

Minutes

Meeting of Council

Tuesday 24 May 2022

Surf Coast Shire Civic Office

Council Chambers

1 Merrijig Drive, Torquay, Victoria 3228

Commenced at 6:00 pm

Council:

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

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1 Procedural Matters

1.1 Present

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

Chief Executive Officer – Robyn Seymour
General Manager Place Making & Environment – Chris Pike
General Manager Strategy & Effectiveness – Rebecca Leonard
Acting General Manager Community Life – Damian Waight
Coordinator Governance – Jake Brown
Governance Officer – Julie Morales
Governance Statutory Compliance and Reporting Officer – Zoe Eastick

1.2 Opening

Cr Stapleton opened the meeting.

We acknowledge the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

1.3 Pledge

Cr Stapleton recited the pledge on behalf of all Councillors.

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

1.4 Apologies

Nil

1.5 Confirmation of Minutes

Council Resolution

Moved Cr Allen, Seconded Cr Bodsworth

That Council notes the minutes of the Council Meeting held on 26 April 2022 as a correct record of the meeting.

CARRIED 7|0

For

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

Against

Nil

Abstained

Nil

Cr Wellington joined the meeting at 6:06pm.

1.6 Leave of Absence Requests

Council Resolution

Moved Cr Schonfelder, Seconded Cr Hodge

That a leave of absence be granted to Cr Gazzard from 01/08/2022 to 31/10/2022 inclusive.

CARRIED 8|0

For

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

Against

Nil

Abstained

Nil

1.7 Conflicts of Interest

Nil

1.8 Presentations

The CEO Robyn Seymour acknowledged the recent passing of Dianne McQuinn, who was a local Surf Coast resident and wife of long term Surf Coast Shire employee Neil McQuinn. The CEO expressed her deepest condolences on behalf of Council to Neil, his sons and their broader family at this difficult time.

1.9 Public Question Time

Question 1 - Patrick Cahir, Torquay

In reply to the question from the April Council meeting as to how council would assess blocked vision and the impact on safety when caravans are stored on nature strips for 7 days, the reply provided by Damian Waight, Acting General Manager Community Life, said this "Council officers would apply sound logic and expertise in accessing safety of caravans stored on nature strips." As the Vic Road Safety Act 2017 has already clearly stated "you MUST NOT STOP on a nature strip..."

Isn't it beyond the jurisdiction of a Council Officer to overrule this safety law that covers the entire state of Victoria?

Answer provided by Mayor, Cr Stapleton

Thank you for your question and your ongoing keen interest in this matter. We agree it is an important topic. Council is in the process of developing a Nature Strip policy and your feedback is really relevant and important to this work.

The use of nature strips is a really interesting topic as we do see a number of different views in the community about what activities are appropriate on them. We have a petition about nature strip usage on the agenda later in the meeting.

Council officers do enforce the laws pertaining to vehicles parked on nature strips. The Victoria Police also can enforce these laws.

Council officers apply logic and expertise when vehicles are on nature strips. There are a range of factors considered and safety is the highest consideration for officers when dealing with these situations.

Question 2 - Patrick Cahir, Torquay

There are 79 Local Councils in Victoria.

Can the Surf Coast Council nominate any other Local Council in Victoria that has created a by-law to allow caravans etc. to be stored on the nature strip for 7 days?

Answer provided by CEO, Robyn Seymour

For clarification the storage of vehicles in public places is prohibited for a period of no longer than 7 days under Clause 6.6 of the Surf Coast Shire Council Local Law.

The Community Amenity Local Law was reviewed last year and from the community engagement that was undertaken 88% of respondents to the survey supported the provision to allow caravans to be parked in public spaces for up to seven days. Further to that we have received legal advice that the local law does not contradict or override other legislation including the road safety rules. None of the Councils that were benchmarked have this provision that allows for the parking of caravans on public land.

Question 4 - Susan Cahir, Torquay

The current nature strip policy that was authorised by the CEO in 2006 does not mention the word gravel or compacted granitic sand in its entire policy or guidelines. When was the use of gravel on nature strips authorised by the elected councillors?

Answer provided by CEO, Robyn Seymour

As mentioned, the 2006 Urban Street Tree and Vegetation Guidelines focuses on tree and vegetation management in road reserves and public spaces but does not cover other aspects of the nature strip management such as surface materials.

The Nature Strip Policy being developed is likely to provide guidance for surface materials and other uses of nature strips.

Council will be engaging on the Nature Strip policy in the coming months and we will be in touch to advise when it is commencing and how you can get involved.

2 Petitions and Joint Letters

2.1 Acknowledgement of Petition - Objection to Planning Permit Application 22/0040 for Licensed Premises at 85 Great Ocean Road, Anglesea

| | |
|-------------------------|-----------------------------------------------------------------------------------------|
| Author's Title: | Executive Assistant/Internal Events Officer |
| General Manager: | Chris Pike, General Manager |
| Department: | Place Making and Environment |
| Division: | Place Making and Environment |
| Attachments: | 1. 22 0040 - Submission - 85 Great Ocean Road Anglesea - Redacted [2.1.1 - 17 pages] |

Officer Conflict of Interest: No officer declared a conflict of interest under the *Local Government Act 2020* in the preparation of this report.

Purpose

The purpose of this report is to receive and note the petition requesting that Council does not grant a Planning Permit sought by Anglesea Cellars Pty Ltd.

The petition consists of 269 signatures.

Recommendation

That Council, in accordance with its Governance Rules:

1. Receives and notes the petition objecting to the planning permit application 22/0040 for the licensed premises (General and display business identification signs at 85 Great Ocean Road, Anglesea).
2. Refers the petition to the General Manager Placemaking and Environment to be included as a formal submission as part of the planning permit process.
3. Requests the CEO informs the individual who presented this petition of this resolution.

Council Resolution

Moved Cr Pattison, Seconded Cr Bodsworth

That Council, in accordance with its Governance Rules:

1. Receives and notes the petition objecting to the planning permit application 22/0040 for the licensed premises (General and display business identification signs at 85 Great Ocean Road, Anglesea).
2. Refers the petition to the General Manager Placemaking and Environment to be included as a formal submission as part of the planning permit process.
3. Requests the CEO informs the individual who presented this petition of this resolution.

CARRIED 8|0

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



Planning Submission Summary

| | |
|------------------|----------|
| Portal Reference | 02228031 |
| Reference No | 22/0040 |

Basic Information

| | |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------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| Proposed Use | Use of the land for licensed premises (General) and display business identification signs |
| Submission to Permit No | 22/0040 |
| Submission Statement | <p>To who it may concern wish to lodge a formal objection to the proposed Cellarbrations Anglesea application for a Planning Permit at 85 Great Ocean Road Anglesea Vic 3230 permit number 22/0040 Below outlines my objections are relating to the building signage the use of communal space out the front of the building the purpose of the building usage if granted this building permit would be the 17th licensed liquor premise with in a 500 meter proximity The planning permit fails to include the Anglesea Bowls Club and as a result does not represent accurately the current liquor offerings already available in the Anglesea township As a busy and active township the main street of Anglesea is the trading hub of the town As a result lots of people access the main street Currently the path ways are used by pedestrians prams wheelchairs electric scooters bicycles elderly and groups of people The proposed seating out the front of 85 Great Ocean Road should not be approved due to this being a major congregation area for the shopping centre for families and this will limit the access along the street with only 1.5 m between the tables and garden bed and the tables and gutter on the other side Reducing and limiting the use of this space will create dangerous congestion in addition to the access of the area by the general public the proposed seating is also immediately adjacent to the only loading bay for the shop fronts in the Main Street The increased congestion and inhibited access will negatively affect the ability drivers to safely unload and deliver goods to other shops in the street This is a major liability and injury risk that puts the public and staff in danger of injury or bodily harm The proposed Signage directly contradicts the original building permit that was submitted and approved by the Surf Coast Shire as the window signage blocking out 5 of the 7 full height front windows and as such should not be approved as it is presented in this permit Such large and imposing imagery is not conducive with any of the existing store fronts in the main street The planning permit and current building also have neglected to include the planned building signage at 85 great ocean road that was proposed and approved as part of the original building permit based on these variations alone the permit should not be approved Anglesea is a vibrant and active community The health and wellbeing of the residents should be the highest priority for the Surf Coast Shire council Based on the recent Surf Coast Shire Council Health and Well Being Plan 2021 2025 and the Victorian Government's McHealth Alcohol Strategy 2019 2023 there are specific concerns raised about alcohol induced harm and the state governments commitment for Victorians to be drinking less alcohol by 2023 Below is quoted directly from the Surf Coast Shire's Health and Wellbeing Plan 2021 2025 and highlights the very serious impact alcohol consumption has on consumers Alcohol is one of the top 10 avoidable causes of disease and death in Victoria Excessive alcohol consumption can lead to a range of chronic diseases and serious health problems including high blood pressure heart disease stroke and a range of cancers (McHealth Alcohol harm prevention) Other health harms caused by excessive use of alcohol and other drugs include injury crime road fatalities and family violence Adults across the Surf Coast Shire consume alcohol at levels that put them at significantly greater risk of alcohol related harm than the Victorian average 74.1% of adults on the Surf Coast are classified as at life time risk of alcohol related harm as a result of consumption levels this is the fifth highest level of all local government areas in Victoria 59.2% of adults are at risk of short term harm as a result of the amount consumed in a single occasion second highest of all local government areas in Victoria (Victorian Department of Health Victorian Population Health Survey 2017) As the closest level of government to the community and as leaders planners and policymakers Council can prevent and minimize harm from alcohol and other drugs in our communities and this will be a focus for this plan Reducing harmful alcohol and drug use is also a priority of the Victorian Public Health and Wellbeing Plan 2019 2023 Alarmingly alcohol related harm has increased by 15.4% for the surf coast shire since the Surf Coast Shire Alcohol and Drug Action Plan 2018 2021 was released and that stated that 58.7% of Surf Coast Shire residents are at increased risk of alcohol related harm on a single occasion of drinking otherwise known as binge drinking These figures are significantly higher than the Victorian average which is 42.5% Harms associated with binge drinking include road traffic accidents falls drownings assaults suicide and acute alcohol toxicity Evidence also highlights that the Surf Coast Shire has a higher proportion of residents with an attitude that reinforces a binge drinking culture 79.7% Surf Coast residents aged 18 years and over are drinking at levels that put them at 'lifetime risk of alcohol related harm' Lifetime risk of alcohol related harm refers to the cumulative risk of experiencing injury accidents preventable chronic disease and early death This rate is of significant concern given that it is 20.5% higher than the Victorian average (59.2%) and places Surf Coast second out of 79 Councils for lifetime risk of alcohol related harm Alcohol is a drug that once consumed affects the nervous system responsible for overall body control Therefore drinking too much on a single occasion (binge drinking) is causally linked to alcohol related road incidents Over the past five years there has been an upward trend in the number of drink driving fatalities on Australian roads and Surf Coast is not immune In fact the Surf Coast Shire experiences a higher rate of alcohol related serious road injury than the rest of the state (Surf Coast 6.3 vs Victoria 4.1 per 10 000 population) These statistics are alarming and highly concerning The Surf Coast Shire should be working with the existing liquor licence holders to reduce the alcohol harm in the community The other businesses who hold liquor licences currently offer a variety of other services or goods to the community The approval of an exclusive Alcohol venue that does not serve food or offer entertainment does not enhance the offering available to residents and guest to the township and instead encourages risky behaviours around drinking 269 concerned residents support the above concerns and have signed the attached pages in petition and objection of the planning permit for the proposed Cellarbrations Anglesea at 85 Great Ocean Road Anglesea We implore you to consider our concerns for the health and safety of Anglesea residents and visitors and not accept the planning permit as it is currently presented</p> |
| Site Address | 85 Great Ocean Road ANGLESEA VIC 3230 |
| Affected Address | 5 87 89 GREAT OCEAN ROAD ANGLESEA 3230 |

