

Minutes

Meeting of Council

Tuesday 28 July 2026

Surf Coast Shire Civic Office

Council Chambers

1 Merrijig Drive, Torquay, Victoria 3228

Commenced at 6:00pm

Council:

Cr Libby Stapleton (Mayor)

Cr Paul Barker

Cr Mike Bodsworth

Cr Phoebe Crockett

Cr Joel Grist

Cr Liz Pattison

Cr Tony Phelps

Cr Adrian Schonfelder

Cr Leon Walker

Order of Business

1 Procedural Matters	4
1.1 Present	4
1.2 Opening	4
1.3 Pledge	4
1.4 Apologies	4
1.5 Confirmation of Minutes	5
1.6 Leave of Absence Requests	5
1.7 Conflicts of Interest	5
1.8 Presentations	5
1.9 Public Question/Submission Time	6
2 Petitions and Joint Letters	8
3 Notices of Motion	9
4 Reports	10
4.1 Geelong Regional Library Corporation Model Transition	10
4.2 Proposed Discontinuance of a Portion of Kuwarrk Lane Torquay	18
4.3 Audit and Risk Committee Biannual Activity Report	26
4.4 SCS-005 Strategic Asset Management Policy	37
4.5 SCS-009 Infrastructure Special Rates and Charges Scheme Policy	58
4.6 Draft SCS-022 Events Policy	79
4.7 Proposed Minor Changes to Dog Regulations	90
4.8 Project Budget Adjustments and Cash Reserve Transfers - July 2026	98
4.9 Conflict of Interest Records	136
4.10 Award of Contract - T26-016 - Pollocksford Road Bridge Refurbishment, Gnarwarre	144
5 Closed Section	149
5.1 Closure of Meeting to the Public	149

6 Urgent Business.....	149
7 Close of Meeting	150

1 Procedural Matters

1.1 Present

Cr Libby Stapleton (Mayor)
Cr Paul Barker
Cr Mike Bodsworth
Cr Phoebe Crockett
Cr Joel Grist
Cr Liz Pattison
Cr Tony Phelps
Cr Adrian Schonfelder
Cr Leon Walker

Chief Executive Officer - Robyn Seymour
General Manager Placemaking and Environment - Chris Pike
General Manager Community Life - Damian Waight
General Manager Strategy and Effectiveness - Joanne McNeill
Acting Manager Government Relations and Strategic Projects - Jake Brown
Acting Manager Integrity and Governance - Heidi Mellar
Coordinator Governance and Council Business - Liberty Nash
Governance Officer - Candace Martin-Burgers

Not present

Manager Government Relations and Strategic Projects - Darryn Chiller

1.2 Opening

Mayor Libby Stapleton opened the meeting.

The Surf Coast Shire local government area spans the traditional lands of the Wadawurrung People and the Gulidjan and Gadubanud Peoples of the Eastern Maar. The main Council offices in Torquay are on Wadawurrung Country. We wish to acknowledge the Traditional Owners of the lands on which each person is attending or viewing this meeting today, and pay respect to Elders past and present. Council also acknowledges other First Nations People that may be attending the meeting today.

1.3 Pledge

Mayor Libby Stapleton recited the pledge.

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.

1.5 Confirmation of Minutes

Council Resolution

Moved Cr Schonfelder, Seconded Cr Bodsworth

That Council notes the minutes of the Council Meeting held on 23 June 2026 as a correct record of the meeting.

CARRIED 8|0

For	Against	Abstained
Cr Bodsworth Cr Crockett Cr Grist Cr Pattison Cr Phelps Cr Schonfelder Cr Stapleton Cr Walker	Nil	Nil

1.6 Leave of Absence Requests

Nil.

Councillor Paul Barker arrived at 6:05pm.

1.7 Conflicts of Interest

Chief Executive Officer Robyn Seymour noted that she will have a conflict of interest to declare relating to a matter on the confidential meeting agenda.

Mayor Libby Stapleton declared a conflict of interest in relation as follows:

I will also be declaring a conflict of interest in item 4.6, which is SCS-022 Draft Events Policy. This arises as I am the licence holder of the Aireys Inlet Market, and while this is an indirect connection to the policy, given that the policy does not specifically apply to market licensees, but I have been advised that the policy may nonetheless inform certain Council requirements and processes that apply to licensees of markets on Council land. So I acknowledge that I attended the briefing for this item. However, markets were not discussed and I did not draw a connection at that time. While I have considered the exemption around remoteness of the conflict, I have determined that there could be a perceived conflict and, on that basis, I am choosing to remove myself from the decision-making, and Cr Phelps, as Deputy Mayor, will chair the meeting for that item.

1.8 Presentations

Councillor Tony Phelps made a presentation on the Winchelsea Lions Club and Torquay Rotary Club changeover dinners, and the Good Friday Appeal event.

Councillor Adrian Schonfelder made a presentation on the Winchelsea Music Festival and Football and Netball Club's 150th birthday.

Councillor Liz Pattison made a presentation on the Torquay pedestrian improvements and the appointment of the new Geelong Regional Library Chief Executive Officer.

Councillor Paul Barker made a presentation on the Lions Club Torquay changeover dinner.

1.9 Public Question/Submission Time

Question 1

Jenny Mathison - Winchelsea (Questions 1 and 2)

For nine years, the Winchelsea Movie Club Committee has worked hard behind the scenes to bring a regular monthly event to our town. We continually talk up the Movie Club to new and current residents, and this year we were very proud when we exceeded 80 members after the slow restart following COVID, and we all remember the white ants in the floor episode.

On April 17th, we found the heating was not working. It was reported to the Shire, as we're pretty good at putting in CRMs. And in May we held a movie with no heating in the hall and three degrees outside when we were about to go home. Members will never forget that night and many will not come back until this heating is on. We chose to cancel the June and July movie nights because the heating was still not fixed. Imagine our delight when we were notified by a Shire Officer 10 days ago that the heating was repaired. August 20th looked like a festive return. Delight was short-lived. The heating is out again. Writing to our members each month, begging for patience and explaining why we needed to cancel again, has now run thin. There are 10 meetings in a year. We've already cancelled two and we froze on the third night. The majority of our members pay an annual subscription in February. How can we deliver in the current circumstances? We understand there are already many dollars spent on this equipment. We also understand the parts just don't come off the shelf in Bunnings. It is our concern that if a decision is made to replace the whole unit, then it will go into a different funding silo and we will wait and wait and wait. For the sake of the community and other users of the Globe, I beg you: please get it fixed and find the funding later.

Answer provided by Chief Executive Officer Robyn Seymour

Thanks, Jenny, for your questions, and we know what an important facility the Globe is and I've heard about what a wonderful event the movie nights are. Being in the Globe in winter without heating is not something that we would wish for any of you, and you're right, we did think we had the heating fixed. We've had specialist technicians out. We've had Mitsubishi out, looking at it, to determine what the problem was. They thought they had found the problem and fixed it. You're right - the fix didn't work. So we're still working with a specialist to really understand what is causing the issue - it's quite a complex problem - so that we can get it fixed. But we are keen to do that as quickly as possible, so I want to reassure you, we

are working on it to try and get it done as quickly as possible, and that is our priority.

We know that you've got another movie night coming up on 20 August, I think, and so we will do what we can to try to have it fixed before then. If it's not fixed, then we'll make sure there is heating in the hall to ensure that you can proceed with your event. So it might be temporary heating, but if it's looking like we still haven't got to the bottom of it and got it sorted, we will ensure there's temporary heating so that your Movie Club can still proceed with its event on the 20th of August. And we know it's really frustrating. We're frustrated too, and we're trying to get to the bottom of what the problem is so we can get it fixed. Thanks for your question.

Submission 1

Jane Bartier - Winchelsea

Growing Winchelsea strongly supports the Surf Coast Shire review of the 2024 Kindergarten Infrastructure and Services Plan, which identified no unmet demand in Winchelsea predicted until 2029. The Council and Councillors have been responding to community members' great concerns and we trust that the review will support a stronger recognition of the growing demand for kindergarten places in this growing community. We also understand a review was undertaken last year, and due to community needs, we support a KISP review this year and the ongoing work to identify infrastructure planning in a timely approach. This is an example of the inevitable impact on different services as our community expands. Thank you.

2 Petitions and Joint Letters

Nil.

3 Notices of Motion

Nil.

4 Reports

4.1 Geelong Regional Library Corporation Model Transition

Council Plan	Strategic Direction - Community Wellbeing
Author's Title:	General Manager Community Life
General Manager:	Damian Waight, General Manager Community Life
Division:	Community Life
Department:	Community Life
Attachments:	Nil

Purpose

1. The purpose of this report is to seek Council's commitment to transition the shared regional library service to a company limited by guarantee which will succeed the Geelong Regional Library Corporation (GRLC), and to confirm continued participation in the final stages of the transition process.

Recommendation

That Council:

1. Notes that the *Local Government Act 2020* requires library corporations to be wound up before 1 July 2031.
2. Notes that the Geelong Regional Library Corporation (GRLC) has resolved to transition to a company limited by guarantee and that an executive steering committee, comprising executives of the five member councils and GRLC, is progressing the proposed governance and operating model for a new company.
3. Notes the community and financial benefits of the shared service model outlined in this report.
4. Commits to becoming a member of the new company limited by guarantee to deliver the shared regional library services in a similar capacity to GRLC for its member councils.
5. Receives a report at a future Council meeting to consider:
 - 5.1 Formalising its foundation membership of the new company limited by guarantee after receiving financial modelling and governance documents.
 - 5.2 Adopting and signing governance documents including the new company's constitution and library agreement.

Council Resolution

Moved Cr Pattison, Seconded Cr Schonfelder

That Council:

1. Notes that the *Local Government Act 2020* requires library corporations to be wound up before 1 July 2031.
2. Notes that the Geelong Regional Library Corporation (GRLC) has resolved to transition to a company limited by guarantee and that an executive steering committee, comprising executives of the five member councils and GRLC, is progressing the proposed governance and operating model for a new company.

3. Notes the community and financial benefits of the shared service model outlined in this report.
4. Commits to becoming a member of the new company limited by guarantee to deliver the share regional library services in a similar capacity to GRLC for its member councils.
5. Receives a report at a future Council meeting to consider:
 - 5.3 Formalising its foundation membership of the new company limited by guarantee after receiving financial modelling and governance documents.
 - 5.4 Adopting and signing governance documents including the new company's constitution and library agreement.

CARRIED 8|1

For	Against	Abstained
Cr Bodsworth Cr Crockett Cr Grist Cr Pattison Cr Phelps Cr Schonfelder Cr Stapleton Cr Walker	Cr Barker	Nil

Outcome

2. This recommendation supports continuity of library services for Surf Coast Shire residents through a high quality and efficient shared services model. It allows further detailed work to occur to finalise governance arrangements for future Council approval.

Key Considerations

3. The *Local Government Act 2020* requires regional library corporations, including GRLC, to be wound up no later than 1 July 2031.
4. Member councils of GRLC are therefore required to identify and implement an alternative model for the future delivery of library services.
5. Independent benchmarking identifies GRLC as one of the highest-performing public library services in Victoria, consistently achieving strong results across service provision, efficiency, community usage and customer satisfaction measures.
6. The GRLC and executives from each of the five member councils have been working on a proposed model of a company limited by guarantee that member councils could transition to in a regional shared service model.
7. Member councils now need to consider a commitment to a new entity in a shared service model, and this will support further detailed work on the governance documents, the financial model and service levels that each council can consider and adopt in the coming months.
8. The features of the proposed shared services model as a company limited by guarantee include:

4.1 Geelong Regional Library Corporation Model Transition

- 8.1. The proposed transition aims to retain the same library services whilst undertaking governance changes in a new model.
- 8.2 Library branches, programs, collections, digital services, customer experience and workforce arrangements are expected to remain substantially unchanged in the shared service model.
- 8.3 Under the proposed model, councils retain responsibility for determining strategic direction, service levels including any changes and financial contributions.
- 8.4 Service levels would be formalised through a Service Level Agreement (SLA) approved by member councils, providing greater transparency and accountability.
- 8.5 The proposed model includes a review of the method to calculate regional costs aiming to achieve a fair and proportionate contribution for each member council.
- 8.6 This table outlines key changes of the proposed transition and the things that are proposed to stay the same, noting that this is a proposal subject to more input from GRLC and member councils prior to final governance documentation being presented to member councils.

Staying the same	Proposed to change
Library services	Legal structure
Staff roles and responsibilities	Governance Framework
Service delivery model	Board Composition
Customer service / community experience	Access to new funding sources
Collection size and management	Financial contribution model for shared costs

9. There is strong evidence, including Victorian Auditor-General findings, which demonstrate regional library corporations and cooperative library models are more efficient than standalone council-operated library services.
10. The shared service model provides economies of scale through regional procurement (e.g. one library management system for five councils) shared larger collection, improved technology platforms and workforce flexibility.
11. There are risks identified in proposing the transition to a new shared service company which can be managed. A summary of key risks and controls include:
 - 11.1. Should one or more councils withdraw from the shared model, there may be increased costs, duplication of services, reduced economies of scale and workforce transition risks. A key control for this risk is the executive steering group working closely together to understand each council's needs. Preliminary work indicates that fewer than five member Councils could successfully establish the company albeit the service to the community would reduce. A shared service model with less than five councils is assessed as a better option than five separate councils delivering standalone services.

4.1 Geelong Regional Library Corporation Model Transition

- 11.2. Risks relating to governance, service levels and council influence are proposed to be managed through the proposed governance structure, member council approval rights and Service Level Agreement framework.
- 11.3. A risk identified with adequate controls is a human resources / industrial relations risk which is mitigated by a 'lift and shift' approach meaning roles and responsibilities for staff remain the same. There are strong risk controls in agreements that exist in GRLC employment documents. This risk becomes higher if a member council should choose to not continue in the 'lift and shift' approach.
- 11.4. Distribution of assets (mainly the library collection items) should the company be wound up is a risk that can be managed by councils nominating or establishing a not-for-profit entity with a similar purpose to receive the assets.

Background

- 12. Since 1996, the Geelong Regional Library Corporation has provided library services across the municipalities of Greater Geelong, Surf Coast, Golden Plains and Queenscliffe through a shared regional service model. Colac Otway Shire joined as a member council in 2021.
- 13. GRLC has been consistently recognised as one of Victoria's highest-performing public library services and is a significant community service supporting literacy, lifelong learning, digital inclusion, social connection and community wellbeing.
- 14. The *Local Government Act 2020* requires that regional library corporations be wound up by 2031.
- 15. Following review of governance options, the GRLC Board endorsed a company limited by guarantee as its preferred future governance model in February 2024. GRLC board members are Councillors from each member council.
- 16. All five member councils noted this preferred direction in July 2024 and an Executive Steering Committee, comprising executives from the five member councils and GRLC, was established to undertake detailed planning and assessment of transition arrangements.
- 17. The proposed Company Limited by Guarantee model is intended to preserve the strengths of the existing shared service while establishing an improved governance framework that meets legislative requirements. The transition is not driven by the need to change services.
- 18. The proposed model would retain a shared regional service delivery approach while introducing:
 - 18.1. a contemporary corporate governance framework;
 - 18.2. a formal Service Level Agreement to define service expectations;
 - 18.3. greater clarity of roles between councils, members, directors and administration;

- 18.4. improved transparency around service levels and funding arrangements;
 - 18.5. opportunities for multi-year financial planning; and
 - 18.6. potential access to philanthropic and funding opportunities that are not available under the current legislative structure.
19. Councils are not currently being asked to approve the final legal and governance documentation. Rather, the present decision relates to whether councils wish to commit to a shared regional library service model through the proposed company limited by guarantee. Detailed constitutional, financial and governance arrangements will then be finalised and then be presented to councils for future consideration.

Options

20. **Alternative Option 1** – Council does not commit to transition to the proposed shared service model company and progresses towards delivering library services directly to Surf Coast Shire communities in a direct, single-council service model.

This option is not recommended as this would deliver a reduced service to Surf Coast Shire communities including a significantly smaller collection and preliminary research indicates this would be more costly to deliver.

21. **Alternative Option 2** – Council does not commit to transition to the proposed shared service model company with the four GRLC member councils and looks to establish a shared service model with other councils.

This option is not recommended as it is likely to lead to service fragmentation, increased complexity associated with workforce, asset and service transition arrangements and may lead to reduced economies of scale and increased operating costs. This option would take significant time to develop.

Financial Considerations

22. Further financial modelling is required to finalise each member council's ongoing financial contribution to the new company limited by guarantee. This will be confirmed prior to the next decision point for member councils.
23. The financial modelling done to date has identified that since around 2017 when rate capping commenced, member councils have been increasing their contribution at or just below the Victorian rate cap instead of as per the GRLC library agreement.
24. The GRLC Library Agreement calculates the indirect costs (costs not directly attributed to services in each municipality) by a combination of visits and loans relative to each member council. The move away from the library agreement funding formula since around 2017, has resulted in Surf Coast Shire paying less than would have been calculated by the library agreement.
25. Therefore, Surf Cost Shire's annual contribution will need to increase due to this anomaly which is not a direct result of the transition. The financial modelling that will be completed in the next phase of the transition work will confirm the funding gap Council needs to make up. This will be known prior to the future decision to become a founding

member and signing governance documents and can be considered in Council's future budget decisions.

26. Planning work done for the transition to the new shared service library company has been underway for more than 18 months and has involved Surf Coast Shire staff time. It is estimated this work has cost approximately \$15,000 - \$18,000.

Community Engagement

27. No community engagement has been undertaken on the proposed transition to the new company as the work has involved establishing governance frameworks to respond to the legislative change.

Statutory / Legal / Policy Considerations

28. The transition to a new company limited by guarantee is in response to changes brought about in the *Local Government Act 2020*.

Council Plan 2025-2029 Strategic Direction

29. Community Wellbeing

Council seeks to increase community participation and empowerment and will favour projects being led by community where possible. Council will foster healthy active living and community connections for all age groups that improve wellbeing and are equitable and inclusive. The needs of younger and future generations will be prioritised given Council's role in planning for the future.

Strategic Risk

30. Failure to meet Council's governance and compliance obligations
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
31. The recommendation assists Council to manage strategic risks associated with service continuity, legislative compliance and financial sustainability of public library services. The key risks and controls are outlined in this report.

Risk Rating

32. Risk Rating is medium as the proposed transition introduces governance, financial and change-management risks, these are considered manageable through collaborative planning, formal governance arrangements, Service Level Agreements and future Council approval of key transition documents.
33. The greatest risk identified in the transition is the potential fragmentation of the shared service model through withdrawal of participating council(s). This risk is mitigated by the strong and ongoing work of the GRLC Board, staff and the Executive Steering Committee.

Sustainability Considerations

34. The sustainability of quality library services is central to this decision. The work done leading to this recommendation gives a strong indication that the proposed transition is the best approach to deliver these services to our community and provide social benefits at the most affordable price for the long term.

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

37. This report is not within the scope of the Audit and Risk Committee.

Councillor Briefings

38. 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: 12 August 2025

<i>Councillor name</i>	<i>In attendance (Y/N)</i>	<i>Councillor name</i>	<i>In attendance (Y/N)</i>
<i>Cr Paul Barker</i>	<i>Y</i>	<i>Cr Tony Phelps</i>	<i>Y</i>
<i>Cr Mike Bodsworth</i>	<i>Y</i>	<i>Cr Adrian Schonfelder</i>	<i>Y</i>
<i>Cr Phoebe Crockett</i>	<i>N/A*</i>	<i>Cr Libby Stapleton</i>	<i>N</i>
<i>Cr Joel Grist</i>	<i>Y</i>	<i>Cr Leon Walker</i>	<i>Y</i>
<i>Cr Liz Pattison</i>	<i>N</i>		

**Commenced office in November 2025.*

Councillor Briefing Date: 10 March 2026

<i>Councillor name</i>	<i>In attendance (Y/N)</i>	<i>Councillor name</i>	<i>In attendance (Y/N)</i>
<i>Cr Paul Barker</i>	<i>Y</i>	<i>Cr Tony Phelps</i>	<i>Y</i>
<i>Cr Mike Bodsworth</i>	<i>Y</i>	<i>Cr Adrian Schonfelder</i>	<i>N</i>
<i>Cr Phoebe Crockett</i>	<i>Y</i>	<i>Cr Libby Stapleton</i>	<i>Y</i>
<i>Cr Joel Grist</i>	<i>Y</i>	<i>Cr Leon Walker</i>	<i>Y</i>
<i>Cr Liz Pattison</i>	<i>Y</i>		

Councillor Briefing Date: 9 June 2026

<i>Councillor name</i>	<i>In attendance (Y/N)</i>	<i>Councillor name</i>	<i>In attendance (Y/N)</i>
<i>Cr Paul Barker</i>	<i>N</i>	<i>Cr Tony Phelps</i>	<i>Y</i>
<i>Cr Mike Bodsworth</i>	<i>Y</i>	<i>Cr Adrian Schonfelder</i>	<i>Y</i>
<i>Cr Phoebe Crockett</i>	<i>Y</i>	<i>Cr Libby Stapleton</i>	<i>Y</i>
<i>Cr Joel Grist</i>	<i>Y</i>	<i>Cr Leon Walker</i>	<i>Y</i>
<i>Cr Liz Pattison</i>	<i>Y</i>		

Councillor Briefing Date: 7 July 2026

<i>Councillor name</i>	<i>In attendance (Y/N)</i>	<i>Councillor name</i>	<i>In attendance (Y/N)</i>
<i>Cr Paul Barker</i>	<i>N</i>	<i>Cr Tony Phelps</i>	<i>N</i>
<i>Cr Mike Bodsworth</i>	<i>Y</i>	<i>Cr Adrian Schonfelder</i>	<i>N</i>
<i>Cr Phoebe Crockett</i>	<i>Y</i>	<i>Cr Libby Stapleton</i>	<i>Y</i>
<i>Cr Joel Grist</i>	<i>Y</i>	<i>Cr Leon Walker</i>	<i>Y</i>
<i>Cr Liz Pattison</i>	<i>Y</i>		

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.

4.2 Proposed Discontinuance of a Portion of Kuwarrk Lane Torquay

Council Plan	Strategic Direction - Community Wellbeing
Author's Title:	Manager Integrity and Governance
General Manager:	Joanne McNeill, General Manager Strategy and Effectiveness
Division:	Strategy and Effectiveness
Department:	Integrity and Governance
Attachments:	1. Map - Property and Legal Services - Road Discontinuance (Map 1) - Kuwarrk Lane Torquay [4.2.1 - 1 page] 2. Map - Property and Legal Services - Road Discontinuance (Map 2) - Kuwarrk Lane Torquay [4.2.2 - 1 page] 3. Map - Property and Legal Services - Road Discontinuance (Map 3) - Kuwarrk Lane Torquay [4.2.3 - 1 page]

Purpose

1. The purpose of this report is to advise Council of the outcome of the community engagement for the proposal to discontinue a 12.5 square meter portion of Kuwarrk Lane Torquay R3 on Plan PS637752, in accordance with detailed car parking and road plans for the Wurdi Baierr Aquatic and Recreation Centre (WBARC).

Recommendation

That Council:

1. Notes that no submissions were received in response to the community engagement process undertaken in accordance with section 207A and 223 of the *Local Government Act 1989* and Council's Community Engagement Policy.
2. Approves the discontinuance of a 12.5 square meter portion of Kuwarrk Lane, Torquay R3 on Plan PS637752 as identified in **Attachment 1**.
3. Authorises the Chief Executive Officer to publish a notice in the Victorian Government Gazette, detailing the discontinuance of the portion of Kuwarrk Lane Torquay as described in point 2.

Council Resolution

Moved Cr Crockett, Seconded Cr Schonfelder

That Council:

1. Notes that no submissions were received in response to the community engagement process undertaken in accordance with section 207A and 223 of the *Local Government Act 1989* and Council's Community Engagement Policy.
2. Approves the discontinuance of a 12.5 square meter portion of Kuwarrk Lane, Torquay R3 on Plan PS637752 as identified in **Attachment 1**.
3. Authorises the Chief Executive Officer to publish a notice in the Victorian Government Gazette, detailing the discontinuance of the portion of Kuwarrk Lane Torquay as described in point 2.

CARRIED 8|1

For	Against	Abstained
Cr Bodsworth Cr Crockett Cr Grist Cr Pattison Cr Phelps Cr Schonfelder Cr Stapleton Cr Walker	Cr Barker	Nil

Outcome

- If Council accepts this recommendation, 12.5 square metres of Kuwarrk Lane, Torquay will be discontinued to facilitate the construction of the WBARC.

Key Considerations

- Council has reviewed and approved the carparking and road designs contained in the stage 1 plans for the WBARC at the Council meeting of 8 August 2023 (endorsed plans).
- Service infrastructure locations, detailed car parking and road designs have resulted in changes to the Wadawurrung Way and Kuwarrk Lane connection points. The 12.5 square metres portion of Kuwarrk Lane, Torquay as shown in **Attachment 1** is no longer necessary for road infrastructure and can be consolidated with the surrounding land.
- Council has the power under section 206, clause 3 of schedule 10 of the *Local Government Act 1989* (LGA) to discontinue the road.
- Council approved at its 24 March 2026 Council meeting to commence the community engagement process and invite submissions from community members.
- A public notice advertising Council's intention to discontinue 12.5 square metres portion of the road was placed on Council's website, providing 28 days for community members to provide feedback. No submissions were received by the closing date of 15 May 2026.

Background

- Council endorsed, at the 8 August 2023 Council meeting, the stage 1 design plans for WBARC, including an indoor 25 metre pool, 20 x 10 indoor program pool, gym, allied health suites, car parking area and new Wadawurrung Way connection point from Surf Coast Highway.
- Detailed service infrastructure location plans, car parking plans and road plans have now been developed in accordance with the stage 1 endorsed plans.
- Wadawurrung Way will now connect Kuwarrk Lane with the Surf Coast Highway and the 12.5 square metres portion of road will no longer be required for road infrastructure. The proposal will not change vehicle or pedestrian access.
- The 12.5 square metres portion of land will remain in Council's ownership upon completion of the proposal.

12. An internal referral to various departments of Council did not raise any concerns to the Proposal and discontinuing the Road will achieve the best outcome for the WBARC.
13. External stakeholders (Powercor and Barwon Water) have been consulted on the proposal, and both are supportive of the proposal.
14. Emergency services were consulted during the development of the proposal and are supportive of the proposal, subject to the provision of emergency vehicle access to WBARC in accordance with the endorsed plans. The proposal is not expected to result in any adverse impacts on emergency services.

Options

15. **Alternative Option 1** – That Council does not resolve to approve the discontinuance of the 12.5 square metres portion of Kuwarrk Lane, Torquay.

This option is not recommended by officers as the approved detailed design plans were endorsed by Council at its 8 August 2023 Council meeting. The locations of service infrastructure as well as the detailed road and car parking designs have been developed in accordance with the endorsed plans and now integrated into the WBARC construction program. Introducing design changes at this stage would likely result in project details and may impact the timely completion of the works.

