

Confirmed Minutes

Meeting of Council

Tuesday 22 November 2022

Surf Coast Shire Civic Office

Council Chambers

1 Merrijig Drive, Torquay, Victoria 3228

Commenced at 6:00 pm

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

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1 Procedural Matters

1.1 Present

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

Chief Executive Officer – Robyn Seymour
General Manager Place Making and Environment – Chris Pike
General Manager Community Life – Gail Gatt
Acting General Manager Strategy and Effectiveness – Damian Waight
Active Manager Governance – Jake Brown
Acting Coordinator Governance – Sharon Busuttil
Governance Officer – Jess Menzel

1.2 Opening

Cr Pattison 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 offices in Torquay are on Wadawurrung Country. Being an online meeting today, we wish acknowledge the Traditional Owners of the lands on which each person is attending and pay respect to Elders past and present. Council also acknowledges other Aboriginal people that may be attending the meeting today.

1.3 Pledge

Cr Pattison 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.

1.4 Apologies

Nil.

Cr Pattison noted that Cr Paul Barker is on a leave of absence.

1.5 Confirmation of Minutes

Council Resolution

Moved Cr Allen, Seconded Cr Hodge

That Council notes the minutes of the Council Meetings held on Tuesday 25 October and Tuesday 15 November as a correct record of the meeting.

CARRIED 7|0

For

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

Against

Nil

Abstained

Nil

1.6 Leave of Absence Requests

Nil.

1.7 Conflicts of Interest

Nil.

Cr Wellington joined the meeting at 6.05pm.

1.8 Presentations

Cr Hodge acknowledged the passing of John McDonald from Torquay and passed on Council's condolences.

1.9 Public Question Time

Question 1 – Kathryn Williamson – Torquay (read by Mayor Cr Pattison)

How will council ensure that any stormwater flow into Deep Creek from any future residential estates fully complies with the Marine and Coastal Policy of 2020, the Surf coast DAL Statement of Planning Policy and the new EPA doc 1739.1 Urban Stormwater Management guidance (June 2021)?

Question 2 - Kathryn Williamson – Torquay (read by Mayor Cr Pattison)

How will council ensure that all storm water management plans submitted for their consideration have been written after the implementation of the new regulatory arrangements e.g. the Marine and Coastal Policy of 2020, are based on recent data and compliance, and that plans prior to this time are not relied and updated information resubmitted?

Answer provided by General Manager Place Making and Environment

I'll respond with some general comments but will need to provide a written response after the meeting. We have a small stormwater team who are dealing with the implications of the very wet weather and I haven't been able to consult with them on your questions to a detail that I'm satisfied with. So, as part of the assessment, of any new development Council assesses the stormwater design and management plans to the relevant policies and standards.

We also seek the relevant information from applicants at the time they lodge any applications. The challenge in this space is the alignment between the time it is provided and the timing of any changes in regulations. So, as a principle, we want to be compliant with all relevant policies and draw on guidance where it exists to do the best job we can. And we're open the scrutiny of the regulating agencies in this space.

I've spoken in other forums, most recently about the Karaaf Wetlands, that we're in the process of maturing our approach to stormwater management and we're applying our improvements to new developments as they are put forward. How this specifically relates to the policies you've mentioned, I'll take that on notice and will commit to a more detailed response outside of tonight's meeting with input from our stormwater specialists.

If your question is in relation to a specific development either now or in the future then we would welcome your contribution to any community consultation processes. If you feel we are not up to scratch then please let us know that.

I can also offer Council's recently appointed Coordinator of Stormwater Infrastructure would be happy to discuss your ideas in greater detail as we strengthen our policies. I'll make sure we include their contact details in the written response to your question.

2 Petitions and Joint Letters

Nil.

3 Notices of Motion

Nil.

4 Reports

4.1 Road Safety Strategy 2022-2027

Council Plan

Author's Title:

General Manager:

Division:

Department:

Attachments:

Theme Two - Healthy Connected Community

Strategy 5 - Make it easier for people to move around our towns and in nature without relying on cars

Coordinator Design and Traffic

Chris Pike, General Manager Placemaking and Environment

Placemaking and Environment

Assets and Engineering

1. Final - Road Safety Strategy 2022-27 - Coasting Towards Zero - Oct 2022 [4.1.1 - 45 pages]

Purpose

1. For Council to consider the adoption of Council's Road Safety Strategy and Action Plan 2022-2027.

Recommendation

That Council:

1. Adopts the Road Safety Strategy and Action Plan 2022-2027 (Attachment 1).
2. Receives progress reports on the delivery of the Road Safety Strategy and Action Plan 2022-2027 by June 2025 and June 2027.

Council Resolution

Moved Cr Schonfelder, Seconded Cr Allen

That Council:

1. Adopts the Road Safety Strategy and Action Plan 2022-2027 (Attachment 1) subject to:
 - 1.1 The Mayor's introduction to reflect the current Mayor, Cr Liz Pattison;
 - 1.2 The Road Safety Strategy reflects the Surf Coast population as 37,623.
2. Receives progress reports on the delivery of the Road Safety Strategy and Action Plan 2022-2027 by June 2025 and June 2027.

CARRIED 8|0

For	Against	Abstained
Cr Allen Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton Cr Wellington	Nil	Nil

Outcome

2. Council's Road Safety Strategy and Action Plan 2022-2027 provides officers with a framework to plan for the assessment, prioritisation and delivery of road safety improvement works at high risk safety locations within Council's road network. The Road Safety Strategy and Action Plan also supports funding applications for external grants and future budget bids, as well as advocating for road safety infrastructure improvements in the region to better help the community safely move around the municipality.

Key Considerations

3. The Road Safety Strategy and Action Plan 2022-2027 will:
 - 3.1. provide an overarching strategic approach to improve the safety of Council's road network, and reduce the risk of serious and fatal accidents within our region;
 - 3.2. inform and guide Council's actions with current safety challenges, while also responding to challenges posed by newly emerging forms of transport that may influence road safety in the future.
4. There is no budget allocated to deliver the action plan items within this Strategy. Council will continue to apply for external grant opportunities, review existing resources and submit business cases for consideration of future funding in Council's annual budget. It is hoped that an increased number of future external grant applications will be successful when supported by this Strategy and Action Plan.
5. Throughout the Strategy development, officers have held a number of engagement activities with the community, internal and external stakeholders and Council partners. This engagement has included online surveys and feedback requests, stakeholder meetings and community meetings, which have informed the outcomes within this Strategy.

Background

6. Surf Coast Shire Council aspires to establish and maintain a safe road network for all users including drivers, pedestrians and cyclists. Council's current Road Safety Strategy and Action Plan was developed and adopted in 2016 and has now expired. For Council to continue to deliver on these aspirations the development of a new Road Safety Strategy and Action Plan was required.

7. In 2021 a Transport Accident Commission (TAC) grant opportunity became available to help support the funding of the development of strategic Council documents such as Road Safety Strategies. Officers identified this grant as an opportunity to fund the update of the current Strategy for the next five years to help guide improved safety on Council roads. Council officers were successful in obtaining this TAC grant.
8. The development of the Strategy included a review of the previous Road Safety Strategy 2016-2021, analysis of Department of Transport records of reported casualty crashes initially over a 10 year period, and extensive consultation with key stakeholders and the community. The development of the Strategy has been overseen by a steering committee which included key internal and external partners. An external consultant was engaged to undertake the development of the Strategy.
9. The review was particularly important as there is a need for Council's road safety policies to adapt to meet the continuous challenges of:
 - 9.1. Population growth
 - 9.2. Ageing population;
 - 9.3. Increasingly diverse road users;
 - 9.4. Increasing cyclists using network;
 - 9.5. Increasing international and tourist drivers;
 - 9.6. Ageing Infrastructure; and
 - 9.7. Newly emerging forms of transport.
10. The Strategy aligns with and enhances State and Federal Strategies, as well as the Transport Accident Commission's Safe System approach, and includes an Action Plan shaped by broad consultation in the following five key areas of focus:
 - 10.1. Improving safety on high-risk roads;
 - 10.2. Safety at intersections and midblock (or between intersections);
 - 10.3. Vulnerable and unprotected road users including pedestrians, cyclists, motorcyclists, older road users, children, young drivers and tourists;
 - 10.4. Increasing liveability in towns by making it safer for people to move around; and
 - 10.5. Supporting and enforcing safer driver behaviour.
11. This Road Safety Strategy and Action Plan will inform and guide Council's actions in these and other areas for the next five years, including responding to challenges posed by newly emerging forms of transport that may influence road user safety in the future.

Options

12. Alternative Option 1 – Do not adopt the Road Safety Strategy and Action Plan 2022-2027. This option is not recommended by officers as it doesn't align with a key Strategy in the Council Plan to allow people to move around towns safely without relying on cars. It will also reduce officers' effectiveness to pursue and seek external grant funding to improve safety on Council's road network.
13. Alternative Option 2 – Adopt the Road Safety Strategy and Action Plan 2022-2027 with changes.

This option is not recommended by officers as the Strategy and Action Plan has been through significant consultation to reach its current format. To make changes to the documents without consulting the Steering Committee may not support made through the consultative process.

Council Plan (including Health and Wellbeing Plan) Statement

14. Theme Two - Healthy Connected Community

Strategy 5 - Make it easier for people to move around our towns and in nature without relying on cars

15. Ensuring suitable road safety infrastructure is in place and is planned for in the future to help road users move around safely is a key council objective. This Strategy will allow the key and high priority road corridor environments to be safely used by all road users and reduce the risk of accident or injury for vehicles users, cyclists and pedestrians. Delivery of the Actions in this Strategy will also encourage a more active transport environment as users will feel safe to use other modes of travel as opposed to relying on cars.

Financial Considerations

16. Delivery of the Actions listed within this Strategy will be dependent on access to existing resources, the successful attraction of new funding opportunities and future Council budget allocations.
17. A number of the actions identified in this Strategy will have financial and resource implications over the next 12 months and beyond. A Road Safety Officer role was funded in 2022-2023 to oversee the implementation of the Action Plan. Officers will continue to apply for external funding to deliver the actions outlined in the Action Plan. However, Council will need to consider budget bids submitted as part of future budgets should it wish to achieve full delivery of identified actions. Some infrastructure improvements are also identified in the Torquay Jan Juc Developer Contributions Plan and will be funded through relevant reserves. Other Actions may be able to be funded through Council's renewal program and through Roads to Recovery funding where appropriate.

Community Engagement

18. Throughout the Road Safety Strategy and Action Plan development, officers have held a number of engagement activities with the community, internal and external stakeholders and Council partners. This engagement has included online surveys and feedback requests, stakeholder meetings and community meetings. These community and stakeholder meetings have steered the direction and outcomes within this strategy.

Statutory / Legal / Policy Considerations

19. Surf Coast Shire Council has a responsibility to manage its road network to ensure it is safe for all users. The Road Safety Strategy and Action Plan 2022-2027 supports the current State strategy: - Victorian Road Safety Strategy 2021-2030 and also aligns with the long-term vision of the current Council Plan 2021-2025, with the following three themes of particular relevance
- 19.1. Theme Two: Healthy Connected Community.
 - 19.2. Theme Three: Environmental Leadership.
 - 19.3. Theme Four: Sustainable Growth.

Risk Assessment

20. There is a financial risk that should external funding applications not be successful, and Council commits insufficient or no budget for the delivery of the Actions identified in this Strategy, officers will be unable to deliver on some or all the action plan items.
21. Delivery of the actions also require staff resources. There is a risk that staff don't have capacity to take on this extra work.
22. Delivery of the actions identified in the Road Safety Strategy will improve road safety and reduce the risk of serious and fatal accidents within our region.
23. Should the Road Safety Strategy and Action Plan 2022-2027 be adopted, and sufficient funding is not allocated to deliver the prioritised Actions, there is a risk to Council's reputation.

Sustainability Considerations

24. There are no sustainability considerations associated with this report.

Conflict of Interest

25. No officer declared a conflict of interest under the Local Government Act 2020 in the preparation of this report.

Confidentiality

26. This report and attachments contain no confidential information under section 66(2) of the Local Government Act 2020.

Transparency

Audit and Risk Committee involvement

This item is not within the scope of matters considered by the Audit and Risk Committee.

Councillor Briefings

This item was discussed at the following Councillor briefings prior to being presented to Council for consideration. Councillor attendance at each briefing was as follows:

Councillor Briefing Date: 13 September 2022

Councillor name	In attendance (Y/N)	Councillor name	In attendance (Y/N)
Cr Gary Allen	Y	Cr Liz Pattison	N
Cr Paul Barker	Y	Cr Adrian Schonfelder	Y
Cr Mike Bodsworth	Y	Cr Libby Stapleton	Y
Cr Kate Gazzard	N	Cr Heather Wellington	Y
Cr Rose Hodge	Y		

Councillor attendance at briefings is not a statutory requirement. Councillors are able to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.

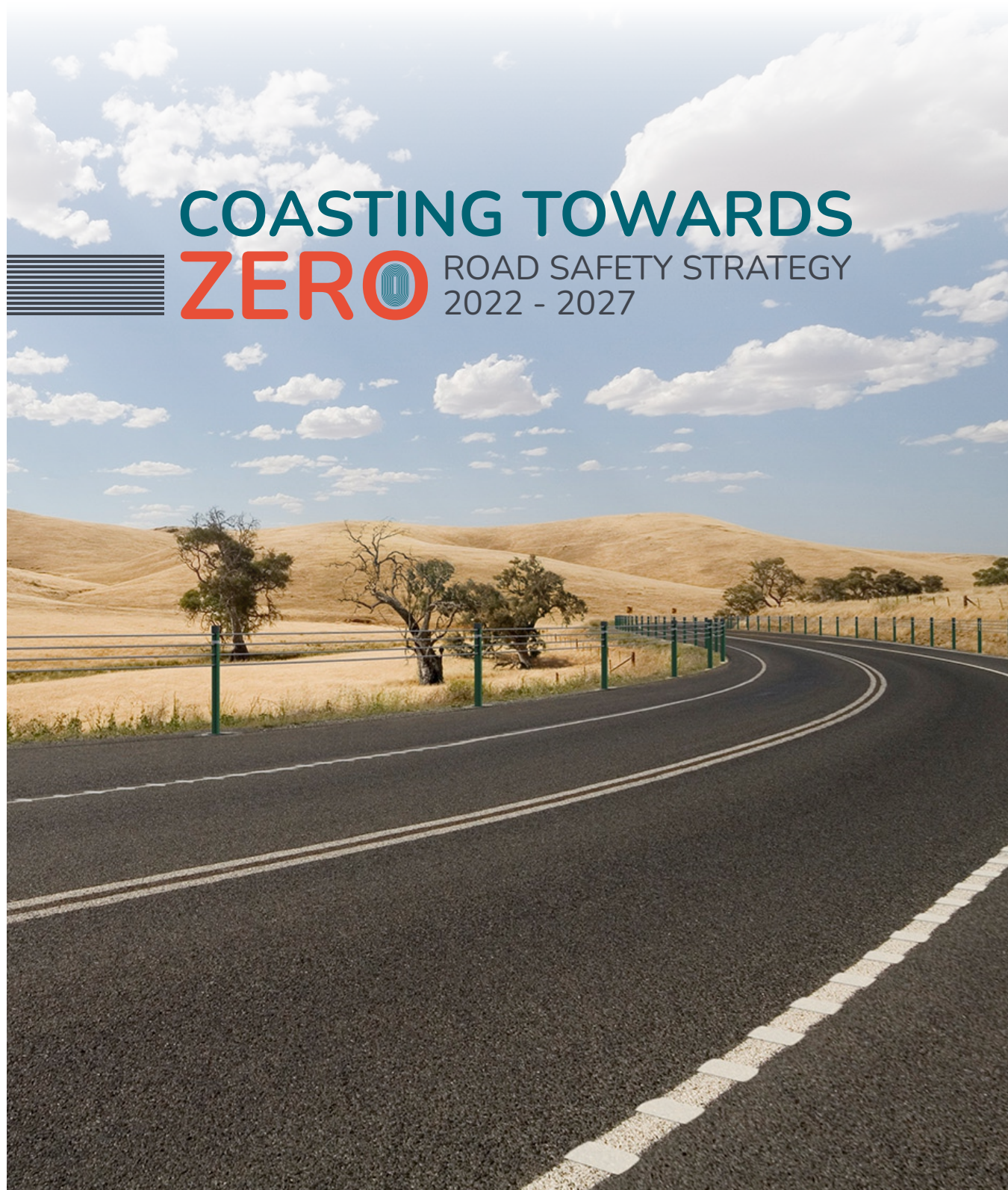


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Report design and layout by Disha Arora



FROM THE MAYOR

I am pleased to introduce Council's Road Safety Strategy 2022-27.

As our shire population continues to grow and change this strategy grows in importance, central to our ambition to reduce fatal and serious injury road crashes.

The strategy aligns with and enhances state and federal strategies, as well as the Transport Accident Commission's Safe System approach, and includes an action plan shaped by broad consultation.

We have taken into account the thoughts and concerns of the many people who responded to our community survey, as well as input from stakeholders ranging from Victoria's Department of Transport and Victoria Police, to organisations like school parent groups, community and sporting groups as well as tourist and business associations.

Their valued feedback has helped identify five key areas of focus:

- Improving safety on high-risk roads
- Safety at intersections and mid-block
- Vulnerable and unprotected road users including pedestrians, cyclists, motorcyclists, older road users, children, young drivers and tourists
- Increasing liveability in our towns by making it safer for people to

- move around, and
- Supporting and enforcing safer driver behaviour.

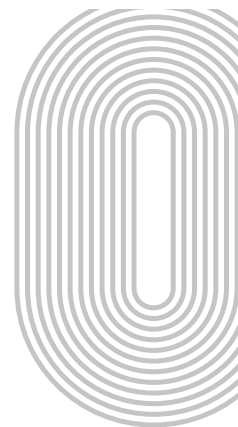
This strategy and plan will inform and guide Council's actions in these and other areas including tackling challenges posed by newly emerging forms of transport that may influence our safety in the future.

Victorian statistics reveal increasing safety issues on high-speed regional and rural roads, which make up much of our network in Surf Coast Shire. Council supports moving towards safer speeds on our network for all of our road users including our most vulnerable cyclists and pedestrians

All of the fatal road accidents within our shire during the past five years have occurred on high-speed regional and rural roads. Our Road Safety Strategy 2022-27 will be a key tool as we work collaboratively with communities, authorities and other land managers to reduce the toll and the trauma.

Libby Stapleton
Mayor





LIST OF ACRONYMS

AADT:	Annual Average Daily Traffic
DCA:	Definitions for Classifying Accidents
DoT:	Department of Transport
FSI:	Fatal and serious injury
LoS:	Level of Service
SCC:	Strategic Cycling Corridor
SSA:	Safe System Assessment
RSA:	Road Safety Audit
VRU:	Vulnerable Road Users
Strategy:	Surf Coast Shire Road Safety Strategy
Plan:	Surf Coast Shire Road Safety Action Plan



Developing the Strategy

The Surf Coast Shire Road Safety Strategy 2022-2027 was developed by Road Solutions in consultation and collaboration with its partners, the Surf Coast Shire Road Safety Steering Committee and key stakeholders.



The strategic goals are secondary to its aim of achieving positive safety outcomes in coordination with the national and state targets.

The Strategy takes a shared responsibility approach to road safety and safety targets, making sure that correlation and coordination with other key local strategies and plans are ensured. The approach is evidence based, community and stakeholder informed, collaborative, and provides achievable, clear and concise actions to reach the goals. Monitoring and evaluation are a key component of the action plan, and tools to assess and assist the delivery of the outputs, safety indicators, and outcomes are provided.

The development of the Road Safety Strategy and Action Plan was underpinned by an in-depth crash analysis (Figure 1) where the road safety problems were identified through a thorough understanding of the types, frequency and locations of crashes. The crash analysis was undertaken, firstly over a 10-year period ending 2020 to understand the impacts of the previous strategies and a subsequent five-year crash analysis ending 2020 to establish the future direction.

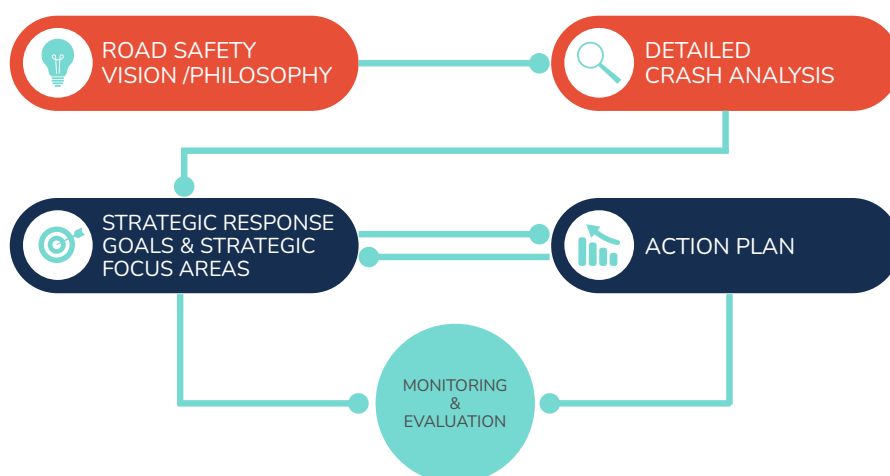


Figure 1: The process for development of the Strategy



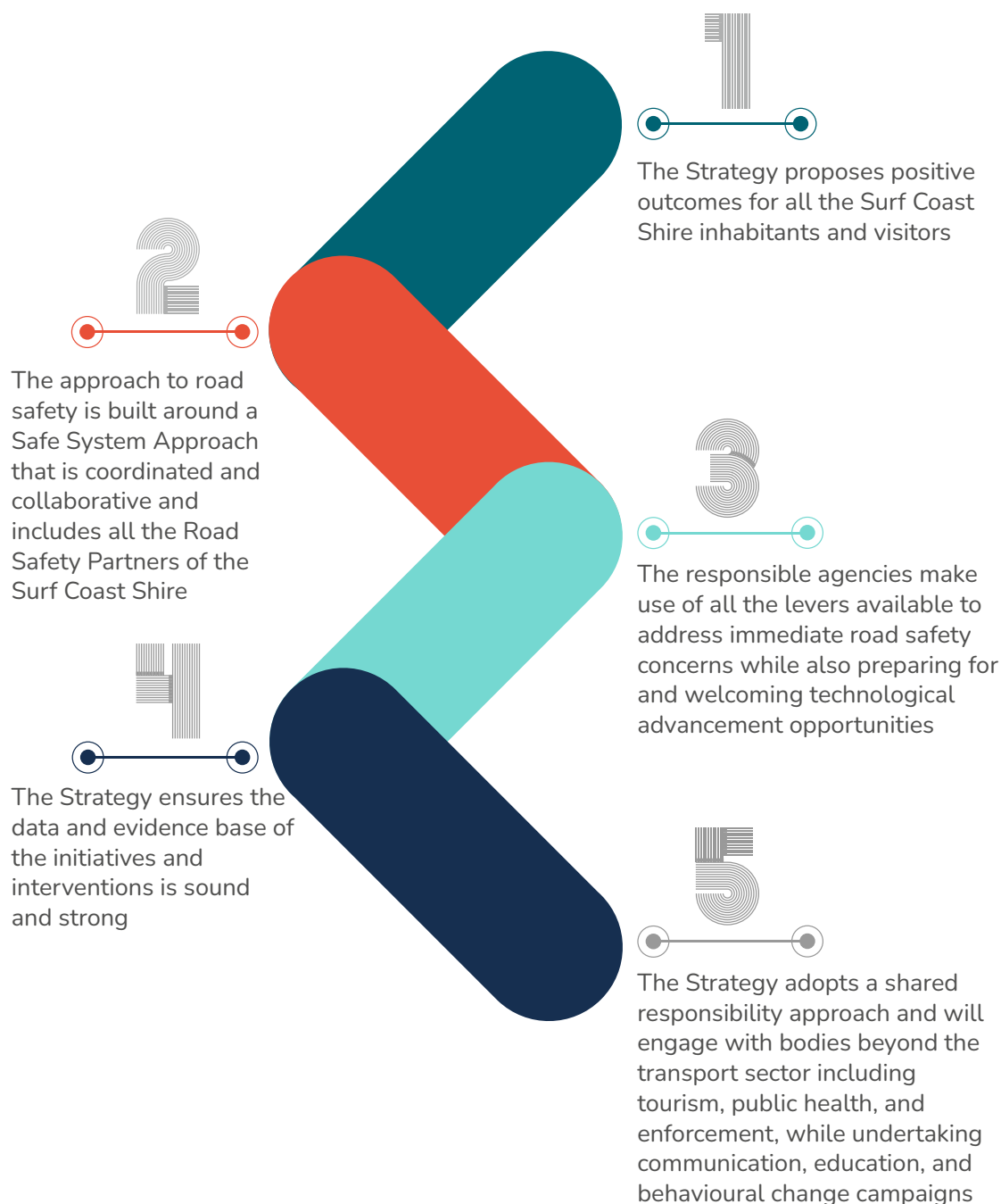
Vision and Aim

The Surf Coast Shire Road Safety Strategy and Action Plan 2022-2027 has been prepared to address the ongoing and emerging road safety issues for Surf Coast Shire over the next five years. The Strategy is secondary to the national and state vision of zero deaths and injuries by 2050, aiming to reduce the rate of people killed as a result of road crashes in Surf Coast Shire.