SURF COAST SHIRE COUNCIL
Planning Department

09/05/2022

22/0040 / D22/79977



Address
Surf Coast Shire
Merrig Drive,
Torquay, Victoria



Postal Address
PO Box 350,
Torquay, Vic 3228



Contact
(03) 526 0600 or 300 6 0
600
Email: p.ann.ngapps@surfcoast.vic.gov.au

Received from E-Planning on 9/05/2022 12:43:40 PM



Contacts

| Type | Name | Address | Contact Details |
|----------|------------|------------|-----------------|
| Objector | [REDACTED] | [REDACTED] | [REDACTED] |

Documents Uploaded

| Date | Type | Filename |
|------------|---------------------|-------------------------------|
| 09 05 2022 | Additional Document | 85 GOR Objection petition pdf |
| 09 05 2022 | Additional Document | 85 Gor front.jpg |

PLEASE NOTE SUBMISSIONS ARE NOT CONFIDENTIAL. As required by section 57 of the Planning & Environment Act, Council must make a copy of every submission available to any person to inspect free of charge during business hours.

Lodged By

| | | | |
|-----------------|-------------|------------|------------|
| Site User | [REDACTED] | [REDACTED] | [REDACTED] |
| Submission Date | 09 May 2022 | | |

Declaration

By ticking this checkbox of this requirement, [REDACTED] confirm that [REDACTED] have read and understood the statement above and the Submitter (if not myself) has been advised of this requirement.

SURF COAST SHIRE COUNCIL
Planning Department

09/05/2022

22/0040 | D22/79977



Address
Surf Coast Shire
Merrig Drive,
Torquay, Victoria



Postal Address
PO Box 350,
Torquay, Vic 3228



Contact
(03) 526 0600 or 300 6060
600
Email: pamngapps@surfcoast.vc.gov.au

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SURF COAST SHIRE COUNCIL
Planning Department
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SURF COAST SHIRE COUNCIL
Planning Department

09/05/2022

22/0040 / D22/79977

OBJECTION AGAINST A PLANNING PERMIT BEING GRANTED

We the under signed are apposed to the granting of a Planning Permit by Anglesea Cellars PTY LTD

We believe that the addition of another licensed package liquor outlet will have a negative impact to the amenity of the local community, End Date 13/05/22

| Date | Name | Address | Contact Number | Signature |
|------|------|---------|----------------|-----------|
| | | | | |

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SURF COAST SHIRE COUNCIL
Planning Department

09/05/2022

22/0040 / D22/79977

OBJECTION AGAINST A PLANNING PERMIT BEING GRANTED

We the under signed are apposed to the granting of a Liquor Permit by Anglesea Cellars PTY LTD

We believe that the addition of another licensed package liquor outlet will have a negative impact to the amenity of the local community, End Date 13/05/22

| Date | Name | Address | Contact Number | Signature |
|--------------------|------|---------|----------------|-----------|
| [Redacted Content] | | | | |

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Planning Department

09/05/2022

22/0040 / D22/79977

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Planning Department

09/05/2022

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| Date | Name | Address | Contact Number | Signature |
|--------------------|------|---------|----------------|-----------|
| [Redacted Content] | | | | |

3 Notices of Motion

Nil

4 Responsible and Planning Authority

Nil

5 Community Life

5.1 Response to Winchelsea Food Sharing Initiative Petition

| | |
|-------------------------|---------------------------------------|
| Author's Title: | Manager Community Safety |
| General Manager: | Damian Waight, Acting General Manager |
| Department: | Community Safety |
| Division: | Community Life |
| Attachments: | Nil |

Officer Conflict of Interest: No officer declared a conflict of interest under the *Local Government Act 2020* in the preparation of this report.

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

Executive Summary

The purpose of this report is to respond to the petition received by Council at the 26 April 2022 Council Meeting requesting Council rescind the notice to comply, to remove a produce share shed and nature strip garden at 69 Barwon Terrace Road Winchelsea.

The owner of the property at 69 Barwon Terrace Winchelsea (the 'Property') has established a positive initiative that supports local food production and brings local people together.

The current Community Amenity Local Law 2021 under 6.5 - Using or Altering Council Land and/or a Road (including a Nature Strip) does not support the construction of structures or plantings and landscaping on a nature strip. The intention of the Local Law is to enable pedestrians to use nature strips safely and to ensure that underground services are not damaged and are accessible.

In response to community feedback, Council is developing a Nature Strip Policy and will be reviewing the Community Amenity Local Law 2021.

Council does not have the authority on matters that relate to enforcement. The Chief Executive Officer and authorised officers are responsible for individual matters.

Outcome Statement

The feedback provided through the joint letters will be considered as part of the Nature Strip Policy community engagement.

Officers have been developing a draft Nature Strip Policy that will be presented to Council for community consultation in the upcoming months.

Finance and Resource Implications

There are no finance or resource implications associated with this report.

Community Engagement

The petition and joint letters will be considered as part of the community engagement in developing the Nature Strip Policy and Guidelines.

The Draft Nature Strip Policy and Guidelines will be subject to broader community engagement before being presented to Council for adoption.

Recommendation

That Council:

1. Notes that the matter has been referred to the Chief Executive Officer for consideration and response.
2. Affirms that work will continue to develop a Nature Strip Policy to improve clarity on how nature strips are used.
3. Notes the development of the Nature Strip Policy will be subject to community engagement.
4. Accepts the petition and joint letters received at the Council meeting on 26 April 2022 as submissions to the community engagement phase of developing the Nature Strip Policy.

Council Resolution

Moved Cr Wellington, Seconded Cr Bodsworth

That Council:

1. Notes that the matter has been referred to the Chief Executive Officer for consideration and response.
2. Requests that the Chief Executive Officer to keep Councillors informed of any change to officers' position regarding the enforcement matter.
3. Affirms that work will continue to develop a Nature Strip Policy to improve clarity on how nature strips are used.
4. Notes the development of the Nature Strip Policy will be subject to community engagement.
5. Accepts the petition and joint letters received at the Council meeting on 26 April 2022 as submissions to the community engagement phase of developing the Nature Strip Policy.

CARRIED 8|0

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

Alternative Options

Alternative Option 1 – Not refer that matter to the Chief Executive Officer.

This option is not recommended by officers as Council does not have the authority to make decisions in relation to enforcement matters.

Report

Background

The owner of the property at 69 Barwon Terrace Winchelsea has established an initiative that supports local food production and sharing that brings local people together.

The food sharing initiative is delivered through a weatherboard structure with an iron roof. It has an open doorway and windows at the front and is located on the nature strip.

Currently, under the Community Amenity Local Law 2021 residents are not permitted to construct structures on a nature strip.

Council received the petition and joint letters on 14 April 2022 and was tabled at the 26 April 2022 Council Meeting.

Discussion

The current Local Law does not support the construction of structures or plantings and landscaping on a nature strip. This is to enable pedestrians to use nature strips safely and to ensure that underground services are not damaged and are accessible.

A local food sharing initiative aligns with the Council Plan's 'A Healthy Connected Community' Theme and in particular strategy six, 'enable communities to strengthen their social connections and participate in community life'.

Officers have been developing a draft Nature Strip Policy that will be presented to Council for community consultation in the upcoming months.

Outcome Analysis

Council is developing a Nature Strip Policy and this matter provides an interesting case study to enable Council to test what is safe and acceptable to the broader community on the use of nature strips.

Financial and Resource Impact Analysis

There are no finance or resource implications associated with this report.

Council Plan Assessment

Theme Two - Healthy Connected Community

Strategy 4 - Improve access to local services and programs that support people to be healthy and well.

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

Theme Six - Arts And Creativity

Strategy 16 - Foster an environment where people with clever and creative ideas can make a difference in their communities.

Community food sharing is a positive initiative that supports local food production and brings local people together and supported through the above Council Plan strategies.

Relevant Legislation, Policy, Strategies and Plans

Community Amenity Local Law 2021 under section 6.5 – Using or Altering Council Land and/or a Road (including a Nature Strip).

Privacy of our customers is taken seriously and we do not discuss private individual matters relating to enforcement.

Previous Councillor and Audit and Risk Committee Consultation

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

This item was not presented at Councillor briefing however, Councillors have been provided an officer update of this matter.

5.2 MAV State Council Meeting Motions

| | |
|-------------------------|-----------------------------------------------------|
| Author's Title: | Coordinator Communications and Community Engagement |
| General Manager: | Damian Waight, Acting General Manager |
| Department: | Community Support |
| Division: | Community Life |
| Attachments: | Nil |

Officer Conflict of Interest: No officer declared a conflict of interest under the *Local Government Act 2020* in the preparation of this report.

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

Executive Summary

Surf Coast Shire Council has an opportunity to put forward a motion(s) for consideration at the Municipal Association Victoria (MAV) State Council on 24 June 2022. Motions submitted at the meeting are subject to a vote by member councils. The MAV then considers successful motions for follow up advocacy and action.

For motions to be accepted by MAV, Councils need to identify whether the motion:

- has state-wide significance to the sector
- relates to one of the sector's priority issues in the MAV Strategy 2021-25

The MAV State Council meeting is a forum that can gain sector support for an issue important to councils across Victoria.

An emerging issue for councils throughout Victoria and one that has been experienced by Surf Coast Shire recently is the impact that climate change has on public infrastructure.

Infrastructure such as drainage was typically built many decades ago and designed to meet the demands of a more temperate climate. With evidence showing extreme weather events are more likely in the future, public infrastructure will come under increased pressure and is likely to fail when these events occur in future years.

The proposed motion for the MAV State Council meeting on 24 June 2022 is:

That the MAV advocate to the state government to establish a funding stream for local governments to improve the climate resilience of ageing infrastructure that will be impacted by future extreme weather events due to climate change.

Outcome Statement

Proposing this motion to the MAV State Council Meeting aims to gain state government support to address the significant financial impact being borne by Councils having to maintain and repair infrastructure that is ageing and not purpose designed for extreme weather events.

| <i>Key benefits</i> | <i>Key risks</i> |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| MAV State Council motions are a means of raising awareness and coordinating advocacy on sector wide issues. | Advocating on a large number of disparate topics could dilute the effectiveness of the MAV lobby to government. |
| MAV State Council motions provide a means for councils to present a united voice on matters of mutual concern | Should the motion not be supported by other councils at the MAV State Council Meeting it may create an impression that the issue is not an important one. |
| Proposing a motion for consideration at the MAV State Council Meeting ensures Surf Coast Shire Council has a voice at this forum. | Up to 79 councils may submit motions so interest may be split between many topics. |

Finance and Resource Implications

There are no costs associated with making a motion to the MAV State Council Meeting.

