reserve, Frier Reserve, Grinter Reserve, Herne Hill Reserve, McCartney Oval, Victoria Park, West Oval and Western Reserve	LGAs, AFL Barwon, Netball Victoria, AFL Victoria	LGAs	Sport & Recreation Victoria
3.3 In conjunction with facility audit data, continue to improve the quality of netball player and umpire change facilities in the Region to enhance participant experience and opportunity	Critical	All netball player and umpire change facilities to be considered in good to excellent condition by 2030.	LGAs, AFL Barwon, Netball Victoria, AFL Victoria	LGAs	Sport & Recreation Victoria
3.4 AFL Barwon to continue to investigate and implement an approach to flexible fixturing models to support participation growth, equity in access to and the demand for facilities.	Medium	Season by season approach	AFL Barwon	AFL Barwon	LGAs, Netball Victoria, Clubs

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### STRATEGIC PRIORITY #3 – IMPLEMENTATION PLAN

Ensure facilities cater for the diversity of participants playing across the G21 Region.

STRATEGIC DIRECTIONS	PRIORITY	DIRECTION OBJECTIVE	STAKEHOLDER RESPONSIBILITY		
			INITIATOR	DELIVERER	SUPPORTERS
3.5 Consider modular facilities as an alternate to traditional construction where applicable and to assist in servicing increased demand including where back to back games are played.	Medium	Project specific consideration	LGAs, AFL Barwon, AFL Victoria	LGAs	Sport & Recreation Victoria
3.6 Include multi-use and flexible design spaces in change rooms and social room developments that can be modified for a range of uses and that will encourage broader community use.	Medium	Project specific consideration	LGAs	LGAs, AFL Barwon Netball Victoria, AFL Victoria	Sport & Recreation Victoria

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### STRATEGIC PRIORITY #4 – IMPLEMENTATION PLAN

Support the capacity building and education of clubs and their people

STRATEGIC DIRECTIONS	PRIORITY	DIRECTION OBJECTIVE	STAKEHOLDER RESPONSIBILITY		
			INITIATOR	DELIVERER	SUPPORTERS
4.1 Project partners to set up a COVID-19 working group to establish a return-to-play timeline which includes strategies for engagement of participants during competition cessation and the ongoing monitoring of club health from season 2021 onwards.	Critical	Immediate	AFL Barwon	AFL Barwon, AFL Victoria, Netball Victoria	LGAs, Leisure Networks, Deakin University
4.2 LGAs, AFL Barwon and Leisure Networks, identify vulnerable areas experiencing participation decline. Develop participation strategies that identifies actions for improvement, resource requirements and a focus on school participation and linkages.	Critical	Immediate	AFL Barwon	AFL Barwon, LGAs, Leisure Networks	Netball Victoria, AFL Victoria, Sport & Recreation, Department of Education and Training
4.3 AFL Victoria, Netball Victoria and AFL Barwon to work collaboratively in clarifying human resource allocation following COVID-19. An assessment and opportunity to further review and support the FDM roles should be explored further.	Critical	2020/21	AFL Victoria, AFL Barwon, Netball Victoria	AFL Victoria, AFL Barwon, Netball Victoria	LGAs
4.4 AFL Barwon and LGAs collaborate in analysing the impacts of COVID-19 on clubs once regular play resumes. This analysis should extend to all five municipalities and in areas of identified growth, decline and stagnation.	High	2021	AFL Barwon, LGAs	Netball Victoria, AFL Victoria, Leisure Networks	Sport & Recreation Victoria, Clubs
4.5 AFL Barwon and AFL Victoria to revisit salary and points cap to reduce financial burden on clubs from season 2021.	High	Prior to 2021 season	AFL Victoria, AFL Barwon	AFL Victoria, AFL Barwon	Clubs

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### STRATEGIC PRIORITY #4 – IMPLEMENTATION PLAN

#### Support the capacity building and education of clubs and their people

STRATEGIC DIRECTIONS	PRIORITY	DIRECTION OBJECTIVE	STAKEHOLDER RESPONSIBILITY		
			INITIATOR	DELIVERER	SUPPORTERS
4.6 LGAs, AFL Barwon and Leisure Networks partner to deliver quarterly (or as agreed) club development seminars either as a Region or per each individual LGA. Seminars to focus on the delivery of information relating to items such as governance, volunteer retention, diversity and inclusion, financial management, infrastructure planning, infrastructure use and participation strategies.	High	Quarterly Club Development Seminars	LGAs, AFL Barwon, Leisure Networks	AFL Victoria, Netball Victoria	Sport & Recreation Victoria, Clubs
4.7 New Club Champion role implemented to support and target the identified most vulnerable clubs and assist in enhancing club operations, capacity building and compliance.	High	New Club Champion role implemented.	AFL Victoria, AFL Barwon, Leisure Networks	AFL Barwon, Netball Victoria	LGAs, Clubs
4.8 AFL Barwon to revisit current club and league structure to continue to assist in club sustainability and competition equalisation. This includes critically assessing the spread of participation across the Region and ways to evenly distribute players between clubs.	Medium	Ongoing	AFL Barwon	AFL Victoria, Netball Victoria	Clubs
4.9 Continue to provide linkages and connections with AFL Barwon Umpire Academies which attract, sustain and grow participation, particularly in female umpiring.	Medium	Ongoing	AFL Barwon	AFL Barwon	Clubs

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### STRATEGIC PRIORITY #5 – IMPLEMENTATION PLAN

Plan and develop facilities in growth and priority areas across the G21 Region.

STRATEGIC DIRECTIONS	PRIORITY	DIRECTION OBJECTIVE	STAKEHOLDER RESPONSIBILITY		
			INITIATOR	DELIVERER	SUPPORTERS
5.1 LGAs, AFL Barwon and project partners successfully provide access to additional football and netball facilities identified by LGA in the Appendices of this Report.	Critical	Access to an additional 8 Ovals and 14 Courts by 2025  Access to an additional 8 Ovals and 12 Courts by 2030 (in addition to those identified to 2025)	LGAs	LGAs, AFL Barwon	AFL Victoria, Netball Victoria, Sport & Recreation Victoria, Victorian Government
5.2 AFL Barwon, Netball Victoria, Leisure Networks and LGAs to develop sport development strategies to identify, develop and support newly established clubs in new facilities, particularly within growth areas.	High	As new facilities are planned and funded	AFL Barwon	Netball Victoria, AFL Victoria, LGAs	Leisure Networks, Clubs
5.3 LGAs, AFL Barwon and project partners to preference the development of multi-oval facilities over single oval facilities in growth areas consistent with the AFL <i>Growing the Heartland Strategy</i> .	Medium	As population and participation projections necessitate	AFL Barwon	AFL Barwon, LGAs, Clubs	AFL Victoria, Netball Victoria

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### STRATEGIC PRIORITY #6 – IMPLEMENTATION PLAN

Identify the location, role and function of regional level facilities and a secure a long-term plan for the Regional Administration Centre

STRATEGIC DIRECTIONS	PRIORITY	DIRECTION OBJECTIVE	STAKEHOLDER RESPONSIBILITY		
			INITIATOR	DELIVERER	SUPPORTERS
6.1 AFL Barwon and LGAs utilise and program the three identified regional level facilities; Spring Creek Reserve, Colac Central Reserve and West Oval to host higher level games and/or events.	Critical	Through AFL Barwon fixturing and opportunity for higher level event hosting	AFL Barwon	AFL Barwon, LGAs, Netball Victoria	Clubs
6.2 AFL Barwon and AFL Victoria undertake a feasibility study in collaboration with project partners to identify the ideal location of a future long-term RAC.	Critical	End of 2021	AFL Barwon, AFL Victoria	AFL Barwon, AFL Victoria	Netball Victoria, LGAs, Geelong Falcons, Deakin University, Sport & Recreation Victoria
6.3 AFL Barwon and AFL Victoria in consultation with project partners initiate an advocacy document to guide the co-investment into the future identified RAC	High	Prior to November 2022	AFL Barwon, AFL Victoria	AFL Barwon, AFL Victoria	Netball Victoria, LGAs, Geelong Falcons, Deakin University, Sport & Recreation Victoria
6.4 AFL Barwon, LGAs and Deakin University to work in collaboration to facilitate access to the oval and facilities at the Waum Ponds campus to assist in additional provision across the network.	Medium	Prior to 2021 season	AFL Barwon	Deakin University, LGAs	Clubs



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

# G21 POPULATION FORECAST

The following population forecast for the G21 Region summarises the expected trends by LGA to 2025 and 2030 respectively. The percentage of male and female population is included along with the anticipated projection for people aged between 5-39 which is considered the key participation market for sport.

LGA	Population			Change in Total Population 2019-2025		% Change Total Population 2025-2030		Overall Change in population 2019-2030	
	2019	2025	2030	# of persons	pop % change	# of persons	pop % change	# of persons	pop % change
Colac-Otway	21,685	22,846	23,943	+1,161	5.4%	+1,097	4.8%	+2,258	10.4%
Golden Plains	23,384	26,356	28,939	+2,972	12.7%	+2,627	9.8%	+5,555	23.7%
Greater Geelong	257,181	292,855	324,289	+35,674	13.9%	+31,434	10.7%	+67,108	26.1%
Surf Coast	32,654	37,193	41,051	+4,539	13.9%	+3,858	10.4%	+8,397	25.7%
Queenscliffe	2,940	3,083	3,127	+143	4.9%	+44	1.4%	+187	6.4%
<b>TOTAL</b>	<b>337,844</b>	<b>382,333</b>	<b>421,349</b>	<b>+44,489</b>	<b>13.1%</b>	<b>+39,060</b>	<b>10.2%</b>	<b>83,505</b>	<b>24.7%</b>

LGA	2019 Population		2025 Population		2030 Population		No. of persons aged between 5-39 in 2025		No. of persons aged between 5-39 in 2030	
	% Male	% Female	% Male	% Female	% Male	% Female	# of persons	% of total pop	# of persons	% of total pop
Colac-Otway	49.8%	50.2%	49.8%	50.2%	49.6%	50.4%	8,821	38.6%	9,177	38.3%
Golden Plains	51.2%	48.8%	51.2%	48.8%	51.1%	48.9%	11,517	43.7%	12,551	43.4%
Greater Geelong	48.8%	51.2%	48.6%	51.4%	48.5%	51.5%	132,706	45%	147,326	45.4%
Surf Coast	50%	50%	49.9%	50.1%	49.8%	50.2%	14,946	40%	16,289	39.6%
Queenscliffe	46.7%	53.3%	47.1%	52.9%	47.1%	52.9%	866	28%	797	25%
<b>TOTAL</b>	<b>49.3%</b>	<b>50.7%</b>	<b>49.32%</b>	<b>50.68%</b>	<b>49.22%</b>	<b>50.78%</b>	<b>168,856</b>	<b>39.06%</b>	<b>186,140</b>	<b>38.34%</b>

Population data and forecasted projections has been sourced from *forecast.id* for Geelong, Surf Coast, Golden Plains and Colac Otway Shires. Vic in Future population data and projections has been utilised for Queenscliffe. Population projections utilised throughout this report are based on available projections from March 2020. It should be noted that population data from these sources is updated on an annual or bi-annual basis and therefore the projections within this report are subject to change.



**6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition**

## G21 PARTICIPATION FORECAST BY LGA

The tables below provides participation comparisons using registered winter season football and netball participants between 2015 and 2019 for AFL Barwon (by G21 LGA). Participation projections to 2025 and 2030 are provided by applying the five-year historical rate of change.

**FORECASTED ADDITIONAL FOOTBALL PARTICIPANTS 2019-2030**

LGA	Population		2019 Participation Rate (club participation / G21 population)	Total registered AFL players		Change in registered players 2015-2019	Rate of Change in Participation 2015-2019 (%)	Estimated Change ( +/- ) in Registered Players	
	2019	2025		2015	2019			2019-2025	2019-2030
Colac Otway	21,685	22,846	8.29%	1,527	1,797	+270	17.68%	+96	+187
Golden Plains*	23,384	26,356	3.52%	576	824	+248	43.06%	+105	+194
Greater Geelong	257,181	292,855	4.4%	8,365	11,509	+3,163	37.90%	+1,596	+3,003
Surf Coast Shire	32,654	37,193	6.2%	1,697	2,024	+327	19.27%	+281	+520
Queenscliffe	2,940	3,083	9.0%	230	266	+36	15.65%	+13	+17
<b>TOTALS</b>	<b>337,844</b>	<b>382,333</b>		<b>12,395</b>	<b>16,420</b>	<b>+4,044</b>		<b>+2,091</b>	<b>+3,921</b>

**FORECASTED ADDITIONAL NETBALL PARTICIPANTS 2019-2030**

LGA	Population		2019 Participation Rate (club participation / G21 population)	Total registered netball players		Change in registered players 2015-2019	Rate of Change in Participation 2015-2019 (%)	Estimated Change ( +/- ) in Registered Players	
	2019	2025		2015	2019			2019-2025	2019-2030
Colac Otway	21,685	22,846	3.84%	103	832	+729	707.77%	+45	+87
Golden Plains*	23,384	26,356	0.92%	200	216	+16	8.00%	+27	+51
Geelong	257,181	292,855	1.77%	3,078	4,555	+1,477	47.99%	+632	+1,189
Surf Coast Shire	32,654	37,193	3.00%	337	980	+643	190.8%	+136	+252
Queenscliffe	2,940	3,083	5.71%	179	168	-11	-6.15%	+8	+11
<b>TOTALS</b>	<b>337,844</b>	<b>382,333</b>		<b>3,897</b>	<b>6,751</b>	<b>+2,854</b>		<b>+848</b>	<b>+1,590</b>

\*participation includes those within AFL Barwon only, does not include Golden Plains Shire participants competing within the AFL Goldfields region

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

# CURRENT FACILITY CONDITION RATINGS

## Criteria for Rating Facility Infrastructure and Amenities

Indicates <b>core provision</b> strongly aligns with all requirements
Indicates <b>core provision</b> does not meet or is below requirements
A '-' in the table indicates that there is <b>no facility present</b>

AFL CLUB FACILITIES	
MAIN PAVILION (out of 10)	
Excellent condition (as new)	10
Good condition (some wear)	8
Moderate condition (considerable wear but still comfortable for users)	6
Poor (multiple quality issues identified)	4
Very poor (multiple quality issues identified, and immediate intervention required)	2
CHANGE ROOMS (out of 10 for each change facility)	
Excellent condition (as new)	10
Good condition (some wear)	8
Moderate condition (considerable wear but still comfortable for users)	6
Poor (multiple quality issues identified)	4
Very poor (multiple quality issues identified, and immediate intervention required)	2
GENDER NEUTRAL/FEMALE FRIENDLY – score for Change Room 1 and Change Room 2	
Yes – Gender Neutral compliance (including pan toilets, cubicle showers and a safe, modern environment)	2
No – Gender Neutral compliance (facility does not meet above standards)	0
UMPIRE FACILITIES (out of 10)	
Excellent condition (as new)	10
Good condition (some wear)	8
Moderate condition (considerable wear but still comfortable for users)	6
Poor (multiple quality issues identified)	4
Very poor (multiple quality issues identified, and immediate intervention required)	2
GENDER NEUTRAL/FEMALE FRIENDLY – Umpire Facilities	
Yes – Gender Neutral compliance (including pan toilets, cubicle showers and a safe, modern environment)	2
No – Gender Neutral compliance (facility does not meet above standards)	0
AFL PLAYING FIELD	
OVAL SURFACE CONDITION (out of 10)	
Excellent condition (as new)	10
Good condition (some wear)	8
Moderate condition (considerable wear but still playable)	6
Poor (multiple quality issues identified)	4
Very poor (multiple quality issues identified, and immediate intervention required)	2

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

CENTRE WICKET PROFILE	
No pitch or drop in wicket	6
Turf wicket well maintained	5
Synthetic pitch	4
Turf wicket with some coverage and hardness issues	0
IRRIGATION (out of 2)	
Automatic Irrigation	2
Hose / manual watering	1
No irrigation	0
Unable to make accurate assessment	0
OVAL FENCING (out of 2)	
Yes	2
No	0
PLAYING FIELD LIGHTING (out of 15)	
150-300 lux	15
50-99 lux	10
Less than 50 lux	5
Lighting not provided but is required	0
Lighting not provided and not required (i.e. overflow or junior only venue)	0
NETBALL FACILITIES	
NETBALL CHANGE FACILITY (out of 10)	
Excellent condition (as new)	10
Good condition (some wear)	8
Moderate condition (considerable wear but still comfortable for users)	6
Poor (multiple quality issues identified)	4
Very poor (multiple quality issues identified, and immediate intervention required)	2
OVERALL NETBALL COURT CONDITION (out of 10)	
Excellent condition (as new)	10
Good condition (some wear)	8
Moderate condition (considerable wear but still playable)	6
Poor (multiple quality issues identified)	4
Very poor (multiple quality issues identified, and immediate intervention required)	2
NETBALL COURT LIGHTING (out of 15)	
100-200 lux	15
50- lux	10
No lighting	0
Unable to provide accurate assessment	0
COURT RUN OFF COMPLIANCE	
Meets minimum requirements	2
Does not meet minimum requirements	0

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

Facility	Main pavilion / social room out of 10	Change Room 1 (Home) out of 10	Change Room 1 Gender Neutral Yes = 2 No = 0	Change Room 2 (Away) out of 10	Change Room 2 Gender Neutral Yes = 2 No = 0	Umpire Facilities out of 10	Umpire Facilities Gender Neutral Yes = 2 No = 0	Total AFL Club Facilities Score out of 46	Oval Surface Condition out of 10	Centre Wicket Profile out of 6
CITY OF GREATER GEELONG										
Anakie Reserve	6	10	YES	10	YES	10	YES	42	8	4
Armstrong Creek East	10	10	YES	10	YES	10	YES	46	8	4
Bakers Oval	6	6	NO	-	-	6	NO	18	8	4
Belmont Common	4	-	-	-	-	-	-	4	8	4
Breakwater Reserve	6	-	-	-	-	-	-	6	8	4
Burdoo Reserve	10	8	NO	8	YES	6	YES	36	8	5
Christian College	-	6	YES	6	NO	-	-	14	6	6
Collendina Reserve**	6	8	YES	8	YES	4	NO	30	6	4
Deakin University	-	-	-	-	-	-	-	0	10	6
Drysdale Primary**	-	-	-	-	-	-	-	0	6	4
Drysdale Reserve	6	4	NO	4	NO	4	NO	18	8	4
Drysdale Sport Precinct		8	YES	8	YES	8	YES	30	8	6
Elderslie Reserve	10	8	NO	8	NO	8	YES	36	8	4
Ervin Reserve	6	6	NO	6	NO	-	-	18	6	4
Estuary Boulevard	-	6	NO	-	-	-	-	6	6	4
Frier Reserve**	6	6	NO	6	NO	-	-	18	8	5
Grinter Reserve	6	4	NO	6	NO	2	NO	18	8	5
Hamlyn Park	6	6	NO	6	NO	8	YES	28	8	5
Herne Hill Reserve*	6	6	NO	6	NO	4	NO	22	8	4
Highton Reserve	8	6	YES	8	YES	-	-	26	8	5
Howard Harmer	8	6	YES	6	YES	2	YES	28	6	6
Hurst Reserve	6	6	NO	6	NO	-	-	18	4	0
Kardinia Park West*	6*	6	YES	6	YES	6	YES	30	6	5
Lara Reserve	8	8	YES	2	NO	8	YES	30	8	5
Leopold Memorial	8	10	YES	10	YES	8	NO	40	8	0
McDonald Reserve	8	8	YES	6	NO	8	YES	34	8	5
Myers Reserve	6	8	YES	6	YES	8	YES	34	4	5
Oakdene Estate	-	-	-	-	-	-	-	0	10	6
Ocean Grove Memorial	6	4	NO	4	NO	2	NO	16	6	4
Osborne Park	6	10	YES	10	YES	6	YES	38	8	5
Portarlinton Reserve	8	6	NO	4	NO	6	NO	24	8	4
Queens Park	8	10	YES	10	YES	10	YES	44	8	5
Richmond Oval	8	8	YES	8	YES	2	NO	30	8	5
Shell Reserve	8	2	NO	2	NO	2	NO	14	6	5
Shell Road Reserve	10	10	YES	10	YES	10	YES	46	8	4

\*indicates facility redevelopment currently underway

\*\*indicates junior only venue

indicates overflow venue i.e. no tenant club



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

Facility	Irrigation Automatic = 2 Manual = 1 None = 0	Oval Fencing Yes = 2 No = 0	Playing Field Lighting out of 15	Total AFL Playing Field Score out of 35	Netball Change Facility Score out of 10	Overall Netball Court Condition out of 10	Netball Court Lighting out of 15	Court run off Meets requirement = 2 Does Not Meet = 0	Total Netball Facilities Score out of 37	Overall Facility Score out of 118
CITY OF GREATER GEELONG										
Anakie Reserve	2	2	10	26	10	8	15	2	35	103
Armstrong Creek East	2	2	10	26	10	10	15	2	37	109
Bakers Oval	2	2	10	26	-	-	-	-	-	44
Belmont Common	0	0	0	12	-	-	-	-	-	16
Breakwater Reserve	2	0	0	14	-	-	-	-	-	20
Burdoo Reserve	2	2	15	32	8	2	0	0	10	78
Christian College	0	0	0	12	-	-	-	-	-	26
Collendina Reserve**	2	2	5*	19	-	-	-	-	-	49
Deakin University	2	2	15	35	-	-	-	-	-	35
Drysdale Primary**	0	0	0	10	-	-	-	-	-	10
Drysdale Reserve	2	2	5	21	6	8	15	2	31	70
Drysdale Sport Precinct	2	2	15	33	-	-	-	-	-	63
Elderslie Reserve	2	2	10	26	6	8	-	2	16	78
Ervin Reserve	0	0	0	10	-	-	-	-	-	28
Estuary Boulevard	2	2	0	14	-	-	-	-	-	20
Frier Reserve**	2	2	0	17	-	-	-	-	-	35
Grinter Reserve	2	2	10*	27	10	8	15	2	35	80
Hamlyn Park	2	2	5*	22	6	8	15	0	29	79
Herne Hill Reserve*	2	2	10	26	10	10	15	2	37	85
Highton Reserve	2	2	15	32	-	-	-	-	-	58
Howard Harmer	0	2	10	24	10	10	10	2	32	84
Hurst Reserve	0	2	0	6	-	10	-	0	10	34
Kardinia Park West*	2	2	15	30	4	10	15	2	31	91
Lara Reserve	2	2	10	27	2	4	5	0	11	68
Leopold Memorial	2	2	10	22	10	10	15	2	37	99
McDonald Reserve	2	2	10	27	10	10	15	2	37	98
Myers Reserve	2	2	10	23	10	6	-	2	18	75
Oakdene Estate	2	2	0	20	-	-	-	-	-	20
Ocean Grove Memorial	2	2	5	19	6	-	-	-	6	41
Osborne Park	2	2	15	32	8	10	-	2	20	90
Portarlington Reserve	2	2	5*	21	10	10	-	2	22	67
Queens Park	2	0	10	25	8	8	15	0	31	100
Richmond Oval	2	2	10	27	6	8	15	2	31	88
Shell Reserve	2	2	10	25	6	6	10	0	22	61
Shell Road Reserve	2	2	15	31	8	10	15	2	35	112

\*indicates facility redevelopment currently underway

\*\*indicates junior only venue

indicates overflow venue i.e. no tenant club

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

Facility	Main pavilion / social room out of 10	Change Room 1 (Home) out of 10	Change Room 1 Gender Neutral Yes = 2 No = 0	Change Room 2 (Away) out of 10	Change Room 2 Gender Neutral Yes = 2 No = 0	Umpire Facilities out of 10	Umpire Facilities Gender Neutral Yes = 2 No = 0	Total AFL Club Facilities Score out of 46	Oval Surface Condition out of 10	Centre Wicket Profile out of 6
CITY OF GREATER GEELONG										
South Barwon Common**	-	-	-	-	-	-	-	0	6	4
Sovereign Drive	-	10	NO	-	-	-	-	10	10	4
St Albans Reserve	10	10	YES	10	YES	10	YES	46	10	5
St Joseph's College	-	-	-	-	-	-	-	0	6	4
Thomson Reserve*	10	8	NO	8	NO	8	NO	34	8	5
West Oval*	8	6	NO	8	NO	8	YES	32	8	5
Windsor Park	6	8	YES	6	YES	8	YES	34	8	4
Winter Reserve	10	10	YES	10	YES	8	YES	44	6	5
SURF COAST SHIRE										
Banyul-Warri Fields	10	10	YES	10	YES	10	YES	46	8	4
Bellbrae Reserve**	-	-	-	-	-	-	-	0	6	4
Bob Pettit Reserve	6	8	YES	8	YES	8	YES	36	4	4
Connewarre Reserve**	-	-	-	-	-	-	-	0	6	0
Eastern Reserve	10	8	NO	6	NO	2	NO	26	8	4
Ellimatta Reserve	10	10	YES	10	YES	10	YES	46	8	4
Mt Moriac Reserve	10	10	YES	8	YES	8	YES	42	6	4
Quay Reserve	8	10	YES	10	YES	10	YES	44	6	4
Spring Creek Reserve	8	6	NO	6	NO	10	YES	32	8	0
Stribling Reserve*	8	8	NO	8	NO	8	YES	34	8	4
COLAC OTWAY SHIRE										
Alvie Reserve	10	6	NO	6	NO	6	NO	28	6	4
Apollo Bay Reserve	6	4	YES	2	YES	6	YES	24	6	4
Birregurra Reserve	4	2	NO	2	NO	4	NO	12	6	4
Central Reserve	10	10	YES	10	YES	10	YES	46	10	6
Colac Lake Oval	6	2	NO	2	NO	-	-	10	8	4
Colac Secondary**	10	8	YES	8	YES	8	YES	40	6	4
Forrest Reserve	2	4	NO	4	NO	6	NO	16	6	4
Gellibrand Reserve	6	4	NO	4	NO	2	NO	16	4	6
Irrewillipe Reserve	2	2	NO	2	NO	2	NO	8	8	4
Elliminyt Reserve	6	6	NO	6	NO	4	NO	22	6	4
Warrawie Reserve	6	6	NO	6	NO	4	NO	22	4	4
Western Reserve	6	6	NO	6	NO	4	NO	22	10	4

\*indicates facility redevelopment currently underway or due to commence

\*\*indicates junior only venue

indicates overflow venue i.e. no tenant club

indicates umpire training venue

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

Facility	Irrigation Automatic = 2 Manual = 1 None = 0	Oval Fencing Yes = 2 No = 0	Playing Field Lighting out of 15	Total AFL Playing Field Score out of 35	Netball Change Facility Score out of 10	Overall Netball Court Condition out of 10	Netball Court Lighting out of 15	Court run off Meets requirement = 2 Does Not Meet = 0	Total Netball Facilities Score out of 37	Overall Facility Score out of 118
CITY OF GREATER GEELONG										
South Barwon Common**	0	0	10	20	-	-	-	-	-	20
Sovereign Drive	2	2	10	28	-	4	0	2	6	44
St Albans Reserve	2	2	5	24	8	10	15	2	35	105
St Joseph's College	1	2	0	13	-	-	-	-	-	13
Thomson Reserve*	2	2	15	32	8	8	15	0	31	97
West Oval*	2	2	15	32	8	8	15	2	33	97
Windsor Park	2	2	5	21	4	6	-	2	12	67
Winter Reserve	2	2	10	25	2	10	15	2	29	98
SURF COAST SHIRE										
Banyul-Warri Fields	1	2	15	30	-	8	15	2	25	101
Bellbrae Reserve**	0	0	0	10	-	-	-	-	0	10
Bob Pettit Reserve	0	2	10	20	-	-	-	-	0	56
Connewarre Reserve**	0	0	0	6	-	-	-	-	-	6
Eastern Reserve	2	2	15	31	10	8	0	2	20	77
Ellimatta Reserve	1	2	15	30	6	6	15	2	29	105
Mt Moriac Reserve	2	2	5	19	10	8	15	2	35	96
Quay Reserve	0	0	15	25	-	-	-	-	-	69
Spring Creek Reserve	2	2	15	27	10	10	15	2	37	96
Stribling Reserve	2	2	15	31	10	10	0	2	22	87
COLAC OTWAY SHIRE										
Alvie Reserve	0	2	5	17	8	6	0	0	14	59
Apollo Bay Reserve	0	2	10	22	4	8	0	0	12	58
Birregurra Reserve	1	2	5	18	8	10	15	2	29	59
Central Reserve	2	2	15	35	10	10	15	2	35	116
Colac Lake Oval	2	2	0	16	-	-	-	-	-	26
Colac Secondary**	0	0	0	10	-	-	-	-	-	50
Forrest Reserve	0	2	5	17	6	10	15	2	33	66
Gellibrand Reserve	0	2	5	17	8	10	15	2	35	68
Irrewillipe Reserve	0	2	5	19	4	10	15	2	35	62
Elliminyt Reserve	1	2	5	18	8	8	10	0	26	66
Warrowie Reserve	1	2	5	16	6	10	15	2	33	71
Western Reserve	2	2	10	28	4	6	10	0	20	70