Financial Considerations

16. Costs associated with these works will be funded through the WBARC project budget.

Community Engagement

17. Community engagement process has been undertaken in accordance with Council's Community Engagement Policy with a public notice placed on Council's website and in the Surf Coast Times newspaper publication and provided 28 days for feedback to be submitted.
18. No submissions were received during the public feedback period.

Statutory / Legal / Policy Considerations

19. Council is empowered to discontinue a public road pursuant to section 206, clause 3 of schedule 10 of the LGA.
20. Council is required to undertake community engagement for a period of not less than 28 days in accordance with sections 207A and 223 of the LGA, and Council's Community Engagement Policy.

Council Plan 2025-2029 Strategic Direction

21. **Community Wellbeing**
Council seeks to increase community participation and empowerment and will favour projects being led by community where possible. Council will foster healthy active living and community connections for all age groups that improve wellbeing and are equitable and inclusive. The needs of younger and future generations will be prioritised given Council's role in planning for the future.

Strategic Risk

22. Failure to plan and deliver infrastructure and services which keep pace with growth
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
23. The identified strategic risk is mitigated through the approach for the WBARC project, which aligns with Council's risk framework strategies and aims to:
 - 23.1. Minimise Council's contribution to the capital cost by sourcing external funding.
 - 23.2. Design and construct a facility with the right component mix that maximises the operating cost and the subsequent impact on Council's Long Term Financial Plan.
 - 23.3. Achieve environmentally sustainable outcomes in line with Council policy that provide positive environmental outcomes and an improved operating performance.
 - 23.4. Design and construct a facility with the right component mix that best meets community needs for the short-medium term and provides significant health and wellbeing outcomes.
 - 23.5. Design a facility that is future proofed for expansion as demand grows and funding becomes available.

Risk Rating

24. Risk rating is low and can be managed at department level.

Sustainability Considerations

25. There are no direct sustainability considerations associated with the discontinuance of the identified portion of road.
26. The proposal facilitates the WBARC and this project has a focus on achieving the best environmental sustainability design possible within project budget.

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

29. This report is not within the scope of the Audit and Risk Committee.

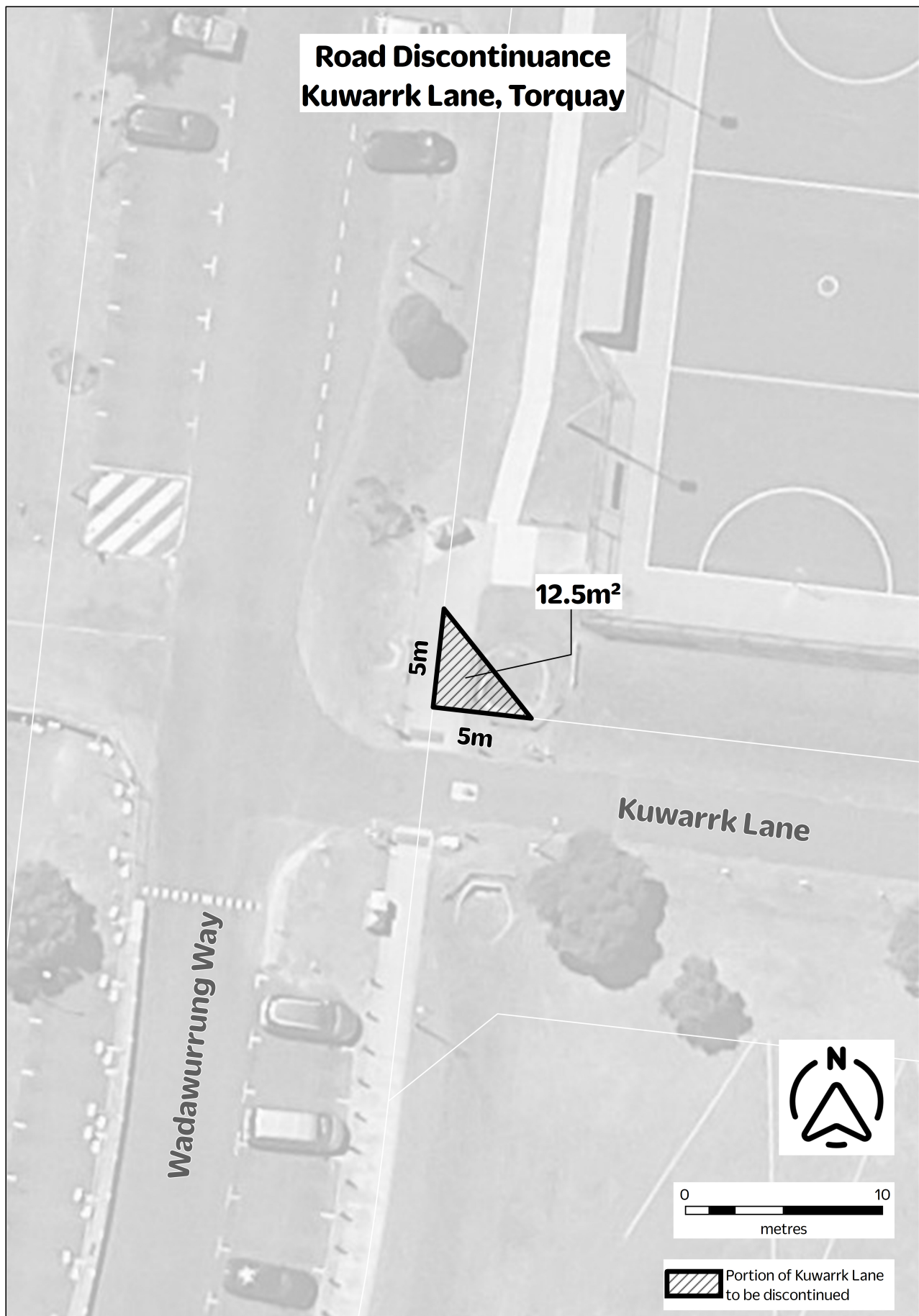
Councillor Briefings

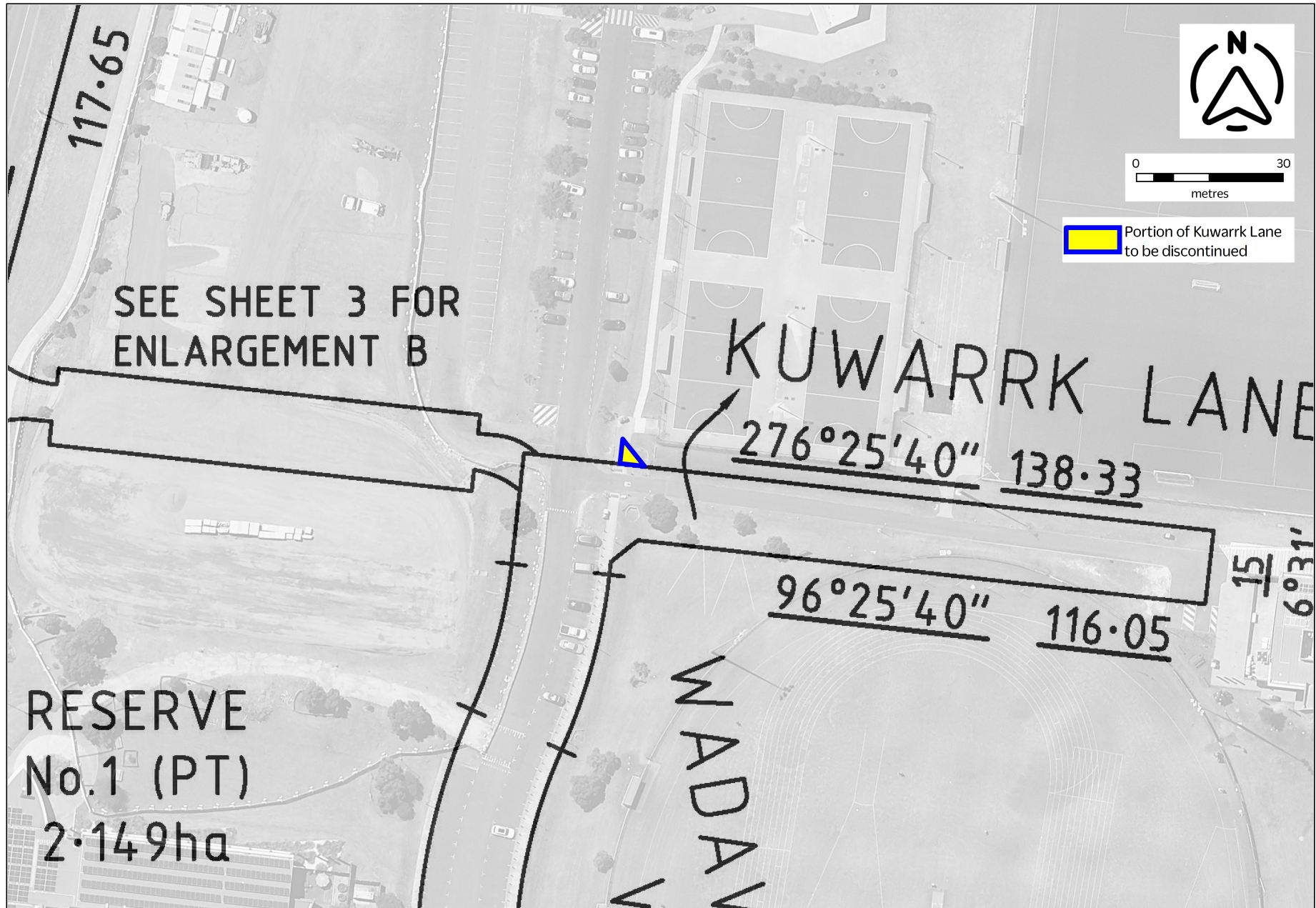
30. This item was discussed at the following Councillor briefings prior to being presented to Council for consideration. Councillor attendance at each briefing was as follows:

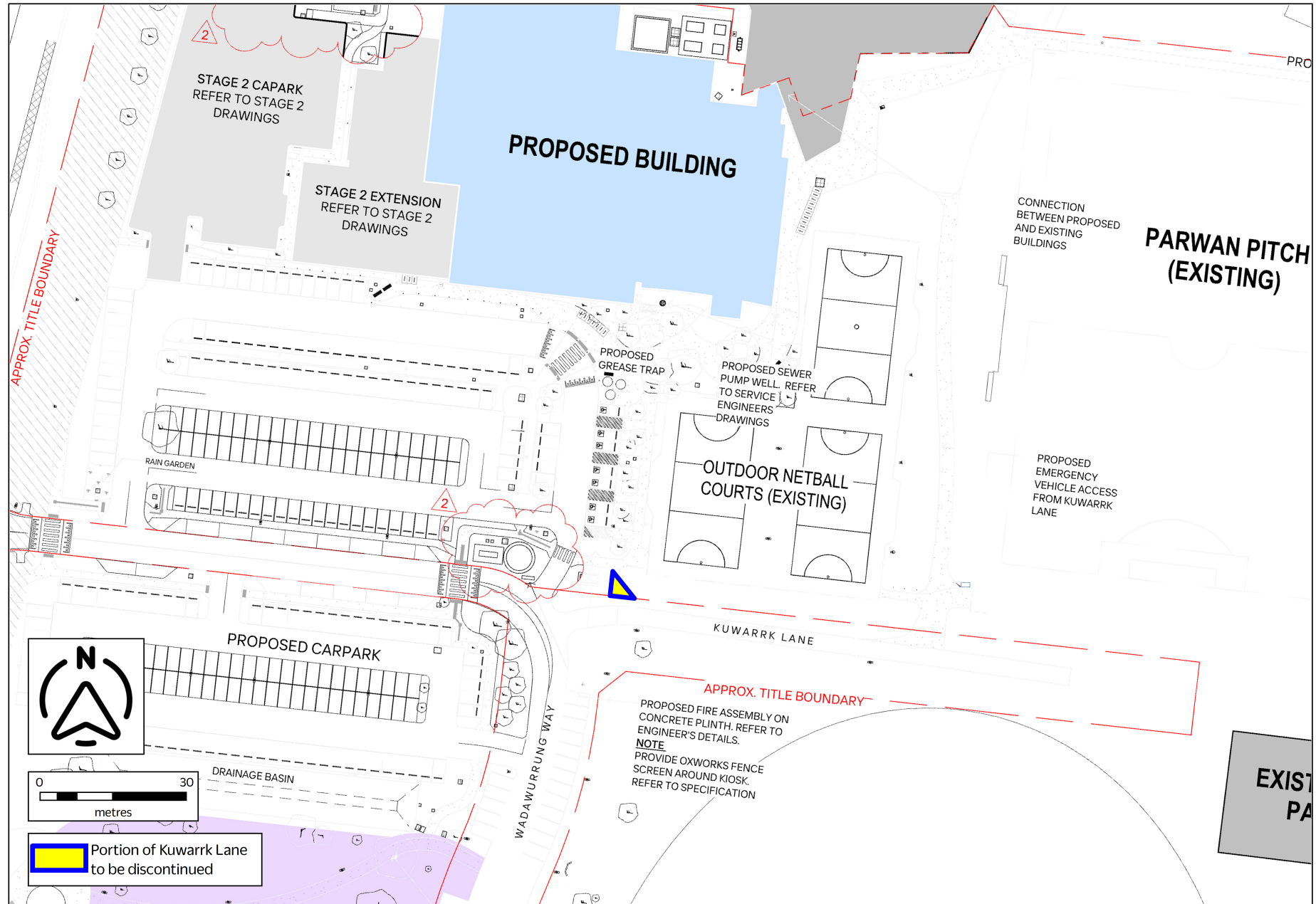
Councillor Briefing Date: 3 March 2026

<i>Councillor name</i>	<i>In attendance (Y/N)</i>	<i>Councillor name</i>	<i>In attendance (Y/N)</i>
<i>Cr Paul Barker</i>	<i>N</i>	<i>Cr Tony Phelps</i>	<i>Y</i>
<i>Cr Mike Bodsworth</i>	<i>Y</i>	<i>Cr Adrian Schonfelder</i>	<i>N</i>
<i>Cr Phoebe Crockett</i>	<i>Y</i>	<i>Cr Libby Stapleton</i>	<i>Y</i>
<i>Cr Joel Grist</i>	<i>Y</i>	<i>Cr Leon Walker</i>	<i>Y</i>
<i>Cr Liz Pattison</i>	<i>Y</i>		

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.







4.3 Audit and Risk Committee Biannual Activity Report

Council Plan	Strategic Direction - High Performing Council
Author's Title:	Risk and Compliance Officer
General Manager:	Joanne McNeill, General Manager Strategy and Effectiveness
Division:	Strategy and Effectiveness
Department:	Integrity and Governance
Attachments:	1. Biannual Audit and Risk Activity Report January June 2026 [4.3.1 - 7 pages]

Purpose

1. The purpose of this report is to provide Council with an update on the activities, findings and recommendations of the Audit and Risk Committee (ARC) for the past 6 months as required by section 54(5) of the *Local Government Act 2020* (the Act).

Recommendation

That Council receives and notes the Audit and Risk Committee Biannual Activity Report for the period 1 January 2026 to 30 June 2026 (**Attachment 1**).

Council Resolution

Moved Cr Grist, Seconded Cr Bodsworth

That Council receives and notes the Audit and Risk Committee Biannual Activity Report for the period 1 January 2026 to 30 June 2026 (**Attachment 1**).

CARRIED 9|0

For	Against	Abstained
Cr Barker Cr Bodsworth Cr Crockett Cr Grist Cr Pattison Cr Phelps Cr Schonfelder Cr Stapleton Cr Walker	Nil	Nil

Outcome

2. By formally receiving and noting the Audit and Risk Committee Biannual Activity Report, Council is provided with an update on ARC's activities since the previous report, which ensures that Council remains updated on key ARC matters. The tabling of the report in a Council meeting agenda also ensures public transparency of ARC activity.

Key Considerations

3. In accordance with section 54(5) of the Act, ARC must prepare a biannual report that describes its activities.

4.3 Audit and Risk Committee Biannual Activity Report

4. This report covers activities from 1 January 2026 – 30 June 2026. During this period ARC met two times.
5. The report (**Attachment 1**) summarises the matters considered by ARC during this period, under the following categories:
 - 5.1. Legislative compliance.
 - 5.2. Financial management.
 - 5.3. External Audit.
 - 5.4. Risk Management.
 - 5.5. Internal Control.
 - 5.6. Internal Audit.

Background

6. The Audit and Risk Committee is an advisory committee of Council established in accordance with section 53 of the Act. ARC provides structured and systematic oversight of Council's governance, risk management and internal control practices. ARC's scope, functions and responsibilities are set out in the Audit and Risk Committee Charter (Charter) which is adopted by Council. ARC's Councillor member(s) provided a brief overview highlighting key points at the briefings held on 7 April 2026 and 12 May 2026.
7. Councillors are provided with the ARC agenda prior to the meeting and the meeting minutes following the approval by the committee Chair. Councillors are also invited to attend all ARC meetings.
8. Where recommendations from ARC to Council are considered urgent, the Charter outlines that the Chair has the authority to submit these recommendations to Council outside of the biannual report.
9. During the previous six-month period, there have been no urgent matters presented to Council.

Options

10. **Alternative Option 1** – That Council does not receive and note the biannual report.

This option is not recommended by officers as it impacts compliance with the Act.

Financial Considerations

11. ARC's work and the biannual report is an important mechanism to ensure Council is managing finances with a high degree of diligence to help meet all legal and statutory requirements.

Community Engagement

12. Community engagement is not a requirement of this report and has not been undertaken.

Statutory / Legal / Policy Considerations

13. The preparation and presentation of this biannual report complies with section 54(5) of the Act and the Charter.

Council Plan 2025-2029 Strategic Direction

14. **High Performing Council**
Council decisions are made based on evidence and with an emphasis on long term community benefit. Council is trusted and collaborative. It manages its finances prudently and works innovatively to deliver the best value. Revenue options carefully consider people's capacity to pay.

Strategic Risk

15. Failure to meet Council's governance and compliance obligations
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
16. By receiving and noting the biannual report Council demonstrates meeting governance and compliance obligations by complying with the Act.

Risk Rating

17. Risk rating is low and can be managed at department level.

Sustainability Considerations

18. There are no sustainability implications associated with this report.

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement:

21. The draft report was presented to the ARC at its May meeting.

Audit and Risk Committee Meeting Date: 5 May 2026

<i>Feedback Received</i>	<i>Action Taken</i>
<i>No feedback received</i>	<i>Nil</i>

Councillor Briefings

Councillor Briefing Date: 14 July 2026

<i>Councillor name</i>	<i>In attendance (Y/N)</i>	<i>Councillor name</i>	<i>In attendance (Y/N)</i>
<i>Cr Paul Barker</i>	<i>N</i>	<i>Cr Tony Phelps</i>	<i>Y</i>
<i>Cr Mike Bodsworth</i>	<i>Y</i>	<i>Cr Adrian Schonfelder</i>	<i>Y</i>
<i>Cr Phoebe Crockett</i>	<i>Y</i>	<i>Cr Libby Stapleton</i>	<i>Y</i>
<i>Cr Joel Grist</i>	<i>Y</i>	<i>Cr Leon Walker</i>	<i>Y</i>
<i>Cr Liz Pattison</i>	<i>Y</i>		

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.

Audit and Risk Committee Biannual Activity Report

For the Period 1 January 2026 to 30 June 2026

Table of Contents

Reporting period2

Report purpose2

Committee members2

Committee Charter3

Reporting to Council3

Committee work plan3

Summary of matters considered at recent meetings4

Meeting schedule6

Reporting period

This report outlines the activities of the Audit and Risk Committee (the Committee) for the period 1 January 2026 to 30 June 2026 (the Period). During this period, the Committee convened on two occasions: 2 April 2026 and 6 May 2026.

Report purpose

The purpose of this report is to provide Council with an update on the activities, findings and recommendations of the Committee for the Period, as required by section 54(5) of the *Local Government Act 2020* (the Act). This report is provided to Council to summarise the Committee's work and to offer assurance that key governance, risk management and internal control processes are operating effectively.

Committee members

Independent committee members

Michael Ulbrick
(Chair)

Appointed by Council resolution on 13 December 2022 for a four-year term from 1 February 2023 to 31 January 2027, including an initial one-year appointment as Chair.

The Chair appointment was subsequently extended for a further two-year period from 1 March 2024 until 28 February 2026. The Chair appointment was extended by Council Resolution on 24 February 2026 for a further one-year until 28 February 2027.

Paul Robson

Appointed by Council resolution on 23 February 2021 for a four-year term from 1 March 2021 to 28 February 2025. The appointment was extended by Council Resolution on 27 August 2024 for a further four-year term from 1 March 2025 to 28 February 2029.

Jeffrey Rigby

Appointed by Council resolution on 24 February 2025 for a four-year term from 1 March 2025 to 28 February 2029.

Domenic Isola

Appointed by Council resolution on 24 March 2026 for a four-year term from 1 April 2026 to 31 March 2030.

Councillors:

Cr Mike Bodsworth

Appointed by Council on 9 December 2025.

Cr Joel Grist

Appointed by Council on 26 November 2024.
Reappointed by Council on 9 December 2025

Meetings Held and Member attendance:

	2 April 2026	6 May 2026
Michael Ulbrick	Attended	Attended
Paul Robson	Attended	Attended
Domenic Isola	Attended	Attended
Jeffrey Rigby	Attended	Attended
Cr Mike Bodsworth	Attended	Attended
Cr Joel Grist	Apology	Attended

The Chief Executive Officer, General Manager Community Life, General Manager Place Making and Environment, General Manager Strategy and Effectiveness, Manager Integrity and Governance, Manager Finance, Coordinator Risk and Compliance and Risk and Compliance Officer attend all meetings by invitation to assist the Committee, however, they do not have voting rights. A standing invitation is also extended to the Council's appointed VAGO representative (external auditor) and Council's Internal Auditors, Crowe.

The Committee is pleased to welcome Domenic Isola following his appointment on 24 March 2026. His experience in the public sector has already provided valuable information, and we look forward to working closely with him throughout his term and benefiting from his ongoing contributions.

Committee Charter

The Act requires a council must adopt a Charter that clearly defines the functions and responsibilities of the Committee. The Charter was initially updated to align with the requirements of the Act and was approved by Council resolution on 25 August 2020. The most recent version of the Charter was reviewed and adopted by Council resolution on 9 December 2025.

The Charter can be found on Council's website - www.surfcoast.vic.gov.au

Reporting to Council

Councillors are provided with the Audit and Risk Committee agenda prior to the meeting and receive the meeting minutes following the approval by the Chair.

In accordance with the Charter, where recommendations to Council are considered urgent, the Chair has the authority to submit these directly to Council outside of the biannual reporting cycle. During the past six-month period, no urgent matters have been presented to Council.

To ensure Councillors remain informed of the Committee matters, the Chair attends a Councillor briefing to discuss the biannual report prior to it being presented to Council. Additionally, the Committee's Councillor member(s) provide a brief overview highlighting key points at the next available Councillor briefing following each Committee meeting.

These overviews were presented at the briefing held on 7 April 2026 and 12 May 2026.

Committee work plan

In accordance with the Act, the Committee reviewed and adopted its annual workplan on 26 November 2025. The workplan guides the agenda for each meeting and is developed to ensure that the Committee fulfils its responsibilities as outlined in the Charter. Progress against the workplan is monitored at each meeting, with any changes, amendments, or updates noted accordingly.

Summary of matters considered at recent meetings

The Committee undertook the following activities during the Period:

a) Legislative compliance

In accordance with the s53(1)(c) of the Act, the Committee is responsible for monitoring the compliance of Council policies and procedures with the overarching governance principles, as well as the requirements of the Act, the Regulations and any Ministerial Directions.

Over the past six months, the Committee reviewed the updated Investments Policy and Borrowings Policy, with the Committee confirming the update to the Investments Policy and Borrowings Policy materially aligned with the principles of the regulatory framework. The Committee notes the discussions relating to the policies and considerations when the policies are next reviewed.

b) Financial management

In accordance with the s53 of the Act, the Committee is responsible for monitoring the compliance of Council's financial and performance reporting, including the effectiveness of management systems and controls.

At its 2 April meeting, the Committee received and noted the Quarterly Budget Report for the quarter ending 31 December 2025. The Committee continued its oversight of the CEO Expense Report and Councillor Allowance and Expense Report, both of which were noted at the 2 April and 6 May meetings without any issues.

At its 6 May meeting, the Committee received the Accounting Issues Report, Financial Report and the Draft Budget. All reports were discussed and noted. The Committee expressed its appreciation for the Finance Department's efforts in delivering comprehensive and high-quality reporting.

c) External audit

In accordance with s54(2)(d) of the Act the Committee fulfils an advisory role in relation to external audit functions, including the effectiveness of external financial and performance audits.

The Victorian Auditor-General's Office (VAGO) has engaged RSD Auditors as external providers to conduct Council's external audits. VAGO remains responsible for issuing audit opinions.

At its 2 April meeting, the Committee received a presentation from Council's external auditors on VAGO's Annual Audit Strategy Memorandum for 2025/26 reporting year. The Committee discussed and noted the strategy.

At its 6 May meeting, the Committee received the Interim Management Letter from VAGO in relation to the 2024-25 audit. The Committee discussed the report requesting Management track the progress of the Business Improvement opportunities where applicable and noted the report. The Committee commended the positive outcomes reflected in the audit results.

d) Risk management

In accordance with s54(2)(c) of the Act, the Committee is responsible for monitoring and provide advice on Council's risk management systems and controls.

During the Period, the Committee received regular reports providing oversight of Council's risk environment and management practices. The Risk and Compliance Coordinator discussed the progress of Councillors developing the Risk Appetite Statements. The Committee acknowledged they will receive the final version prior to being adopted by Council in June 2026.

In addition, the Committee considered the following matters:

- *Insurance coverage and costs*, including any material change to premium or cover limits,
- *Litigation overviews*, with updates on current legal matters,

- *Reporting of claims*, including under-excess and over-excess public liability and property insurance claims,
- *Compliance reporting*, including instances of non-compliance, privacy breaches, and other notifiable events.
- *Business Continuity*, including the approach to business continuity planning arrangements.

The Committee received a Workplace Health and Safety (WHS) Report, covering WHS performance from 1 July 2025 to 30 September 2025 at the 2 April Meeting, and the report included highlights and initiatives, Workcover claims, incidents and hazard reporting and a current list of WHS management policies and procedures.

e) Internal controls

In accordance with s54(2)(c) of the Act, the Committee is responsible for monitoring and advising on the effectiveness of Council's internal control environment, including systems for fraud prevention, cybersecurity and compliance.

During the Period, the Committee received updates on key internal control activities and reviews across several areas:

- Penetration testing actions
- Phone calling system
- Third party hosting services
- IT system controls (policies, guidelines and frameworks)
- Artificial Intelligence Policy and Risk Controls

The Committee commended the organisation on the B+++ results on the Penetration Report.