The motion relates to the maintenance, repair and upgrade of public assets which represents some of the largest cost burdens faced by councils state-wide, including Surf Coast Shire Council. Infrastructure is ageing and deterioration of its condition is being accelerated by the impacts of extreme weather. The state government mandated rate cap limits the funding available for infrastructure upgrades and historically councils have mostly borne this cost without recourse to other funding streams.

Community Engagement

No specific community engagement has been undertaken in relation to the proposed motion. Council does, however, have strong evidence to show that maintenance and upgrade of infrastructure is a common request from community members, both in the aftermath of an extreme weather event and more generally. The engagement undertaken for the Council Plan 2021-2025 demonstrated that climate change and its impacts was a key priority for members of the Surf Coast Shire community.

Recommendation

That Council adopts the following motion to be put forward for consideration at the MAV State Council Meeting on 24 June 2022:

‘That the MAV advocates to the state government to establish a funding stream for local governments to improve the climate resilience of ageing infrastructure that will be impacted by future extreme weather events due to climate change.’

Council Resolution

Moved Cr Schonfelder, Seconded Cr Allen

That Council adopts the following motion to be put forward for consideration at the MAV State Council Meeting on 24 June 2022:

‘That the MAV advocates to the state government to establish a funding stream for local governments to improve the climate resilience of ageing infrastructure that will be impacted by future extreme weather events due to climate change.’

CARRIED 8|0

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

Alternative Options

Alternative Option 1 – Propose a different motion for consideration at the MAV State Council meeting.

This option is not recommended by officers as the impact of climate change on public infrastructure and the costs associated with mitigating that impact is an issue of great significance to council. As a location with coastline, rivers and areas of high bushfire risk, Surf Coast Shire is especially vulnerable to climate change impacts. Furthermore, this issue is one of state significance and therefore meets the requirement of the MAV that motions be on state-wide matters.

Alternative Option 2 – Not make a motion at the MAV State Council meeting.

This option is not recommended by officers as the proposed motion relates to a significant and urgent issue. The MAV State Council Meeting presents an opportunity to raise awareness and initiate sector-wide advocacy to state government.

Report

Background

The MAV State Council meeting provides member councils the opportunity to put forward motions to influence MAV's advocacy priorities and inform the MAV strategic work plan.

All MAV member councils have the opportunity to put forward motions at the State Council Meeting. An electronic voting system determines which motions are carried and become resolutions of the MAV State Council. Resolutions are assessed by the MAV Board to determine how they will be progressed.

For motions to be accepted by MAV, Councils need to identify whether the motion:

- has state-wide significance to the sector
- relates to one of the sector's priority issues in the MAV Strategy 2021-25
- Is not the same, or similar, to a motion submitted to State Council in May 2021, October 2019, May 2019 or October 2018.

At the May 2021 MAV State Council Meeting, Council put forward the following two motions for consideration:

1. That the MAV advocates to the State Government and electricity distribution companies for increased investment in electricity network upgrades, and greater clarity around the long-term plan to reduce the extent of solar export limitations currently experienced by residents and businesses across Victoria.
2. That the MAV advocates to the State Government for financial assistance to be provided to councils now incurring substantial costs associated with implementing initiatives required in the Local Government Act 2020.

The MAV Strategy 2021-25 adopted at the May 2021 State Council meeting outlines six themes. Councils should ensure any motions put forward align with these themes.

1. Economically sound councils
2. Healthy, diverse and thriving communities
3. Well-planned, connected and resilient built environment
4. Changing climate and a circular economy
5. Sector capability and good governance
6. Effective and responsive MAV

The proposed motion aligns with themes 1 and 4.

MAV State Council motions need to be submitted by 27 May 2022.

Discussion

An emerging issue for councils and one that has been experienced by Surf Coast Shire Council recently is the impact that climate change has on public infrastructure. Extreme weather events are occurring more frequently and of a greater severity than previously experienced.

Surf Coast Shire experienced several abnormal weather events in late spring and summer, resulting in flash flooding and widespread wind damage. The demands this placed on ageing infrastructure exceeded capacity in many cases which was particularly prevalent for drainage and water management infrastructure.

Drainage and other infrastructure were typically built many decades ago and designed to meet demands of a more temperate climate. With evidence showing extreme weather events are more likely in the future, public infrastructure will come under increased pressure and is likely to fail when these events occur.

Council's maintenance and renewal of drainage and water management infrastructure is not typically supported by funding from other levels of government. Council's own funding options are limited because of the constraints of the state government rate cap.

Alternative funding streams will be required if councils are to meet the demands of climate change. Extreme weather events are already occurring more often and are of greater severity than before. There is much evidence to indicate a further acceleration of this situation in the near future.

Outcome Analysis

Motions made at MAV State Council Meetings are a low-cost way to engender sector-wide support on matters of mutual interest to councils. The MAV is a respected local government advocacy organisation and has established mechanisms for advocating to state government.

The proposed motion is one of state wide significance, and given it concerns climate change, relates to an issue of great importance to our community. It remains to be seen whether advocacy via the MAV is likely to achieve a positive outcome but there is merit in raising and maintaining awareness of the cost impacts on councils of maintaining public infrastructure impacted by climate change.

Financial and Resource Impact Analysis

There are no financial or resource impacts associated with a making a motion to the MAV State Council Meeting. Should the motion achieve a change in how infrastructure is funded there would ultimately be a potential financial benefit to Council.

Council Plan Assessment

Theme Three - Environmental Leadership

Strategy 10 - Adapt to a changing climate.

Relevant Legislation, Policy, Strategies and Plans

Advocating via the MAV is a way to influence government policy. The *Local Government Act 2020* articulates that a role of council includes ‘advocating the interests of the local community to other communities and governments.’

Previous Councillor and Audit and Risk Committee Consultation

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 May 2022

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

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

5.3 Small Grants March 2022

| | |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Author's Title: | Community Project Officer |
| General Manager: | Damian Waight, Acting General Manager |
| Department: | Community Support |
| Division: | Community Life |
| Attachments: | <ol style="list-style-type: none">1. Council Funded Small Grants March 2022 Projects Supported [5.3.1 - 2 pages]2. Council Funded Small Grants March 2022 Projects Ineligible and Not Supported [5.3.2 - 2 pages] |

Officer Conflict of Interest: No officer declared a conflict of interest under the *Local Government Act 2020* in the preparation of this report.

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

Executive Summary

Surf Coast Shire Council's Small Grants Program aims to support community groups, projects and local initiatives. It is a community development program which supports community members and groups to take action, to realise their aspirations, and contribute to helping our community and environment to thrive.

Applications were assessed by a panel of Council officers in line with SCS-031 Small Grants Program Policy. The recommendations are made based on the scoring of applications against the Small Grants assessment criteria.

This will be the final round of the Small Grants Program in this format, which has been operating since 2011. Following an extensive review of Council funded grants, Council adopted a new grants policy on 22 March 2022. The revised Grants Program guidelines will be presented to Council for consideration at the June 2022 meeting.

The March 2022 Small Grants Program attracted more applications than the previous six years (13 rounds in total). 38 applications were received compared to 35 in the previous round (September 2021).

After an assessment of the projects against the criteria, as detailed in the Small Grants guidelines, 21 projects are recommended for funding for a total value of \$40,066

Outcome Statement

The outcome of this report is to provide funding to groups who will deliver projects that provide community benefits. The projects will deliver a range of community

outcomes including health and wellbeing benefits, arts outcomes and environmental outcomes.

| Key benefits | Key risks |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21 diverse community projects delivered by community organisations | Project delivery risks will be addressed through a range of strategies which may include: <ul style="list-style-type: none"> - Applicant providing a risk management plan outlining actions to be taken to ensure the safety of volunteers etc. - Applicant to show evidence of public liability insurance. - Applicant's project delivery capability assessed by relevant Council departments. |
| Funding will deliver a range of benefits including: <ul style="list-style-type: none"> - Enables community groups to become more inclusive of people with a disability. - Creates opportunities for people to learn about the environment. - Helps community groups improve the natural environment. - Provides diverse opportunities for community members to participate in physical activity. - Provides opportunities to increase participation in the arts. - Provides opportunities for people to learn about First Nations Cultural Heritage. | The risks associated with capital projects on Council managed land are mitigated by an officer panel assessing applications before recommending for funding and through officer support during project delivery. |
| | There is a risk that projects not recommended for funding may not be realised. To mitigate this risk, officers work with the applicant to identify alternative sources of funding or to create other connections which will help them achieve their project. |

Finance and Resource Implications

Small grants will be funded from the existing Council Budget. \$76,500 was allocated to the Small Grants Program in the Council Budget 2021-22. \$1,474.65 was returned to the Small Grants budget after cancellation of a previous Small Grants funded project, the Deans Marsh History Project, 2019. \$37,535 was allocated to the

September 2021 round and \$40,066 is recommended for funding in the current round.

There will be some ongoing resourcing requirements from Council Officers to support capital projects on Council managed land. This will be facilitated through already existing Council processes around risk management, procurement and community project facilitation.

Community Engagement

Activities to inform the community of this Small Grants Program round included:

- Media campaign - advertising in the Surf Coast Times, Winchelsea Star and Lorne Independent.
- Promotion via Council Officer email networks, word of mouth, community database, community action networks, community house and men's shed networks.
- Direct email to previous grant recipients.
- Direct contact with potential grant recipients.
- Promotion via the Surf Coast Shire Council website and social media.

Council officers also provided support to applicants throughout the application process, including advice and information on grant writing and for particular projects.

Following the 24 May 2022 Council meeting, all applicants will be informed of the outcome of their application and results will be communicated to the broader community through Council's communication channels. A celebration to recognise successful grant recipients is planned for 16 June 2022.

Recommendation

That Council:

1. Notes the March 2022 round of Council's Small Grants Program was administered according to SCS-031 Small Grants Program Policy.
2. Approves the awarding of grants to projects as in attachment 1 with a total value of \$40,066.
3. Notes all successful and unsuccessful grant applicants will be advised of the outcome of their submission.
4. Notes the revised Grants Program and associated guidelines will be presented to Council at the June meeting.

Council Resolution

Moved Cr Pattison, Seconded Cr Hodge

That Council:

1. Notes the March 2022 round of Council's Small Grants Program was administered according to SCS-031 Small Grants Program Policy.
2. Approves the awarding of grants to projects as in attachment 1 with a total value of \$40,066.
3. Notes all successful and unsuccessful grant applicants will be advised of the outcome of their submission.
4. Notes the revised Grants Program and associated guidelines will be presented to Council at the June meeting.

CARRIED 8|0

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

Alternative Options

Alternative Option 1 – Endorse funding a different number of projects to a different financial value for this Small Grants round.

This option is not recommended by officers as the projects have been recommended by following Council's SCS-031 Small Grants Policy and the advertised guidelines. Funding different projects or a different value, risks the transparency of the process which has been advertised and could be unfair or unequitable for applicants.

Alternative Option 2 – Do not approve funding for the March 2022 round of Small Grants Program.

This option is not recommended by officers as many important community projects and initiatives will not progress without funding support.