\*indicates facility redevelopment currently underway

\*\*indicates junior only venue

indicates overflow venue i.e. no tenant club

indicates umpire training venue

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

Facility	Main pavilion / social room out of 10	Change Room 1 (Home) out of 10	Change Room 1 Gender Neutral Yes = 2 No = 0	Change Room 2 (Away) out of 10	Change Room 2 Gender Neutral Yes = 2 No = 0	Umpire Facilities out of 10	Umpire Facilities Gender Neutral Yes = 2 No = 0	Total AFL Club Facilities Score out of 46	Oval Surface Condition out of 10	Centre Wicket Profile out of 6
<b>GOLDEN PLAINS SHIRE</b>										
Don Wallace Reserve	6	4	NO	4	NO	-	-	14	6	4
Inverleigh Reserve*	6	4	NO	4	NO	4	NO	18	10	4
Lethbridge Reserve**	6	6	NO	6	NO	4	NO	22	8	4
Linton Reserve	6	6	YES	6	YES	8	NO	30	8	4
Meredith Reserve	6	8	YES	8	YES	8	YES	36	6	4
Rokewood Reserve	6	4	NO	4	NO	4	NO	18	8	4
Victoria Park	8	8	YES	8	YES	8	YES	38	10	4
Woody Yaloak Reserve	8	6	NO	6	NO	8	YES	30	8	4
<b>BOROUGH OF QUEENSCLIFFE</b>										
Queenscliffe Reserve	10	8	YES	8	NO	10	YES	40	8	4
Royal Park	-	-	-	-	-	-	-	0	8	4

\*indicates facility redevelopment currently underway

\*\*indicates junior only venue

Note: The oval at Bannockburn P-12 College (Golden Plains Shire) is not included within facility audit data as it is presently not used for AFL Barwon club competition. The oval has been included in the provision ratios for Golden Plains Shire on page 31.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

Facility	Irrigation Automatic = 2 Manual = 1 None = 0	Oval Fencing Yes = 2 No = 0	Playing Field Lighting out of 15	Total AFL Playing Field Score out of 35	Netball Change Facility Score out of 10	Overall Netball Court Condition out of 10	Netball Court Lighting out of 15	Court run off Meets requirement = 2 Does Not Meet = 0	Total Netball Facilities Score out of 37	Overall Facility Score out of 118
GOLDEN PLAINS SHIRE										
Don Wallace Reserve	2	2	5	19	-	-	-	-	-	33
Inverleigh Reserve	2	2	15	33	8	10	15	2	35	86
Lethbridge Reserve	2	2	0	16	-	-	-	-	-	38
Linton Reserve	2	2	15	31	2	8	10	2	22	83
Meredith Reserve	1	2	10	23	-	4	15	0	19	78
Rokewood Reserve	2	2	15	31	8	8	15	2	33	82
Victoria Park	2	2	15	33	8	10	15	2	35	106
Woody Yaloak Reserve	2	2	10	26	-	8	10	0	18	74
BOROUGH OF QUEENSCLIFFE										
Queenscliffe Reserve	2	2	10	26	10	10	15	2	37	103
Royal Park	0	2	0	14	-	-	-	-	-	14

\*indicates facility redevelopment currently underway

\*\*indicates junior only venue

Note: The oval at Bannockburn P-12 College (Golden Plains Shire) is not included within facility audit data as it is presently not used for AFL Barwon club competition. The oval has been included in the provision ratios for Golden Plains Shire on page 31.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition





LGA	2019 population	2025 population	2030 population	2019 AFL Barwon Club Players	Participation rate (2019)	2025 Projected Players	2030 Projected Players	Additional AFL teams in 2025	Additional AFL teams in 2030	Total additional AFL teams	Recommended Population Provision Ratio	Additional oval access 2025 by population	Additional oval access 2030 by population	Total additional oval access by population	AFL Recommended Oval Player Provision Ratio	Additional Ovals Required 2025 Team	Additional Ovals Required by 2030 Team	Total additional oval access by Team
Colac-Otway	21,685	22,846	23,943	1,797	8.29%	1,893	1,984	4	4	8	1 : 5,000	0.2	0.2	0.4	1 : 7 teams	0.6	0.6	1.2
Golden Plains*	23,384	26,356	28,939	824	3.52%	929	1,020	4	4	8	1 : 5,000	0.6	0.5	1.1	1 : 7 teams	0.6	0.6	1.2
Greater Geelong	257,181	292,855	324,289	11,509	4.48%	13,105	14,512	64	56	120	1 : 5,000	7.1	6.3	13.4	1 : 7 teams	6.4	5.6	17.3
Surf Coast	32,654	37,193	41,051	2,024	6.20%	2,305	2,544	11	10	21	1 : 5,000	0.9	0.8	1.7	1 : 7 teams	1.1	1	3
Queenscliff	2,940	3,083	3,127	266	9.05%	279	283	1	0	1	1 : 5,000	0.03	0.008	0.04	1 : 7 teams	0.1	0	0.1
<b>TOTAL</b>	<b>337,844</b>	<b>382,333</b>	<b>421,349</b>	<b>16,420</b>		<b>18,511</b>	<b>20,343</b>	<b>84</b>	<b>74</b>	<b>158</b>		<b>8.8</b>	<b>7.8</b>	<b>16.6</b>		<b>8.4</b>	<b>7.4</b>	<b>22.8</b>

LGA	2019 Netball Players	Participation Rate (2019)	2025 Projected Players	2030 Projected Players	Additional Netball Players in 2025	Additional Netball Players in 2030	Total additional Netball Players	Netball Court Provision Ratio	Additional Courts Required by 2025 Players	Additional Courts Required by 2030 Players	Total additional courts by Players
Colac-Otway	832	3.84%	877	919	45	42	87	1 : 60 players	0.8	0.7	1.5
Golden Plains*	216	0.92%	243	267	27	24	51	1 : 60 players	0.5	0.4	0.9
Greater Geelong	4,555	1.77%	5,187	5,744	632	557	1,189	1 : 60 players	10	9.3	19.3
Surf Coast	980	3.00%	1,116	1,232	136	116	252	1 : 60 players	2.2	1.8	4
Queenscliff	168	5.71%	176	179	8	3	11	1 : 60 players	0.1	0.05	0.15
<b>TOTAL</b>	<b>6,751</b>		<b>7,599</b>	<b>8,341</b>	<b>848</b>	<b>742</b>	<b>1,590</b>		<b>13.6</b>	<b>12.25</b>	<b>25.85</b>

# COLAC OTWAY

## FACILITY PROVISION PROJECTIONS – 2019 TO 2030

AFL	
2019 population	21,685
2025 population	22,846
2030 population	23,943
2019 AFL Barwon Club Players	1,797
2019 participation rate	8.29%
2025 total projected players	1,893
2030 total projected players	1,984
Additional AFL teams in 2025	4
Additional AFL teams in 2030	4
Recommended oval provision ratio	1 : 5,000
Additional oval access 2025 by population	0.2
Additional oval access 2030 by population	0.2
Total additional oval access by population	0.4
AFL recommended team to oval provision ratio	1 oval : 7 teams
Additional oval access by 2025 by additional teams	0.6
Additional oval access by 2030 by additional teams	0.6
Total additional oval access by additional teams	1.2
Current provision ratio of AFL ovals in LGA	1 : 1,971

NETBALL	
2019 Netball Players	832
2019 participation rate	3.84%
2025 total projected players	877
2030 total projected players	919
Additional Netball Players to 2025	45
Additional Netball Players to 2030	42
Netball Court Provision Ratio	1 : 60 players
Additional netball court access 2025 by players	0.8
Additional netball court access 2030 by players	0.7
Total additional netball court access by players	1.5
Current provision of Netball Courts in LGA	1 : 52



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

# GOLDEN PLAINS\*

## FACILITY PROVISION PROJECTIONS – 2019 TO 2030

AFL	
2019 population	23,384
2025 population	26,356
2030 population	28,939
2019 AFL Barwon Club Players	824
2019 participation rate	3.52%
2025 total projected players	929
2030 total projected players	1,020
Additional AFL teams in 2025	4
Additional AFL teams in 2030	4
Recommended oval provision ratio	1 : 5,000
Additional oval access 2025 by population	0.6
Additional oval access 2030 by population	0.5
Total additional oval access by population	1.1
AFL recommended team to oval provision ratio	1 oval : 7 teams
Additional oval access by 2025 by additional teams	0.6
Additional oval access by 2030 by additional teams	0.6
Total additional oval access by additional teams	1.2
Current provision ratio of AFL ovals in LGA	1 : 2,126
NETBALL	
2019 Netball Players	216
2019 participation rate	0.92%
2025 total projected players	243
2030 total projected players	267
Additional Netball Players to 2025	27
Additional Netball Players to 2030	24
Netball Court Provision Ratio	1 : 60 players
Additional netball court access 2025 by players	0.5
Additional netball court access 2030 by players	0.4
Total additional netball court access by players	0.9
Current provision of Netball Courts in LGA	1 : 20 players

\*participation projections for Golden Plains Shire is for those competing within the AFL Barwon competition. It does not include forecasts for other AFL regions operating within the municipality including AFL Goldfields

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

# GREATER GEELONG

## FACILITY PROVISION PROJECTIONS – 2019 TO 2030

AFL	
2019 population	257,181
2025 population	292,855
2030 population	324,289
2019 AFL Barwon Club Players	11,509
2019 participation rate	4.48%
2025 total projected players	13,105
2030 total projected players	14,512
Additional AFL teams in 2025	65
Additional AFL teams in 2030	56
Recommended oval provision ratio	1 : 5,000
Additional oval access 2025 by population	7.1
Additional oval access 2030 by population	6.3
Total additional oval access by population	13.4
AFL recommended team to oval provision ratio	1 oval : 7 teams
Additional oval access by 2025 by additional teams	9.3
Additional oval access by 2030 by additional teams	8
Total additional oval access by additional teams	17.3
Current provision ratio of AFL ovals in LGA	1 : 3,839
NETBALL	
2019 Netball Players	4,555
2019 participation rate	1.77%
2025 total projected players	5,187
2030 total projected players	5,744
Additional Netball Players to 2025	632
Additional Netball Players to 2030	557
Netball Court Provision Ratio	1 : 60 players
Additional netball court access 2025 by players	10
Additional netball court access 2030 by players	9.3
Total additional netball court access by players	19.3
Current provision of Netball Courts in LGA	1 : 70 players

Planning Area – City of Greater Geelong	Planning Area #	2019 population	2025 population	2030 population	2019 AFL Players	Penetration Rate (2019)	2025 Projected Players	2030 Projected Players	Additional Players 2025	Additional Players in 2030	Additional Teams in 2025	Additional Teams in 2030
Armstrong Creek, Marshall - Charlemont	1	10973	21078	30234	492	4.48%	945	1356	453	411	18	35
Barwon Heads - Connewarre - Breamlea, Ocean Grove, Rural Bellarine Peninsula	2	24108	27606	29477	1537	6.38%	1760	1879	223	119	9	14
Clifton Springs, Curlewis, Drysdale - Bellarine	3	16120	19494	22599	608	3.77%	735	852	127	117	5	10
Portarlington, St Leonards - Indented Head	4	7877	9031	10062	245	3.11%	281	313	36	32	1	3
Leopold	5	13354	13836	15217	596	4.46%	618	679	22	62	1	3
Newcomb - Moolap, St Albans Park, Thomson - Breakwater, Whittington	6	18088	18960	19395	699	3.86%	733	750	34	17	1	2
Grovedale, Mount Duneed, Waurin Ponds	7	23221	29242	34022	1105	4.76%	1392	1619	287	227	11	21
Belmont, Highton - Wandana Heights - Ceres	8	37776	41168	42231	1848	4.89%	2014	2066	166	52	7	9
East Geelong, Geelong - South Geelong - Drumcondra	9	11778	13009	14122	585	4.97%	646	701	61	55	2	5
Geelong West - Manifold Heights, Newtown	10	20879	21477	22031	1251	5.99%	1287	1320	36	33	1	3
Bell Park, Bell Post Hill, North Geelong - Rippleside	11	15055	15953	18011	381	2.53%	404	456	23	52	1	3
Hamlyn Heights, Heme Hill - Fyansford	12	10713	11871	13219	457	4.27%	506	564	49	58	2	4
Corio, Norlane - North Shore	13	25023	26121	26699	621	2.48%	648	663	27	14	1	2
Lara	14	17550	19122	20552	841	4.79%	916	985	75	69	3	6
Lovely Banks - Batesford - Moorabool, Rural North	15	4665	4888	6422	303	6.50%	317	417	14	100	1	5
<b>Total</b>		<b>257,181</b>	<b>292,855</b>	<b>324,289</b>	<b>11,569</b>	<b>4.5%</b>	<b>13,202</b>	<b>14,620</b>	<b>1,633</b>	<b>1,417</b>	<b>18</b>	<b>35</b>

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

Planning Area – City of Greater Geelong	Planning Area #	Additional ovals 2025 by population*	Additional ovals 2030 by population*	Total additional oval access by population 2019-2030*	Access to additional ovals 2025 by teams**	Access to additional ovals 2030 by teams**	Total additional oval access by teams 2019-2030**
Armstrong Creek, Marshall - Charlemont	1	2.0	1.8	3.8	2.6	2.4	3.5
Barwon Heads - Connewarre - Breamlea, Ocean Grove, Rural Bellarine Peninsula	2	0.7	0.4	1.1	1.3	0.7	1.4
Clifton Springs, Curlewis, Drysdale - Bellarine	3	0.7	0.6	1.3	0.7	0.7	1.0
Portarlington, St Leonards - Indented Head	4	0.2	0.2	0.4	0.1	0.3	0.3
Leopold	5	0.1	0.3	0.4	0.1	0.3	0.3
Newcomb - Moolap, St Albans Park, Thomson - Breakwater, Whittington	6	0.2	0.1	0.3	0.1	0.1	0.2
Grovedale, Mount Duneed, Waurin Ponds	7	1.2	1.0	2.2	1.6	1.4	2.1
Belmont, Highton - Wandana Heights - Ceres	8	0.7	0.2	0.9	1.0	0.3	0.9
East Geelong, Geelong - South Geelong - Drumcondra	9	0.2	0.2	0.5	0.3	0.4	0.5
Geelong West - Manifold Heights, Newtown	10	0.1	0.1	0.2	0.1	0.3	0.3
Bell Park, Bell Post Hill, North Geelong - Rippleside	11	0.2	0.4	0.6	0.1	0.3	0.3
Hamlyn Heights, Heme Hill - Fyansford	12	0.2	0.3	0.5	0.3	0.3	0.4
Corio, Norlane - North Shore	13	0.2	0.1	0.3	0.1	0.1	0.2
Lara	14	0.3	0.3	0.6	0.4	0.4	0.6
Lovely Banks - Batesford - Moorabool, Rural North	15	0.0	0.3	0.4	0.1	0.6	0.5
<b>Total</b>		<b>7.1</b>	<b>6.3</b>	<b>13.4</b>	<b>8.9</b>	<b>8.6</b>	<b>17.5</b>

\*using the 1 oval : 5000 population ratio \*\*using the AFL's recommended ratio of 1 oval : 7 teams

# SURF COAST

## FACILITY PROVISION PROJECTIONS – 2019 TO 2030

AFL	
2019 population	32,654
2025 population	37,193
2030 population	41,051
2019 AFL Barwon Club Players	2,024
2019 participation rate	6.20%
2025 total projected players	2,305
2030 total projected players	2,544
Additional AFL teams in 2025	11
Additional AFL teams in 2030	10
Recommended oval provision ratio	1 : 5,000
Additional oval access 2025 by population	0.9
Additional oval access 2030 by population	0.8
Total additional oval access by population	1.7
AFL recommended team to oval provision ratio	1 oval : 7 teams
Additional oval access by 2025 by additional teams	1.6
Additional oval access by 2030 by additional teams	1.4
Total additional oval access by additional teams	3.0
Current provision ratio of AFL ovals in LGA	1 : 2,969

NETBALL	
2019 Netball Players	980
2019 participation rate	3.00%
2025 total projected players	1,116
2030 total projected players	1,232
Additional Netball Players to 2025	136
Additional Netball Players to 2030	116
Netball Court Provision Ratio	1 : 60 players
Additional netball court access 2025 by players	2.2
Additional netball court access 2030 by players	1.8
Total additional netball court access by players	4
Current provision of Netball Courts in LGA	1 : 70 players

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

# QUEENSCLIFFE

## FACILITY PROVISION PROJECTIONS – 2019 TO 2030

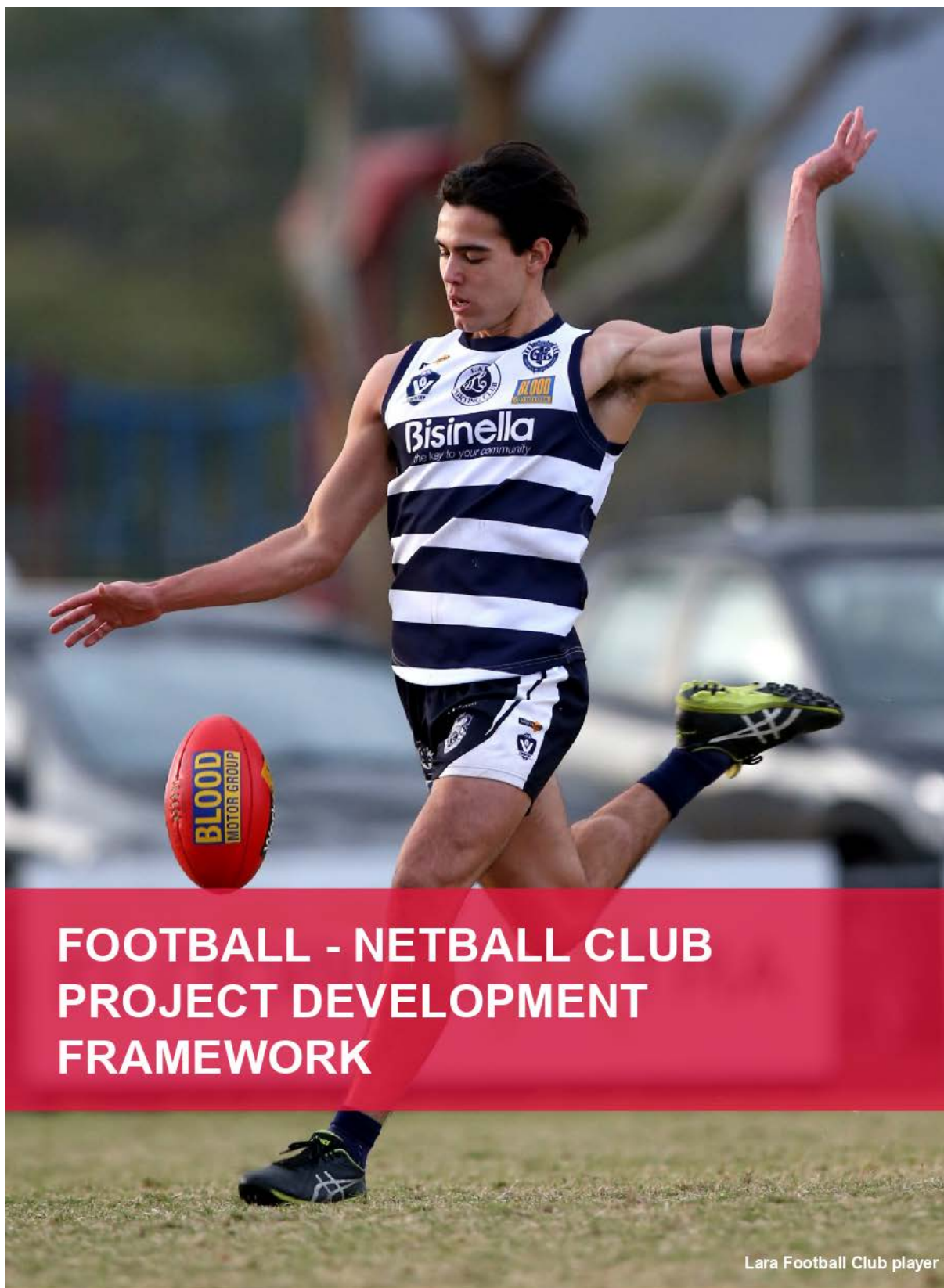
AFL	
2019 population	2,940
2025 population	3,083
2030 population	3,127
2019 AFL Barwon Club Players	266
2019 participation rate	9.05%
2025 total projected players	279
2030 total projected players	283
Additional AFL teams in 2025	1
Additional AFL teams in 2030	0
Recommended oval provision ratio	1 : 5,000
Additional oval access 2025 by population	0.03
Additional oval access 2030 by population	0.008
Total additional oval access by population	0.04
AFL recommended team to oval provision ratio	1 oval : 7 teams
Additional oval access by 2025 by additional teams	0.1
Additional oval access by 2030 by additional teams	0
Total additional oval access by additional teams	0.1
Current provision ratio of AFL ovals in LGA	1 : 1,470

NETBALL	
2019 Netball Players	168
2019 participation rate	5.71%
2025 total projected players	176
2030 total projected players	179
Additional Netball Players to 2025	8
Additional Netball Players to 2030	3
Netball Court Provision Ratio	1 : 60 players
Additional netball court access 2025 by players	0.1
Additional netball court access 2030 by players	0.05
Total additional netball court access by players	0.15
Current provision of Netball Courts in LGA	1 : 84 players



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### PROJECT DEVELOPMENT FRAMEWORK FOR INFRASTRUCTURE PROJECTS (FOR USE BY CLUBS)

COMPONENT / CAPABILITY	YES	NO	N/A	COMMENT
Club has a detailed five year strategic plan				
Club produces and operates to an annual budget				
Club actively participates in annual AFLB Club Health Checks when required and implements Action Plans				
Club has implemented the required policies and procedures as set by AFL Victoria, AFL Barwon, Netball Victoria and LGAs				
Club supports a youth / female football team				
Club supports junior teams				
Club supports Auskick program				
Club supports an access all abilities team (football or netball)				
Club actively participates in AFLB training and club development				
Club is financially up to date with relevant council and AFL Barwon accounts				
Club has position descriptions for key club volunteers				
Club has identified links to local schools				
Proposed infrastructure plans have been developed in conjunction with AFL Barwon, AFL Victoria, Netball Victoria and relevant Local Government Authority?				
Proposed infrastructure plans have been developed utilising the AFL's Preferred Facility Guidelines and/or Netball Victoria's Facilities Manual?				
The delivery of proposed infrastructure project can demonstrate positive impacts on participation and specifically increasing use by junior, female, all-abilities, Culturally and Linguistically Diverse (CALD), Indigenous and other unrepresented groups.				
Club has the ability to financially co-contribute and/or provide in-kind contributions to identified infrastructure upgrade				
A detailed cost estimate of proposed infrastructure plans has been undertaken in conjunction with AFL Barwon, AFL Victoria, Netball Victoria and relevant Local Government Authority?				
<b>Total</b>				



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### CASE STUDIES

#### City of Ballarat (Victoria)



**A SUCCESSFUL LONG  
TERM STRATEGY FOR  
PLAYING FIELD  
REDEVELOPMENT THAT  
HAS RESULTED IN 60%  
MORE WEEKLY HOURS  
OF USE**



**CLUBS**  
Multiple



**CLUB COUNCIL**  
Ballarat City Council (Victoria)



**FACILITY PARTNERS**  
AFL Victoria  
AFL Goldfields  
State Government

In 2013 Ballarat City Council identified a number of infrastructure improvements for AFL facilities through the development of a Recreation Strategy.

During this process and through the development of AFL Victoria's Growing the Heartland, Football Facilities Development Strategy 2017-2022 it was identified that there was deficient levels of facilities meeting the current playing standards and needs for football. To address these issues council developed a rolling seven year capital works program to improve the facilities currently provided.



## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

AFL Victoria and AFL Goldfields also undertook detailed audits of all facilities in the City of Ballarat and through that identified which facilities were in most need of upgrade. This process assisted in refining the seven year capital works program for Council and ensured that there was alignment of strategic priorities between Council, AFL Victoria and AFL Goldfields.

The Ballarat City Council, AFL Victoria and AFL Goldfields established that the highest priority in Ballarat was to improve the condition and usability of playing surfaces and lighting to provide for current and future demands. The delivery of safe, high standard playing environments was identified as critical to the growth of local clubs.

**Since implementing their ground renewal strategy, grounds in Ballarat are now providing 60% more usage hours for participation and servicing an additional 1,180 football participants.**

The commitment from Council is to provide a rolling annual improvement program to ensure that clubs and participants are regularly seeing improvements to the playing conditions of their facilities.

**Heath Scotland - former Ballarat Football Netball League Club Coach and AFL player (Collingwood FC and Carlton FC)**

*"Providing high quality training and playing conditions is more important than some realise to increasing both the standard of competitions and enabling players to reach their full potential. In Ballarat we now have the right conditions to achieve high levels of performance for clubs and players. I've played on a lot of grounds in my career and I can honestly say that these grounds are among the best I have competed on."*

EXAMPLE OF PROJECTS DELIVERED SINCE 2013			
VENUE	VALUE	PROJECT	CAPACITY GROWTH
Marty Busch Recreation Reserve	\$1.9M	Oval, lighting and power supply upgrades	175% increase in hours used and new events. Winner of AFL Victoria's Best Community Football Facility Project 2017
CE Brown Recreation Reserve	\$1.4M	Oval and lighting upgrades	15% increase in winter bookings
Northern Oval 2	\$1.2M	Oval and lighting upgrades	96% increase in hours used
MARS Stadium	\$2.55M	Oval and lighting upgrades	Increase in major events including AFL matches
City Oval	\$1.9M	Oval, lighting, power and parking upgrades	8% increase in winter hours used

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition

### CASE STUDIES

#### Keith Dunne Oval (Queensland)



#### STAKEHOLDER COLLABORATION TO DELIVER LED LIGHTING THAT BENEFITS A RANGE OF USERS



##### CLUBS

Bay Power Amateur Football Club (AFC)



##### CLUB COUNCIL

Fraser Coast Regional Council (Queensland)



##### FACILITY PARTNERS

Fraser Coast Regional Council  
Bay Power AFC  
AFL Queensland  
Cricket Queensland  
Queensland Government  
Federal Government



##### PROJECT VALUE

\$440,000

Lighting upgrades at Keith Dunne Oval saw a range of stakeholders collaborate to deliver a \$440,000 project to cater for participation growth in football and cricket and support night competition options.

Night-time cricket and football finals will now be regular features at the Oval following the successful installation of LED lighting at the Hervey Bay ground.

Lighting provision at Keith Dunne Oval had been a community concern for well over a decade, with existing lighting provision limiting the ability of football to expand training and competition structures.

The upgrade means that players can safely train after dark, especially in winter, which was also a concern raised by football club users.