Principles

The key principles adopted by the National and State Road Safety Strategy will also guide our approach in achieving the road safety objectives:

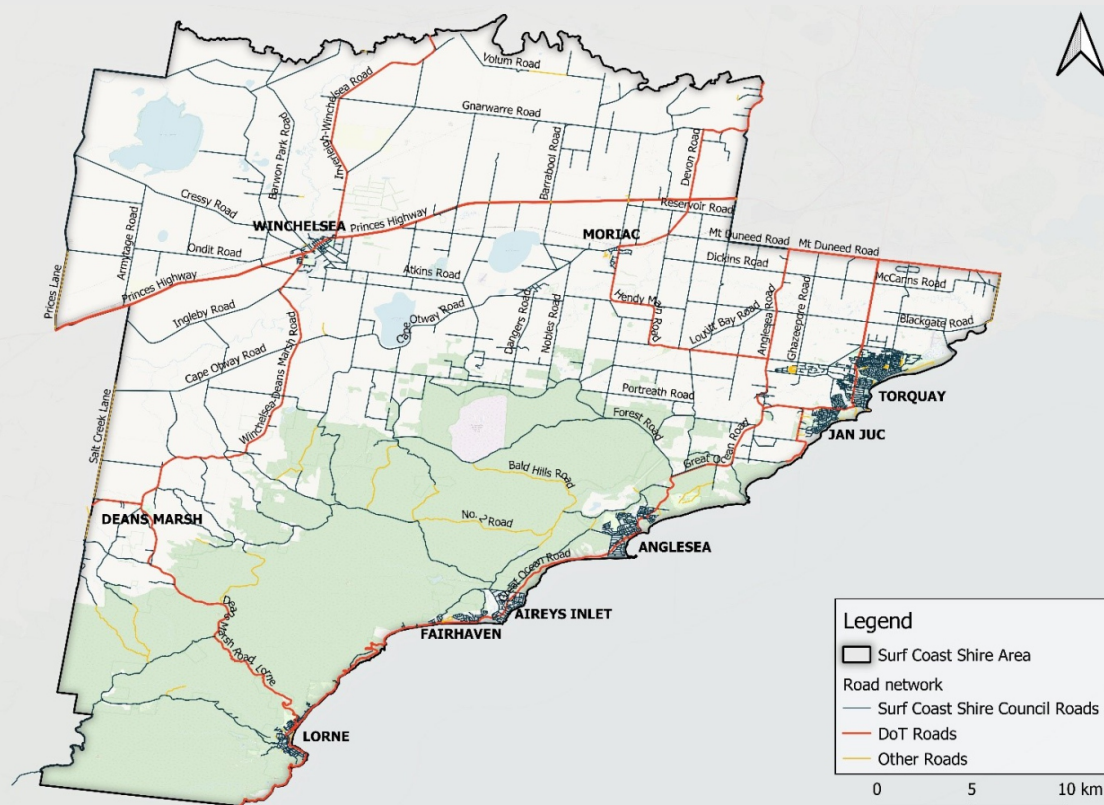


The Surf Coast Shire

We are located in south-western Victoria, approximately 95km from Melbourne and 21km south of Geelong.

The Shire comprises beach, bushland, and rural environments within nine distinct townships:

Aireys Inlet, Anglesea, Deans Marsh, Fairhaven,
Jan-Juc, Lorne, Moriac, Torquay and Winchelsea



The Shire is a popular holiday/recreational destination, particularly during the summer months. The Great Otway National Park is located in the south-west of the Shire. Torquay is the fastest growing location in the municipality. Torquay and the neighbouring town of Jan Juc continue to attract young families to the area. Winchelsea has also been earmarked for substantial residential growth and is the principal agricultural centre of the Shire.

Lorne is a popular tourist destination, as are the smaller coastal towns of Anglesea, Aireys Inlet and Fairhaven, with their seaside and bushland experiences. The hinterland villages of Deans Marsh and Moriac support the surrounding agricultural land.

There is also a significant farming population and rural/residential communities.

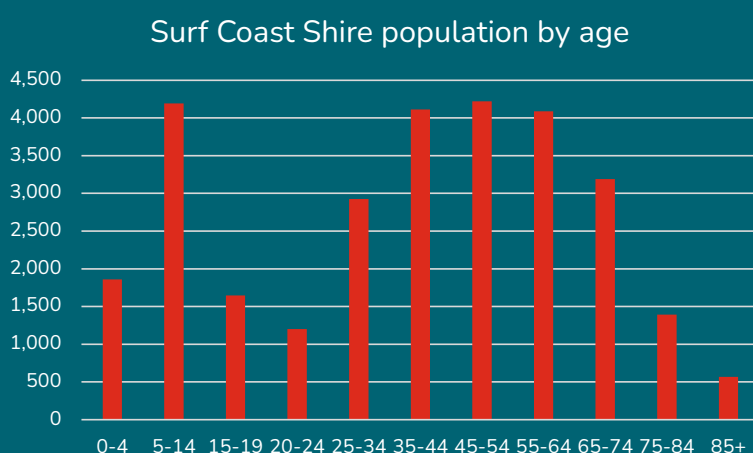
Population and Age

The estimated population of the Surf Coast Shire for 2021 is around 32,000 resident population, forecasted to grow to around 36,000 by 2026 and around 40,000 by 2031. The growth proportion varies across

townships, from 1% or 2% in rural towns such as Deans Marsh, to almost 30% in Torquay. In addition to that population and growth, we need to account for the peak periods increases (holiday home residents, seasonal visitors, event populations and day trippers) which can see a population increase as high as 900% for areas such as Lorne and Anglesea.

Surf Coast Shire has, like many other authorities, regions, and countries, an ageing population. Over the next 10 to 15 years the proportion of children under 14 years old is expected to decrease, while the portion of residents aged 65 years and over is expected to increase from 14% to 21%.

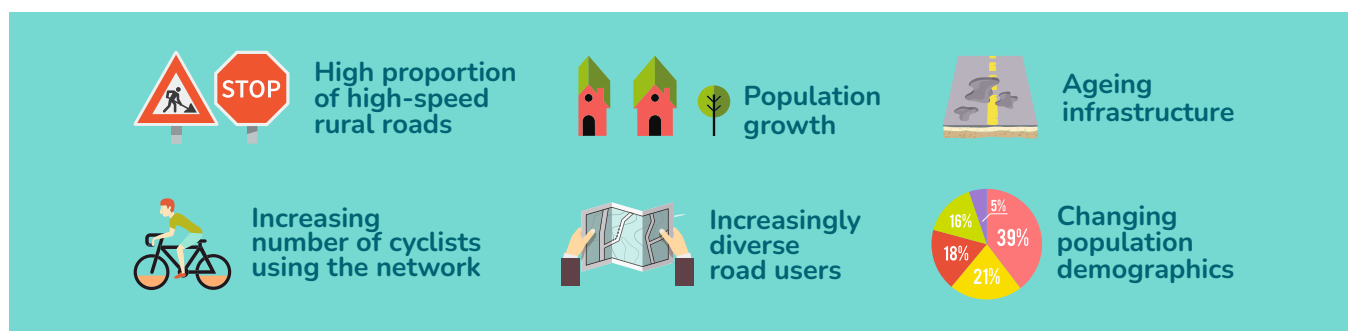
The growing and ageing population on one hand, and the considerable seasonal variation in road use size and type, pose significant challenges for the development of safety strategies, especially when accounting for the limited local budgets and the limited number of levers available to local authorities. Nevertheless, coordinated and inclusive planning and strategies can improve the safety outcomes for locals and tourists in the Shire.



The highest population bracket in Surf Coast Shire is adults aged between 25 and 64 years (42%), while children aged between 5 and 14 years represent 14% of the Shire's population

Current Road Safety Related Challenges

Some of the most important challenges underlined by the Surf Coast Shire Steering Committee and the key stakeholders, which impact on the development of the Strategy and the Action Plan, are:



Accessibility Requirements

A very important aspect of any Strategy or Plan involving designing, developing or modifying routes and paths, is accessibility. All future plans need to extend people's accessibility to places, routes, and travel modes.

As part of the 2011 Census, around 3.4% of Surf Coast residents reported that they needed help in their day to day lives due to a disability. Corroborated with the ageing population, we should expect that the present proportion of residents with accessibility requirement is higher and increasing. We also know that access and mobility were identified as the two most important key issues in the Positive Ageing Strategy consultation. These elements urge for a serious consideration of accessibility and mobility solutions when developing the Strategy and the Action Plan.



Road Management

The vast majority of Surf Coast's roads can be divided into two broad categories:

- DoT's State Arterial roads; and
- Surf Coast Shire roads

It is also noted that some roads are controlled by Parks Victoria, Great Ocean Road Coast & Parks Authority (GORCAPA) and Department of Environment, Land, Water & Planning (DELWP).

DoT's State Arterial Roads are shown in black and red in Figure 2– Road Network within Surf Coast Shire. The majority of other roads are Council-managed.



Figure 2: Road Management



Interconnected Strategies

We reviewed the framework and guidance from connected or hierarchical documents and strategies, to understand the specific local crash situation and to create an appropriately adapted Strategy and Action Plan.

Surf Coast Shire Road Safety Strategy and Action Plan 2022 - 2027

The information provided by the documentation review, along with the crash data analysis results, the community and stakeholders consultation, were considered heavily when developing the current Strategy and Action Plan. Together, they make up the guiding foundation of the Surf Coast Shire Road Safety Strategy.

- 1 Surf Coast Shire Council Road Safety Strategy and Action Plan 2016-2021
- 2 Surf Coast Shire Road Network Management Plan
- 3 Road Management Plan 2021-2025
- 4 Surf Coast Shire Council Plan Incorporating the Health and Wellbeing Plan 2021 - 2025
- 5 Road Safety Strategy Review Steering Committee Presentation
- 6 Positive Ageing Strategy 2015-2018
- 7 Pathways Strategy PART A – 2012
- 8 Victorian Road Safety Strategy 2021-2030
- 9 National Road Safety Strategy 2021-30 – Consultation Draft February 2021
- 10 Safer Cycling Strategy 2022-2027

Figure 3: Interconnected Strategies



The Crash Problem in the Surf Coast Shire

Reporting of Crashes

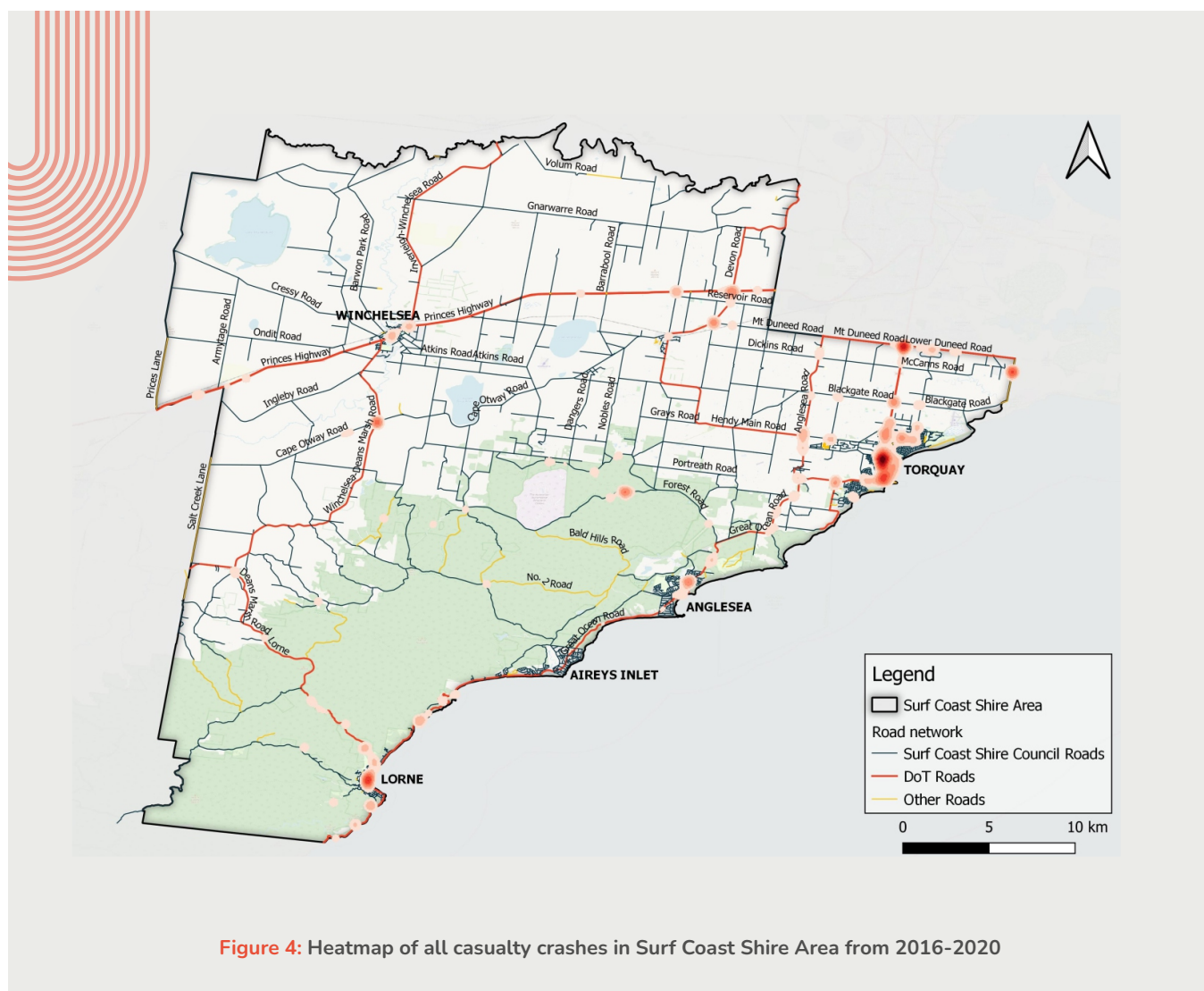
For this Strategy, VicRoads (DoT) made available the data from the DoT's Road Crash Information System (RCIS) for Surf Coast Shire for the period from 2010 to November 2020. The data was used to ascertain the number of fatal, serious, and minor injury crashes within the Shire, as well as the locations of crashes and the 'type' of crash. It is noted that the crash data reviewed does not include details of crashes involving only property damage, as drivers are not obliged to report such crashes unless they involve damage to the property of a third party. This is not to say that crashes involving only property damage are considered irrelevant, rather that they are generally regarded as being of lesser significance in comparison to crashes involving personal injury or loss of life.

Highlight of Crash Analysis

The following sections will present several relevant results of the crash analysis noting that crash data is recorded for roads in the Surf Coast region that fall under three main organisations: State controlled roads operated by VicRoads (DoT); Local government roads operated by the Surf Coast Shire and minor access roads controlled by Parks Victoria.

The crash analysis provides an overview and general trend of crashes from 2010 to 2020. For comparative purposes, crashes were then divided into two five-year periods (2011-2015 and 2016-2020) to capture the similar crash trends in both periods. The results revealed 14 categories for further analysis. The following sub-sections further explored the statistics of these categories. Finally, crashes on Surf Coast Shire Council roads in each category were weighted to identify a priority list of the most impactful crash types that may require countermeasures.





Overview and General Trends

From 2010 to November 2020, in the Surf Coast Shire area, there were a total of 948 road crashes, of which 399 crashes resulted in people being fatally or seriously injured. Of this number 32 people lost their lives as a result of a crash. 1,317 people were injured but did not require hospitalization.

*It is noted that the significant crash reduction in 2020 may be due to the Covid-19 lockdown conditions.

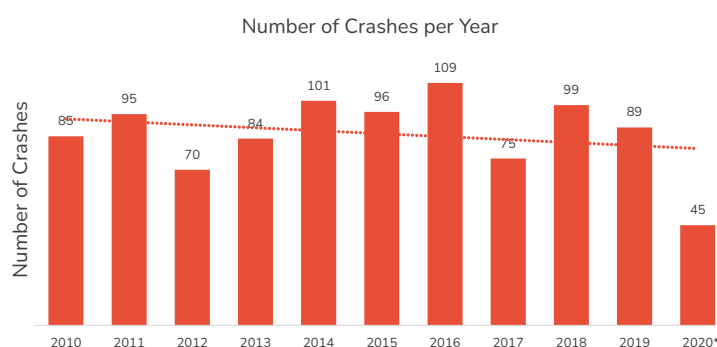


Figure 5: Number of crashes in Surf Coast Shire, by year

Similarly, we can observe the casualty trends in Figure 6 which show that the number of fatal and serious injuries fluctuated before 2016, then went to a downtrend in 2016-2020 period, with the same exception in 2020. Compared to 2010, in 2019, there were 10% more casualties. 2016 seems to be the peak year in terms of both the number of crashes and the number of fatal and serious injury casualties.

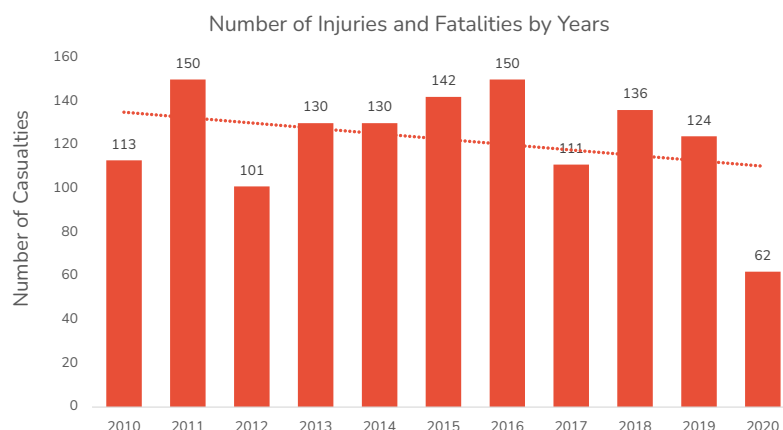


Figure 6: Number of fatal and serious injuries in Surf Coast Shire, by year

Crashes by Road User Group

Car drivers accounted for more than half of casualties in the Surf Coast Shire area during the 2016-2020 period, followed by car passengers, and motorcyclists, which are 26.97% and 11.46% respectively. The share of cyclist casualties is around 4.5% and the share of pedestrian casualties is less than 2% in this period.

Percentage of total casualties by road user groups (2016-2020)

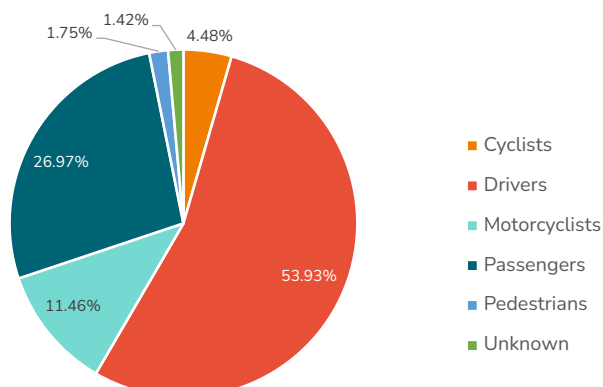


Figure 7: Crashes by road user group



Crashes by Categories

Based on the exploration of the crash data, crashes in Surf Coast Shire were divided into 14 categories of concern. The categorisation of crashes that occurred on Surf Coast Shire Council roads in the 2016-2020 period is presented below.

There was a total of three deaths on Surf Coast Shire Council roads in the last five years (2016-2020). The categories containing fatalities are crashes on high-speed limit roads (both sealed and unsealed roads), at midblocks, involving cyclists, heavy vehicles, and young drivers. Four categories show a high share of serious injuries (more than 40%), which are crashes on highspeed limit roads, on paved roads, at midblock, and involving visitors.

Some categories demonstrated the increasing trend of Fatality and Serious Injuries (FSI) casualties in the 2016-2020 period compared to the 2011-2015 period, including crashes at controlled and uncontrolled intersections, crashes involving pedestrians, cyclists, heavy vehicles, and older drivers (more than 65 years old).

70km/h – 100km/h ROADS

2 fatalities (on 100km/h roads)
49% of serious injuries (16% on 80km/h roads and 33% on 100km/h roads)



* Speed limit 70-100km/h

30km/h - 60km/h ROADS

No fatality
30% of serious injuries (1% on 30km/h road and 14% on 50km/h roads)



* Speed limit 30-60km/h

SEALED ROADS

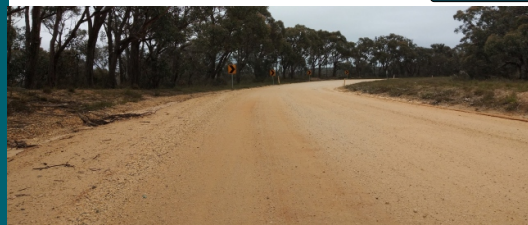
2 fatalities
64% of serious injuries



* Crashes on paved roads

UNSEALED ROADS

1 fatality
36% of serious injuries



* Crashes on gravel and unpaved roads



MIDBLOCK

3 fatalities
63% of serious injuries



* Crashes at midblock

HEAVY VEHICLES

1 fatality
7% of serious injuries



* Involves heavy vehicles $\geq 4.5t$

INTERSECTIONS

No fatality
37% of serious injuries



* Crashes at intersections

NO CONTROL INTERSECTIONS

No fatality
16% of serious injuries



* Crashes at no traffic control intersections

PEDESTRIANS

No fatality
10% of serious injuries



* Involves pedestrians

CYCLISTS

1 fatality
5% of serious injuries



* Involves cyclists



VISITORS

No fatality
47% of serious injuries



* Involves Surf Coast Shire visitors

YOUNG DRIVERS

1 fatality
22% of serious injuries



* Involves 15-24 years old drivers (car and motorcycle)

OLDER DRIVERS

No fatality
18% of serious injuries



* Involves 65+ years old drivers (car and motorcycle)

MOTORCYCLISTS

No fatality
27% of serious injuries



* Involves motorcyclists



Increase in the number of FSI casualties in 2016-2020 period compared to 2011-2015 period

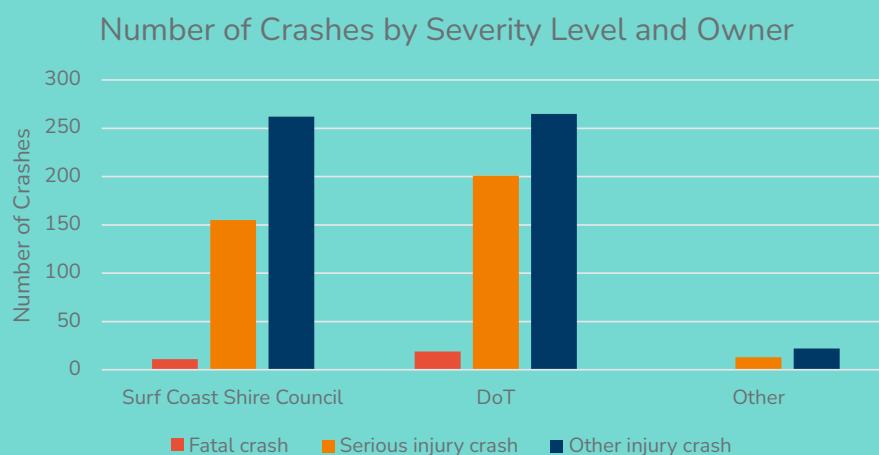


Decrease in the number of FSI casualties in 2016-2020 period compared to 2011-2015 period



Other Crash Trends and Particularities

- The highest number of severe crashes and injuries happened in January, the month with the highest population peak
- Increased severe crashes on weekends
- A high number of severe crashes occurred between 10am and 4pm
- In general, crashes happen in many places on Council roads, but Torquay has been a significant hotspot for many years, and saw a significant increase in crashes with severe injuries in 2019
- There were more fatal and serious injury crashes on DoT roads than on Council roads



- Many crashes happened in high-speed limit zones
- The likelihood of a fatal or serious injury crash is higher at midblock than at an intersection
- Of all intersection crashes, the uncontrolled intersections are most represented in the crash statistic
- There was an increase in fatal and serious injury crashes at uncontrolled intersections in the 2016-2020 period

Other Crash Trends and Particularities

There was a total of 32 pedestrian crashes occurring in built-up areas in the 2010-2020 period, including one fatal crash in 2012. The number of fatal and serious injury pedestrian casualties increased in the 2016-2020 period compared to the previous period. Most fatal and serious injury pedestrian casualties occurred when pedestrians left a footpath. Two pedestrians were hit while travelling on a footpath.

There was a total of 38 bicycle crashes in Surf Coast Shire in the five year period ending 2020, with one fatal bicycle crash in 2017. On DoT's Principal Bicycle Network, most bicycle crashes happened in an on-road bicycle lane.

The highest number of motorcyclist casualties was in 2015 in the 25-44 age group

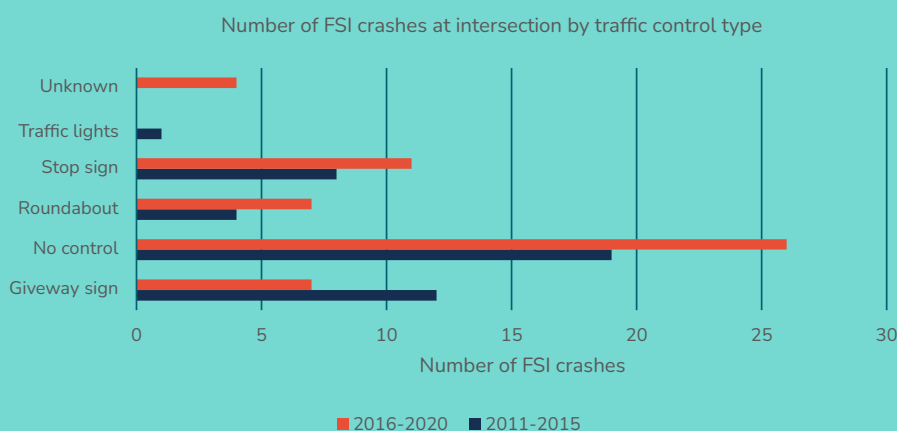


Figure 8: Other crash trends

There was an increase in fatal and serious injury heavy vehicle crashes in the 2016-2020 period compared to the 2011-2015 period. Moreover, above 78% of heavy vehicle crashes resulted in a fatal or serious injury (2016-2020).