Report

Background

In 2011, Council established the Small Grants Program to support community members and groups realise their aspirations and contribute to making Surf Coast Shire a great place to live. The program has usually delivered two funding rounds per year, in September and in March.

The program follows a formal application process in which applicants submit responses to a series of questions aligned to the weighted assessment criteria described in the *Small Grants Guidelines*. Applications are submitted, assessed and acquitted using the online grants administration tool – SmartyGrants. Council’s Community Health and Development Team leads the administration of grants, with input from internal subject matter experts in the assessment of projects. This process is guided by SCS-031 Small Grants Program Policy. Applicants can apply for up to \$5,000.

Diagram 1 below details the assessment process:

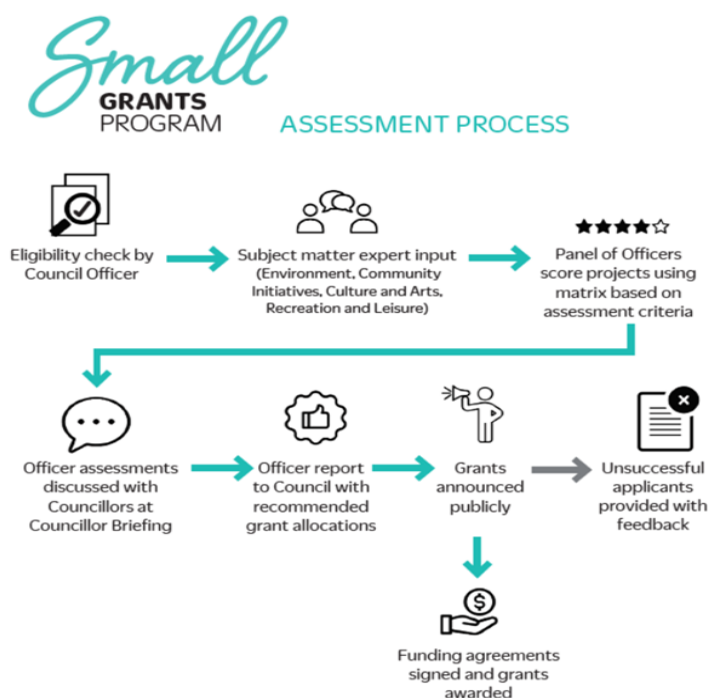


Diagram 1 – Small Grants Process

The Small Grants Program is merit-based and does not aim to achieve equal distribution of funding across project focus areas or geographic locations. Instead, eligible applications are assessed by officers systematically against the assessment criteria.

All successful groups, or their auspice agency, are required to sign a Small Grant Funding Agreement confirming that they agree to set terms and conditions for the funding and project delivery. This agreement outlines any special conditions, which may relate to the provision of funds, for example obtaining appropriate public liability insurance or relevant permits. Successful groups are required to report on the outcomes of their grant within 12 months of receiving funding the grant acquittal process.

This is the last round of the Small Grants Program in its current form. Following Council approval of the Grants Review at the March 2022 Council meeting, a revised grants program and associated guidelines for new grant streams will be presented to Council at the June meeting.

Discussion

The Small Grants Program Guidelines outline funding is available for community-based projects or activities that:

- encourage and enable the participation of a wide variety of local residents
- address an important community need
- encourage and enable groups or individuals across the Shire to collaborate and share knowledge, skills and resources.

Projects that cannot be funded according to the Small Grants Program Guidelines include:

- capital items with a total project cost greater than \$10,000
- building maintenance works
- general administrative, wages or contracts
- projects funded under other programs supported by the Surf Coast Shire
- projects that have already commenced or already occurred
- projects that are part of curriculum-based activities in schools
- projects that are fundraising in nature (unless the project provides considerable community benefit)
- recurrent funding for ongoing projects or projects which have already been funded.

Organisations ineligible to apply for a Small Grant include:

- individuals (applicants will need to approach an organisation to auspice the project)
- any Committees of the Surf Coast Shire Council including Advisory Committees, Committees of Management or Sub Committees
- organisations who have received a Surf Coast Shire Small Grant in the previous funding round
- organisations that have not completed an Acquittal Report for a previously funded Surf Coast Shire Small Grant
- for-profit or commercial organisations - unless the application can demonstrate that the proposed project or activity will have considerable tangible community benefit.

Funds are provided for projects and activities that fall into the following broad categories:

- Community Initiatives: Local partnerships that contribute to the wellbeing and quality of life of Surf Coast Shire residents

- Environment: Projects or activities that protect or enhance the local environment or work towards sustainability
- Culture and Arts: Community arts projects that support the development of quality arts initiatives and increase involvement in arts and culture by the community. Heritage projects that support participation, learning and recording of the cultural history of the Surf Coast Shire and its residents
- Recreation and Leisure: Innovative or new projects that promote recreation, physical activity and increase participation for all abilities.

Outcome Analysis

An annual funding pool of \$76,500 was allocated to the Small Grants Program in Council's 2021/2022 budget. This annual allocation is split approximately in half to create two rounds.

For the March 2022 round of the Small Grants Program a total of 38 applications were received and assessed by officers.

Of those 38 applications:

- 21 applications are eligible, scored well, and are recommended for funding with a total proposed funding allocation of \$40,066
- 1 application was ineligible according to the Small Grant Guidelines in that it was to fund a capital project with total project costs exceeding \$10,000.
- 16 applications are not recommended for funding because they did not score as strongly against the Small Grants Assessment Criteria as projects recommended for funding.

Appendix 1: lists the projects recommended for funding. Appendix 2: lists projects that were ineligible or not recommended for funding.

The breakdown of the 21 recommended projects by ward is as follows:

| Ward | Number of eligible applications | Number of projects recommended for funding | Total recommended funding amount |
|--------------|----------------------------------------|---------------------------------------------------|-----------------------------------------|
| Torquay | 16 | 9 | \$21,916 |
| Anglesea | 13 | 9 | \$13,872 |
| Winchelsea | 7 | 3 | \$4,278 |
| Lorne | 2 | 0 | \$0 |
| TOTAL | 38 | 21 | \$40,066 |

The breakdown of the 21 recommended projects by category is as follows:

| Category | Number of projects recommended | Total recommended funding amount |
|------------------------|--------------------------------|----------------------------------|
| Environment | 6 | \$11,843 |
| Community Initiatives | 7 | \$12,683 |
| Recreation and Leisure | 5 | \$10,627 |
| Arts and Culture | 3 | \$4,913 |
| TOTAL | 21 | \$40,066 |

There has been an increase in applications in 2021/22 with community groups re-emerging from COVID to make a difference in their community and supporting their volunteers to get back to work. See below Figure.

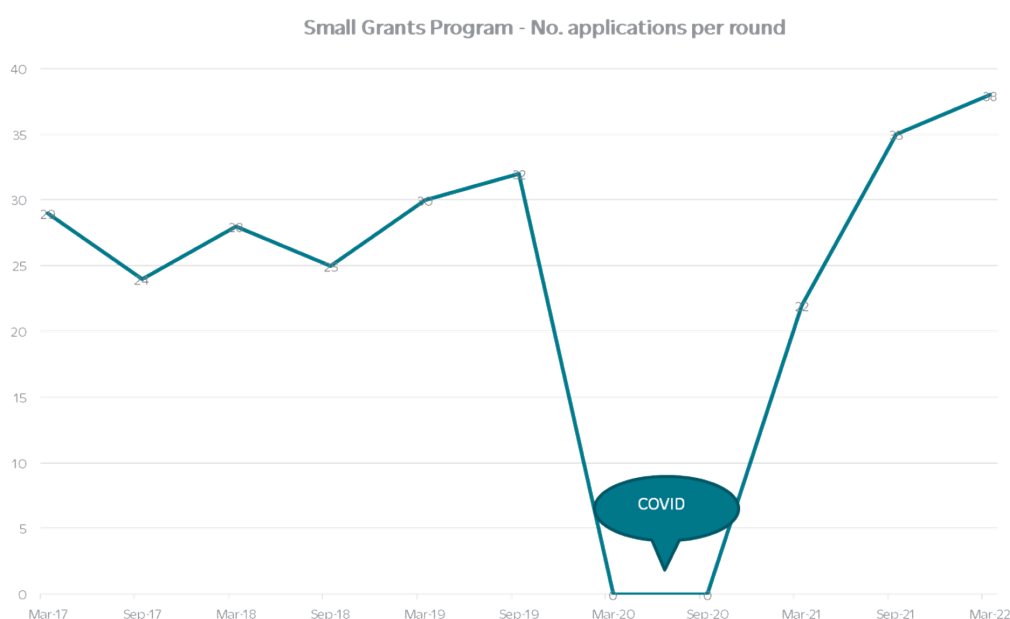


Diagram 2 - Number of applications to Small Grants Program per round

Financial and Resource Impact Analysis

An annual funding pool of \$76,500 was allocated to the Small Grants Program in FY21/22. \$37,535 was allocated to the September 21 round and \$40,066 recommended for the current round. The surplus in funding for round 2 is as a result of funds being returned from a project unable to be completed.

Resourcing support from Council Officers will be required for capital projects on Council managed land. This will be facilitated by adopting already existing Council processes around risk management and community project delivery, including asset handover.

Council Plan Assessment

Theme Two - Healthy Connected Community

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

Theme Three - Environmental Leadership

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

Theme Six - Arts And Creativity

Strategy 16 - Foster an environment where people with clever and creative ideas can make a difference in their communities.

The Small Grants Program aligns with the Council Plan as follows:

Relevant Legislation, Policy, Strategies and Plans

The Small Grants program process is conducted in accordance with SCS-031 Small Grants Policy. This policy aligns with the governance and financial principles in the Local Government Act 2020 (LGA 2020).

The Small Grants Program directly addresses two focus areas in the Health and Wellbeing Plan by 'Increasing Healthy Eating and Active Living' and 'Improving Mental Health and Social Connection'.

In accordance with Council's Community Engagement Policy SCS-017, the engagement level of the Small Grants Program is 'empower'. The program funds community led initiatives which build the capacity of the community to deliver change.