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



The LED lighting now allows the scheduling of night games for both junior and senior competition structures. It also facilitates growth in female participation and capacity to extend training options to new teams and match formats such as AFL 9s.

LED lighting is providing a range of benefits for the club, making it more attractive for new players and giving club sponsors better value for money.

Collaboration on the project was key to meeting investment deliverables with stakeholders including the Federal Government, Queensland State Government, Fraser Coast Regional Council Cricket Queensland, AFL Queensland and Bay Power Australian Football Club, all of which are thrilled with the project outcomes.

The partnership with cricket in the project resulted in the lux level being raised to 350 lux which is also suitable for AFL State League training and possible AFL club preseason camps in the bayside city.

The provision of match standard lights has had a direct benefit for female football locally, allowing scheduling of club matches at the same venue and on the same day as the senior men's teams. This permits all of a club's senior teams to travel and play as one group, with the single dayschedule greatly relieving the load on club volunteers.

The LED lighting also provides longer use times at the venue, enabling the cross over of games with teams from adjoining Leagues, providing variety in playing fixtures and competitive games throughout the season.

The investment will ultimately improve lifestyles and build stronger community links in Hervey Bay, with the upgrade set to increase participation in sport and enhance the sustainability of the football and cricket clubs and their respective leagues.

### PARTNERSHIP BENEFITS

- Collaboration between local council, state government, AFL, cricket and the community
- Capacity for the venue to cater for a diverse range of users and sports and support club growth
- Support player attraction and club financial sustainability with reduced electrical costs

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



# ACKNOWLEDGEMENTS

## PROJECT PARTNERS

This project has been a collaborative effort of several partner organisations and the five local government authorities comprising the G21 Geelong Region Alliance with AFL Barwon acting as Project Manager.

This project has been funded by AFL Barwon in partnership with Buckley's Entertainment Centre.

Input and advice from AFL Victoria, AFL Barwon, Netball Victoria and the G21 regional football and netball communities has also assisted the development of this document.

## PROJECT CONSULTANTS

### **insideEDGE Sport and Leisure Planning**

Whitten Oval | 417 Barkly Street

Footscray West | VIC 3012 | Australia

Telephone +61 3 9680 6370  
Email [info@ieslp.com.au](mailto:info@ieslp.com.au)  
Web [www.ieslp.com.au](http://www.ieslp.com.au)

**insideEDGE**  
sport and leisure planning  
[www.ieslp.com.au](http://www.ieslp.com.au)

## 6.1 G21 and AFL Barwon Towards 2030: Strategy - Draft for Public Exhibition



PO Box 4078  
131 Myers Street  
Geelong Victoria 3220

**TEL** +61 3 5227 4000  
**FAX** +61 3 5224 2594  
**EMAIL** G21info@g21.com.au

[www.g21.com.au](http://www.g21.com.au)

## 6.2 SCS-006 Community Houses Policy

**Author's Title:** Community Development Advisor

**General Manager:** Chris Pike

**Department:** Community Health and Development

**File No:** F17/84-3

**Division:** Culture & Community

**Trim No:** IC21/731

### Appendix:

1. SCS-006 - Community Houses Policy (D21/1225)

#### Officer Conflict of Interest:

In accordance with Local Government Act 2020 –  
Section 130:

☐

Yes

☒

No

**Reason:** Nil

#### Status:

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

☐

Yes

☒

No

**Reason:** Nil

### Purpose

The purpose of this report is to present Council with the SCS – 006 Community Houses Policy for adoption.

### Summary

Community Houses are community-based organisations who provide programs, services and spaces to people of all ages and abilities. There are five Community Houses operating across the Surf Coast Shire. In recognition of the pivotal role Community Houses play in place based community development, Council supports Community Houses through a number of initiatives. Council has a policy, SCS – 006 Community Houses, to formalise Council's commitment to Community Houses and ensure a transparent and equitable approach to our assistance.

SCS - 006 Community Houses Policy is due for review.

Council Officers have reviewed SCS – 006 Community Houses Policy. The review process included consultation with the five Community House Coordinators in the Shire as well as the Network Coordinator, Neighbourhood Houses Barwon.

The revised Community Houses policy builds on the previous policy, aims to strengthen the existing partnership between Council and Community Houses in the shire and provide more detail and transparency on Council's approach to assistance.

### Recommendation

That Council adopts SCS – 006 Community Houses Policy as attached at Appendix 1.

### Council Resolution

**MOVED Cr Paul Barker, Seconded Cr Rose Hodge**

That Council adopts SCS – 006 Community Houses Policy as attached at Appendix 1.

CARRIED 8:0



## 6.2 SCS - 006 Community Houses Policy

### **Report**

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

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

#### ***Background***

Community Houses are community-based organisations who provide programs, services and spaces to people of all ages and abilities. Community Houses are primarily funded through the Department of Families, Fairness and Housing (DFFH) and supported through the DFFH Neighbourhood House Coordination program.

There are five Community Houses operating across the Surf Coast Shire:

1. Anglesea Community House Inc.
2. Deans Marsh Community Cottage Inc.
3. Lorne Community House Inc.
4. Torquay Community House Inc.
5. Winchelsea Community House Inc.

In recognition of the pivotal role Community Houses play in place based community development, Council supports Community Houses through a number of initiatives.

Council has a policy in place to formalise our commitment to Community Houses and ensure a transparent and equitable approach to our assistance.

#### ***Discussion***

Council's current Community House policy was adopted in June 2015 and is due for revision.

Key considerations in the revision of the Community Houses Policy include;

- Effectiveness of the existing policy from both Community House and Council perspectives
- Council's Community Development Policy adopted in June 2020
- The achievements of the Community Houses as a result of Council's support
- The impact COVID19 has had on the community and the pivotal role Community Houses have played in response and recovery
- The strength of Community Houses in place based community development

The review process included consultation with the five Community House Coordinators in the Shire and the Network Coordinator for Neighbourhood Houses in the Barwon region and assessing key considerations outlined above.

Overall the revised Community Houses policy does not contain any significant changes to the previous policies principles, purpose and commitments. Some minor changes have been made to transfer the policy into Council's new policy template. A mark-up highlighting the changes has not been provided due to this change in template. In addition, some details have been added to provide greater clarity in line with feedback from Community House Coordinators, namely the details of the partnership definition.

The revised policy outlines Council's commitment to Community Houses through a variety of supports:

- Funding – Council will pay an annual contribution to Community Houses which is set through Council's budget processes and is for the purpose of assisting to support the community development activities of the Community Houses.
- Lease/Licence agreements – Council provides support to Community Houses through the provision and maintenance of Council owned buildings on lease or licence agreements for Community Houses to operate from.
- Partnership – Council works in partnership with Community Houses to strengthen their ability to support the community.
- Information – Council shares demographic and social information with Community Houses to assist them with planning their programs and services, ensuring they are targeting an identified need.
- Advocacy – Council advocates on behalf of Community Houses to other entities.

## 6.2 SCS - 006 Community Houses Policy

- Promotion – Council provides opportunities for Community Houses to utilise Council communication channels to promote their services.
- Referral – Council shares information with residents to connect them to Community Houses.

### **Council Plan**

Theme 1 Community Wellbeing

Objective 1.1 Support people to participate in and contribute to community life

Strategy 1.1.1 Develop and implement a program to support communities of place and interest, and to provide opportunities for them to identify and achieve their community aspirations

Theme 1 Community Wellbeing

Objective 1.4 Provide support for people in need

Strategy 1.4.1 Work in partnership with community and agencies to improve young people and their families' access to the services and support they need

Theme 1 Community Wellbeing

Objective 1.1 Support people to participate in and contribute to community life

Strategy 1.1.2 Facilitate and support high levels of volunteering in the community

### **Reporting and Compliance Statements:**

*Local Government Act 2020 – LGA 2020*

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

### **Governance Principles - Local Government Act 2020 (LGA 2020)**

Strategic, collaborative partnerships with Surf Coast Shire Community Houses will assist with achieving better outcomes for communities across the Surf Coast Shire. In particular, Community Houses are best placed to achieve place based community development outcomes.

### **Policy/Relevant Law**

SCS – 006 Community Houses Policy complies with:

- Surf Coast Shire Council Plan (2017-2021).
- Surf Coast Shire Council Property Use Agreements (SCS Policy – 34).
- Surf Coast Shire Council Community Development Policy (SCS Policy – 049).
- Victorian Child Safe Standards.
- Child Wellbeing and Safety Act 2005.

## **6.2 SCS - 006 Community Houses Policy**

This principles contained within this policy also align with:

- Neighbourhood House Coordination Program Guidelines 2016-2019 and sector information, Department Families, Fairness and Housing.
- The Neighbourhood House community development practice model and community development framework 2018.
- Neighbourhood Houses Barwon Strategic Plan 2019-2022.
- The Neighbourhood Houses Good Practice Guide, Association of Neighbourhood Houses and Learning Centres, 2012.
- Global Humanitarian Platform Principles of Partnership 2007.

### ***Community Engagement***

All five Community House Coordinators and the Network Coordinator, Neighbourhood Houses Barwon were consulted in the review and development of this policy.

This was undertaken over a series of one on one meetings and a revision and feedback session with all participants.

### ***Public Transparency***

This policy was developed to ensure a transparent and equitable approach is taken to managing Council's relationship with Surf Coast Shire Community Houses.

### ***Financial Management***

Implementing the revised Community Houses Policy does have financial implications for Council. The annual financial investment required by the revised policy is the same as the previous Community House policy.

Implementing the policy will require annual budget provisions for;

- \$6000 annual contribution payment for each of the Community Houses in the Shire (\$30,000 in total)
- \$2500 annual contribution to the Barwon Network of Neighbourhood Houses
- \$1500 annual budget to assist the houses in advertising and networking events

These costs are all budgeted for within Council's Draft 2021/2022 Council Budget.

Based on trends for the last 3 financial years, Council also spends on average \$40,000 in the maintenance and upkeep of the Community House buildings. However this cost would be incurred by Council regardless of the tenant.

### ***Risk Assessment***

A requirement for annual Occupational Health and Safety audits is outlined in the revised Policy. There are no other identified risks associated with adopting this policy.

Not adopting this policy could have the following implications for Council:

- Limited ability to achieve place based community development outcomes across the Shire
- A less transparent, clear and productive relationship with Community Houses
- Less ability to refer residents to local, community based supports, services and programs

There are no identified Workplace Health and Safety implications associated with this report.

### ***Communication***

Once adopted, this policy will be distributed amongst Surf Coast Shires Community Houses and displayed on our website.

## **6.2 SCS - 006 Community Houses Policy**

### ***Options***

Option 1 – That Council adopts SCS – 006 Community Houses Policy as attached at Appendix 1. This option is recommended by officers as the appropriate action.

Option 2 – Council requests changes to SCS – 006 Community Houses Policy and adopts the SCS - 006 Community Houses Policy on the condition requested changes are made. This option is not recommended by officers as it is believed the proposed policy is effective and complete in the proposed form.

Option 3 – That Council does not adopt the revised SCS – 006 Community Houses Policy. This option is not recommended by officers as the appropriate action as it could have negative impact on the productiveness of our partnership with Community Houses and limit our effectiveness in achieving place based community development outcomes.

### ***Conclusion***

Council officers have reviewed and revised SCS – 006 Community Houses Policy. The revised Community Houses policy does not contain any significant changes to the previous policies principles, purpose and commitments. The changes which have been made transfer the policy into Council's new policy template and provide detail and clarity of purpose for Council's strategic partnership with Community Houses. The revised SCS – 006 Community Houses Policy will support Council to continue to have a productive working relationship with Community Houses and in doing so support community members to have access to much needed programs and services.

## **6.2 SCS - 006 Community Houses Policy**

### **APPENDIX 1 SCS 006 - COMMUNITY HOUSES POLICY**



*We exist to help our community and environment to thrive*

## COUNCIL POLICY

# SCS – 006 Community Houses

TRIM Reference: D21/1225 Due for Review:

**Responsible Officer:** Manager Community Strengthening

## Purpose

This policy outlines Surf Coast Shire Council's (Council) commitment to supporting Community Houses located within the Surf Coast Shire.

This policy defines Council's position and provides a transparent, consistent and equitable approach to the assistance Council gives to Community Houses. It provides the framework through which Community Houses will be supported by Council.

## Policy Principles

This policy is guided by the following core principles:

1. Community development principles:
  - Community members are experts in their lives and communities.
  - Each community member has knowledge, skills, care and connections which should be valued.
  - Community members are empowered to take the lead at every stage.
  - Strong productive relationships, nurtured over time, and a shared way of working are central to achieving lasting change.
  - The sense that individuals and communities have of themselves is inextricably linked to place.
2. Inclusion – Council and the network of Community Houses within the Surf Coast Shire believe all people have a right to access and participate in community life. All community members are valued for their unique abilities and both Council and Community Houses aim to create an inclusive community where everyone can participate and contribute.
3. Partnership – Council values the strengths and abilities of community members and organisations. A thriving community which enables people to participate in community life will be better achieved through working together in meaningful and strategic partnerships with Community Houses than Council working alone. Council's partnership with Community Houses will be guided by the 6 Principles of Partnership (*Global Humanitarian Platform Principles of Partnership*):
  - Equality – mutual respect between partners.
  - Transparency – open dialogue on equal footing.
  - Results-Oriented Approach – reality based and action-oriented.
  - Responsibility – commitment to activities for which the partners has the means, competency and skill.
  - Complementarity – diversity is an asset and partners should build on their advantages to complement each other's contributions.

## 6.2 SCS - 006 Community Houses Policy



*We exist to help our community and environment to thrive*

### COUNCIL POLICY

#### Scope

This policy applies to Community Houses in the Surf Coast Shire that are funded through the Department of Families, Fairness and Housing (DFFH) Neighbourhood House Coordination program and adhere to the Neighbourhood Houses Coordination Program Funding Guidelines.

The following Community Houses operating within the Surf Coast Shire meet this definition:

- Anglesea Community House Inc.
- Deans Marsh Community Cottage Inc.
- Lorne Community House Inc.
- Torquay Community House Inc.
- Winchelsea Community House Inc.

This policy does not apply to other Council owned and managed community facilities, centres or Community Houses not funded through the DFFH Neighbourhood House Coordination program.

#### Policy

Council is committed to supporting Community Houses to provide services which benefit residents and visitors in the Surf Coast Shire. Council does this through:

#### Funding

##### *Annual community development contribution*

Community Houses within the Surf Coast Shire are primarily funded by the State Government Neighbourhood House Coordination Program. However, Council recognise the challenges faced by Community Houses that operate with limited resources to meet complex community needs. Community Houses are well positioned to achieve place based community development outcomes which are integral in building resilient communities. To enable Community Houses to achieve better community development outcomes and leverage the opportunity for place-based community development, Council will provide an annual financial contribution set via Council's budget process.

Council will provide Community Houses with guidelines (Community House Development Contribution Guidelines) which will clarify the purpose for which funding is provided and detail what the funds can and cannot be used for. This will include accountability requirements such as the provision of strategic plans, annual reports and an acquittal. The key data and information provided by Community Houses through the reporting process will demonstrate the level of community benefit Community Houses offer and will be used to set the contribution amount through the budget process.

##### *Barwon Network contribution*

Set via Council's budget process, an annual contribution will be provided to assist the network in achieving their mission which is: *Enabling the delivery of quality community development through high level representation, advice, guidance and support.*

##### *Additional Grants*

Community Houses are invited to apply for other grants offered by Council that support community groups. When appropriate, Council will also encourage and support (e.g. provision of letters of support) Community Houses in applying for funding from State and Federal Government or philanthropic groups.

#### Facility Provision

Council also supports Community Houses by committing to provide a facility in line with Council's *Property Use Agreements (SCS Policy - 034)*.

All Community Houses covered by this policy that choose to operate from a Council facility must do so under the terms and conditions of a formal agreement (i.e. a lease, licence or similar agreement) prepared by or on behalf of Council. The lease agreement will include adherence to legal responsibilities



## 6.2 SCS - 006 Community Houses Policy



*We exist to help our community and environment to thrive*

### COUNCIL POLICY

such as the Child Wellbeing and Safety Act and other policies such as Council's Use of Community Building policies.

As a condition of this agreement the Community House must:

- 1) Comply with the Child Safe Standards, including any act done, or practice engaged in by its employees and agents; and
- 2) Immediately notify Council where it becomes aware of a breach of sub clause 1) by a Contractor, Committee Member or its volunteers.
- 3) Allow annual Occupational health and Safety audits conducted by a Council Officer.

#### Partnership

Council will work in partnership with Community Houses to strengthen their ability to support the community, providing:

- **Guidance** and support for best practice community development from a dedicated Council contact officer.
- **Maintenance** - A system for lodging requests regarding maintenance or any other issues related to the building.
- **Attendance** at Barwon Network of Neighbourhood Houses meetings.
- **Support** for program development and identifying funding opportunities.
- **Information** - Council will share demographic and social information with Community Houses to assist with best practice planning.
- **Advocacy** - Council will advocate on behalf of Community Houses and their Committees to other entities to enhance support already provided and identify opportunities to increase their capacity to meet the needs of the community.
- **Promotion** - Opportunities to utilise Council communication channels for the purpose of promoting the services and programs of Community Houses and increasing their profile within the community.
- **Referral** - The provision of relevant and up to date information to residents about the services across Community Houses to support individuals to connect with their local Community House.

#### Definitions

**Council:** the Surf Coast Shire Council.

**Councillors:** Individuals holding the office of a member of Surf Coast Shire Council.

**Council Officer:** the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.

**Community Houses/Neighbourhood Houses:** These terms are used interchangeably in this document. Community Houses are not for profit organisations where each house is a legal entity as an Incorporated Association, or auspiced by a legal entity, and has a formal membership base. They are governed by a voluntary committee of management (CoM) and are funded through the Department of Families, Fairness and Housing (DFFH) Neighbourhood House Coordination Program.

**Community:** Towns, places, or shared interest groups located within the Surf Coast Shire.

#### Related Procedure

Surf Coast Shire Council Community House Development Contribution Guidelines D20/159562

## 6.2 SCS - 006 Community Houses Policy



*We exist to help our community and environment to thrive*

### COUNCIL POLICY

#### References

This policy is underpinned by the following Surf Coast Shire Council policy documents and external documents:

- Surf Coast Shire Council plan (2017-2021).
- Surf Coast Shire Council Property Use Agreements (SCS Policy - 034).
- Surf Coast Shire Council Community Development Policy (SCS Policy – 049).
- Neighbourhood House Coordination Program Guidelines 2016-2019 and sector information, Department of Health and Human Services.
- Neighbourhood Houses Barwon Strategic Plan 2019 – 2022.
- The Neighbourhood House community development practice model and community development framework.
- Neighbourhood House Good Practice Guide, Association of Neighbourhood Houses & Learning Centres, 2012.
- Victorian Child Safe Standards.
- Child Wellbeing and Safety Act 2005.
- Global Humanitarian Platform Principles of Partnership 2007.

#### Document History

Version	Document History	Approved by – Date
2	<i>Amended</i>	

### 6.3 Statement of Reconciliation

**Author's Title:** Community Development Advisor  
**Department:** Community Health and Development  
**Division:** Culture & Community  
**General Manager:** Chris Pike  
**File No:** F19/630  
**Trim No:** IC21/746

#### Appendix:

1. Surf Coast Shire Council Statement of Commitment to Reconciliation (D21/68264)

#### Officer Conflict of Interest:

In accordance with Local Government Act 2020 –  
Section 130:

☐

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 Shire Council - Statement of Commitment to Reconciliation.

#### Summary

Reconciliation Australia has created the Reconciliation Action Plan (RAP) program to provide a framework for organisations to support the national reconciliation movement. There are four types of RAPs that an organisation can develop: *Reflect*, *Innovate*, *Stretch* and *Elevate*. Each RAP is designed to suit an organisation at different stages of their reconciliation journey.

Council is formally registered with Reconciliation Australia to proceed with a *Reflect* RAP. A *Reflect* RAP is about scoping reconciliation. It commits Council to continue to scope and develop relationships with Aboriginal and Torres Strait Islander stakeholders, decide on our vision for reconciliation and explore our sphere of influence before committing to specific actions or initiatives.

The Statement of Commitment to Reconciliation (appendix 1) publically launches and formally commits Surf Coast Shire Council to embark on a journey of reconciliation, walking with local Aboriginal stakeholders. It is proposed this statement be read out during National Reconciliation Week by Surf Coast Shire Council's Deputy Mayor at the Opening Ceremony of the 2021 Australian Indigenous Surfing Titles being held at Bells Beach on Friday 28 May 2021 8.00am to 8.30am.

#### Recommendation

That Council:

1. Adopts the Surf Coast Shire Council Statement of Commitment to Reconciliation as attached at Appendix 1.
2. Notes a *Reflect* Reconciliation Action Plan will be developed in 2021 in accordance with Reconciliation Australia's Reconciliation Action Plan Program.

#### Council Resolution

**MOVED Cr Kate Gazzard, Seconded Cr Liz Pattison**

That Council:

1. Adopts the Surf Coast Shire Council Statement of Commitment to Reconciliation as attached at Appendix 1.
2. Notes a *Reflect* Reconciliation Action Plan will be developed in 2021 in accordance with Reconciliation Australia's Reconciliation Action Plan Program.

CARRIED 7:1

## 6.3 Statement of Reconciliation

### Report

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

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

#### ***Background***

At its heart, reconciliation is about strengthening relationships between Aboriginal and Torres Strait Islander peoples and non-Indigenous peoples, for the benefit of all Australians.

Surf Coast Shire Council has taken action towards reconciliation and building effective and respectful relationships with the two Registered Aboriginal Parties that cover the Shire:

- Eastern Maar Aboriginal Corporation
- Wadawurrung Traditional Owners Aboriginal Corporation

Examples of Council's work to contribute to reconciliation includes:

- Regular cultural heritage meetings with the Wadawurrung Traditional Owners as well as internal working groups
- Arts programs
- Welcome and smoking ceremonies undertaken at events
- Language naming conventions for new buildings – for example, Kurrambee Myaring Community Centre, "Kurrambee Myaring" has a meaning in Wadawurrung language of 'Merry laugh, here in this place'.
- Kindergarten curriculum focussing on teaching children about Wadawurrung culture and history.
- NAIDOC Week events
- National Reconciliation Week events
- Email signature Acknowledgements
- Acknowledgments for meetings.

However, the work being undertaken in this space has been inconsistent and on a needs basis, rather than strategic and collaborative. Several teams have good working relationships with the Registered Aboriginal Parties but this is not consistent across Council. Undertaking the RAP process will assist in bringing the organisation together in a consistent and collaborative approach.

Upskilling staff on protocols and working consistently has been highlighted by the Registered Aboriginal Parties as their preferred way of working.

#### ***Discussion***

The Reconciliation Australia RAP framework is nationally recognised and widely used as a way for organisations to support their reconciliation journey and to begin to improve relationships with Aboriginal and Torres Strait Islander peoples nationally.

This has driven the decision to use this framework to guide Council's work in this space, starting with a *Reflect* RAP. A *Reflect* RAP is the first plan in the framework and is about scoping reconciliation. Given the siloed nature of our work to date in this space it is appropriate to begin with a plan which allows for scoping reconciliation and is internally focused, with an emphasis on educating and upskilling staff.

To add weight to this commitment, it is important to share it publicly. A statement of commitment, which can be seen in attachment 1, has been drafted for this purpose and it is proposed that this statement be read during National Reconciliation Week at the launch of the Indigenous Surfing Titles on May 28.

After this launch, the statement will be shared widely through Council's usual media channels. Reconciliation is a national commitment in this country. *"To achieve reconciliation requires the Australian community to recognise and respect First Peoples of this land, to acknowledge the past injustices, and the ongoing inequalities, experienced by Aboriginal and Torres Strait Islander peoples since colonisation, and to commit to working towards a more equal and respectful future."* (Human Rights and Equal Opportunity Commission, Bringing them Home: National Inquiry into the Forced Separation of Aboriginal and Torres Strait Islander Children from Their Families – 1997).

### 6.3 Statement of Reconciliation

The public commitment to reconciliation is important because it symbolises Council taking our place in a National conversation and sets real, achievable goals both internally for the organisation but into the future, for our community.

#### **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

#### **Reporting and Compliance Statements:**

*Local Government Act 2020 – LGA 2020*

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

#### **Governance Principles - Local Government Act 2020 (LGA 2020)**

Reconciliation seeks to address inequality and injustice experienced in our community through education and respect. Using the nationally recognised Reconciliation Australia Framework to create Council's Reconciliation Action Plans, aligns Council with this movement at a National level and ensures best practice and an evidence base is used to guide our work.

#### **Policy/Relevant Law**

The *Local Government Act 2020* specifically mentions Traditional Owners in the definition of 'municipal community' which is pertinent in key sections regarding the role of Council. However, while traditional owners is also defined (in reference to registered Aboriginal parties under the Aboriginal Heritage Act 2006 and Traditional Owner groups under the Traditional Owner Settlement Act 2010), there is no specific reference to engagement with Traditional Owners in the act.

#### **Community Engagement**

Engagement for the *Reflect* RAP will largely be internal. However, the Statement of Commitment will be the announced at the Indigenous Surfing Titles on May 28.

#### **Public Transparency**

The Statement of Commitment represents a clear and transparent approach to communicating our intentions in the space of reconciliation.

### 6.3 Statement of Reconciliation

#### **Financial Management**

The draft 2021-22 Surf Coast Shire Council budget includes a provision of \$95,000 for reconciliation and engagement with Traditional Owners. Other programs that also contribute to reconciliation as listed above also have adequate budget provisions.

#### **Risk Assessment**

The risks to Council of not publicly committing to reconciliation as recommended include:

- Less transparency for our relationships with the two Registered Aboriginal Parties.
- Community dissatisfaction and misunderstanding if our position on this topic is not made evidently clear.
- Confusion internally, amongst staff as to Council's level of commitment to Reconciliation.

There are no identified Workplace Health and Safety implications associated with this report.

#### **Communication**

The Statement of Commitment will be shared with Key Stakeholders and Media Outlets on May 26. It will also be read out publicly at the launch of the Australian Indigenous Surfing Titles on May 28.

#### **Human Rights Charter**

Cultural Rights are a part of the Human Rights Charter and the Reconciliation Action Plan addresses this section of the Charter.

#### **Options**

Option 1 – Council adopts the Surf Coast Shire Council Statement of Commitment to Reconciliation as attached at appendix 1 and notes that Council intends to implement a Reflect RAP in 2022 and continue on with subsequent RAPs (Innovate, Stretch and Elevate) into the future.

This option is recommended by officers as the appropriate action as the Surf Coast Shire Council Statement of Commitment to Reconciliation was carefully crafted to ensure it contains essential components of a commitment.

Option 2 – Council adopts a modified version of the Surf Coast Shire Council Statement of Commitment to Reconciliation and/or modify how the Statement of Commitment to Reconciliation is communicated to the community publically.

This option is not recommended as the appropriate action by officers as it is believed that the Statement of Commitment to Reconciliation is complete in the proposed form and making the public commitment during National Reconciliation Week will be effective and appropriate.

Option 3 – Council does not adopt the Surf Coast Shire Council Statement of Commitment to Reconciliation. This option is not recommended by officers as the appropriate action as it could have a negative impact on our relationship with the Registered Aboriginal Parties and lacks transparency for both staff and the community.

#### **Conclusion**

Council has registered with Reconciliation Australia and undertaken steps to begin drafting a *Reflect* RAP. To strengthen and add weight to this action it is recommended Council publicly commit to the reconciliation journey through reading out the Surf Coast Shire Council Statement of Commitment to Reconciliation (Appendix 1) at the launch of the Indigenous Surfing Titles on May 28, during National Reconciliation Week.

### **6.3 Statement of Reconciliation**

#### **APPENDIX 1 SURF COAST SHIRE COUNCIL STATEMENT OF COMMITMENT TO RECONCILLITATION**





### **Surf Coast Shire Council – Statement of Commitment to Reconciliation**

The Wadawurrung People and the Guilijan and Gadubanud Peoples of the Eastern Maar, are the traditional custodians of the land we now call Surf Coast Shire.