In line with its fraud and compliance responsibilities, the Committee also considered the review of Council's Gifts, Benefits and Hospitality Register, with no issues raised.

The Committee was satisfied that Council's internal controls are being actively maintained and strengthened.

f) Internal audit

In accordance with s54(2)(c) of the Act, the Committee is responsible for overseeing Council's internal audit function. This included endorsing the Internal Audit Memorandums of Audit Planning, reviewing the strategic internal audit three-year plan and one-year program, and monitoring the implementation of internal audit recommendations.

During the Period, the Committee received regular updates on the progress of the internal audit program. The following internal reports were issued and reviewed by the Committee:

- Privacy and Third-Party Management – Final Report issued with 5 low, and 4 medium risk recommendations.
- Various Financial Controls: Credit cards and Fuel Cards – Final report issued with 6 low and 4 medium risk recommendations.
- Lease and Licence Management – Final Report issued with 1 high risk, 6 medium risk and 2 low risk recommendations
- Strategic Planning Governance – Final Report issued with 3 low and 1 medium risk recommendations

At its 2 April meeting, the Committee completed a review of and endorsed the 2026-27 Annual Plan for the rolling Strategic Internal Audit Plan which was presented to Council.

The Committee received the Publications of Interest report from the internal auditor in April; this provides a summary of recent reports and publications by government agencies and other sources

that may impact public sector agencies and local government. The Committee was satisfied with the comments management provided.

The internal audit function continues to support Council's governance and risk frameworks by identifying control weaknesses, recommending improvements, and monitoring progress. Management responses to audit recommendations were reviewed by the Committee, and the Committee noted that actions were being progressed and implemented in a timely and appropriate manner.

Furthermore, the Committee will continue to monitor the effectiveness of the internal audit function, including through the annual internal audit survey presented in the 6 May meeting and regular "in-camera" sessions with the internal auditor.

Meeting schedule

The Charter recommends that a minimum of five meetings is to be held each calendar year. The proposed rolling meeting schedule for 2026/27 is as follows:

- Wednesday 15 July 2026
- Wednesday 9 September 2026
- Wednesday 18 November 2026
- Wednesday 17 March 2027
- Wednesday 19 May 2027

I would like to acknowledge and thank the Committee members for their valuable contribution and continued support.

Michael Ulbrick

Chair

On behalf of the Audit and Risk Committee

4.4 SCS-005 Strategic Asset Management Policy

Council Plan	Strategic Direction - Assets and Infrastructure Strategic Direction - High Performing Council
Author's Title:	Coordinator Asset Management
General Manager:	Chris Pike, General Manager Placemaking and Environment
Division:	Placemaking and Environment
Department:	Assets and Engineering
Attachments:	1. Strategic Asset Management Policy Community Engagement Report [4.4.1 - 4 pages] 2. SCS-005 Strategic Asset Management Policy [4.4.2 - 6 pages] 3. SCS-005 Strategic Asset Management Policy - Post Consultation Mark-up [4.4.3 - 6 pages]

Purpose

1. The purpose of this report is to seek Council's adoption of SCS-005 Strategic Asset Management Policy.

Recommendation

That Council:

1. Notes the feedback received during the consultation period for the draft SCS-005 Strategic Asset Management Policy (**Attachment 1**).
2. Adopts SCS-005 Strategic Asset Management Policy (**Attachment 2**).

Council Resolution

Moved Cr Bodsworth, Seconded Cr Walker

That Council:

1. Notes the feedback received during the consultation period for the draft SCS-005 Strategic Asset Management Policy (**Attachment 1**).
2. Adopts SCS-005 Strategic Asset Management Policy (**Attachment 2**) with the following changes:
 - 2.1. Section 4. Policy – replace “c. Are fit and safe for the purpose for which they have been provided” with “c. Are safe and fit-for purpose”.
 - 2.2. Section 4. Policy – add “h. Are appropriate for their context and surroundings”.
 - 2.3. Section 4.3 Assets are safe and fit-for-purpose – add “4.3.3. Council will assess the purpose of assets through their lifecycle, including considering whether changing needs require a change to their scope or design when being renewed”.
 - 2.4. Section 4.3 Assets are safe and fit-for-purpose – add “4.3.4. Council will consider context including local character, landscape and scenery when designing, renewing and managing assets

CARRIED 7|2

For	Against	Abstained
Cr Bodsworth Cr Crockett Cr Pattison Cr Phelps Cr Schonfelder Cr Stapleton Cr Walker	Cr Barker Cr Grist	Nil

Outcome

2. If Council accepts this recommendation, this updated policy will provide a clear framework outlining the principles, scope and purpose for implementing Asset Management, ensuring compliance with the requirements of the *Local Government Act 2020* and supporting consistent, transparent decision making.

Key Considerations

3. Council's Strategic Asset Management Policy has been reviewed in accordance with Council's policy review schedule.
4. The review ensures the documents remain consistent with *the Local Government Act 2020* and current best practice.
5. No substantive amendments have been proposed to the policy.
6. Minor amendments have been made to enhance clarity and provide clear detail on the interface and implementation of environment, climate adaption, circular economy, and gender and equity considerations. This ensures the document clearly references the relevant policies and current industry best practice.
7. The policy was presented to Council's Audit and Risk Committee in December 2025. The committee reviewed the policy and did not recommend any changes.
8. The Strategic Asset Management Policy was released for community consultation via an online survey on Wednesday 22 April 2026. The feedback period closed 27 May 2026.
9. The consultation received 132 page views, 8 completed surveys and 1 Your Say page follower. A community engagement report was uploaded to the Your Say page and is provided in Attachment 1 summarising feedback with the key theme being an absence of accessibility and universal design which has been addressed within the policy.

Background

10. The Strategic Asset Management Policy outlines Council's commitment and intention to undertake the management of assets.
11. The policy applies to physical assets over which Council has ownership or control or for which Council has the authority to determine either technical or service standards.
12. The policy assists Council to sustainably acquire, maintain, renew and dispose of the assets under its control in an efficient, financially responsible, environmentally friendly and transparent manner.

13. Council will adopt a formalised approach to asset management, the underlying principles and methodology, and ensure it is integrated to Council's financial planning and practices as well as its service planning and decision-making.
14. The policy has been reviewed in line with Council's policy review schedule to ensure that it reflects current best practice and meets Council's legal obligations.
15. Overall, the revision enhances clarity, decision-making, and ensures the policy interfaces with applicable policies and procedures in relation to the management of assets within the shire.

Options

16. **Alternative Option 1** – That Council does not endorse draft revision SCS-005 Strategic Asset Management Policy.

This option is not recommended by officers, as the current policy has not been reviewed since 2018 and there has been a change to the *Local Government Act 2020* in this time period. Retaining the existing policy may expose Council to governance and compliance risks in delivering asset management principles throughout the Shire.

Financial Considerations

17. Adoption of the policy does not represent a change of direction for Council and does not have any new financial impacts. However, the policy guides Council's asset management approach which includes significant asset renewal expenditure of \$11.558M in 2025/26 increasing to \$21.630M in 2034-35.

Community Engagement

18. The Strategic Asset Management Policy was released for community consultation via an online survey on Wednesday 22 April 2026. The feedback period closed 27 May 2026. The consultation received 132 page views, 8 completed surveys and 1 Your Say page follower. A community engagement report was uploaded to the Your Say page and is provided in Attachment 1 summarising feedback with the key theme being around an absence of accessibility and universal design which has been addressed within the policy.

Statutory / Legal / Policy Considerations

19. Council has a responsibility to manage its assets under the *Local Government Act 2020* to the best of its ability, and the implementation of the policy supports this responsibility.
20. In line with Council's requirements under the *Gender Equality Act 2020*, a Gender and Equity Impact Assessment (GEIA) has been conducted.
21. GEIA research noted potential gender, and equity impacts for community members related to equity of access and participation.
22. Key recommendations included featuring "Equity of access and participation informs asset management decisions" as a heading. Points included under this heading are:
 - 22.1. Gender and Equity Impact Assessments (GEIAs) will be conducted for asset acquisition, maintenance, renewal and disposal with direct and significant

community impact such as parks, lighting, sports facilities, transport infrastructure, public toilets and community buildings.

- 22.2. Council will ensure all projects meet accessibility requirements under the *Disability Discrimination Act 1992* and relevant standards and regulations.
- 22.3. Council will deliver on the principles of Universal Design to ensure projects meet the needs of all members of our community.
- 22.4. Council will ensure building and infrastructure renewal works improve accessibility to the greatest extent possible.
- 22.5. These recommendations have been incorporated into both the document's design and the communication and engagement strategy.

Council Plan 2025-2029 Strategic Direction

23. Assets and Infrastructure

The important role assets play in our community will be given specific recognition. Investment in assets will be equitable and evidence based. Road condition and function will be a focus whilst Council also broadens options for non car-based travel. Maintenance levels will be calculated to achieve the best balance of cost and amenity over time.

24. High Performing Council

Council decisions are made based on evidence and with an emphasis on long term community benefit. Council is trusted and collaborative. It manages its finances prudently and works innovatively to deliver the best value. Revenue options carefully consider people's capacity to pay.

Strategic Risk

- 25. Failure to plan and deliver infrastructure and services which keep pace with growth
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
- 26. Adopting SCS-005 Strategic Asset Management Policy will provide Council with the principles and framework needed to manage assets effectively for the community.

Risk Rating

- 27. The adoption and implementation of the Policy is assessed as a medium risk and can be effectively managed at the department level.

Sustainability Considerations

- 28. The policy directly addresses how asset management integrates with environment, climate adaptation and circular economy principles and policy.

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

31. At the November meeting of the Audit and Risk Committee, the recommendation from the committee was that the Audit and Risk Committee endorse SCS-005 Strategic Asset Management Policy and recommends adoption by Council.

Audit and Risk Committee Meeting Date: 26 November 2025

<i>Feedback Received</i>	<i>Action Taken</i>
<i>The Committee commended the relevant references in the policy, and stated they were comfortable with the policy.</i>	<i>N/A</i>

Councillor Briefings

32. 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: 7 July 2026

<i>Councillor name</i>	<i>In attendance (Y/N)</i>	<i>Councillor name</i>	<i>In attendance (Y/N)</i>
<i>Cr Paul Barker</i>	<i>N</i>	<i>Cr Tony Phelps</i>	<i>N</i>
<i>Cr Mike Bodsworth</i>	<i>Y</i>	<i>Cr Adrian Schonfelder</i>	<i>Y</i>
<i>Cr Phoebe Crockett</i>	<i>Y</i>	<i>Cr Libby Stapleton</i>	<i>Y</i>
<i>Cr Joel Grist</i>	<i>Y</i>	<i>Cr Leon Walker</i>	<i>Y</i>
<i>Cr Liz Pattison</i>	<i>Y</i>		

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.



Strategic Asset Management Policy Communications and Engagement Results

June 2026

Contents

Purpose	1
How we engaged	1
What we heard.....	2
Key Themes	2
Council Response to Key Themes	2
Data Snapshot.....	3
Demographics.....	4
How feedback will be used	4
Next steps.....	4

Purpose

The purpose of the engagement was to get feedback from community on the review of the Strategic Asset Management Policy.

How we engaged

The engagement was open from Wednesday 22 April to Wednesday 27 May 2026.

During this time we collected:



surfcoast.vic.gov.au

What we heard

Key Themes

"The Disability Advisory Committee noted that there are no current references to accessibility or Universal Design in the policy. The committee feels that this needs to be addressed, as accessibility of Council's assets is key to achieving the policy's purpose of managing assets 'in a way to best service the needs of the community.'"

The Disability Advisory Committee highlighted the absence of accessibility and Universal Design, recommending these be clearly included, particularly in relation to asset safety and renewal.

Feedback called for a plain English version of the policy.

There was also a concern raised about including broader themes (such as inclusion or climate) and a request for access to predictive modelling to better understand Council decisions.

Council Response to Key Themes

Council thanks the community and the Disability Advisory Committee for their feedback.

Accessibility: We agree that accessibility is important. We will add clearer wording about this in the policy. We will keep improving access over time when we fix or upgrade things.

Decision making: How we make decisions balancing safety, access, cost and the environment sits within the Asset Management Strategy, Renewal Funding Strategy and Asset Plan.

Plain Language: Given the majority found it easy to understand, we think the current language is accessible to most.

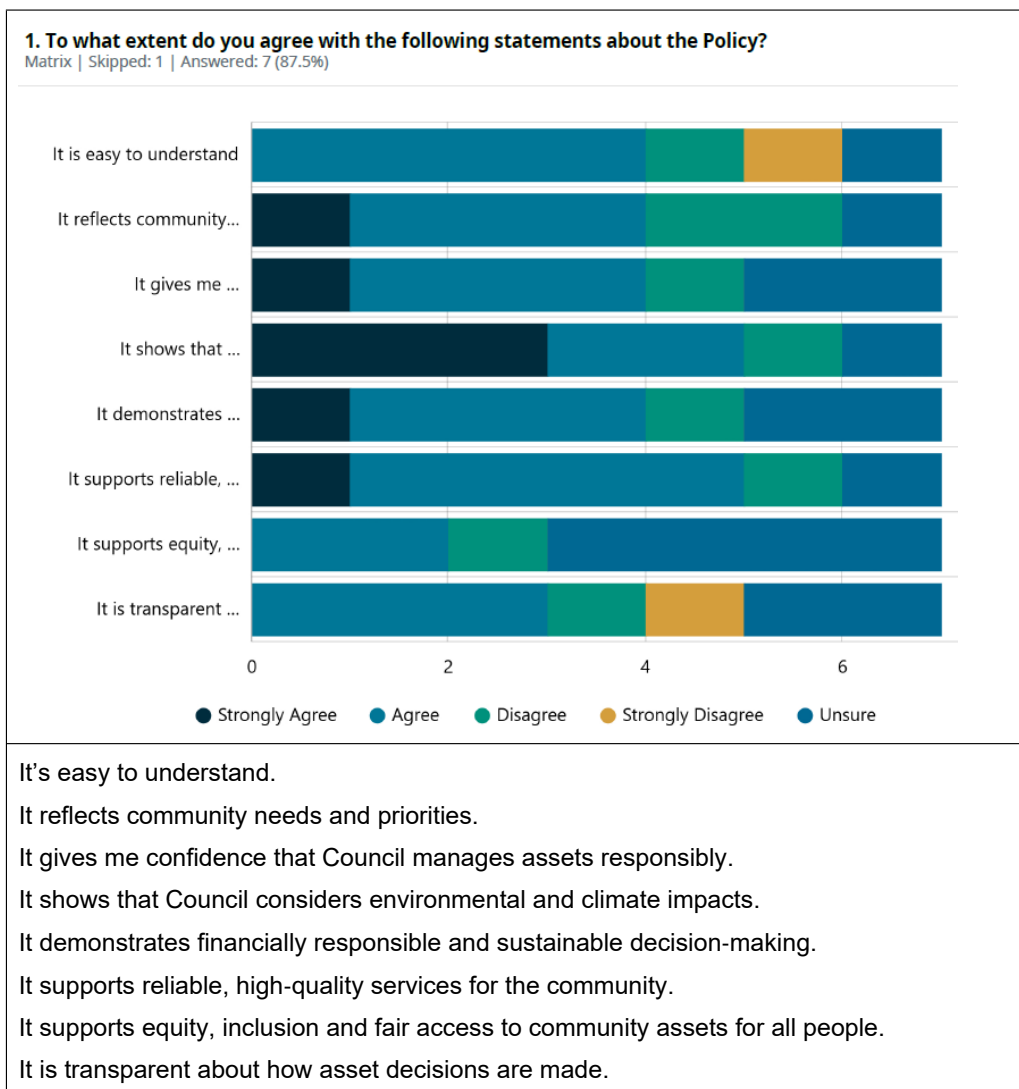
Broader themes: We include topics like inclusion and climate because they are part of Council's wider plans and responsibilities.

Predictive modelling: It's not accessible to the community. It's an operational tool used to assist in developing renewal programs, and model outputs that can be seen in the Asset Plan and financial reporting like the State of the Assets Report. This is updated annually.

Data Snapshot

Responses show general agreement that the policy is clear and supports good decision-making. Environmental considerations rated strongest. However, there is lower confidence in equity, inclusion and transparency, and mixed views on whether the policy reflects community needs.

Strategic Asset Management Policy Engagement Results



Feedback from written description to this question shows uncertainty about how decisions are made, including who is involved and what criteria are used. It also highlights a lack of clarity around accessibility commitments and how Council balances competing priorities like equity, environment and cost.

Demographics

Responses came from a very small group, mostly women, ratepayers, and Torquay residents, with little diversity. The feedback reflects a narrow view of the community.

How feedback will be used

We will update the policy based on community feedback.

Next steps

We will update the policy as noted and present it at the July Council meeting.



We exist to help our community and environment to thrive

COUNCIL POLICY

SCS – 005 Strategic Asset Management

TRIM Reference: D25/155500 Due for Review: February 2030
Responsible Officer: General Manager Place Making & Environment

1. Purpose

This policy outlines Surf Coast Shire Council's (Council) commitment and intention to undertake the management of assets.

Council needs to acquire, maintain, renew and dispose of its assets in a way to best service the needs of the community. This is to be undertaken in a strategic manner taking into account both the short term needs as well as long term sustainability.

2. Policy Principles

This policy assists Surf Coast Shire Council to sustainably acquire, maintain, renew and dispose of the assets under its control in an efficient, financially responsible, environmentally friendly and transparent manner.

3. Scope

This policy applies to physical assets over which Council has ownership or control or for which Council has the authority to determine either technical or service standards.

The policy does not apply to non-physical assets or assets that are beyond Council's responsibility.

4. Policy

Surf Coast Shire Council is committed to reflecting Council's Vision, Purpose and Strategic Direction as detailed in the Council Plan 2025-2029.

To achieve the above, Council will provide and maintain assets in a manner that they:

- a. Meet service levels that Council has engaged with the community upon in relation to Parks and Open Space, Roads and Infrastructure and Facilities.
- b. Support the organisation to deliver effective outcomes
- c. Are fit and safe for the purpose for which they have been provided
- d. Are replaced as required subject to agreed prioritisation
- e. Minimise detrimental impact on the natural environment, incorporate and implement climate adaption and circular economy principles within renewal and capital projects where practical
- f. Are committed to ensuring that public assets are planned, delivered, and maintained in ways that support equity, access and inclusion.
- g. Are financially sustainable.

By focussing on the above principles, Council will consider the overarching economic, social, cultural and environmental matters that are critical to the Council's purpose.

Council will adopt a formalised approach to asset management, the underlying principles and methodology, and ensure it is integrated to Council's financial planning and practices as well as its service planning and decision-making.



We exist to help our community and environment to thrive

COUNCIL POLICY

4.1. Understanding customer expectations

- 4.1.1. Services will be systematically reviewed to ascertain Community's service standard expectations.
- 4.1.2. Council will conduct regular Community Satisfaction Surveys as one method of assessing customer perception of service delivery performance.
- 4.1.3. Specific service requirements or expectations will be explored directly with service or asset users through a variety of methods wherever practicable.

4.2. Delivering effective outcomes

- 4.2.1. Council will establish an Asset Management Steering Committee responsible for ensuring that a strategic asset management approach is incorporated into all aspects of Council's operations.
- 4.2.2. The Asset Management Steering Committee shall:
 - 4.2.2.1. Comprise a multi-disciplinary and cross-functional membership established to oversee and promote best practice asset management throughout Council.
 - 4.2.2.2. Ensure that staff responsibilities for asset management activities are included in the Asset Plan and Asset Management Plans and reflected in individual position descriptions.
- 4.2.3. Council will ensure that it has sufficient staff with the skills and knowledge required to perform asset management activities and that they are provided with sufficient resources to deliver required outcomes.
- 4.2.4. Council will ensure that all assets have a nominated asset owner that is generally the Service Manager whose service most closely aligns, or is dependent upon the asset and the function it performs.
- 4.2.5. Council will incorporate financial responsibility into asset management through the use of life cycle cost analysis to inform decision-making and management of its assets.
- 4.2.6. Wherever possible, Council will develop and implement preventative maintenance programs to ensure that lowest net life cycle cost is achieved and asset service potential is optimised.
- 4.2.7. Acquisition, upgrade, enhancement, renewal, replacement and disposal of assets will be delivered through the approved Capital Works Program, Procurement Policy, Staff Delegations and relevant procedures.
- 4.2.8. Council will maintain a program of regular inspections of assets under its control to regularly assess the condition of assets and to minimise Community's risk. Council will use the audit data to inform predictive modelling to aid in the development of renewal programs.
- 4.2.9. Council will develop an Asset Plan as per the Local Government Act 2020.
- 4.2.10. Council will develop Asset Management Plans for each key asset category. The Asset Management Plans will be developed through consideration of industry standards.
- 4.2.11. Council will undertake industry standard frameworks assessments to monitor best practice and to plan and measure improvement in Council's asset management practices.
- 4.2.12. Council will consider the matters of equity and need when developing strategies which relate to the provision or disposal of assets.

4.3. Assets are to be safe and fit-for-purpose

- 4.3.1. Council will refer to current Australian Standards, regulations, codes of practices and relevant guidelines when assessing or designing new, upgraded, expanded or renewed assets.
- 4.3.2. Council will ensure that projects are delivered with guidance from the relevant Service Manager as either the Project Sponsor or Project Owner to ensure that the service needs and community aspirations are considered through the project life cycle.

4.4. Assets are to be renewed or replaced as required subject to agreed prioritisation

- 4.4.1. Council will determine project candidates for its asset renewal program having considered (in the following order):



We exist to help our community and environment to thrive

COUNCIL POLICY

- 4.4.1.1. Implementation of asset modelling that incorporates the following parameters to provide an optimised renewal program for consideration:
 - 4.4.1.1.1. The condition of the asset relative to desired intervention criteria
 - 4.4.1.1.2. Maintenance advice and poor condition assets identified based on out of cycle condition assessments where practical.
 - 4.4.1.1.3. Criticality and Risk profile of the asset
 - 4.4.1.1.4. Climate risk and adaption risk profiles where practical.
 - 4.4.1.1.5. Modelling of various scenarios to best optimise and reduce %Poor and Very Poor assets across the whole asset base.
- 4.4.1.2. Affirmation from the Service Manager/s that the asset/s identified in the modelled outputs are required in the future to sustain service delivery
- 4.4.1.3. Council's financial capacity to support the renewal or replacement within its long-term financial plan or financial principles
- 4.4.1.4. Prioritisation from the Service Managers in the event that competing project candidates are not all affordable in the short term.
- 4.4.1.5. Ensure building and infrastructure renewal works ensure accessibility is improved to the greatest extent possible.

4.5. Asset management integrates with environment, climate adaptation, and the circular economy principles and policy

- 4.5.1. Council's Sustainable Design Policy (SCS-055) will be adopted when triggered for all applicable renewal projects.
- 4.5.2. Council will proactively pursue operational practices, suppliers and materials that positively contribute to a healthy environment, or at least mitigate harm to the environment.
- 4.5.3. Council has declared a Climate Emergency and developed a Climate Action Plan outlining Council's corporate response to this issue. Council has committed to help the community and environment, therefore planning for new, upgraded and renewed assets needs to be informed by Climate Change principles of mitigation and adaptation.
- 4.5.4. Council will endeavour where possible to promote circular economy principles within renewal and capital works. Circular economy principles may include, but not be limited to, inclusion of materials that have a positive circular economy score, the repurposing of decommissioned assets or offering of decommissioned materials to local user groups for use in other projects or works.

4.6. Equity of access and participation informs asset management decisions

- 4.6.1. Gender and Equity Impact Assessments (GEIAs) will be conducted for significant asset acquisition, maintenance, renewal and disposal with direct and significant community impact such as parks, lighting, sports facilities, transport infrastructure, public toilets and community buildings.
 - 4.6.1.1. Asset class GEIAs will be undertaken and included in AMP and updated at a minimum in cycle with the Strategic Asset Management Policy review.
 - 4.6.1.2. Council will ensure all projects meet accessibility requirements under the Disability Discrimination Act and relevant standards and regulations.
 - 4.6.1.3. Council will deliver on the principles of Universal Design to ensure projects meet the needs of all members of our community.
 - 4.6.1.4. Council will ensure building and infrastructure renewal works improve accessibility to the greatest extent possible.

4.7. Asset management is to be financially sustainable

- 4.7.1. Council will only accept or retain ownership or control of assets where it is deemed necessary to Council's agreed service delivery or where Council specifically resolves to retain the asset.
- 4.7.2. Council will actively seek to sell, divest, gift or transfer the asset to community or third-party ownership where the asset is not required for Council Services.



We exist to help our community and environment to thrive

COUNCIL POLICY

- 4.7.3. Council has established an Asset Renewal Funding Strategy which is incorporated into Council's long term financial plan.
- 4.7.4. Council will establish funding strategies for the acquisition or construction of new assets required to support population growth and development and incorporate these strategies into Council's long term financial plan.
- 4.7.5. Council will establish funding strategies to meet known future obligations, such as landfill rehabilitation, and incorporate these strategies into Council's long term financial plan.
- 4.7.6. Where projects and initiatives relating to new, upgraded or expanded assets are considered, Council will:
 - 4.7.6.1. Firstly assess the potential financial impact on Council's ability to sustain its own asset base before it commits funding to new, upgraded or expanded assets, including consideration of the whole of lifecycle costs of the proposed assets and the burden placed on future generations to manage any proposed asset.
 - 4.7.6.2. Secondly, if the proposal to construct or acquire a new, upgraded or expanded asset cannot be afforded without impact on Council's current asset base, then Council should seek to identify opportunity to sell, divest or decommission an existing asset to offset the cost of the desired project.

5. Local Government Act 2020 Principles

Principles	Applicable to policy	If yes, provide details
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes	This policy considers the following Governance principles: - priority is to be given to achieving the best outcomes for the municipal community, including future generations; - the ongoing financial viability of the Council is to be ensured; - the transparency of Council decisions, actions and information is to be ensured
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	No	
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes	This policy considers the following Public Transparency principles: priority is to be Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes	This policy considers the following Strategic Planning principles: strategic planning must take into account the resources needed for effective implementation
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes	This policy considers the following Financial Management principles: - the financial viability of the Council; - the management of current and future liabilities of the Council.
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	Yes	This policy considers the following Service Performance principles: services should be provided in an equitable manner and be responsive to



We exist to help our community and environment to thrive

COUNCIL POLICY

Principles	Applicable to policy	If yes, provide details
		the diverse needs of the municipal community; • services should be accessible to the members of the municipal community for whom the services are intended; • quality and costs standards for services set by the Council should provide good value to the municipal community

6. Definitions

Assets	A resource from which current or future benefits are to be derived or services are to be delivered. In the context of this policy, assets are physical items (fixed or mobile) and do not include software, financial or other intangible assets.
Asset Category	The grouping of similar related assets. For example the Asset Categories used by Surf Coast Shire include, but are not limited to, Roads, Footpaths, Open Space, Buildings, Drainage and Fleet
Asset Life Cycle	The cycle of activities that an asset goes through while it retains an identity as a particular asset.
Asset Life Cycle Cost	The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
Asset Management Plan (AMP)	A plan developed for the management of an asset or asset category. The AMP combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset. The AMP establishes, for each Asset Category: - Levels of Service (performance, construction, maintenance, and operational standards) - Future Demand (rational basis for demand forecasting and selection of options for proposed new assets) - Life Cycle Management Plan (including Operations and Maintenance, Renewals and Replacements, and Expansion and Upgrades) - Financial Projections - Asset Management Practices - Performance Monitoring and Improvement.
Asset Plan	A mandatory 10-year strategic document required under Section 92 of the Local Government Act 2020 (Victoria) for Victorian councils. It outlines how council will manage, maintain, renew, acquire, and dispose of infrastructure assets, aligning them with financial sustainability and service needs.
Asset Register	A consolidated record of asset data and information considered worthy of separate identification including inventory, historical, financial, condition, construction, technical, and financial.
Predictive Modelling	The use of analytical models to predict outcomes given specific assumptions or inputs. Predictive models used for asset management may include but not be limited to, deterioration models and financial models.