Figure 9 below presents all crash types which lie below the first quartile priority order, according to the calculation. The weighting places an emphasis on the crash types most associated with the most frequently severe outcomes:

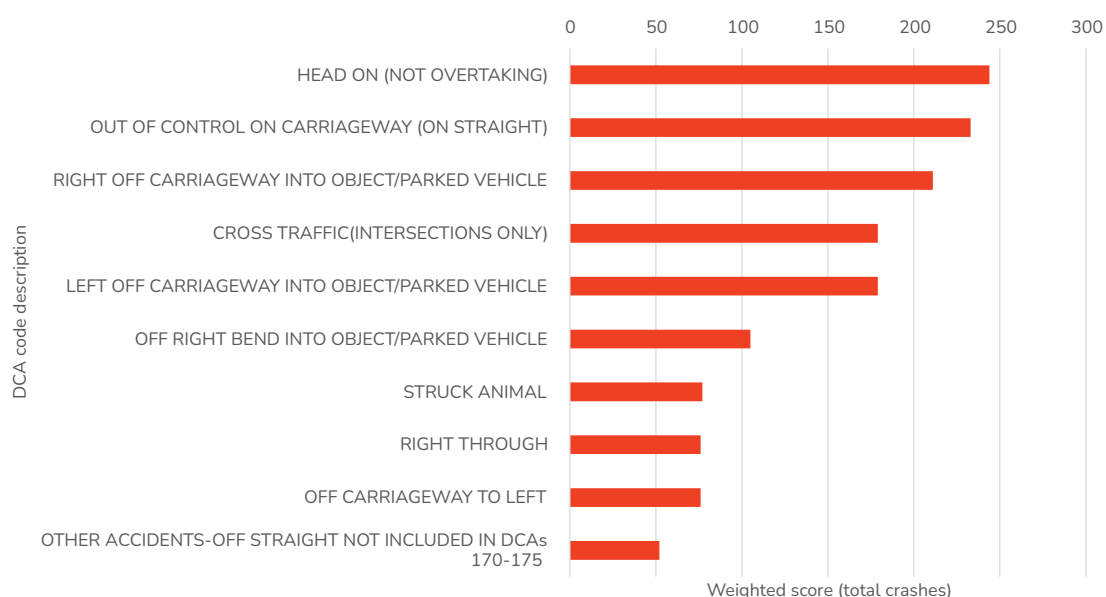


Figure 9: Weighted crashes by severity levels and DCA code for all crashes on Surf Coast Shire Council roads from 2016 to November 2020

1 - The crashes are weighted by severity using the Victorian Human Capital Costs for Rural Roads as specified in the National Guidelines for Transport System Management in Australian – Road Parameter Values (2015).



The summary of major crash types for each category is presented in the table below:

Category		Major crash types
1	High speed limit	Vehicles from opposing directions and adjacent directions at an intersection; off road while going straight or on a curve
2	Lower speed limit	Off-road while going straight; pedestrian; vehicles from adjacent directions (intersection only) and opposing directions
3	Sealed roads	Vehicles from opposing directions and adjacent directions at an intersection; off road while going straight or on curve; pedestrian
4	Gravel and unsealed roads	Off road while going straight; on-road crash
5	Intersections	Vehicles from adjacent directions at an intersection; on-road crash
6	No control intersections	Off road while going straight; vehicles from adjacent directions at an intersection and from opposing directions
7	Midblock	Vehicles from opposing directions; off road while going straight or on a curve; on-road crash
8	Pedestrians	Pedestrian crossing at undesignated locations or emerging between parked vehicles
9	Cyclists	Vehicles from opposing directions and adjacent directions at an intersection; off road while going straight
10	Motorcyclists	Off road while going straight; on-road crash
11	Heavy vehicles	Vehicles from opposing directions
12	Young drivers	Vehicles from opposing directions and adjacent directions at an intersection; off road while going straight or on a curve
13	Older drivers	Vehicles from adjacent directions at an intersection and opposing directions; off road while going straight
14	Visitors	Off road while going straight; on-road crash; off road while at a curve

Table 1: Summary of major crash types by the categories, based on the weighted crashes by severity levels for all crashes on the Surf Coast Shire Council roads from 2016 to 2020



Community Consultation Findings

Between November 2021 and January 2022, 171 people responded to our survey on road safety. The majority of them (over 87% of valid answers) were living in the Shire, followed by those working or running a business in the Shire (over 12%), non-resident ratepayers (over 8%), tourists (6.8%) or attending school in the Shire (over 2%). An important note here is that one respondent can belong to more than one category at a time (such as living in the Shire and running a business in the Shire).

The distribution of gender was quite equal between female and male (49.3% to 46.5%) with an approximatively 4% preferring not to say or self-describe.

The highest proportion of respondents were in the 60-75 years old age group (48.6%), followed by the 40-59 years old age group (31.9%) and the 26-39 years old age group (13.9%). The participation of younger age groups was very low, with just 1.4% participants under 26 years old.

Perceived Safety on the Shire Road Networks

The participants were asked to choose how safe they feel while in Surf Coast Shire as car drivers, car passengers, pedestrians, cyclists, motorcyclists, public transport passengers or truck drivers. Their valid responses (excluding N/As) are presented in the chart below (Figure 10).

The overall image shows that there is a high proportion of respondents feeling unsafe on the Shire's road network, with these levels being over a quarter even for car drivers or passengers. This is an indication that initiatives such as this Strategy are necessary, and they will get the support and approval from the community.

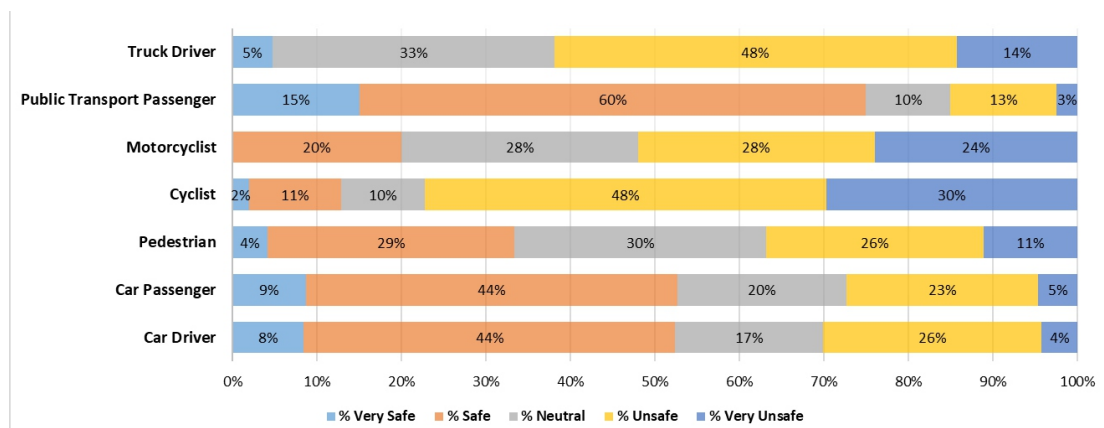


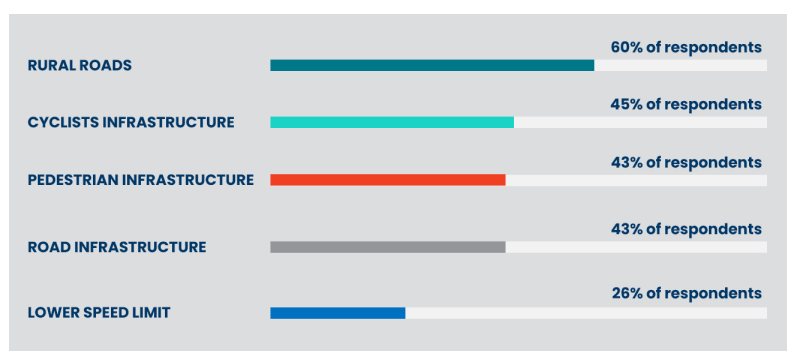
Figure 10: Perceived safety of respondents while in Surf Coast Shire as one of the categories listed



Prioritisation of Road Safety Activities

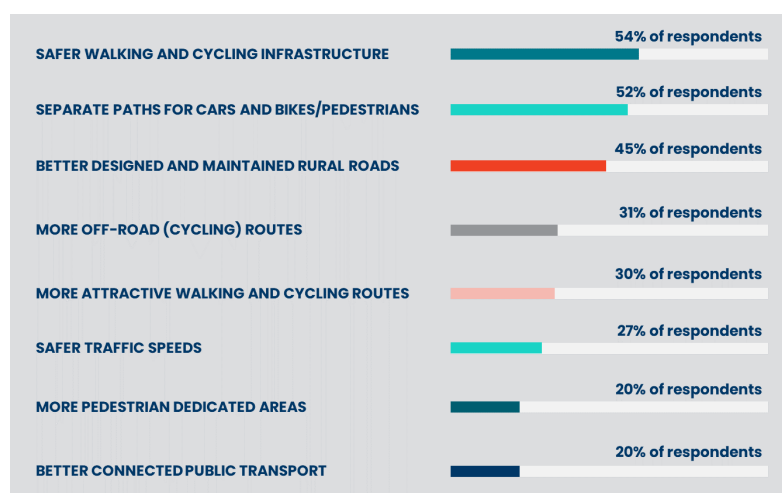
The respondents were asked to choose from a list, which activities they consider are of highest priority for the Council to implement in the following years. The respondents could also suggest other activities not included on the list.

In the top five, there were activities grouped in the following topics:



The next objective was to understand community perception about the most effective improvements the Shire should make to shift transportation towards more resilient and sustainable modes.

These are the top improvements with a significant percentage of responses:



Community and Stakeholder Consultation Conclusions

The community and stakeholder consultation was a very useful step in the process of designing the Strategy and the Action Plan.

It was revealed that the population perceives a low or moderate level of safety across the Shire road network. The perception is consistent for all types of road users with a higher risk perceived especially by cyclists, truck drivers and pedestrians, and with public transport perceived to be the safest mode.

The most dangerous places identified in the crash analysis were confirmed by the public perception (with Torquay and Bellbrae on top), and the most important issues identified at those locations were related to speed, intersection safety, pedestrian safety, cyclist safety, and driver behaviour and compliance. Additionally, the respondents identified rural roads, road infrastructure related activities, road user distraction and local street focused activities as being amongst the most important improvements to undertake in the near future. These findings align with the findings from the crash and data analysis as well as the literature review. They will be prioritised in the action plan. The synergy between community perception and the data is a very positive starting point as it will ensure acceptance, support, and participation.

Road safety programs addressing school students, cyclists and drivers of all ages were identified as important and acceptable for the community. Among the most important improvements identified was the requirement to shift from car driver/passenger modes to more resilient and sustainable travel modes, safer walking and cycling infrastructure, paths for pedestrians and cyclists separated from the traffic, safer and better off-road routes and safer rural roads. Additionally, the respondents highlighted speed management as one of the important issues to address.



Strategic Focus Areas

Designing and planning initiatives to reduce road deaths now and get to zero road deaths by 2050 requires a good understanding of the road travelling complexity, but also agility to adapt to current and future trends and changes.



To help us with that, and following our regional road safety strategy approach, five strategic focus areas will support us in shaping the upcoming action plans and initiatives.

1 IMPROVING SAFETY ON HIGH-RISK ROADS

- Gravel roads represent a significant proportion of the Surf Coast Shire network and have a higher risk of crashes and a higher severity rate.
- Most deaths and serious injuries occur on high-speed roads in regional areas.

2 INTERSECTIONS AND MIDBLOCK SAFETY IN BUILT-UP AREAS

- Intersections and midblocks were found in the crash analysis to exhibit a high frequency of crashes and having a high proportion of serious injuries.

3 VULNERABLE AND UNPROTECTED ROAD USERS

- There was a total of 11 crashes involving pedestrians in Surf Coast Shire roads between 2016 – 2020.
- There was a total of 18 crashes involving cyclists in Surf Coast Shire roads between 2016 – 2020.
- Our analysis shows an increase of visitor casualty rate during peak months.

4 INCREASE LIVABILITY BY MAKING IT SAFER FOR PEOPLE TO MOVE AROUND OUR TOWNS

- Rapidly growing towns and communities within the Surf Coast Shire should not result in a reduction in life quality.
- A planning approach based on Movement and Place framework to inform road design and decision making.

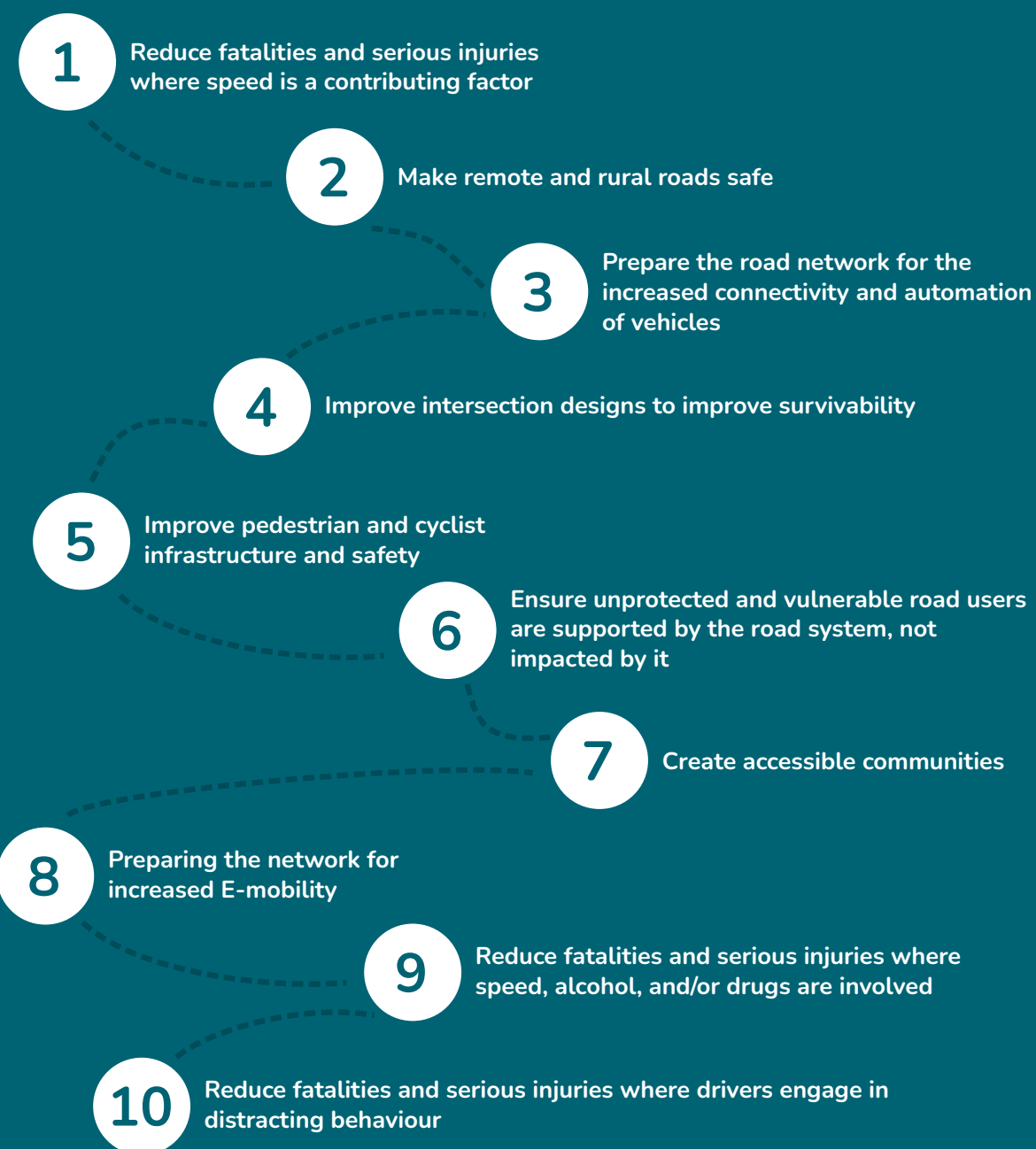
5 SUPPORTING AND ENFORCING SAFE DRIVER BEHAVIOUR

- Support safer driver behaviour through deterrence and both active and passive enforcement activities and initiatives.
- Keep focus on high and low-level speeding, as well as drug and drink driving, wearing of seat belts, and distracted driving such as using a mobile phone.
- Complement enforcement with ongoing behaviour change programs and communications to promote positive and safe driver behaviours.



Goals

The following 10 goals are aligned with the Strategic Focus Areas to ensure the delivery of the Surf Coast Shire Strategy and Action Plan.



Safety Performance Indicators

Achieving goals is strictly dependent on setting, monitoring, and measuring appropriate Safety Performance Indicators (SPIs) in relation to each goal. SPIs allow anyone to understand at any point how close the Surf Coast Shire is to achieving the goals that were set.

SPIs for Goal 1: Reduce fatalities and serious injuries where speed is a contributing factor

- SPI1.1 – Proportion of drivers exceeding the speed limit on targeted roads (Objective: 90% within the speed limit by 2027)
- SPI1.2 – The 85th speed percentile (or the average speed) on targeted roads (Objective: 85th speed percentile within speed limit by 2027)

SPIs for Goal 2: Make remote and rural roads safe for all road users

- SPI2.1 – Percentage of remote and rural roads inspected/audited for safety (Objective: To assess 100% by 2027)
- SPI2.2 – Percentage of remote and rural roads in good safety condition – equivalent to iRAP 3 Stars or better (Objective: Two treated sites per year to an iRAP 3 Stars or better)

SPIs for Goal 3: Prepare the road network for increased connectivity and automation of vehicles

- SPI3.1 – Percentage of road with good and clear markings and signage (Objective: To assess 100% of local road network by 2027)

SPIs for Goal 4: Improve designs to improve survivability

- SPI4.1 – Proportion of crashes occurring at intersections, of all crashes (Objective: To decrease by 20% by 2027; baseline measurement is year 2019)
- SPI4.2 – Proportion of severe and fatal crashes of all crashes occurring at intersections (Objective: To decrease by 10% by 2027; baseline measurement is year 2019)
- SPI4.3 – Proportion of intersections inspected/audited for safety (Objective: At least five sites per year)



SPIs for Goal 5: Improve pedestrian and cyclist infrastructure and safety

- SPI5.1 – Proportion of pedestrian infrastructure that is implemented in line with the Safe System objectives (Objective: To bring 100% up to standard by 2027)
- SPI5.2 Number of actions implemented from the Safer Cycling Strategy (Objective: To adopt 100% of actions by 2027)

SPIs for Goal 6: Ensure unprotected and vulnerable road users are supported by the road system, not impacted by it

- SPI6.1 – Number of road safety campaigns (Objective: To target 100% of the tourist sites and schools by 2027)

SPIs for Goal 7: Create accessible communities

- SPI7.1 – Number of townships where a Movement and Place assessment has been completed (Objective: Implementing one project as a result of M&P assessment to create change reflective of an accessible community)

SPIs for Goal 8: Preparing the network for increased E-mobility

- SPI8.1 – Number of policies and charging stations delivered (Objective: To install at least ten charging stations by 2027, with at least one in every township)

SPIs for Goal 9: Reduce fatalities and serious injuries where speed, alcohol and/or drugs are involved

- SPI9.1 – Percentage of drivers stopped by police and found not to be under the influence of alcohol while driving (Objective: To be agreed on a target by 2027 with Police)
- SPI9.2 – Percentage of drivers stopped by police and found not to be under the influence of drugs while driving (Objective: To be agreed on a target by 2027 with Police)

SPIs for Goal 10: Reduce fatalities and serious injuries where drivers engage in distracting behaviour

- SPI10.1 – Percentage of road network covered by distraction detection means or actions – such as infrastructure measures or enforcement actions (Objective: To increase the number of campaigns by 20% by 2027; baseline measurement is year 2019)



What can we do?

Under this Strategy, the Surf Coast Shire is adopting the Safe System approach which aims to create a road transport system that makes allowance for errors and minimises the consequences by considering all the factors and their combined effects on road safety.

As seen in Figure 11, the Safe System approach encourages a better understanding of the interaction between the fundamental components of the road system:

Safer roads and roadsides are predictable and forgiving of mistakes – their design should encourage appropriate road user behaviour and speeds.

Safer speeds require speed limits which suit the function and level of safety of the road and the road user understands and complies with those speed limits and drives to the conditions.

Safer vehicles help prevent crashes and protect road users from crashes forces that cause death and serious injury.

Safer people ensure road users are competent, alert, and unimpaired, and people comply with road rules and choose safer vehicles.

Post-Crash Care ensures that the way in which persons injured in road traffic crashes are dealt with following a crash determines their chances and the quality of survival.



Figure 11: Safe System Approach representation



The Safe System approach is based on the ethical principle that human life is the highest good – it is not negotiable – and the fact that all citizens have a right to a safe transport system. Road deaths and serious injuries are unacceptable and avoidable, and this should dictate the design, use, and operation of the road network. The approach has been adopted by key global organisations (including the World Bank, WHO, United Nations, PIARC, and others) as well as those countries with the best road safety outcomes.

The approach highlights various key principles, including that:

- people inevitably make mistakes that can lead to road crashes;
- the human body has a limited physical ability to tolerate crash forces before serious harm occurs;
- a shared responsibility exists amongst those who design, build, manage, and use roads and vehicles, as well as those who provide post-crash care to prevent crashes resulting in serious injury or death; and
- all parts of the system must be strengthened to employ their effects so that if one part fails, road users are still protected.



Action Planning

The Road Safety Strategy Steering Committee oversaw and provided guidance on the development of the present Strategy supported by specialists that contributed to key aspects of its development. This included regular meetings and reporting, a literature review including relevant local, regional, and national documentation to ensure correlation and coordination on both vertical and horizontal levels. It also included a ten-year crash analysis to analyse the specifics and the trends of the crash phenomenon in the Shire, and consultation with the key stakeholders and the community to capture their understanding, opinions and needs.

These processes ensure that the Strategy and the Action Plan are well informed, data and research-led, focused on the most effective safety measures and interventions, while making sure that the road safety particularities of the Surf Coast Shire are also accounted and planned for. Plans are thought to deliver rapid fixes (short term impact initiatives), but also medium and

long-term positive changes which impact not only on the road safety, but also the lifestyles and health of the community.





Including the community in the preparation of these documents also opened a communication door for the Council to consistently communicate with them and actively involve and engage the community in building a safer and healthier travel environment in the Shire.

The action plan establishes goals for each of the strategic focus area, as well as actions which will be undertaken to achieve those goals.

Specific objectives are then identified for each of the actions to be undertaken, and are complemented with output measures and performance measures to ensure that progress is efficiently made and that targets are met.

Strategic Focus Area 1: Improving Safety on High Risk Roads





Goal 1: Reduce fatalities and serious injuries where speed is a contributing factor

 Action	 Specific objective	 Output measure	 Performance measure
1. Advocate to VicPol and DoT for installation of speed cameras in the most dangerous locations and/or areas of community concern	Creation of a business case that would support installation of cameras	Number of cameras installed	Speed / average speed / 85th percentiles
2. Treat high/inappropriate speed related crash sites	Treat up to three sites per year (co-relate high speed locations with crash data)	Number of sites treated	Percentage of speed related dangerous sites treated
3. Identify risk associated with speed across the road network	Understand the gap between speed and infrastructure by assessing up to five roads with volumes greater than 1,000 Vehicles Per Day	Identify potential or existing crash types. Develop and implement measures that align speed and infrastructure to increase survivability	Number of areas where risk associated with speed are reduced or eliminated
4. Install temporary or permanent speed trailers (e.g., "Your Speed" sign)	Install mobile unit at up to 20 sites per year	Number of sites mobile unit is installed	85th percentile or average speeds within the speed limit measured before and after installation



Strategic Focus Area 1: Improving Safety on High Risk Roads

Goal 2: Make remote and rural roads safe

 Action	 Specific objective	 Output measure	 Performance measure
5. Assess unsealed road network and prioritise high risk roads	Assess the unsealed road network with volumes greater than 100 vehicles per day	Assessment reports	Kilometres per year assessed
6. Make improvements to unsealed high risk roads	Treat two sites per year	Number of roads treated	Percentage of roads improved of the total unsealed network
7. Systematic improvements to sealed roads hot-spots identified in the crash analysis	Treat up to five sites per year	Number of sites treated	Percentage of sites treated of the total high-risk sites
8. Implement a mass action program for installation of consistent safety measures along dangerous roads / routes e.g. Curve Alignment Markers; audio tactile line marking, safety barriers, delineation etc	Implement up to eight mass action treatments by 2027	Number of mass action programs implemented	Percentage of roads with risk decreasing measures



Strategic Focus Area 1: Improving Safety on High Risk Roads

Goal 3: Prepare the road network for increased connectivity and automation of vehicles



Action

9. Assess the road network for condition of markings and signage



Specific objective

100% of local road corridors between townships assessed by 2027



Output measure

Number of corridors completed



Performance measure

Percentage of roads that satisfy the threshold



Strategic Focus Area 2: Intersections and Midblock Safety in Built-up Areas

Goal 4: Improve designs to increase survivability



Action

10. Assess and systemically prioritise high risk locations in build-up areas

11. Systematic treatment of high-risk locations - identified in the crash analysis and in the assessment reports (with a Safe System focus)



Specific objective

Identify at least five sites to be assessed per year

Treat at least three sites per year



Output measure

Assessment reports

Number of sites/ intersections treated



Performance measure





Number of sites treated

Percentage of sites with low risk



Strategic Focus Area 3: Vulnerable and Unprotected Road Users

Goal 5: Increase pedestrian safety

 Action	 Specific objective	 Output measure	 Performance measure
12. Incorporate accessibility measures when assessing and treating infrastructure - new and renewed	Integrate pedestrian safety with the planning process	Changes with the infrastructure and design that reflects the Safe System principles	Increased compliance for all Council's departments to apply correct and current standards
13. Assess pedestrian infrastructure for markings and signage (with a Safe Systems focus)	Liaison with Asset Management and Project management team to ensure any new pedestrian infrastructure is constructed to current safety standards. Case by case assessment of existing infrastructure to standard	Percentage of new infrastructure to standard	Increased proportion in safe infrastructure
14. Systemically improve pedestrian crossing facilities at high use locations	At least 10 pedestrian crossing facilities improved by 2027	Number of crossing facilities treated (two crossings to be improved per year)	Increased proportion of pedestrian crossings with low crash risk



Strategic Focus Area 3: Vulnerable and Unprotected Road Users

Goal 5: Increase cyclist safety



Action

15. Incorporate the Safer Cycling Strategy within the Road Safety Strategy and Action Plan



Specific objective

Adopt all recommended actions from the Safer Cycling Strategy



Output measure

Number of actions adopted from the Cycling Strategy



Performance measure

Percentage of safe cyclists' infrastructure and/or safe speed limits

Goal 6: Improve motorcyclist safety



Action

16. Advocate motorcycle safety on key tourist drives including DWELP sites



Specific objective

Nominate locations obtained from crash analysis and community feedback and amplify messages from other organisations e.g. TAC



Output measure

Number of campaigns



Performance measure

Motorcycle safety awareness/ knowledge



Strategic Focus Area 3: Vulnerable and Unprotected Road Users

Goal 6: Improve motorcyclist safety



Action

17. Provide motorcycle related messages on VMS to coincide with motorcycling peak months



Specific objective

Deploy portable VMS boards at peak periods



Output measure

Number of VMS boards deployed



Performance measure

Number of infringements from Victoria Police

Goal 6: Increase tourist safety



Action

18. Provide messages to target tourists safety on VMS to coincide with holiday periods



Specific objective

Collaborate closely with GORCAPA and other relevant authorities / departments (such as DoT and TAC) to disseminate road safety messages



Output measure

Number of sites targeted with road safety message



Performance measure

Increased proportion of holiday season when the messages are used



Strategic Focus Area 3: Vulnerable and Unprotected Road Users

Goal 6: Children and Schools

 Action	 Specific objective	 Output measure	 Performance measure
19. Enforce parking around schools and assess school zones for improved safety (signage and infrastructure)	Attend each school by Local Laws officer each term and undertake signage and infrastructure assessment	100% of schools attended and assessed	Improved compliance
20. Promote safe driving, walking and cycling to schools	Work closely with Community and Wellbeing officers to promote safe travel to schools	Provision of newsletter material every school term	Improved behaviour and active travel to schools



Strategic Focus Area 4: Increase Livability by Making it Safer for People to Move Around our Towns

Goal 7: Create accessible communities



Action

21. Use Movement and Place Framework to identify network wide pedestrian deficiencies and apply measures to close those gaps



Specific objective

Undertake at least one review by 2027 including capacity building in utilising the Movement and Place tool



Output measure

Improved capability in using the Movement and Place



Performance measure

Number of Movement and Place assessments

Goal 8: Preparing the network for increased e-mobility



Action

22. Continue to develop and promote fleet policies to include electric vehicles and charging stations



Specific objective

Support Sustainability and Fleet teams to implement ten charging station by 2027



Output measure

Implementation of a charging station in each township







Performance measure

Proportion of companies having an EV policy implemented



Strategic Focus Area 5: Supporting and Enforcing Safer Driver Behaviour





Goal 9: Increase efficiency of speed enforcement

 Action	 Specific objective	 Output measure	 Performance measure
23. Amplify TAC & DOT awareness and education media and social media campaigns on the effect of high-speed driving	Consistently advocate the road safety message through different channels	Number of campaigns rolled out within Surf Coast Shire per year	Number of speed related infringements from Victoria Police
24. Campaign/promote for increased driver safety on unsealed roads	Release social media posts regarding unsealed roads	Number of social media posts per year	Proportion of drivers with good skills for driving on unsealed roads



Strategic Focus Area 5: Supporting and Enforcing Safer Driver Behaviour

Goal 9: Decrease driving under influence behaviour occurrence

 Action	 Specific objective	 Output measure	 Performance measure
25. Amplify TAC & DOT awareness and education programs on driving under influence of drugs and alcohol	Consistently advocating the road safety message through different channels	Number of campaigns rolled out within Surf Coast Shire per year	Number of infringements from Victoria Police
26. Advocate for increased police filters on drink and drug driving - peak times, coordinated campaigns, events, etc.	Consistently advocating the road safety message through different channels	Number of campaigns rolled out within Surf Coast Shire per year	Number of infringements from Victoria Police



Strategic Focus Area 5: Supporting and Enforcing Safer Driver Behaviour

Goal 10: Reduce fatalities and serious injuries where drivers engage in distracting behaviour

 Action	 Specific objective	 Output measure	 Performance measure
27. Implement a mass action program for installation of infrastructure-based strategies, such as centre line and edge line audiotactile line marking which can combat distracted driving by bringing the driver's attention back to the roadway	Creating a business case for delivering a driver distraction mass action plan by 2027	Business case	Percentage of network treated
28. Use media messaging to target distracting behaviour	Consistently advocating the road safety message through different channels	Number of campaigns rolled out within Surf Coast Shire per year	Number of infringements from Victoria Police

Note: The number of infringements varies subject to police effort



COASTING TOWARDS ZERO

ROAD SAFETY STRATEGY
2022 - 2027



4.2 Tree Risk Management Plan - Review

Council Plan

Author's Title:

General Manager:

Division:

Department:

Attachments:

Theme Two - Healthy Connected Community

Strategy 3 Facilitate the provision of social infrastructure and open space to enable healthy lifestyles.