We acknowledge their custodianship, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community. We value the special spiritual and material relationship that they have with the land and water, including the trees, rocks, hills, valleys, creeks, rivers and ocean of the Surf Coast and hinterland

Our Council acknowledges that past laws, government policies, actions and attitudes have caused pain, grief and suffering for Aboriginal and Torres Strait Islander people. We feel and express deep sorrow that these actions and attitudes have occurred, and we are determined to ensure they are not repeated.

We are committed to reconciliation.

That commitment is founded on respect, and we recognise a need to grow our understanding of Aboriginal and Torres Strait Islander culture, one of the oldest living cultures in the world.

In February 2021 Council registered with Reconciliation Australia to develop a Reconciliation Action Plan – *Reflect*.

That action was the beginning of a journey as we walk together and work together with the traditional custodians of the land and water.

Council commits to developing and delivering our Reconciliation Action Plan - *Reflect* by the end of 2022, at which time we will embark upon the next step in Reconciliation Australia's framework - an *Innovate* Reconciliation Action Plan.

## 6.4 Small Grants Program March 2021

**Author's Title:** Community Project Officer

**General Manager:** Chris Pike

**Department:** Community Health & Development

**File No:** F18/2396-2

**Division:** Culture & Community

**Trim No:** IC21/471

### Appendix:

1. Small Grants Program - March 2021 - Projects recommended for funding (D21/75289)
2. Small Grants Program - March 2021 - Projects ineligible and not recommended for funding (D21/75288)

### Officer Conflict of Interest:

In accordance with Local Government Act 2020 – Section 130:

Yes



No

Reason: Nil

### Status:

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



Yes



No

Reason: Nil

### Purpose

The purpose of this report is to present the results of the March round of the 2020-21 Small Grants Program to Council for endorsement.

### Summary

Surf Coast Shire Council's Small Grants Program aims to support community groups, projects and local initiatives. It is a community development program which supports community members and groups to take action, to realise their aspirations, and contribute to helping our community and environment to thrive.

In the March 2021 round of Council's Small Grants Program a total of 22 applications were received. Eligible applications were assessed by a panel of council officers in line with SCS-031 Small Grants Program Policy. As a result of this process, 17 projects are recommended for funding to the total value of \$49,754. The list of projects recommended for funding are attached in Appendix 1. Three applications were assessed as ineligible and two applications not recommended for funding by officers because they did not score strongly against the Small Grants assessment criteria. The list of projects that were ineligible and not recommended for funding are attached in Appendix 2.

### Recommendation

That Council:

1. Notes the March 2021 round of Council's Small Grants Program was administered according to SCS-031 Small Grants Program Policy.
2. Endorses the allocation of \$49,754 for 17 projects as attached at Appendix 1.
3. Notes that the Jan Juc Preschool project includes works on Council owned or managed land and officers will provide project management support as required.

### Council Resolution

**MOVED Cr Adrian Schonfelder, Seconded Cr Mike Bodsworth**

That Council:

1. Notes the March 2021 round of Council's Small Grants Program was administered according to SCS-031 Small Grants Program Policy.
2. Endorses the allocation of \$49,754 for 17 projects as attached at Appendix 1.
3. Notes that the Jan Juc Preschool project includes works on Council owned or managed land and officers will provide project management support as required.

CARRIED 8:0

## 6.4 Small Grants Program March 2021

### Report

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

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

#### **Background**

In 2011, Council established the Small Grants Program to support community members and groups realise their aspirations and contribute to making Surf Coast Shire a great place to live. The program holds two funding rounds per year, round one in September and round two in March.

The program follows a formal application process in which applicants submit responses to a series of questions aligned to the weighted assessment criteria described in the *Small Grants Guidelines*. The Community Health and Development Unit lead the assessment process, with input from internal subject matter experts, in-line with the SCS-031 Small Grants Program Policy. Applicants can apply for up to \$5000.

The diagram below details the assessment process:



The Small Grants Program is a merit based grants process and does not aim to achieve equal distribution of funding across project focus areas or wards. Instead eligible applications are assessed by officers systematically against the assessment criteria.

All successful groups or their auspice agency are required to sign a Small Grant Funding Agreement confirming that they agree to set terms and conditions for the funding and project delivery. This agreement outlines any special conditions which may relate to the provision of funds, for example obtaining appropriate public liability insurance or relevant permits. Successful groups are required to report on the outcomes of their grant within 12 months of receiving funding via an online grant acquittal process.

The Small Grants Program Guidelines outline funding is available for community-based projects or activities that:

- encourage and enable the participation of a wide variety of local residents
- address an important community need
- encourage and enable groups or individuals across the Shire to collaborate and share knowledge, skills and resources.

## 6.4 Small Grants Program March 2021

Projects that cannot be funded according to the Small Grants Program Guidelines include:

- capital items with a total project cost greater than \$10,000
- building maintenance works
- general administrative, wages or contracts
- projects funded under other programs supported by the Surf Coast Shire
- projects that have already commenced or already occurred
- projects that are part of curriculum-based activities in schools
- projects that are fundraising in nature (unless the project provides considerable community benefit)
- recurrent funding for ongoing projects or projects which have already been funded.

Organisations ineligible to apply for a Small Grant include:

- individuals (applicants will need to approach an organisation to auspice the project)
- any Committees of the Surf Coast Shire Council including Advisory Committees, Committees of Management or Sub Committees
- organisations who have received a Surf Coast Shire Small Grant in the previous funding round
- organisations that have not completed an Acquittal Report for a previously funded Surf Coast Shire Small Grant
- for-profit or commercial organisations - unless the application can demonstrate that the proposed project or activity will have considerable tangible community benefit.

Funds are provided for projects and activities that fall into the following broad categories:

- Community Initiatives: Local partnerships that contribute to the wellbeing and quality of life of Surf Coast Shire residents.
- Environment: Projects or activities that protect or enhance the local environment or work towards sustainability.
- Culture and Arts: Community arts projects that support the development of quality arts initiatives and increase involvement in arts and culture by the community. Heritage projects that support participation, learning and recording of the cultural history of the Surf Coast Shire and its residents.
- Recreation and Leisure: Innovative or new projects that promote recreation, physical activity and increase participation for all abilities.

Due to COVID-19 the 2020 March and September rounds for the Small Grants Program were suspended and the COVID Recovery grants program established. In March 2021 the Small Grants Program resumed. An annual funding pool of \$76,500 was allocated to the Small Grants Program Councils 2020/2021 budget. In previous years this annual allocation is split evenly creating two rounds of approximately \$38,250. As outlined above the September 2020 round did not take place so \$50,000 was earmarked for the March 2021 round making it a larger funding pool than previous rounds with \$26,500 returned to Council savings.

### **Discussion**

For the March 2021 round of the Small Grants Program a total of 22 applications were received and assessed by officers.

Of those 22 applications:

- three applications are ineligible according to the Small Grant Guidelines.
- two applications are eligible but funding is not recommended by officers because they did not score strongly against the Small Grants Assessment Criteria.
- seventeen applications are eligible, scored well and are recommended for funding with a total proposed funding allocation of \$49,754.

Appendix 1 lists the projects recommended for funding. Appendix 2 lists projects that were ineligible or not recommended for funding.

The breakdown of the 17 recommended projects by ward is as follows:

#### 6.4 Small Grants Program March 2021

Ward	Number of eligible applications	Number of projects recommended for funding	Total recommended funding amount
Torquay	10	7	\$20,023
Anglesea	2	2	\$7,000
Winchelsea	5	5	\$14,363
Lorne	3	3	\$8,368
<b>TOTAL</b>	<b>20</b>	<b>17</b>	<b>\$49,754</b>

The breakdown of the 17 recommended projects by category is as follows:

Category	Number of projects recommended	Total recommended funding amount
Arts and Culture	4	\$12,878
Community Initiatives	2	\$5,650
Environment	6	\$19,842
Recreation and Leisure	5	\$11,384
<b>TOTAL</b>	<b>17</b>	<b>\$49,754</b>

Of the 17 projects, one project included works elements on Council owned or managed land:

- Jan Juc Preschool – Water Tank Mural

As outlined above, this is the first Small Grants program since September 2019. The two rounds in 2020 did not run as a result of COVID19. It is interesting to compare how this March 2021 round compares to previous rounds of the Small Grants Program prior to COVID19.

Figure one below represents the number of applications to the Small Grants Program over a five year period. Possible explanations for the lower number of applications for the March 2021 round includes some community projects being funded via Council's COVID Recovery Grants program and because community life and activity has not restored to the same levels as before COVID19.

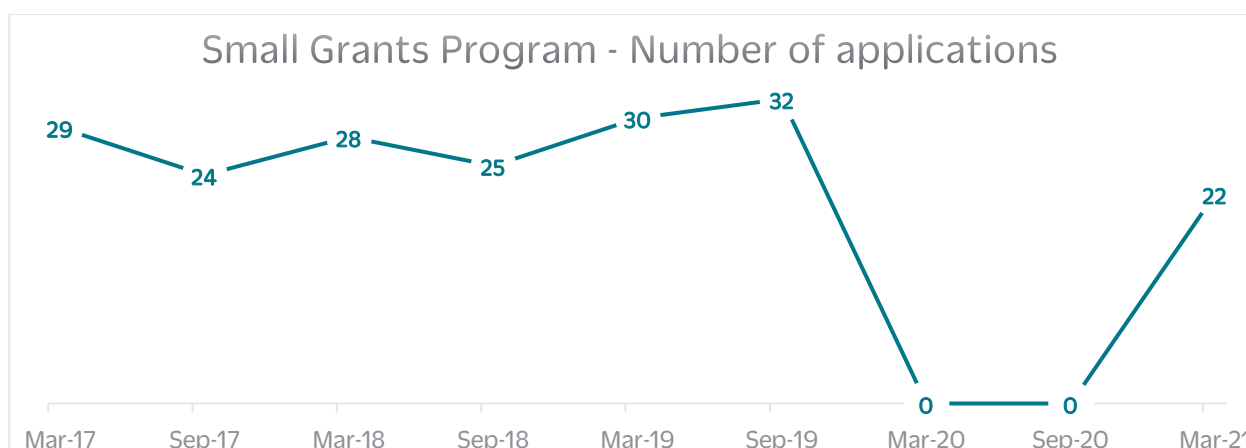


Figure One. Number of applications to Small Grants Program per round

Figure two below outlines the estimate investment from the applicant, community groups, for every dollar Council invests in the Small Grants Program. The applicant's investment is listed in their application and includes both financial resources and volunteer hours. As figure two shows the applicants investment for the September 2019 grant round is \$7.60 for every dollar Council invested. However for the March 2021 round the community investment decreased to \$2.30. Possible explanations for this decrease include less volunteer hours available to community groups as participation in community life and volunteering still continues to recover from COVID19, and less financial resources at the disposal of community groups due to missed fundraising and revenue opportunities in 2020.

## 6.4 Small Grants Program March 2021

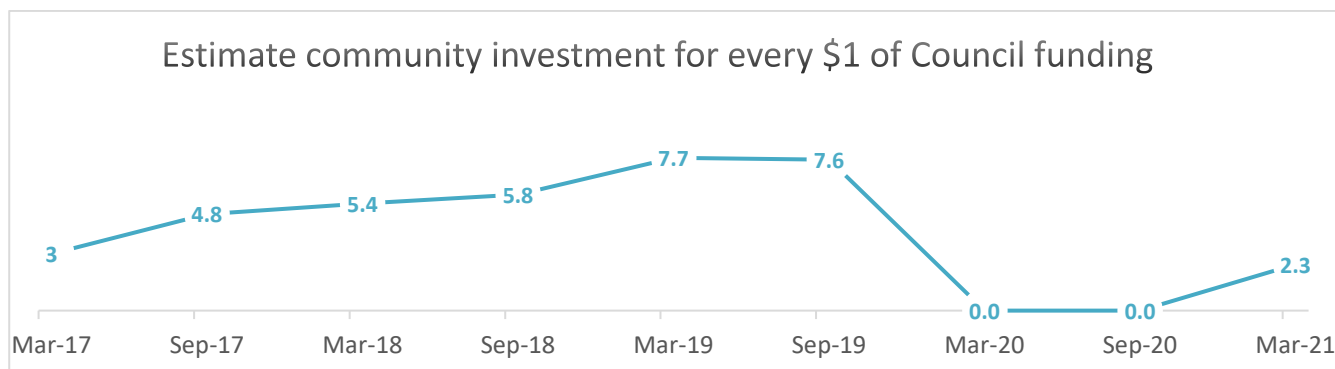


Figure two. Estimate community investment for every \$1 of Council funding

### Council Plan

Theme 1 Community Wellbeing

Objective 1.1 Support people to participate in and contribute to community life

Strategy 1.1.1 Develop and implement a program to support communities of place and interest, and to provide opportunities for them to identify and achieve their community aspirations

Theme 1 Community Wellbeing

Objective 1.1 Support people to participate in and contribute to community life

Strategy 1.1.3 Work in partnership with the community to review, update and continue to implement the heritage, arts and culture strategy

### Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

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

### Governance Principles - Local Government Act 2020 (LGA 2020)

The Small Grants Program will assist with achieving better outcomes for community groups across Surf Coast Shire Council and assist groups with perusing innovative programs and initiatives for the benefit of the wider community.

## 6.4 Small Grants Program March 2021

### ***Policy/Relevant Law***

The Small Grants Program supports the Council Plan (2017-21) objective '*Support people to participate in and contribute to community life*'. The process was conducted in accordance with SCS-031 Small Grants Program Policy.

### ***Environmental/Sustainability Implications***

The Small Grants Program is often accessed by local environment groups. Six applications have been received under the 'Environment' category with all being recommended for funding. The funding of these projects will have a positive impact on the environment.

### ***Community Engagement***

Activities to inform the community of this Small Grants Program round included;

- media campaign including advertising in the Surf Coast Times, Winchelsea Star and Lorne Independent
- promotion via Council officer e-mail networks, word of mouth, community house and men's shed networks
- direct email to previous grant recipients
- direct contact with potential grant recipients
- promotion via the Surf Coast Shire website and social media.

Council Officers also engaged with community members throughout the application process, providing advice and information.

Applicants are asked to provide feedback on the Small Grant Program application and acquittal process at the end of their application and this information is reviewed by Council officers.

### ***Public Transparency***

Guidelines including information about the application and assessment process are accessible through Council's website ensuring transparent and fair process is adhered to.

### ***Financial Management***

Due to COVID19 the March and September rounds for 2020 were suspended and the COVID Recovery grants program established. In March 2021 the Small Grants Program resumed. An annual funding pool of \$76,500 was allocated to the Small Grants Program in FY20/21. In previous years this annual allocation is split evenly creating two rounds of approximately \$38, 250. As outlined above the September 2020 round did not take place so \$50,000 was earmarked for the March 2021 round making it a larger funding pool than previous rounds with \$26,500 returned to Council savings.

This report recommends funding projects to the value of \$49,754 which is within the FY20/21 budget allocation.

The Jan Juc Preschool project will require project management support from Councils Project Management Office.

### ***Service Performance***

The Small Grants Program is delivered according to best practice grants processes which ensures the process is equitable and transparent. Council officers manage the program informed by continuous improvement and seek to ensure it remains responsive to community need and value for Council.

### ***Risk Assessment***

Any WHS risk associated with projects occurring on Council owned or managed land will be managed according to Council's Project Management Office risk assessment process. Projects which do not occur on Council owned or managed land are the responsibility of the project applicant which is outlined in the funding agreement provided. Depending on the level of risk some applicants will be required to provide public liability insurance to the value of \$20,000,000 as a condition of receiving funding.



## 6.4 Small Grants Program March 2021

### **Communication**

Following the 25 May 2021 Council meeting, all applicants will receive a letter informing them of the outcome of their application and results will be communicated to the broader community through Council's communication channels and the local media. A celebration to recognise successful grant recipients will be held on 17 June 2021.

### **Options**

#### Option 1 – Endorses funding 17 projects outlined in appendix 1 to the value of \$49,754 for the 2020-21 Small Grants Program

This option is recommended by officers as the formal application and assessment process was completed according to SCS-031 Small Grants Policy and this option reflects that outcome.

#### Option 2 – Endorses funding a different number of projects to a different financial value for the 2020-21 Small Grants Program

This option is not recommended by officers as the projects recommended and the coinciding funding value were recommended in line with SCS-031 Small Grants Policy. Funding different projects or a different value risks not adhering to SCS-031 Small Grants Policy and the process being unfair or unequitable for applicants.

#### Option 3 – Do not allocate funding for the March 2020-21 round of Small Grants Program

This option is not recommended by officers as many important community projects will not be able to progress without funding support.

### **Conclusion**

The Small Grants Program aims to support community groups, projects and local initiatives. It is a community development program which supports community members and groups to take action, to realise their aspirations and contribute to helping our community and environment to thrive.

In the March 2021 round of the Small Grants Program a total of 22 applications were received. Eligible applications were assessed by a panel of council officers against the Small Grants Program assessment criteria. As a result of this process 17 projects are recommended for funding to the total value of \$49,754. The list of projects recommended for funding can be seen in Appendix 1.

Three applications were assessed as ineligible and two applications not recommended for funding by officers because they did not score strongly against the Small Grants assessment criteria. The list of projects that were ineligible and not recommended for funding can be seen in Appendix 2.

The program is a positive investment for Council as it supports community members and groups and leverages community investment in supporting our community and environment to thrive.

#### **6.4 Small Grants Program March 2021**

##### **APPENDIX 1 SMALL GRANTS PROGRAM - MARCH 2021 - PROJECTS RECOMMENDED FOR FUNDING**

Small Grants Program March 2021 - Supported Projects List

No.	Name of Applicant	Project Title	Description	Alignment to Guidelines and Council Plan	Category	Ward	Applicants Total Project Costs	Amount Sought	Amount Recommended
1	Winchelsea Land and River Care (Auspice - Upper Barwon Landcare Network)	Water Learnings	Delivery of a "Water Learnings Program" with Winchelsea Primary School and Winchelsea Land and River Care Group interacting with the Eastern Maar Aboriginal Corporation, Barwon Water and Corangamite Catchment Authority.	Activity protects and enhances the local environment and supports participation and learning of cultural history. Supports objectives of Hinterland Futures Strategy.	Environment	Winchelsea	15,770.20	4,862.00	4,862.00
2	Surf Coast Rabbit Action Network	Surf Coast Rabbit Action Network	Purchase of a rabbit bait layer to be used by 129 private landowners for yearly baiting program.	Project works towards sustainability and addresses an important community need. Need for project well demonstrated and supports participation and learning.	Environment	Winchelsea	11,420.00	5,000.00	5,000.00
3	Torquay Coast Action	Blue Wren Project	Delivery of a revegetation project along the Surf Coast Walk between Whites Gap and Horseshore Bend Road. Weed control, soil preparation, planting, guarding and mulching.	Activity protects and enhances the local environment and enables the sharing of skills and knowledge.	Environment	Torquay	10,990.00	4,800.00	4,800.00
4	Anglesea Community House	Cultural Awareness Program - Anglesea	Delivery of six free 'yarning' sessions targeted at local Anglesea and Aireys Inlet full-time and part-time residents. The first session as part of the Anglesea Winter Festival. Sessions designed to grow awareness, knowledge and a greater local appreciation of local culture.	Community project that supports development of arts and culture. Project facilitates collaboration, sharing of knowledge, skills and resources.	Culture and Arts	Anglesea	10,000.00	5,000.00	5,000.00
5	Seaside Swing	Seaside Swing Dance - Community Workshop and Social Dance	To re-engage particularly disconnected people post COVID. Teacher costs, venue hire, musician and promotion to run swing dance and solo jazz workshops, a session on the history and culture of the dance and music, culminating in a social dance event.	Program contributes to the health and wellbeing of Surf Coast Shire residents, promotes recreation and physical activity whilst increasing involvement in music and dance culture.	Culture and Arts	Torquay	3,940.00	1,840.00	1,840.00
6	Jan Juc Preschool	Artist in Residence and Mural	To engage a Wadawurrung approved artist to run an artist in residence class and paint murals on the two water tanks in the Jan Juc Preschool playground. Also a painting on canvas that will be displayed at the preschool.	Community arts project that supports the development of quality arts initiatives and increases involvement in arts and culture by the community. Participatory process building investment in community hub.	Culture and Arts	Torquay	3,340.00	1,670.00	1,670.00
7	Deans Marsh Cottage	Deans Marsh Community Recycling Initiative	For shelving and social media to establish a community recycling initiative and recycling station. Focus is on items that can not go in Councils recycling bins.	Project works towards sustainability and addresses an important community need. Need for project well demonstrated and supports participation and learning.	Environment	Lorne	4,250.00	2,000.00	2,000.00
8	Bellbrae Cemetery Trust	Indigenous Planting Project	Planting of 50 indigenous trees and shrubs across cemetery grounds.	Activity protects and enhances the local environment and supports participation and learning of cultural history.	Environment	Winchelsea	2,500.00	1,180.00	1,180.00
9	Lorne Historical Society	Computer Replacement	Purchase of a iMac computer to store Society's collection of images and documents due to increased need for storage and community interest.	Heritage project that supports participation, learning and recording of the cultural history of the Surf Coast Shire and its residents. Helps sustain group through technical evolution.	Culture and Arts	Lorne	14,768.00	4,368.00	4,368.00
10	B Alternative (Auspice - SCEG)	Compost-it Cards	To print and distribute clear labeling to at least 10 hospitality venues using FOGO-accepted takeaway packaging to educate community on correct disposal, minimising organics to landfill and maximising FOGO system.	Project works towards sustainability and addresses an important community need. Need for project well demonstrated and supports participation and learning.	Environment	Torquay	4,000.00	2,000.00	2,000.00
11	Torquay Hockey Club	Indigenous Recognition	Design and supply of uniforms that recognise indigenous culture.	Project promotes recreation, physical activity and cultural awareness and inclusion.	Recreation and Leisure	Torquay	2,700.00	2,000.00	2,000.00
12	Winchelsea Men's Shed (Auspice - Winchelsea Community House)	Member First Aid Training and Welding Fume Extraction System	First aid training for 6 members and purchase of a portable welding fume extraction system.	Project contributes to the wellbeing and quality of life of Surf Coast Shire residents. Benefits will include increased health and well-being and participation.	Community Initiative	Winchelsea	4,899.00	2,000.00	2,000.00
13	Surf Coast Mountain Bike Club	Women's Mountain Bike Skills Clinics	Delivery of 6 skills training clinics for female riders to enable the club to increase female participation as increased skills will enable female riders to use and access a larger variety of trails.	Recreational project that promotes physical activity and participation of inclusive sport. Program contributes to the health and wellbeing of Surf Coast Shire residents.	Recreation and Leisure	Anglesea	4,680.00	2,000.00	2,000.00
14	1st Modewarre Scout Group (Auspice - The Scouts Association of Australia)	Safety Communication Equipment	Purchase of waterproof handheld UHF radios, personal location beacon and Spot X satellite messenger to conduct hiking activities in a safer manner to more remote areas.	Recreational project that promotes physical activity and participation. Connects members to nature and creates self reliance and independence.	Recreation and Leisure	Winchelsea	2,704.20	1,321.85	1,321.85
15	Jan Juc SLSC	Jan Juc Surf Life Saving - Training and Competition Soft Mat Boards	Purchase Soft Mat Boards required to train and develop board paddling skills which are an essential component of the Surf Rescue Certificate and Bronze Medallion required for water safety services and beach patrol.	Program contributes to the health and wellbeing of Surf Coast Shire residents, promotes recreation and physical activity of inclusive sport.	Recreation and Leisure	Torquay	9,916.00	4,958.00	4,063.00
16	Torquay Food Aid	Keep Feeding	Purchase of a commercial refrigerator to supply greater client numbers. Loan fridge has ceased working.	Project contributes to the wellbeing and quality of life of Surf Coast Shire residents. Project will enable group to continue providing food aid.	Community Initiative	Torquay	5,000.00	5,000.00	3,650.00
17	Lorne Netball Club	Computer for Lorne Netball Club	Purchase of a Laptop, Printer and Software to assist in delivering netball program from new venue rather than relying on members using home computers.	Program contributes to the health and wellbeing of Surf Coast Shire residents, promotes recreation and community connection.	Recreation and Leisure	Lorne	4,134.00	2,000.00	2,000.00
						<b>TOTAL</b>	<b>\$115,011.40</b>	<b>\$51,999.85</b>	<b>\$49,754.85</b>

**6.4 Small Grants Program March 2021**

**APPENDIX 2 SMALL GRANTS PROGRAM - MARCH 2021 - PROJECTS INELIGIBLE AND NOT  
RECOMMENDED FOR FUNDING**

Small Grants Program March 2021 - Ineligible and Not Supported Project List

Name of Applicant	Project Title	Description	Category	Ward	Applicant Total Project Costs	Amount Sought	Comment
Jan Juc Coast Action Group	Surf Coast Nature Search Fauna Training Day	Delivery of a training day for Jan Juc community to enhance local awareness of fauna issues and the Jan Juc Coast Action Surf Coast Nature Search website.	Environment	Torquay	3,400.00	1,550.00	<b>Ineligible</b> - Sept 18 project not acquitted. No insurance. Officers to work with group to develop application for next round.
3231 Rubbish Rangers (AIDA)	Rubbish Rangers Rollout	Volunteer starter kits, venue hire and advertising for Rubbish Rangers Rollout in Torquay, Lorne, Winchelsea and Anglesea.	Environment	Anglesea	5,000.00	5,000.00	<b>Ineligible</b> - No insurance or Auspice. Officers to work with group to develop application for next round. Encourage applicant to liaise with Council's Waste team to ensure in line with
ISKCON - Hare Krishna Valley	Festival of Colours	Equipment, marketing and administration of Festival of Colours Event.	Culture and Arts	Torquay	15,100.00	2,000.00	<b>Not supported</b> - Council officers to refer to Council's Event Grants Program and other potential funding sources such as the Torquay Community Enterprise.
The Jimi Crisp Group (Auspice - Surf Coast Arts)	The Surf City Project	Recording, production, vinyl and mastering for a musical recording project to connect local songwriters and young musicians to independent producers.	Community Initiative	Torquay	10,238.00	5,000.00	<b>Not supported</b> - Project did not score strongly against grant criteria. Similar project funded in March 2019 round - 'Jimi Crisp - Surf City Album'.
The Surf City Music Group (Auspice - Surf Coast Arts)	The Professional Music Production and Curation Project	Facilitate skills development mentorship program with the provision of a stage PA & sound engineers, door staff, live performances and t-shirts to strengthen and develop skills of the	Community Initiative	Torquay	10,150.00	5,000.00	<b>Not supported</b> - Project did not score strongly against grant criteria. Has many characteristics of an event. Council officers to refer to Councils Event Grants Program.
					<b>\$43,888</b>	<b>\$18,550</b>	

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

**Author's Title:** General Manager Culture & Community    **General Manager:** Chris Pike  
**Department:** Culture & Community    **File No:** F20/684  
**Division:** Culture & Community    **Trim No:** IC21/802

### Appendix:

1. DRAFT Surf Coast Shire Social Housing Plan May 2021 (D21/84104)

#### Officer Conflict of Interest:

In accordance with Local Government Act 2020 –  
Section 130:

☐

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 releasing a draft Social Housing Plan prepared in partnership with the G21 Regional Alliance Social Housing Project for community feedback.

### Summary

The G21 Region Social Housing Project seeks to develop a positive, region wide blueprint for:

- Driving economic recovery – post pandemic
- Building jobs for local people
- Addressing disadvantage by reducing levels of rental stress for people living on low and very low incomes.

The project is built on the City of Greater Geelong's Social Housing Plan 2020-41 and G21, via a philanthropically-funded project officer, has been assisting the other four councils in the region to develop their own plans.