Previous Councillor and Audit and Risk Committee Consultation

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 May 2022

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

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

APPENDIX 1: Surf Coast Shire Small Grants Program March 2022 - 'Supported Projects'

| No. | Name of Applicant | Project Title | Description | Category | Ward | Applicant Total Project Costs | Amount Sought | Amount Recommended | Alignment to Guidelines / Conditions |
|------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------|-------------------------------|---------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Projects fully funded | | | | | | | | | |
| 1 | Torquay and District Landcare | Culture and Understanding begin with the young | To engage a Wadawurrung Aboriginal Corporation speaker at planting days for Bellbrae and Moriac Primary Schools at Spring Creek and Buckley to learn about sites of historical and cultural significance. | Environment | Torquay | \$1,610 | \$800 | \$800 | Project provides participation and learning of history and culture. Condition of Grant - Must use Wadawurrung Traditional Owners Aboriginal Corporation to provide service. |
| 2 | Rubbish Rangers (Auspiced by Anglesea Community House) | Rubbish Rangers | To purchase Hi-Vis vests, pick up tools and bags to support existing Rubbish Ranger groups and continue the spread of Rubbish Rangers to other towns within Surf Coast Shire. | Environment | Anglesea | \$2,132 | \$1,037 | \$1,037 | Project encourages and enables the participation of a wide variety of local residents and improves the environment. |
| 3 | Anglesea Kindergarten Parent Advisory Group (Auspiced by Anglesea Kindergarten) | Connecting Community to Country | To install a Wadawurrung mural by Billy Jay O'Toole on the front wall of the Kindergarten to raise cultural awareness for future generations. | Culture and Arts | Anglesea | \$5,000 | \$2,500 | \$2,500 | Community arts project that supports learning and recording of cultural history. Condition of Grant - Must use approved, registered and insured First Nations artist. Detailed project plan including location, design and scope of works and risk management plan to be approved prior to undertaking any works. Agreement to include asset management process including maintenance and decommission clauses. |
| 4 | Anglesea Community House | Sewing for Purpose | To purchase sewing machines and Boomerang Bag labels to provide an outlet for community members to come together and socialise, apply skills and learn how to make products for community organisations such as Boomerang Bags. | Community Initiative | Anglesea | \$6,146 | \$1,200 | \$1,200 | Provides opportunities for collaboration and sharing of knowledge, skills and resources as well as working towards environmental sustainability. |
| 5 | Anglesea Resale Shed (Auspiced by Anglesea Community House) | Community Improvement Board | To create an interactive board at the Anglesea Resale Shed showing which group is on duty, how much money has been raised and how many kgs have been saved from landfill. | Community Initiative | Anglesea | \$1,530 | \$750 | \$750 | Project provides opportunity for collaboration and sharing of knowledge as well as enabling the participation of a wide variety of local residents. |
| 6 | Jan Juc Coast Action | Ocean Boulevard revegetation and Gazania control | To control Gazania on the Jan Juc clifftops and enhance ecological values by revegetating crown land adjacent to the Jan Juc Shops. | Environment | Torquay | \$12,594 | \$4,994 | \$4,994 | Project protects and enhances the natural environment and need clearly demonstrated. Group has the skills and resources to manage the project. Condition of Grant - Copy of insurance to be provided prior to providing grant funding. |
| 7 | Torquay SLSC | Starfish Nippers - An inclusion program for youth with a disability | To purchase a MOBI beach wheelchair to support the Starfish Nippers program, a beach participation program for youth with a disability. This program is offered at no cost to families and participants. Wheelchair will be available for community use. | Community Initiative | Torquay | \$9,198 | \$4,599 | \$4,599 | Project contributes to the wellbeing and quality of life of Surf Coast Shire residents and increases participation and inclusion opportunities. Condition of Grant - wheelchair to be available for community use, bookings managed by TSLSC and liability the responsibility of TSLSC. |
| 8 | Torquay Community House | Women's Sharing Shed Torquay Skills Expansion Program | Tools and Equipment to reactivate the space and provide participation and inclusion opportunities. | Community Initiative | Torquay | \$3,202 | \$1,552 | \$1,552 | Project provides opportunities for collaboration and sharing of knowledge, skills and resources. Also increases participation and inclusion opportunities. Condition of Grant - location of temporary shelter to be approved by Council if on Council managed land. |
| 9 | Friends of Lake Modewarre (Auspiced by Surfcoast and Inland Plains Network) | Native plants, grasses and weed identification at Lake Modewarre | Facilitator and resources to deliver a 3 hour field day workshop at Lake Modewarre for the community to learn how to identify native flora, particularly grasses and weeds of the region. | Environment | Winchelsea | \$1,260 | \$960 | \$960 | Workshop will help to protect and enhance the natural environment while providing opportunities for sharing of knowledge and skills. |
| 10 | Surf Coast Football Club | First-Aid kits and supplies for the Club and Coaches | To purchase first aid kits and medical supplies. | Recreation and Leisure | Torquay | \$4,650 | \$1,800 | \$1,800 | Need for the project clearly demonstrated. Project promotes physical activity. |
| 11 | Aireys Inlet and District Association (AIDA) | NBN to Anderson Roadnight Reserve Community Centre | Cabling and installation of NBN to enable hall users to have reliable internet access. | Community Initiative | Anglesea | \$3,833 | \$1,920 | \$1,920 | Project contributes to the wellbeing and quality of life of Surf Coast residents and need well demonstrated. Condition of Grant - asset to be handed over to community group who will need to obtain and manage own service provider. |
| 12 | The Anglesea Jammers (Auspiced by Anglesea Community House) | The Anglesea Jammers Songbook | To print 18 Anglesea Jammers Songbooks to ensure inclusion of members with poor eyesight who are not confident using device screens. Books will remain the property of the Anglesea Jammers. | Culture and Arts | Anglesea | \$7,248 | \$688 | \$688 | Project contributes to the wellbeing and quality of life of Surf Coast Shire residents and creates inclusion opportunities increasing participation. Condition of Grant - applicant to ensure no breach of copyright. |
| 13 | Anglesea Rock Choir (Auspiced by Anglesea Community House) | Anglesea Community Rock Choir Performance Project | To purchase a PA, microphone, wireless system, microphone stand and PA speaker stand to enhance the performance capability of the choir and share benefits of group singing with the community. | Culture and Arts | Anglesea | \$7,225 | \$1,725 | \$1,725 | Equipment will enable the group to perform and provide opportunities for collaboration and sharing of knowledge, skills and resources. |
| 14 | Torquay Pickleball Association | Torquay Pickleball Association Expansion of Sessions | Supply of nets, paddles and balls to expand sessions to include mid week evening sessions to increase participation opportunities. | Recreation and Leisure | Torquay | \$7,801 | \$2,171 | \$2,171 | Project will promote recreation, physical activity and increase participation while encouraging and enabling the participation of a wide variety of local residents. |
| 15 | Wurdale and Surrounds Recovery Network (Auspiced by Winchelsea Community House) | Emergency Community Communications | To purchase 4 x UHF transceivers, 4 x adaptors and 4 x antennas. A community initiative to ensure the local community are prepared and involved to support each other in the event of an emergency. | Community Initiative | Winchelsea | \$3,385 | \$1,662 | \$1,662 | Equipment will contribute to the wellbeing and quality of life of Surf Coast Shire residents. Condition of Grant - applicant to provide full project plan for expenditure of budget items. |
| 16 | Mount Moriac Tennis Club | Purchase a Vacuum cleaner and Outdoor Blower | To purchase a vacuum cleaner and outdoor blower to allow volunteers to maintain the Mount Moriac Tennis Club and Modewarre Netball Club at the Mount Moriac Recreation Reserve. | Recreation and Leisure | Winchelsea | \$3,336 | \$1,656 | \$1,656 | Need clearly demonstrated and group has the skills to manage the project. Encourages participation of local residents. |

Minutes - Council Meeting - 24 May 2022
Attachment 5.3.1

| No. | Name of Applicant | Project Title | Description | Category | Ward | Applicant Total Project Costs | Amount Sought | Amount Recommended | Alignment to Guidelines / Conditions |
|----------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------|-------------------------------|-----------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17 | Anglesea Tennis Club | Bike Rack project | To install a bike rack at Anglesea Tennis Courts to provide for increasing number of cyclists. | Recreation and Leisure | Anglesea | \$2,500 | \$2,500 | \$2,500 | Project promotes recreation and physical activity and need clearly demonstrated. Approved by Council's land manager, Engineering and Facilities departments. |
| 18 | Anglesea Community Garden (Auspiced by Anglesea Community House) | Berry Protection Construction | Materials to construct a structure to protect berry crops. | Environment | Anglesea | \$3,352 | \$1,552 | \$1,552 | Need for the project clearly demonstrated and provides opportunities for sharing of knowledge, skills and resources. Condition of Grant - provision of detailed project plan and risk management plan to be approved prior to undertaking any works. Agreement to include asset process and maintenance. |
| Projects partially funded | | | | | | | | | |
| 19 | Torquay College | Sustainable Raised Garden Food Cubes | To rebuild 6 deteriorating timber garden beds in Alexander Kitchen Garden program with new self-watering beds. | Environment | Torquay | \$10,280 | \$5,000 | \$2,500 | Project works towards sustainability and provides opportunities for collaboration and sharing of knowledge, skills and resources. Partially fund - 6 garden beds. 12 in application. |
| 20 | Geelong Regional Football (Soccer) Committee (GRFC) (FV Geelong) (Auspiced by Football Victoria) | Reactivating, growing and providing the Surf Coast with more physical, active and community opportunities | Portable Goals, balls, bibs and cones to reactivate, grow and improve the local soccer hub at Banyul Warri Reserve. | Recreation and Leisure | Torquay | \$33,076 | \$5,000 | \$2,500 | Equipment will promote recreation and physical activity while providing benefits such as increased health and well-being and increased participation. Partially fund half equipment request. |
| 21 | Surf Coast Toy Library | Mobile Shelving storage | Mobile storage to reduce the amount of lifting, improve accessibility and encourage more independent and autonomous toy selection. | Community Initiative | Torquay | \$2,383 | \$1,350 | \$1,000 | Project will contribute to the wellbeing and quality of life of Surf Coast Shire residents. Need well demonstrated. Partially fund shelving requested. |
| | | | | | | \$131,741 | \$45,416 | \$40,066 | |

APPENDIX 2: Surf Coast Shire Small Grants Program March 2022 - 'Not Supported and Ineligible'