We exist to help our community and environment to thrive

COUNCIL POLICY

Service Manager	Manager primarily responsible for the delivery of the service area.
Useful Life	The period over which a depreciable asset is expected to be used.

7. Related Procedure

Not Applicable

8. References

- International Infrastructure Management Manual
- Council Plan 2025-29
- Asset Management Strategy
- Asset Plan 2025-35
- Asset Management Plans
- Asset Renewal Funding Strategy
- SCS-063 Fair Access Polic
- Gender Equality and Diversity Action Plan
- SCS-055 Sustainable Design Policy
- Long Term Financial Plan
- Road Management Plan
- Asset Register
- Council Policy - Depreciation of Property, Infrastructure and Plant & Equipment

9. Document History

Version	Document History	Approved by – Date
1	<i>Amended</i>	<i>Council Resolution – 22/4/2014</i>
2	<i>Amended</i>	<i>Council Resolution – 11/12/2018</i>
3	<i>Amended and new template</i>	<i>Council Resolution – XX/XX/XXXX</i>



We exist to help our community and environment to thrive

COUNCIL POLICY

SCS – 005 Strategic Asset Management

TRIM Reference:	D25/155500	Due for Review:	February 2030
Responsible Officer:	General Manager Place Making & Environment		

1. Purpose

This policy outlines Surf Coast Shire Council's (Council) commitment and intention to undertake the management of assets.

Council needs to acquire, maintain, renew and dispose of its assets in a way to best service the needs of the community. This is to be undertaken in a strategic manner taking into account both the short term needs as well as long term sustainability.

2. Policy Principles

This policy assists Surf Coast Shire Council to sustainably acquire, maintain, renew and dispose of the assets under its control in an efficient, financially responsible, environmentally friendly and transparent manner.

3. Scope

This policy applies to physical assets over which Council has ownership or control or for which Council has the authority to determine either technical or service standards.

The policy does not apply to non-physical assets or assets that are beyond Council's responsibility.

4. Policy

Surf Coast Shire Council is committed to reflecting Council's Vision, Purpose and Strategic Direction as detailed in the Council Plan 2025-2029.

To achieve the above, Council will provide and maintain assets in a manner that they:

- a. Meet service levels that Council has engaged with the community upon in relation to Parks and Open Space, Roads and Infrastructure and Facilities.
- b. Support the organisation to deliver effective outcomes
- c. Are fit and safe for the purpose for which they have been provided
- d. Are replaced as required subject to agreed prioritisation
- e. Minimise detrimental impact on the natural environment, incorporate and implement climate adaption and circular economy principles within renewal and capital projects where practical
- f. Are committed to ensuring that public assets are planned, delivered, and maintained in ways that support equity, access and inclusion.
- g. Are financially sustainable.

By focussing on the above principles, Council will consider the overarching economic, social, cultural and environmental matters that are critical to the Council's purpose.

Council will adopt a formalised approach to asset management, the underlying principles and methodology, and ensure it is integrated to Council's financial planning and practices as well as its service planning and decision-making.



4.1. Understanding customer expectations

- 4.1.1. Services will be systematically reviewed to ascertain Community's service standard expectations.
- 4.1.2. Council will conduct regular Community Satisfaction Surveys as one method of assessing customer perception of service delivery performance.
- 4.1.3. Specific service requirements or expectations will be explored directly with service or asset users through a variety of methods wherever practicable.

4.2. Delivering effective outcomes

- 4.2.1. Council will establish an Asset Management Steering Committee responsible for ensuring that a strategic asset management approach is incorporated into all aspects of Council's operations.
- 4.2.2. The Asset Management Steering Committee shall:
 - 4.2.2.1. Comprise a multi-disciplinary and cross-functional membership established to oversee and promote best practice asset management throughout Council.
 - 4.2.2.2. Ensure that staff responsibilities for asset management activities are included in the Asset Plan and Asset Management Plans and reflected in individual position descriptions.
- 4.2.3. Council will ensure that it has sufficient staff with the skills and knowledge required to perform asset management activities and that they are provided with sufficient resources to deliver required outcomes.
- 4.2.4. Council will ensure that all assets have a nominated asset owner that is generally the Service Manager whose service most closely aligns, or is dependent upon the asset and the function it performs.
- 4.2.5. Council will incorporate financial responsibility into asset management through the use of life cycle cost analysis to inform decision-making and management of its assets.
- 4.2.6. Wherever possible, Council will develop and implement preventative maintenance programs to ensure that lowest net life cycle cost is achieved and asset service potential is optimised.
- 4.2.7. Acquisition, upgrade, enhancement, renewal, replacement and disposal of assets will be delivered through the approved Capital Works Program, Procurement Policy, Staff Delegations and relevant procedures.
- 4.2.8. Council will maintain a program of regular inspections of assets under its control to regularly assess the condition of assets and to minimise Community's risk. Council will use the audit data to inform predictive modelling to aid in the development of renewal programs.
- 4.2.9. Council will develop an Asset Plan as per the Local Government Act 2020.
- 4.2.10. Council will develop Asset Management Plans for each key asset category. The Asset Management Plans will be developed through consideration of industry standards.
- 4.2.11. Council will undertake industry standard frameworks assessments to monitor best practice and to plan and measure improvement in Council's asset management practices.
- 4.2.12. Council will consider the matters of equity and need when developing strategies which relate to the provision or disposal of assets.

4.3. Assets are to be safe and fit-for-purpose

- 4.3.1. Council will refer to current Australian Standards, regulations, codes of practices and relevant guidelines when assessing or designing new, upgraded, expanded or renewed assets.
- 4.3.2. Council will ensure that projects are delivered with guidance from the relevant Service Manager as either the Project Sponsor or Project Owner to ensure that the service needs and community aspirations are considered through the project life cycle.

4.4. Assets are to be renewed or replaced as required subject to agreed prioritisation

- 4.4.1. Council will determine project candidates for its asset renewal program having considered (in the following order):



We exist to help our community and environment to thrive

COUNCIL POLICY

- 4.4.1.1. Implementation of asset modelling that incorporates the following parameters to provide an optimised renewal program for consideration:
 - 4.4.1.1.1. The condition of the asset relative to desired intervention criteria
 - 4.4.1.1.2. Maintenance advice and poor condition assets identified based on out of cycle condition assessments where practical.
 - 4.4.1.1.3. Criticality and Risk profile of the asset
 - 4.4.1.1.4. Climate risk and adaption risk profiles where practical.
 - 4.4.1.1.5. Modelling of various scenarios to best optimise and reduce %Poor and Very Poor assets across the whole asset base.
- 4.4.1.2. Affirmation from the Service Manager/s that the asset/s identified in the modelled outputs are required in the future to sustain service delivery
- 4.4.1.3. Council's financial capacity to support the renewal or replacement within its long-term financial plan or financial principles
- 4.4.1.4. Prioritisation from the Service Managers in the event that competing project candidates are not all affordable in the short term.
- 4.4.1.4.4.1.5. Ensure building and infrastructure renewal works ensure accessibility is improved to the greatest extent possible.

4.5. Asset management integrates with environment, climate adaptation, and the circular economy principles and policy

- 4.5.1. Council's Sustainable Design Policy (SCS-055) will be implemented when triggered for all applicable renewal projects.
- 4.5.2. Council will proactively pursue operational practices, suppliers and materials that positively contribute to a healthy environment, or at least mitigate harm to the environment.
- 4.5.3. Council has declared a Climate Emergency and developed a Climate Action Plan outlining Council's corporate response to this issue. Council has committed to help the community and environment, therefore planning for new, upgraded and renewed assets needs to be informed by Climate Change principles of mitigation and adaptation.
- 4.5.4. Council will endeavour where possible to promote circular economy principles within renewal and capital works. Circular economy principles may include, but not be limited to, inclusion of materials that have a positive circular economy score, the repurposing of decommissioned assets or offering of decommissioned materials to local user groups for use in other projects or works.

4.6. Equity of access and participation informs asset management decisions

- 4.6.1. Gender and Equity Impact Assessments (GEIAs) will be conducted for significant asset acquisition, maintenance, renewal and disposal with direct and significant community impact such as parks, lighting, sports facilities, transport infrastructure, public toilets and community buildings.
 - 4.6.1.1. Asset class GEIAs will be undertaken and included in AMP and updated at a minimum in cycle with the Strategic Asset Management Policy review.
 - 4.6.1.2. Council will ensure all projects meet accessibility requirements under the Disability Discrimination Act and relevant standards and regulations.
 - 4.6.1.3. Council will deliver on the principles of Universal Design to ensure projects meet the needs of all members of our community.
 - 4.6.1.4. Council will ensure building and infrastructure renewal works improve accessibility to the greatest extent possible.

4.6.4.7. Asset management is to be financially sustainable

- 4.6.4.7.1. Council will only accept or retain ownership or control of assets where it is deemed necessary to Council's agreed service delivery or where Council specifically resolves to retain the asset.
- 4.6.4.7.2. Council will actively seek to sell, divest, gift or transfer the asset to community or third-party ownership where the asset is not required for Council Services.



We exist to help our community and environment to thrive

COUNCIL POLICY

- [4.6.3.4.7.3.](#) Council has established an Asset Renewal Funding Strategy which is incorporated into Council's long term financial plan.
- [4.6.4.4.7.4.](#) Council will establish funding strategies for the acquisition or construction of new assets required to support population growth and development and incorporate these strategies into Council's long term financial plan.
- [4.6.5.4.7.5.](#) Council will establish funding strategies to meet known future obligations, such as landfill rehabilitation, and incorporate these strategies into Council's long term financial plan.
- [4.6.6.4.7.6.](#) Where projects and initiatives relating to new, upgraded or expanded assets are considered, Council will:
- [4.6.6.4.7.6.1.](#) Firstly assess the potential financial impact on Council's ability to sustain its own asset base before it commits funding to new, upgraded or expanded assets, including consideration of the whole of lifecycle costs of the proposed assets and the burden placed on future generations to manage any proposed asset.
- [4.6.6.2.4.7.6.2.](#) Secondly, if the proposal to construct or acquire a new, upgraded or expanded asset cannot be afforded without impact on Council's current asset base, then Council should seek to identify opportunity to sell, divest or decommission an existing asset to offset the cost of the desired project.

5. Local Government Act 2020 Principles

Principles	Applicable to policy	If yes, provide details
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes	This policy considers the following Governance principles: - priority is to be given to achieving the best outcomes for the municipal community, including future generations; - the ongoing financial viability of the Council is to be ensured; - the transparency of Council decisions, actions and information is to be ensured
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	No	
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes	This policy considers the following Public Transparency principles: priority is to be Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes	This policy considers the following Strategic Planning principles: strategic planning must take into account the resources needed for effective implementation
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes	This policy considers the following Financial Management principles: - the financial viability of the Council; - the management of current and future liabilities of the Council.
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	Yes	This policy considers the following Service Performance principles: services should be provided in an equitable manner and be responsive to



We exist to help our community and environment to thrive

COUNCIL POLICY

Principles	Applicable to policy	If yes, provide details
		the diverse needs of the municipal community; • services should be accessible to the members of the municipal community for whom the services are intended; • quality and costs standards for services set by the Council should provide good value to the municipal community

6. Definitions

Assets	A resource from which current or future benefits are to be derived or services are to be delivered. In the context of this policy, assets are physical items (fixed or mobile) and do not include software, financial or other intangible assets.
Asset Category	The grouping of similar related assets. For example the Asset Categories used by Surf Coast Shire include, but are not limited to, Roads, Footpaths, Open Space, Buildings, Drainage and Fleet
Asset Life Cycle	The cycle of activities that an asset goes through while it retains an identity as a particular asset.
Asset Life Cycle Cost	The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
Asset Management Plan (AMP)	A plan developed for the management of an asset or asset category. The AMP combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset. The AMP establishes, for each Asset Category: - Levels of Service (performance, construction, maintenance, and operational standards) - Future Demand (rational basis for demand forecasting and selection of options for proposed new assets) - Life Cycle Management Plan (including Operations and Maintenance, Renewals and Replacements, and Expansion and Upgrades) - Financial Projections - Asset Management Practices - Performance Monitoring and Improvement.
Asset Plan	A mandatory 10-year strategic document required under Section 92 of the Local Government Act 2020 (Victoria) for Victorian councils. It outlines how council will manage, maintain, renew, acquire, and dispose of infrastructure assets, aligning them with financial sustainability and service needs.
Asset Register	A consolidated record of asset data and information considered worthy of separate identification including inventory, historical, financial, condition, construction, technical, and financial.
Predictive Modelling	The use of analytical models to predict outcomes given specific assumptions or inputs. Predictive models used for asset management may include but not be limited to, deterioration models and financial models.



We exist to help our community and environment to thrive

COUNCIL POLICY

Service Manager

Manager primarily responsible for the delivery of the service area.

Useful Life

The period over which a depreciable asset is expected to be used.

7. Related Procedure

Not Applicable

8. References

- International Infrastructure Management Manual
- Council Plan 2025-29
- Asset Management Strategy
- Asset Plan 2025-35
- Asset Management Plans
- Asset Renewal Funding Strategy
- [SCS-063 Fair Access Polic](#)
- [Gender Equality and Diversity Action Plan](#)
- [SCS-055 Sustainable Design Policy](#)
- Long Term Financial Plan
- Road Management Plan
- Asset Register
- Council Policy - Depreciation of Property, Infrastructure and Plant & Equipment

9. Document History

Version	Document History	Approved by – Date
1	<i>Amended</i>	<i>Council Resolution – 22/4/2014</i>
2	<i>Amended</i>	<i>Council Resolution – 11/12/2018</i>
3	<i>Amended and new template</i>	<i>Council Resolution – XX/XX/XXXX</i>

4.5 SCS-009 Infrastructure Special Rates and Charges Scheme Policy

Council Plan	Strategic Direction - Assets and Infrastructure
Author's Title:	Project Engineer
General Manager:	Chris Pike, General Manager Placemaking and Environment
Division:	Placemaking and Environment
Department:	Assets and Engineering
Attachments:	1. Infrastructure Special Rate and Charge Scheme Policy Community Engagement Report [4.5.1 - 7 pages] 2. SCS-009 Infrastructure Special Rate and Charge Scheme Policy [4.5.2 - 4 pages] 3. SCS-009 Infrastructure Special Rate and Charge Scheme Policy - Post Consultation Mark-up [4.5.3 - 5 pages]

Purpose

1. The purpose of this report is to seek Council's adoption of SCS-009 Infrastructure Special Rate and Charge Scheme Policy.

Recommendation

That Council:

1. Notes the feedback received during the consultation period of the draft SCS-009 Infrastructure Special Rate and Charge Scheme Policy (**Attachment 1**).
2. Adopts SCS-009 Infrastructure Special Rate and Charge Scheme Policy (**Attachment 2**).

Council Resolution

Moved Cr Phelps, Seconded Cr Pattison

That Council:

1. Notes the feedback received during the consultation period of the draft SCS-009 Infrastructure Special Rate and Charge Scheme Policy (**Attachment 1**).
2. Adopts SCS-009 Infrastructure Special Rate and Charge Scheme Policy (**Attachment 2**).

CARRIED 7/2

For	Against	Abstained
Cr Bodsworth Cr Crockett Cr Pattison Cr Phelps Cr Schonfelder Cr Stapleton Cr Walker	Cr Barker Cr Grist	Nil

Outcome

2. If Council accepts this recommendation, the updated policy will establish a clear and compliant governance framework for the delivery of Special Rate and Charge Schemes, supporting consistent, transparent decision making and providing an additional pathway for the delivery of community infrastructure projects.

Key Considerations

3. Council's current policy was adopted in 2019 and is due for review in accordance with Council's policy review schedule. The review does not fundamentally alter Council's existing approach to Special Rate and Charge Schemes but clarifies governance responsibilities, strengthens implementation guidance, reduces procedural risk, and incorporates lessons learnt from previous schemes.
4. The updated policy has undergone an independent legal review to ensure compliance with the requirements of the *Local Government Act 2020*.
5. A Resident Agreement process has been included as an alternative mechanism to a Special Rates and Charges Scheme, enabling residents who benefit from the project to voluntarily fund works through direct financial contributions, without requiring participation by property owners who do not wish, or are not financially able, to participate in a scheme.
6. The Infrastructure Special Rates and Charges Scheme Policy supports the delivery of infrastructure improvements that enhance community safety, accessibility, and amenity, providing Council with a structured framework to facilitate these outcomes. The policy amendments are not expected to materially increase the cost of administering a scheme; however, individual schemes may require Council contribution and officer resourcing, depending on their scope and complexity.
7. The policy was exhibited for community consultation via an online survey. A summary of the submissions received is provided in **Attachment 1**. Feedback was generally supportive and focused on when the policy should be applied. Targeted updates were made to clarify the Resident Agreement process and add supporting definitions.

Background

8. A Special Rates and Charges Scheme is a statutory mechanism available to Council to fund infrastructure projects, whereby property owners who directly benefit from the scheme, contribute to the costs. Schemes may include, but are not limited to, sealing of unsealed roads, footpaths, pathways, kerb and channel works, drainage, construction or upgrade of sealed roads, car parks, local area traffic management controls / devices, lighting, streetscapes, and recreational and community facilities.
9. The most recent Special Rates and Charges Scheme delivered by Council was undertaken in Sparrow Avenue, Anglesea, in late 2023.
10. A 'Resident Agreement' is a voluntary arrangement where benefitting property owners agree to fund all or part of a project outside the statutory special charge process.
11. The policy is supported by an Infrastructure Special Rates and Charges Management Procedure, which provides operational guidance for the implementation of a scheme. The procedure is being updated concurrently to align with the revised policy.

Options

12. **Alternative Option 1** – That Council does not endorse the revised version of SCS-009 Infrastructure Special Rate and Charge Scheme Policy.

This option is not recommended by officers, as the current policy lacks sufficient detail in its principles and implementation framework. Retaining the existing policy may expose Council to governance, procedural and compliance risks when delivering a scheme in accordance with the *Local Government Act 2020*.

Financial Considerations

13. Special Rate and Charge Schemes provide Council with an important funding mechanism to facilitate infrastructure projects that may not otherwise proceed through existing capital funding programs.
14. The resources required to implement a Special Rate and Charge Scheme can be significant due to the level of community consultation and administrative processes involved, requiring input from several business units across Council, including Assets & Engineering, Communications and Community Engagement, the Program Management Office, Procurement, Finance, and Records.
15. A scheme typically takes approximately 18 months to progress from initiation to formal declaration. Resourcing requirements vary throughout this period depending on the stage of the project, however, it is estimated a day per week would be required to administer a scheme. Timeframes may vary depending on the complexity of the proposed scheme, however for the purposes of illustrating officer costs, an 18-month project would be approximately \$50,000 in existing budgeted officer time. Some of project related costs, such as design, project management, and project communications, can be recovered through the scheme.
16. The resource intensiveness of schemes does limit Council's capacity to undertake multiple schemes concurrently.
17. In accordance with the *Local Government Act 2020*, Council may also be required to contribute funding toward the scheme, with the portion of Council contribution determined by the level of community benefit of the project. Costs will need to be managed within existing operational budgets or project funding sources.
18. The amendments made to the policy are not expected to materially increase the cost of administering a scheme.

Community Engagement

19. The revised policy was released for community consultation via an online survey. A summary of the submissions received is provided in Attachment 1. Feedback generally supported the policy principles and focused primarily on its application, particularly the circumstances in which it should be used. The policy was updated in response to comments seeking greater detail on the Resident Agreement process and additional definitions.

Statutory / Legal / Policy Considerations

20. The *Local Government Act 2020* outlines the governance requirements for implementing a Special Rate and Charge Scheme. Compliance with the Act has been confirmed through an independent legal review of the draft policy.
21. A Gender and Equity Impact Assessment (GEIA) has been completed on this policy. The GEIA found that public safety and perception of safety should be considered in the application of the policy, which aligns with the policy's intent to support infrastructure improvements that enhance community safety, accessibility and amenity.
22. The GEIA also identified, by exception, the potential to extend payment arrangements of up to 10 years (with no or modest penalty) for affected property owners, separate from the provisions of Council's hardship policy, which seeks to resolve outstanding debt within a financial year. It was noted that such provisions should not be included in the public-facing policy, with flexibility to be considered on a case-by-case basis, where circumstances warrant its use.

Council Plan 2025-2029 Strategic Direction

23. Assets and Infrastructure

The important role assets play in our community will be given specific recognition. Investment in assets will be equitable and evidence based. Road condition and function will be a focus whilst Council also broadens options for non car-based travel. Maintenance levels will be calculated to achieve the best balance of cost and amenity over time.

24. Community Wellbeing

Council seeks to increase community participation and empowerment and will favour projects being led by community where possible. Council will foster healthy active living and community connections for all age groups that improve wellbeing and are equitable and inclusive. The needs of younger and future generations will be prioritised given Council's role in planning for the future.

Strategic Risk

25. Failure to deliver outcomes in line with community needs
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
26. Adoption of the SCS-009 Infrastructure Special Rate and Charge Scheme Policy will support the delivery of community infrastructure projects through a clear and compliant governance framework, reducing implementation risk and improving the consistency of decision making.

Risk Rating

27. The adoption and implementation of the policy is assessed as a medium risk and can be effectively managed at the department level.

Sustainability Considerations

28. While the policy itself does not directly generate sustainability implications, individual infrastructure projects funded through Special Rate and Charge Schemes will continue

to be assessed for environmental, social, and sustainability impacts in accordance with Council's standard project planning processes.

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

31. At its November meeting, the Audit and Risk Committee recommended that SCS-009 Infrastructure Special Rate and Charge Scheme Policy be endorsed and adopted by Council.

Audit and Risk Committee Meeting Date: 26 November 2025

<i>Feedback Received</i>	<i>Action Taken</i>
<i>Policy should have an independent legal review to ensure compliance with the Local Government Act 2020.</i>	<i>Legal review of the policy completed by Maddocks Lawyers in February 2026.</i>

Councillor Briefings

32. 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: 7 July 2026

<i>Councillor name</i>	<i>In attendance (Y/N)</i>	<i>Councillor name</i>	<i>In attendance (Y/N)</i>
<i>Cr Paul Barker</i>	<i>N</i>	<i>Cr Tony Phelps</i>	<i>N</i>
<i>Cr Mike Bodsworth</i>	<i>Y</i>	<i>Cr Adrian Schonfelder</i>	<i>Y</i>
<i>Cr Phoebe Crockett</i>	<i>Y</i>	<i>Cr Libby Stapleton</i>	<i>Y</i>
<i>Cr Joel Grist</i>	<i>Y</i>	<i>Cr Leon Walker</i>	<i>Y</i>
<i>Cr Liz Pattison</i>	<i>Y</i>		

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.



Infrastructure Special Rate and Charge Scheme Policy- Communications and Engagement Results

June 2026

Contents

Purpose	1
How we engaged	1
How engagement influenced the outcome	2
Your Say survey results	2
Questions with open ended responses	5
Next steps.....	6

Purpose

The purpose of the engagement was to seek feedback from community on the policy principles and scope.

We wanted to hear if we have missed any important elements to the scope of works that may be relevant in a special charge scheme and to test if the policy principles developed in the draft missed any important details.

This report now shares the key feedback themes from the survey questions and the open text comments.

We ran the engagement from April 22 to May 27, 2026.

How we engaged

We received feedback from community via:

- An online survey on Council's Your Say page
<https://yoursay.surfcoast.vic.gov.au/Special-Charge-Scheme-Survey>

To get the word out about the project and encourage feedback we prepared the following communications:

- Media release April 24 and Surf Coast Times Page 6 general engagement print advertisement.
- Social media posts: a primary post April 24 and a reminder post May 22 shared to SCS Facebook page and community noticeboards on Facebook.

surfcoast.vic.gov.au

How engagement influenced the outcome

- The feedback helped change the language and some of the definitions in the policy
- The community feedback reinforced the principles and scope of works where a special charge scheme may be appropriate mainly unsealed roads, lighting and drainage.