The project positions Council to work with the Victorian State Government on the Big Housing Build which will inject \$5.3b into the Victorian economy to build and upgrade social housing right across our state. At least \$20 million has been committed to increase the provision of social housing in the Surf Coast.

The draft plan outlines the need for social housing and positions Council to shape the Big Housing Build spend in the Shire. It is a modest action plan in recognition of Council's limited resources.

### Recommendation

That Council:

1. Endorses the Draft Surf Coast Shire Social Housing Plan 2021 for public exhibition as attached at Appendix 1.
2. Seeks community feedback on the Draft Surf Coast Shire Social Housing Plan 2021.
3. Notes that a Special Council Meeting for Hearing Submissions will be held if required.
4. Considers the adoption of a final version of the Surf Coast Shire Social Housing Plan 2021 at a future meeting of Council.

### Council Resolution

**MOVED Cr Paul Barker, Seconded Cr Kate Gazzard**

That Council:

1. Endorses the Draft Surf Coast Shire Social Housing Plan 2021 for public exhibition as attached at Appendix 1.
2. Seeks community feedback on the Draft Surf Coast Shire Social Housing Plan 2021.
3. Notes that a Special Council Meeting for Hearing Submissions will be held if required.
4. Considers the adoption of a final version of the Surf Coast Shire Social Housing Plan 2021 at a future meeting of Council.

CARRIED 8:0

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

### Report

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

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

#### **Background**

The City of Greater Geelong adopted its Social Housing Plan in 2020. In 2018, the City successfully applied for a Victorian Government grant under the Social Housing Investment Planning (SHIP) program to develop a Social Housing Plan. Its overarching purpose is to facilitate an increase in the supply of social housing.

Social housing is housing that is appropriate for people on low incomes and includes public housing and housing owned and controlled by a registered housing association.

By mid-2020 G21 in partnership with Sirovillia, secured funding from both the Percy Baxter Trust and the Anthony Costa Foundation to initiate a regional social housing project. This would build on the work of the City of Greater Geelong to develop a regional plan including plans for each of Colac Otway Shire, Golden Plains Shire, Surf Coast Shire and Borough of Queenscliffe Councils.

Shortly after the commencement of this project the Victorian Government announced the Big Housing Build. The Victorian Budget 2020/21 delivered \$5.3 billion to construct more than 12,000 new homes throughout metro and regional Victoria, as well as supporting around 10,000 jobs, per year over the next four years, to assist with Victoria's economic recovery through the pandemic and beyond.

This package will boost the state's social housing supply by 10 per cent in four years – providing a stable foundation for thousands of Victorians to build their lives.

The Big Housing Build will invest 25 per cent (\$1.25 billion) of the total \$5 billion program across regional Victoria. This is a response to the increasing population in Victoria's growth areas and creates more rental housing to support employment growth in regional towns and cities.

The Big Housing Build provides a Minimum Investment Commitment to regional local government areas that have a significant regional town or city or have high population growth. 18 local government areas have been identified for the Minimum Investment Guarantee, with \$765 million committed across these local government areas, including \$20 million for the Surf Coast Shire.

#### **Discussion**

The Surf Coast Shire Social Housing Plan was prepared by the G21 Social Housing Project Manager, with assistance from Council officers.

It includes valuable data on regional and local demand, previously unknown to Council. This provides context for a brief action plan defining Council's role and opportunities to shape the Big Housing Build investment.

While the plan identifies the broader issue of unaffordable housing for many in our community, it focuses its attention on those requiring social housing:

*This social housing plan focusses on a group of households who are living on very modest incomes and are currently spending more than 30% of that income on unaffordable housing, usually private rental.*

*Spending more than 30% of available household income on housing is said to trigger 'housing stress' as all other living costs: food, bills, clothing, must be covered with the remaining household budget. In reality, for individuals and families in this situation, there is not enough money left each week to meet even basic needs. Choices are made between bills or food; between a new school uniform or tyres for the car. Housing stress, over time, directly affects the health and wellbeing of household members, through any combination of poor diet, limited social connections, anxiety or depression and reduced access to*

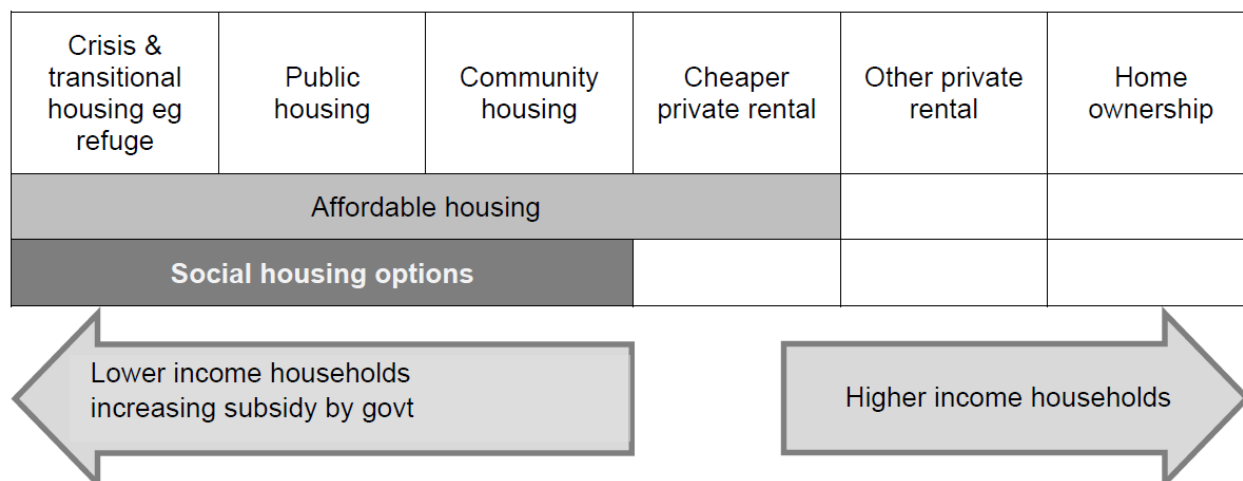


## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

*services, including health services. Poverty in our communities is real and the root cause is usually housing stress.*

*The solution to the problems of housing stress for households on very modest income is social housing.*

The terms relating to housing such as affordable, public, community and social have well established definitions. The following diagram looks at all forms of housing and identifies housing on a continuum:



The plan outlines the need for more subsidised social housing properties. In Surf Coast Shire there are only 62 social housing properties at present and there is an unmet demand for an additional 335 homes. Given this figure is derived from 2016 Census data it is likely to underestimate demand.

The plan identifies four key roles for Council:

- **Stewardship** - Advocate for public policy, government investment and community participation in the development of social housing initiatives.
- **Partnership** - Support regional partnerships with government regarding investments and collaborations with housing agencies on key projects.
- **Planning** - Negotiate the inclusion of social housing in new private developments where rezoning and planning approvals add value to land.
- **Capacity** - Continue to develop capacity within Council and awareness within the community to sustainably implement this Social Housing Plan.

### Council Plan

Theme 1 Community Wellbeing

Objective 1.4 Provide support for people in need

### Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

Implications	Applicable to this Report
<b>Governance Principles</b> (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
<b>Policy/Relevant Law</b> (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
<b>Environmental/Sustainability Implications</b> (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
<b>Community Engagement</b> (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes
<b>Public Transparency</b> (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
<b>Strategies and Plans</b> (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

<b>Financial Management</b> (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
<b>Service Performance</b> (Consideration of Service Performance Principles under s.106 of LGA 2020)	No
Risk Assessment	Yes
Communication	Yes
Human Rights Charter	Yes

### **Governance Principles - Local Government Act 2020 (LGA 2020)**

This project aligns with state policies and regional collaborative efforts to increase the provision of social housing.

### **Policy/Relevant Law**

The Surf Coast Planning Scheme seeks to improve housing affordability by:

- Encouraging a significant proportion of new development to be affordable for households on very low to moderate incomes. Increase the supply of well-located affordable housing by:
- Facilitating the delivery of social housing by identifying surplus government land suitable for housing.

State planning reforms seek to support the Big Housing Build's objectives by removing barriers to the introduction of social housing.

### **Environmental/Sustainability Implications**

The delivery of new social housing seeks to address economic and social inequalities in the community. The Victorian Public Health and Wellbeing Plan 2019-23 identifies that:

*Liveable communities provide a basis for good health and wellbeing for all age groups and can contribute to reducing health inequalities. A liveable place has been defined as a place that is safe, attractive, socially cohesive/inclusive and environmentally sustainable, with affordable and diverse housing linked to employment, education, public open space, local shops, health and community services, and leisure and cultural opportunities via convenient public transport, walking and cycling infrastructure (Lowe et al. 2013).*

### **Community Engagement**

Community engagement was not undertaken during the development of the plan. This report recommends making the draft available for community feedback prior to Council considering the adoption of a final version. There will be opportunity for submitters to address Council at an unscheduled meeting to hear submissions.

In accordance with Council's Community Engagement Policy, the engagement level will be Consult as shown below.

Engagement level	Promise to community	Role of community	Examples of activities
<u>Consult:</u> Ask for feedback on a matter	Council will listen to and acknowledge your contribution.	Contribute opinions and ideas.	Survey Focus groups Drop-in sessions Opinion poll Submission processes Public meetings

The Policy will also inform the guidance given to those who may wish to provide feedback, including specifying what types of feedback are being sought and how the feedback will be used in establishing a final version of the plan.

### **Public Transparency**

The exhibition of the plan prior to final adoption supports transparency.

### **Strategies/Plans**

Council has not considered a strategic plan focussed solely on housing affordability since 2006.

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

### **Financial Management**

The implementation of the plan is reliant on existing staffing levels and resources. Council is not resourced to make a significant contribution in this space, hence the modest ambitions in the action plan. The philanthropically funded G21 project has provided great assistance and is set to continue into a second year in 2021-22.

The Big Housing Build's \$20 million commitment is to the municipal area rather than the Council itself. Council is not a conduit for that expenditure with most funding to be via registered housing providers delivering new housing in the Shire.

### **Risk Assessment**

The Big Housing Build is set to invest at least \$20 million in the shire and so there is mainly upside opportunity for Council. That said, social housing development can stimulate mixed reactions from existing residents. Council's association with future projects, if only by virtue of its support for the objectives of the Big Housing Build, could raise reputational issues for Council.

There are no identified Workplace Health and Safety implications associated with this report.

### **Communication**

The release of the draft plan will be widely communicated through Council's various channels. It will be supported by G21-produced collateral explaining the regional project.

### **Human Rights Charter**

No human rights are impinged by this report. The Plan seeks to address housing challenges and therefore supports several human rights.

### **Options**

#### Option 1 – Adopt and exhibit the draft plan as presented

This option is recommended by officers as it addresses an important issue in the shire which has been recognised by a significant state government policy announcement. It positions Council to shape the government's spend. Releasing a draft plan provides opportunities for community feedback before Council considers its financial position on the matter.

#### Option 2 – Adopt and exhibit the draft plan with changes

This option is not recommended by officers as the plan has been developed using best available data and expertise. Altering the draft action plan may underexploit the opportunity presented by the Big Housing Build investment or overcommit Council without careful consideration of the implications.

#### Option 3 – Do not adopt and exhibit a draft plan

This option is not recommended by officers as it would miss the opportunity to address an important social and economic inequity in the shire when significant State Government funds are set to be invested in this area.

### **Conclusion**

At a time of significant state government investment in social housing it is timely that Council considers its role and capacity. The draft plan includes modest actions deliverable within existing resources. Council is in a position to address the shortfall of social housing in the Shire.

## **6.5 Draft Surf Coast Shire Social Housing Plan 2021**

### **APPENDIX 1 DRAFT SURF COAST SHIRE SOCIAL HOUSING PLAN MAY 2021**



# SOCIAL HOUSING PLAN

## SURF COAST SHIRE

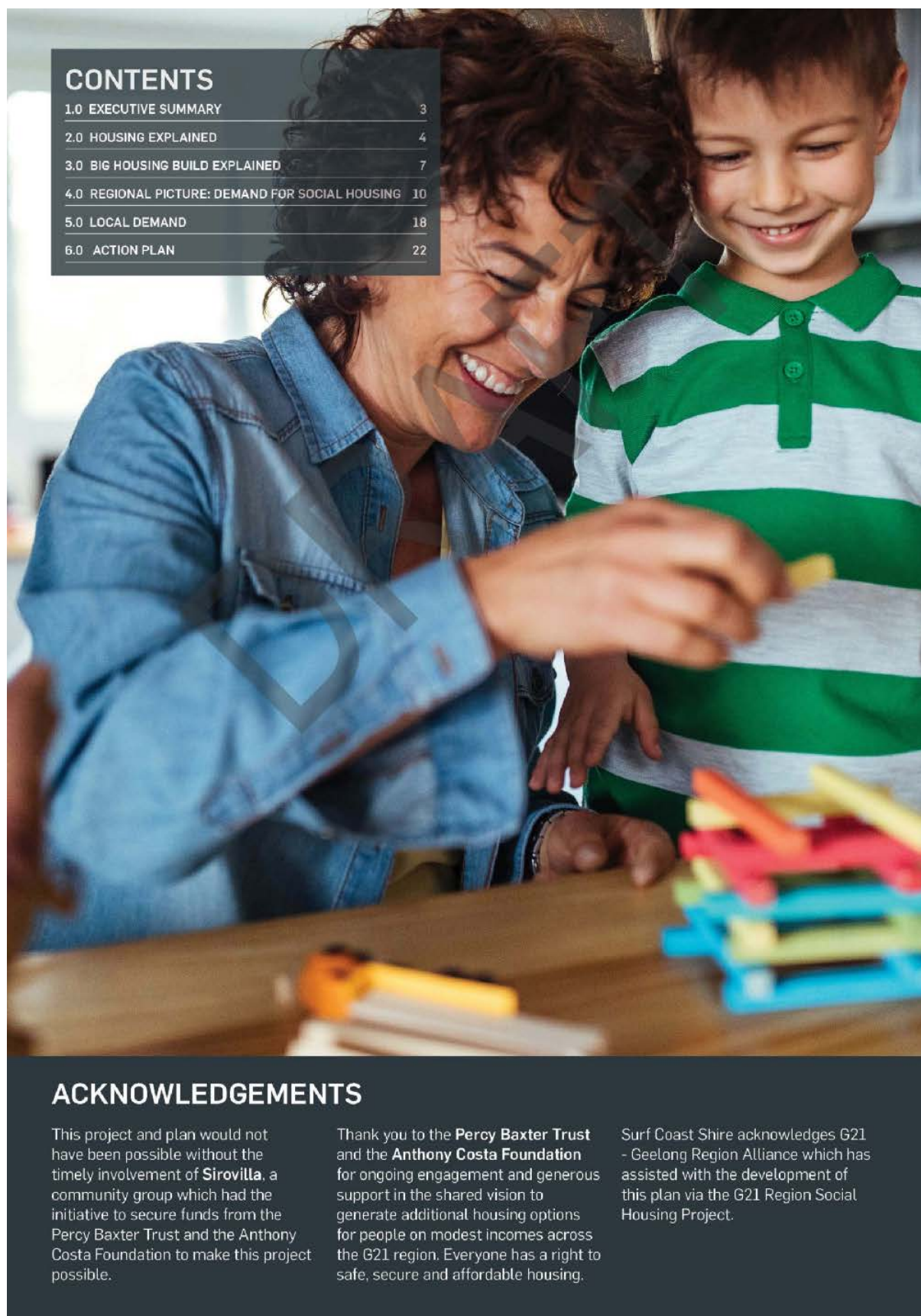
2021-2024



*Shaping the Big Housing Build  
in Surf Coast Shire*



## 6.5 Draft Surf Coast Shire Social Housing Plan 2021



### CONTENTS

1.0 EXECUTIVE SUMMARY	3
2.0 HOUSING EXPLAINED	4
3.0 BIG HOUSING BUILD EXPLAINED	7
4.0 REGIONAL PICTURE: DEMAND FOR SOCIAL HOUSING	10
5.0 LOCAL DEMAND	18
6.0 ACTION PLAN	22

### ACKNOWLEDGEMENTS

This project and plan would not have been possible without the timely involvement of **Sirovilla**, a community group which had the initiative to secure funds from the Percy Baxter Trust and the Anthony Costa Foundation to make this project possible.

Thank you to the **Percy Baxter Trust** and the **Anthony Costa Foundation** for ongoing engagement and generous support in the shared vision to generate additional housing options for people on modest incomes across the G21 region. Everyone has a right to safe, secure and affordable housing.

Surf Coast Shire acknowledges G21 - Geelong Region Alliance which has assisted with the development of this plan via the G21 Region Social Housing Project.

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

### 1.0 Executive summary

---

Housing is big business.

Across the G21 region around 4,400 new dwellings, valued at around \$1.6 billion, were commenced in 2017/18. The number and value of houses has been growing, as the population of the region has expanded.

A small percentage of these dwellings are affordable for households on moderate incomes; either to rent or buy.

This social housing plan focusses on a group of households who are living on very modest incomes and are currently spending more than 30% of that income on unaffordable housing, usually private rental.

Spending more than 30% of available household income on housing is said to trigger 'housing stress' as all other living costs: food, bills, clothing, must be covered with the remaining household budget. In reality, for individuals and families in this situation, there is not enough money left each week to meet even basic needs. Choices are made between bills or food; between a new school uniform or tyres for the car. Housing stress, over time, directly affects the health and wellbeing of household members, through any combination of poor diet, limited social connections, anxiety or depression and reduced access to services, including health services. Poverty in our communities is real and the root cause is usually housing stress.

The solution to the problems of housing stress for households on very modest income is social housing.

There are many forms and models of social housing but the common factor is a subsidy, primarily from a government, that has been used to support the costs of building and maintenance so that rental can be capped, usually at 25% of household income.

Across the G21 region there are more than 3,600 subsidised social housing dwellings, where tenants pay no more than 25% of household income, even if that income is minimal. This system of housing is highly regulated, both for the tenants and also the government departments and community groups who own or manage these properties and support the clients.

This plan outlines the need for many more subsidised social housing properties.

In Surf Coast Shire there are only 62 social housing properties at present and there is an unmet demand for an additional 335 homes.

This unmet demand has been recognised by the state government through an initiative called the Big Housing Build, where \$5.3 billion has been allocated over four years to build thousands of new dwellings and update existing social housing across our state.

There are several funding streams in the Big Housing Build, including an allocated 'guaranteed minimum spend' of \$20 million within the Surf Coast Shire.

This plan concludes with a series of commitments to seek and develop opportunities to close the gap between the current level of social housing (around 0.6% of all households) and the demand to house those people who are homeless in addition to those people in severe rental stress living on very modest incomes – a further 3.5% of all households.

The plan outlines positive working relationships between our council, other councils in the G21 region and the state government to work toward the shared goals of driving economic recovery, building jobs and addressing disadvantage.



## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

### 2.0 Housing explained

The principles of social housing are very simple:

The private rental market and systems of home purchasing are geared towards capital growth and investment; not affordability

therefore

some form of subsidy is required to make housing affordable (<30% of household income) for households on very low incomes.

Government policies that encourage rising housing prices are great for owners, landlords and investors but continually drive up the cost of rental. Housing and rental costs in our region have increased significantly, particularly when compared with very low growth in income from salaries and benefits. So, the gap between rising costs and not-so-quickly rising income has widened over the past few decades.

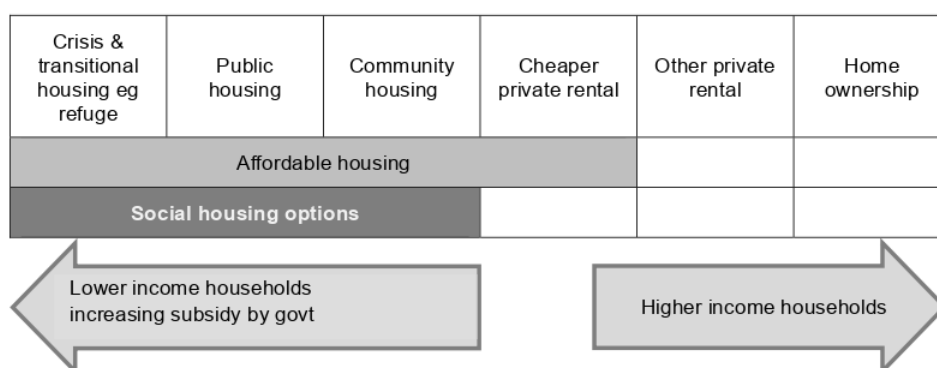
Subsidised housing arrangements are used around the world to ensure that people on very modest incomes are not living in poverty because they are forced to spend more than 30% of income for the roof over their head.

In the Netherlands some 38% of all housing is subsidised social housing. Across many developed countries the percentage range of 15 to 20% of all housing is typical. In Australia, during the decades after the Second World War, 16% of all houses constructed were subsidised public housing. At present only 4.8% of all houses in Australia are social housing, some 3.8% in Victoria.

The current arrangements to govern 'social housing' have their roots in the Housing Act of 1983, which created a structure to enable community groups to receive grants and build subsidised housing. This approach was to supplement the long standing public housing stock, which is owned and managed directly by the state. So, by definition, social housing included any form of housing which was subsidised so that rent could be affordable for households on very modest income.

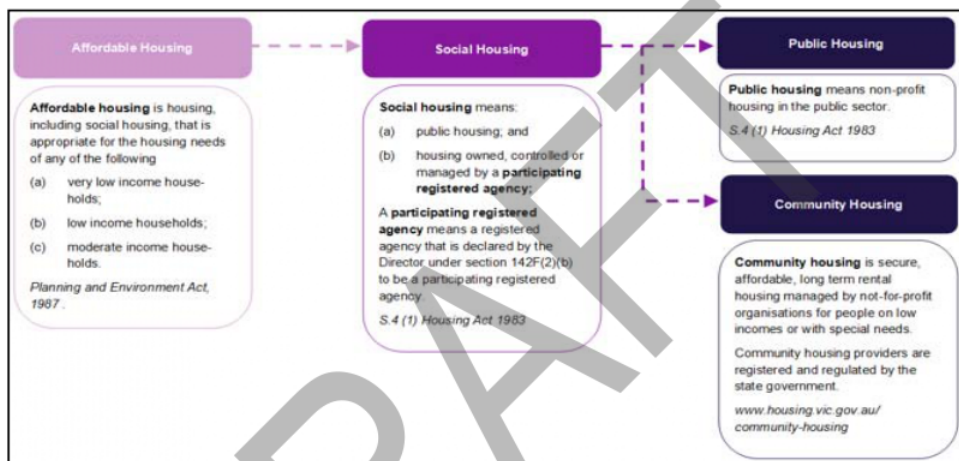
Over the past decades the state system of social housing, based on the Housing Act 1993, has evolved into a highly regulated structure where people seeking subsidised housing apply to a central waiting list and the organisations receiving funding to build social housing are monitored to ensure probity and value to the tax payer.

The terms relating to housing such as affordable, public, community and social have well established definitions. The following diagram looks at all forms of housing and identifies housing on a continuum:



## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

The state government uses the following definition to specify the relationship between social housing and its types: community housing and public housing.



Source: Victorian Government DHHS, Affordable Housing voluntary contributions: Public Housing as an Affordable Housing contribution, June 2018

In either case, public or community housing is regulated to ensure access to housing at less than 30% of income in a rental agreement that provides security of tenure.

All public housing is owned and managed by the state government and the tenants have a lease directly with the government.

All community housing is owned or managed by not-for-profit community groups who are regulated by the Housing Registrar and called Housing Agencies. They are registered under the Housing Act 1983 as either housing associations or housing providers.

To be eligible for registration as a Housing Agency, a not-for-profit organisation must be a company limited by shares or guarantee, an incorporated association, or a co-operative. As at 1 January 2020, there were 39 registered agencies consisting of ten housing associations and 29 housing providers.

Registered housing agencies:

- may own, manage and develop affordable rental housing
- may provide a range of housing support and assistance to clients
- are viable businesses partnering with both government and the community
- have met registration criteria, and continue to meet ongoing compliance requirements as well as demonstrate continuous improvement

Housing managed by registered agencies is primarily long term and/or transitional (up to six months) but some agencies also provide crisis housing and other forms of housing such as disability shared accommodation.

Some agencies have now incorporated real estate agent business arms to enable them to manage private rental market housing.

For more details refer to the Housing Registrar's web page: <http://www.housingregistrar.vic.gov.au>

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

The social housing system involves ensuring that those Victorians most in need of affordable housing have access. Prospective tenants are eligible to register on a waiting list if the household income fits within a set of three thresholds, calculated from time to time by the state government for both metropolitan and regional Victoria. At present those thresholds for regional Victoria (including the G21 region) are defined as:

	VERY LOW INCOME RANGE (ANNUAL)	LOW INCOME RANGE (ANNUAL)	MODERATE INCOME RANGE (ANNUAL)
Single Adult	Up to \$18,380	\$18,381 - \$29,400	\$29,401 - \$44,100
Couple, no dependents	Up to \$27,560	\$27,561 - \$44,100	\$44,101 - \$66,160
Family (one or two parents and dependent children)	Up to \$38,590	\$38,591 - \$61,750	\$61,751 - \$92,610

Source: Victorian Government Gazette, 29 May 2018.

Those eligible for the waiting list due to income levels are also assessed according to their circumstances, for example needs arising from domestic violence or mental ill health. An assessment is undertaken to determine priority on the list.

Those housing agencies fill vacancies by contacting tenants via the central register and must take a percentage of tenants who have been assessed as high and / or urgent need.

This system of social housing across Victoria has been designed to ensure access for those most in need within a structure to ensure: safety and security of tenure, quality of homes, access to support services and value for the taxpayer.

This social housing plan is built on a strong foundation of prudent management of social housing across the state. The challenge for Victoria has not been to manage and govern social housing; it has been to build enough social housing properties to meet the demand.

The state government has recognised the urgent need to build many more social housing properties and has allocated funds and deployed a new government department to deliver a program called the Victorian Big Housing Build.

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

### 3.0 Big Housing Build explained

The state government has developed a new department, Homes Victoria, to deliver the Big Housing Build, which has a budget of \$5.3 billion over the next four years.

Homes Victoria manages four streams of funding, which are described on their website as follows:

- \$532 million - constructing new homes on public land
  - Homes Victoria land across Melbourne is the ideal asset to convert to social and affordable housing at a time when we need to build big and build quickly. Work has already commenced at 6 Homes Victoria sites, and they are now ready for regeneration. [NB: this funding is tagged for metropolitan projects]
- \$948 million - working with the private sector to spot-purchase homes, projects in progress or ready to build
  - To ensure we can add to our supply of social and affordable housing quickly, we'll be working with developers and construction firms, to identify appropriate, existing housing developments we can acquire, provided they are up to a suitable standard and well located. This may also include working with the private sector to identify suitable developments that may be partially complete, or which may not otherwise progress.
- \$1.38 billion - funding for projects by the community housing sector
  - The community housing sector is uniquely placed to lend its expertise and experience to Victoria's Big Housing Build. The Social Housing Growth Fund will invite proposals from community housing providers for new social and affordable housing developments to add to the available supply and help provide more homes for more Victorians.
- \$2.14 billion - funding for new opportunities with private sector and community housing partners
  - As the Big Housing Build rolls out, we want to maximise opportunities for the best value and best outcomes for Victoria. Homes Victoria will explore building on Victorian government land sites; as well as engaging with the market to identify new sites, new ideas, new opportunities and ways to build more homes. This will occur through the remainder of 2020 and into next year. We will pursue opportunities to partner with industry, community housing providers, local government and institutional investors to identify new projects that deliver homes across Victoria.

### The Big Housing Build = \$5.3b over four years

Category	Amount
opportunities for the private sector and community housing partners	\$2.14b
projects by community housing sector	\$1.38b
spot purchase, projects in progress	\$948m
new homes on public land in metro only	\$532m

- \$498 million - new construction, upgrades and maintenance to existing housing
  - We've committed a record amount of money to maintain, refurbish, repair and build new public housing across Victoria. Work has already begun, and when we're finished, more than 23,000 social housing dwellings will be significantly improved.
- \$185 million - replacing old public housing with new dwellings
  - The Public Housing Renewal Program is underway with the task of replacing 7 major public estates with completely new, modern, attractive and energy efficient dwellings. It will generate \$1.29 billion in construction and economic activity.