| No. | Name of Applicant | Project Title | Description | Category | Ward | Applicant Total Project Costs | Amount Sought | Comment |
|-----|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------|-------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Surfcoast Inland Plains Network | Beauty from Above | To purchase a drone to be used by the network for planning, monitoring and evaluating projects with particular emphasis on weed infestation and revegetation. | Environment | Winchelsea | \$4,619 | \$1,899 | Not Supported - Project did not score strongly against grant criteria as group financially well resourced and scoring in other areas was not strong enough to lift total. Referred to new Small Equipment Grant stream. |
| 2 | Friends of Eastern Otways (Auspiced by Aireys Inlet Society for the Preservation of Flora and Fauna) | Friends of Eastern Otways Self-Guided Walking Brochure | To update existing brochure with 6 new walks 'A Guide to Walks in Angahook-Lorne State Park'. | Environment | Anglesea | \$44,560 | \$5,000 | Not Supported - Project did not score strongly against grant criteria as incorporation number not supplied and grant was for a non-sustainable item being brochure printing. |
| 3 | Anglesea SLSC | Increase Local Community Youth Engagement through Nippers program. | To purchase 7 nipper boards to expand youth programs and attract more kids to get active and try surf lifesaving. | Recreation and Leisure | Anglesea | \$8,960 | \$4,480 | Not Supported - Project did not score strongly against grant criteria as the club is financially well resourced and scoring in other areas was not strong enough to lift total. Referred to new Small Equipment Grant stream. |
| 4 | Deans Marsh Community Action Network - Streetscape Group (Auspiced by Deans Marsh Community Cottage) | Deans Marsh Streetscape Project | To develop a streetscape plan to beautify the Deans Marsh township including additional avenues of street trees, a history trail, improved signage, improved accessibility, increased community connection opportunities (benches) and Arts trail. | Community Initiative | Lorne | \$11,500 | \$5,000 | Not Supported - Project did not score strongly against grant criteria as project plan not supplied and insurance certificate out of date. Project referred to CPP process and Open Space Operations for consideration in Budget Bid Process 2023. |
| 5 | Freshwater Creek and District Riding Club | Portable Cross Country Equipment | To purchase 6 portable jumps and 6 ground spirals that meet current safety standards to enhance the course for members, future members, local riders and attract competitors. | Recreation and Leisure | Winchelsea | \$10,000 | \$5,000 | Not Supported - Project did not score strongly against grant criteria no community partnerships enabled. Officers to work with group to develop project and find alternative funding sources. |
| 6 | Australian Cinema Ensemble in collaboration with Mezza Productions (Auspiced by Torquay Theatre Troupe) | 'Foreshore' a feature film engaging the Torquay Community | Actors facilitation costs, accommodation, flights, venue hire, catering, Torquay Theatre Troupe Auspice fee and petrol costs to host a public rehearsed reading and Q&A of a new feature film script called 'Foreshore' to be filmed in Torquay. | Culture and Arts | Torquay | \$10,107 | \$5,000 | Not Supported - Project did not score strongly against grant criteria as requested budget items were operational costs such as accommodation, flights, venue hire and petrol. |
| 7 | Lorne Bowls Club | New Indoor Furniture | New indoor tables for the club as many of the old tables are broken or damaged. | Recreation and Leisure | Lorne | \$10,000 | \$5,000 | Not Supported - Project did not score strongly against grant criteria as club financially well resourced and community benefit was not scored far reaching. |
| 8 | Modewarre and District Angling Club | Club Amenities Trailer | To purchase an enclosed equipment trailer to transport first aid equipment, fire extinguisher, defibrillator, gazebo, scales, and catering equipment to events. | Recreation and Leisure | Winchelsea | \$3,000 | \$3,000 | Not Supported - Project did not score strongly against grant criteria as no in-kind contribution from club shown and quotes not supplied. Referred to new Small Equipment Grant stream. |
| 9 | Torquay 1st Scout Group (Auspiced by Scout Association of Australia Victorian Branch) | Diversity and Inclusivity Project by Hamish and Jack | Diversity and Inclusion awareness program run by Hamish (Scout aged 10) and Jack (Scout aged 11) making candles and a rainbow flag. | Community Initiative | Torquay | \$2,020 | \$1,000 | Not Supported - Applicant filled out incorrect grant application form. Project referred to IDAHOBIT grant. |
| 10 | Surfcoast Netball Association | Surfcoast Netball Association - Moving from Council to Community Program | Court Hire and Umpire fees to maintain structure of the competition while the club works to become financially viable. | Recreation and Leisure | Torquay | \$10,000 | \$5,000 | Not Supported - Project did not score strongly against grant criteria as quotes did not match grant amount, financials not provided and budget items not sustainable. Council's facilities team to work with applicant to investigate funding models for Court Hire until club financially viable. Referred to Municipal Health and Wellbeing Program for alternative funding options for umpire fees as project aligns with several pillars of the Health and Wellbeing Plan. |
| 11 | Surf Coast Calisthenics | Keeping Girls Engaged - Surfcoast Calisthenics | Equipment to keep the girls engaged including bluetooth speakers x 2, rubber gym mat, apparatus equipment and hall hire. | Recreation and Leisure | Torquay | \$26,228 | \$5,000 | Not Supported - Project did not score strongly against grant criteria as budget not clear and coaching fees are an unsustainable item. Referred to Municipal Health and Wellbeing Program. Project "Increases Healthy Eating and Active Living" - project focuses on increasing participation in physical activity, particularly young girls who often drop off from participating when they reach the age of 12-15. |
| 12 | Bellbrae Primary School | Creating a 'Wellness' and Inclusive Space | Sensory equipment and furniture to create a wellness centre that will welcome kids of all ages, abilities who need to find a safe space to calm, de-escalate, be supported and thrive. | Community Initiative | Torquay | \$13,753 | \$4,094 | Not Supported - Project did not score strongly against grant criteria as landowner approval and quotes not provided and other funding sources unconfirmed. Referred to Municipal Health and Wellbeing Program. Project "Improves Mental Health and Social Connection". Project provides a safe, inclusive and welcoming space for students to retreat when feeling overwhelmed, escalated or when simply feeling down. |
| 13 | Moriac and District History Group (Auspiced by Moriac Community Network) | Categorise and Digitize Historical Records from Moriac Primary School | To engage services to record the history of Moriac Primary School in digital format for future generations. The School celebrates its 100th year this year. Files will be uploaded to the Moriac Community Network website and an e-book created. | Culture and Arts | Winchelsea | \$10,010 | \$5,000 | Not Supported - Project did not score strongly against grant criteria as low participation numbers and quote not detailed. Referred to Seniors Citizens Program - positive aging to support MCN to setup an alternative model of positive ageing - History Group. |

Minutes - Council Meeting - 24 May 2022
Attachment 5.3.2

| No. | Name of Applicant | Project Title | Description | Category | Ward | Applicant Total Project Costs | Amount Sought | Comment |
|-----|---------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------|-------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14 | Friends of Fraser Walk (Auspiced by ANGAIR) | Fraser Walk Heathland Garden | To plant and maintain a wide range of local heathland plants sourced from ANGIR and Oways Indigenous Nursery at Fraser Walk. | Environment | Anglesea | \$9,000 | \$4,500 | Not Supported - Advised by Social Infrastructure Planning that there are broader plans for the proposed planting site that would impact on the project. Application referred to SIP to work with group on planting component of path rectification works. |
| 15 | Combined Probus Club of Torquay Surf Coast | Enhancing Social Inclusion and Cultural Experiences for Seniors | To purchase a wireless PA, head mikes, laser pointer, laptop, Microsoft 375 and anti-virus subscriptions, HDMI cable and laptop case to allow inclusion of members with audio and visual impairments. | Community Initiative | Torquay | \$9,725 | \$1,925 | Not Supported - Project did not score strongly against grant criteria as in-kind contribution not detailed. Officers to work with applicant to find alternative funding sources. Referred to new Small Equipment Grant stream. |
| 16 | Jan Juc Preschool | Jan Juc Preschool Beach Kinder Program | Two beach shelters, beach wagon, high vis vests and bus hire to involve 4 year old students venturing out to their local beach teaching children to value their local environment and educate on water safety with the assistance of Jan Juc SLSC. | Recreation and Leisure | Torquay | \$9,375 | \$2,000 | Not Supported - Budget items part of ongoing costs funded by Surf Coast Shire. Applicant to work with Coordinator of Early Years to support project. |
| 17 | Anglesea Art House | Anglesea Tree Sculpture | To turn the remnants of a tree in Cameron Reserve into a permanent sculpture to be enjoyed by the community and visitors. | Culture and Arts | Anglesea | \$26,680 | \$5,000 | Ineligible - Capital project with total project costs exceeding \$10,000. Funding already received via Surf Coast Shire Community Project Proposal CPP67 process. Applicant to work with Arts Development Officer and Community Project Development Officer to scope project and approval/permit process. |
| | | | | | | \$219,537 | \$67,898 | |

6 Place Making and Environment

6.1 Council Funded Event Grants 2022-23

| | |
|-------------------------|----------------------------------------|
| Author's Title: | Sarah Korakis, Event Coordinator |
| General Manager: | Chris Pike, General Manager |
| Department: | Economic Development, Arts and Tourism |
| Division: | Place Making and Environment |
| Attachments: | Nil |

Officer Conflict of Interest: No officer declared a conflict of interest under the *Local Government Act 2020* in the preparation of this report.

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

Executive Summary

The purpose of this report is to approve the proposed funding of 19 Event Grant applications under the 2022-23 Event Grants Program.

Outcome Statement

The Council Event Grants Program has been running for eight years and has assisted in improving the sustainability, spread and positive impact of events held within the Surf Coast Shire.

The Event Grants Program supports:

- Tourism,
- Boutique Creative & Special Focus; and
- Community Events

There were 21 applications received under the 2022-23 Event Grants Program, with 19 of those proposed for funding. Two event applications were considered to be unsuitable for funding as part of the officer assessment process. These are identified in the body of the report.

| Key benefits | Key risks |
|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| To support events that connect community, benefit our businesses, encourage longer visitation and foster cultural outcomes | Dissatisfaction by reduced funding to events that benefit and connect the community. |
| To encourage and assist events to be financially sustainable | An event recommended for funding may not be able to be staged due to unforeseen |

| Key benefits | Key risks |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | circumstances resulting in a missed funding opportunity for other events. |
| Facilitate high quality events throughout the year | There is not enough funding available to meet the needs of event organisers resulting in an inability to properly fund events that would generate benefits to the Surf Coast community. |

Finance and Resource Implications

A total of \$88,000 is allocated towards the 2022-23 Event Grants Program with \$2,500 within this total allocated to Christmas Carols in the Shire and \$85,500 against Tourism, Boutique Creative & Special Focus and Community Events.

The funding is contained within the recurrent budget for events and does not represent a new or additional request for funding against the current 2021 – 22 budget.

Community Engagement

The following community engagement was undertaken to promote the Event Grant Program:

- Surf Coast Events 'event organiser' eDM advertised the program release and closure dates. The eDM is sent to all past grant recipients as well as other organisations (eg. Trader Groups) and event organisers contained within the event database.
- Program was advertised in the Surf Coast Times on multiple occasions with half page adverts in advance of the program opening and during the month-long period the application process was open.
- Program advertised via Surf Coast Events website and social channels including Facebook and Instagram.
- Program advertised in the Business Collective Newsletter – distributed to over 6,000 recipients.
- Program advertised in the Mayors Column (Surf Coast Times) at the commencement of the application period.
- All applicants were required to discuss their proposal with a Council officer prior to submission.
- Information with application form and guidelines placed on Council's website
- Promotion via Council's website and social channels.

All applicants will be advised of the outcome with successful applications also listed on the Council's website.

Recommendation

That Council:

1. Approves the awarding of grants to events as outlined in Table 2 of this report to the value of \$85,500.
2. Notes that \$2,500 will be distributed for Christmas Carol events as part of the 2022-2023 Event Grants Program.
3. Notes all successful and unsuccessful grant applicants will be advised of the outcome of their submission.

Council Resolution

Moved Cr Allen, Seconded Cr Hodge

That Council:

1. Approves the awarding of grants to events as outlined in Table 2 of this report to the value of \$85,500.
2. Notes that \$2,500 will be distributed for Christmas Carol events as part of the 2022-2023 Event Grants Program.
3. Notes all successful and unsuccessful grant applicants will be advised of the outcome of their submission.

CARRIED 8|0

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

Alternative Options

Option 1 – Approve alternative funding amounts for submissions under the 2022-23 Event Grants Program.

This option is not recommended by officers as a detailed assessment of submissions has already been undertaken against criteria adopted by Council. The recommended allocation of funding towards 19 events totalling \$85,500 plus a further \$2,500 for Christmas Carlos is within existing the budget.

Option 2 – Do not approve any funding under the 2022-23 Event Grants Program

This option is not recommended by officers as the Event Grants Program is a key component of Council's efforts towards increasing visitor length of stay, boosting the

economy and supporting the community. Not awarding the funding would place many successful events at risk and not fulfil an action in the Council Plan.