Your Say survey results

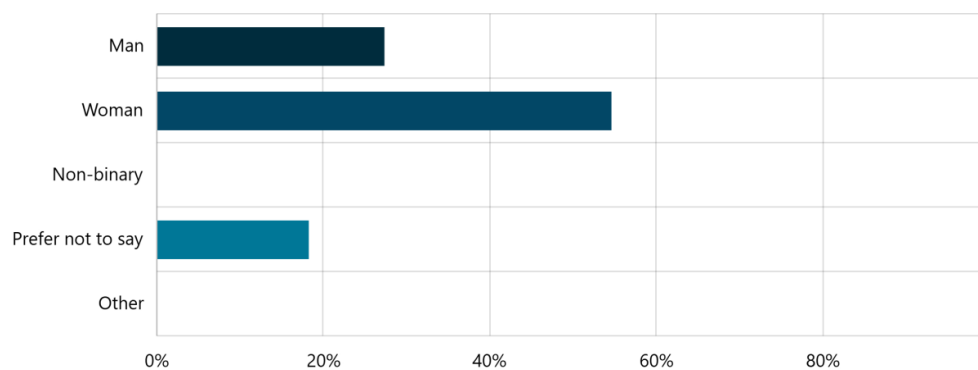
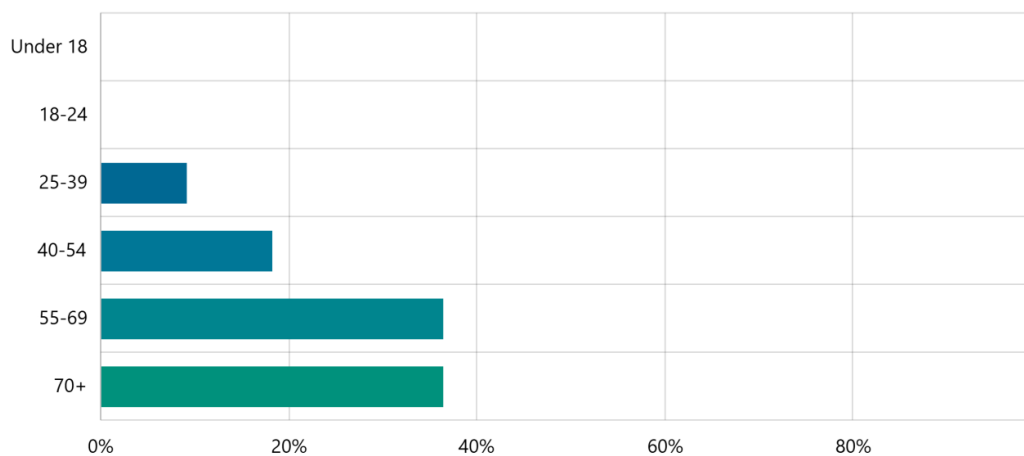
- We had 11 contributions to the survey.
- 63% had heard of the scheme
- 27.7% had been part of a special charge scheme in the past
- Comments around what shouldn't be included said: Respondents generally opposed including projects in the policy that are considered core council responsibilities, broadly used community assets, or infrastructure that primarily benefits the wider public or commercial users. There was a strong view that special charges should only apply where benefits are direct, localised, and clearly attributable to the properties being charged.
- 54.55% said they did not agree with the section in the policy called Residential Agreement
- 54.55% said they would participate in a Residential Agreement
- In relation to whether the policy was equitable, responders had mixed views depending on the situation and the scheme topic.
- We asked responders how much they agreed with the following process to initiate A Special Rate and Charge Scheme process. The steps involved in this process are:
 1. Assessment of level of support for the Scheme, both by community and Council priorities.
 2. Confirmation of the scope of work, benefitting properties and cost apportionment.
 3. Council resolution of its intention to declare the Scheme.
 4. Opportunity for public submissions under Section 223, and objections under Section 163B, of the Act. We exist to help our community and environment to thrive
 5. Council resolution to either declare or abandon the Scheme.
 6. Opportunity for affected property owners to appeal to VCAT. The outcome of many proposals will depend to a large degree on the priority placed upon the work, the level of community support, available funding and cash flow resources but will always be at Council's discretion.

Infrastructure Special Rate and Charge Scheme Policy

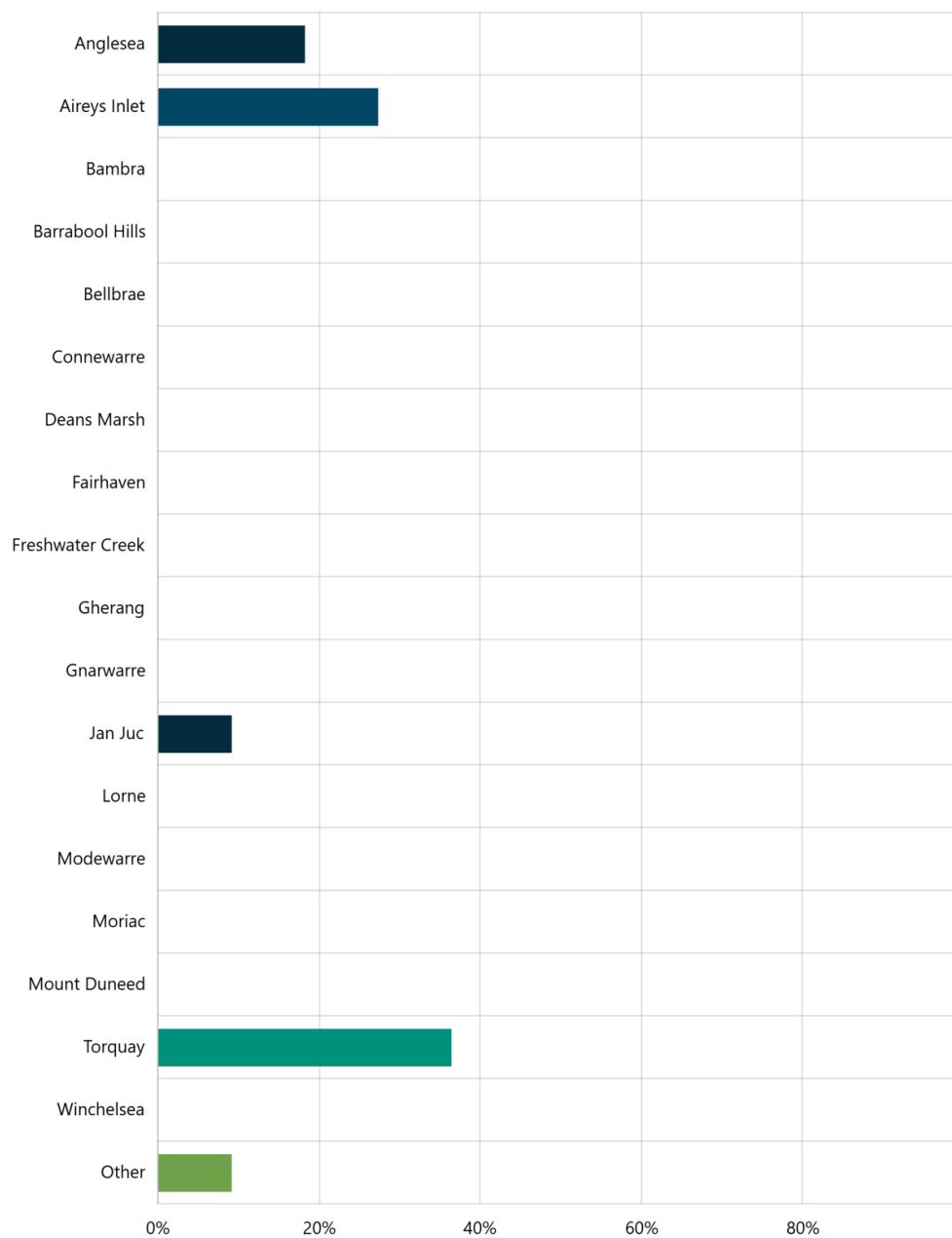
Here are the answer choices for the above:

- Agree 27.27%
- Somewhat Agree 27.27%
- Do not agree 27.27%
- Unsure 18.18%

About the responders



Infrastructure Special Rate and Charge Scheme Policy



Questions with open ended responses

Do you feel this policy is fair and equitable?

Negative / Opposed 5 45%

Positive / Supportive 4 36%

Conditional / Mixed 2 18%

Negative / Opposed Comments

- Residents should not be penalised for council financial management.
- Pensioners may be unable to contribute.
- Relies on well-informed people.
- Essential works could be blocked by non-payment.
- Suggests funding through rates instead.

Positive / Supportive Comments

- "Yes" (2 responses).
- Support if costs are allocated transparently according to benefit received.
- Support where policy wording and implementation are clear and equitable.

Conditional / Mixed Comments

- Depends on project type, location, benefit and resident support.
- Support contingent on fairness, transparency and clear implementation.

Overall Assessment

The survey generated responses from a very small sample size of residents and delivered a mix of views and opinions.

Several comments indicated support only if cost allocation is transparent, proportional to benefits received, and applied consistently. There is also concern that requiring unanimous or sufficient resident contributions could delay or prevent essential works.

Overall, the sentiment indicates that respondents generally favour fairness and transparency but have reservations about the policy's equity in practice unless safeguards are included for vulnerable residents and essential infrastructure projects.

Community feedback on the proposed policy was mixed.

Approximately 45% of comments expressed opposition or concerns regarding equity,

36% were supportive, and 18% were conditional on factors such as transparency, proportional cost allocation, and clear implementation.

Infrastructure Special Rate and Charge Scheme Policy

Key concerns related to affordability for pensioners and low-income residents, the appropriateness of residents funding infrastructure, and the potential for essential works to be delayed if contributions are not secured.

Supportive respondents generally agreed with a user-pays approach where costs are allocated fairly, according to the level of benefit received and where policy application is clear and transparent.

Do you have any further comments about this policy?

The feedback suggests the policy is not viewed as unequivocally equitable by respondents

Respondents generally emphasised that council funding should be focused on essential infrastructure and services that provide broad community benefit, such as roads, drainage, waste management, parks, libraries and community facilities. Several comments expressed concern about perceived spending on lower-priority projects and called for greater accountability and transparency in council decision-making.

There was support for a user-pays or special charge approach where benefits are clearly localised and directly received by specific property owners. However, respondents stressed that contributions should be allocated fairly based on the actual benefit received rather than property size alone, particularly in rural areas.

Overall, comments supported transparent, equitable, and practical funding arrangements that prioritise essential infrastructure and ensure costs are proportionate to the benefits delivered.

Next steps

All feedback has been considered, and an updated version of the draft policy will be presented to Council for final endorsement during its July meeting.

We have included the following community feedback into the draft policy:

1. Providing more detail around the Resident Agreement section,
2. We are adding 'pathway' to the list of projects covered by a scheme
3. We are also adding more clarity around our definitions raised in the list of terms:
 - Affected property owner &
 - Benefitting property





We exist to help our community and environment to thrive

COUNCIL POLICY

SCS-009 Infrastructure Special Rate and Charge Scheme Policy

TRIM Reference:	D26/28064	Due for Review:	June 2030
Responsible Officer:	General Manager Placemaking & Environment		

Purpose

This Policy provides guidance for the implementation of Special Rate and Charge Schemes pursuant to Section 163 of the Local Government Act 1989 (the Act). These schemes enable Council to recover part or all the cost of new or improved infrastructure works that contribute to the long-term sustainability, safety and liveability of the Shire, based on the level of special benefit to affected property owners and the broader benefit to the community, in accordance with principles of fairness and equity.

Policy Principles

This Policy assists and guides Council's decisions in developing and implementing Special Rate and Charge Schemes by promoting transparent, fair and accountable processes that serve the best interests of the community. Council's approach is guided by principles of good governance, financial responsibility and community benefit.

Infrastructure projects delivered under this Policy will have regard for risk management, health & safety, community amenity, the environment, and the needs of the community.

Scope

This Policy applies to the planning, implementation and delivery of infrastructure works and services within Surf Coast Shire that may be funded through a Special Rate and Charge Scheme, as provided for in the Act.

Schemes may include, but are not limited to:

- sealing of unsealed roads
- footpaths
- pathways
- kerb and channel
- drainage
- construction of new sealed roads
- carpark
- local area traffic management controls / devices
- lighting
- streetscapes
- recreational and community facilities

Policy

Where it can be demonstrated that properties will receive a special benefit from implementing necessary infrastructure works, Council may declare a Special Rate and Charge Scheme to recover part or all of the costs associated with these works. A proposed Special Rate and Charge Scheme will have regard to the level of specific benefit and community benefit arising from the infrastructure and Council's capacity to fund and deliver the project in accordance with legislative requirements.



We exist to help our community and environment to thrive

COUNCIL POLICY

Legal and Statutory Compliance

All Special Rate and Charge Schemes will be developed, declared and administered in accordance with Section 163 of the Act and all other relevant legislation. Council will ensure all statutory requirements including public notices, consultation and rights of review are strictly followed.

Transparency and Accountability

Council will conduct all stages of the Special Rate and Charge Scheme in an open, documented, and auditable manner. Decisions and calculation determining apportionment methodology, project costs and Benefit Ratio will be made available to affected property owners.

Equity and Fairness

The apportionment of costs will reflect the degree of special benefit received by each property owner, relative to others. No property will be charged more than its proportionate share of benefit. Council will consider capacity to pay in cases of hardship.

Community Engagement

Council will actively consult and seek feedback from the affected property owners before declaring any scheme. At a minimum, Council will ensure that members of the community, including affected property owners, are provided the opportunity to make submissions in accordance with Section 223 of the Act. Affected property owners may also have a right to object to certain proposed Special Rate and Charge Schemes, as provided by Section 163B of the Act.

Consultation may be different for different proposals, and may include a detailed outline of the proposal and process, and community information sessions to enable exchange of ideas and information and gauge support levels of the proposal prior to any formal declaration.

Beneficiary Contribution and Council Contribution

Council will determine an appropriate contribution to each Special Rate and Charge Scheme to ensure a fair balance between community benefit and special benefit. Council's contribution to all Special Rate and Charge Schemes will be based on the community benefit calculated in accordance with the Act and the Special Rates and Charges Ministerial Guidelines (available here: [G39-04](#)).

Financial Responsibility and Efficiency

Special Rate and Charge Schemes will generally only proceed where they represent value for money and align with Council's capital works priorities. Council will ensure sound project planning, cost estimation and risk management before declaration. Over-recovery or under-recovery will be managed in accordance with legislative requirements.

Rights of Objection and Review

Council recognises a person's right to object, make a submission or seek VCAT review of a Special Rate and Charge Scheme. Council will not implement a Special Rate and Charge Scheme if Council:

- intends to recover more than two thirds of the cost of the project by way of the Special Rate and Charge Scheme; and
- receives objections from a majority of the rateable properties that will be obliged to pay the Special Rate or Charge,

except where the Special Rate and Charge Scheme relates to a drainage scheme that Council has declared is required for reasons of public health. Council will handle all objections fairly, respectfully and within legislative timeframes.

Policy Implementation

A Special Rate and Charge Scheme process may be initiated by Council officers either on Council's own initiative or in response to a request from members of the community. The steps involved in this process are:

- Assessment of level of support for the Scheme, both by community and Council priorities.
- Confirmation of the scope of work, benefitting properties and cost apportionment.
- Council resolution of its intention to declare the Scheme.



We exist to help our community and environment to thrive

COUNCIL POLICY

- Opportunity for public submissions under Section 223, and objections under Section 163B, of the Act.
- Council resolution to either declare or abandon the Scheme.
- Opportunity for affected property owners to appeal to VCAT.

The outcome of many proposals will depend to a large degree on the priority placed upon the work, the level of community support, available funding and cash flow resources but will always be at Council's discretion.

Resident Agreement

A Resident Agreement allows property owners who will benefit from a proposed project involving Council land or assets to voluntarily fund the project through direct financial contributions.

Resident Agreements may be initiated by either Council or the community and are generally suited to smaller scale projects where there is a strong localised benefit, rather than a broader community benefit. Projects initiated by residents will require Council approval to proceed. Assessment will be based on alignment with relevant Council plan, priorities and objectives, and a clear level of support from affected property owners.

Contribution amounts may vary between property owners and property owners who do not wish to participate may exclude themselves, even if they would benefit from the project. The project will usually only proceed if 100% of the required funding is contributed by participating residents.

Policy Responsibility

The General Manager of Placemaking & Environment will be responsible for the implementation of this Policy.

Local Government Act 2020 Principles

Principles	Applicable to policy	If yes, provide details
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes	The Policy supports lawful, transparent and financially responsible decision-making consistent with the governance principles.
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes	The Policy requires engagement with affected property owners before declaring a Special Rate or Charge Scheme, consistent with Section 223 of the Act.
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes	The Policy promotes open access to information on Scheme proposals, cost apportionment, and Council decisions.
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes	The Policy aligns with Council's strategic objectives by ensuring infrastructure works deliver long-term community benefit, safety and liveability outcomes.
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes	The Policy provides a framework for equitable cost recovery and responsible allocation of Council funds.
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	Yes	The Policy supports delivery of infrastructure that meets required service standards and provides value for money. Schemes ensure works are delivered efficiently, effectively and in line with community expectations.



We exist to help our community and environment to thrive

COUNCIL POLICY

Definitions

Act	Local Government Act 1989.
Council	Surf Coast Shire Council.
Benefit Ratio	The estimated proportion of the benefits of the Special Rate and Charge Scheme, including special benefits and community benefits, that will accrue as a special benefit to the property owners required to contribute to the Scheme.
Community Benefit	Direct tangible benefit that the works or services will provide to people in the broader community.
Special Benefit	Benefit resulting from the proposed Scheme that is additional or greater than the Community Benefit.
Affected Property Owner	A person or entity that holds ownership of land identified as benefitting from a proposed scheme and is liable for contribution.
Benefitting Property	Property that receives a measurable advantage from the works funded under a Special Rate and Charge Scheme.
Special Rate and Charge Scheme	Special Rate and Charge Scheme declared and implemented under Section 163 of the Act.
Resident Agreement	A voluntary arrangement where benefitting property owners agree to fund all or part of a project outside the statutory special charge process.
VCAT	Victorian Civil and Administrative Tribunal.

Related Procedure

MPR-008 Infrastructure Special Rate and Charge Scheme Management Procedure

References

Local Government Act 1989 / 2020
Special Rates and Charges Ministerial Guidelines – September 2004
Infrastructure Design Manual
Council Plan
Asset Management Strategy
SCS-003 Hardship Policy
SCS-005 Strategic Asset Management Policy
SCS-017 Community Engagement Policy
SCS-019 Procurement Policy
SCS-021 Risk Management Policy
SCS-049 Community Development Policy
SCS-055 Sustainable Design Policy



We exist to help our community and environment to thrive

COUNCIL POLICY

SCS-009 Infrastructure Special Rate and Charge Scheme Policy

TRIM Reference:	D26/28084	Due for Review:	June 2030
Responsible Officer:	General Manager Placemaking & Environment		

Purpose

This Policy provides guidance for the implementation of Special Rate and Charge Schemes pursuant to Section 163 of the Local Government Act 1989 (the Act). These schemes enable Council to recover part or all the cost of new or improved infrastructure works that contribute to the long-term sustainability, safety and liveability of the Shire, based on the level of special benefit to affected property owners and the broader benefit to the community, in accordance with principles of fairness and equity.

Policy Principles

This Policy assists and guides Council's decisions in developing and implementing Special Rate and Charge Schemes by promoting transparent, fair and accountable processes that serve the best interests of the community. Council's approach is guided by principles of good governance, financial responsibility and community benefit.

Infrastructure projects delivered under this Policy will have regard for risk management, health & safety, community amenity, the environment, and the needs of the community.

Scope

This Policy applies to the planning, implementation and delivery of infrastructure works and services within Surf Coast Shire that may be funded through a Special Rate and Charge Scheme, as provided for in the Act.

Schemes may include, but are not limited to:

- sealing of unsealed roads
- footpaths
- pathways
- kerb and channel
- drainage
- construction of new sealed roads
- carpark
- local area traffic management controls / devices
- lighting
- streetscapes
- recreational and community facilities

Policy

Where it can be demonstrated that properties will receive a special benefit from implementing necessary infrastructure works, Council may declare a Special Rate and Charge Scheme to recover part or all of the costs associated with these works. A proposed Special Rate and Charge Scheme will have regard to the level of specific benefit and community benefit arising from the infrastructure and Council's capacity to fund and deliver the project in accordance with legislative requirements.



We exist to help our community and environment to thrive

COUNCIL POLICY

Legal and Statutory Compliance

All Special Rate and Charge Schemes will be developed, declared and administered in accordance with Section 163 of the Act and all other relevant legislation. Council will ensure all statutory requirements including public notices, consultation and rights of review are strictly followed.

Transparency and Accountability

Council will conduct all stages of the Special Rate and Charge Scheme in an open, documented, and auditable manner. Decisions and calculation determining apportionment methodology, project costs and Benefit Ratio will be made available to affected property owners.

Equity and Fairness

The apportionment of costs will reflect the degree of special benefit received by each property owner, relative to others. No property will be charged more than its proportionate share of benefit. Council will consider capacity to pay in cases of hardship.

Community Engagement

Council will actively consult and seek feedback from the affected property owners before declaring any scheme. At a minimum, Council will ensure that members of the community, including affected property owners, are provided the opportunity to make submissions in accordance with Section 223 of the Act. Affected property owners may also have a right to object to certain proposed Special Rate and Charge Schemes, as provided by Section 163B of the Act.

Consultation may be different for different proposals, and may include a detailed outline of the proposal and process, and community information sessions to enable exchange of ideas and information and gauge support levels of the proposal prior to any formal declaration.

Beneficiary Contribution and Council Contribution

Council will determine an appropriate contribution to each Special Rate and Charge Scheme to ensure a fair balance between community benefit and special benefit. Council's contribution to all Special Rate and Charge Schemes will be based on the community benefit calculated in accordance with the Act and the Special Rates and Charges Ministerial Guidelines (available here: [G39-04](#)).

Financial Responsibility and Efficiency

Special Rate and Charge Schemes will generally only proceed where they represent value for money and align with Council's capital works priorities. Council will ensure sound project planning, cost estimation and risk management before declaration. Over-recovery or under-recovery will be managed in accordance with legislative requirements.

Rights of Objection and Review

Council recognises a person's right to object, make a submission or seek VCAT review of a Special Rate and Charge Scheme. Council will not implement a Special Rate and Charge Scheme if Council:

- intends to recover more than two thirds of the cost of the project by way of the Special Rate and Charge Scheme; and
- receives objections from a majority of the rateable properties that will be obliged to pay the Special Rate or Charge,

except where the Special Rate and Charge Scheme relates to a drainage scheme that Council has declared is required for reasons of public health. Council will handle all objections fairly, respectfully and within legislative timeframes.

Policy Implementation

A Special Rate and Charge Scheme process may be initiated by Council officers either on Council's own initiative or in response to a request from members of the community. The steps involved in this process are:

- Assessment of level of support for the Scheme, both by community and Council priorities.
- Confirmation of the scope of work, benefitting properties and cost apportionment.
- Council resolution of its intention to declare the Scheme.



We exist to help our community and environment to thrive

COUNCIL POLICY

- Opportunity for public submissions under Section 223, and objections under Section 163B, of the Act.
- Council resolution to either declare or abandon the Scheme.
- Opportunity for affected property owners to appeal to VCAT.

The outcome of many proposals will depend to a large degree on the priority placed upon the work, the level of community support, available funding and cash flow resources but will always be at Council's discretion.

Resident Agreement

~~Where Council has decided not to pursue a Scheme, but affected property owners still want to explore the delivery of infrastructure and similar projects involving Council land or assets, a Resident Agreement might provide an alternative avenue for them.~~

A Resident Agreement allows property owners who will benefit from a proposed project involving Council land or assets to voluntarily fund the project through direct financial contributions.

Resident Agreements may be initiated by either Council or the community and are generally suited to smaller scale projects where there is a strong localised benefit, rather than a broader community benefit. Projects initiated by residents will require Council approval to proceed. Assessment will be based on alignment with relevant Council plans, priorities and objectives, and a clear level of support from affected property owners.

Contribution amounts may vary between property owners and property owners who do not wish to participate may exclude themselves, even if they would benefit from the project. The project will usually only proceed if 100% of the required funding is contributed by participating residents.

Policy Responsibility

The General Manager of Placemaking & Environment will be responsible for the implementation of this Policy.

Local Government Act 2020 Principles

Principles	Applicable to policy	If yes, provide details
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes	The Policy supports lawful, transparent and financially responsible decision-making consistent with the governance principles.
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes	The Policy requires engagement with affected property owners before declaring a Special Rate or Charge Scheme, consistent with Section 223 of the Act.
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes	The Policy promotes open access to information on Scheme proposals, cost apportionment, and Council decisions.
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes	The Policy aligns with Council's strategic objectives by ensuring infrastructure works deliver long-term community benefit, safety and liveability outcomes.
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes	The Policy provides a framework for equitable cost recovery and responsible allocation of Council funds.



We exist to help our community and environment to thrive

COUNCIL POLICY

Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	Yes	The Policy supports delivery of infrastructure that meets required service standards and provides value for money. Schemes ensure works are delivered efficiently, effectively and in line with community expectations.
---	-----	---

Definitions

Act	Local Government Act 1989.
Council	Surf Coast Shire Council.
Benefit Ratio	The estimated proportion of the benefits of the Special Rate and Charge Scheme, including special benefits and community benefits, that will accrue as a special benefit to the property owners required to contribute to the Scheme.
Community Benefit	Direct tangible benefit that the works or services will provide to people in the broader community.
Special Benefit	Benefit resulting from the proposed Scheme that is additional or greater than the Community Benefit.
Affected Property Owner	<u>A person or entity that holds ownership of land identified as benefitting from a proposed scheme and is liable for contribution.</u>
Benefitting Property	<u>Property that receives a measurable advantage from the works funded under a Special Rate and Charge Scheme.</u>
Special Rate and Charge Scheme	Special Rate and Charge Scheme declared and implemented under Section 163 of the Act.
Resident Agreement	A voluntary arrangement where benefitting property owners agree to fund all or part of a project outside the statutory special charge process.
VCAT	Victorian Civil and Administrative Tribunal.

Related Procedure

MPR-008 Infrastructure Special Rate and Charge Scheme Management Procedure

References

Local Government Act 1989 / 2020
Special Rates and Charges Ministerial Guidelines – September 2004
Infrastructure Design Manual
Council Plan
Asset Management Strategy
SCS-003 Hardship Policy
SCS-005 Strategic Asset Management Policy



We exist to help our community and environment to thrive

COUNCIL POLICY

SCS-017 Community Engagement Policy
SCS-019 Procurement Policy
SCS-021 Risk Management Policy
SCS-049 Community Development Policy
SCS-055 Sustainable Design Policy

4.6 Draft SCS-022 Events Policy

Council Plan	Strategic Direction - Sustainable Communities
Author's Title:	Manager Economic Development
General Manager:	Chris Pike, General Manager Placemaking and Environment
Division:	Placemaking and Environment
Department:	Economic Development, Arts and Tourism
Attachments:	1. Draft 2026 Surf Coast Events Policy - SCS 022 [4.6.1 - 4 pages]

Purpose

1. The purpose of this report is to seek endorsement of the draft SCS-022 Events Policy (**Attachment 1**)¹ for public consultation for a period of 4 weeks.

Recommendation

That Council:

1. Endorses the draft SCS-022 Events Policy (**Attachment 1**) for the purpose of community consultation.
2. Invites public submissions on the draft SCS-022 Events Policy for a period of four weeks.
3. Considers the adoption of the final SCS-022 Events Policy at a future Council meeting, following the conclusion of the consultation period.

Councillor Libby Stapleton declared her Conflict of Interest and left the meeting at 7:35pm.

Council Resolution

Moved Cr Crockett, Seconded Cr Walker

That Council:

1. Endorses the draft SCS-022 Events Policy (**Attachment 1**) for the purpose of community consultation.
2. Invites public submissions on the draft SCS-022 Events Policy for a period of four weeks.
3. Considers the adoption of the final SCS-022 Events Policy at a future Council meeting, following the conclusion of the consultation period.

CARRIED 7|1

For	Against	Abstained
Cr Bodsworth Cr Crockett Cr Grist Cr Pattison Cr Phelps Cr Schonfelder Cr Walker	Cr Barker	Nil

¹ Please note, this attachment was originally published with the 'Local Government Act 2020 Principles' section left blank and was updated with this section populated on 27 July 2026.

Councillor Libby Stapleton returned to the meeting at 7:51pm.

Outcome

2. If Council accepts this recommendation, the updated policy will provide a clear framework outlining the principles, scope and purpose for facilitating the delivery of a significant events calendar across the Surf Coast to attract visitors for longer stays, connect community, and support consistent, transparent decision making.