Manager Operations

Gail Gatt, General Manager Community Life

Community Life

Operations

1. Surf Coast Shire - Tree Risk Management Plan 2022 - Draft [4.2.1 - 25 pages]

Purpose

1. To seek Council's endorsement of the Tree Risk Management Plan five-year review for community consultation.

Recommendation

That Council:

1. Endorses the Tree Risk Management Plan five-year review for community consultation for a four-week period.
2. Notes that a report will be presented to a future Council Meeting following consultation.

Council Resolution

Moved Cr Bodsworth, Seconded Cr Schonfelder

That Council:

1. Endorses the Tree Risk Management Plan five-year review for community consultation for a four-week period.
2. Notes that a report will be presented to a future Council Meeting following consultation.

CARRIED 8|0

For	Against	Abstained
Cr Allen Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton Cr Wellington	Nil	Nil

Outcome

2. The purpose of the Tree Risk Management Plan (TRMP) is to set out a system for Council to inspect, identify and evaluate health, condition and defects that may contribute to the loss of structural integrity in trees, and then program and undertake maintenance works for these trees.
3. Compliance with the Tree Risk Management Plan will contribute to Council's evidence of duty of care for the community.

Key Considerations

4. It is important to both the general public and ratepayers that the Tree Risk Management Plan is achievable. The development of the Tree Risk Management Plan has considered information available to Council regarding its financial and non-financial resources and historical performance. It has been developed through discussion with the people that deliver the day-to-day services for Council to ensure that targets and timeframes are achievable.
5. Recommendations from the 2018 Internal Audit Report from Oakton have been included in the draft report to ensure that Council has documentation systems to manage work orders. The Konect inspection software system was implemented to work alongside the Civica Authority software system to manage work orders raised after inspections.
6. The Tree Risk Management Plan helps the community to understand how Council will manage tree risk. It is structured and written using simple language where possible. The Tree Risk Management Plan presents information in tables where practical and incorporates a number of photos and diagrams to explain some of the more technical terms.

Background

7. The Tree Risk Management Plan is an action to address Surf Coast Shire Enterprise Risk – Damage caused by the failure of trees to assets or people, as well as addressing the recommendations from the coroner's office regarding local governments responsibility in the management of trees from their finding into death inquest (Court Reference 2013/6032) from the fatality caused by a large tree limb as well as the response from the Municipal Association of Victoria (MAV) in regards to the coroner's recommendations.
8. The Tree Risk Management Plan was previously adopted by Council in October 2017. The Tree Risk Management Plan is to be reviewed every five years.

Options

9. Alternative Option 1 – That Council does not endorse the Tree Risk Management Plan five-year review for community consultation as there would be a reputational risk to Council by not providing the community with an opportunity to contribute to the review of the plan. This option is not recommended.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Two - Healthy Connected Community

Strategy 3 Facilitate the provision of social infrastructure and open space to enable healthy lifestyles.

The Tree Risk Management Plan will assist in providing safe open space to enable healthy lifestyles by reducing the risk to the community from the failure of trees.

Financial Considerations

10. There are no additional financial implications associated with this report.
11. Works associated with the Tree Risk Management Plan are budgeted through the Open Space Operations department's operational budget.

Community Engagement

12. Community engagement through consultation will commence Monday 23 January 2023 for a four week period, if endorsed by Council. Communication of the Tree Risk Management Plan will be via Council's website and social media, with an opportunity for the community to submit feedback and comments.

Statutory / Legal / Policy Considerations

13. The Tree Risk Management Plan responds to the recommendations from the coroner's office regarding local government's responsibility in the management of trees from their finding into death inquest (Court Reference 2013/6032) from the fatality caused by a large tree limb as well as the response from the Municipal Association of Victoria (MAV) in regards to the coroner's recommendations.

Risk Assessment

14. The Tree Risk Management Plan is an action to address Surf Coast Shire Enterprise Risk – Damage caused by the failure of trees to assets or people.

Sustainability Considerations

15. The Tree Risk Management Plan will assist in driving proactive arboricultural maintenance works on trees which will lead to the improved health and condition of trees managed by council within the Surf Coast Shire and reduce the loss of trees and canopy cover.

Conflict of Interest

16. No officer declared a conflict of interest under the *Local Government Act 2020* in the preparation of this report.

Confidentiality

17. This report and attachments contain no confidential information under section 66(2) of the Local Government Act 2020.

Transparency

Audit and Risk Committee involvement

A report was provided in November 2019 to update the Audit and Risk Committee on the compliance of Tree Risk Management Plan after tree failures that lead to fatalities in other municipalities.

Councillor Briefings

This item was discussed at the following Councillor briefings prior to being presented to Council for consideration. Councillor attendance at each briefing was as follows:

Councillor Briefing Date: 2 November 2022

Councillor name	In attendance (Y/N)	Councillor name	In attendance (Y/N)
Cr Gary Allen	Y	Cr Liz Pattison	Y
Cr Paul Barker	N	Cr Adrian Schonfelder	Y
Cr Mike Bodsworth	Y	Cr Libby Stapleton	Y
Cr Kate Gazzard	N	Cr Heather Wellington	N
Cr Rose Hodge	Y		

Councillor attendance at briefings is not a statutory requirement. Councillors are able to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.



Tree Risk Management Plan

2022 – 2027

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1. Introduction

1.1. Background

The Surf Coast Shire municipality covers an area of 1,556 square kilometres with a resident population of 37,623 as of the 2021 Census.

Surf Coast Shire is renowned for the rich diversity and maturity of trees found within its streetscapes, parkland, bushland areas, coastal areas and private gardens.

Council manages vast numbers of trees over a large area and within many varied landscape contexts. All trees may pose some level of risk to nearby people, structures and assets. Typically, this risk is minimal and is far outweighed by the environmental, social and economic benefits of the tree.

The sheer quantity of trees across the municipality prohibits an individual tree assessment approach. The time involved to inspect and then program works would be extensive and prohibitively expensive for Council.

As such, Council has developed a Tree Risk Management Plan to:

- Establish a management system for the inspection and treatment of trees; and
- Set inspections intervals and response times for dealing with any issue relating to trees

Council is not responsible for all trees in the municipality and for the purpose of this Tree Risk Management Plan, “trees” means “Council managed trees on land which is managed and maintained by Council”.

Successful tree management:

- Demonstrates an understanding of the dynamic nature of trees
- Understands the aesthetic and safety requirements of trees.
- Appreciates there is a differing public attitude and perception to the environment.
- Commits to engaging, informing and working with the community.

1.2. Purpose of Tree Risk Management Plan

The purpose of the Tree Risk Management Plan is to set out a system for Council to inspect, identify and evaluate health, condition and defects that may contribute to the loss of structural integrity in trees, and then program and undertake maintenance works for those trees.

Local Government Authorities (LGA) have responsibility for maintaining the safety of large tree populations, and also to address the community's perceptions of the risk posed by trees. To optimise the use of resources for tree risk mitigation and attend to public fears a tree risk management plan is required (*Pokorny 2003, Tree Management Office 2013*).

All trees have a finite lifespan and at some point in their life cycle, the increasing risk associated with retaining the tree surpasses the benefit to the environment and community the tree provides.

A broad systematic and proactive approach to tree assessment is recommended that prioritises works to be carried out on hazard trees based on the level of tree risk. A tree risk management program provides a systematic process for the scheduling and implementation of tree inspections which enables the prioritisation of works based on perceived risk, and allows judicious use of community resources.

The Tree Risk Management Plan is an action to address *Surf Coast Shire Enterprise Risk – Damage caused by the failure of trees to assets or people*, as well as addressing the recommendations from the coroner's office regarding local governments responsibility in the management of trees from their finding into death inquest (Court Reference 2013/6032) from the fatality caused by a large tree limb as well as the response from the Municipal Association of Victoria (MAV) in regards to the coroner's recommendations.

Maintenance of council managed trees is undertaken in line with Council's service level agreements and relevant Australian Standards.

The Tree Risk Management Plan:

- Sets timeframes for inspection of trees in order to identify or assess hazards or defects (refer to Tables 5 and 6).
- Identifies hazards or defects that require remedial works based on the level of risk..
- The circumstances in which intervention action is to be taken with respect to removal of hazards or repair defects (refer to Table 6); and
- Sets timeframes for intervention action to be undertaken (refer to Tables 5 and 6).

Compliance with the Tree Risk Management Plan will contribute to Council's evidence of duty of care for the community.

1.3. Guiding Principles

Public safety will be maintained through the use of generally accepted professional practices of tree evaluation and treatment in order to reduce risk associated with hazardous trees to an acceptable level.

Council will:

- Utilise a program of systematic tree assessment and best practice tree management to mitigate tree risk for nearby people, structures and assets.
- Maintain accurate and current documentation on the management of Council's tree assets.

- Maintain high standards of tree management to current best practice and recognised standards.
- Provide adequate resources to ensure proper tree management to mitigate risk potential.

1.4. An achievable plan

It is important to both the general public and ratepayers that the Tree Risk Management Plan is achievable. The development of the Tree Risk Management Plan has considered information available to Council regarding its financial and non-financial resources, historical performance and has been developed through discussion with the people that deliver the day-to-day services for Council to ensure that targets and timeframes are achievable.

1.5. A readable plan

The Tree Risk Management Plan helps the community to understand how Council will manage tree risk. It is structured and written using simple language where possible. The Tree Risk Management Plan presents information in tables where practical and incorporates a number of photos and diagrams to explain some of the more technical terms.

2. Roles of the Tree Management Authority

2.1 Council

Council is the Responsible Authority for all trees on land managed and maintained by Council.

2.2 Regional Roads

Regional Roads is the Coordinating Road Authority for all State Roads.

Council is responsible for managing and maintaining trees within the declared townships boundary road reserves where VicRoads is the Coordinating Road Authority.

2.3 Other Stakeholders

Other stakeholder groups who may be responsible for or impacted by trees include:

- The general public including users of open space, facilities and road reserves.
- Residents and businesses adjoining land managed and maintained by Council.
- State and Federal Governments and agencies (e.g. Department of Environment, Land, Water and Planning - DELWP) which provide consent, guidance and support in the management of the trees.
- Community Asset Committees

In the absence of any specific arrangements or agreements, DELWP, Regional Roads, Parks Victoria, Great Ocean Road Coast and Parks Authority (GORCAPA) and other agencies have management responsibilities of trees on their land.

3. Scope of the Tree Risk Management Plan

3.1 What does the Tree Risk Management Plan address?

Tree risk management within the Surf Coast Shire encompasses a broad range of tree related issues. The Tree Risk Management Plan provides an overview for the management of trees on Council managed land.

This document is intended for use by staff dealing with issues relating to trees on Council managed land and as a document that can be referred to by the community.

This Tree Risk Management Plan will provide guidance to staff inspecting trees when looking for hazards and defects including:

- (i) Canopy failure
- (ii) Trunk failure
- (iii) Root plate failure

3.2 What does the Tree Risk Management Plan not address?

Things out of scope of the Tree Risk Management Plan include:

- Tree planting
- Tree selection, planting and establishment overview
- Community consultation
- Tree pruning
- Tree support systems
- Protection of trees during construction
- Tree root management
- Management of Pests, Disease, Animal and Weed Species
- Assigning a monetary tree value
- Tree removals
- Street trees and new vehicular crossovers
- Trees on private roads and private property
- Trees on Crown Land not managed by Council

4. Implementation of the Tree Risk Management Plan

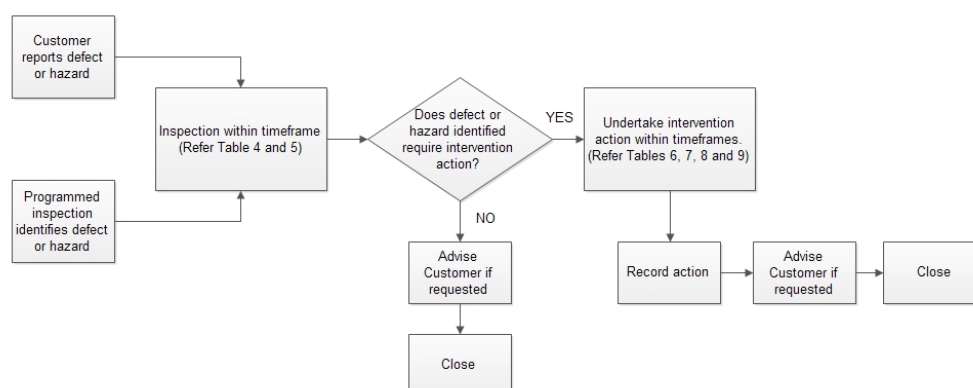
4.1 Systems, processes and skills required to implement the Tree Risk Management Plan

Council recognises that establishing targets in the Tree Risk Management Plan does not ensure their achievement. As part of the development of this Tree Risk Management Plan, Council's tree management processes have been reviewed. The systems that support these processes have been aligned to the targets set in the plan and Council staff have been engaged to assure that there is both an understanding and appreciation of the role and importance of the Tree Risk Management Plan in Council's day-to-day operations.

Council's commitment to implementation of the Tree Risk Management Plan includes:

- Systems and processes that align to the timeframes established in this Tree Risk Management Plan;
- Relevant officers will be trained to ensure understanding of the existence, intent and delivery of the Tree Risk Management Plan and ensure refresher training is to the relevant staff;
- Opportunities to improve the standards, understanding and implementation of the Tree Risk Management Plan, particularly noting opportunities emerging through new technology and Digital Transformation.

Figure 1 – Process for actioning identified hazards and defects



4.2 Reviews of the Tree Risk Management Plan

The Tree Risk Management Plan will be reviewed every five years.

Council may also choose to review its Tree Risk Management Plan if:

- there is new legislation in managing tree risk;
- there is an issue identified with the Tree Risk Management Plan;
- there is an issue identified with Council's performance against the plan; or
- Council's capacity to meet its obligations under the plan change substantively.

4.3 Suspension of the Tree Risk Management Plan

Although Council will endeavour to meet all aspects of the Tree Risk Management Plan, Council reserves the right to suspend compliance during extreme events. Pursuant to Section 83 of the Victorian Wrongs Act (1958), Council's obligations may be suspended in the event of:

- Natural disasters – including extreme wind/storm events, floods, fires, droughts, etc.
- Human factors – such as unavailability of Council staff or qualified Contractors.
- Any other major event beyond the control of Council e.g. pandemic

In such circumstances, the General Manager Community Life may deem that the requirements of Council's Tree Risk Management Plan cannot be satisfied and will seek the Chief Executive Officer's approval to suspend all, or part of this Tree Risk Management Plan. The General Manager Community Life will advise the Chief Executive Officer which activities and response times in the Tree Risk Management Plan cannot be achieved.

If the Tree Risk Management Plan is suspended, the Chief Executive Officer will:

- Ensure that there is a record of when the Tree Risk Management Plan is suspended and the circumstances that led to the suspension;
- Determine whether interim timeframes and responses will apply;
- Determine which parts of the Tree Risk Management Plan are to be reactivated and when; and
- Ensure that there is a record of when the Tree Risk Management Plan is reactivated.

In the event that the Chief Executive Officer suspends all or part of the Tree Risk Management Plan, Council will issue a public notice to advise residents about the suspension or reduction of services under the Tree Risk Management Plan.

4.4 Extreme or Catastrophic Days

Council's priority on any day declared as Extreme or Catastrophic by the Country Fire Authority is for the safety of its employees, Councillors, contractors and volunteers. On these days, Council's Code Red and Extreme Fire Danger Policy will apply and have precedence over any aspect of the Tree Risk Management Plan.

Council Services in all areas, except the Civic Offices, will not be provided on days declared as Catastrophic.

Council Services in Highest Risk Areas during Highest Risk Times will not be provided on days declared as Extreme in the Surf Coast Shire.

Council Services based in all other areas on days declared as an Extreme will be provided unless:

- Staff required to provide these services have to travel through Highest Risk Areas at Highest Risk Times; or
- Emergency Services advise it is unsafe to provide Council services.

5. Tree risk management procedure

The first step in a risk management program for public trees within Surf Coast Shire is:

- To identify trees within Council facilities, open spaces and streetscapes and determine the level of risk associated.
- To inspect the trees within the assets and perform maintenance to address the risk issues within a reasonable timeframe; and
- To maintain a record of the inspections and the subsequent maintenance.

While it is not possible to avoid all risks associated with trees, it is possible to implement scheduled asset tree inspections in order to have a proactive tree management system that identifies and mitigates future incidents rather than a reactive system that attends to incidents as they occur.

Council uses a systematic process for the allocation of resources for the assessment and management of trees on Council managed land. It is cost prohibitive to continually assess and monitor all the trees. Rather, Council uses a system that prioritises tree assessments and maintenance works based on levels of risk. Based on these defined levels of risk a scheduled program of inspections is recommended, so that, given time, all sites within the municipality will have been inspected at varying levels of detail.

The scheduling of inspections does not negate the customer request system available to residents and other stakeholders for requesting work on trees. The works produced from tree requests, once inspected, can be prioritised according to the level of risk.

Council managed facilities and properties that contain trees are allocated into risk zones. The zones, categorised as Very High Risk, High Risk, Moderate Risk, Low Risk and Very Low Risk, designate how these areas are to be treated with regard to the type and timing of scheduled tree inspections. The zones are based on the tree resource and the occupancy of the area surrounding the trees.

The risk zone determines the timing of scheduled tree inspections of Council assets; see Table 1

Ground based visual assessments will determine if there are any trees that pose a risk to the community and therefore, require maintenance works or a more detailed inspection. This inspection would be recorded in Council's Asset Management System.

This inspection will record and detail relevant information as to the location, species, size, health and structure of trees requiring maintenance works. This process involves a consistent, repeatable inspection process to identify and evaluate hazards within the trees and risks associated. This assessment is also used for inspections performed through the works request system and for planning application requests. The tree inspection reports will also determine the priority for works required from the inspection.

The inspection does not record data in Council's Asset Management System of individual trees that are inspected but do not require any maintenance works.

Utilising this process, open space, facilities and road reserves assets containing trees will be inspected based on a scheduled basis. The inspections will generate maintenance works that will be prioritised. Priority for completing the works could vary within a site based on Risk Zone and Target Potential (if a tree fails what is the likelihood of the tree impacting people or property). For example, trees requiring work near facilities would be completed before those in open space or low use areas.

Implementation of scheduled asset tree inspections, with follow-up maintenance if required, shifts the activities of managing the tree resource from reacting to incidents as they occur, to proactive management to mitigate future incidents.

6. Risk Zones and categories

To assist Council with the prioritisation of scheduled inspections, all Council facilities, open spaces and streetscapes with trees that require inspection are allocated into tree risk zones.

Determining the level of risk for each asset and therefore the corresponding zone is based on:

- Public use and occupancy patterns within public areas, which could be considered to be low, moderate or high.
- Tree resource characteristics, including tree condition, such as species characteristics or age, and location factors. For example, the position of trees in relation to areas used by the public.

Table 1 below presents the risk classification of Council facilities, open spaces and streetscapes within the Surf Coast Shire.

Table 1: Tree risk zone categories (Adapted from Pokorny 2003).

Risk Zone	Park/Facility/Road Hierarchy	Category
Very High Risk	Facilities	Council buildings or facilities including car parks, kindergartens, sporting clubrooms, community buildings and gardens, depots and transfer stations.
High Risk	P1	High Profile Streetscapes – Areas which require a high level of maintenance and input with regard to labour, equipment, materials and other resources. The standard of presentation and aesthetics is high. Included are important recreational areas and active sporting grounds.
	Lorne Urban Road Reserves	All council managed road reserves within the urban township boundary in Lorne. This is based on topography, tree species and site conditions.
Moderate Risk	P2	District Parks – Areas which require a lower level of input when compared to the higher level. Recreational areas which are of less significance and importance and that need to be maintained to a medium level of service.
	Urban Road Reserves	All council managed road reserves within Surf Coast Shire urban townships excluding Lorne.
Low Risk	P3	These areas often have significant Low Use Open Space Areas which require grass control or other works on a seasonal basis mainly for the control of fire hazards. These areas often have significant conservation values which need to be recognised and protected.
Very Low Risk	Rural Road Reserves	All council managed rural road reserves within Surf Coast Shire

6.1 Open Space and Facilities

Facilities that attract high public use and are within the fall-zone of an adjacent tree will be routinely inspected on an annual basis, e.g. Council owned and managed buildings.

High-use parks will be inspected on a more regular basis than moderate to low use parks. There will also be areas within particular open space (parks / reserves / sports grounds) that will present a higher risk due to tree type, condition and location. For example, trees around a playground, toilet block or car park, may present higher risk than trees on the periphery of the space, adjacent to semi-natural areas where occupancy rates are lower and targets are low.

The general open space areas in high-use parks will be routinely inspected on a three-year cycle. All areas within a site will be inspected at that time. Assessment of the trees and the level of work required will be based on the targets near the tree and the level of risk. A quantified assessment to establish tree risk can be used to determine risk thresholds.

6.2 Road Reserves

Urban road reserves will be inspected on a five year basis with the exception of the Lorne Township's urban road reserves. Due to the tree species, age and condition, topography, site conditions and historical evidence; these are considered high risk and will be inspected on a three year basis.

Trees on rural road reserves will not be routinely inspected as they are considered a very low risk. This is due to the relatively smaller volume of vehicles using rural roads and their relatively high speed of travel when compared to urban roads.

For inspection and clearance guidelines for trees and vegetation within Council's Road Reserves and at intersections, refer to Appendix C and D Surf Coast Shire Council's Road Management Plan.

7. Tree Risk Assessment methods

Tree risk assessments (inspections) within the municipality will be undertaken by qualified and experienced Level 5 (Diploma in Arboriculture) arborists that can demonstrate good judgement based upon sound arboricultural knowledge.

Tree risk assessment methods generally consider three components of tree failure: Risk-target value, probability of failure, and impact potential. All tree details and risk assessment information is to be documented.

The underlying principles of the tree assessment are reiterated in the Visual Tree Assessment (VTA) method developed by Mattheck and Breloer (1997).

The VTA is a method of evaluating structural defects and stability in trees. The first stage is the visual inspection of the tree for defect symptoms and vitality. If problems are suspected on the basis of symptoms a thorough examination is carried out. If a defect is confirmed it could be measured or further diagnostic work undertaken. For example, testing the strength of the defective tree part, root plate investigation, or pathogen identification.