Report

Background

Council's Event Grants Program has been in place for eight years and recognises the important role events play in shaping the Surf Coast Shire's identity, prosperity and vitality by allocating funding to a range of events each year. Events provide an opportunity to increase off-peak visitation, increase the length of time visitor stay and strengthen the local community and economy.

The Event Grants Program Guidelines outline the process for groups and organisations to apply for Council funding for an event held within the Shire. The program encompasses four categories: Sponsorship, Tourism, Boutique Creative / Special Focus and Community Events.

The 2022-23 Event Grants Program was released in February 2022 and for events to be eligible they must; 1) be held within the Surf Coast Shire outside of peak season (defined as 24 December to 31 January inclusive and the four-day Easter period commencing with Good Friday) and 2) held within the Surf Coast Shire between 1 July 2022 and 30 June 2023.

Sponsored Events are not considered in this report, as they have a different application process. Officers determine which events meet the criteria for sponsorship and will then work with the event organiser on a detailed business case and presentation to Council.

Tourism Events may occur annually, biennially or be a one-off event, and are regional, State or nationally recognised. Tourism Events are high attendance events that attract significant visitation from outside the region. The primary evaluation is the generated economic return to Surf Coast Shire. Marketing and branding opportunities for Surf Coast Shire and its townships at a regional scale (or beyond) must also be displayed. Applicants in this category may seek funding to a maximum of \$10,000.

Boutique Creative / Special Focus Events are specialised arts/cultural events that attract visitors from outside the region. They raise the profile of their host town and enrich the lives of residents. Examples include film, music, arts, food and wine festivals and events. Special Focus Events champion social, cultural, health or environmental issues in our community and attract visitors from outside the region. Examples include indigenous culture, sustainable living, gender equality, mental health and wellbeing festivals and events. Applicants in these categories may seek funding to a maximum of \$7,500.

Community Events support participation and celebration of our local communities. They are usually smaller in scale and have a dominant social and community focus, rather than driving economic and marketing outcomes. Applicants in this category may seek funding to a maximum of \$3,000.

Discussion

Submissions

There were 21 applications received under the 2022-23 Event Grants Program, requesting a total of \$133,100. The total budget available to be allocated from the Event Grants budget this financial year is \$88,000, which includes a \$2,500 allocation towards Christmas Carols.

Each event applicant specifies their maximum and minimum level of required funding. The total grant allocated to each event takes this into account combined with the overall assessment against the grant criterion.

The breakdown between categories was ten Tourism Events (total funding request of \$93,000), four Boutique Creative & Special Focus Events (total funding request of \$24,000) and six Community Events (total funding request of \$18,550).

Of the 10 Tourism Event Grant applications assessed by officers:

- Nine applications were supported for funding to a total of \$57,000.
- One applicant was unsuccessful as their application did not contain key information to support their request.
- One application is a new Event Grant recipient.

Of the four Boutique Creative & Special Focus applications assessed by officers:

- All applications were supported for funding to a total of \$19,500.
- One is a new Event Grant recipient.

Of the seven Community Event Grant applications assessed by officers:

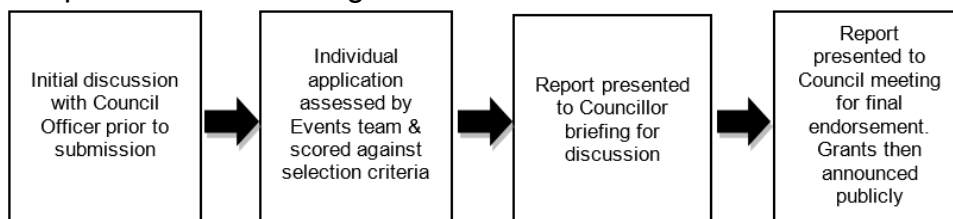
- One applicant (Kids Go Bush) was unsuccessful due to not being a suitable event. They were instead directed towards the Small Grants program and have applied for this funding program.
- Six applications were supported for funding to a total of \$9,000.
- Three are new Event Grant recipients.

In summary, a total of 19 events are proposed to receive funding across the three categories, to a total of \$85,500.

The funding of Christmas Carols totalling \$2,500 brings total proposed funding to \$88,000.

Assessment Process

The process in evaluating submissions is summarised in the flowchart below:



It should be noted that in assessing the funding submissions, not all event applications received a recommendation for the full amount requested. This is due to the quantum of funding sought being greater than the total budget.

Not all types of events will deliver the same types of benefits. For example a Community focussed event may not deliver the economic benefit a Tourism focussed event does. To ensure equity in event assessment the adopted Event Grant Guidelines contain different objectives and weightings. Taking this into consideration grant applications received were assessed in accordance with the assessment criteria outlined in the table below.

| ASSESSMENT CATEGORY | CATEGORY DESCRIPTION | WEIGHTING | | |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------|-----------|
| | | Tourism | Boutique Creative & Special Focus | Community |
| Economic Development | Describe how the project stimulates visitation/tourism, involves local businesses and increases economic development opportunities for Surf Coast Shire residents and the extent of marketing and promotion opportunities. | 60% | 40% | 10% |
| Social | Community benefits provided by the event – short and long term. | 20% | 30% | 45% |
| Cultural | The event's contribution towards the development of arts and culture, networks, programs and/or projects. The Events positive influence on the conventions, social practices and values of the town or area. | 20% | 30% | 45% |
| Environmental Sustainability | Does the event plan for and contribute to positive environmental sustainable outcomes? Does the event adhere to the plastic wise policy? | Pass/Fail | Pass/Fail | Pass/Fail |

Table 1: Event Grants Program Assessment Criteria

To support the release of the 2022-23 Event Grants Program, a communications plan was delivered to inform previous and potential event organisers of the opportunity.

Outcome Analysis

After undertaking an analysis of event applications against the above criteria it is proposed 19 of the 21 applications received be approved for funding as they have met the criteria described above in each category.

Table 2 below provides a list of supported events and the recommended funding amount (excluding Christmas Carols).

| TOURISM EVENTS 2022-23 | Ward | Proposed funding amount |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------|
| Surf Coast Century: An ultra-marathon event attracting 2,000 participants. Staged in September the event generates significant visitation. | Anglesea | \$10,000 |
| Amy's Great Ocean Road Gran Fondo: Australia's largest mass participation cycling event attracting up to 5,000 riders from across Australia and internationally. | Lorne | \$10,000 |
| Black Diamond Afterglow Trail Run: Staged in November and secures a large percentage of visitation from Melbourne | Torquay | \$7,000 |
| Great Ocean & Otway Classic Ride: Mass participation cycling event attracting 3,500 riders. Generates significant extended stay in late Autumn. | Torquay | \$6,500 |
| Great Ocean Road Running Festival: multi distance running event attracting up to 9,000 participants in May. Generates significant economic boost during off peak. | Lorne | \$6,000 |
| 2022 Victorian Mixed Ultimate Championships; New event – see below comments. | Torquay | \$5,000 |
| Trail Running Series 3 Anglesea: Trail running event attracting significant visitation from Melbourne. | Anglesea | \$5,000 |
| Brooks Surf Coast Trail Marathon: Trail run staged in winter attracting 750 participants. Delivers significant boost during quietest period of year | Torquay | \$5,000 |
| The Shifty Fifty: An event with strong alignment to the Anglesea brand with a growing participation rate. Attracts a strong percentage of visitation from Melbourne. | Anglesea | \$2,500 |
| Total supported Tourism Events funding: | | \$57,000 |

| BOUTIQUE CREATIVE & SPECIAL FOCUS EVENTS 2022-23 | Ward | Proposed funding amount |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------|
| The Sound Doctor Presents: A series of high quality music events in the off-peak season. Supports the arts and attracts a very high percentage of attendees from Melbourne. | Anglesea | \$7,500 |

| BOUTIQUE CREATIVE & SPECIAL FOCUS EVENTS 2022-23 | Ward | Proposed funding amount |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------|
| Surf Coast Open Air Cinema: This is a one day community-led event that explores issues of sustainability, community activism and climate change. | Anglesea | \$6,000 |
| 2023 Australian Indigenous Surfing Titles: National surfing competition attracting the nation's best Indigenous surfers to Bells Beach | Torquay | \$5,000 |
| Aireys as a Dark Sky Location: New event – see below description | Anglesea | \$1,000 |
| Total supported Boutique Creative & Special Focus Events funding: | | \$19,500 |

| COMMUNITY EVENTS 2022-23 | Ward | Proposed funding amount |
|-----------------------------------------------------------------------------------------------------------------|-------------|--------------------------------|
| Surf Coast Kite Festival: Kite flying event that involves strong participation from younger demographic | Torquay | \$2,500 |
| Deans Marsh Community Festival: Community festival offering a range of activities. | Lorne | \$2,000 |
| Soup, Sourdough and Stories: New event – See description below. | Anglesea | \$1,500 |
| Art of the Minds: Community event with strong mental health focus that is held in October – Mental Health Month | Torquay | \$1,500 |
| Surf Coast Christmas Festival: New event – see below description. | Torquay | \$1,000 |
| Anglesea Community Bowls Day: New event – see below description. | Anglesea | \$500 |
| Total supported Community Events funding: | | \$9,000 |

Table 2: 2022-23 Event Grants Program – supported funding by category

Table 3 below provides a list of unsuccessful events and the recommended funding amount (excluding Christmas Carols).

| UNSUCCESSFUL EVENTS 2022-23 | Ward | Proposed funding amount |
|------------------------------------|-------------|--------------------------------|
| Great Ocean Paddle | Torquay | \$10,000 |
| Kids Go Bush | Torquay | \$2,450 |

Unsuccessful Applicants

There were two unsuccessful applicants to the Event Grants program:

- One applicant under the Tourism category was unsuccessful as their application did not contain key information to support their request. There are a number of requirements in applying for an event grant; initially speaking to an Events officer before submitting your application, providing a marketing plan and ensuring your budget balances. This applicant did not fulfil these mandatory requirements and is therefore unsuccessful in being assessed for an event grant.

- One application under the Community category was unsuccessful due to not being a suitable event. This event applied on the last day of the event grant been open and were directed to apply without consultation from an Events officer. An Events officer has since directed the organiser towards the Small Grants program.