Key Considerations

3. The Surf Coast Shire hosts one of the most significant event calendars in regional Victoria. Both the Council Plan and Economic Development Strategy recognise the strategic importance events play in sustaining businesses economically, connecting communities, creating vibrancy, encouraging active and engaging activities via their priorities and goals.
4. The Events Policy (the policy) exists to provide the framework guiding how events are supported, assessed, and managed, ensuring they align with Council objectives and community expectations. It also assists stakeholders in their evaluation of the suitability of an event.
5. Amendments are proposed to improve clarity, bring the policy up to currency, and clearly outline its scope. Key changes proposed to the policy are outlined in the table below.

Section	2019 Policy (SCS-022)	2026 Draft (SCS 022)	Key Differences / Updates
Purpose	Standalone section describing event landscape and benefits. This accompanied an introduction section.	Content integrated into Purpose. The new Purpose contains less operational detail.	Streamlined structure. More strategic intent & outcomes focus.
Policy Principles	Not a standalone section; principles embedded later ("Key Principles")	New explicit Policy Principles section (includes safety, transparency, sustainability, access and inclusion, event benefits)	Major addition: Clearer statement of high-level policy direction and values.
Scope	Broad scope including partner agencies, permits, grants, private land.	Includes reference to access and inclusion, sustainability, eco destination, benefits to business.	Addition as stated. Removes agency list.
Guidance For Event Organisers	Did not contain this section.	New section which sends operational information to the Surf Coast Events website	More strategic. Creates a hub of information for event organisers and participants at the Surf Coast Events website.

Section	2019 Policy (SCS-022)	2026 Draft (SCS 022)	Key Differences / Updates
Council Role	Detailed list including grants, CIAC coordination, branding, visitor yield.	Adds: • access & inclusion • sustainability support • event promotion & calendar visibility	Brings policy in line with current policy directions: Less emphasis on internal processes.
Assessment Criteria	Contained “Key Principles” (9 items): suitability, purpose, audience, capacity, environment, calendar management.	Expanded Event Assessment Criteria: includes new criteria: • Risk management & safety • Access & inclusion • Stronger environment/ community impact framing	Expansion and modernisation: stronger risk, safety, inclusion, environment emphasis.

6. Financial considerations associated with the Events Policy are managed within the relevant Council business units.
7. Internal consultation has been undertaken, and external consultation will occur (should Council endorse its public exhibition) following the July Council meeting.

Background

8. The Events Policy was last adopted by Council in 2019.
9. Council delayed the process of reviewing the Events Policy in 2022 for the following reasons:
 - 9.1. Between 2022 – 2025, there was significant change in land management in the Surf Coast between Council and Great Ocean Road and Coastal Parks Authority (GORCAPA). This required Council to gain clarity as to the role GORCAPA would play in the event facilitation process and subsequently develop new processes regarding its event application and assessment process.
 - 9.2. Previously, the Events Grant Program was incorporated within the Events Policy. To ensure a consistent and integrated approach to grants across Council, it was considered appropriate to incorporate the Events Grant Program into Council’s broader Grants Policy. The Grants Program Policy (SCS-056) was adopted by Council at its February 2025 meeting.

Options

10. **Alternative Option 1** – That Council does not endorse the draft Events Policy for public exhibition and requests further amendments prior to community consultation.

This option would allow additional refinements to be made before public exhibition. This option is not recommended as internal consultation has taken place with several departments to ensure the draft policy reflects current requirements. Further amendments will be considered as a result of submissions received over the 4-week exhibition period.

11. **Alternative Option 2** – That Council does not endorse the draft policy for community consultation.

This option is not recommended, as events form a significant component in Surf Coast Shire's goal to attract visitors for longer stays. The Policy provides the framework to help enact the strategic goals of longer stays by visitors, particularly in the off-peak season. These aspects are not covered in SCS Policy 056 which covers grant programs. The current policy is also outdated, due for renewal and requires updating to reflect current requirements and practice. It is ready to be tested with the community.

Financial Considerations

12. The recommendation to place the draft policy on exhibition does not create a new budget commitment.
13. Existing event facilitation and event grants support are managed through existing Council budgets and relevant business units.
14. The resources required to facilitate and manage events are spread across several Council business units. This includes Tourism (event facilitation and management), Assets and Engineering (traffic management), Communications (public awareness), Economic Development (connection with businesses), Arts and Creative Economy (Surf Coast Arts Trail).
15. An Event Grant Program exists and has a recurrent budget of \$89,000 to fund community, boutique, tourism events and Christmas Carols. The allocation of this funding is considered under Council's broader Grant Funding Policy SCS-056.
16. Council also provides funding towards various RSL Anzac Day commemorations to the value of \$20,000 (excluding officer time and marketing support).
17. Council sponsors select events such as the Rip Curl Pro Bells Beach and Cadel Evans Great Ocean Road Race.
18. Any future financial implications arising from changes to event support or service levels would be considered through Council's normal budget processes.

Community Engagement

19. Should the recommendation be endorsed by Council, the draft policy will be placed on public exhibition via Council's website for a period of four weeks. During this time, the community will be invited to review the policy and provide feedback.
20. Key stakeholders will be notified and encouraged to participate in the consultation process. Awareness of the opportunity to comment on the draft policy will be facilitated via the Events Newsletter (event organisers and community members captured on the

events database), Business Newsletter (sent to over 3,000 businesses) and a dedicated information page on Councils Your Say site for the community. Land managers and agencies will also be made aware of the draft policy.

21. Following the exhibition period, any submissions received will be considered and addressed before the Policy is presented to the October Council meeting for adoption.

Statutory / Legal / Policy Considerations

22. The draft Policy incorporates the principles of the *Local Government Act 2020*, supporting transparency and alignment with good governance practices.
23. The draft policy also requires all event organisers to comply with Council policies and requirements relating to events, including the Single-Use Items and Packaging Policy and Child Safe Organisation Policy.
24. A Gender Equity Impact Assessment (GEIA) has recently been completed as part of the recent update to the Event Grant Guidelines (adopted by Council in February 2026). The findings from this assessment were as follows:
 - 24.1. Access and inclusion requirements be embedded as minimum eligibility criteria across all applicable Event Grant streams. This also includes an additional scored component to recognise events demonstrating excellence in inclusive practice. This will ensure consistent baseline standards while incentivising leadership in access and inclusion.
 - 24.2. The assessment panels include balanced gender representation, in addition to relevant subject matter expertise. This will strengthen fairness, accountability and diversity in funding decisions.
 - 24.3. That Council and event organisers commit to using inclusive imagery and language in event promotion, regardless of expected attendance demographics. This will help challenge gender stereotypes and support broader participation across all event types.
25. In developing the draft Events Policy, recommendations from the Event Grant Guidelines GEIA were used to inform and strengthen several sections of the Policy, including:
 - 25.1. Policy Principles: Promote accessible and inclusive events that can be enjoyed by a diverse range of participants and visitors.
 - 25.2. Policy, Council's Role: Provide advice and support to event organisers to improve access and inclusion outcomes.
 - 25.3. Policy, Event Assessment Criteria: Access and inclusion – a commitment to creating accessible and inclusive events that enable participation by a diverse range of people.

Council Plan 2025-2029 Strategic Direction

26. **Sustainable Communities**
The qualities that make a place liveable, sustainable and functional will be understood and enhanced. Community members will be central to this work and in the specific

growth areas of the shire, Place Plans will guide design and development to build communities that are vibrant, welcoming, sustainable and less car dependent. Tourism will be an important element but not at the expense of local amenity or environmental values.

Strategic Risk

27. Failure to deliver outcomes in line with community needs
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
28. Endorsing the draft policy for exhibition is not expected to create any significant new risk.
29. By endorsing the draft policy for exhibition, Council will provide the community and key stakeholders the opportunity to comment on the guiding policy document for the way events are facilitated across the Surf Coast. The policy assists in delivering outcomes that align with community needs, as per the Council Plan and Economic Development Strategy.

Risk Rating

30. The risk rating is low and can be managed at department level.

Sustainability Considerations

31. Sustainability considerations have been included throughout the draft policy including:
 - 31.1. Policy Principles: Encourage environmentally responsible event practices that align with Council's sustainability objectives and Eco Destination accreditation.
 - 31.2. Policy, Council's Role: Support event organisers to implement environmentally responsible practices that align with Council's sustainability objectives and Eco Destination accreditation.
 - 31.3. Policy, Event Assessment Criteria: Environment and community impact – consideration of environmental impacts, host community impacts and the community's capacity for the event.
 - 31.4. Calendar management – consideration of the timing and geographic distribution of events, including opportunities to encourage major events during off-peak periods, to maximise economic benefits while minimising impacts on host communities.

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

34. This report is not within the scope of the Audit and Risk Committee.

Councillor Briefings

35. 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: 07 July 2026

<i>Councillor name</i>	<i>In attendance (Y/N)</i>	<i>Councillor name</i>	<i>In attendance (Y/N)</i>
<i>Cr Paul Barker</i>	<i>N</i>	<i>Cr Tony Phelps</i>	<i>N</i>
<i>Cr Mike Bodsworth</i>	<i>Y</i>	<i>Cr Adrian Schonfelder</i>	<i>N</i>
<i>Cr Phoebe Crockett</i>	<i>Y</i>	<i>Cr Libby Stapleton</i>	<i>Y</i>
<i>Cr Joel Grist</i>	<i>Y</i>	<i>Cr Leon Walker</i>	<i>Y</i>
<i>Cr Liz Pattison</i>	<i>Y</i>		

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.



We exist to help our community and environment to thrive

COUNCIL POLICY

Draft SCS-022 Events Policy

TRIM Reference: D26/124073

Due for Review: September 2029

Responsible Officer:

Manager Economic development Arts & Tourism

Purpose

1. This policy outlines Surf Coast Shire Council's (Council) commitment in supporting, partnering, facilitating and delivering events held in the Surf Coast Shire.

The Surf Coast Shire hosts hundreds of events each year, ranging from internationally recognised events to mass participation offerings, community-based activities and local markets. Council is a keen supporter of these events and recognises the important role they play in connecting community and supporting economic outcomes. Depending on the nature and scale of the event, they have the potential to deliver significant economic, environmental, social and cultural benefits to the region.

Policy Principles

2. The key policy principles in this policy are:
 - 2.1. Support the delivery of safe, high-quality events that contribute positively to the Surf Coast community and visitor economy.
 - 2.2. Provide a clear, consistent and transparent framework for the application, assessment and management of events.
 - 2.3. Maximise the social, cultural, environmental and economic benefits generated through events, with a focus on outcomes that deliver demonstrated value to the Surf Coast community and local economy.
 - 2.4. Minimise adverse impacts on host communities, public assets and local amenity.
 - 2.5. Encourage environmentally responsible event practices that align with Council's sustainability objectives and Eco Destination accreditation.
 - 2.6. Promote accessible and inclusive events that can be enjoyed by a diverse range of participants and visitors.

Scope

3. This policy applies to all events held within the Surf Coast Shire that:
 - 3.1. Are held on Council owned or managed land and/or roads;
 - 3.2. Require a planning, building or occupancy permit;
 - 3.3. Are funded by Council through the Event Grants Program; or
 - 3.4. Are of a scale that would have significant impact on the host community, eg through changes in traffic volume, road closures or noise levels. This includes events on private land.

The policy does not apply to ongoing sporting fixtures on sports grounds or activities taking place within an established private venue unless they are of a scale that will impact the community beyond the venue as outlined above. The policy also does not apply to events included within Council's approved internal events calendar.

Policy

4. Council's Role

- 4.1. Provide a streamlined process for managing event-related enquiries.
- 4.2. Work with Great Ocean Road Coast and Parks Authority to ensure an effective event application process.



- 4.3. Monitor and evaluate the performance of events.
- 4.4. Assist in co-ordinating multi-agency meetings to facilitate communication between event organisers, land managers and key emergency service agencies.
- 4.5. Assist event organisers in developing and delivering community and business engagement plans, particularly for events involving road closures and other changed traffic conditions.
- 4.6. Identify and assist event organisers in developing local business integration opportunities.
- 4.7. Support the promotion of events and leverage opportunities to showcase the Surf Coast Events brand and the region as a visitor destination.
- 4.8. Manage a calendar of events that is accessible to relevant stakeholders, including emergency management authorities.
- 4.9. Provide advice and support to event organisers to improve access and inclusion outcomes
- 4.10. Provide clear advice on emergency management requirements.
- 4.11. Support event organisers to implement environmentally responsible practices that align with Council's sustainability objectives and Eco Destination accreditation.
- 4.12. Run an event grant program to support the attraction and staging of events in the Surf Coast Shire.

5. Guidance For Event Organisers.

Council will develop and maintain appropriate guidance tools for event organisers to ensure the safe and effective delivery for events. This includes:

5.1. Event application process

Event organisers must submit an event application and provide supporting documentation as required by Council. Timeframes and application requirements relating to staging an event are outlined on the Surf Coast Events website.

5.2. Road Closures / Traffic Management Plans

Events involving road closures or traffic management arrangements must comply with relevant legislation, standards and Council requirements as outlined on the Surf Coast Events website.

5.3. Use of Council Ovals and Reserves

Council will make available on its Surf Coast Events website guidance for the use of its ovals and reserves.

5.4. Related Policies

All event organisers must comply with Council policies and requirements relating to events, including the Single-Use Items and Packaging Policy and Child Safe Organisation Policy.

6. Event Assessment Criteria

Council officers will consider the following criteria when assessing event applications. The relevance and weighting of each criterion will vary depending on the nature, scale and complexity of the event. Not all criteria will apply to every event. Where significant concerns are identified, Council may require additional information, impose conditions on an event approval, or decline an application.

- 6.1. **Purpose** – a clear explanation of the event's objectives and the reasons for holding the event.
- 6.2. **Audience** – a clearly defined target audience and an understanding of how the event will attract and engage participants and visitors.
- 6.3. **Demonstrated capacity** – the experience, capability and resources of the event organiser relative to the scale and complexity of the event.
- 6.4. **Risk management and safety** – demonstrated capacity to identify, manage and mitigate risks associated with the event, including emergency management requirements.
- 6.5. **Event activity suitability** – how well the type of activity planned fits with the proposed venue and surrounding facilities.
- 6.6. **Event location suitability** – the suitability of the proposed location, including event size, site capacity and alignment with other events and activities in the surrounding area.
- 6.7. **Timeframes** – whether sufficient time has been allowed to gain approval from all relevant agencies and stakeholders.
- 6.8. **Environment and community impact** – consideration of environmental impacts, host community impacts and the community's capacity for the event.
- 6.9. **Access and inclusion** – a commitment to creating accessible and inclusive events that enable participation by a diverse range of people.
- 6.10. **Local business integration** - opportunities to support, involve and create benefits for local businesses and the visitor economy.



We exist to help our community and environment to thrive

COUNCIL POLICY

- 6.11. **Calendar management** – consideration of the timing and geographic distribution of events, including opportunities to encourage major events during off-peak periods, to maximise economic benefits while minimising impacts on host communities.

7. Approval

Once all necessary applications and documentation have been approved, the event organiser will be issued with an event authorisation.

Local Government Act 2020 Principles

Principles	Applicable to policy	If yes, provide details
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes	Priority has been given to achieving best outcomes for the municipal community by providing a clear, consistent and transparent framework for the assessment, approval and facilitation of events.
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes	This policy supports regular community engagement is undertaken to inform and refine event delivery. This includes key stakeholders, community and event organisers.
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes	The purpose of this policy is to achieve public transparency and it describes the way this will be achieved through clear, transparent and well understood event assessment criteria.
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes	The policy supports an integrated and strategic approach across Council to the planning, assessment and management of events.
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes	The policy supports sound financial management by promoting transparent decision-making, appropriate allocation of Council resources, and accurate record keeping for event funding and support.
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	Yes	The policy supports consistent and responsive event processes that promote equitable access, minimise community impacts and meet the needs of the municipal community.

Definitions

For the purpose of this policy, an event is define as any planned activity where any permanent or temporary structure, open area or road area, will contain a number of persons greater than that normally found in that area or location at one time.

References

Internal:

[Surf Coast Shire Council Plan 2025 - 2029](#)

[Economic Development Strategy 2021 - 2030](#)

[Event application Form](#)

[Bush Fire Readiness Form](#)



We exist to help our community and environment to thrive

COUNCIL POLICY

[Surf Coast Shire Single Use Items and Packaging Policy](#)

[Access and Inclusion Strategic Planning 2026 - 2030](#)

[Emergencies and Safety](#)

External:

[Great Ocean Road Coast and Parks Authority - Events](#)

[Building Act 1993 and the Building regulations 1993](#)

[Safe & Healthy Crowded Places Handbook](#)

[Safe & Healthy Crowded Places Checklist](#)

[Department of Transport and Planning - Events](#)

[Foodtrader](#)

[Sports Medicine Extreme Heat Guidelines](#)

[Work Safe Guidelines for Planning an Event](#)

Document History

Version	Document History	Approved by – Date
1	Amended	Council Resolution – 23 July 2019

4.7 Proposed Minor Changes to Dog Regulations

Council Plan	Strategic Direction - High Performing Council
Author's Title:	Manager Community Safety
General Manager:	Damian Waight, General Manager Community Life
Division:	Community Life
Department:	Community Safety
Attachments:	1. Three proposed changes to Surf Coast Shire Dog Regulations July 2026 [4.7.1 - 3 pages]

Purpose

1. The purpose of this report is for Council to consider three proposed minor changes to the Surf Coast Shire Council Dog Regulations, which are conditions to manage dogs in public places made by resolution under section 26 of the *Domestic Animals Act 1994*.

Recommendation

That Council:

1. Adopts the amendments to the Surf Coast Shire Dog Regulations at the Torquay Hockey Pitch and Split Point, Aireys Inlet as shown in **Attachment 1**, subject to the removal of page 2 of the attachment (Anglesea - Point Roadknight map).
2. Authorises the Chief Executive Officer to publish these amendments in the Victorian Government Gazette and a newspaper circulating within the municipal district in accordance with section 26(3) of the *Domestic Animals Act 1994*.
3. Communicates these amendments to the community including updating relevant maps and signage.

Please note, this recommendation was updated following the publication of the Council meeting agenda and was displayed during the Council meeting.

Council Resolution

Moved Cr Bodsworth, Seconded Cr Pattison

That Council:

4. Adopts the amendments to the Surf Coast Shire Dog Regulations at the Torquay Hockey Pitch and Split Point, Aireys Inlet as shown in **Attachment 1**, subject to the removal of page 2 of the attachment (Anglesea - Point Roadknight map).
5. Authorises the Chief Executive Officer to publish these amendments in the Victorian Government Gazette and a newspaper circulating within the municipal district in accordance with section 26(3) of the *Domestic Animals Act 1994*.
6. Communicates these amendments to the community including updating relevant maps and signage.

CARRIED 8|1

For	Against	Abstained
Cr Bodsworth Cr Crockett Cr Grist Cr Pattison Cr Phelps Cr Schonfelder Cr Stapleton Cr Walker	Cr Barker	Nil

Outcome

- If Council adopts the recommended changes, the Surf Coast Shire Dog Regulations will be updated to confirm the conditions to manage dogs in the three nominated locations, Council will be able to publish the amendments in the Victorian Government Gazette and communicate broadly to provide greater clarity regarding the conditions for dogs in each location.

Key Considerations

- Surf Coast Shire has dog control regulations (the regulations) that apply across designated areas within the municipality in accordance with the *Domestic Animals Act 1994*.
- These regulations identify locations where dogs are permitted on-leash, permitted off-leash, subject to time-share arrangements, or prohibited altogether, and provide a framework for the responsible management of dogs in public places.
- As part of consultation on the 2026–29 Domestic Animal Management Plan (DAMP), three minor amendments to the regulations were identified.
- These amendments seek to improve the clarity and accuracy of the regulated area maps for Point Roadknight, Anglesea, and Split Point, Aireys Inlet, ensuring the community can readily understand the dog regulations.
- The amendments also propose the designation of the newly constructed hockey pitch at Banyul-Warri Fields, Torquay North, as a prohibited dog area to safeguard the facility, minimise potential damage and support its intended use for organised sport and community recreation.
- Changes to regulations are made in accordance with section 26 of the *Domestic Animals Act 1994* following a Council resolution and subsequent publication of notice in the Victorian Government Gazette and a newspaper circulating within the municipal district.
- The proposed amendments are intended to enhance the clarity for the community and ensure appropriate controls are in place for a newly constructed sporting facility.

Background

- The Surf Coast Shire Dog Regulations were the subject of extensive community consultation when updated in 2007.

4.7 Proposed Minor Changes to Dog Regulations

11. The regulations are in place to provide appropriate controls across the municipality, enabling the community to safely and equitably enjoy parks, beaches and other public areas through the designation of on-leash, off-leash, time-share and prohibited dog areas.
12. Feedback received during consultation on the 2026–29 Domestic Animal Management Plan identified that the dog regulation areas for Point Roadknight, Anglesea, and Split Point, Aireys Inlet, lacked clarity, with gaps between regulated areas making it difficult to determine whether dog controls applied.
13. In December 2025, a new hockey pitch opened at Banyul-Warri Fields, Torquay. As the facility is not currently designated under the regulations, an amendment is required to establish appropriate dog controls and protect the asset and facility's intended use for organised sport.
14. Due to its synthetic playing surface, the hockey pitch requires regulation as a prohibited dog area. Establishing this control will help ensure the facility can be used safely and effectively for organised sport and recreation, while protecting the playing surface from damage and maintaining its ongoing functionality.
15. The proposed amendments to the regulations will improve the clarity of existing controls and ensure the hockey pitch is designated as a prohibited dog area, preventing dogs from entering or occupying the playing surface at all times.

Options

16. **Alternative Option 1** – That Council does not adopt the three changes to the dog regulations.

This option is not recommended by officers, as the proposed amendments will improve the clarity of dog control areas at Point Roadknight, Anglesea, and Split Point, Aireys Inlet, while also enhancing player and dog safety and protecting the synthetic playing surface of the hockey pitch at Banyul-Warri Fields.

Financial Considerations

17. The implementation of the proposed amendments can be funded from within Council's existing operational budget, with no additional budget allocation required.
18. The costs associated with this review of the proposed changes to the dog regulations were considered as part of the Domestic Animal Management Plan (DAMP) review process. The review primarily involved officer time for assessing community feedback, developing amendments to regulation maps, and undertaking site inspections. The total cost of the review is estimated at approximately \$2,500, which was accommodated within the existing operational budget.
19. Implementation of the proposed changes will necessitate the printing of updated dog regulation maps and the installation of additional regulatory signage at the Hockey Pitch, Point Roadknight and Split Point. The associated costs are estimated at approximately \$3,000 and will be funded from Council's adopted operational budget.

Community Engagement

20. The updates to the dog registrations are based on the community engagement and feedback received during the 2026-29 Domestic Animal Management Plan consultation.

Statutory / Legal / Policy Considerations

21. Changes to the Dog Regulations are made in accordance with Section 26 of the *Domestic Animals Act 1994*.
22. A Gender Equity Impact Assessment GEIA was conducted in reviewing the DAMP in late 2025. It identified important gender and equity considerations relating to domestic animal management, including community safety, pet ownership responsibilities, financial impacts and access to services. These amendments are a result of reviewing the DAMP.

Council Plan 2025-2029 Strategic Direction

23. Community Wellbeing

This report is most closely linked to this Strategic Objective in the 2025-29 Council Plan - Equitable access to services, social infrastructure and opportunities to participate in community life.

Strategic Risk

24. Failure to meet Council's governance and compliance obligations
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
25. Council has a statutory responsibility to establish and maintain appropriate dog controls across the municipality, enabling the community to safely and equitably enjoy parks, beaches and other public places. Dog regulations help manage Council's risk regarding animals in public spaces. Adoption of the proposed amendments will support Council's regulatory framework and improve the clarity of existing controls.

Risk Rating

26. The proposed three changes to the Dog Regulations are considered low risk. There may be some people who seek different changes depending on whether they have a preference for more access or less access to spaces for dogs. The amendments aim to strike a balance and commit to small changes that are considered appropriate.

Sustainability Considerations

27. There are no identified sustainability considerations.

Conflict of Interest

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

Confidentiality

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

Councillor Briefings

30. 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:

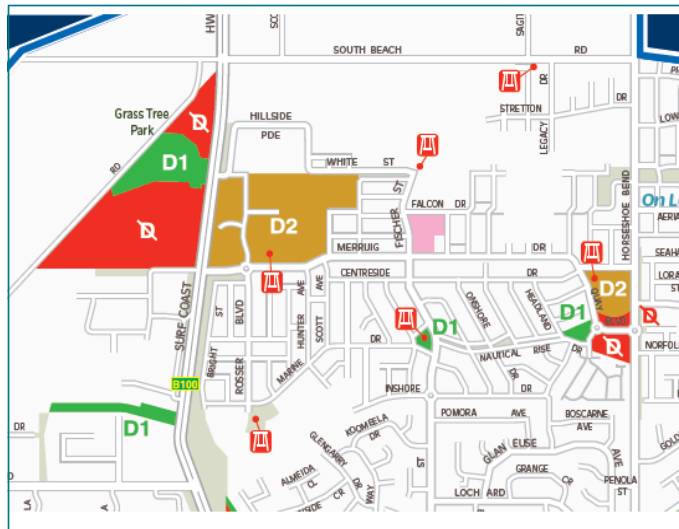
Councillor Briefing Date: 5 May 2026

<i>Councillor name</i>	<i>In attendance (Y/N)</i>	<i>Councillor name</i>	<i>In attendance (Y/N)</i>
<i>Cr Paul Barker</i>	<i>Y</i>	<i>Cr Tony Phelps</i>	<i>Y</i>
<i>Cr Mike Bodsworth</i>	<i>Y</i>	<i>Cr Adrian Schonfelder</i>	<i>N</i>
<i>Cr Phoebe Crockett</i>	<i>Y</i>	<i>Cr Libby Stapleton</i>	<i>Y</i>
<i>Cr Joel Grist</i>	<i>Y</i>	<i>Cr Leon Walker</i>	<i>Y</i>
<i>Cr Liz Pattison</i>	<i>Y</i>		

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.

Torquay – New Hockey Pitch

New Hockey Pitch
– Prohibited Area



2023



2026

Anglesea – Point Roadknight



2023



2026

Extended D1
& Timeshare Zone

Aireys Inlet – Split Point



2023



2026

Extended D1 Zone

4.8 Project Budget Adjustments and Cash Reserve Transfers - July 2026

Council Plan	Strategic Direction - High Performing Council
Author's Title:	Management Accountant
General Manager:	Joanne McNeill, General Manager Strategy and Effectiveness
Division:	Strategy and Effectiveness
Department:	Finance
Attachments:	Nil

Purpose

1. The purpose of this report is to present proposed project budget adjustments and cash reserve transfers for Council approval. The report presents adjustments including existing projects requiring adjustment, project closures, new projects to be initiated, Chief Executive Officer (CEO) approved transfers under delegation or corrections to prior reports presented to Council.