7.1 Drive-by / Windshield assessment method

The assessment of roads can initially use a drive-by / windshield inspection method. One person drives a vehicle slowly along the road while another person inspects and records the trees. Drive-by inspections could use two passes along the road. The first pass is to get a feel for the tree condition/value and the second to evaluate and record the trees that require work. Windshield surveys are most efficient when the arborist is looking for one or two particular tree characteristics.

The assessment aims to identify visual indicators of faults or road clearance issues, which suggest a tree requires further inspection. The method is limited in that it can only assess defects that are visible from the road, as only that side of the tree will be visible. Furthermore, even on the visible side, small defects, such as narrow cracks or girdling roots, may not be apparent. Rooney et al. (2005) compared the reliability of windshield inspections to walk through inspections. They found that the reliability of identifying highly hazardous trees with the windshield method was as high as 89%, but the inclusion of less hazardous defects decreased the reliability to as low as 58%. In short, the method is better in picking major, more visible hazards than minor hazards.

Given the resource limitations of some communities, drive-by / windshield inspections can provide a cost-effective approach to assess large areas or long sections of roadside vegetation. This method may also be useful after storms, where damage to trees or fallen branches may be visible from the road.

The main factor in deciding when and where to use the windshield survey is efficiency. Some limitations of the survey method are outlined below:

- The windshield survey works better in low-traffic areas than in high-traffic areas as the drivers and assessors are concerned about the traffic. In high-traffic areas, walking or using other means, such as a bicycle to move from tree to tree, would be advisable.
- Poor weather conditions can limit visibility and delay assessment schedules.
- If the trees are not well maintained the method may not be suitable due to the volume of work it generates or that some tree defects may be missed, a thorough street tree inventory may be the best choice. If the trees are reasonably maintained, the windshield survey could be used just to locate quickly developing hazardous conditions such as hanging branches or recent storm damage.

The drive-by / windshield inspection method can also be used for the regular update of streetscape conditions for the development of planting programs.

7.2 Ground inspection assessment method

Ground inspections of trees can be used for scheduled tree inspections of Council facilities, open spaces and streetscapes. The method can also be used to undertake more detailed inspections of street trees. The process consists of a walk through inspection of trees located in a site. In remote sites it may only be necessary to inspect trees within striking distance of a target.

The inspection is based on overt, visual indicators of faults that suggest a tree requires further inspection. Trees should be inspected from all sides for indicators of tree defects, not limited to (*adapted from Pokorny 2003*):

Other considerations are altered growing conditions. For example, excavation or increased exposure. This method may not detect all problems with all trees, yet it should identify the majority of major faults or those most likely to cause harm.

7.3 Additional inspections

If required, the initial tree inspection can lead to additional assessments. For example:

- A quantified risk assessment, which involves recording of the target value and occupancy rates to determine a probability of harm;
- An aerial inspection of the tree crown;
- Root plate investigation;
- Diagnostic works, e.g. pathogen identification, decay detection.

7.4 Quantified risk assessments TRAQ

It may occasionally be necessary to further define the level of risk using a numerical or quantified tree assessment method. This component can help identify acceptable risk levels and priority for action.

These detailed risk assessments estimate the degree of risk associated with a given tree to fail and potentially injure persons or damage property. There are many evaluation systems that rate the risk of damage or injury posed by a defective tree or tree part Paine (1971), Helliwell (1990, 1991), and Matheny and Clark (1994), Forbes-Laird (2007) and Ellison (2005). Some systems define a numerical risk value while others are categorical, e.g. low to very high.

As far as hazards are concerned, the need is to be able to quantify them and any associated risk, so that the risk can be kept within acceptable or reasonable limits, without implementation of disproportionate risk control measures, e.g. unnecessary tree removal. The use of quantification in the assessment of tree hazards will enable tree managers to operate, as far as is reasonably practicable, to a predetermined limit of reasonable or acceptable risk.

Once a threshold has been reached, according to a particular risk assessment method, action can be instigated to mitigate the risk or the quantified level of tree risk can be presented to appropriate Council Officers for a decision on the management of the tree.

8. Programmed and Emergency Works

8.1 Programmed works

Tree maintenance works identified through the tree risk management process will be recorded and scheduled for works. Completed works will be documented and recorded with the tree inspection details.

8.2 Emergency work - Immediate hazard

Emergency work is defined as *tree removal required due to the immediate risk of damage to property or personal safety as deemed by a suitably qualified person*. A tree must only be removed as emergency work if it is considered to be hazardous or structurally unsound and is likely to fail in the immediate future and there is a potential target.

9. Quality Management

9.1 Documentation systems

The key to the success of tree risk management program is accurate and current documentation. Accurate recording of all aspects of Council's tree assets provides management with clear information on the resource being managed and enables the tracking of issues related to specific trees.

Council has implemented a mobile field application software system of recording the inspections (Konect) which is in line with the current Asset Management System.. This system is used alongside Civica Authority software system to manage the work orders raised after the inspection.

The system addresses the following requirements:

- A clear documented procedure for inspection of assets and trees detailing relevant information as to the location, species, size, health and structure of public trees within the Shire.
- A documented system of logging customer requests or notification of problems.
- A documented system for assessing and prioritising the risk posed by identified trees.
- A documented system for addressing the risks posed through appropriate maintenance procedures for abating risks identified consistent with the general financial constraints upon the authority having regard to its general responsibilities.

Adapted from Gardner (2005)

9.2 Method of review

In line with AS/NZS 4360:2004 (Risk Management) ongoing review is essential to ensure that tree risk management remains relevant. Factors that affect the likelihood of inspection activities may change. For example, severe drought may cause rapid tree decline prompting the need for more frequent inspections. Similarly, knowledge gained through experience and implementation of tree management could provide beneficial insights and allow refinement of tree risk management.

Monitoring and review also involves learning lessons from the risk management process, by reviewing events, the treatment plans, and their outcomes. The tree risk management program will be reviewed every five years. The process will include reassessment of Council's asset

classification into risk zones, and evaluation of the tree inspection and assessment methods and recording processes.

10. Park Hierarchy Classification

Council has developed a hierarchy for parks (all parcels of open space) through the Land Management System. The Land Management System identifies the level of service provided to a park and this will depend in part on its park hierarchy classification.

Table 2: Facility, Park and Road Reserve Hierarchy Classification (Refer to Open Space Register for classification)

Hierarchy	Description
Facilities	Council buildings or facilities including car parks, kindergartens, sporting clubrooms, community buildings and gardens, depots and transfer stations.
P1	High Profile Streetscapes – Areas which require a high level of maintenance and input with regard to labour, equipment, materials and other resources. The standard of presentation and aesthetics is high. Included are important recreational areas and active sporting grounds.
P2	District Parks – Areas which require a lower level of input when compared to the higher level. Recreational areas which are of less significance and importance and that need to be maintained to a medium level of service.
P3	These areas often have significant Low Use Open Space Areas which require grass control or other works on a seasonal basis mainly for the control of fire hazards. These areas often have significant conservation values which need to be recognised and protected.
Road reserves	Trees identified with a medium or high hazard rating in urban road reserves.

11. SETTING SERVICE LEVELS

11.1 Principles and Risk Management Philosophy

A key principle of the Tree Risk Management Plan is the minimisation of tree safety hazards. In the application of this principle, Council has taken a risk management approach to the development of timeframes and intervention levels that apply to the inspection and remedial works of hazards and defects to trees.

The hazards and defects, intervention levels and timeframes documented in this Tree Risk Management Plan have considered:

- The anticipated pedestrian volumes of different classification of Open Space;
- The likelihood that a particular type or extent of defect or hazard may contribute to an incident resulting in harm to persons or damage to property; and
- The potential harm that might be experienced in the event of an incident.

The above considerations are balanced with the cost to the community of tree management.

The above principles and considerations are reflected in the nominated timeframes and intervention levels outlined in Tables 4 and 5.

11.2 Community considerations

Council sets levels of service for its open space in accordance with the needs of the community. To do this Council uses various techniques to identify those needs, then considers those needs within the overall context of its tree risk management resources.

Techniques to identify the community needs include:

- Community Satisfaction Measurement Survey;
- Council's Customer Service Request system data.

11.3 Financial and non-financial considerations

To evaluate its resources, Council's considerations include:

- Level of service (Parks and Open Space Service Level Agreement).
- Annual budget for both recurrent and capital works expenditure.

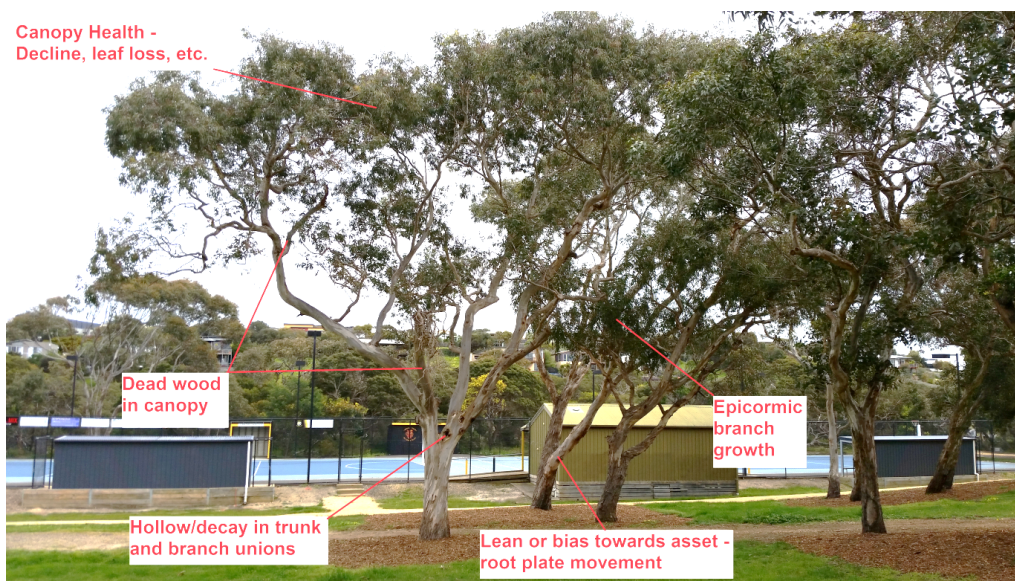
11.4 Inspection and required action commitments

Council undertakes regular inspections of trees as part of the Tree Risk Management Plan. The table below outlines the definition and purpose of each inspection type.

Table 3: Inspection types

Inspection Type	Definition and Purpose
Reactive inspection	<ul style="list-style-type: none">• Inspections undertaken in response to notification to council by members of the community.• These inspections allow Council to program required works.• Inspection undertaken specifically to identify deficiencies in the structural integrity of the various components of tree, which if untreated, are likely to adversely affect the level of risk to public safety.
Programmed Inspection	<ul style="list-style-type: none">• Inspection undertaken in accordance with a programmed inspection schedule.• These inspections determine if the tree complies with the levels of service as specified in the Service Level Agreement.

	<ul style="list-style-type: none"> Inspection undertaken specifically to identify deficiencies in the structural integrity of the various components of the tree, which if untreated, are likely to adversely affect the level of risk to public safety.
Incident Inspection	This inspection enables an incident condition report to be prepared for use in legal proceedings and the gathering of information for the analysis of the causes of the incident and the planning and implementation of the tree management and safety measures.



12. INSPECTION FREQUENCY

An inspection regime has been established for all Trees as part of the Tree Risk Management Plan. The frequency of the inspections is greater for high risk trees that fall within high risk areas (higher classification and usage).

The frequency of the inspections is greater for trees of higher classification and usage. The schedule set out in the table below and identifies the frequency that inspections must take place.

For the purpose of the following tables, Council defines “days” as usual business days, excluding weekends, public holidays, and common rostered days off.

The schedule set out in the table below identifies the frequency that inspections must take place.

Table 4: Inspection regime / schedule for trees

Inspection type	Hazard	Inspection program and/or response time				
		Facilities	P1	P2	P3	Road reserve
Reactive	Canopy failure (Broken, hanging branch) Trunk failure Root plate failure	Respond by inspecting within four hours and implement temporary repairs or signage as required.	Respond by inspecting within four hours and implement temporary repairs or signage as required.	Respond by inspecting within four hours and implement temporary repairs or signage as required.	Respond by inspecting within four hours and implement temporary repairs or signage as required.	Respond by inspecting within four hours and implement temporary repairs or signage as required.
Reactive	Other defects as listed on Table 6	Respond by inspecting within five days and implement temporary measures as required.	Respond by inspecting within five days and implement temporary measures as required.	Respond by inspecting within five days and implement temporary measures as required.	Respond by inspecting within five days and implement temporary measures as required.	Respond by inspecting within five days and implement temporary measures as required.
Programmed	Refer to Council's Service Level Agreement.	Based on the maintenance program, but at least every twelve months.	Based on the maintenance program, but at least every three years.	Based on the maintenance program, but at least every five years.	Based on the maintenance program, but at least every ten years.	Based on the Road Management Plan program, an independent audit is carried out every three years in Lorne, and internal audit every five years for all other urban road reserves based on road envelope encroachment as stated in the Road Management Plan.

13. INSPECTION, INTERVENTION AND REPAIR TIMELINE

Council carries out hazard removal works on its trees. These works are programmed after the identified defects have been received via:

- Regular inspections as described above.
- Community and other requests for works. These are inspected prior to programming.

Table 5: Action timelines


Hazard	Intervention	Facilities	P1	P2	P3	Road reserve
Tree failure (canopy, trunk or root)	Remove hazard	within 5 days	within 5 days	within 20 days	within 60 days	within 5 days
Fallen tree or limb	Remove hazard	within 5 days	within 5 days	within 60 days	within 120 days	within 5 days
Illegal structures	Remove structure hazard	within 5 days	within 5 days	within 5 days	within 5 days	within 5 days
Road or Footpath Encroachment	Remove or reduce encroaching branch/limb.	Within 20 days	Within 60 days	Within 90-120 days.	Within 240 days	Within 240 days.

APPENDIX A – EXAMPLES OF HAZARDS AND DEFECTS

13.1 Types of defects

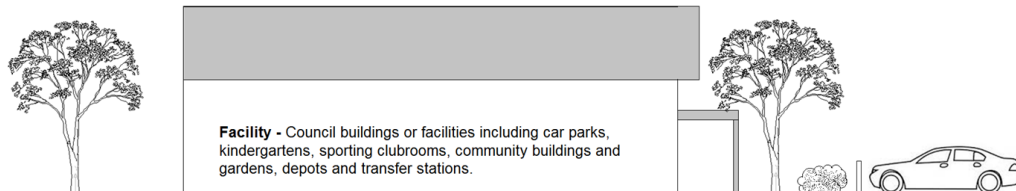
Table 6 – Types of defects

Defect	Description
Dead tree	A dead tree or dead branches.
Decline	Reduced vigour, crown thinning or dieback.
Decay	Wood that has rotten or is missing from trunk or major structural branches, includes cavities, holes, open cracks, bulges or fungal fruiting bodies.
Crack	A split through the bark into the wood where the wood has separated, in the trunk or major branches.
Root problems	Inadequate anchorage of the roots. Includes dead, severed, decayed, or girdling roots, trunk lean, or evidence of soil root movement, soil movement or soil lifting.
Canker	An area where the bark or cambium are dead on trunk or branches
Weak branch union	An epicormic branch attachment or branch union with included bark includes co-dominant stems or unions of large branches. Pronounced collar formation.
Poor architecture	Growth patterns indicate structural imbalance or weakness in the branch, stem or tree.
Tree encroachment onto asset.	Part of the tree encroaching onto and affecting assets such as facility roof or street light. This part of the tree could become weak or structurally compromised due to the interaction with the asset.

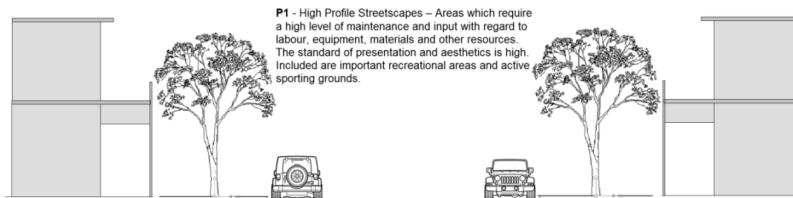
Photo reference	1	Photo reference	2
Hazard	Trunk failure	Hazard	Root plate failure
			
Photo reference	3	Photo reference	4
Hazard	Limb failure	Hazard	Tree failure
			
Photo reference	5	Photo reference	6
Hazard	Fallen limb	Hazard	Tree Decay
			

APPENDIX B – SAMPLES OF HEIRARCHY

Facility: (Lorne Kindergarten)



P1: Anglesea Shopping Precinct



P2 – Saranbande Reserve



P2 - District Parks – Areas which require a lower level of input when compared to the higher level. Recreational areas which are of less significance and importance and that need to be maintained to a medium level of service.



P3: E.F. Guye Reserve Winchelsea



P3 - These areas often have significant Low Use Open Space Areas which require grass control or other works on a seasonal basis mainly for the control of fire hazards. These areas often have significant conservation values which need to be recognised and protected.

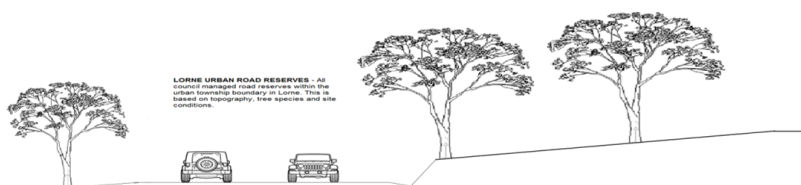


URBAN ROAD RESERVE : Surf Coast Hwy/Geelong Rd Torquay



Urban Road Reserve - All council managed road reserves within Surf Coast Shire urban townships excluding Lorne

LORNE URBAN ROAD RESERVE: (Mountjoy Parade)



LORNE URBAN ROAD RESERVES - All council managed road reserves within the urban township boundary in Lorne. This is based on topography, tree species and site conditions.

4.3 Positive Ageing Advisory Committee Member - Further Term of Appointment

Council Plan

Theme Two - Healthy Connected Community

Strategy 6 - Enable communities to strengthen their social connections and participate in community life.

Author's Title:

Age Friendly Officer

General Manager:

Gail Gatt, General Manager Community Life

Division:

Community Strengthening

Department:

Community Life

Attachments:

Nil

Purpose

1. The purpose of this report is to seek Council's endorsement for the re-appointment of a Positive Ageing Advisory Committee (PAAC) member for a further three-year term. Lyn Batson is the community representative for the town of Moriac and her current term of appointment expires on 13 December 2022. She has applied for a second term.

Recommendation

That Council endorses a further term of appointment (3 years) for Lyn Batson as a Positive Ageing Advisory Committee member.

Council Resolution

Moved Cr Allen, Seconded Cr Hodge

That Council endorses a further term of appointment (3 years) for Lyn Batson as a Positive Ageing Advisory Committee member.

CARRIED 8|0

For	Against	Abstained
Cr Allen Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton Cr Wellington	Nil	Nil

Outcome

2. If Council accepts this recommendation, the community of Moriac will continue to have an active and engaged representative providing advice and feedback on decisions and initiatives affecting ageing community members.

Key Considerations

3. Lyn Batson's original appointment to the Positive Ageing Advisory Committee will expire on 13 December 2022. She was first recruited to the PAAC in December 2019. Lyn is an active participant in her community and its various networks and is a positive and proactive member of the Committee. She is the sole representative for the town of Moriac.
4. The PAAC Terms of Reference state: "Terms of Appointment and Vacancies for Community representatives will be appointed by resolution of Council for a term of three years. Existing members can re-apply for two further terms of three years (total of nine years)".

Background

5. In July 2018, Council established the Positive Ageing Advisory Committee. A Terms of Reference was developed and an expression of interest process recommended members to the Committee. Council first appointed members to the Committee in October 2018. Current membership includes up to 11 community members from across the Shire, a Councillor representative and relevant Council officers. The Committee meets every 8 weeks and has been an integral part of the Reform Readiness Project and continues to be instrumental in the implementation of Council's Age Friendly Strategy 2020 - 2024.
6. At the July 2019 Council meeting, Council adopted minor amendments to the Positive Ageing Advisory Committee's Terms of Reference. These changes sought to ensure a locality-based representation within the Committee. Further minor amendments to the Terms of Reference were adopted by Council in October 2021. The Terms of Reference state: "Community representatives will be appointed by resolution of Council for a term of three years. Existing members can re-apply for two further terms of three years (total of nine years)".

Options

7. Option 1 – That Council does not re-appoint Lyn Batson to the Positive Ageing Advisory Committee. This option is not recommended by officers as the re-appointment is in accordance with the Terms of Reference and Lyn is an active and engaged representative of the Moriac community. Three years previously Lyn was successful in the recruitment process which identified and recommended candidates who are best positioned to make the strongest contribution to the Committee in terms of lived experience of ageing in place and connection to community.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Two - Healthy Connected Community

Strategy 6 - Enable communities to strengthen their social connections and participate in community life.

Theme Seven - Accountable And Viable Council

Strategy 19 - Improve Council's credibility as a trusted decision maker through meaningful engagement.

Financial Considerations

8. The Positive Ageing Advisory Committee is supported by Council Officers and all members participate on a voluntary basis. There are only minor costs associated with the Committee's operation and these are funded from existing adopted budgets. There are no resource implications relating to appointment of members.

Community Engagement

9. The Positive Ageing Advisory Committee is an important community engagement tool for Council and aligns with the Local Government Act 2020 Community Engagement Principles and Council's Community Engagement Policy. It has clearly defined objectives and scope outlined in its Terms of Reference 2021. Participants have the opportunity to provide meaningful and informed feedback and Council officers provide support to address any access requirements for members. Members are informed at each meeting about Council's response to their advice and feedback. The reappointment of members ensures representation of people with lived experience of ageing from across the Shire on a dynamic and active committee.

Statutory / Legal / Policy Considerations

10. Surf Coast Shire Age Friendly Strategy 2020-2024 "Strengthening Communities through an Age Friendly Framework" - developed with the assistance of the Positive Ageing Advisory Committee.
11. In September 2021, Council became a member of the WHO Global Network of Age Friendly Cities and Communities.

Risk Assessment

12. This report aligns with Council's risk framework, there is a risk if the recommendation is not adopted that the community of Moriac will not continue to have an active and engaged representative providing advice and feedback on decisions and initiatives affecting ageing community members.

Sustainability Considerations

13. There are no sustainability implications raised in this report.

Conflict of Interest

14. No officer declared a conflict of interest under the *Local Government Act 2020* in the preparation of this report.

Confidentiality

15. This report and attachments contain no confidential information under section 66(2) of the Local Government Act 2020.

Transparency

Audit and Risk Committee involvement

This item is not within the scope of matters considered by the Audit and Risk Committee.

Councillor Briefings

This item was noted at the following Councillor briefings prior to being presented to Council for consideration. Councillor attendance at each briefing was as follows:

Councillor Briefing Date: 2 November 2022

Councillor name	In attendance (Y/N)	Councillor name	In attendance (Y/N)
Cr Gary Allen	Y	Cr Liz Pattison	Y
Cr Paul Barker	N	Cr Adrian Schonfelder	Y
Cr Mike Bodsworth	Y	Cr Libby Stapleton	Y
Cr Kate Gazzard	N	Cr Heather Wellington	N
Cr Rose Hodge	Y		

Councillor attendance at briefings is not a statutory requirement. Councillors are able to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.

4.4 Community Asset Committee Changes to Membership - Deans Marsh Hall, Globe Theatre and Stribling Reserve

Council Plan

Theme Two - Healthy Connected Community

Strategy 6 - Enable communities to strengthen their social connections and participate in community life.

Author's Title:

Community Partnership Officer

General Manager:

Gail Gatt, General Manager Community Life

Division:

Community Life

Department:

Community Strengthening

Attachments:

Nil

Purpose

1. To appoint two new members to the Deans Marsh Community Hall Memorial Reserve Community Asset Committee (CAC) following the recent resignation of one member.
2. To appoint one new member to the Globe Theatre CAC following the sad passing of one member and a resignation of another member.

Recommendation

That Council:

1. Accepts the resignation of Victor Goldsztein, Deans Marsh Community Hall Memorial Reserve Community Asset Committee.
2. Accepts the resignation of Glenn Morrison, Globe Theatre Community Asset Committee.
3. Accepts the resignation of Phil Meurer, Stribling Reserve Community Asset Committee.
4. Appoints Tom Reid and James Morton to the Deans Marsh Community Hall and Memorial Reserve Community Asset Committee.
5. Appoints Ray King to the Globe Theatre Community Asset Committee following the sad passing of Trevor Brown.

Council Resolution

Moved Cr Allen, Seconded Cr Wellington

That Council:

1. Accepts the resignation of Victor Goldsztein, Deans Marsh Community Hall Memorial Reserve Community Asset Committee.
2. Accepts the resignation of Glenn Morrison, Globe Theatre Community Asset Committee.
3. Accepts the resignation of Phil Meurer, Stribling Reserve Community Asset Committee.
4. Appoints Tom Reid and James Morton to the Deans Marsh Community Hall and Memorial Reserve Community Asset Committee.
5. Appoints Ray King to the Globe Theatre Community Asset Committee following the sad passing of Trevor Brown.

CARRIED 8|0

For	Against	Abstained
Cr Allen Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton Cr Wellington	Nil	Nil

Outcome

3. Committees will continue to contribute to their community by managing each of their community facilities.

Key Considerations

4. Council Officers received the following resignations from CACs:
 - 4.1. Victor Goldsztein, Maintenance Officer on the Deans Marsh Community Hall Memorial Reserve CAC in July 2022;
 - 4.2. Glenn Morrison on the Globe Theatre CAC in July 2022;
 - 4.3. Phil Meurer on the Stribling Reserve CAC in July 2022; and
 - 4.4. Sadly, Council Officers were informed of the passing of Trevor Brown, Treasurer on the Globe Theatre CAC, in October 2022. Trevor held the position of Treasurer on the Committee for over ten years, his contribution to the local Winchelsea Community and the Committee was exceptional

Background

5. Council Officers sought expressions of interest for new members for Deans Marsh and Globe Theatre CACs.

6. Officers received the following expressions of interest:
 - 6.1. Tom Reid – Deans Marsh CAC;
 - 6.2. James Morton – Deans Marsh CAC; and
 - 6.3. Ray King – Globe Theatre CAC.
7. The above named have all successfully completed mandatory Working with Children Checks and National Police Checks (screening checks) per Council policy.
8. New members who submit an expression of interest to become a member are supported in principle by the Committee until they are appointed by a resolution of Council. In the interim, they can attend Committee meetings as all meetings are open to the public, however they cannot vote on any agenda items until formally accepted by Council.
9. The membership of Council's eight Community Asset Committees (CACs) were established by Council resolution at the 25 August 2020 Council meeting in accordance with s47(1) of the Local Government Act 2020. The eight CACs replaced the Section 86 Committees of Management that were in place under the previous legislation. The remit of CACs and Section 86 Committees is almost identical.
10. On 31 August 2020, the Surf Coast Shire CEO formally declared the delegations for each member of the eight CACs. These delegations are outlined in the Act and are described in each CACs Instrument of Delegation and came into effect on 1 September 2020. Since that time, all eight CACs, including the Deans Marsh Community Hall and Memorial Reserve, Globe Theatre and Stribling Reserve CACs, have continued to contribute to their community by managing each of their relevant community facilities.
11. Council is not required to publicly advertise for expression of interests seeking new members but does so to widen the search, especially when there are multiple vacancies.
12. All departing Committee members are acknowledged and thanked for their contribution to each Committee and their community. The Mayor has written letters to Victor Goldsztein, Glenn Morrison and Phil Meurer thanking them for their service to the community.
13. A thank you letter of service was provided to Helen Brown following the sad passing of Trevor Brown, valued long standing Treasurer of the Globe Theatre CAC.