**4 years of new home commencements**

Year	Commencements
20/21	1,100
21/22	5,000
22/23	5,000
23/24	1,200

**4 years of job creation across Victoria**

Year	Jobs Created
20/21	2,000
21/22	11,480
22/23	18,800
23/24	11,600

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

The Big Housing Build allocation of \$5.3 billion covers the state, with 25% of the allocation to be spent in regional Victoria.

In addition, Homes Victoria has recognised the need to avoid historical problems for rapidly growing communities by identifying a 'guaranteed minimum spend' in key growth municipalities. In the G21 region these have been identified as:

- City of Greater Geelong - \$180 million
- Surf Coast Shire - \$20 million
- Golden Plains Shire - \$15 million

Allocations for Colac Otway Shire and the Borough of Queenscliffe have not yet been specified.

Homes Victoria has also acknowledged a need to clarify working relationships with local government. The Homes Victoria website explains this arrangement as follows:

*We will work with local governments to develop a social and affordable housing compact - this will include an important role for local government in identifying priorities for social housing growth in their municipality. It will also seek to bring social housing closer to the treatment of other valuable public infrastructure such as schools and hospitals, which are exempt from council rates.*

*In implementing this change, we recognise that local governments rely on revenue certainty to deliver the services their communities need and we will work with councils to ensure that changes are able to be revenue neutral and phased in over time where necessary. In this new relationship we will provide a new annual payment to the relevant local government area, set at a proportion of current rates.*

*This change reflects the public benefit that access to safe, secure and affordable housing brings to local communities.*

For further details regarding the Big Housing Build see: <https://www.vic.gov.au/homes-victoria>

This social housing plan is based on the assumption that the Big Housing Build will impact on every municipality in the G21 region and that Surf Coast Council must play a key role in 'shaping' the spend by understanding the unmet need for additional housing and advocating on behalf of the community.

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

### 4.0 Regional picture: demand for social housing

Estimating the unmet demand for social housing is critical to developing ideas for solutions.

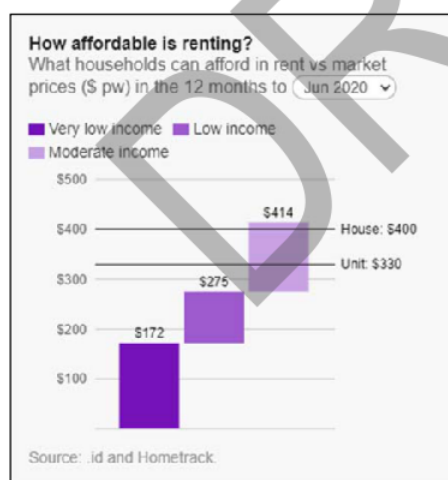
Estimating unmet demand involves adding the number of homeless people to the number of households with the twin characteristics of very modest income (to fit the eligibility criteria) and already spending more than 30% of that modest household income on rental.

Whilst this sounds simple, the calculation for 'bracketing' the Australian Bureau of Statistics estimates for income and rental is complex.

G21 and the City of Greater Geelong have purchased an online data set which accurately describes the unmet demand for social housing.

The regional profile, called Housing Monitor, can be found on the G21 website at <https://g21.com.au/g21-region/social-economic-profiling/> along with a range of other data profiles.

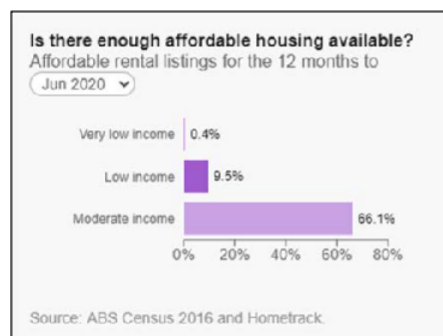
The following data has been extracted from the online Housing Monitor, for the entire G21 region:



As discussed in the previous chapter, eligibility for social housing is based on income, classified as 'very low', 'low' and 'moderate'.

This chart maps the average weekly cost of private rental as: house \$400 per week and unit \$330 per week. The columns indicate the level of income available for the three income categories.

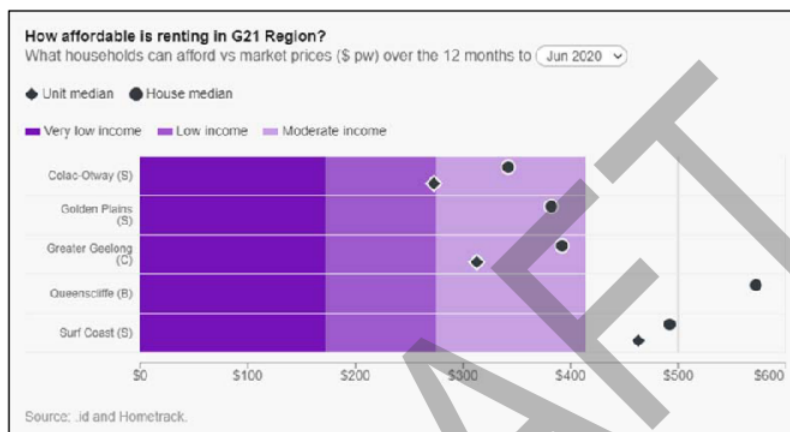
Clearly all households on very low and low income bands are most unlikely to find affordable rental and are highly likely to be paying more than 30% on rent.



Another indicator is the supply of affordable rentals in the area. Over the past 12 months, just 0.4% of all rental listings would have been affordable to a household on a very low income.

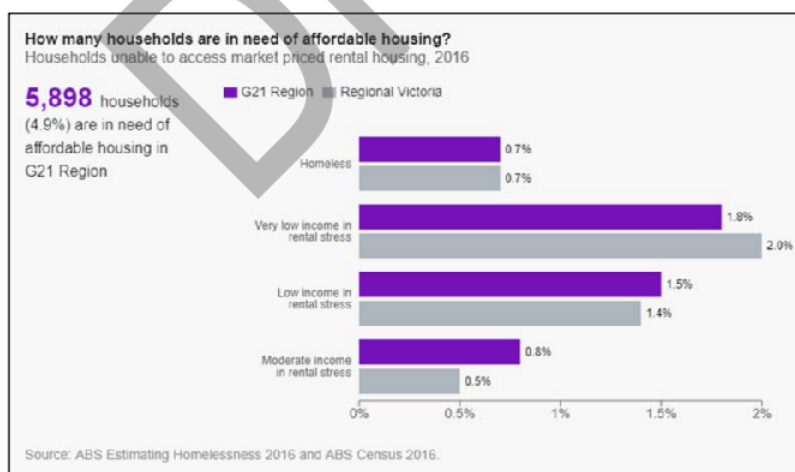


## 6.5 Draft Surf Coast Shire Social Housing Plan 2021



The table above compares the five municipalities of the region. The black circles and diamonds mark the median costs of rental. This table reinforces that households on very low and low income bands are most likely only able to secure a rental property by paying more than 30% of their income.

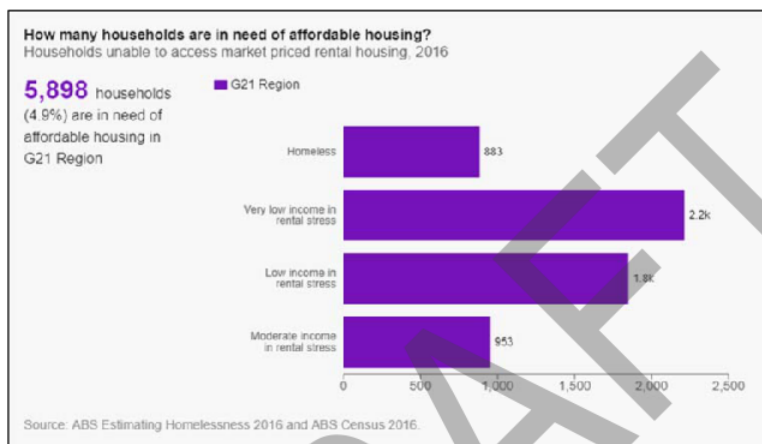
The table below consider the proportion of households across the income bands and compares that need with regional Victoria.



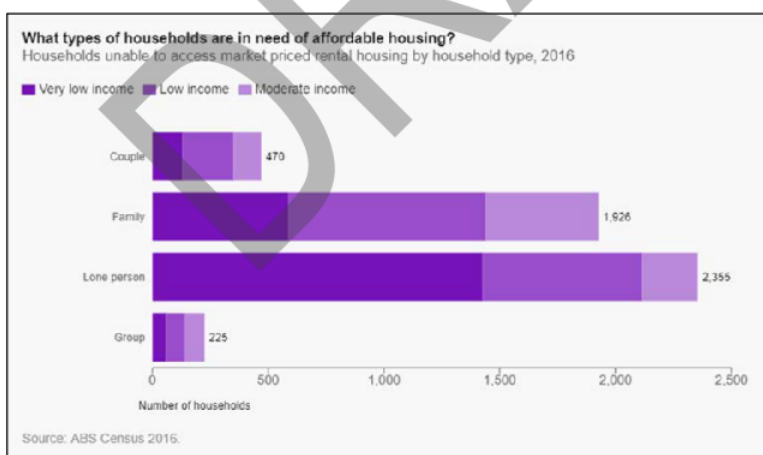
Whilst the table above explores the proportions of households in rental stress, compared with regional Victoria, the table below outlines the numbers of households, already living in our communities across the region who are either homeless or in rental stress.

Some 883 people noted as homeless and a further 5,000 households who are known to be on very modest income and currently paying more than 30% of that income on rental. The 2,200 households on 'very low' income are of particular concern.

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

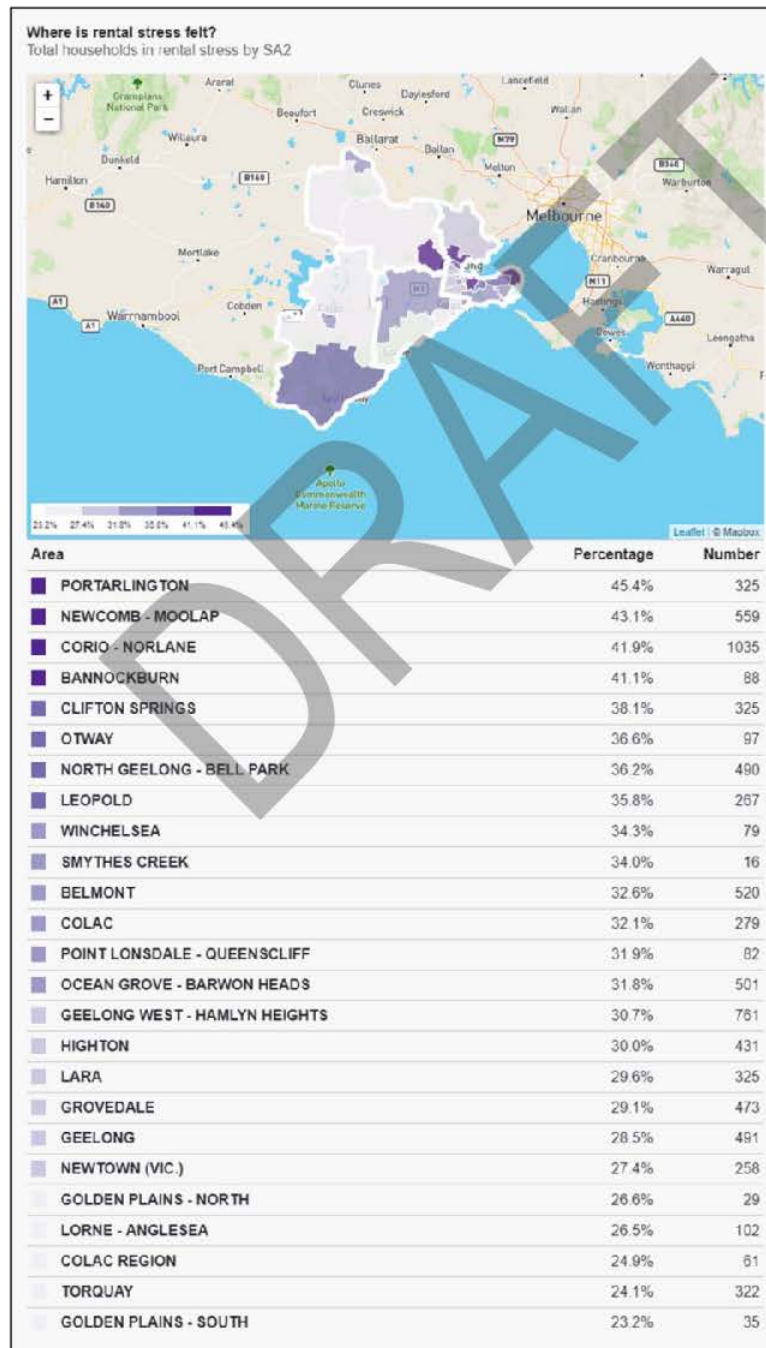


The online data also reveals that, across the region, families and lone persons are the most common types of households in need of affordable housing.



The following 'heat map' compares areas (at SA2 level) across the region. A table ranking areas of greatest need is also provided.

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021



## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

More detailed data used to calculate the charts above has also been provided. This data assists in the comparison between the five municipalities of the G21 region:

	CoGG	COS	GPS	BoQ	SCS	G21
Very low income in rental stress	1,906	158	36	17	96	2,213
Low income in rental stress	1,592	101	42	17	97	1,849
Moderate income in rental stress	811	23	18	7	94	953
Total homeless persons	750	62	17	6	48	883
<b>Total affordable housing need</b>	<b>5,059</b>	<b>344</b>	<b>113</b>	<b>47</b>	<b>335</b>	<b>5,898</b>

This table identifies that around 6,000 additional homes are required to meet the demand for social housing across our region. This figure is acknowledged as being very conservative for several reasons:

- The figures are based on the 2016 Census and do not take into account the rapid growth in population in our communities, nor the significant increase in housing and rental costs, including the high demand for properties as a result of the recent pandemic
- The ABS acknowledges the difficulties of estimating the numbers of people who are homeless on census night and that the numbers provided are clearly an underestimate
- There are several techniques used by social planners and this approach is said to be deliberately cautious
- The negative effects of the pandemic-based recession on our region are not known – however, it is assumed that households on low incomes are being affected and will be for some time – this reinforces the conclusion that the figures above are conservative.

The overall figures, even if they are conservative, relay a challenging story: there is an urgent need to build additional social housing in our region, in every municipality.

Finally, it is possible to construct a broader picture of regional demand for social housing by considering the data above along side a range of other measures such as an index of disadvantage – see the table below:

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

	COS	COGG	GPS	BOQ	SCS	G21
SIEFA INDEX	961.0	994.0	1,035.0	1,075.0	1,077.0	1,003.3
<b>HOUSEHOLDS</b>						
Total households (number)	8,198	87,931	7,252	1,234	10,457	115,072
Total renting households (number)	1,837	24,381	637	224	2,168	29,283
Median weekly rental payments	\$220	\$286	\$261	\$296	\$367	\$285
<b>SOCIAL HOUSING CURRENT</b>						
Households renting social housing (number)	290	3,305	8	11	62	3,676
Households renting social housing (% of all households)	3.3%	3.6%	0.1%	0.8%	0.6%	3.1%
<b>RENTAL STRESS</b>						
Rental stress all income levels (number)	537	8,066	191	73	510	9,377
Rental stress all income levels (% of all rental properties)	28.7%	33.1%	30%	32%	23.5%	32.0%
Rental stress with moderate, low or very low income levels (number)	282	4,309	96	41	287	5,015
<b>HOMELESS</b>						
Number of homeless people (number)	62	750	17	6	48	883
Percentage of total households homeless (% of all households)	0.7%	0.8%	0.2%	0.5%	0.4%	0.7%
<b>SOCIAL HOUSING REQUIRED</b>						
Unmet demand for social housing (% of all households)	4.0%	5.5%	1.5%	3.6%	3.1%	4.9%
Social housing properties required to meet the need (number)	344	5,059	113	47	335	5,898

KEY COS Colac Otway Shire COGG City of Greater Geelong GPS Golden Plains Shire  
BOQ Borough of Queenscliffe SCS Surf Coast Shire

This table below is based on ABS census data from 2016. Of note is:

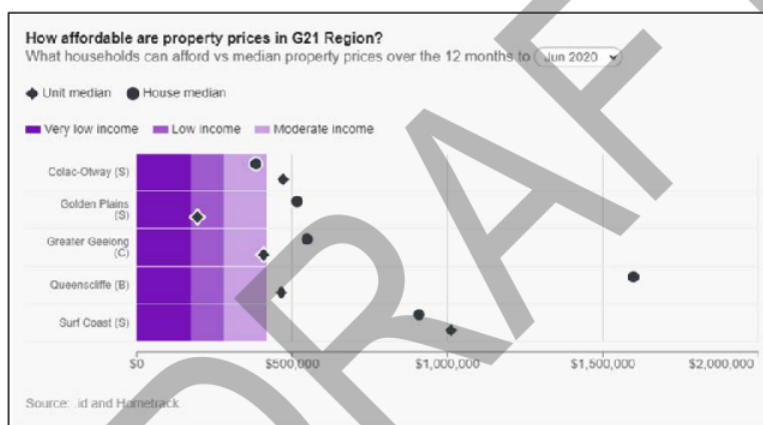
- Socio-Economic Indexes for Areas (**SEIFA**) ranks areas according to relative socio-economic advantage and disadvantage using ABS census data. A higher rating indicates a lower level of disadvantage.
- **Median weekly rental payments** can broadly indicate affordability.
- **Rental stress** is when a household spends more than 30% of all their income on rental payments. It is represented as a number of households and percentage of households.
- **Unmet demand for social housing** is calculated using the number of households in rental stress with moderate, low or very low income levels plus the number of homeless households. It is represented first as a percentage of all households and finally as a number of units of housing estimated to be required to meet the demand for social housing.

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

The table above demonstrates the relationship between income, disadvantage and rental costs. The table also includes the number of social housing units currently across each municipality, totalling 3,676 across the region. This indicates that, regionally, there should be around 10,000 social housing dwellings.

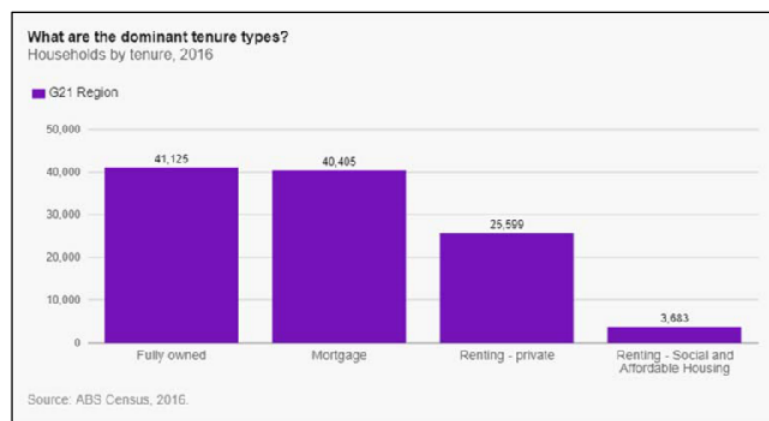
This social housing plan is focused on the immediate needs of people who are on very modest incomes and known to be in rental stress.

In addition, there are broader issues relating to the overall costs of affordable house purchase.



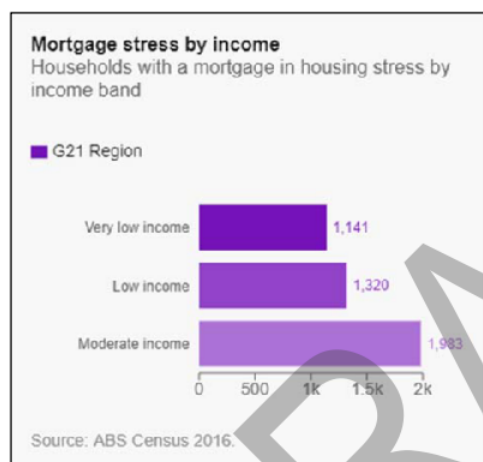
This table graphically represents the level of affordability across the G21 region for those households on very modest income who are seeking to purchase a home.

Overall, across the region, the majority of households are privately owned, either fully or under mortgage.



## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

Given the concern regarding the effects of the pandemic-based recession, it is reasonable to assume that, despite historically low interest rates, the number of households under mortgage and in housing stress will increase.



This table indicates that, across the region, some 4,400 of all households on a very modest income were paying more than 30% of that income on mortgage repayments.

There is a risk that mortgages may become unsustainable for some of these households if there was an increase in interest rates or any long term negative recessionary downturn. If houses were sold, there would be an increased demand for rental properties, and therefore a likely increase cost in rental.

Note that these figures all relate to the 2016 ABS Census and are very likely an underestimate given rising population and housing prices in many areas of our region.

Councils are concerned about housing affordability.

The importance of affordable (including social) housing is recognised by the Victorian Public Health and Wellbeing Plan 2019-23:

*"Liveable communities provide a basis for good health and wellbeing for all age groups and can contribute to reducing health inequalities. A liveable place has been defined as a place that is safe, attractive, socially cohesive/inclusive and environmentally sustainable, with affordable and diverse housing linked to employment, education, public open space, local shops, health and community services, and leisure and cultural opportunities via convenient public transport, walking and cycling infrastructure." (Victorian Public Health and Wellbeing Plan 2019-23)*

The absence of local, affordable housing also acts as a drag on economic prosperity as workforce vacancies become harder (and thus more expensive) to fill. This is particularly the case for low to moderate income positions for whom local home ownership or expensive (and very limited) rental properties are already out of reach.

Councils may choose to address affordable housing challenges, beyond the scope of this plan, in additional strategies or plans.

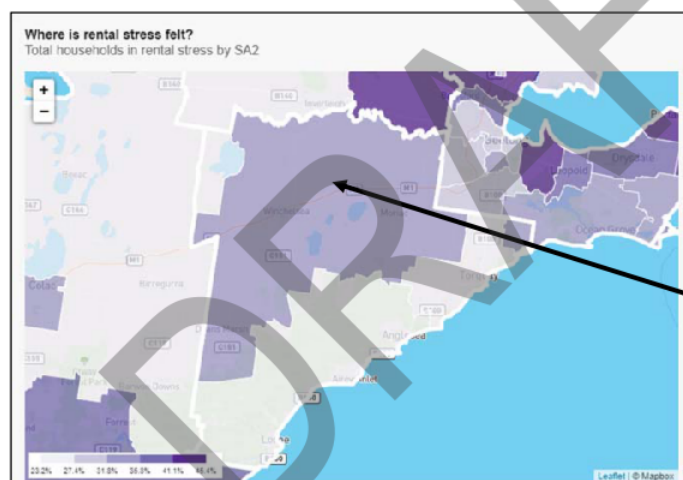


## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

### 5.0 Local demand

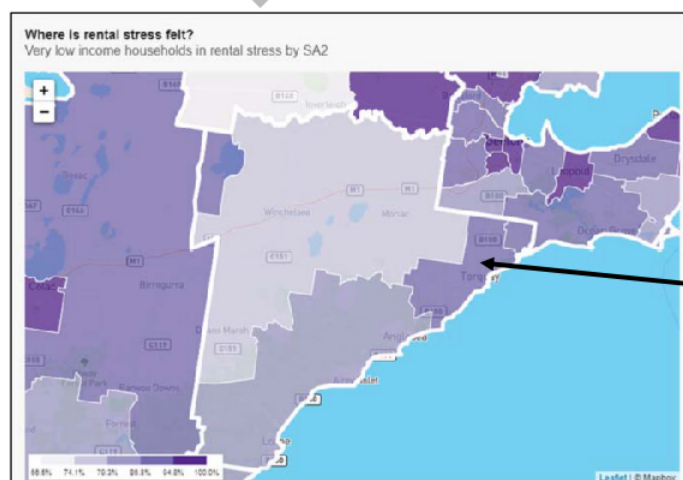
Using the online data available for the project, it is possible to explore some further information relating to the Surf Coast Shire. The following 'heat maps' provide some indication of local levels of rental stress for the range of income bands. The shaded areas are ABS areas called SA2, which is the lowest level at which this data is available. The boundaries, do not, unfortunately, align with municipal boundaries exactly.

There are three SA2 areas that fairly closely relate to municipal boundaries – they are titled 'Winchelsea', 'Torquay' and 'Lorne /Anglesea' – see the maps online for clarity.



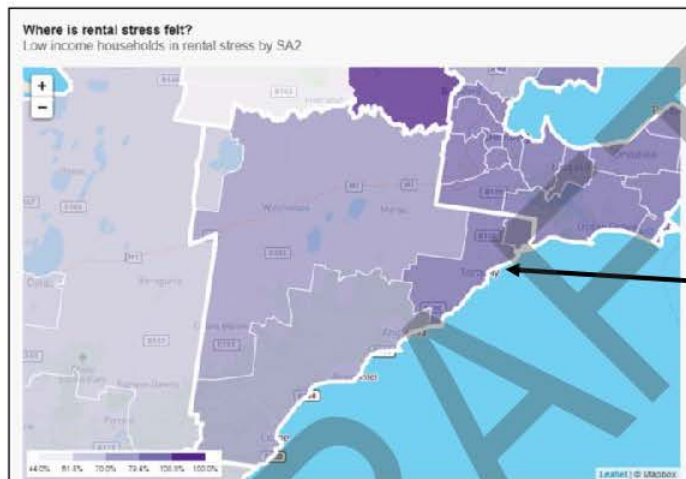
The purpose of these heat maps is to highlight the **proportion** of households in rental stress- darker areas signify higher levels of stress

Firstly: **TOTAL RENTAL STRESS** is slightly more significant in the Winchelsea area, overall

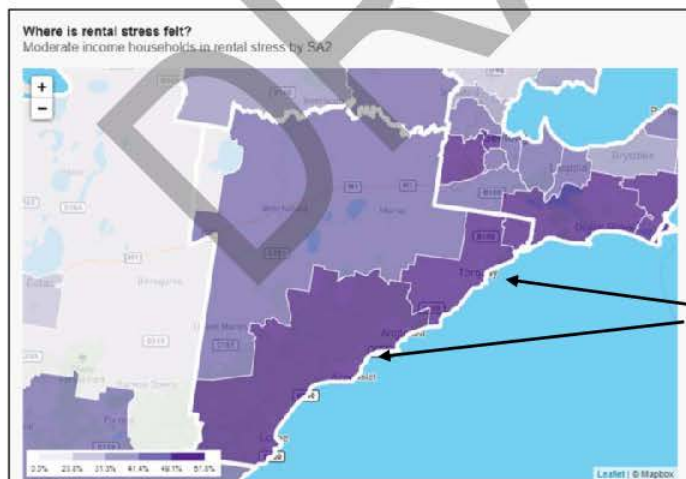


Secondly, those households on **VERY LOW** income – these are households of greatest concern – are more noticeable in the Torquay area

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021



Thirdly, **LOW** income households are more significant in the Torquay area



Finally, the **MODERATE** income category is identified in both the Lorne/Anglesea and the Torquay areas

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

The online Housing Monitor data maps indicate both the proportion, that determines the shading, and the numbers of households – which are tabulated below:

### Approximate numbers of households by income band and location at SA2:

*NB: Any discrepancies with totals arises from boundary issues: this is SA2 data*

	WINCHELSEA	TORQUAY	LORNE/ANGLESEA
Very low income	20	76	28
Low income	35	110	36
Moderate income	24	136	38

The total unmet demand for the Surf Coast Shire is calculated at 335 additional dwellings, through the data and tables presented in previous pages.

The figures above do not add up to 335 due to the SA2 boundaries but do provide an indication of the number of households already paying more than 30% of very modest income on rental in the three broad areas.