Recommendation

That Council approves the project budget adjustments outlined in Tables 1 to 4 of this report, with the net changes to cash reserves summarised below:

Project Budget Adjustments	2025-26 Transfers From/(To) Funding Source \$
Reserve Funding Sources	
Asset Renewal Reserve	(681,346)
Torquay Jan Juc DCP Reserve	671,474
Open Space Reserve	(10,458)
Winchelsea Infrastructure Plan Reserve	(3,692)
Sub-total Reserve Funding Sources	(24,022)
Other Funding Sources	
Grant Funding	1,324,044
Partner Contribution Funded	(72,517)
Project Savings Account	(16,708)
Project Account	10,000
Interest on Up Front Grant Payments	729
Sub-total Other Funding Sources	1,245,548
Total Project Budget Adjustments	1,221,526

Please note, this recommendation was updated following the publication of the Council meeting agenda and was displayed during the Council meeting.

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

That Council approves the project budget adjustments outlined in Tables 1 to 4 of this report, with the net changes to cash reserves summarised below:

Project Budget Adjustments	2025-26 Transfers From/(To) Funding Source \$
Reserve Funding Sources	
Asset Renewal Reserve	(681,346)
Torquay Jan Juc DCP Reserve	671,474
Open Space Reserve	(10,458)
Winchelsea Infrastructure Plan Reserve	(3,692)
Sub-total Reserve Funding Sources	(24,022)
Other Funding Sources	
Grant Funding	1,324,044
Partner Contribution Funded	(72,517)
Project Savings Account	(16,708)
Project Account	10,000
Interest on Up Front Grant Payments	729
Sub-total Other Funding Sources	1,245,548
Total Project Budget Adjustments	1,221,526

CARRIED 7/2

For	Against	Abstained
Cr Bodsworth	Cr Barker	Nil
Cr Crockett	Cr Grist	
Cr Pattison		
Cr Phelps		
Cr Schonfelder		
Cr Stapleton		
Cr Walker		

Outcome

- This report presents changes to project budgets and provides visibility about CEO approved project changes. Project budget transfers or new projects endorsed by the Executive Management Team which are not yet approved by Council are presented for approval. This process ensures that Council decides on changes and is kept informed, whilst 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 project budget adjustments presented in this report relate to the 2025-26 financial year. All figures in this report are exclusive of GST.

The project adjustments detailed in Table 1, are projects that require adjustments to their approved budgets to allow achievement of project scope and objectives, or there is a request to adjust project scope.

Table 1 - Projects Requiring Adjustment

Project Details	Basis for Variation	Project Allocation Increase / (Decrease) \$	Funding Source	Adjusted Project Budget \$
Project Name Kindergarten Central Registration and Enrolment Scheme Project Description Support for local councils to expand and enhance their kindergarten registration and enrolment service. Current Budget \$20,000 State Government Department of Education \$20,000	State Government grant funding to implement changes required to reflect the updated kindergarten Priority of Access (PoA) criteria and implementation of Pre-Prep operational policy settings. Best Start Best Life Kindergarten implementation.	15,000	State Government Department of Education	35,000

Project Details	Basis for Variation	Project Allocation Increase / (Decrease) \$	Funding Source	Adjusted Project Budget \$
Project Name Council Alliance for Sustainable Built Environment (CASBE) Membership Project Description Council membership to the Council Alliance for a Sustainable Built Environment (CASBE) and subscription to the Built Environment Sustainability Scorecard (BESS) tool. Current Budget \$35,800 Council Contribution \$35,800	The BESS subscription is only relevant once Council's Environment Sustainability Design (ESD) policy is gazetted into the Surf Coast Planning Scheme (currently with the Minister for approval). Therefore, the BESS subscription funding for the current and previous financial year of \$6,800 is not required. Retained project budget for BESS subscription and CASBE membership in 2026/27.	(6,800)	Project Savings Account	29,000

Project Details	Basis for Variation	Project Allocation Increase / (Decrease) \$	Funding Source	Adjusted Project Budget \$
Project Name Anglesea Flood Study Project Description Study to investigate short and long term inundation risks and include an assessment of the impact of the closure of Alcoa Coal Mine on flooding of the Anglesea River. Current Budget \$180,200 State Government Corangamite Catchment Management Authority \$180,200	Additional scope to complete bathymetric survey of the Anglesea River; from the beach to approx. 300m upstream of Great Ocean Road Bridge and finished floor level survey. The Corangamite Catchment Management Authority (CCMA) have agreed to fund this additional work.	7,500	State Government Corangamite Catchment Management Authority	187,700

Project Details	Basis for Variation	Project Allocation Increase / (Decrease) \$	Funding Source	Adjusted Project Budget \$
Project Name Construct Regional Bike Route Along Great Ocean Road (PC08) - Ridgeline Pathway Project Description Construction of pathway along the Great Ocean Road from Duffields Road to Bellbrae Recreation Reserve Current Budget \$1,011,374 Torquay/Jan Juc Developers Contributions Reserve \$916,316 Grant Funding – State Government – Department of Transport and Planning \$95,058	The project was initiated in the 2023/24 financial year with a cost estimate based on the DCP Review in 2019. The project has been far more complex than anticipated with extensive permit requirements and significant efforts to align project plans with the community developed vision for the Ridgeline Trail. This has added time and cost. There have been increases in the cost of construction materials, labour, contractor rates, and associated project delivery expenses. The scope was adjusted to ensure it aligns with site conditions and the community vision. The project is now ready to progress into the delivery phase, and stakeholders are excited to ensure its successful completion.	425,000	Torquay/Jan Juc Developers Contributions Reserve	1,436,374

Project Details	Basis for Variation	Project Allocation Increase / (Decrease) \$	Funding Source	Adjusted Project Budget \$
Project Name Surf Coast Hwy / Bristol Rd Intersection Upgrade (RD05) Project Description Construction of signalised intersection at the intersection of Surf Coast Highway and Bristol Road Current Budget \$3,272,814 Torquay/Jan Juc Developer Contribution Reserve \$3,272,814	The project has experienced delays, and associated cost increases due to service relocations that were not identified during the design phase. As a result of these delays which were outside the contractor's control there have been cost increases to the contract. In addition, the extended project timeframe has resulted in a required increase to the project management budget.	400,000	Torquay/Jan Juc Developer Contribution Reserve	3,672,814

Project Details	Basis for Variation	Project Allocation Increase / (Decrease) \$	Funding Source	Adjusted Project Budget \$
Project Name Anglesea Arts Space Project Description The space is able to be hired for a diversity of exhibitions. Past exhibitions have included youth exhibitions, First Nations exhibitions, exhibitions for diverse age groups. Current Budget \$56,744 Council Contribution \$48,000 Partner Contribution Funded – Art Space Exhibition rent and commission \$8,744	Increase in Arts Space Exhibition Sales resulting in higher than budgeted commission income.	2,009	Partner Contribution Funded - Art Space Exhibition rent and commission	58,753

Project Details	Basis for Variation	Project Allocation Increase / (Decrease) \$	Funding Source	Adjusted Project Budget \$
Project Name Emissions Reduction Program Project Description Deliver emission reduction initiatives partially funded by revenue from the landfill gate fees Current Budget \$432,327 Council Contribution \$175,507 Emission reduction portion of landfill gate fees \$256,820	End of year adjustment to recognise actual funding from waste disposal fees towards Council's Emissions Reduction Program.	(74,526)	Partner Contribution Funded - Emission reduction portion of landfill gate fees	357,801

Project Details	Basis for Variation	Project Allocation Increase / (Decrease) \$	Funding Source	Adjusted Project Budget \$
Project Name Torquay Town Centre to Surf World Shared Pathway Connection Project Description Deliver a missing link in the shared pathway along the Surf Coast Highway that connects the Surf World precinct to the Torquay town centre Current Budget \$241,951 State Government Department of Jobs Skills, Industry and Regions \$100,000 Commonwealth Government Roads To Recovery \$141,951	In line with grant funding agreements, interest earned on upfront grant funding not yet spent will be assigned to the project each financial year.	729	Interest on Up Front Grant Payments	242,680

The budget transfers, detailed in Table 2, are newly initiated projects and have been endorsed by the Executive Management Team.

Table 2 – New Projects

Project Details	Basis for Variation	Project Allocation \$	Funding Source	Proposed Project Budget \$
Nil.				

The following budget transfers, detailed in Table 3, are Approved Projects under Delegation, either:

- In accordance with Council's resolution dated 26 August 2025, the CEO (or their delegate) is authorised to apply for road safety grants for projects with individual costs up to \$3 million where Council's contribution is either zero or can be funded from existing budget allocations, and the CEO is authorised to execute successful funding agreements: or
- Grants accepted as per council resolutions or within financial delegations aligned to approved programs and service areas.

Table 3 – Projects approved under Delegation

Project Details	Basis for Variation	Project Allocation \$	Funding Source	Proposed Project Budget \$
Project Name Exhibition Development - Making Waves: New & Old Stories of Australian Surfing Project Description Develop and design new exhibitions exploring three key themes: The History of Australian Surfing, Australia's Unique Surfing Culture and Surfing as a Sport at the Australian National Surfing Museum	Receival of a grant from Maritime Museums of Australia Project Support Scheme for exhibition development at the Australian National Surfing Museum.	13,000	Commonwealth grant funding - Maritime Museums of Australia Project Support Scheme	13,000
Project Name Change Management Supplement 2026 Project Description Support the Best Start, Best Life childhood education rollout which is a program to extend 4-year-old kinder from the current 15 hours per week up to 30 hours by 2036.	Support the Best Start, Best Life childhood education rollout deliverables, including: • Capability building - professional development staff engagement and input with Pre-Prep implementation • Leadership supports - to review and update operational policies prior to Pre-Prep commencing • Communications - webpages, social media platforms, and marketing – update	43,050	State Government Department of Education	43,050

Project Details	Basis for Variation	Project Allocation \$	Funding Source	Proposed Project Budget \$
Project Name Winchelsea Growth Scenarios Assessment Project Description Undertake a Winchelsea Growth Scenarios Assessment to support the preparation and implementation of the Winchelsea Structure Plan.	The Winchelsea Growth Scenarios Assessment will assess constraints, risks, costs, benefits, and limitations of growth across different areas in Winchelsea and provide recommendations for any necessary planning scheme changes. The Regional Planning Hub program is delivered by the Department of Transport and Planning to provide statutory and strategic planning support to rural and regional councils.	40,000	State Government Department of Transport and Planning	50,000
		10,000	Council Contribution Project Account Winchelsea Structure Plan	
Project Name Rural and Regional Planning Cadet program Project Description Subsidise the tertiary course fees for a planning cadet (currently employed as a Student Statutory Planning Officer) undertaking the Diploma of Town Planning at the University of New England.	The Cadet program provides funding to rural and regional councils to build their land use planning capability and capacity. The program subsidises the tertiary tuition fees of a planning cadet the council employs. The purpose of the Cadet program is to build land use planning capability and capacity across rural and regional councils, ensuring councils are sufficiently resourced to meet their statutory and strategic planning obligations.	9,466	State Government – Department of Transport and Planning	\$9,466

Project Details	Basis for Variation	Project Allocation \$	Funding Source	Proposed Project Budget \$
Project Name Lorne Flooding Emergency Works (Commencing 15 January 2026) Project Description Emergency response costs associated with the January 2026 Lorne Flood event.	The joint Australian, state and territory government Disaster Recovery Funding Arrangements (DRFA) provide a range of financial assistance to the natural disaster-declared areas in each state or territory. For the Lorne Flood Event (commencing 15 January 2026), the available assistance measures may include: • Removal of debris • Restoration of essential public assets • Emergency relief assistance • Emergency re-establishment assistance. Natural Disaster Funding Assistance is the administering authority for this funding program. Council has submitted its emergency works expenditure to the authority for assessment and determination of eligible funding. The outcome of the claim has not yet been confirmed and may be subject to variation following the authority's assessment of the costs submitted by Council.	160,837	State Government-Emergency Recovery Victoria within the Department of Justice and Community Safety	160,837

Project Details	Basis for Variation	Project Allocation \$	Funding Source	Proposed Project Budget \$
Project Name Erskine Falls Road (From Benwerrin-Mt Sabine Road to Deans Marsh-Lorne Road) Motorcycle Safety Levy Infrastructure Project Description The project will deliver road upgrades to improve safety for motorcyclists Current Budget \$10,300 State Government Department of Transport and Planning (DTP) \$10,300	DTP had previously provided funding for the design of motorcycle safety improvements. Council has now completed the design and has received approved funding from DTP for construction. Construction works include: • Drainage improvements • Intersection sealing • Guidepost installation • Guardrail installation including motorcycle protection • Signage improvements • Vegetation management	740,000	State Government Department of Transport and Planning	750,300

Project Details	Basis for Variation	Project Allocation \$	Funding Source	Proposed Project Budget \$
Project Name Bambra-Aireys Inlet Road (From Winchelsea-Deans Marsh Road to Bambra Road) Road Motorcycle Safety Levy Infrastructure Project Description The project will deliver road upgrades to improve safety for motorcyclists Current Budget \$12,100 State Government Department of Transport and Planning (DTP) \$12,100	DTP had previously provided funding for the design of motorcycle safety improvements. Council has now completed the design and has received approved funding from DTP for construction. Construction works include: • Drainage improvements • Intersection sealing • Guidepost installation • Guardrail installation including motorcycle protection • Signage improvements • Vegetation management	479,000	State Government Department of Transport and Planning	491,100

Project Details	Basis for Variation	Project Allocation \$	Funding Source	Proposed Project Budget \$
Project Name Bambra-Boonah Road (From Winchelsea-Deans Marsh Road to Bambra Cemetery Road) Motorcycle Safety Levy Infrastructure Project Description The project will delivery road upgrades to improve the safety of motorcyclists Current Budget \$12,610 State Government Department of Transport and Planning (DTP) \$12,610	DTP had previously provided funding for the design of motorcycle safety improvements. Council has now completed the design and has received approved funding from DTP for construction. Construction works include: • Drainage improvements • Intersection sealing • Guidepost installation • Guardrail installation including motorcycle protection • Signage improvements • Vegetation management	332,000	State Government Department of Transport and Planning	344,610

Project closures detailed in Table 4 have been endorsed at an Executive Management Team meeting.

Table 4 – Closed Projects

Project Details	Project Outcome	Project Allocation Increase / (Decrease) \$	Funds Returned to Source	Total Project Expenditure \$
Project Name Road Improvement Works – Melba Parade Anglesea Project Description Sealing turning area in Melba Parade, Anglesea Current Budget \$37,330 Asset Renewal Reserve \$37,330	Sealing of turning area in Melba Parade, Anglesea.	(9,215)	Asset Renewal Reserve	28,115

Project Details	Project Outcome	Project Allocation Increase / (Decrease) \$	Funds Returned to Source	Total Project Expenditure \$
Project Name Hockey Pitch Banyul Warri Fields Project Description Construction of new hockey pitch, lighting, scoreboard, spectator seating, and new car park. Current Budget \$6,169,841 State Government Sport and Recreation Victoria \$6,169,841	All works have been completed, with the full scope successfully delivered. An opening ceremony was held in December 2025 to celebrate this valuable addition to the Shire's sporting facilities, which is now home to the local hockey club, the Torquay Tornados. A favourable market outcome led to the successful delivery of the project under budget, with the project completed ahead of time. A portion of the project savings have been distributed to a project account for ongoing maintenance of the facility, as well funding to support the delivery of WBARC. The remaining funds have been returned to the funding provider.	(1,978,696)	Project Account Hockey Pitch Banyul Warri Fields - 24 Month maintenance contract - (27,060) Project Account Wurdi Baierr Aquatic and Recreation Centre (1,590,000) Returned Grant Funding - State Government Sport and Recreation Victoria (361,636)	4,191,145

Project Details	Project Outcome	Project Allocation Increase / (Decrease) \$	Funds Returned to Source	Total Project Expenditure \$
Project Name Environmental Study - Impacts of stormwater on Deep Creek Project Description Develop an Integrated Water Management Plan for the Messmate Road Growth Area. Current Budget \$45,000 Council Contribution \$45,000	A detailed Integrated Water Management Plan for the Messmate Road Growth Area – supported by three technical assessment reports assessing the current conditions and values of Deep Creek.	0	N/A	45,000

Project Details	Project Outcome	Project Allocation Increase / (Decrease) \$	Funds Returned to Source	Total Project Expenditure \$
Project Name Moriac Greenfields Reserve Stage 2 Project Description Deliver improved recreational and pedestrian connections for the local Moriac community. Current Budget \$485,178 Open Space Reserve \$15,178 State Government Department of Energy, Environment and Climate Action \$470,000	Constructed a new footpath with solar powered bollard lighting along the road section of the new footpath and drainage infrastructure along Hendy Main Road. Gravel pathways and trail connections throughout Greenfields Reserve with thirty-two new trees planted along the reserve gravel pathway. Installation of a swing gate and farm fencing between the reserve and adjoining footpath. Installation of two outdoor fitness stations with instructional signage and bench seating. Strong interest in tendering the works led to a favourable market outcome, resulting in the successful delivery of the project under budget.	(164,561)	Returned Grant Funding State Government Department of Energy, Environment and Climate Action (154,103) Returned Reserve Funds Open Space Reserve (10,458)	320,617

Project Details	Project Outcome	Project Allocation Increase / (Decrease) \$	Funds Returned to Source	Total Project Expenditure \$
Project Name Increased Unsealed Road Maintenance - Dust Suppression Program Project Description Treat additional whole roads with dust suppression product. Current Budget \$50,000 Council Contribution \$50,000	Reduced maintenance during the dry summer period and improved road conditions for all road users. Roads included Ghazeepore Road, Point Impossible Road, Dangers Road, Blackgate Road, Thielemanns Road, Rochforts Road and Wurdale Road.	0	N/A	\$50,000
Project Name Drainage Investigation Program Project Description Stormwater study for central Torquay to identify stormwater management risks and issues within the specified catchments. Current Budget \$58,033 Council contribution \$58,033	A report was produced to assist with planning for future priority drainage works within the central Torquay area. This report outlines key drainage hotspots and deficiencies within the catchment and high level solutions. The next steps will be to develop detailed designs for the identified improvements as well as seeking funding opportunities to undertake works. Council will be briefed on the document in July 2026, and it will be made available on Council's website for the broader community.	(633)	Project Savings Account	57,400

Project Details	Project Outcome	Project Allocation Increase / (Decrease) \$	Funds Returned to Source	Total Project Expenditure \$
Project Name Connewarre area wide speed limit reduction - Safer Local Roads and Streets Program Project Description Area wide speed limit reduction in Connewarre to reduce the likelihood and severity of crashes, in the area bounded by Anglesea Road west Breamlea Road east, Mt Duneed Road north and Blackgate Road south. Current Budget \$47,600 State Government Transport Accident Commission (TAC) \$47,600	Project reduced speed limits to 80 km/h on eleven roads and 60 km/h on four roads. Introduced speed limit changes affecting twenty-four intersections across the network. Removed sixteen existing speed limit signs displaying outdated speed limits and installed ninety-four new signs to support the revised speed environment and associated road safety treatments.	0	N/A	47,600

Project Details	Project Outcome	Project Allocation Increase / (Decrease) \$	Funds Returned to Source	Total Project Expenditure \$
Project Name Torquay North Open Space Pathways and Landscaping Project Description Construction of pathway and landscaping along open space from Heath Street to Rosella Road adjacent Torquay Coast Primary School / Cormorant Way and Silvereye Street Current Budget \$534,402 Torquay/Jan Juc Developers Contributions Reserve \$534,402	Pathway constructed along the Linear Reserve in Torquay North between Horseshoebend Road and Heath Street on south side of the Torquay Coast Primary School. Landscaping the pathway to enhance the Linear Reserve which also included bike racks, seating, and a drinking fountain. The original budget for these works was \$375k. Once design was completed, we received a Quantity Survey higher than the budget and therefore drew additional funds including contingency from the DCP Reserve.	(153,526)	Torquay/Jan Juc Developers Contributions Reserve	380,876
Project Name Ridgeline Trail - Pathway connection Project Description Missing pathway link from new Great Ocean Road Crossing to Strathmore Drive West Current Budget \$50,000 Council Contribution \$50,000	Pathway connection opposite Christian College Geelong (Jan Juc), including the construction of a connecting pathway from Strathmore Drive (West) to the designated crossing point on the Great Ocean Road.	0	N/A	50,000

Project Details	Project Outcome	Project Allocation Increase / (Decrease) \$	Funds Returned to Source	Total Project Expenditure \$
Project Name Kurrambee Myaring Kindergarten Yard Upgrade Project Description Redevelopment of the kindergarten yard at Kurrambee Myaring Community Centre Current Budget \$150,000 State Government Department of Education \$150,000	Key improvements to the kindergarten play space include: • A large sandpit and mud pit, connected by a Softfall pathway and timber bridge. • Two outdoor gathering areas featuring log and tree stump seating. • An arbour with climbing vines. • A large synthetic turf area and an additional smaller synthetic turf area. • Modifications to the existing cubby house to improve visibility and supervision.	(70)	Returned Grant Funding- State Government grant funding- Department of Education	149,930
Project Name Birregurra Deans Marsh Pathways - Deferred works Project Description Section of concrete pathway to be constructed. Current Budget \$11,000 Council Contribution \$11,000	Birregurra Deans Marsh Pathways works were completed in 2023. One section of concrete pathway could not be constructed until a Telstra pit could be raised. These works were only recently completed in early 2026. Unspent budget funds were transferred to a deferred works account until works could be scheduled.	(9,275)	Project Savings Account	1,725

Project Details	Project Outcome	Project Allocation Increase / (Decrease) \$	Funds Returned to Source	Total Project Expenditure \$
Project Name Barwon River Reserve Mud Brick Shelter - Deferred Works Project Description Completion of Cob Wall at Barwon River Reserve Mud Brick Shelter Current Budget \$26,850 Asset Renewal Reserve \$26,850	Barwon River Reserve Mud Brick Shelter works were completed in 2024 unspent budget funds were transferred to a deferred works account to be accessed once the community decided when to finish the Cob Wall. The Cob Wall installation at Mud Hut Shelter was completed by Growing Winchelsea.	(11,226)	Asset Renewal Reserve	15,624
Project Name Asset Condition Audits Project Description Undertaking of condition audits to enable revaluation of asset classes as per financial requirements. Asset investigation and inspections as required Current Budget \$278,375 Asset Renewal Reserve \$278,375	The asset condition audit program delivered the identified condition audits for the 2025/26 financial year which included Road Condition audit of the entire sealed and unsealed road network inclusive of carparks, kerbs and guardrail. Surface and pavement, additional road bridges and major culverts were also assessed. Inspection standards were as per VicRoads/Austroads guidelines. Unallocated program balance (savings) can be returned to source. Remaining balance to be carried forward as commitments including the 2026/27 open spaces audit and sports lighting assessments across the shire.	(40,000)	Asset Renewal Reserve	\$152,478

Project Details	Project Outcome	Project Allocation Increase / (Decrease) \$	Funds Returned to Source	Total Project Expenditure \$
Project Name Heavy Plant Renewal Project Description Renewal of Heavy Plant items Current Budget \$2,175,744 Asset Renewal Reserve \$2,175,744	Heavy Plant renewal program delivered including a new grader, tipper truck, excavator, and backhoe. Unallocated funds (savings) being returned to source. Remaining balance to be carried forward as commitments for the final payment of a new street sweeper.	(140,000)	Asset Renewal Reserve	1,866,066
Project Name Irrigation Renewal Project Description Renewal of irrigation assets throughout the shire. Current Budget \$100,000 Asset Renewal Reserve \$100,000	Irrigation renewal program has delivered all identified and further additional candidates within the allocated budget. Works involved sprinkler head replacements at Ellimatta Reserve Ovals 1 and 2, Bellbrae Reserve, Grenville Oval, and Quay Reserve. Balance of the program budget to be returned as program savings.	(19,000)	Asset Renewal Reserve	78,643

Project Details	Project Outcome	Project Allocation Increase / (Decrease) \$	Funds Returned to Source	Total Project Expenditure \$
Project Name Kerb Renewal Project Description Renewal of kerb assets throughout the shire. Current Budget \$419,000 Asset Renewal Reserve \$419,000	Kerb renewal program has delivered all identified candidates. Works involved kerb replacement on Trade Winds Avenue, Lorne, Inveray Avenue, Jan Juc, Rudd Avenue, Torquay and O'Donohue Road, Anglesea. Balance of the program budget to be returned as program savings.	(38,500)	Asset Renewal Reserve	368,741
Project Name Light Fleet Renewal Project Description Renewal of Light Fleet items Current Budget \$108,212 Asset Renewal Reserve \$108,212	Light Fleet renewal program has delivered the nominated candidate for the financial year which was a dual cab Ute for operations. Unallocated funds being returned to renewal reserve as program savings.	(22,000)	Asset Renewal Reserve	86,097

Project Details	Project Outcome	Project Allocation Increase / (Decrease) \$	Funds Returned to Source	Total Project Expenditure \$
Project Name Park Furniture Renewal Project Description Renewal of park furniture assets throughout the shire. Current Budget \$135,348 Asset Renewal Reserve \$135,348	Park Furniture renewal program has delivered the nominated candidates for the financial year including the installation of new drinking fountains at Quay Reserve and Whites Beach, removal of decommissioned artwork at Newling Reserve and Kalkarra Park and bench and table replacements. Unallocated funds being returned to reserve as program savings. Remaining balance to be carried forward as commitments for reinstatement of a replacement artwork at Newling Reserve.	(50,000)	Asset Renewal Reserve	72,941
Project Name Playground Renewal Project Description Renewal of playground assets throughout the shire. Current Budget \$1,177,266 Asset Renewal Reserve \$1,177,266	Playground renewal program has delivered and committed the nominated candidates for the financial year including the installations at Bob Pettitt Reserve, Newling Reserve and Ocean Acres. Unallocated funds being returned to reserve as program savings. Remaining balance to be carried forward as commitments for the installations of Bark Hut Reserve playground and metal component replacement at Jan Juc Creek Reserve.	(70,000)	Asset Renewal Reserve	872,168

Project Details	Project Outcome	Project Allocation Increase / (Decrease) \$	Funds Returned to Source	Total Project Expenditure \$
Project Name Sealed Road Pavement Rehabilitation Renewal Project Description Sealed road pavement rehabilitation of assets throughout the shire. Current Budget \$405,761 Asset Renewal Reserve \$405,761	25/26 program delivered Federal Street shared zone and Jan Juc speed humps along with a commitment for Fischer Street rehabilitation between Zeally Bay Road and Beach Road. Unallocated balance to be returned to renewal reserve as savings. This program is to be closed as it is now incorporated under the Sealed Road Renewal program.	(58,619)	Asset Renewal Reserve	347,142
Project Name Skate Park Renewal Project Description Renewal of skate park assets throughout the shire. Current Budget \$105,000 Asset Renewal Reserve \$105,000	Skate Park renewal program has delivered and committed the nominated candidates for the financial year including works at Aireys Inlet and Connewarre Reserves (ramp faces and transitions). Unallocated funds being returned to renewal reserve as program savings. Remaining balance to be carried forward as commitments for the works at Banyul Warri Fields Skate Park Street Area.	(29,000)	Asset Renewal Reserve	44,176