Options

14. Alternative Option 1 – That Council does not appoint
 - 14.1. Tom Reid and James Morton to the Deans Marsh Community Hall and Memorial Reserve Community Asset Committee.
 - 14.2. Ray King to the Globe Theatre Community Asset Committee.

This option is not recommended by officers as it deters interested parties from being involved in a community committee.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Two - Healthy Connected Community

Strategy 6 - Enable communities to strengthen their social connections and participate in community life.

Financial Considerations

15. There are no financial implications from this report

Community Engagement

16. Officers sought expressions of interest via advertisements in the local newspaper and the information was also distributed via community Facebook groups and word of mouth.

Statutory / Legal / Policy Considerations

17. This recommendation complies with the Committee's Instrument of Delegation and Council's Volunteer and Recruitment Policy.

Risk Assessment

18. Long term sustainability of community volunteers. The trend of volunteer decline is being felt by our Community Asset Committees.

Sustainability Considerations

19. Not applicable

Conflict of Interest

20. No officer declared a conflict of interest under the *Local Government Act 2020* in the preparation of this report.

Confidentiality

21. This report and attachments contain no confidential information under section 66(2) of the *Local Government Act 2020*.

Transparency

Audit and Risk Committee involvement

This is not in scope of the Audit and Risk Committee.

Councillor Briefings

This item was presented for noting only at the following Councillor briefings prior to being presented to Council for consideration. Councillor attendance at each briefing was as follows:

Councillor Briefing Date: 8 November 2022

Councillor name	In attendance (Y/N)	Councillor name	In attendance (Y/N)
Cr Gary Allen	Y	Cr Liz Pattison	Y
Cr Paul Barker	N	Cr Adrian Schonfelder	Y
Cr Mike Bodsworth	Y	Cr Libby Stapleton	Y
Cr Kate Gazzard	N	Cr Heather Wellington	N
Cr Rose Hodge	Y		

Councillor attendance at briefings is not a statutory requirement. Councillors are able to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.

4.5 Council Meeting Dates 2023

Council Plan

Theme Seven - Accountable and Viable Council

Strategy 19 - Improve Council's credibility as a trusted decision maker through meaningful engagement.

Author's Title:

Acting Manager Governance

General Manager:

Damian Waight, Acting General Manager Strategy and Effectiveness

Division:

Strategy and Effectiveness

Department:

Governance

Attachments:

1. Council Meeting Schedule 2023 (1) [4.5.1 - 1 page]

Purpose

1. To adopt the schedule of Council meetings for 2023.

Recommendation

That Council adopts the schedule of Council meetings for 2023 as listed in attachment 1.

Council Resolution

Moved Cr Stapleton, Seconded Cr Bodsworth

That Council adopts the schedule of Council meetings for 2023 as listed in attachment 1.

CARRIED 8|0

For	Against	Abstained
Cr Allen Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton Cr Wellington	Nil	Nil

Outcome

2. The proposed outcome of this report is the schedule for Council meetings is set for 2023 as per attachment 1.

Key Considerations

3. The schedule of Council meetings for 2023 is attached and shows that:

- 3.1. Council meetings are generally planned for the fourth Tuesday of each month, with the exception that there is no Council meeting in January, April's meeting is proposed to be held on Wednesday 26 due to ANZAC Day public holiday and the December meeting is proposed to be held on the second Tuesday of the month.
- 3.2. Council meetings are set to commence at 6.00pm at the Surf Coast Shire Offices, 1 Merrijig Drive Torquay or at other locations to be determined and advertised.
4. Council plans to hold a meeting within each of the wards of the municipality at intervals across the year. Council meetings will continue to be streamed live online.
5. Council has the ability to plan unscheduled meetings in addition to the dates listed in the schedule.

Background

6. Council has established an annual meeting schedule for many years to support managing Council business effectively and to provide certainty for community involvement.

Options

7. Alternative Option 1 – That Council does not endorse the 2023 Council meeting schedule

This option is not recommended by officers as each meeting would be required to be called separately as an unscheduled meeting and conducting Council business would become less effective and less certain for community members.

8. Alternative Option 2 – That Council amends the 2023 Council meeting schedule
- This option is not recommended by officers as the consistency of when Council meets ensures effective planning and provides certainty for community members.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Seven - Accountable and Viable Council

Strategy 19 - Improve Council's credibility as a trusted decision maker through meaningful engagement.

Financial Considerations

9. Costs associated for conducting Council meetings, such as live streaming, are included in Council's budget.

Community Engagement

10. Holding meetings in different locations within the municipality will enhance community involvement in Council's decision-making process.

11. Council meetings are live streamed, recorded and uploaded to the website to provide greater access to Council meeting decisions.

Statutory / Legal / Policy Considerations

12. The schedule of Council meeting dates 2023 complies with Council's Governance Rules.

Risk Assessment

13. Having a schedule of Council meeting dates helps manage the risks of uncertainty and inefficiency in conducting the business of Council.

Sustainability Considerations

14. There are no sustainability considerations associated with this report.

Conflict of Interest

15. No officer declared a conflict of interest under the *Local Government Act 2020* in the preparation of this report.

Confidentiality

16. This report and attachments contain no confidential information under section 66(2) of the Local Government Act 2020.

Transparency

Audit and Risk Committee involvement

This matter is not in scope of the Audit and Risk Committee.

Councillor Briefings

This item was discussed at the following Councillor briefings prior to being presented to Council for consideration. Councillor attendance at each briefing was as follows:

Councillor Briefing Date: 2 November 2022

Councillor name	In attendance (Y/N)	Councillor name	In attendance (Y/N)
Cr Gary Allen	Y	Cr Liz Pattison	Y
Cr Paul Barker	N	Cr Adrian Schonfelder	Y
Cr Mike Bodsworth	Y	Cr Libby Stapleton	Y
Cr Kate Gazzard	N	Cr Heather Wellington	N
Cr Rose Hodge	Y		

Councillor attendance at briefings is not a statutory requirement. Councillors are able to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.

Surf Coast Shire Council Meeting Schedule 2023

Meeting Date	Time
Tuesday 28 February 2023	6.00pm
Tuesday 28 March 2023	6.00pm
Wednesday 26 April 2023	6.00pm
Tuesday 23 May 2023	6.00pm
Tuesday 27 June 2023	6.00pm
Tuesday 25 July 2023	6.00pm
Tuesday 22 August 2023	6.00pm
Tuesday 26 September 2023	6.00pm
Tuesday 24 October 2023	6.00pm
Tuesday 28 November 2023	6.00pm
Tuesday 12 December 2023	6.00pm

**Council meetings will be held at the Surf Coast Shire Council Offices Torquay, with one meeting a quarter to be held in the Lorne, Winchelsea and Anglesea Wards.*

4.6 Quarterly Budget Report - September 2022

Council Plan

Author's Title:

General Manager:

Division:

Department:

Attachments:

Theme Seven - Accountable and Viable Council

Strategy 18 - Establish a sustainable financial position.

Manager Finance

Damian Waight, Acting General Manager Strategy and Effectiveness

Strategy and Effectiveness

Finance

1. Quarterly Finance Report September 2022 - Refer D 22-152756 Workings [4.6.1 - 4 pages]

Purpose

1. The purpose of this report is to receive and note the September Quarterly Budget Report for the 2022-23 financial year as attached. This includes the Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows, Statement of Changes in Equity and Statement of Capital Works.

Recommendation

That Council notes the Quarterly Budget Report as attached for September 2022.

Council Resolution

Moved Cr Schonfelder, Seconded Cr Gazzard

That Council notes the Quarterly Budget Report as attached for September 2022.

CARRIED 8|0

For	Against	Abstained
Cr Allen	Nil	Nil
Cr Bodsworth		
Cr Gazzard		
Cr Hodge		
Cr Pattison		
Cr Schonfelder		
Cr Stapleton		
Cr Wellington		

Outcome

2. The September 2022 Quarterly Budget Report provides information about Council's financial position, including comparisons of actuals and budgeted results to date and explanations of material variations.

Key Considerations

3. This report contributes to Council's compliance to the Local Government Act 2020.
4. This report contributes to public transparency with the Quarterly financial budget report being made available to the community.
5. Council's net surplus is \$44.8 million at the end of September 2022, which is \$14.6 million behind the year-to-date budget. This is mainly due to the timing of the roads revaluation (\$14.0 million) and the transfer of assets to the Great Ocean Road Coast and Parks Authority (\$1.9 million), partially offset by favourable timing in materials and grants.

Background

6. Council reports quarterly on its financial results in accordance with Section 97 of the Local Government Act 2020. As soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a Quarterly Budget Report is presented to the Council at a Council meeting which is open to the public.

Options

7. Alternative Option 1 – That Council does not note the Quarterly Budget Report for September 2022.
This option is not recommended by officers as this report meets the requirements of the Local Government Act 2020 and provides information to the public about Council's financial position.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Seven - Accountable and Viable Council

Strategy 18 - Establish a sustainable financial position.

Financial Considerations

8. This report contributes to Council's financial management principles with analysis and commentary on variances to budget.

Community Engagement

9. This report contains Council's financial statements for the first financial quarter for 2022-23. No community engagement has occurred in its development. This report contributes to public transparency by ensuring that the Quarterly Budget Report is made available to the community.

Statutory / Legal / Policy Considerations

10. This report provides compliance with the Local Government Act 2020.

Risk Assessment

11. Regular finance reporting helps manage the risks of budget overruns and ensure resources are spent as per the allocations set out in the 2022/23

Sustainability Considerations

12. Council remains in a sound financial position, with the following key risks being monitored:
- 12.1. Cost escalations - in particular fuel price increases, civil and building materials.
 - 12.2. Slow-down in development and its flow on impact to supplementary rate income

Conflict of Interest

13. No officer declared a conflict of interest under the *Local Government Act 2020* in the preparation of this report.

Confidentiality

14. This report and attachments contain no confidential information under section 66(2) of the Local Government Act 2020 (Vic).

Transparency

Audit and Risk Committee involvement

Audit and Risk Committee Meeting Date: 18 November 2022

The September Quarterly Budget Report is being presented to the Audit and Risk Committee on the 18 November 2022.

Councillor Briefings

This item was discussed at the following Councillor briefings prior to being presented to Council for consideration. Councillor attendance at each briefing was as follows:

Councillor Briefing Date: 2 November 2022

Councillor name	In attendance (Y/N)	Councillor name	In attendance (Y/N)
Cr Gary Allen	Y	Cr Liz Pattison	Y
Cr Paul Barker	N	Cr Adrian Schonfelder	Y
Cr Mike Bodsworth	Y	Cr Libby Stapleton	Y
Cr Kate Gazzard	N	Cr Heather Wellington	N
Cr Rose Hodge	Y		

Councillor attendance at briefings is not a statutory requirement. Councillors are able to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.

1 Financial Statements

1.1 Comprehensive Income Statement

For the quarter ended 30 September 2022

	Notes	YTD Actuals \$'000	YTD Budget \$'000	Annual Budget \$'000	Variance Actual v YTD Budget \$'000	%
Income						
Rates and Charges	1	60,766	60,861	61,487	(95)	0%
Statutory Fees and Fines		409	396	2,052	13	3%
User Charges	2	1,938	1,786	7,808	152	9%
Grants - Operating	3	1,865	1,373	8,621	492	36%
Grants - Capital		1,303	1,300	10,851	3	0%
Contributions - Monetary	4	204	1,039	2,997	(835)	80%
Contributions - Non-Monetary		-	-	7,605	-	0%
Net Gain/(Loss) on Disposal of Property Infrastructure, Plant and Equipment	5	(1,767)	98	394	(1,865)	1896%
Other Income	6	554	350	1,401	203	58%
Total Income		65,272	67,204	103,217	(1,932)	3%
Expenses						
Employee Costs	7	8,387	8,659	37,692	272	3%
Materials and Services	8	7,604	8,154	29,926	550	7%
Depreciation	9	4,007	4,413	18,300	406	9%
Amortisation - Intangible Assets		-	-	3,329	-	0%
Amortisation - Right of Use Assets		142	154	389	12	8%
Bad and Doubtful Debts		8	25	100	17	67%
Borrowing Costs		79	82	326	3	3%
Finance Costs Leases		4	8	15	4	55%
Other Expenses		279	283	3,917	4	1%
Total expenses		20,509	21,778	93,993	1,269	6%
Surplus/(Deficit) for the Year		44,763	45,426	9,223	(663)	1%
Other Comprehensive Income						
Items that will not be reclassified to surplus or deficit in future periods						
Net Asset Revaluation Increment/(Decrement)	10	-	13,914	19,620	(13,914)	100%
Total Comprehensive Result		44,763	59,340	28,844	(14,577)	25%

Variance Notes:

- Rates and Charges:** Unfavourable supplementary rates and garbage charge income.
- User Charges:** Favourable retail sales and admission fees (Visitor Information Centres and the Australian National Surfing Museum), animal registration fees, along with early receipt some permits (footpath and A-frame), offset partially by facility hire and sports programs user charges taking time to return to normal levels.
- Grants - Operating:** Favourable operational project grants, early years funding and unfavourable Local Government Grants Commission allocation due to 75% of 2022-23 allocation being paid in late 2021-22, not the budgeted 50%.
- Contributions - Monetary:** Timing of development and open space contributions.
- Net Gain/(Loss) on Disposal of Property Infrastructure, Plant and Equipment:** Transition of assets to Great Ocean Road Coast and Parks Authority.
- Other Income:** Favourable interest on investments.
- Employees:** Variance due to WorkCover premium and vacancies savings.
- Materials and Services:** Variance due to recurrent operations timing of service delivery, cancellation of community events, and timing of projects and expensed capital works.
- Depreciation:** Variance due to timing of roads revaluation (budgeted for 1st July), delays in plant renewal programs due to supply chain constraints effectively extending the lives of fully depreciated equipment still in service and savings due to changes in the useful lives.
- Asset Revaluation:** Variance due to timing of roads revaluation (budgeted for 1st July).

1.2 Balance Sheet

As at 30 September 2022

	Notes	YTD Actuals \$'000	YTD Budget \$'000	Annual Budget \$'000	Variances Actual v YTD Budget \$'000	%
Assets						
Current Assets						
Cash and Cash Equivalents	1	16,305	23,848	8,440	(7,543)	32%
Trade and Other Receivables		47,635	50,292	5,516	(2,657)	5%
Other Financial Assets	1	75,000	70,000	70,000	5,000	7%
Inventories		134	313	254	(180)	57%
Other Assets		766	766	892	-	0%
Total Current Assets		139,839	145,219	85,102	(5,379)	4%
Non-Current Assets						
Trade and Other Receivables		23	14	14	9	68%
Other financial assets	1	-	-	-	-	0%
Property, Infrastructure Plant & Equipment	2	974,608	894,068	916,576	80,540	9%
Investments in Associates and Joint Ventures		275	291	291	(16)	5%
Right of Use Assets		504	447	828	58	13%
Intangible Assets	3	29,059	26,196	22,867	2,863	11%
Total Non-Current Assets		1,004,469	921,015	940,576	83,455	9%
Total Assets		1,144,309	1,066,233	1,025,678	78,076	7%
Liabilities						
Current Liabilities						
Trade and Other Payables	4	2,058	3,500	5,323	1,442	41%
Unearned Income	5	17,555	13,000	6,000	(4,555)	35%
Trust Funds and Deposits		6,236	9,824	8,305	3,588	37%
Provisions	6	10,636	12,290	10,277	1,653	13%
Interest Bearing Liabilities		1,621	1,621	2,171	-	0%
Lease Liabilities		127	127	427	-	0%
Total Current Liabilities		38,233	40,362	32,503	2,128	5%
Non-Current Liabilities						
Provisions	6	16,487	8,149	8,149	(8,338)	102%
Lease Liabilities		370	370	342	-	0%
Interest Bearing Liabilities		14,711	14,711	12,539	-	0%
Total Non-Current Liabilities		31,567	23,229	21,030	(8,338)	36%
Total Liabilities		69,801	63,591	53,533	(6,209)	10%
Net Assets		1,074,508	1,002,642	972,145	71,866	7%
Equity						
Accumulated Surplus		560,719	611,886	548,826	(51,167)	8%
Asset Revaluation Reserve		485,807	351,999	357,705	133,809	38%
Other Reserves		27,982	38,757	65,614	(10,775)	28%
Total Equity		1,074,508	1,002,642	972,145	71,866	7%

Variance Notes:

1. Cash and Cash Equivalents and Other Financial Assets combined: Total favourable cash balance driven by rates and charges collected and timing of project delivery.
2. Property, Infrastructure, Plant and Equipment: Opening balance higher than budget forecast due to 2021-22 Land, Land Under Roads, Building, Footpath and Drainage asset class revaluations, and recognition of water sensitive urban design assets.
3. Intangible Assets: Variance is due to a higher opening balance compared to budget forecast in relation to the landfill air space assets revaluation at 30 June 2022.

4. **Trades & Other Payables:** Variance is due to lower general creditor payments owing at report date (i.e. project and operational supplier payments).
5. **Unearned Income:** Variance is due to timing of unbudgeted income received in advance for capital projects.
6. **Provisions:** Variance due to higher actual opening balance compared to budget forecast for the landfill rehabilitation provision and employee leave balances.

1.3 Statement of Changes in Equity

As at 30 September 2022

	YTD Actuals \$'000	YTD Budget \$'000	Annual Budget \$'000	Variances Actual v \$'000	%
Equity Opening Balance	1,029,745	943,302	943,302	86,443	9%
Surplus for the Year	44,763	45,426	9,223	(663)	1%
Net Asset Revaluation	-	13,914	19,620	(13,914)	100%
Total Equity	1,074,508	1,002,642	972,145	71,866	7%

1.4 Cash Flow Statement

For the quarter ended 30 September 2022

	Notes	YTD Actuals \$'000	YTD Budget \$'000	Annual Budget \$'000	Variances Actual v YTD Budget \$'000	%
Cash Flow from Operating Activities						
Rates and Charges	1	17,850	15,813	61,641	2,037	13%
Statutory Fees and Fines		409	396	2,052	13	3%
User Charges	2	2,601	1,979	8,076	622	31%
Grants - Operating	3	1,727	1,422	8,925	306	21%
Grants - Capital	3	49	1,300	3,851	(1,251)	96%
Contributions - Monetary	4	157	1,039	2,997	(883)	85%
Interest Received		123	350	657	(228)	65%
Trust Funds and Deposits Taken/(Repaid)	5	1,231	1,520	-	(289)	19%
Net GST Refund/Payment		1,311	1,365	5,710	(53)	4%
Employee Costs		(8,148)	(8,431)	(36,758)	283	3%
Materials and Services	6	(11,441)	(11,622)	(37,176)	182	2%
Net Cash Provided from Operating Activities		5,869	5,130	19,974	739	14%
Cash Flows from Investing Activities						
Proceeds from Sale of Property, Plant & Equipment		166	163	652	3	2%
Payments for Property, Plant, Equipment & Infrastructure Assets	7	(3,046)	(5,038)	(33,586)	1,991	40%
Cash Flows from Investments	8	8,500	15,000	15,000	(6,500)	43%
Net Cash Used in Investing Activities		5,619	10,125	(17,934)	(4,506)	45%
Cash Flows from Financing Activities						
Finance Costs		(79)	(82)	(327)	3	3%
Repayment of Lease Liabilities		(143)	(106)	(424)	(37)	35%
Interest Paid - Lease Liabilities		(4)	(8)	(15)	4	55%
Repayment of Borrowings		(539)	(539)	(2,160)	-	0%
Net Cash Provided from Financing Activities		(764)	(735)	(2,927)	(29)	4%
Net Increase/(Decrease) in Cash & Cash Equivalents Held		10,724	14,521	(887)	(3,796)	26%
Cash & Cash Equivalents at the Beginning of the Period		5,581	9,327	9,327	(3,746)	40%
Cash & Cash Equivalents at the End of the Period		16,305	23,848	8,440	(7,543)	32%
Investments (Current and Non-Current Financial Assets)		75,000	70,000	70,000	5,000	7%
Total Cash & Investments at the End of the Period		91,305	93,848	78,440	(2,543)	3%

Variance Notes:

1. **Rates and Charges:** Favourable collection of rates and charges year to date.
2. **User Charges:** Favourable debtor collection at balance date, along with favourable retail sales and admission fees (Visitor Information Centres and the Australian National Surfing Museum) and animal registration fees.
3. **Grants - Operating & Capital:** Timing of programs.
4. **Contributions - Monetary:** Timing of developer contributions and contributions to projects.
5. **Trust Funds Received/(Refunded):** Developer trust deposits refunded year to date.
6. **Materials and Services:** Variance mainly attributable to timing of delivery of recurrent operations and operating projects.

7. Property, Plant, Equipment & Infrastructure Assets: Timing of capital program purchases.
8. Cash Flow from Investing Activities: Reflects term deposits for the period.

1.5 Statement of Capital Works

As at 30 September 2022

	YTD Actuals \$'000	YTD Budget \$'000	Adopted Budget Spend \$'000	Variances Actual v YTD Budget \$'000	%
Property					
Land	-	1	5	1	100%
Total Land	-	1	5	1	100%
Buildings	656	1,481	9,873	825	56%
Total Buildings	656	1,481	9,873	825	56%
Total Property	656	1,482	9,878	826	156%
Plant and Equipment					
Plant, Machinery & Equipment	110	369	2,463	260	70%
Fixtures, Fitting & Furniture	1	59	393	58	98%
Computers & Telecomms	90	245	1,634	155	63%
Total Plant and Equipment	201	673	4,489	472	70%
Infrastructure					
Bridges	1	75	500	74	99%
Drainage & Sewerage	83	156	1,038	73	47%
Footpaths & Cycleways	93	93	622	0	0%
Parks, Open Space & Streetscapes	88	299	1,992	211	71%
Recreation, Leisure & Communities	78	206	1,374	128	62%
Roads	1,726	1,144	7,625	(582)	51%
Offstreet Car Parks	3	27	180	24	87%
Waste	111	428	2,856	318	74%
Expensed Capital Works	113	151	1,004	38	25%
Landfill Provision	7	455	3,033	448	98%
Total Infrastructure	2,302	3,033	20,223	731	24%
Total Capital Works Expenditure	3,159	5,188	34,590	2,029	39%
Represented by:					
New Asset Expenditure	840	1,843	12,392	1,003	54%
Asset Renewal Expenditure	1,344	1,720	11,465	376	22%
Asset Expansion Expenditure	154	19	129	(135)	699%
Asset Upgrade Expenditure	702	1,001	6,567	299	30%
Expensed Capital Works	113	151	1,004	38	25%
Landfill Provision Works	7	455	3,033	448	98%
Total Capital Works	3,159	5,188	34,590	2,029	39%

Variance Notes:

Generally project spend variations are timing related (i.e. not a result of exceeding allocated project budgets). For example the Buildings spend is down as a result of cost and funding challenges on the Surf Coast Aquatic and Health Centre Project. The variances in Adopted Budget Spend also can occur due to estimated budgeted carry forwards varying to end of financial year actual carry forwards, which is the case for Road projects in particular with a higher carry forward than budgeted (for example: Bell St Sealed Road Renewal and Barwon Park Road Shoulder Widening and Reconstruction).

4.7 Project Budget Adjustments and Cash Reserve Transfers - November 2022

Council Plan

Theme Seven - Accountable and Viable Council

Strategy 18 - Establish a sustainable financial position.

Author's Title:

Coordinator Management Accounting

General Manager:

Damian Waight, Acting General Manager Strategy and Effectiveness

Division:

Strategy and Effectiveness

Department:

Finance

Attachments:

Nil

Purpose

1. This report contains proposed project budget adjustments and cash reserve transfers for Council ratification and approval relating to the 2022-23 financial year. The report presents the funding sources for all adjustments, and breaks the project budgets adjustments into categories including: existing projects requiring adjustment, project closures, new projects to be initiated, CEO approved transfers under delegation or corrections to prior reports presented to Council.

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 8 of 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 \$
Adopted Strategy Implementation Reserve	100,000
Waste Reserve	(3,748)
Grand Total	96,252

Council Resolution**Moved Cr Schonfelder, Seconded Cr Bodsworth**

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 8 of 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 \$
Adopted Strategy Implementation Reserve	100,000
Waste Reserve	(3,748)
Grand Total	96,252

CARRIED 8|0

For	Against	Abstained
Cr Allen	Nil	Nil
Cr Bodsworth		
Cr Gazzard		
Cr Hodge		
Cr Pattison		
Cr Schonfelder		
Cr Stapleton		
Cr Wellington		

Outcome

2. This report brings decisions to Council about material changes to project budgets and provides visibility about Chief Executive Officer approved project changes. Project budget transfers relating to material scope changes 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; allowing for smooth project delivery. The report also provides transparency for the community.

Key Considerations

3. This report contributes to Council's financial management principles by recording the allocation and movement of project funds that may impact on current and future budgets.
4. This report contributes to public transparency by ensuring that the allocation and movement of project funds is made available to the community.