The table below, for the Surf Coast Shire is based on further background data used to calculate the heat maps, again with SA2 level data. The purpose of this table is to explore the **types** of families experiencing rental stress across the Surf Coast Shire. (Note that this data is based on ABS definitions of income levels, rather than the Victorian government categories – the results are similar)

	NUMBER OF HOUSEHOLDS IN RENTAL STRESS
Lone Person Household, Less than \$17030	38
Lone Person Household, \$17030 to less than \$27240	69
Lone Person Household, \$27240 to less than \$40860	80
<b>Lone Person Household, Total</b>	<b>188</b>
Couple family no children, Less than \$25535	10
Couple family no children, \$25535 to less than \$40860	20
Couple family no children, \$40860 to less than \$61298	23
<b>Couple family no children, Total</b>	<b>53</b>
Couple family with children, Less than \$35755	19
Couple family with children, \$35755 to less than \$57212	36
Couple family with children, \$57212 to less than \$85804	52
<b>Couple family with children, Total</b>	<b>107</b>
One parent family, Less than \$35755	60
One parent family, \$35755 to less than \$57212	59
One parent family, \$57212 to less than \$85804	33
<b>One parent family, Total</b>	<b>152</b>
Group Household, Less than \$27670	3
Group Household, \$27670 to less than \$44211	6
Group Household, \$44211 to less than \$66415	10
<b>Group Household, Total</b>	<b>19</b>

Whilst it is not possible to correlate the family types with locations, the table above demonstrates that all family types are represented as experiencing housing stress.

Lone persons and one parent families are the most predominant family type. Of the one parent families, the majority are in the two lower income brackets.

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

The data above relates to households living on very modest income and indicates a significant demand for additional social housing.

The data can be interpreted as an underestimation as it relates to ABS Census data from 2016. Since that time, the cost of private rental has increased significantly. Median rent in the Shire is \$460 per week (December 2020) A weekly salary of around \$1,530 is needed to avoid paying more than 30% of income on rent. There are, however, many jobs that earn less than \$1,530 per week, including:

INDUSTRY CATEGORY (ABS, AUGUST 2020)	WEEKLY EARNINGS
Public administration and safety	1,500
Professional, scientific and technical services	1,491
Construction	1,280
Education and training	1,266
Manufacturing	1,200
Wholesale trade	1,200
Transport, postal and warehousing	1,200
Health care and social assistance	1,063
Rental and real estate services	1,061
Agriculture, forestry and fishing	932
Administrative and public services support services	900
Arts and recreation services	788
Retail trade	750
Accommodation and food services	650

The table above demonstrates that rental stress is experienced by people who are working full time in salaried positions that do not earn enough to cover the costs of private rental, whilst having sufficient remaining cash to cover other living costs. The table highlights that the increasing cost of private rental in the Surf Coast Shire is placing a significant burden on many households, many of whom would not be considered as requiring social housing.

Overall, the data relating social housing in the Surf Coast Shire enables some broad interpretation:

- Rental stress for people on very modest income is distributed across the municipality
- Overall, rental stress is more of an issue in Winchelsea as a proportion but the area with the highest number of households in rental stress is the most populous area, Torquay
- The most concerning income group, the very low income bracket, are more predominant in the Torquay as both a proportion and overall number
- Lone persons and one parent families are the most predominant family type experiencing rental stress; of the one parent families, the majority are in the two lower income brackets.
- The index of disadvantage for the overall shire indicates a low level of disadvantage, relative to the region, but outlines significant variations in levels of disadvantage across different communities within the municipality
- Property prices in the shire are less affordable than all other G21 region Council areas, with the exception of Queenscliff
- The median weekly rental payments are the highest in the region
- There are only 62 social housing properties on the shire at present
- There is an unmet demand for an additional 335 homes.

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

### 6.0 Action plan

This Surf Coast Shire Social Housing Plan is part of a suite of plans in the G21 region, which in turn have been used as the foundation for a *G21 Region Social Housing Plan*.

By taking a regional approach, the five Councils of the G21 region see clear advantages in mutually supporting each council to share ideas, information and expertise that will deliver the best outcomes through the Big Housing Build.

The councils all acknowledge a clear leadership and advocacy role and have developed an agreed framework to productively shape social housing initiatives across the region.

<b>G21 SOCIAL HOUSING REGIONAL FRAMEWORK</b>			
<b>Economic recovery, building jobs &amp; addressing disadvantage</b>			
<b>Purpose</b>			
Recognise, acknowledge and address disadvantage in the community through the provision of increased safe, secure and affordable social housing			
<b>Council roles</b>			
<b>STEWARDSHIP</b> Advocate for public policy, government investment and community participation in the development of social housing initiatives	<b>PARTNERSHIP</b> Support regional partnerships with government regarding investments and collaborations with housing agencies on key projects	<b>PLANNING</b> Negotiate the inclusion of social housing in new private developments where rezoning and planning approvals add value to land	<b>CAPACITY</b> Continue to develop capacity within Council and awareness within the community to sustainably implement this Social Housing Plan
<b>Council strategies</b>			
Continue to participate in the G21 regional, collaborative approach to the planning and development of increased social housing stock			
Use tools such as the Municipal Strategic Statement and the Municipal Health and Wellbeing Plan to link social housing with Council strategies			
Identify and consider the suitability of Council and other Government owned land that may be suitable for social housing initiatives			
Provide information and support to parties seeking to develop opportunities for increased social housing in the municipality			

The commitments within this plan are based on the regional framework above.

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

Surf Coast Shire Social Housing Plan		
Area	Action	Rationale
<b>Services in our communities</b>	Council is committed to working with both local and regional support service providers to improve access to a wide range of support programs for vulnerable members of our various communities.	This social housing plan has mapped the number of households who are already living in our community either in homelessness or a situation where a high percentage of very modest household income is spent on private rental – the definition of rental stress. This equates to around 400 households.  In analysing the data within the report Council is even more aware that the municipality is a limited hub for support services for vulnerable members of the community, which are generally delivered from Geelong.
<b>Council owned land</b>	Where there are clear opportunities to develop sustainable and supportive social housing on Council land, the Council will undertake a rigorous planning, assessment and consultation process before finalising any proposal.  The assessment process will consider: <ul style="list-style-type: none"> <li>• The original purpose of the land</li> <li>• Planning controls</li> <li>• Impact on open space provision</li> </ul>	Council is committed to making the best use of all Council owned properties for the long term benefit of the community.
<b>Land not owned by a government body</b>	Council recognises the role of Homes Victoria in formulating, finalising and delivering any plans to develop social housing on land which is owned by not-for-profit groups, churches and private individuals.	Within the limitations of statutory requirements, Council is committed to supporting land holders with background information and contacts with regional housing groups.
<b>State government owned land</b>	Council is committed to working with Homes Victoria to identify, assess, plan and develop underutilised state owned land, where this land can be used to deliver additional social housing.  The planning process to date has not identified any significant or appropriate parcels of state owned.	
<b>Development of existing social housing</b>	Council is committed to working with Homes Victoria and housing providers to assess any need to maintain or upgrade these homes.	Although there is a limited number of social housing properties (62 homes) within the Shire, Council is concerned to ensure these properties are maintained adequately. Council notes that an allocation with the Big Housing

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

		Build may be used to support these housing providers.
<b>Development on greenfield sites</b>	<p>Council is committed to exploring opportunities to use social housing as a tool to drive economic development, build jobs and address disadvantage.</p> <p>Council will give consideration to the role that greenfield development sites may play in meeting current demand for additional social housing.</p>	<p>One mechanism to potentially meet demand and possibly avoid slipping further behind is to consider opportunities for social housing in all future greenfield development sites.</p> <p>Data within this plan reveals the unmet demand for social housing as both a raw number of housing units and also a percentage of all housing units. By adding these percentages Council has arrived at a target for discussion of a range of strategies:</p> <ul style="list-style-type: none"> <li>➤ The percentage of current social housing is 0.6%</li> <li>➤ The percentage of homeless households is estimated as 0.4%</li> <li>➤ The percentage of housing units identified as 'unmet demand for social housing' is 3.1%</li> <li>➤ These figures total 4.1%</li> </ul> <p>Council has, therefore, identified a need to increase the overall percentage of housing from the current 0.6% to around 4.1%, over time. It seems reasonable to set 3.5% (by adding percentages for homelessness and unmet demand) as a benchmark for discussion around any potential new greenfield site development with a view to closing the gap between the current 0.6% and the total of 4.1%.</p> <p>Council has developed a 'Social Housing Planning Assessment Tool' to guide conversation between developers and Council staff regarding greenfield development sites where social housing may be appropriate. The assessment tool also highlights situations where sites may not be viable.</p> <p>By working with developers on the assumption that all greenfield sites should be carefully assessed as opportunities for additional social housing,</p>



## 6.5 Draft Surf Coast Shire Social Housing Plan 2021

<b>Planning integration</b>	<p>Council is committed to considering housing affordability generally, and social housing in particular, across all facets of social and land use planning in the future.</p> <p>Across all forms of planning, Council will acknowledge that rental stress is a factor in the economic life of our community and that services and amenities may not be accessible for those families where rental stress significantly restricts disposable income.</p>	<p>This Social Housing Plan has highlighted the breadth and extent of disadvantage relating to housing stress, particularly for households on very modest incomes. It is clear that rental stress currently plays a significant role in over 400 households across the Shire.</p>
-----------------------------	---	---

## 6.5 Draft Surf Coast Shire Social Housing Plan 2021





*G21 and the Surf Coast Shire spans the traditional lands of the Wadawurrung and Eastern Maar people. We acknowledge them as the Traditional Owners and Protectors of this place. We acknowledge their ancestors who cared for the land, rivers and sea - and all of its creatures - for thousands of generations. We pay our respects to elders past, present and future who continue on this path.*



PO Box 350  
1 Merrijig Drive  
Torquay Victoria 3220  
TEL +61 3 5261 0600  
1300 610 600  
EMAIL [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au)

 [surfcoastnotes](#)  
 [@SurfCoastShireCouncil](#)

 [surfcoastshire](#)  
 [Surf Coast Shire Council](#)

[www.surfcoast.vic.gov.au](http://www.surfcoast.vic.gov.au)

## 6.6 Change to Membership - Anderson Roadknight Reserve Community Asset Committee

**Author's Title:** Recreation Development Officer  
**Department:** Social Infrastructure Planning  
**Division:** Culture & Community

**General Manager:** Chris Pike  
**File No:** F12/2180-3  
**Trim No:** IC21/727

**Appendix:**

Nil

**Officer Conflict of Interest:**

In accordance with Local Government Act 2020 –  
Section 130:

☐

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 note the resignation of John McNerney from the Anderson Roadknight Reserve Community Asset Committee and consider the appointment of Sue Rowe to the Committee.

### Summary

At the 8 February 2021 Committee meeting a resignation letter from John McNerney was tabled and noted by the Committee. At its 26 April 2021 Committee meeting, the Committee carried a motion to recommend to Council that Sue Rowe be appointed as a new member of the committee.

### Recommendation

That Council:

1. Accepts the resignation of John McNerney from the Anderson Roadknight Community Asset Committee.
2. Notes Officers will write to John McNerney thanking him for his valuable service to the Committee.
3. Appoints Sue Rowe to the Anderson Roadknight Community Asset Committee.

### Council Resolution

#### **MOVED Cr Kate Gazzard, Seconded Cr Rose Hodge**

That Council:

1. Accepts the resignation of John McNerney from the Anderson Roadknight Community Asset Committee.
2. Notes Officers will write to John McNerney thanking him for his valuable service to the Committee.
3. Appoints Sue Rowe to the Anderson Roadknight Community Asset Committee.

CARRIED 8:0

## 6.6 Change to Membership - Anderson Roadknight Reserve Community Asset Committee

### **Report**

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

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

### **Background**

Community Asset Committees (CACs) were established by Council resolution at the 25 August 2020 meeting in accordance with s47(1) of the Local Government Act 2020. The eight (8) new CACs replaced the Section 86 Committees of Management that were in place under the previous legislation.

At the 25 August 2020 meeting, Council appointed nine members to the Anderson Roadknight Reserve CAC. On 31 August 2020, the Surf Coast Shire CEO formally declared the delegations for each member of the eight (8) CACs. These delegations are outlined in each CACs Instrument of Delegation and came into effect on 1 September 2020.

### **Discussion**

As a local community member, Sue was aware of the Committee and made contact with the Chairperson Gail Timmers to express her interest to join. It is always welcomed when members of the community express their desire to be part of these very important local committees. Officers provided Sue with an Expression of Interest form to complete which was then confidentially distributed to the Committee for consideration. There was no public advertising process to recruit new members.

With the resignation of John McInerney from the Committee and the endorsement of Sue Rowe to the Committee, membership numbers will remain the same.

### **Council Plan**

Theme 1 Community Wellbeing  
Objective 1.1 Support people to participate in and contribute to community life  
Strategy 1.1.2 Facilitate and support high levels of volunteering in the community

Theme 1 Community Wellbeing  
Objective 1.1 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

### **Reporting and Compliance Statements:**

*Local Government Act 2020 – LGA 2020*

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

## **6.6 Change to Membership - Anderson Roadknight Reserve Community Asset Committee**

### ***Governance Principles - Local Government Act 2020 (LGA 2020)***

This recommendation complies with the Local Government Act 2020, Section 47(1) (b). An Expression of Interest process to appoint new members is not required for CACs.

### ***Policy/Relevant Law***

This recommendation complies with the Committee's Instrument of Delegation.

### ***Environmental/Sustainability Implications***

Not applicable.

### ***Community Engagement***

The Anderson Roadknight Reserve CAC was established to enable to community to engage and participate in the management of the community's assets. The capacity of the Committee is enhanced by having a broad range of members who work together in a cohesive fashion. The proposed membership of this committee is drawn from the Anderson Roadknight and district community and user group representatives.

### ***Public Transparency***

An Expression of Interest process to appoint new members is not required for CACs. Sue's Expression of Interest was received directly to Council officers.

### ***Strategies/Plans***

Not applicable

### ***Financial Management***

Not applicable

### ***Service Performance***

Not applicable

### ***Risk Assessment***

There are no identified Workplace Health and Safety implications associated with this report.

### ***Communication***

Communication with the Committee and the applicant has occurred through officers of Council's Recreation Planning unit.

### ***Human Rights Charter***

Not applicable.

### ***Options***

#### **Option 1 – Appoint Sue Rowe to the Committee.**

This option is recommended by officers as it supports community members volunteering in a community committee and aligns to Council's purpose to help our community and environment to thrive.

#### **Option 2 – Do not appoint Sue Rowe to the Committee.**

This option is not recommended by officers as it deters an interested person from being involved in a community committee.

### ***Conclusion***

The Anderson Roadknight Reserve Community Asset Committee is seeking Council's endorsement to appoint Sue Rowe to the Committee.

## 6.7 COVID Recovery Program Report - May 2021

**Author's Title:** Manager Economic Development & Tourism

**General Manager:** Chris Pike

**Department:** Economic Development & Tourism

**File No:** F20/425

**Division:** Environment & Development

**Trim No:** IC21/805

**Appendix:**

Nil

**Officer Conflict of Interest:**

In accordance with Local Government Act 2020 – Section 130:

☐

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 an update on funding allocations from the COVID-19 Recovery Assistance Program, principally COVID-19 Recovery Assistance Grants.

### Summary

Council's COVID-19 Recovery Assistance funding program opened on 25 June 2020 after COVID-19 Recovery Assistance Guidelines (the Guidelines) were adopted in May 2020, committing \$1 million to the COVID-19 Support Allocation in the 2020-21 Budget.

The adopted guidelines identify two focus areas: Business Support and Community Support. Since the commencement of the program:

- 330 project queries have been received
- 60 applications have been submitted and assessed
- 28 projects have been funded (excluding the recommendation in this report)
- 2 council led programs have been created (Individual Small Business Fund and Creative Communities Fund).

Council established a Rapid Response category for applications up to \$5,000 that can be approved by an officer assessment panel. This involves assessing applications against funding criteria in the Guidelines. Council allocated \$50,000 for Rapid Response grants in June 2020 and a further \$50,000 in September. Including the requests in this report there is a total of \$18,341 remaining for Rapid Response proposals.

The May update contains an application of \$12,300 under the auspice of Inner West Bike Hub to create Torquay Bike Hub with a recommendation to approve funding.

The funding allocated prior to this report being considered (\$937,404) and the funding included in this report recommendation (\$12,330) totals \$949,734 which would leave \$50,266 available from the original allocation.

### Recommendation

That Council:

1. Allocates \$12,330 from the COVID-19 Support Allocation to Inner West Bike Hub as the project auspice for the Torquay Bike Hub project.
2. Notes that, including the allocation recommended in this report, the total amount allocated from the \$1 million COVID-19 Support Allocation is \$949,734 leaving \$50,266 available from the original allocation.
3. Notes a report of all acquitted projects will come to the June Council Meeting.

---

## 6.7 COVID Recovery Program Report - May 2021

### Council Resolution

#### **MOVED Cr Liz Pattison, Seconded Cr Kate Gazzard**

That Council:

1. Allocates \$12,330 from the COVID-19 Support Allocation to Inner West Bike Hub as the project auspice for the Torquay Bike Hub project.
2. Notes that, including the allocation recommended in this report, the total amount allocated from the \$1 million COVID-19 Support Allocation is \$949,734 leaving \$50,266 available from the original allocation.
3. Notes a report of all acquitted projects will come to the June Council Meeting.

CARRIED 8:0



## 6.7 COVID Recovery Program Report - May 2021

### Report

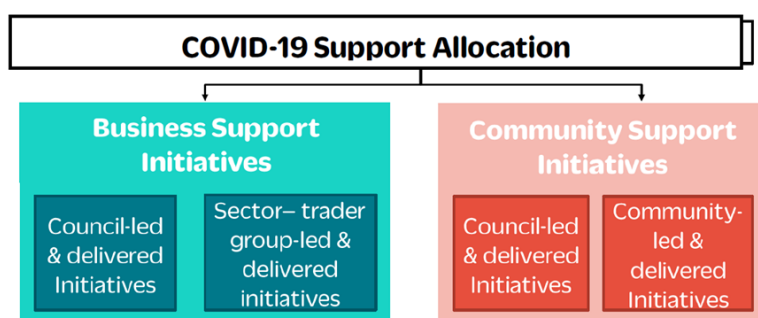
#### **Officer Direct or Indirect Interest**

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

### **Background**

Council's COVID-19 Recovery Assistance funding program opened on 25 June 2020 after COVID-19 Recovery Assistance Guidelines (the Guidelines) were adopted in May 2020. This program is designed to assist business and community recovery from the COVID-19 pandemic throughout the 2020-21 financial year.

Council has allocated \$1 million to the COVID-19 Support Allocation in the 2020-21 budget which funds this program. Council adopted funding guidelines at the May council meeting and these guidelines are the basis for assessing grants. The adopted guidelines identify two focus areas for the COVID-19 Recovery Assistance Program:



Since the commencement of the program:

- 330 project queries have been received
- 60 applications have been submitted and assessed
- 28 projects have been funded (excluding the recommendation in this report)
- 2 council led sub programs have been created (Individual Small Business Fund and Creative Communities Fund).

The program was designed to address current and ongoing needs of our community and /or businesses and since COVID impacts people at different ways and different times many of the projects will not be completed until the middle year 2021. The agreements entered into with Council require acquittal reporting of outcomes to be provided on completion of each program or initiative.

Table 1 below summarises Council's expenditure to date (\$937,404) from the COVID-19 Recovery Assistance Program with 40% to date supporting business initiatives and 60% funding community recovery programs.

**Table 1: Previous Projects Approved For Funding**

Date	Description	Amount
23 June 2000 Council meeting	Allocation to five trader groups Contribution to Great Ocean Road Regional Tourism marketing initiatives	\$100,000 \$75,000
25 August 2000 Council Meeting	Otway Wine Cooperative for the Marketing and Online Sales project.	\$20,000
15 September 2000 Council Meeting	Torquay Community House for the Let's Go Outside project. Financial Support For Users of Council Facilities PORTAL online arts community	\$20,000 \$100,000 \$30,000
24 November 2000 Council Meeting	Winchelsea Primary School Sensory Garden Feed Me Surf Coast	\$50,000 \$10,000

## 6.7 COVID Recovery Program Report - May 2021

8 December 2000 Council Meeting	Torquay/Jan Juc COVID-19 Recovery Shuttle Bus Initiative	\$55,000
19 January 2021 Council Meeting	YMCA Skate to Recovery Youth program Re-engage, Re-connect, Wellness on the Surf Coast (now Wellness Tours Recovery Project)	\$47,699 \$14,786
23 February 2021 Council Meeting	Explore Your Back Yard Campaign	\$35,000
23 March 2021 Council Meeting	Individual Small Business Support Fund Creative Communities Fund Ocean Mind program supporting mental health for at risk youth	\$100,000 \$100,000 \$18,260
27 April 2021	Lorne Sculpture Exhibition Inc Surf Coast Shire COVID-19 Impact Youth Survey	\$30,000 \$50,000
Rapid Response Grants	1. Deans Marsh Primary School Farm Gate Art Project 2. Ellie Cheesman Films – ‘Cooked’ documentary 3. Torquay Food Aid - meeting increased demand 4. Anglesea Community Network - Anglesea Leaders Forum 5. ANGAIK - Digital Wildflower and Nature Show 6. Sharing the Love Lorne 7. The 5C's Mental Health 8. Return to Patrol – Anglesea Surf Life Saving Club 9. Shop Local Campaign Anglesea 10. Billabong place making 11. Men's Shed Singers 12. Surf Coast Online music festival 13. Help feed me surf coast – Torquay Lions 14. Month mental health program 15. COVID safe marquee registration 16. COVID safe event signage kits 17. B-Alternative Waste Audit Program 18. Deans Marsh Festival Stand Project	\$5,000 \$5,000 \$5,000 \$1,800 \$4,960 \$5,000 \$5,000 \$4,727 \$5,000 \$4,500 \$3,729 \$5,000 \$4,999 \$5,000 \$2,488 \$4,456 \$5,000 \$5,000
	<b>TOTAL</b>	<b>\$937,404</b>

### Discussion

#### COVID – Recovery Grant Assessments

Council continues to receive submissions for community and economic support resulting from the impact of COVID-19, with a number of grant applications under review. The May update contains information on the following:

#### Torquay Bike Hub: Funding Request \$12,330.

COVID-19 has resulted in a significant increase in demand for bikes. The rapid increase in demand has led to a general shortage of new bikes with long waiting lists experienced.

The Torquay Bike Hub project does not seek to cater for those seeking a new bike. There are existing businesses which cater for this market. Rather, the project will create a hub for the community to access recycled bikes at low cost with the following aims:

- Recycle donated bikes and promote sustainability in an active community
- Provide refugees and others in need with bicycles and equipment

## 6.7 COVID Recovery Program Report - May 2021

- Create a place where all members of the community can learn about and experience bicycles and cycling together.
- Share and learn skills repairing and maintaining bicycles
- Provide affordable bicycles, servicing and repairs



The project will involve the creation of a hub where bikes can be donated and fixed for reuse in the Surf Coast. As part of the project the Torquay Bike Hub will initially deliver 8 hands-on, practical workshops to develop skills, knowledge and confidence in basic bicycle repair and bicycle refurbishment for people from youth through to adults. The workshops will be delivered in the Surf Coast and potentially continue beyond the initial start up phase.

Initially, 45 bikes will be provided from the Inner West Bike Hub in West Melbourne (project auspice) to enable the project to commence. Following this the local community will be encouraged to drop bikes that might otherwise have been sent to landfill or have been outgrown at the hub for fixing up and reuse.

The project will become self-sustaining from the sale of the repurposed bikes.

### Assessment

In assessing the application the Torquay Bike Hub project achieved an average score of 75 against the community recovery category, well above the required score of 60. As such, officers recommend the \$12,330 funding request be approved. A synopsis of the rationale, project objectives and measureable outcomes is provided below.

 <b>Torquay Bike Hub</b> 	
<b>Score: 75</b> <b>Funding Request: \$12,330</b> <b>Considered in-kind \$1,530 (bikes, tools, educators)</b> <b>To increase physical activity and social cohesiveness</b>	
<b>Rationale</b> <ul style="list-style-type: none"> <li>• COVID has resulted in a significant increase in bike use</li> <li>• COVID has also caused a shortage of available and affordable bikes</li> <li>• General lack of bike maintenance skills particularly for those who don't have new or high-end bikes</li> <li>• Provides a safe place for youth and adults encouraging connection, exercise, and skills development</li> <li>• New residents to integrate into the community – social networking.</li> </ul>	
<b>Project Objectives</b> <ul style="list-style-type: none"> <li>• Encourage engagement between new and old residents in a safe environment of all ages</li> <li>• Teach practical and transferable skills in bike mechanics via 8 workshops</li> <li>• Create interest and awareness of the bike hub to set up permanent location – on privately owned land</li> <li>• Caters to those disadvantaged in the community through affordability</li> <li>• Reduce the throw away culture and promote the reuse and repurpose</li> </ul>	<b>Measurable Project Outcomes</b> <ul style="list-style-type: none"> <li>• 8 workshops delivered</li> <li>• Number participants involved and volunteers per session</li> <li>• Permanent home secured (Bike Hub) <i>Private property</i></li> <li>• Number of second hand bikes donated and repurposed</li> <li>• Marketing and promotion delivered to the agreed value</li> </ul>

## 6.7 COVID Recovery Program Report - May 2021

### Project Acquittals

Excluding the Torquay Bike Hub project 15 project acquittals have now been received. The June report will contain an update of acquitted project outcomes and the benefits delivered to business and the community.

### **Council Plan**

Theme 1 Community Wellbeing

Objective 1.4 Provide support for people in need

Theme 4 Vibrant Economy

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

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

Theme 5 High Performing Council

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

### **Reporting and Compliance Statements:**

*Local Government Act 2020 – LGA 2020*

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

### **Policy/Relevant Law**

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

The Department of Environment Land Water and Planning (DELWP) describe a council's role in economic recovery as 'Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities' DEWLP describe a council's role in social recovery as 'The longer term provision of assistance and access to services that allows individuals, families and communities to achieve an effective level of functioning after an emergency event.' The COVID-19 Recovery Assistance Program helps Council fulfil this role.

## **6.7 COVID Recovery Program Report - May 2021**

### ***Environmental/Sustainability Implications***

There are no adverse environmental implications in considering this report. Successful applicants will be asked to adhere to Council's environmental policies in the delivery of funded initiatives. Environmental sustainability is a question in the grant application that influences the overall score of the application.

Business support is one of the focus areas of the program. The guidelines provide advice and assessment criteria that are designed to deliver economic sustainability in sectors impacted by COVID-19.

### ***Community Engagement***

Council's Guidelines were informed by engaging with the place based Community Support Groups, Economic Support Team, five Trader Groups, sector specific business groups and individual businesses in Surf Coast Shire.

Advertising for the COVID-19 Recovery Assistance Program has been undertaken in local newspapers, social media, Mayors Column, Council website and direct emails.

In addition, engagement continues to take place with trader groups, community groups and business sectors to discuss potential recovery projects.

Over 330 direct conversations have taken place between officers and prospective applicants since the grants opened. Council officers conducted an online grant writing workshop in August 2020 attended by 50 prospective applicants. The program has been communicated on Council's website.

### ***Public Transparency***

Council's Guidelines and previous funding allocations have been resolved by Council through a public process.

Submissions to the Surf Coast COVID-19 Recovery Assistance Program are assessed by officers via a process outlined in Council's adopted guidelines. Recommendations come to Council for decisions on applications above \$5,000. Each funding recipient will be required to acquit their project and identify the measurable benefits it produced.

Projects assessed and approved as Rapid Response grants are reported to Council via monthly reports.

### ***Strategies/Plans***

Trader Associations, businesses, industry sectors, community groups and associations were engaged in the development of the Guidelines.

As part of the evaluation criteria applicants are requested to identify how their project aligns with Council strategies and plans.