Project Details	Project Outcome	Project Allocation Increase / (Decrease) \$	Funds Returned to Source	Total Project Expenditure \$
Project Name Small Plant Renewal Project Description Renewal of small plant items Current Budget \$94,913 Asset Renewal Reserve \$94,913	Small plant renewal program has delivered the nominated candidates for the financial year. Unallocated funds being returned to renewal reserve as program savings.	(15,000)	Asset Renewal Reserve	64,566
Project Name Unsealed Road Renewal Project Description Renewal of unsealed roads throughout the shire. Current Budget \$1,100,000 Asset Renewal Reserve \$1,100,000	Unsealed Road renewal program has delivered and committed the nominated candidates for the financial year including works on Bamba-Aireys Inlet Road, Winklers Lane and Charles Street, Anglesea. Unallocated funds to be returned to renewal reserve as program savings. Remaining balance to be carried forward as commitments for the works on Eagle Rock Parade.	(100,000)	Asset Renewal Reserve	896,070

Project Details	Project Outcome	Project Allocation Increase / (Decrease) \$	Funds Returned to Source	Total Project Expenditure \$
Project Name Water Sensitive Urban Design Renewal (WSUD) Project Description Renewal of sediment basins, wetlands, stormwater quality improvement devices inc. GPTs and detention systems or ponds Current Budget \$332,321 Asset Renewal Reserve \$332,321	WSUD program works at Narani Way have been committed for completion early in the new financial year. Based on initial investigations and projections of cost, surplus funding is to be returned to the renewal reserve	(75,000)	Asset Renewal Reserve	23,030
Project Name Winchelsea Infrastructure Plan - Upgrade of Batson Street – Design Project Description Design for the upgrade of Batson Street, Winchelsea Current Budget \$35,680 Winchelsea Infrastructure Reserve \$35,680	Design work for upgrade of Batson Street Winchelsea from Harding Street to Barwon Terrace. Design finalised for future construction.	(3,692)	Winchelsea Infrastructure Reserve	31,988

Project Details	Project Outcome	Project Allocation Increase / (Decrease) \$	Funds Returned to Source	Total Project Expenditure \$
Project Name 2024 Council Elections - Including Councillor Induction Project Description To enabled Council to fulfil its statutory obligations associated with the 2024 Local Government Elections and the 2025 countback following an extraordinary vacancy Current Budget \$360,939 Council contribution \$293,856 Election fine income \$67,083	Expenditure was primarily directed towards election delivery costs payable to the Victorian Electoral Commission, and mandatory councillor induction requirements. Limited discretionary expenditure supported community engagement activities, including communications and candidate information sessions delivered across the municipality.	0	N/A	360,939

Project Details	Project Outcome	Project Allocation Increase / (Decrease) \$	Funds Returned to Source	Total Project Expenditure \$
Project Name Asset Management Engineer Labour Capitalisation Project Description Project management funding for the delivery of the asset renewal program for 2025-26 Current Budget \$108,802 Asset Renewal Reserve \$108,802	EOFY adjustment for project management charged across 2025-26 renewal programs now completed.	(3,786)	Asset Renewal Reserve	105,016

Table 5 – Future Cash Fund Reserve Movements

Future Cash Fund Reserve	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000	2028-29 \$'000
Opening Balance	12,301	14,414	12,331	9,044
Budgeted Annual Surplus/(Deficit)	2,140	(1,893)	(3,098)	(1,553)
Transfer for Project Funding	-	(190)	(190)	(190)
Net Allocations During Year (From)/To	(27)	-	-	-
New Allocations Proposed (From)/To	-	-	-	-
Closing Balance *	14,414	12,331	9,044	7,301

Future Cash Fund Reserve	2025-26 \$'000
Net Allocations During Year (From)/To	
Major Event Support - Cadel Evans Great Ocean Road Race (March 2025 Council Resolution)	(27)
Net Allocations (From)/To	(27)
New Allocations Proposed (From)/To	
	-
Total New Net Allocations (From)/To	-

*Note: Includes budgeted annual surplus/(deficit) as per Adopted Budget 2025-26.

Options

6. **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 2025-2029 Strategic Direction

7. **High Performing Council**

Council decisions are made based on evidence and with an emphasis on long term community benefit. Council is trusted and collaborative. It manages its finances prudently and works innovatively to deliver the best value. Revenue options carefully consider people's capacity to pay.

Financial Considerations

8. 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

9. Community engagement was not undertaken on the content of this report. Many projects are subject to community engagement on scope and project completion is regularly communicated to community members involved in projects and the wider community. 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

10. Under the *Local Government Act 2020*, this report contributes to:
- 10.1. 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;
 - 10.2. Transparency by ensuring that the allocation and movement of project funds is made available to the community;
 - 10.3. Financial management principles by recording the allocation and movement of project funds that may impact on the budget, current, and future; and
 - 10.4. Performance for project delivery by considering the allocation and movement of project funds for successful project outcomes.

Strategic Risk

11. Failure to deliver outcomes in line with community needs
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*

Risk Rating

12. Risk rating is low and can be managed at department level.

Risk Assessment

13. If Council did not receive this report, this would risk public transparency and potentially reduce the financial rigour applied to managing projects.
14. Decisions in this report support project delivery and the implementation of the Council Plan (including Health and Wellbeing Plan).

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

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

Councillor Briefings

19. This item was not discussed at a Councillor briefing.

4.9 Conflict of Interest Records

Council Plan	Strategic Direction - High Performing Council
Author's Title:	Governance Officer
General Manager:	Joanne McNeill, General Manager Strategy and Effectiveness
Division:	Strategy and Effectiveness
Department:	Integrity and Governance
Attachments:	1. Combined Conflict of Interest Records - Meetings Conducted Between 23 June - 21 July 2026 [4.9.1 - 5 pages]

Purpose

1. The purpose of this report is to present conflict of interest records received since the previous Council meeting.

Recommendation

That Council notes the conflict of interest records as presented in **Attachment 1**.

Council Resolution

Moved Cr Phelps, Seconded Cr Walker

That Council notes the conflict of interest records as presented in **Attachment 1**.

CARRIED 9|0

For	Against	Abstained
Cr Barker Cr Bodsworth Cr Crockett Cr Grist Cr Pattison Cr Phelps Cr Schonfelder Cr Stapleton Cr Walker	Nil	Nil

Outcome

2. This report promotes public transparency by disclosing any conflicts of interest declared by Councillors during meetings conducted under the auspices of Council.

Key Considerations

3. The *Local Government Act 2020* (the Act) outlines requirements for Councillors to declare and manage conflicts of interests. Councillors disclosing conflicts of interests and following the prescribed requirements promote transparency in decision-making.
4. 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

4.9 Conflict of Interest Records

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.

5. Publication of these records is an important part of the overall management of conflicts of interest. By making these records publicly available, the community is made aware that interests are recorded and managed effectively. This helps Councillors perform their roles in a way that meets the requirements of legislation and is consistent with community expectations.

Background

6. Conflict of interest records are required to be presented to Council in accordance with the Act and Council's Governance Rules.
7. These records are presented to Council monthly for noting. Declaring conflicts of interest helps Councillors comply with legal requirements and meet community expectations.
8. These records replace the previous requirement under the *Local Government Act 1989* to present an Assembly of Councillors to Council.

Options

9. **Alternative Option 1** – That Council does not note the conflict of interest records.

This option is not recommended by officers as it would mean Council is not compliant with legislation.

Financial Considerations

10. There are no financial considerations associated with presenting the conflict of interest records.

Community Engagement

11. Community engagement has not been undertaken as this report is a presentation of conflict of interest records.
12. Providing these records to the community provides information if any Councillor conflicts of interests are recorded.

Statutory / Legal / Policy Considerations

13. These records are published in accordance with section 131 of the Act.

Council Plan 2025-2029 Strategic Direction

14. **High Performing Council**

Council decisions are made based on evidence and with an emphasis on long term community benefit. Council is trusted and collaborative. It manages its finances prudently and works innovatively to deliver the best value. Revenue options carefully consider people's capacity to pay.

Strategic Risk

15. Failure to meet Council's governance and compliance obligations
Inherent Risk Rating - *Serious*, Residual Risk Rating – *Medium*

Risk Rating

16. Risk rating is low and can be managed at department level. Individual departments are responsible for completing these records, mitigating risks of non-compliance.

Sustainability Considerations

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

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

20. This report is not within the scope of the Audit and Risk Committee.

Councillor Briefings

21. This item was not presented to a Councillor briefing.



Conflict of Interest Records

This document records meetings conducted under the auspices of Council, from the period of 23 June 2026 to 21 July 2026. In accordance with Chapter 3 of Council's Governance Rules, any Conflicts of Interests disclosed at these meetings are reported within this document.

1. **Meeting description:** Councillor Briefings #4 – Agenda Clarification Time

Meeting Date: 23 June 2026

Conflict Declared: No

Meeting Attendees

1. Cr. Libby Stapleton (Mayor)
2. Cr. Mike Bodsworth
3. Cr. Phoebe Crockett
4. Cr. Joel Grist
5. Cr. Liz Pattison
6. Cr. Tony Phelps
7. Cr. Adrian Schonfelder
8. Cr. Leon Walker
9. Chief Executive Officer - Robyn Seymour
10. General Manager Placemaking and Environment - Chris Pike
11. General Manager Strategy and Effectiveness - Jo McNeill
12. General Manager Community Life - Damian Waight
13. Manager Integrity and Governance - Jake Brown
14. Manager Finance - Gabby Spiller
15. Manager Integrated Planning - Kate Sullivan
16. Coordinator Governance and Council Business - Liberty Nash

Matters Considered:

1. Clarification of 23 June 2026 Council Meeting Agenda

2. **Meeting description:** Councillor Briefings #1

Meeting Date: 7 July 2026

Conflict Declared: No

Meeting Attendees

1. Cr. Libby Stapleton (Mayor)
2. Cr. Mike Bodsworth
3. Cr. Phoebe Crockett
4. Cr. Joel Grist
5. Cr. Liz Pattison
6. Cr. Adrian Schonfelder
7. Cr. Leon Walker
8. Chief Executive Officer - Robyn Seymour
9. General Manager Placemaking and Environment - Chris Pike
10. General Manager Strategy and Effectiveness - Joanne McNeill
11. General Manager Community Life - Damian Waight
12. Manager Government Relations and Strategic Projects - Darryn Chiller
13. Governance Officer - Candace Martin-Burgers
14. Manager Finance - Gabby Spiller

15. Coordinator Revenue - Jade McKenzie
16. Revenue Officer - Toni Ristevski
17. Manager Economic Development Arts and Tourism - Matt Taylor
18. Coordinator Tourism - Sarah Korakis
19. Tourism Lead - Katie Boag
20. Manager Community Support - Shannon Fielder
21. Community Project Officer - Terri Hannan
22. Manager Planning Compliance - Rob Wandell
23. Principal Statutory Planner - Ben Schmied
24. Coordinator Governance and Council Business - Liberty Nash
25. Manager Integrity and Governance - Jake Brown
26. Manager People and Culture - Martin Gill
27. Senior Valuer, Partner Preston Rowe Paterson Pty Ltd - Tim Gleeson (External Presenter)
28. Specialist Valuer, Contract Coordinator, Valuer-General Victoria -Kerrie Owen (External Presenter)
29. Specialist Valuer, Contract Coordinator, Valuer-General Victoria -Joanne Spicer (External Presenter)

Matters Considered:

1. Property Valuations 2026-27 Rating Year (External Presentation)
2. SCS-022 Draft Events Policy
3. Geelong Regional Library Corporation Model Transition
4. PG26/0003 - Amending the Sands Comprehensive Development Plan
5. Summary of Local Government Legislation Amendment (Stronger Communities) Bill 2026
6. SCS-008 Infrastructure Special Rates and Charges Scheme Policy (For Noting)
7. SCS-005 Strategic Asset Management Policy (For Noting)
8. Councillor Topics
9. CEO Employment Matters Committee Chair Appointment (Confidential)

3. **Meeting description:** Hearing of Submissions Debrief

Meeting Date: 7 July 2026

Conflict Declared: No

Meeting Attendees

1. Cr. Libby Stapleton (Mayor)
2. Cr. Mike Bodsworth
3. Cr. Phoebe Crockett
4. Cr. Joel Grist
5. Cr. Liz Pattison
6. Cr. Adrian Schonfelder
7. Cr. Leon Walker
8. Chief Executive Officer - Robyn Seymour
9. General Manager Placemaking and Environment - Chris Pike
10. Manager Planning and Compliance - Rob Wandell
11. Senior Statutory Planner - Ben Schmied
12. Manager Integrity and Governance - Jake Brown
13. Coordinator Governance and Council Business - Liberty Nash
14. Governance Officer - Candace Martin-Burgers

Matters Considered:

1. Debrief from hearing of submissions meeting.

4. **Meeting description:** Councillor Briefings #2

Meeting Date: 14 July 2026

Conflict Declared: Yes

Conflict of Interest Details: Councillor Tony Phelps declared a material conflict of interest in relation to item 4.2, as he holds an interest in an affected property.

Action Taken: Councillor Tony Phelps left the meeting for item 4.2.

Meeting Attendees

1. Cr. Libby Stapleton (Mayor)
2. Cr. Mike Bodsworth
3. Cr. Phoebe Crockett
4. Cr. Joel Grist
5. Cr. Liz Pattison
6. Cr. Tony Phelps
7. Cr. Adrian Schonfelder
8. Cr. Leon Walker
9. Chief Executive Officer - Robyn Seymour
10. General Manager Placemaking and Environment - Chris Pike
11. General Manager Strategy and Effectiveness - Joanne McNeill
12. General Manager Community Life - Damian Waight
13. Manager Government Relations and Strategic Projects - Darryn Chiller
14. Governance Officer - Candace Martin-Burgers
15. Manager Integrated Planning - Kate Sullivan
16. Manager Assets and Engineering - John Betoldi
17. Manager Planning and Compliance - Rob Wandell
18. Manager Community Safety - Andrew Hewitt
19. Coordinator Community Emergency Management - Sharna Whitehand
20. Manager Integrity and Governance - Jake Brown
21. Principal Statutory Planner - Ben Schmied
22. Principal Strategic Planner - Samantha Natt
23. Principal Strategic Planner - Barb Peppard
24. Coordinator Governance and Council Business - Liberty Nash
25. Coordinator Stormwater Infrastructure - Ronan Corcoran
26. Manager Environment and Sustainability - Apanie Wood
27. Coordinator Environment - Jess Miller
28. Coordinator Climate Action - Lauren Watt
29. Climate Resilience Officer - Harry Menzies
30. Principal Strategic Planner - Lachlan Burke
31. Coordinator Asset Management - Tym Guthridge
32. Michael J Bailey, Executive Director, Barwon South & West Grampians (External Presenter)
33. Laura Jo Mellan, Director, Strategy and Planning BSWG (External Presenter)
34. Stuart Johns - Deputy Secretary, Network Design and Integration Will Hibberd, Principal Scientist - Water Tech (External Presenter)
35. Toby Devlin, Group Lead, Coasts and Marine, Senior Engineer -Water Tech (External Presenter)
36. Michael Ulbrick, Audit and Risk Committee Chair (External Presenter)

Matters Considered:

1. External Presentation - Department of Transport and Planning External Presentation - Phase 2 of Painkalac Flood Study -Mitigation Findings

2. Audit and Risk Committee Biannual Activity Report
3. PG26/0003 - Amending the Sands Comprehensive Development Plan
4. General Winchelsea Update (Short Term Residential Growth Area and Structure Plan)
5. Amendment C148 - Implementation Heritage Study Stage 3 Reports Coming to July Council Meeting
6. Central Torquay Drainage Study Outcomes
7. Confidential (For Noting) - Pollocksford Road Bridge Update
8. Councillor Topics

5. **Meeting description:** Councillor Briefings #3 – Strategic Conversations

Meeting Date: 21 July 2026

Conflict Declared: No

Meeting Attendees

1. Cr. Libby Stapleton (Mayor)
2. Cr. Mike Bodsworth
3. Cr. Phoebe Crockett
4. Cr. Joel Grist
5. Cr. Tony Phelps
6. Cr. Adrian Schonfelder
7. Cr. Leon Walker
8. CEO - Robyn Seymour
9. General Manager Community Life - Damian Waight
10. General Manager Strategy and Effectiveness - Joanne McNeill
11. General Manager Placemaking and Environment - Chris Pike
12. Acting Manager Government Relations and Strategic Projects - Jake Brown
13. Manager People and Culture - Martin Gill
14. Manager Community Support - Shannon Fielder
15. Coordinator Governance and Council Business - Liberty Nash
16. Coordinator Community Health and Development - Rochelle Harding

Matters Considered:

1. Mandatory Training Topics: Community Representation, Conduct, Decision Making, Integrity and Accountability
-

Governance Rules, Chapter 3, Clause 3

3.1. At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—

- a) the names of all Councillors and members of Council staff attending;
- b) the matters considered;
- c) any conflict of interest disclosures made by a Councillor attending under subclause 3.3;
- d) whether a Councillor who has disclosed a conflict of interest as required by subclause 3.3 leaves the meeting.

3.2. The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—

- a) reported at a meeting of the Council; and
- b) incorporated in the minutes of that Council meeting.

Auspices of the Council

Any meeting that is organised, sponsored or otherwise facilitated by the council should be treated as an 'auspiced' meeting. Council auspiced meetings may include, but are not limited to:

- regular councillor briefings or forums,
- other briefing meetings,
- committees other than a delegated or community asset committee (such as advisory committees),
- public consultations, and
- site meetings (incl. include meetings the council arranges jointly with other organisations).

4.10 Award of Contract - T26-016 - Pollocksford Road Bridge Refurbishment, Gnarwarre

Council Plan	Strategic Direction - Assets and Infrastructure
Author's Title:	Coordinator Asset Management
General Manager:	Chris Pike, General Manager Placemaking and Environment
Division:	Placemaking and Environment
Department:	Assets and Engineering
Attachments:	Nil

Purpose

1. The purpose of this report is to seek Council's support to allocate additional project funding and to award Contract T26-016 - Pollocksford Road Bridge Refurbishment, Gnarwarre.

Recommendation

That Council:

1. Notes that the Pollocksford Road Bridge is a shared asset with Golden Plains Shire Council and all capital costs incurred in managing the asset are shared equally.
2. Notes that Surf Coast Shire Council is managing the Pollocksford Road Bridge Refurbishment project on behalf of both councils.
3. Allocates an additional \$700,000 to the Pollocksford Road Bridge Refurbishment project from the Asset Renewal Reserve to bring Council's total project allocation to \$1.5 million.
4. Awards contract T26-016 Pollocksford Road Bridge Refurbishment, to [REDACTED] for the lump sum amount of [REDACTED] (Ex. GST).
5. Authorises the Chief Executive Officer to execute contract documents on behalf of Council.

Council Resolution

Moved Cr Schonfelder, Seconded Cr Pattison

That Council:

1. Notes that the Pollocksford Road Bridge is a shared asset with Golden Plains Shire Council and all capital costs incurred in managing the asset are shared equally.
2. Notes that Surf Coast Shire Council is managing the Pollocksford Road Bridge Refurbishment project on behalf of both councils.
3. Allocates an additional \$700,000 to the Pollocksford Road Bridge Refurbishment project from the Asset Renewal Reserve to bring Council's total project allocation to \$1.5 million.
4. Awards contract T26-016 Pollocksford Road Bridge Refurbishment, to Duratec Ltd for the lump sum amount of \$2,092,601.00 (Ex. GST).
5. Authorises the Chief Executive Officer to execute contract documents on behalf of Council.

CARRIED 8|1

For	Against	Abstained
Cr Bodsworth Cr Crockett Cr Grist Cr Pattison Cr Phelps Cr Schonfelder Cr Stapleton Cr Walker	Cr Barker	Nil

Outcome

- Awarding the proposed contract will enable the refurbishment and reopening of Pollocksford Road Bridge. This will restore community connectivity, improve safety outcomes and extend the service life of this important shared transport asset.

Key Considerations

- A public tender process was conducted in accordance with Council's Procurement Policy.
- A total of six suppliers submitted tenders for this contract.
- Each submission was assessed against pre-determined evaluation criteria, including price and non-price criteria.
- Tender prices exceed the available project budget. Additional funding is therefore required from both councils before the contract can be awarded.
- The contract will operate on a lump sum for the duration of the works.
- The value of the contract exceeds officers' delegated authorities and therefore requires a decision by Council.

Background

- Council, in conjunction with Golden Plains Shire Council, intends to refurbish the bridge deck on the currently closed Pollocksford Road Bridge in Gnarwarre and reopen the bridge. The value of the works required a public tender under Council's Procurement Policy and guidelines.
- Construction of a second new bridge was tendered in late 2023; however, the tender was cancelled because prices significantly exceeded the available budget.

Options

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

This option is not recommended by officers. Council has received an acceptable tender that enables the project to be completed within the revised scope and budget. The officers' recommendation follows due diligence and is consistent with the published evaluation

criteria and tender conditions. A decision that is not consistent with the formal tender conditions may compromise good governance and probity standards.

Financial Considerations

12. Pollocksford Road Bridge is located on the boundary between Surf Coast Shire and Golden Plains Shire. Under the boundary agreement, Surf Coast Shire undertakes maintenance works and any capital costs are shared equally by both councils.
13. The tender was released to market based on an earlier independent cost estimate, which informed the project budget and prior allocations. All tender prices received exceeded the allocated budget. To enable the contract to be awarded and provide appropriate project contingency, an additional \$700,000 is sought from each council.
14. A full description of the financial and resource impacts is provided in the Confidential Tender Evaluation Summary issued to Councillors.

Community Engagement

15. Officers provide updates through Council's project page, social media and letter drops. Following contract award, further communications will be provided to inform residents of the project award and timeline when available.

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.

Council Plan 2025-2029 Strategic Direction

17. Assets and Infrastructure

The important role assets play in our community will be given specific recognition. Investment in assets will be equitable and evidence based. Road condition and function will be a focus whilst Council also broadens options for non car-based travel. Maintenance levels will be calculated to achieve the best balance of cost and amenity over time.

Strategic Risk

18. Failure to deliver outcomes in line with community needs
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*

Implementing these works will help manage this risk by improving the condition of existing infrastructure and providing new safety treatments that respond to current standards.

Risk Rating

19. The risk rating is low and can be managed at department level.

Sustainability Considerations

20. Tenderers were required to provide examples of Environmental Management Plans as part of their submissions. Following contract award, the successful contractor will

prepare a site-specific Construction Environmental Management Plan to ensure environmental compliance and minimise impacts during construction.

21. The proposed solution reuses the existing substructure and elements of the superstructure, reducing reliance on new materials and minimising waste.

Conflict of Interest

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

Confidentiality

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

Audit and Risk Committee involvement

24. This report is not within the scope of the Audit and Risk Committee.

Council Briefings:

25. This report was made available for noting at the following Councillor briefing before being presented to Council for consideration. Councillor attendance at the briefing was as follows:

Councillor Briefing Date: 14 July 2026

<i>Councillor name</i>	<i>In attendance (Y/N)</i>	<i>Councillor name</i>	<i>In attendance (Y/N)</i>
<i>Cr Paul Barker</i>	<i>N</i>	<i>Cr Tony Phelps</i>	<i>Y</i>
<i>Cr Mike Bodsworth</i>	<i>Y</i>	<i>Cr Adrian Schonfelder</i>	<i>Y</i>
<i>Cr Phoebe Crockett</i>	<i>Y</i>	<i>Cr Libby Stapleton</i>	<i>Y</i>
<i>Cr Joel Grist</i>	<i>Y</i>	<i>Cr Leon Walker</i>	<i>Y</i>
<i>Cr Liz Pattison</i>	<i>Y</i>		

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***

26. Council issued an open tender {Contract no} to appoint {a panel of } suitably qualified and experienced contractor{s} to {undertake works at / deliver # services}

Table 1 Invitations to Tender

Medium	Date Advertised
Council eTendering Portal (Tenderlink)	11/04/2026

Evaluation Panel

27. The Tender Evaluation Panel comprised the following officers {and external advisors}:

Table 2 Tender Evaluation Panel

Position / Title	Panel Role
Senior Contracts Manager	Chair Non-voting
Coordinator Asset Management	Voting Member
Project Manager - Capital and Operational Projects	Voting Member

Evaluation Criteria

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

Table 3 Mandatory Evaluation Criteria

Mandatory Criteria	Assessment
Occupational Health & Safety Systems	Pass / Fail
Financial Capacity	Pass / Fail
Insurances	Pass / Fail

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

Table 4 Comparative Criteria

Comparative Criteria	Weighting
Financial Assessment	40%
Experience and staff	20%
Design response meeting PPR	20%
Methodology	15%
Certification & Systems	5%

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

5 Closed Section

5.1 Closure of Meeting to the Public

Councillor Paul Barker left the meeting at 8:27pm.

Council Resolution

Moved Cr Phelps, Seconded Cr Pattison

That Council, pursuant to sections 66(1) and 66(2)(a) of the *Local Government Act 2020*, close the meeting to members of the public to resolve on matters pertaining to items that deal with information that is confidential in accordance with section 3(1) of the Act, as follows:

2.1 Appointment of CEO Employment Matters Committee Independent Chair

Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020*, the information contained in this report is confidential because it contains personal information that would if released result in the unreasonable disclosure of information about personal affairs.

CARRIED 8|0

For	Against	Abstained
Cr Bodsworth Cr Crockett Cr Grist Cr Pattison Cr Phelps Cr Schonfelder Cr Stapleton Cr Walker	Nil	Nil

6 Urgent Business

In accordance with Rule 25 of Council's Governance Rules, a report may be admitted as urgent business if it relates to a matter which has arisen since distribution of the agenda, and cannot safely or conveniently be deferred until the next Council meeting.

Any urgent business reports will be uploaded to Council's website separately to this agenda, and will be considered as part of the order of business at the meeting if Council so resolves.

7 Close of Meeting

The Council Meeting - 28 July 2026 closed at 8:33pm.

Council has resolved that the following resolution which was made in the closed section of the Council meeting, is no longer confidential:

2.1 Appointment of CEO Employment Matters Committee Independent Chair

Council Resolution

Moved Cr Pattison, Seconded Cr Phelps

That Council:

1. Appoints Christine Mileham as the independent chair of the Chief Executive Officer Employee Matters Committee for a term of two years, commencing 1 September 2026.
2. Deems this resolution no longer confidential upon execution of the relevant agreement.

CARRIED 8|0

For	Against	Abstained
Cr Bodsworth Cr Crockett Cr Grist Cr Pattison Cr Phelps Cr Schonfelder Cr Stapleton Cr Walker	Nil	Nil