Background

5. The Executive Management Team are presented with a fortnightly report for its endorsement regarding project budget adjustments of a straight forward nature; such as allocating grant funding to projects.
6. The project budget adjustments presented in this report relate to the 2022-23 financial year. All figures in this report are exclusive of GST.
7. 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 project scope. 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 / (Saving) \$
RACV Stormwater Harvest Agreement Licence	Contribution Funded	RACV Stormwater Harvest Agreement Licence executed for annual connection and access fee.	6,546
Planning Scheme Review (Previously Named Municipal Strategic Statement)	Adopted Strategy Implementation Reserve	Under the Planning and Environment Act 1997 Council is required to regularly review the provisions of the planning scheme. The last review was completed in 2014 and this review will assess the performance of the scheme and its alignment with the Council Plan.	100,000
Dog Waste Bag Dispensers	Project Account	This consolidates the budget for the dog waste project completed under the Outdoor Activation Program. No additional cost to Council.	(56)
Outdoor Activation Program - Dog Waste Reduction			56

Table 2 – For Council Approval - Projects Requiring Adjustment

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

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 \$
Human Papillomavirus (HPV) Vaccination in Adolescents	Grant Funded	Funding from the Department of Health towards Council immunisation services to develop and implement strategies to increase human papillomavirus (HPV) vaccination in adolescents as part of the State 2021-22 Equitable Cancer Prevention and Care budget.	2,516

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 / (Savings) \$
Business Concierge and Hospitality Support Program	Grant Funded	Scope complete. Life of project cost \$120,000.	Nil
Strategic Initiatives Coordinator	Project Savings Account	Initial 12 month assignment concluded. Primary focus was preparation and delivery of the Affordable Accommodation Action Plan, also included input into People Place Futures initiative. Life of project cost \$120,000. The role is continuing into a second year with further funding allocated in 22-23 with a split focus - Affordable Accommodation and Integrated Transport.	Nil
COVID Safe Personal Protective Equipment	Project Savings Account	Scope complete. Life of project cost \$25,000.	Nil
Implementation of the Winchelsea Design Guidelines - C134	Project Savings Account	Scope complete and return savings to source. Significant saving as it was unknown if a panel was required to be established until after the public exhibition of the amendment (no panel required in this case). Life of project cost \$1,343.	(20,657)
Planning Scheme Corrections Amendment	Project Savings Account	Scope complete and return savings to source. Significant saving as it was unknown if a panel was required to be established until after the public exhibition of the amendment (no panel required in this case). Life of project cost \$1,567.	(20,434)
Road Safety Audit Cape Otway	Project Savings Account	Scope complete and return to savings source. Life of project cost \$14,450.	(6,949)

Project Name	Funding Source	Basis for Variation	Project Allocation / (Savings) \$
Planning Scheme Amendment to Implement Stage 2C Heritage Study	Project Savings Account	Scope complete and return savings to source. Significant saving as it was unknown if a panel was required to be established until after the public exhibition of the amendment (no panel required in this case). Life of project cost \$3,684.	(16,316)
Lorne Transfer Station Master Plan	Waste Reserve	Scope complete and return savings to source. Life of project cost \$30,902.	(3,748)

There are no projects in Table 6 which usually contains projects that have been endorsed under Council delegation by the Chief Executive Officer.

Table 6 – For Council Ratification – CEO Approved Transfers

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

There are no projects in Table 7 which usually contains corrections or adjustments to prior reports presented to Council.

Table 7 – For Council Approval – Corrections to Prior Reports

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

Table 8 – Accumulated Unallocated Cash Reserve Movement

Accumulated Unallocated Cash Reserve	2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000
Opening Balance	4,365	5,377	6,227	5,269
Budgeted Annual Surplus/(Deficit)	825	851	(958)	(1,243)
Transfer for Adopted Projects Funded	285	-	-	-
Net Allocations During Year (From)/To	(98)	-	-	-
New Allocations Proposed (From)/To	-	-	-	-
Closing Balance *	5,377	6,227	5,269	4,026

Accumulated Unallocated Cash Reserve	2022-23 \$'000
Net Allocations During Year (From)/To	
Gender Impact Assessments	(48)
Stribling Reserve Community Asset Committee - Furniture Provision Support Request	(50)
Net Allocations (From)/To	(98)
New Allocations Proposed (From)/To	
Nil	-
Total New Net Allocations (From)/To	-

*Note: Includes budgeted annual surplus/(deficit) as per Adopted Budget 2022-23.

Options

8. Alternative Option 1 – Not approve transfers as recommended
This option is not recommended by officers because transfers are necessary to allow ongoing delivery and closure of projects that have been through a series of governance checks.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Seven - Accountable and Viable Council

Strategy 18 - Establish a sustainable financial position.

Financial Considerations

9. This report contributes to Council's financial management principles by recording the allocations and movements of project funds that may impact on the budget, current and future, and the achievement the Council Plan strategies and objectives.

Community Engagement

10. Community engagement was not undertaken on the content of this report. This report contributes to public transparency by ensuring that the allocation and movement of project funds is made available to the community.

Statutory / Legal / Policy Considerations

11. Under the Local Government Act 2020, this report contributes to:
 - 11.1. 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;
 - 11.2. Public transparency by ensuring that the allocation and movement of project funds is made available to the community;
 - 11.3. Financial management principles by recording the allocation and movement of project funds that may impact on the budget, current and future; and
 - 11.4. Service performance for project delivery by considering the allocation and movement of project funds for successful project outcomes.

Risk Assessment

12. Decisions have an impact of project delivery and the implementation of the Council Plan (including Health and Wellbeing Plan 2021-25).
13. If Council did not receive this report, this would risk public transparency and potentially reduce the financial rigour applied to managing projects.

Conflict of Interest

14. No officer declared a conflict of interest under the *Local Government Act 2020* in the preparation of this report.

Confidentiality

15. This report and attachments contain no confidential information under section 66(2) of the Local Government Act 2020 (Vic).

Transparency

Audit and Risk Committee involvement

16. This monthly Council Report item is not within the scope of matters considered by the Audit and Risk Committee and does not require presentation at Councillor briefings.

4.8 Award of Contract T23-008 Supply of Crushed Rock and Recycled Materials

Council Plan

Theme Seven - Accountable And Viable Council

Author's Title:

Manager Operations

General Manager:

Gail Gatt, General Manager Community Life

Division:

Community Life

Department:

Operations

Attachments:

Nil

Purpose

1. To seek Council's approval to award Contract T23-008 Supply of Crushed Rock and Recycled Materials.

Recommendation

That Council:

1. Award contract T23-008 Supply of Crushed Rock and Recycled Materials for the tendered schedule of rates (excl. GST), for an initial 3-year period with the option of up to a further 2 years extension to the following tenderers:
 - Holcim (Australia) Pty Ltd (ABN 87 099 732 297)
 - Regional Recycle Pty Ltd (ABN 56 114 759 634)
 - R A K Davis & Sons ATF The R A K Davis Family Trust (ABN 31 967 822 697)
2. Authorises the Chief Executive Officer to execute contract documents on behalf of Council.

Council Resolution

Moved Cr Allen, Seconded Cr Bodsworth

That Council:

1. Award contract T23-008 Supply of Crushed Rock and Recycled Materials for the tendered schedule of rates (excl. GST), for an initial 3-year period with the option of up to a further 2 years extension to the following tenderers:
 - Holcim (Australia) Pty Ltd (ABN 87 099 732 297)
 - Regional Recycle Pty Ltd (ABN 56 114 759 634)
 - R A K Davis & Sons ATF The R A K Davis Family Trust (ABN 31 967 822 697)
2. Authorises the Chief Executive Officer to execute contract documents on behalf of Council.

CARRIED 8|0

For	Against	Abstained
Cr Allen Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton Cr Wellington	Nil	Nil

Outcome

2. The establishment of a panel of three crushed rock and recycled material supply contractors will support the delivery of various programs throughout the municipality, primarily in road, pathway and drainage projects, and the ongoing serviceability of Council-managed assets for employees, visitors and our wider community.

Key Considerations

3. A public tender process was conducted in accordance with Councils Procurement Policy.
4. A total of four suppliers submitted tenders for this contract.
5. Each submission was assessed against pre-determined evaluation criteria, including price and non-price criteria.
6. The contract will operate on a schedule of rates with CPI adjustment as a panel arrangement for an initial term of 3 years with the option for a further extension of up to 2 years.
7. The anticipated value of the contract exceeds officers' delegated authorities and therefore requires a decision by Council.

Background

8. Council's Civil Operations department undertakes various projects throughout the Surf Coast Shire including road, footpath and drainage construction and maintenance.
9. Council is seeking to establish a panel of suppliers for quarry and recycled products for use in these projects.
10. The scope of services includes the supply of crushed rock, crushed/recycled concrete and recycled asphalt. Works under the contract include loading at the quarry/pit onto vehicles nominated for cartage, materials testing, and documenting of material loaded.

Options

11. Alternative Option 1 – Do not award the contract as per the recommendations in this report.

This option is not recommended by officers as Council has attracted an acceptable tender which allows the completion of projects to scope and budget. The officers' recommendation is as a result of due diligence, and is in accordance with published evaluation criteria and conditions of tender. Any decision that is not in accordance with the formal conditions of tender may compromise good governance and probity standards.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Seven - Accountable And Viable Council

12. Strategy 18-Establish a sustainable financial position.

Financial Considerations

13. The successful tenderers fall within the budget of the services. Council has sufficient funds and resources to deliver the service.
14. A full description of the 'Financial and Resource Impact Analysis' is provided as part of Confidential Appendix A – Tender Evaluation Summary issued under separate cover.

Community Engagement

15. There was no community engagement on this tender as it is part of Council's regular operations to fulfil its management obligations to residents, ratepayers and visitors to the area

Statutory / Legal / Policy considerations

16. This tender was conducted in accordance with the requirements of section 108 of the Local Government Act 2020 and Council's Procurement Policy.
17. In accordance with s.109 of the Local Government Act the following information is provided in relation to any opportunities for collaborative procurement:
This tender was not appropriate for a collaborative procurement process, as there is no committed volume to leverage the benefits of economies of scale and it is unlikely that any benefit to the community will be achieved through a collaborative approach.

Risk Assessment

18. A tender risk assessment was completed in accordance with Council's Procurement Policy

Sustainability Considerations

19. The service specification for this contract includes the supply of recycled materials, including crushed/recycled concrete and recycled asphalt for use in Council's road, footpath and drainage construction and maintenance works.

Conflict of Interest

20. No officer declared a conflict of interest under the Local Government Act 2020 in the preparation of this report.

Confidentiality

21. This report contains no confidential information under section 66(2) of the Local Government Act 2020.

Transparency

Audit and Risk Committee involvement

This item is not within the scope of matters considered by the Audit and Risk Committee.

Councillor Briefings

22. This item was not discussed at a Councillor Briefings.

Tender Details

Invitation to Tender

23. Council issued an open tender T23-008 to appoint a panel of suitably qualified and experienced contractors to supply crushed rock and recycled materials:

Table 1 Invitations to Tender

Medium	Date Advertised
Council eTendering Portal (Tenderlink)	27 August 2022
Geelong Advertiser	27 August 2022
Surf Coast Times	1 September 2022

Evaluation Panel

24. The Tender Evaluation Panel comprised of three voting members and one non-voting member as in line with Council's procurement policy.

Evaluation Criteria

25. Submissions were evaluated by the panel against pre-established selection criteria.

Table 3 Mandatory Evaluation Criteria

Mandatory Criteria	Assessment
Documented OH&S Management System	Pass / Fail

26. Tenderers who satisfied the above mandatory criteria were then assessed against the following comparative criteria.

Table 4 Comparative Criteria

Comparative Criteria	Weighting
Financial Assessment (Tender Price / Schedule of Rates)	50%
Compliance to the Specification	20%
Capability and Capacity	15%
Systems	10%
Local Economic Benefit	5%

27. Details of submissions received, pricing and final rankings of the evaluation is provided in the Confidential Tender Evaluation Summary. This document has been provided to Councillors.

4.9 Award of Contract T23-021 Environmental Land and Roadside Pest Plant and Animal Management Services

Council Plan

Theme Three - Environmental Leadership

Strategy 7 - Protect significant habitats, landscapes and biodiversity Strategy.

Author's Title:

Coordinator Environment

General Manager:

Chris Pike, General Manager Placemaking and Environment

Division:

Place Making and Environment

Department:

Environment and Sustainability

Attachments:

Nil

Purpose

1. To seek Council's approval to award Contract T23-021 Environmental Land and Roadside Pest Plant and Animal Management Services.

Recommendation

That Council:

1. Awards contract T23-021 Environmental Land and Roadside Pest Plant and Animal Management Services for an initial 2-year period with the option of up to a further 1-year extension to the following tenderers:
 - Themeda Ecology P/L as trustee for HG Group Trust (ABN 33 681 411 296)
 - Envirotechniques Pty Ltd (ABN 59 061 469 369)
 - Jarooke Enterprises Pty Ltd (ATF Schram Family Trust) TA Assassins Weed & Vermin Control (ABN 56 656 331 780)
 - Ypres Nominees Pty Ltd (ATF Allwright Ag & Pest Contracting Business Trust) T/A Allwright Ag. and Pest Contracting (ABN 18 910 744 121)
 - Simon Mitchell TA Ecological Rehabilitation Solutions (ABN 83 676 870 553)
 - Robert William Clyde Hanna TA Conserv-Action (ABN 46 841 929 265)
 - Guppy Enterprises Pty Ltd TA Aus Eco Solutions (ABN 40 087 267 310)
 - Goldfields Weed Management Pty. Ltd. (ABN 41 138 115 410)
2. Authorises the Chief Executive Officer to execute contract documents on behalf of Council.

Council Resolution

Moved Cr Stapleton, Seconded Cr Schonfelder

That Council:

1. Awards contract T23-021 Environmental Land and Roadside Pest Plant and Animal Management Services for an initial 2-year period with the option of up to a further 1-year extension to the following tenderers:
 - Themeda Ecology P/L as trustee for HG Group Trust (ABN 33 681 411 296)
 - Envirotechniques Pty Ltd (ABN 59 061 469 369)
 - Jarooke Enterprises Pty Ltd (ATF Schram Family Trust) TA Assassins Weed & Vermin Control (ABN 56 656 331 780)
 - Ypres Nominees Pty Ltd (ATF Allwright Ag & Pest Contracting Business Trust) T/A Allwright Ag. and Pest Contracting (ABN 18 910 744 121)
 - Simon Mitchell TA Ecological Rehabilitation Solutions (ABN 83 676 870 553)
 - Robert William Clyde Hanna TA Conserv-Action (ABN 46 841 929 265)
 - Guppy Enterprises Pty Ltd TA Aus Eco Solutions (ABN 40 087 267 310)
 - Goldfields Weed Management Pty. Ltd. (ABN 41 138 115 410)
2. Authorises the Chief Executive Officer to execute contract documents on behalf of Council.

CARRIED 8|0

For	Against	Abstained
Cr Allen Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton Cr Wellington	Nil	Nil

Outcome

2. The establishment of a panel of eight qualified and experienced contractors to deliver Council's pest plant and animal management program will support the environmental values and serviceability of Council managed nature reserves, rural road reserves and other Council owned and managed land, and ensure Council meets its legal obligations under the Catchment and Land Protection Act 1994.

Key Considerations

3. A public tender process was conducted in accordance with Council's Procurement Policy.
4. A total of 12 suppliers submitted tenders for this contract.

5. Each submission was assessed against pre-determined evaluation criteria, including price and non-price criteria.
6. This contract captures a wide variety of specialist services, with seasonal demand resulting in a high volume of work required over specific times of the year.
7. The contract will operate on a schedule of rates with CPI adjustment as a panel arrangement for an initial term of two years, with the option for a further extension of one year.
8. The anticipated value of the contract exceeds officers' delegated authorities and therefore requires a decision by Council.

Background

9. The purpose of this Contract is to establish a panel of qualified and experienced Contractors to deliver pest, plant and animal management and revegetation services on Council owned and managed land, including nature reserves and rural road reserves, throughout the municipality.
10. This is a recurrent service which has been successfully delivered via a panel contract arrangement over the past three years.
11. The Contract supports Caring for Country and implementation of the Wadawurrung Traditional Owners Aboriginal Corporation and Eastern Maar Aboriginal Corporation's Country Plans.
12. The Contract supports delivery of Council Plan Strategy 7, Council's Climate Emergency Response Plan, Pest Plant and Animal Management Strategy and Rabbit Management Policy.
13. The Contract supports Council meeting its legal obligations for pest plant and animal management under the Catchment and Land Protection Act 1994 and helps ensure that Council is a 'good neighbour' and 'walks the talk' on invasive species.

Options

14. Alternative Option 1 – Do not award the contract as per the recommendations in this report.
This option is not recommended by officers as Council has attracted an acceptable tender which allows the completion of the project to scope and budget. The officers' recommendation is as a result of considerable due diligence, and is in accordance with published evaluation criteria and conditions of tender. Any decision that is not in accordance with the formal conditions of tender may compromise good governance and probity standards.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Three - Environmental Leadership

Strategy 7 - Protect significant habitats, landscapes and biodiversity Strategy.

15. The Contract helps to deliver on our organisational purpose, our community vision and principles and Council Plan Strategy 7 – ‘to protect and enhance the natural environment’.

Financial Considerations

16. The successful tenderers fall within the services budget. Council has sufficient funds and resources to deliver the services.
17. A full description of the ‘Financial and Resource Impact Analysis’ is provided as part of Confidential Appendix A – Tender Evaluation Summary issued under separate cover.

Community Engagement

18. No community engagement was undertaken as part of this tender process as it is part of Council’s regular operations to fulfil its management obligations to residents, ratepayers and visitors to the area.

Statutory / Legal / Policy considerations

19. This tender was conducted in accordance with the requirements of section 108 of the Local Government Act 2020 and Council’s Procurement Policy.
20. In accordance with s.109 of the Local Government Act the following information is provided in relation to any opportunities for collaborative procurement:
This tender was not appropriate for a collaborative procurement process, as it was offered as a panel contract based on tendered schedule of rates, with an estimated value of less than \$500,000 p.a., tendered rates were inclusive of travel costs and with no known quantities of current or future work that could have been leveraged from.
21. The contract enables Council compliance under the Catchment and Land Protection Act 1994 for treatment of declared ‘noxious weeds’ and ‘established pest animals’ on land owned and managed by Council (including municipal roadsides).

Risk Assessment

22. A tender risk assessment was completed in accordance with Council’s Procurement Policy.

Sustainability Considerations

23. Pest plants and animals have significant adverse environmental, economic and social impacts in Australia, causing damage to natural landscapes, agricultural land, waterways and coastal areas. Undertaking regular work to prevent new and emerging pest plants and animal infestations in the shire, and to minimise the impact of established pest plants and animals on Council owned and managed land that is of high ecological, social or economic value, helps to protect and maintain these values.
24. The service specification for this contract prohibits the use of the herbicide, Glyphosate. All recommended tenderers who tendered for herbaceous and woody weed management services have confirmed they can meet this requirement and will use alternative methods.

Conflict of Interest

25. No officer declared a conflict of interest under the *Local Government Act 2020* in the preparation of this report.

Confidentiality

26. This report and attachments contain no confidential information under section 66(2) of the Local Government Act 2020.

Transparency

Audit and Risk Committee involvement

This item is not within the scope of matters considered by the Audit and Risk Committee.

Councillor Briefings

27. This item was not discussed at a Councillor Briefings.

Tender Details

Invitation to Tender

28. Council issued an open tender T23-021 Environmental Land and Roadside Pest Plant and Animal Management Services to appoint a panel of suitably qualified and experienced contractors to deliver pest, plant and animal management services, and revegetation services on nature reserves and rural road reserves throughout the municipality.

Table 1 Invitations to Tender

Medium	Date Advertised
Council eTendering Portal (Tenderlink)	3 September 2022
Geelong Advertiser	3 September 2022
Surf Coast Times	8 September 2022

Evaluation Panel

29. The Tender Evaluation Panel comprised of three voting members and one non-voting member as in line with Council's procurement policy.

Evaluation Criteria

30. Submissions were evaluated by the panel against pre-established selection criteria.

Table 3 Mandatory Evaluation Criteria

Mandatory Criteria	Assessment
OHS System Assessment (Mandatory)	Pass / Fail

31. Tenderers who satisfied the above mandatory criteria were then assessed against the following comparative criteria.

Table 4 Comparative Criteria

Comparative Criteria	Weighting
Financial Assessment (Tender Price/ Total Cost of Ownership)	25%
Relevant Experience and Capability	35%
Resources	25%
Systems	10%
Local Content	5%

32. Details of submissions received, pricing and final rankings the evaluation is provided in the **Confidential Tender Evaluation Summary** has been provided to Councillors.

4.10 Award Contract Under 2022 - 23 Capital Works Program

Council Plan	Nil
Author's Title:	Manager Assets and Engineering
General Manager:	Chris Pike, General Manager Placemaking and Environment
Division:	Place Making and Environment
Department:	Asset and Engineering
Attachments:	Nil

Purpose

1. To seek Council's endorsement to assign higher powers of delegation to the CEO in relation to one specific 2022 – 23 Capital Works Project in order to avoid delays over the summer period.

Recommendation

That Council:

1. Subject to the recommended tender being within Council's adopted budget and complying with Council's Procurement Policy, delegates the Chief Executive Officer the power to award contracts for the following projects where they exceed the Chief Executive Officer's financial delegation of \$600,000 (excl. GST):
 - a. Blackgate Road and Horseshoe Bend Road Intersection
2. Authorises the Chief Executive Officer to enter into a contract for the above project on Council's behalf.
3. Receives a report at the next practicable Council Meeting detailing the contract award and the successful contactor.

Council Resolution

Moved Cr Hodge, Seconded Cr Schonfelder

That Council:

1. Subject to the recommended tender being within Council's adopted budget and complying with Council's Procurement Policy, delegates the Chief Executive Officer the power to award contracts for the following projects where they exceed the Chief Executive Officer's financial delegation of \$600,000 (excl. GST):
 - a. Blackgate Road and Horseshoe Bend Road Intersection
2. Authorises the Chief Executive Officer to enter into a contract for the above project on Council's behalf.
3. Receives a report at the next practicable Council Meeting detailing the contract award and the successful contactor.

CARRIED 8|0

For	Against	Abstained
Cr Allen Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton Cr Wellington	Nil	Nil

Outcome

2. If Council accepts the recommendation of this report this project can proceed without delay ensuring delivery for the community and to meet funding agreement obligations.

Key Considerations

3. Council has the Blackgate Road and Horseshoe Bend Road Intersection project contained within the 2022 – 23 Capital Works Program that has received grant funding from external parties and that are important to award and commence delivery as quickly as possible.
4. This project is expected to be valued at greater than the CEO's existing delegation limit of \$600,000.
5. The reasons for progressing quickly into the delivery phase are to achieve and meet Grant Funding Milestones and timelines. The funding is critical to the delivery of this project.
6. The key risks to the timelines are:
 - 6.1. The first Council Meeting of 2023 forecast for February and not being able to award contracts for this project in January.
7. The key issues in relation to this project for the upcoming Council Report are as follows:
 - 7.1. Potential to lose funding due to not meeting funding agreement milestones.
 - 7.2. Delay to works commencing, leading to a failure to meet construction timeframes of the funding agreements.

Background

8. Council has delegated a range of power and authorities to the Chief Executive Officer (CEO) in accordance with Section 11 of the Local Government Act 2020. Council has delegated the CEO the authority to enter into contracts on Council's behalf where the contract amount is up to or including \$600,000 (excl. GST). Where contracts exceed this delegation specific reports are prepared and presented to Council for its formal consideration. The majority of these contracts relate to the construction of relatively straight forward infrastructure projects such as roads, drains and buildings.

9. The nominated project budget has been approved and procurement governance is established.
10. Council has well-established procurement policies and practices that comply with the Act and reflect best practice for local government procurement. The final decision to award and enter a contract is founded on these well-established procurement practices.

Options

11. The alternative to seeking pre-approval delegation authorisation to the CEO is to wait until the February Council Meeting. The identified issues in key considerations would then potentially come into effect.

Council Plan (including Health and Wellbeing Plan) Statement

12. Nil

Financial Considerations

13. Pre-authorisation of the CEO to award the nominated capital works funded project will have no financial implication because the authorisation does not allow for contracts that exceed budget already allocated by Council.

Community Engagement

14. Pre-authorisation of the CEO to award nominated capital works funded projects will have no public transparency implication because the processes must be undertaken in line with Council's procurement policy and will be reported at a future Council Meeting.

Statutory / Legal / Policy Considerations

15. Consideration of the Governance Principles under s.9 of LGA 2020. Consideration of Financial Management Principles under s.101 of LGA 2020

Risk Assessment

16. If the recommendations are not supported the award of this tender will not be possible until the February 2023 Council meeting resulting in the grant deadlines for the project being highly unlikely to be met.

Sustainability Considerations

17. Sustainability will be considered where appropriate within the tender submissions.

Conflict of Interest

18. No officer declared a conflict of interest under the Local Government Act 2020 in the preparation of this report.

Confidentiality

19. This report and attachments contain no confidential information under section 66(2) of the Local Government Act 2020.

Transparency

Audit and Risk Committee involvement

This item is not within the scope of matters considered by the Audit and Risk Committee.

Councillor Briefings

This item was discussed at the following Councillor briefings prior to being presented to Council for consideration. Councillor attendance at each briefing was as follows:

Councillor Briefing Date: 8 November 2022

Councillor name	In attendance (Y/N)	Councillor name	In attendance (Y/N)
Cr Gary Allen	Y	Cr Liz Pattison	Y
Cr Paul Barker	N	Cr Adrian Schonfelder	Y
Cr Mike Bodsworth	Y	Cr Libby Stapleton	Y
Cr Kate Gazzard	N	Cr Heather Wellington	N
Cr Rose Hodge	Y		

Councillor attendance at briefings is not a statutory requirement. Councillors are able to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.

4.11 T23-015 Construction of the Intersection, Surf Coast Highway and Coombes Road

Council Plan

Theme Two - Healthy Connected Community

Strategy 5 - Make it easier for people to move around our towns and in nature without relying on cars

Author's Title:

Senior Contracts Manager

General Manager:

Damian Waight, Acting General Manager Strategy and Effectiveness

Division:

Strategy and Effectiveness

Department:

Governance

Attachments:

Nil

Purpose

1. This Report is to seek Council's approval to award tender T23-015 Construction of Intersection, Surf Coast Highway and Coombes Road, Torquay and to seek additional funding to enable the project to be delivered.