### ***Financial Management***

The \$1million COVID-19 Support Allocation is identified in Council's Budget 2020-21. It is the source of funding for all recommendations within this report.

As at end April \$937,404 had been allocated to support COVID-19 recovery initiatives. A balance of \$62,596 remains. Within this overall balance, there is a total of \$18,341 remaining in the Rapid Response allocation.

Combining the funding allocated prior to this report being considered (\$937,404) and the funding included in this report recommendation (\$12,330) totals \$949,734. This means \$50,266 would remain available should Council approve the recommendation.

### ***Service Performance***

Council's guidelines and application process require each applicant to identify measurable outcomes for each initiative. The Guidelines also identify key business support assessment criteria and community support assessment criteria to guide applicants and ensure initiatives remain focussed on COVID-19 recovery.

## 6.7 COVID Recovery Program Report - May 2021

Projects will be reported on in order to keep track of benefits achieved as a result of the COVID-19 Support Allocation.

Funding agreements are finalised with successful applicants that identify:

- the purpose of funding (project)
- quantum of funding, and
- The measurable benefits.

### ***Risk Assessment***

There are no identified Workplace Health and Safety implications associated with this report.

The program is competitive and there is a risk of dissatisfaction with business and community groups when initiatives are deemed unsuccessful.

The Guidelines and application process mitigate risks associated with a large funding allocation by providing a funding framework, principles, objectives and assessment criteria. The Guidelines outline the assessment process which provides clarity and includes officer assessment resulting in advice to Council to enable well considered funding decisions.

The Guidelines identify that applicants must speak to an officer prior to commencing their application to provide additional guidance to applicants and reduce the chance of ineligible or irrelevant applications being submitted.

Officers assess and score submissions and are able to approve funding up to \$5,000. Officers provide recommendations to Council for initiatives above \$5,000.

The assessment panel has determined 60% is the minimum score for an application to be considered successful. This demonstrates strong alignment with the assessment criteria and ensures projects are well scoped and deliverable.

Feedback is provided to those organisations with unsuccessful applications. So far, the overwhelming majority of feedback has been well received.

### ***Communication***

Successful applicant will be notified confirming the amount of funding awarded and the requirement to enter into a funding agreement.

Unsuccessful applicants are contacted via phone and email advising their submission did not receive funding. Feedback is provided to all applicants.

All successful and unsuccessful applications will be contained in Council minutes on the Council's website, including the amounts funded.

Funded groups and initiatives may be featured in Council communication channels and via local media as there will be high interest in local COVID-19 recovery efforts.

### ***Options***

Option 1 – Allocate \$12,330 to Inner West Bike Hub as the project auspice for the Torquay Bike Hub project from the COVID-19 Support Allocation.

This option is recommended by officers as funding recommendations are based on assessment of applications against the funding criteria contained in Council's adopted guidelines. Demand for second hand bikes has risen significantly as a result of COVID-19. The Torquay Bike Hub project will help address this need and will assisting with community recovery. The project will create a hub for second hand bikes to be reused and help build basic maintenance skills in the community. The project also contains environmental and social benefits.

## **6.7 COVID Recovery Program Report - May 2021**

### Option 2 – Approve an alternative funding amount for the Torquay Bike Hub project under the COVID-19 Support Allocation.

This option is not recommended by officers as a detailed assessment of applications has been undertaken by officers against the funding criteria contained in the Guidelines following the approved process. Awarding different allocations would not be consistent with the process of assessing applications against the funding criteria in the Guidelines. The recommended funding amount is based on a detailed budget provided as part of the application.

### Option 3 – Do not approve any funding from the COVID-19 Support Allocation.

This option is not recommended by officers as the COVID-19 Recovery Assistance Grants Program is a key component of Council's efforts towards responding in a timely manner to the COVID-19 pandemic, for which there is \$1 million allocated in the 2020-21 budget. The Torquay Bike Hub project supports community recovery from COVID-19 and addresses a demand for cheaper, second hand bikes created from the pandemic.

### **Conclusion**

Council has created financial capacity to assist with business and community recovery. Combining the funding allocated prior to this report being considered (\$937,404 and funding included in this report recommendation (\$12,330) totals \$949,734. This means \$50,266 would remain available.



**8. REPORTS FOR NOTING**

Nil

**9. URGENT BUSINESS**

Nil

## 10. PROCEDURAL BUSINESS

### 9.1 Conflict of Interest Records

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

**General Manager:** John Bertoldi  
**File No:** F18/225-3  
**Trim No:** IC21/649

#### Appendix:

1. Conflict of Interest Record - Meetings conducted under the auspices of Council - Councillor Briefings - 20 April 2021 (D21/69411)
2. Conflict of Interest Record - Meetings conducted under the auspices of Council - Cybersecurity Training - 21 April 2021 (D21/74308)
3. Conflict of Interest Record - Meetings conducted under the auspices of Council - Budget Briefing - 21 April 2021 (D21/74316)
4. Conflict of Interest Record - Meetings conducted under the auspices of Council - Councillor Briefings - 27 April 2021 (D21/74841)
5. Conflict of Interest Record - Meetings conducted under the auspices of Council - Councillor Briefings - 4 May 2021 (D21/80870)
6. Conflict of Interest Record - Meetings conducted under the auspices of Council - Councillor Briefings - 11 May 2021 (D21/85927)

#### Officer Conflict of Interest:

In accordance with Local Government Act 2020 – Section 130:

☐

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 any conflict of interest records received since the previous Council meeting.

#### Summary

The *Local Government Act 2020* (the Act) outlines requirements for Councillors to declare and manage conflicts of interests. By disclosing conflicts of interests and following the prescribed procedures, Councillors engage in practices that promote the integrity and transparency of decision-making.

The attached conflict of interest records are prepared in accordance with the Act and Council's Governance Rules. The Act outlines that the procedure for disclosing conflicts must be included within the Governance Rules and Chapter 3 of these rules prescribes that a record of any meeting held under the auspices of Council must be kept and presented to the next possible Council meeting.

Meetings held under the auspices of Council may include (but are not limited to) Councillor briefings or forums, advisory committee meetings, public consultations and site meetings (including meetings the Council arranges jointly with other organisations).

These records replace the previous requirements for 'Assemblies of Councillors' under the *Local Government Act 1989*.

#### Recommendation

That Council receives and notes the conflict of interest records for the following meetings:

- Councillor Briefings – 20 April 2021
- Cybersecurity Training – 21 April 2021
- Budget Briefing – 21 April 2021
- Councillor Briefings – 27 April 2021
- Councillor Briefings – 4 May 2021
- Councillor Briefings – 11 May 2021

## **9.1 Conflict of Interest Records**

### **Council Resolution**

#### **MOVED Cr Gary Allen, Seconded Cr Kate Gazzard**

That Council receives and notes the conflict of interest records for the following meetings:

- Councillor Briefings – 20 April 2021
- Cybersecurity Training – 21 April 2021
- Budget Briefing – 21 April 2021
- Councillor Briefings – 27 April 2021
- Councillor Briefings – 4 May 2021
- Councillor Briefings – 11 May 2021

CARRIED 8:0

## **9.1 Conflict of Interest Records**

### **APPENDIX 1 CONFLICT OF INTEREST RECORD - MEETINGS CONDUCTED UNDER THE AUSPICES OF COUNCIL - COUNCILLOR BRIEFINGS - 20 APRIL 2021**



## Conflict of Interest Record Meetings conducted under the auspices of Council

Section 131 of the Local Government Act 2020 and Chapter 3 of Council's Governance Rules

<b>Description of Meeting:</b> Conflict of Interest Record - Meetings Conducted Under the Auspices of Council - Councillor Briefings - 20 April 2021
<b>Responsible Officer:</b> Chief Executive Officer
<b>Date:</b> 20 April 2021
<b>In Attendance:</b> Yes (✓) No (X)

Councillors	✓	Officers	✓
Cr. Gary Allen	✓	Acting Chief Executive Officer – Anne Howard	✓
Cr. Paul Barker	✓	Acting General Manager Governance & Infrastructure – John Bertoldi	✓
Cr. Mike Bodsworth	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Kate Gazzard	X	General Manager Culture & Community - Chris Pike	✓
Cr. Rose Hodge	✓	Manager Business Improvement - Brendan Walsh	✓
Cr. Liz Pattison	✓	Principal Strategic Planner - Tim Waller	✓
Cr. Adrian Schonfelder	✓	Coordinator Statutory Planning - David Simon	✓
Cr. Libby Stapleton	✓	Coordinator Ranger Services - Shaun Barling	✓
Cr. Heather Wellington	X	Community Liaison Officer - Donna Groves	✓
		Manager Community Strengthening - Jill Moodie	✓
		Acting Manager Planning and Development - Steven Sagona	✓
		Coordinator Governance – Liberty Nash	✓
		Governance Administration Officer – Simone Kellett	✓

<b>MEETING COMMENCED</b>	9.40am	<b>MEETING CONCLUDED</b>	3.00pm
--------------------------	--------	--------------------------	--------

Matters considered at the meeting
1. Mock Council Meeting
2. Tiny Houses
3. Social Housing
4. Housing and Accommodation Challenges – reflections and wrap up

Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
<b>Responsible Officer Signature:</b> <b>Print Name:</b> Anne Howard		
To be completed on conclusion of session and provided to Governance Officer.		

**Governance Rules, Chapter 3, Clause 3**

- 3.1. At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—
- the names of all Councillors and members of Council staff attending;
  - the matters considered;
  - any conflict of interest disclosures made by a Councillor attending under subclause 3.3;
  - whether a Councillor who has disclosed a conflict of interest as required by subclause 3.3 leaves the meeting.

- 3.2. The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—
- reported at a meeting of the Council; and
  - incorporated in the minutes of that Council meeting.

Auspices of the Council

## 9.1 Conflict of Interest Records



Any meeting that is organised, sponsored or otherwise facilitated by the council should be treated as an 'auspiced' meeting. Council auspiced meetings may include, but are not limited to:

- regular council or briefings or forums,
- other briefing meetings,
- committees other than a delegated or community asset committee (such as advisory committees),
- public consultations, and
- site meetings (incl. include meetings the council arranges jointly with other organisations).



**9.1 Conflict of Interest Records**

**APPENDIX 2 CONFLICT OF INTEREST RECORD - MEETINGS CONDUCTED UNDER THE  
AUSPICES OF COUNCIL - CYBERSECURITY TRAINING - 21 APRIL 2021**



## Conflict of Interest Record Meetings conducted under the auspices of Council

Section 131 of the Local Government Act 2020 and Chapter 3 of Council's Governance Rules

<b>Description of Meeting:</b> Conflict of Interest Record - Meetings Conducted Under the Auspices of Council – Cybersecurity Training - 21 April 2021
<b>Responsible Officer:</b> Manager Information Management
<b>Date:</b> 21 April 2021
<b>In Attendance:</b> Yes (✓) No (X)

Councillors	✓	Officers	✓
Cr. Gary Allen	✓	Manager Information Management - Neil McQuinn	✓
Cr. Paul Barker	✓		
Cr. Mike Bodsworth	✓		
Cr. Kate Gazzard	✓		
Cr. Rose Hodge	✓		
Cr. Liz Pattison	X		
Cr. Adrian Schonfelder	X		
Cr. Libby Stapleton	✓		
Cr. Heather Wellington	X		

<b>MEETING COMMENCED</b>	11.00am	<b>MEETING CONCLUDED</b>	12.35pm
--------------------------	---------	--------------------------	---------

<b>Matters considered at the meeting</b>
1. Cybersecurity Training

Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
<b>Responsible Officer Signature:</b>		<b>Print Name:</b> Neil McQuinn
To be completed on conclusion of session and provided to Governance Officer.		

**Governance Rules, Chapter 3, Clause 3**

- 3.1. At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—
- the names of all Councillors and members of Council staff attending;
  - the matters considered;
  - any conflict of interest disclosures made by a Councillor attending under subclause 3.3;
  - whether a Councillor who has disclosed a conflict of interest as required by subclause 3.3 leaves the meeting.

- 3.2. The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—

- reported at a meeting of the Council; and
- incorporated in the minutes of that Council meeting.

**Auspices of the Council**

Any meeting that is organised, sponsored or otherwise facilitated by the council should be treated as an 'auspiced' meeting. Council auspiced meetings may include, but are not limited to:

- regular councillor briefings or forums,
- other briefing meetings,
- committees other than a delegated or community asset committee (such as advisory committees),
- public consultations, and
- site meetings (incl. include meetings the council arranges jointly with other organisations).

**9.1 Conflict of Interest Records**

**APPENDIX 3 CONFLICT OF INTEREST RECORD - MEETINGS CONDUCTED UNDER THE  
AUSPICES OF COUNCIL - BUDGET BRIEFING - 21 APRIL 2021**



## Conflict of Interest Record Meetings conducted under the auspices of Council

Section 131 of the Local Government Act 2020 and Chapter 3 of Council's Governance Rules

<b>Description of Meeting:</b> Conflict of Interest Record - Meetings Conducted Under the Auspices of Council – Budget Briefing - 21 April 2021
<b>Responsible Officer:</b> Chief Executive Officer
<b>Date:</b> 21 April 2021
<b>In Attendance:</b> Yes (✓) No (X)

Councillors		Officers	
Cr. Gary Allen	✓	Acting Chief Executive Officer – Anne Howard	✓
Cr. Paul Barker	✓	Acting General Manager Governance & Infrastructure – John Bertoldi	✓
Cr. Mike Bodsworth	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Kate Gazzard	✓	General Manager Culture & Community - Chris Pike	✓
Cr. Rose Hodge	✓	Management Accountant - Tim Dickson	✓
Cr. Liz Pattison	X	Acting Finance Manager - Gabby Spiller	✓
Cr. Adrian Schonfelder	X	Coordinator Governance - Liberty Nash	✓
Cr. Libby Stapleton	✓		
Cr. Heather Wellington	X		

<b>MEETING COMMENCED</b>	12.35pm	<b>MEETING CONCLUDED</b>	1.10pm
--------------------------	---------	--------------------------	--------

<b>Matters considered at the meeting</b>
1. Budget Briefing

Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
<b>Responsible Officer Signature:</b> <b>Print Name:</b> Anne Howard		
To be completed on conclusion of session and provided to Governance Officer.		

**Governance Rules, Chapter 3, Clause 3**

3.1. At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—

- a) the names of all Councillors and members of Council staff attending;
- b) the matters considered;
- c) any conflict of interest disclosures made by a Councillor attending under subclause 3.3;
- d) whether a Councillor who has disclosed a conflict of interest as required by subclause 3.3 leaves the meeting.

3.2. The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—

- a) reported at a meeting of the Council; and
- b) incorporated in the minutes of that Council meeting.

**Auspices of the Council**

Any meeting that is organised, sponsored or otherwise facilitated by the council should be treated as an 'auspiced' meeting. Council auspiced meetings may include, but are not limited to:

- regular councillor briefings or forums,
- other briefing meetings,
- committees other than a delegated or community asset committee (such as advisory committees),
- public consultations, and
- site meetings (incl. include meetings the council arranges jointly with other organisations).

**9.1 Conflict of Interest Records**

**APPENDIX 4 CONFLICT OF INTEREST RECORD - MEETINGS CONDUCTED UNDER THE  
AUSPICES OF COUNCIL - COUNCILLOR BRIEFINGS - 27 APRIL 2021**



## Conflict of Interest Record Meetings conducted under the auspices of Council

Section 131 of the Local Government Act 2020 and Chapter 3 of Council's Governance Rules

<b>Description of Meeting:</b> Conflict of Interest Record - Meetings Conducted Under the Auspices of Council - Councillor Briefings - 27 April 2021
<b>Responsible Officer:</b> Chief Executive Officer
<b>Date:</b> 27 April 2021
<b>In Attendance:</b> Yes (✓) No (X)

Councillors	✓	Officers	✓
Cr. Gary Allen	✓	Acting Chief Executive Officer – Anne Howard	✓
Cr. Paul Barker	✓	Acting General Manager Governance & Infrastructure – John Bertoldi	✓
Cr. Mike Bodsworth	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Kate Gazzard	X	General Manager Culture & Community - Chris Pike	✓
Cr. Rose Hodge	✓	Manager Information Management – Neil McQuinn	✓
Cr. Liz Pattison	✓	Governance Administration Officer – Simone Kellett	✓
Cr. Adrian Schonfelder	✓		
Cr. Libby Stapleton	✓		
Cr. Heather Wellington	X		

<b>MEETING COMMENCED</b>	1.06pm	<b>MEETING CONCLUDED</b>	3.00pm
--------------------------	--------	--------------------------	--------

Matters considered at the meeting
1. Agenda Review
2. Monthly Program Status Update - March 2021
3. Environment & Development Monthly Report - March 2021
4. Quarterly Council Resolutions Report - Jan - March 2021
5. Monthly Finance Report - March 2021
6. Digital Transformation Program Update
7. Water quality analysis of North Torquay drainage network
8. Cybersecurity Training

Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
<b>Responsible Officer Signature:</b> <b>Print Name:</b> Anne Howard		
To be completed on conclusion of session and provided to Governance Officer.		

**Governance Rules, Chapter 3, Clause 3**

- 3.1. At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—
- the names of all Councillors and members of Council staff attending;
  - the matters considered;
  - any conflict of interest disclosures made by a Councillor attending under subclause 3.3;
  - whether a Councillor who has disclosed a conflict of interest as required by subclause 3.3 leaves the meeting.

- 3.2. The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—
- reported at a meeting of the Council; and
  - incorporated in the minutes of that Council meeting.

**Auspices of the Council**

Any meeting that is organised, sponsored or otherwise facilitated by the council should be treated as an 'auspiced' meeting. Council auspiced meetings may include, but are not limited to:

## 9.1 Conflict of Interest Records



- regular councillor briefings or forums,
- other briefing meetings,
- committees other than a delegated or community asset committee (such as advisory committees),
- public consultations, and
- site meetings (incl. include meetings the council arranges jointly with other organisations).



**9.1 Conflict of Interest Records**

**APPENDIX 5 CONFLICT OF INTEREST RECORD - MEETINGS CONDUCTED UNDER THE  
AUSPICES OF COUNCIL - COUNCILLOR BRIEFINGS - 4 MAY 2021**



## Conflict of Interest Record Meetings conducted under the auspices of Council

Section 131 of the Local Government Act 2020 and Chapter 3 of Council's Governance Rules

<b>Description of Meeting:</b> Conflict of Interest Record - Meetings Conducted Under the Auspices of Council - Councillor Briefings - 4 May 2021
<b>Responsible Officer:</b> Chief Executive Officer
<b>Date:</b> 4 May 2021
<b>In Attendance:</b> Yes (✓) No (X)

Councillors		Officers	
Cr. Gary Allen	✓	Acting Chief Executive Officer – Anne Howard	✓
Cr. Paul Barker	✓	Acting General Manager Governance & Infrastructure – John Bertoldi	✓
Cr. Mike Bodsworth	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Kate Gazzard	✓	General Manager Culture & Community - Chris Pike	✓
Cr. Rose Hodge	✓	Manager Social Infrastructure Planning - Shaan Briggs	✓
Cr. Liz Pattison	✓	Coordinator Recreation Planning - Jarrod Westwood	✓
Cr. Adrian Schonfelder	✓	Principal Strategic Planner - Tim Waller	✓
Cr. Libby Stapleton	✓	Coordinator Strategic Land Use Planning - Karen Hose	✓
Cr. Heather Wellington	X	Acting Manager Planning and Development - Steven Sagona	✓
		Coordinator Events - Kate Patterson	✓
		Manager Economic Development - Matt Taylor	✓
		Coordinator Community Health & Development - Olivia Naughtin	✓
		Youth Development Officer - Breanna Dixon	✓
		Community Development Advisor - Shannon Fielder	✓
		Social Planning and Recovery Advisor - Alicia Hooper	✓
		Coordinator Communications and Community Engagement - Darryn Chiller	✓
		Community Engagement Facilitator - Rochelle Harding	✓
		Community Project Officer - Terri Hannan	✓
		Acting Manager Strategic Assets - David Stacey	✓
		Principal Strategic Planner - Michelle Warren	✓
		Governance Statutory Compliance & Reporting Officer - Zoe Eastick	✓
		Governance Admin Officer - Simone Kellett	✓


<b>MEETING COMMENCED</b>	10.06am	<b>MEETING CONCLUDED</b>	3.20pm
--------------------------	---------	--------------------------	--------

Matters considered at the meeting
1. External Presentation – Barwon Water
2. External Presentation – Airey's Inlet District Association
3. Winchelsea Housing Opportunity
4. External Presentation – Barwon Water debrief
5. G21 AFL Barwon Towards 2030 Strategy - Draft for public exhibition
6. Lorne Structure Plan and Great Ocean Road Strategic Framework Plan
7. Event Grants Program 2021-22
8. COVID Update: Community Activation and Social Isolation (CASI) program
9. Reconciliation Action Plan update

## 9.1 Conflict of Interest Records



10. People Place Future - Project Update - Community Vision
11. Small Grants Program March 2021
12. Karaaf Wetlands
13. Instrument of Appointment and Authorisation - Planning and Environment Act 1987
14. SCS Policy - 006 - Community House
15. Draft Surf Coast Shire Social Housing Action Plan
16. Governance Rules Review

Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
Responsible Officer Signature:  Print Name: Anne Howard		
To be completed on conclusion of session and provided to Governance Officer.		

### Governance Rules, Chapter 3, Clause 3

3.1. At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subclause 3.3;
- whether a Councillor who has disclosed a conflict of interest as required by subclause 3.3 leaves the meeting.

3.2. The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—

- reported at a meeting of the Council; and
- incorporated in the minutes of that Council meeting.

### Auspices of the Council

Any meeting that is organised, sponsored or otherwise facilitated by the council should be treated as an 'auspiced' meeting. Council auspiced meetings may include, but are not limited to:

- regular councillor briefings or forums,
- other briefing meetings,
- committees other than a delegated or community asset committee (such as advisory committees),
- public consultations, and
- site meetings (incl. include meetings the council arranges jointly with other organisations).

**9.1 Conflict of Interest Records**

**APPENDIX 6 CONFLICT OF INTEREST RECORD - MEETINGS CONDUCTED UNDER THE  
AUSPICES OF COUNCIL - COUNCILLOR BRIEFINGS - 11 MAY 2021**



## Conflict of Interest Record Meetings conducted under the auspices of Council

Section 131 of the Local Government Act 2020 and Chapter 3 of Council's Governance Rules

<b>Description of Meeting:</b> Conflict of Interest Record - Meetings Conducted Under the Auspices of Council - Councillor Briefings - 11 May 2021
<b>Responsible Officer:</b> Chief Executive Officer
<b>Date:</b> 11 May 2021
<b>In Attendance:</b> Yes (✓) No (X)

Councillors	Officers	
Cr. Gary Allen	✓ Acting Chief Executive Officer – Anne Howard	✓
Cr. Paul Barker	✓ Acting General Manager Governance & Infrastructure – John Bertoldi	✓
Cr. Mike Bodsworth	✓ General Manager Environment & Development - Ransce Salan	✓
Cr. Kate Gazzard	X General Manager Culture & Community - Chris Pike	✓
Cr. Rose Hodge	✓ Coordinator Strategic Land Use Planning - Karen Hose	✓
Cr. Liz Pattison	✓ Principal Strategic Planner - Michelle Warren	✓
Cr. Adrian Schonfelder	✓ Manager Business Improvement - Brendan Walsh	✓
Cr. Libby Stapleton	✓ Business Improvement Officer - Trevor Britten	✓
Cr. Heather Wellington	X Project Manager - Capital and Operational Projects - Ronan Corcoran	✓
	Senior Project Design Engineer - Aoife Corcoran	✓
	Manager People and Culture - Leanne Perryman	✓
	Coordinator Community Health & Development - Olivia Naughtin	✓
	Coordinator WHS - Sam Liston	✓
	Coordinator Environmental Health - Adam Lee	✓
	Project Manager - Capital and Operational Projects - Lisa Robinson	✓
	Climate Emergency Project Officer - Sam Suendermann	✓
	Climate and Sustainability Officer - Sean Keown	✓
	Acting Manager Planning and Development - Steven Sagona	✓
	Social Planning and Recovery Advisor - Alicia Hooper	✓
	Coordinator Communications and Community Engagement - Darryn Chiller	✓
	Community Engagement Facilitator - Rochelle Harding	✓
	Manager Community Relations - Damian Waight	✓
	Manager Governance & Risk - Sasha Tarasin	✓
	Coordinator Risk Management and Legal Services - Mark Wilson	✓
	Coordinator Governance - Liberty Nash	✓
	Governance Admin Officer - Simone Kellett	✓
	Julie Morales – Governance Officer	✓

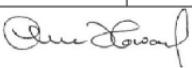
<b>MEETING COMMENCED</b>	10.06am	<b>MEETING CONCLUDED</b>	3.38pm
--------------------------	---------	--------------------------	--------

<b>Matters considered at the meeting</b>
1. External Presentation – G21 Geelong Region Alliance
2. External Presentation – Cape Otway Road Australia

## 9.1 Conflict of Interest Records



3. CORA Debrief
4. 2019 Torquay Parking Revenue Study
5. 2021-22 Business Improvement Program Development
6. Bristol Road, Surf Coast Highway signalisation
7. Gender Equality Act 2020
8. Workplace Health & Safety Q3 2020-2021
9. Draft Climate Emergency Corporate Response Plan
10. Draft Torquay-Jan Juc Retail and Employment Land Strategy - Submissions
11. People Place Future update
12. Council's Advocacy Priorities
13. Risk Appetite
14. Reports Coming to the May Council Meeting
15. Country Football Netball Program 2021-22

Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
<b>Responsible Officer Signature:</b>  <b>Print Name:</b> Anne Howard		
To be completed on conclusion of session and provided to Governance Officer.		

### Governance Rules, Chapter 3, Clause 3

3.1. At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subclause 3.3;
- whether a Councillor who has disclosed a conflict of interest as required by subclause 3.3 leaves the meeting.

3.2. The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—

- reported at a meeting of the Council; and
- incorporated in the minutes of that Council meeting.

### Auspices of the Council

Any meeting that is organised, sponsored or otherwise facilitated by the council should be treated as an 'auspiced' meeting. Council auspiced meetings may include, but are not limited to:

- regular councillor briefings or forums,
- other briefing meetings,
- committees other than a delegated or community asset committee (such as advisory committees),
- public consultations, and
- site meetings (incl. include meetings the council arranges jointly with other organisations).

## 11. CLOSED SECTION

### Council Resolution

#### **MOVED Cr Gary Allen, Seconded Cr Liz Pattison**

That Council, pursuant to section 66(1) and 66(2)(a) of the *Local Government Act 2020*, close the meeting to members of the public at 8:57pm to resolve on matters pertaining to items that deal with information that is confidential in accordance with section 3(1) of the Act, as follows:

- 11.1 Regional Renewable Organics Network - Heads of Agreement report** - confidential in accordance with section 3(1)(g(ii)), pertaining to private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;.
- 11.2 Award of Contract T21-011 Cleaning Services - Council Facilities** - confidential in accordance with section 3(1)(g(ii)), pertaining to private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

CARRIED 8:0

**Close:** There being no further items of business the meeting closed at 9:10pm.

### **Agenda item 11.2: Award of Contract T21-011 Cleaning Services – Council Facilities**

### Council Resolution

#### **MOVED Cr Adrian Schonfelder, Seconded Cr Liz Pattison**

That Council:

1. Awards contract T21-011 Cleaning Services – Council Facilities to GDM Group Pty Ltd (as trustee for the Gagovski Family Trust) for the lump sum amount of \$1,753,285.82 for an initial contract term of 2 years with an optional extension period of up to 4 years.
2. Authorises the Chief Executive Officer to execute contract documents on behalf of Council.
3. Authorises the Chief Executive Officer to exercise the options to extend the contract where the Chief Executive Officer determines best value is achieved for Council.
4. Authorises the General Manager Culture and Community to act as the Supervisor for the contract, including authorising variations in accordance with the conditions of contract.
5. Deems that this resolution is not confidential.

CARRIED 8:0