Recommendation

That Council:

1. Awards contract T23-015 Construction of Intersection, Surf Coast Highway and Coombes Road, Torquay to Drapers Civil Contracting Pty Ltd for the lump sum amount of \$2,708,245 (ex-GST)
2. Approves additional funding for allocation to the project, as follows:
 - a. \$841,543 from the Torquay Jan Juc Development Contributions Plan Reserve (value to be added in final report)
 - b. \$132,000 from the Asset Renewal Reserve.
3. Authorises the Chief Executive Officer to execute contract documents on behalf of Council.

Council Resolution

Moved Cr Hodge, Seconded Cr Schonfelder

That Council:

1. Awards contract T23-015 Construction of Intersection, Surf Coast Highway and Coombes Road, Torquay to Drapers Civil Contracting Pty Ltd for the lump sum amount of \$2,708,245 (ex-GST)
2. Approves additional funding for allocation to the project, as follows:
 - a. \$841,543 from the Torquay Jan Juc Development Contributions Plan Reserve (value to be added in final report)
 - b. \$132,000 from the Asset Renewal Reserve.
3. Authorises the Chief Executive Officer to execute contract documents on behalf of Council.

CARRIED 8|0

For	Against	Abstained
Cr Allen Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton Cr Wellington	Nil	Nil

Outcome

2. The purpose of this project is to enable Council to deliver critical infrastructure as a requirement under the Torquay Jan Juc Development Contributions Plan (TJJ DCP). The works comprise the construction of a signalised intersection at the junction of the Surf Coast Highway, Rosser Boulevard and Coombes Road, allowing direct access to and egress from the Quay 2 development to the Surf Coast Highway and the Torquay local road network.
3. The award of the contract will contribute to better community connectivity through local road network improvements.
4. Based on past project experience, expertise and the project risks, the award of the contract to the recommended contractor is expected to deliver the best value for money outcome to Council.

Key Considerations

5. A public tender process was conducted in accordance with Council's Procurement Policy. Tender information was released to the market on 30 July 2022. Tenders closed on 31 August 2022 at 2pm.
6. A total of five suppliers submitted tenders.
7. Each submission was assessed against pre-determined evaluation criteria, including price and non-price criteria.
8. The contract will be a fixed lump sum.
9. The value of the contract exceeds officers' delegated authorities and therefore requires a decision by Council.

Background

10. The construction of this intersection is a key infrastructure project within the TJJ DCP and its delivery has been triggered by the recently completed Quay2 development. The project is primarily funded under the TJJ DCP Reserve which is made up from Council and developer contributions under the TJJ DCP. In addition, there is a smaller contribution to the project from Council's Asset Renewal Reserve as the project includes the rehabilitation of a short section of Coombes Road's existing pavement.
11. Council has sought tenders from experienced civil engineering contractors to ensure that the project is properly managed to minimise disruption to what is a critical area in the local road network. The tendering process has been undertaken in an uncertain economic climate, with inflation impacting the construction sector with materials and labour price rises and shortages, and inflation in fuel prices also impacting supply chains. These impacts have generally led to escalation in construction tender process for both building and civil engineering projects.

Options

12. Alternative Option 1 – Do not award the contract as per the recommendations in this report.

Given current economic conditions with inflation continuing to be a major issue, client demand for contractor services high, construction materials and labour prices being impacted and with long lead times to procure some materials, it is very likely that if this tender was not awarded a future re-tendering would result in a diminished field of contractors, with those having tendered previously not tendering again, and higher prices. This option to not award is therefore not recommended by officers as Council has attracted a tender reflecting current market conditions which will allow the delivery of this infrastructure, and a key planning scheme requirement. The recommendation is as a result of considerable due diligence, and is in accordance with published evaluation criteria and conditions of tender. Any decision that is not in accordance with the formal conditions of tender may compromise good governance and probity standards.

Furthermore, not awarding the contract will result in delays to the delivery of infrastructure which is required to support the increased population in the north Torquay area.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Two - Healthy Connected Community

Strategy 5 - Make it easier for people to move around our towns and in nature without relying on cars

13. Currently there is no safe crossing point at the intersection of Coombes Road and the Surf Coast Highway for pedestrians and cyclists. The construction of this intersection treatment will result in a controlled intersection which will create a safe crossing point. In addition, it will link the existing pathway network within the Quay2 development with the west side of the Surf Coast Highway and Coombes Road.

Financial Considerations

14. The successful tender falls outside the budget for the works, as do all of the tenders received.
15. Approval of additional funding will allow the delivery of the project. Higher than anticipated costs relate to increased specifications required by the Department of Transport for pavement treatment, market forces affecting tender prices, authority fees and an adjustment in the project contingency.
16. Council allocated funding in its 20-21 Budget in accordance with the commitment in the TJJ DCP in place at that time. A review of the TJJ DCP was concluded after this initial allocation and the anticipated project cost rose. Officers awaited the outcomes of the tender process before detailing final financial implications in this report. The tender process has confirmed the total cost of meeting Council's obligations under the TJJ DCP.
17. As the project design was undertaken in 21-22 it became clear that a portion of Coombes Rd would require renewal and therefore be eligible for asset renewal funding.
18. The balance of the funding can appropriately be sourced from Council's TJJ DCP Reserve. There are sufficient funds within the reserve which is expected to cater for variations in Council's contributions to project costs. Whilst unexpected, this amount is offset by 'savings' resulting from the state government's commitment to another TJJ DCP project – Jan Juc Creek Daylighting Stage 2.
19. A full description of the 'Financial and Resource Impact Analysis' is provided as part of Confidential Appendix A – Tender Evaluation Summary has been issued to Councillors.

Community Engagement

20. Community engagement had been undertaken on the TJJ DCP at its initial development as well as its recent review in 2021 as part of its implementation into Council's Planning Scheme.
21. No engagement has been undertaken as part of the tender process for these works.

Statutory / Legal / Policy considerations

22. This tender was conducted in accordance with the requirements of section 108 of the Local Government Act 2020 and Council's Procurement Policy.
23. In accordance with s.109 of the Local Government Act the following information is provided in relation to any opportunities for collaborative procurement:

The works to construct a signalised intersection at the junction of the Surf Coast Highway, Rosser Boulevard and Coombes Road is a requirement under the TJJ DCP within Torquay and therefore does not include opportunity for collaborative tendering

Risk Assessment

24. Council is required to deliver these works under the TJJ DCP. If Council were to decide not to award this contract at this time and delay for 6 to 12 months it is unlikely that the economic environment would change to significantly reduce construction costs. In addition, the contractor who submitted to this current tender process may choose not to resubmit.

Sustainability Considerations

25. Sustainable options were invited through the tender process however no cost-effective options were identified by contractors.

Conflict of Interest

26. All Council staff, and other persons engaged under contract, involved in advising on or in preparing this report must declare any material or general conflict of interest they have in relation to the matter of the report

Confidentiality

27. This report and attachments contain no confidential information under section 66(2) of the Local Government Act 2020.

Transparency

Audit and Risk Committee involvement

This item is not within the scope of matters considered by the Audit and Risk Committee.

Councillor Briefings

This item was presented and discussed at the 8th November 2022 Councillor briefing prior to being presented to Council for consideration. Councillor attendance at the briefing was as follows:

Councillor Briefing Date: 08 November 2022

Councillor name	In attendance (Y/N)	Councillor name	In attendance (Y/N)
Cr Gary Allen	Y	Cr Liz Pattison	Y
Cr Paul Barker	N	Cr Adrian Schonfelder	Y
Cr Mike Bodsworth	Y	Cr Libby Stapleton	Y
Cr Kate Gazzard	N	Cr Heather Wellington	N
Cr Rose Hodge	Y		

Councillor attendance at briefings is not a statutory requirement. Councillors are able to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.

Tender Details

Invitation to Tender

28. Council issued an open tender T23-015 to seek and appoint a suitably qualified and experienced contractor to deliver the Construction of Intersection, Surf Coast Highway and Coombes Road, Torquay.

Table 1 Invitation to Tender

Medium	Date Advertised
Council eTendering Portal (Tenderlink)	30 July 2022

Evaluation Panel

29. The Tender Evaluation Panel comprised of three voting members and one non-voting member as in line with Council's procurement policy.

Evaluation Criteria

30. Submissions were evaluated by the panel against pre-established selection criteria.

Table 3 Mandatory Evaluation Criteria

Mandatory Criteria	Assessment
Occupational Health and Safety Systems	Pass
Financial Criteria	Pass
Insurances	Pass

31. Tenderers who satisfied the above mandatory criteria were then assessed against the following comparative criteria.

Table 4 Comparative Criteria

Comparative Criteria	Weighting
Financial Assessment	50%
Experience and Staff	25%
Capacity, Systems and methodology	20%
Local content	5%

32. Details of submissions received, pricing and final rankings are provided in the Confidential Tender Evaluation Summary which has been provided to Councillors.

4.12 Conflict of Interest Records

Council Plan

Author's Title:

General Manager:

Division:

Department:

Attachments:

Theme Seven - Accountable And Viable Council

Strategy 19 - Improve Council's credibility as a trusted decision maker through meaningful engagement.

Governance Officer

Damian Waight, Acting General Manager Strategy and Effectiveness

Strategy and Effectiveness

Governance

1. Conflict of Interest Record - Meetings conducted under the auspices of Council - Councillor Briefing [4.12.1 - 1 page]
2. Conflict of Interest Record - 3231 Community Action Network - 19 October 2022 [4.12.2 - 1 page]
3. Conflict of Interest Record - Meetings conducted under the auspices of Council - Councillor Briefing [4.12.3 - 1 page]
4. Conflict of Interest Record - Meetings conducted under the auspices of Council - Councillor Briefing [4.12.4 - 2 pages]
5. Conflict of Interest Record - Meetings conducted under the auspices of Council - Councillor Briefing [4.12.5 - 2 pages]

Purpose

1. To present conflict of interest records received since the previous Council meeting.
2. Conflict of interest records are required in accordance with the *Local Government Act 2020* (the Act), and inform Council and the community of any conflicts of interest which have been declared by Councillors at meetings held under the auspices of Council which are not Council meetings.

Recommendation

That Council notes the conflict of interest records as presented in the attached appendices for the following meetings:

1. Conflict of Interest Record - Meetings conducted under the auspices of Council - Councillor Briefings #3 Strategic Conversations - 18 October 2022
2. Conflict of Interest Record - 3231 Community Action Network - 19 October 2022
3. Conflict of Interest Record - Meetings conducted under the auspices of Council - Councillor Briefings #4 Agenda Review - 25 October 2022
4. Conflict of Interest Record - Meetings conducted under the auspices of Council - Councillor Briefings #1 - 2 November 2022
5. Conflict of Interest Record - Meetings conducted under the auspices of Council - Councillor Briefings #2 - 8 November 2022

Council Resolution

Moved Cr Schonfelder, Seconded Cr Bodsworth

That Council notes the conflict of interest records as presented in the attached appendices for the following meetings:

1. Conflict of Interest Record - Meetings conducted under the auspices of Council - Councillor Briefings #3 Strategic Conversations - 18 October 2022
2. Conflict of Interest Record - 3231 Community Action Network - 19 October 2022
3. Conflict of Interest Record - Meetings conducted under the auspices of Council - Councillor Briefings #4 Agenda Review - 25 October 2022
4. Conflict of Interest Record - Meetings conducted under the auspices of Council - Councillor Briefings #1 - 2 November 2022
5. Conflict of Interest Record - Meetings conducted under the auspices of Council - Councillor Briefings #2 - 8 November 2022

CARRIED 8|0

For	Against	Abstained
Cr Allen Cr Bodsworth Cr Gazzard Cr Hodge Cr Pattison Cr Schonfelder Cr Stapleton Cr Wellington	Nil	Nil

Outcome

3. If Council accepts this recommendation, the reports for each Council meeting will ensure full public transparency of any conflicts of interest declared by Councillors during meetings conducted under the auspices of Council.

Key Considerations

4. The *Local Government Act 2020 (Vic)* (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.
5. 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.
6. Meetings held under the auspices of Council may include (but are not limited to) Councillor briefings or forums, advisory committee meetings, public consultations and

4.12 Conflict of Interest Records

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.

7. Publication of these records is an important part of the overall management of conflicts of interest. By making these records publicly available through the Council meeting agenda, the municipal community is made aware that interests are managed effectively and elected representatives are performing their roles in a way that is consistent with the requirements within the legislation.

Background

8. Conflict of interest records are required to be presented to Council in accordance with the *Local Government Act 2020 (Vic)* and Council's Governance Rules. These records replace the requirement under the *Local Government Act 1989* to present an Assembly of Councillors to Council.

Options

9. That Council does not note the conflict of interest records. This option is not recommended as it will affect compliance with the legislation and Governance rules.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Seven - Accountable And Viable Council

Strategy 19 - Improve Council's credibility as a trusted decision maker through meaningful engagement.

10. In undertaking their roles, Councillors will often attend a variety of meetings and other forums associated with the performance of their duties. In the interest of transparency and good conduct, it is essential that the public is made aware of these meetings through records presented in the Council meeting agenda.

Financial Considerations

11. There are no financial considerations associated with this report.

Community Engagement

12. Community engagement is not required when presenting this report. Providing these records to the community ensures the community have the opportunity to be engaged with any Councillor conflicts.

Statutory / Legal / Policy Considerations

13. The publication of these records is required in accordance with section 131 of the *Local Government Act 2020*, and Chapter 3 of Council's Governance Rules.

Risk Assessment

14. By presenting this information the risk of non-compliance with the legislation and Governance Rules is mitigated.

Sustainability Considerations

15. There are no sustainability considerations associated with this report.

Conflict of Interest

16. No officer declared a conflict of interest under the *Local Government Act 2020* in the preparation of this report.

Confidentiality

17. This report and attachments contains no confidential information under section 66(2) of the *Local Government Act 2020*.

Transparency

Audit and Risk Committee involvement

This matter is not in scope for the Audit and Risk Committee.

Councillor Briefings

This item was not discussed at a Councillor Briefings.




Assembly of Councillors Record

Description of Meeting: Strategic Conversations
Responsible Officer: Manager Integrated Planning
Date: 18/10/2022
In Attendance: Yes (✓) No (X)

Councillors		Officers		Externals	
Cr Libby Stapleton (Mayor)	✓	Chief Executive Officer – Robyn Seymour	✓	John Smith	✓
Cr Liz Pattison (Deputy Mayor)	✓	A/General Manager Strategy & Effectiveness – Gabby Spiller	✓	Jess Pomeroy	✓
Cr Gary Allen	✓	General Manager Environment & Development – Chris Pike	✓	Roger Hastrich	✓
Cr Paul Barker	✓	General Manager Community Life – Gail Gatt	✓		
Cr Mike Bodsworth	✓	Manager Integrated Planning - Shaan Briggs	✓		
Cr Kate Gazzard	x	Strategic Initiatives Coordinator - Alicia Hooper	✓		
Cr Rose Hodge	✓				
Cr Adrian Schonfelder	✓				
Cr Heather Wellington	x				

MEETING COMMENCED	11.00am	MEETING ADJOURNED	1.20pm
MEETING RESUMED	1.50pm	MEETING CONCLUDED	3.00pm

Matters considered at the meeting
Affordable Accommodation Action Plan (AAAP) Year 1 – Status Update – Presenter Roger Hastrich
Activity – AAAP Reflections Year 1 - Presenter Roger Hastrich
Bigger picture context for future AAAP priorities – Presenters John Smith, Jess Pomeroy, Roger Hastrich
AAAP Year 2 Priorities - Presenter Roger Hastrich

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

General Information:

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

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



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

Description of Meeting: Community Action Network – 3231 (monthly)
Responsible Officer: Sally Sneddon
Date: 19.10.22
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Gary Allen	x		
Cr. Paul Barker	x	Community Development Advisor - Sally Sneddon	✓
Cr. Mike Bodsworth	✓		
Cr. Kate Gazzard	x		
Cr. Rose Hodge	x		
Cr. Liz Pattison	x		
Cr. Adrian Schonfelder	x		
Cr. Libby Stapleton	✓		
Cr. Heather Wellington	x		

MEETING COMMENCED	9:30 AM	MEETING CONCLUDED	10:30 AM
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Matters considered at the meeting
<ol style="list-style-type: none"> 1. Social and affordable housing community consultation 2. McMillan Street Anglesea precinct grant 3. Speed trial in Aireys Inlet/Fairhaven 4. Draft Youth Strategy 5. Karaaf Wetlands reports 6. Recent rain/flooding event 7. 2023 Community Arts Calendar 8. Community group updates

Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
Responsible Officer Signature:		Print Name: Sally Sneddon
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

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- 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 (include meetings the council arranges jointly with other organisations).

File No F18/225-4
Trim Reference Record Number



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

Description of Meeting: Councillor Briefings #4 Agenda Review 25 October 2022
Responsible Officer: Chief Executive Officer
Date: 25 October 2022
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Libby Stapleton, Mayor	✓	Chief Executive Officer - Robyn Seymour	✓
Cr. Liz Pattison, Deputy Mayor (arrived 9.39am)	✓	General Manager Place Making & Environment - Chris Pike	✓
Cr. Gary Allen	✓	General Manager Strategy & Effectiveness - Rebecca Leonard	✓
Cr. Paul Barker	✓	General Manager Community Life - Gail Gatt	✓
Cr. Mike Bodsworth	✓	Executive Manager - Strategic Projects and Partnerships - Damian Waight	✓
Cr. Kate Gazzard	x	Acting Manager Governance - Jake Brown	✓
Cr. Rose Hodge	✓	Manager Planning and Compliance – Kate Sullivan	✓
Cr. Adrian Schonfelder	✓	Senior Climate and Sustainability Officer – Sean Keown	✓
Cr. Heather Wellington	x	Coordinator Asset Management – Tym Guthridge	✓

MEETING COMMENCED	9:34am	MEETING CONCLUDED	10:50am
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Matters considered at the meeting		
Agenda Review		
EA Outcome		
Councillor Topics		
Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div> Responsible Officer Signature </div> <div> Print Name: Robyn Seymour </div> </div>		
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—
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File No F18/225-4
Trim Reference Record Number



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

Description of Meeting: Councillor Briefings #1 2 November 2022
Responsible Officer: Chief Executive Officer
Date: 2 November 2022
In Attendance: Yes (✓) No (X)


Councillors		Officers	
Cr. Libby Stapleton, Mayor	✓	Chief Executive Officer - Robyn Seymour	✓
Cr. Liz Pattison, Deputy Mayor	✓	General Manager Place Making & Environment - Chris Pike	✓
Cr. Gary Allen	✓	Acting General Manager Strategy & Effectiveness – Damian Waight	✓
Cr. Paul Barker	X	General Manager Community Life - Gail Gatt	✓
Cr. Mike Bodsworth	✓	Acting Manager Governance - Jake Brown	X
Cr. Kate Gazzard	X	Governance Officer - Jess Menzel	✓
Cr. Rose Hodge	✓	Governance Officer - Sharon Busuttil	✓
Cr. Adrian Schonfelder (Arrived 12.03pm during item 3.2)	✓	Project Manager - Capital and Operational Projects - Kane Rogozik	✓
Cr. Heather Wellington	X	Manager Community Strengthening - Katie Reaper	✓
		Manager Community Safety - Adam Lee	✓
		Coordinator Ranger Services - Shaun Barling	✓
		Community Engagement Facilitator - Robyn Lucas	✓
		Manager Operations - Travis Nelson	✓
		Senior Project Design Engineer - Aoife Corcoran	✓
		Coordinator Design and Traffic - Mark Gibbons	✓
		Coordinator Management Accounting- Timothy Dickson	✓
		Manager Finance - Gabby Spiller	✓
		Manager Planning and Compliance - Kate Sullivan	✓
		Coordinator Statutory Planning - Ben Hynes	✓
		Coordinator Statutory Planning - Ben Schmeid	✓
		Acting Manager Integrated Planning - Karen Hose	✓
		Principal Strategic Planner - Michelle Warren	✓
		Principal Strategic Planner - Samantha Natt	✓

MEETING COMMENCED	10:07AM	MEETING ADJOURNED	11:04 AM
MEETING RESUMED	11:20 AM	MEETING ADJOURNED	12:15 PM
MEETING RESUMED	12:54 PM	MEETING CONCLUDED	3:08 PM

Matters considered at the meeting
Presentation - Surf Coast Aquatic and Health Centre Project Update
Presentation - State Election Commitments Update
Review of Cat Curfews
Tree Risk Management Plan - Five Year Review
Torquay North Traffic Management Improvements
Quarterly Finance Report - September 2022
Positive Ageing Advisory Committee Member - Further Term of Appointment - Lyn Batson
Council Meeting Dates 2023
Confidential Presentation - 21/0248 Planning Application 5 Kurzmans Road, Bellbrae
Confidential Presentation - DAL SPP Update



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Trim Reference Record Number

Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
<div><div>Responsible Officer Signature: </div><div>Print Name: Robyn Seymour</div></div>		
To be completed on conclusion of session and provided to Governance Officer.		

Governance Rules, Chapter 3, Clause 3

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- b) the matters considered;
- c) any conflict of interest disclosures made by a Councillor attending under subclause 3.3;
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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

Description of Meeting: Councillor Briefings #2 8 November 2022
Responsible Officer: Chief Executive Officer
Date: 8 November 2022
In Attendance: Yes (✓) No (X)


Councillors		Officers	
Cr. Libby Stapleton, Mayor	✓	Chief Executive Officer - Robyn Seymour	✓
Cr. Liz Pattison, Deputy Mayor	✓	General Manager Place Making & Environment - Chris Pike	✓
Cr. Gary Allen	✓	Acting General Manager Strategy & Effectiveness – Damian Waight	✓
Cr. Paul Barker	X	General Manager Community Life - Gail Gatt	✓
Cr. Mike Bodsworth	✓	Acting Manager Governance - Jake Brown	✓
Cr. Kate Gazzard	X	Governance Officer – Sharon Busuttil	✓
Cr. Rose Hodge	✓	Manager Community Strengthening - Katie Reaper	✓
Cr. Adrian Schonfelder	✓	Manager Community Safety - Adam Lee	✓
Cr. Heather Wellington	X	Senior Project Design Engineer - Aoife Corcoran	✓
		Coordinator Design and Traffic - Mark Gibbons	✓
		Manager Planning and Compliance - Kate Sullivan	✓
		Acting Manager Integrated Planning - Karen Hose	✓
		Coordinator Community Emergency Management – Sharna Whitehand	✓
		Manager Assets and Engineering – John Bertoldi	✓
		Coordinator Social Infrastructure & Open Space Planning – Kristin Davies	✓
		Strategic Initiatives Coordinator – Alicia Hooper	✓
		Manager Integrated Planning – Shaan Briggs	✓
		Community Project Development Officer – Nicky Angus	✓
		Coordinator Recreation Planning - Jarrod Westwood	✓
		Coordinator Communications and Community Engagement – Darryn Chiller	✓
		Project Manager - Capital and Operational Projects – Leigh Irvine	✓
		Coordinator Asset Management – Tym Guthridge	✓
		Coordinator Statutory Planning – Zac Van Grondelle	✓
		Coordinator Stormwater Infrastructure – Ronan Corcoran	✓
		Community Liaison Officer – Donna Groves	✓
		Community Development Advisor - Sally Sneddon	✓
		Administration Officer Planning and Development - Claire Rose	✓

MEETING COMMENCED	10.10AM	MEETING ADJOURNED	11:38 AM
MEETING RESUMED	11:46 AM	MEETING ADJOURNED	12:53 PM
MEETING RESUMED	1:25 PM	MEETING CONCLUDED	2:52 PM

Matters considered at the meeting
Presentation – Bushfire Preparedness DELWP – Andrew Morrow and Rohan Luke
Presentation – Pedestrian Investment Opportunity
Presentation – McMillan Street Precinct Masterplan
Community Project Development Program – December 2022 Update
2023 Internal Events Calendar
Community Asset Committee Changes to Membership - Deans Marsh Hall, Globe Theatre and Stribling Reserve
Award contracts under 2022/23 Capital Works Program
Reports coming to the November Council Meeting
Update on Approval of Wind Farm Inverleigh
Councillor Topics



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Trim Reference Record Number

Confidential – Contract Award – T23-015 Construction of Intersection - Surf Coast Highway and Coombes Road		
Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
Nil		
 Responsible Officer Signature:  Print Name: Robyn Seymour		
To be completed on conclusion of session and provided to Governance Officer.		

Governance Rules, Chapter 3, Clause 3

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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

Description of Meeting: Councillor Briefings – Strategic Conversations - Establishing a Financially Sustainable Future
Responsible Officer: Acting General Manager Strategy & Effectiveness, General Manager Community Life
Date: 15 November 2022
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Libby Stapleton, Mayor	✓	Chief Executive Officer - Robyn Seymour	✓
Cr. Liz Pattison, Deputy Mayor	✓	General Manager Place Making & Environment - Chris Pike	✓
Cr. Gary Allen	✓	General Manager Community Life - Gail Gatt	✓
Cr. Paul Barker	X	Acting General Manager Strategy and Effectiveness - Damian Waight	✓
Cr. Mike Bodsworth	✓	Acting Manager Governance - Jake Brown	X
Cr. Kate Gazzard	✓	Governance Officer - Jess Menzel	X
Cr. Rose Hodge	X	Governance Officer - Sharon Busuttil	X
Cr. Adrian Schonfelder	✓	Acting Manager Finance - Tracey McCarthy	✓
Cr. Heather Wellington	X	Manager Strategy and Program Delivery – Rowena Frost	✓
		Senior Continuous Improvement and Innovation Officer – Bill Cathcart	✓
		Manager Finance – Gabrielle Spiller	✓

MEETING COMMENCED	11:30am	MEETING ADJOURNED	1.00pm
MEETING RESUMED	1:45pm	MEETING CONCLUDED	3:20pm

Matters considered at the meeting
Establishing a Financially Sustainable Future: Our Financial Context
Establishing a Financially Sustainable Future: Our Financial Future and Opportunities

Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
<div style="display: flex; justify-content: space-between;"> <div> Responsible Officer Signature: </div> <div> Print Name: Damian Waight </div> </div>		
To be completed on conclusion of session and provided to Governance Officer.		

Governance Rules, Chapter 3, Clause 3

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- site meetings (incl.include meetings the council arranges jointly with other organisations).

5 Urgent Business

Nil.

6 Close of Meeting

The Council Meeting closed at 7.15pm.