New Applicants

Five events are new to the Surf Coast and a brief description is provided below:

| Event Name | Event Description |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2022 Victorian Mixed Ultimate Championships | The Victorian Mixed Ultimate Championships (VMUC) is the State Championship event for mixed gender ultimate frisbee. Clubs from around Victoria (and some from Tasmania and South Australia) regularly compete, and the event attracts 350-400 participants. The event serves as qualification for the Australian Mixed Ultimate Championships. The event will generate significant overnight visitation from a new cohort of visitors. |
| Aireys as a Dark Sky Location | Aireys Inlet is seeking to become a dark sky community. This event will help educate and promote wider connection to this cause. The event will begin with a presentation on “Why we need the dark sky”. Other speakers will include local members of the Wadawurrung traditional owners, an eye specialist who will discuss the night vision in humans and other speakers. The event will then move to a private property where participants will access telescopes and be guided on observing the night sky. Local businesses will be used for food and beverage options. |
| Surf Coast Christmas Festival | The Surf Coast Christmas Festival will enhance the festive spirit amongst the Surf Coast Community. The festival will look to attract a number of different vendors (produce, gifts & Christmas inspired activities) that support local businesses, groups and organisations. The Christmas Festival will be held before the end of school term to ensure school singing groups can be involved. The Surf Coast Christmas Festival will attract community members of all ages and encourage people to come down and enjoy an afternoon of Christmas inspiration. |
| Soup, Sourdough and Stories | Soup, Sourdough and Stories is a gathering of local people to learn more about storytelling and stories from different points of view. This community event features an element of |

| Event Name | Event Description |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | storytelling from an indigenous point of view, a local author and a special invite guest. There will be presentations and interactive hands-on workshops that will bring people together to learn more about the power of storytelling. The event provides a way in which to promote local authors, provide a space for people to reflect on reconciliation and support local businesses. To complement the storytelling gathering, local food options will be based around the theme. |
| Anglesea Community Bowls Day | This community event will provide an opportunity for the families of Anglesea and wider community to connect and socialise while enjoying a fun day out for the whole family. The event will feature bowls, live music, food, and other family relation activities. It will connect participants from diverse age groups. |

Table 3: 2022-23 Event Grants Program – new events

Financial and Resource Impact Analysis

There are a total of 19 events proposed to receive funding across the three categories, to a total of \$85,500.

The funding of Christmas Carols totalling \$2,500 brings total funding being considered to \$88,000. The funding will come from the recurrent events budget.

Council Plan Assessment

Theme Four - Sustainable Growth

The 2022-23 Event Grants Program has a strong alignment with the 2021 – 2025 Council Plan, Strategy 13, as the program supports tourism and encourages people to stay longer and appreciate and care for the place.

Relevant Legislation, Policy, Strategies and Plans

The event has a direct connection to the recently adopted Economic Development strategy under the strategic areas of:

- Place: Goal 1 – events that create a sense of place, community, connection and thriving businesses; and
- People: Goal 1 – slow and purposeful tourism

Previous Councillor and Audit and Risk Committee Consultation

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: Tuesday 3 May 2022

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

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

6.2 SCS-005 Strategic Asset Management Policy

| | |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Author's Title: | Manager Assets and Engineering |
| General Manager: | Chris Pike, General Manager |
| Department: | Assets and Engineering |
| Division: | Place Making and Environment |
| Attachments: | <ol style="list-style-type: none">1. SCS-005 Strategic Asset Management Policy - Update 2022 [6.2.1 - 5 pages]2. SCS-005 Strategic Asset Management Policy - Update 2022 - with mark up [6.2.2 - 5 pages] |

Officer Conflict of Interest: No officer declared a conflict of interest under the *Local Government Act 2020* in the preparation of this report.

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

Executive Summary

Council adopted a revised SCS-005 Strategic Asset Management Policy in December 2018. This Policy is now due for review. The Policy has been revised by officers (via an internal Asset Management Steering Committee) and reviewed by Council's Audit and Risk Committee.

The policy commits to the continued adoption of 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.

Outcome Statement

The updated policy brings the policy in to line with current legislation and other Council policies.

| Key benefits | Key risks |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Outlines Council's commitment to good financial management of its asset portfolio | Council's planning framework for asset management is unclear for staff and community. |
| Reinforces Council's commitment to climate change principles | |

Finance and Resource Implications

Review and implementation of the policy is within existing resources. Council's asset base is close to \$1 billion. The asset renewal allocation in the draft Budget Report 2022-23 is \$9.5 million.

Community Engagement

Whilst this policy has not been the subject of community engagement, Council did seek and consider feedback on its 10 Year Asset Plan in August 2021 which informs this policy.

Recommendation

That Council adopts SCS-005 Strategic Asset Management Policy as attached at Attachment 1.

Council Resolution

Moved Cr Pattison, Seconded Cr Gazzard

That Council adopts SCS-005 Strategic Asset Management Policy as attached at Attachment 1.

CARRIED 8|0

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

Alternative Options

Alternative Option 1 – Do not adopt SCS-005 Strategic Asset Management Policy

This option is not recommended by officers as the Policy provides an overarching direction for how Council manages its assets and to not have a policy in place would diminish Council's ability to effectively manage its asset portfolio.

Alternative Option 2 – Adopt an altered SCS-005 Strategic Asset Management Policy

This option is not recommended by officers as any alterations made to the presented policy may not be feasible to deliver if not consulted on with appropriate officers.

Report

Background

Council adopted a revised SCS-005 Strategic Asset Management Policy in December 2018 and the policy is now due for a regular review.

Having a Strategic Asset Management Policy provides transparency to the community that Council is responsibly managing its substantial asset portfolio. Council will provide and maintain assets in a manner that they:

- Meet service levels that are informed by customer expectations
- Support the organisation to deliver effective outcomes
- Are fit and safe for the purpose for which they have been provided
- Are replaced as required subject to agreed prioritisation
- Minimise detrimental impact on the natural environment and implement a circular economy within renewal and capital projects where practical
- Are financially sustainable.

Discussion

Council's Asset Management Steering Committee undertook the review of the Policy and were of the view that the Policy clearly outlined Council's asset management principles and only required minor changes to bring the Policy up to date with the current Policy template and references to other related Council documents.

The Policy was then presented at the 18 March Audit and Risk Committee Meeting where the Committee endorsed the policy and recommended it to Council for adoption subject to management reviewing the following:

- The policy principles to include Council's commitment to future generations and to recognise the medium to longer-term view of assets.
- The policy addresses the resistance and adaptation of assets in response to climate change.

Officers have adjusted the policy to reflect these recommendations.

In addition, references supporting a circular economy approach have been included to align with Council's sustainability aspirations.

Outcome Analysis

This policy clearly articulates Council's commitment to a strategic approach to asset management and gives officers and the community clarity on this approach.

Financial and Resource Impact Analysis

The policy does not directly require financial allocation however it is understood that to responsibly manage Council's asset portfolio there is a substantial cost to Council and the Community. This cost is managed through Council's Financial Plan, Asset Plan and the annual budget process.

Council Plan Assessment

Theme Seven - Accountable And Viable Council

Strategy 18 - Establish a sustainable financial position.

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

Having a Strategic Asset Management Policy allows Council to clearly and openly show to the community that it is responsibly managing its substantial asset portfolio. Showing that Council will provide and maintain assets in a manner that they:

- a. Meet service levels that are informed by customer expectations
- 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 and implement a circular economy within renewal and capital projects where practical
- f. Are financially sustainable.

Relevant Legislation, Policy, Strategies and Plans

This Strategic Asset Management Policy is part of Council's broader Asset Management Framework incorporating:

- a. Asset Plan
- b. Asset Management Strategy
- c. Asset Management Funding Strategy
- d. Asset category specific Asset Management Plans

Previous Councillor and Audit and Risk Committee Consultation

This item was presented to the Audit and Risk Committee. The following feedback was received and actions subsequently taken:

Audit and Risk Committee Meeting Date: 18 March 2022

| <i>Feedback Received</i> | <i>Action Taken</i> |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| The policy principles should include Council's commitment to future generations and to recognise the medium to longer-term view of assets. | <i>Item 4.6.6.1 expanded</i> |
| The policy should address the resistance and adaptation of assets in response to climate change. | <i>Item 4.5.3 added to Policy</i> |

| <i>Feedback Received</i> | <i>Action Taken</i> |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| The Committee questioned why the scope of the policy excluded non-physical assets and if these are addressed elsewhere. | <i>This is included within the separate Asset Accounting Management Policy</i> |

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 May 2022

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

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



SCS – 005 Strategic Asset Management

TRIM Reference: D21/35700 Due for Review: June 2024
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 reflecting Council's Vision, Purpose and Strategic Direction as detailed in the Council Plan 2021-2025.

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

- a. Meet service levels that are informed by customer expectations
- 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 and implement a circular economy within renewal and capital projects where practical
- f. 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 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 inspection 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 Asset Management Plans for each asset category. The Asset Management Plans will be developed through consideration of industry standards.
- 4.2.10. Council will undertake industry standard frameworks assessments to monitor best practice and to plan and measure improvement in Council's asset management practices.
- 4.2.11. 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):
 - 4.4.1.1. The condition of the asset relative to desired intervention criteria
 - 4.4.1.2. Affirmation from the Service Manager that the asset is 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.

4.5. Assets are to minimise detrimental impact on the natural environment

- 4.5.1. Council's Environmentally Sustainable Council Facilities Policy 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 to thrive in a safe climate and 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 a circular economy within renewal and capital works that involve a renewal component. Circular economy may include, but not limited to, the repurposing of decommissioned assets or offering of decommissioned materials to local user groups for use in other projects or works.

4.6. Asset management is to be financially sustainable

- 4.6.1. 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.
- 4.6.2. 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.
- 4.6.3. Council has established an Asset Renewal Funding Strategy which is incorporated into Council's long term financial plan.
- 4.6.4. 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. 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. Where projects and initiatives relating to new, upgraded or expanded assets are considered, Council will:
 - 4.6.6.1. 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. 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: <ul style="list-style-type: none"> • 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 |



| Principles | Applicable to policy | If yes, provide details |
|-----------------------------------------------------------------------------------------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> services should be provided in an equitable manner and be responsive to 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. |
| 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

| | |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Asset Register | A consolidated record of asset data and information considered worthy of separate identification including inventory, historical, financial, condition, construction, technical, and financial. |
| 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. |
| 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: <ol style="list-style-type: none"> i. Levels of Service (performance, construction, maintenance, and operational standards) ii. Future Demand (rational basis for demand forecasting and selection of options for proposed new assets) iii. Life Cycle Management Plan (including Operations and Maintenance, Renewals and Replacements, and Expansion and Upgrades) iv. Financial Projections v. Asset Management Practices vi. Performance Monitoring and Improvement. |

7. Related Procedure

Not Applicable

8. References

- International Infrastructure Management Manual
- Council Plan 2021-25
- Asset Management Strategy
- Asset Plan 2021-31
- Asset Management Sub-plans
- Asset Renewal Funding Strategy
- 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 –</i> |



SCS – 005 Strategic Asset Management

TRIM Reference: D21/35700 Due for Review: [February-June 2022-2024](#)
Responsible Officer: General Manager [Governance & Infrastructure 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 reflecting Council's Vision, Purpose and Strategic Direction as detailed in the Council Plan 2021-2025.

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

- a. Meet service levels that are informed by customer expectations
- 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 [and implement a circular economy within renewal and capital projects where practical](#)
- f. 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 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, ~~predictive modelling will be used to~~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 inspection 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 Asset Management Plans for each asset category. The Asset Management Plans will be developed through consideration of industry standards.
- 4.2.10. ~~Council will participate with the Municipal Association of Victoria (MAV) asset management programs and the National Asset Management Assessment Framework (NAMAF) to monitor best practice and to plan and measure improvement in Council's asset management practices.~~Council will undertake industry standard frameworks assessments to monitor best practice and to plan and measure improvement in Council's asset management practices.
- 4.2.11. 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):
 - 4.4.1.1. The condition of the asset relative to desired intervention criteria



- 4.4.1.2. Affirmation from the Service Manager that the asset is 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.

4.5. Assets are to minimise detrimental impact on the natural environment

- ~~4.5.1 Council will conduct an assessment of identifiable environmental implications at the design stage of any building project that creates or changes an asset at a cost of greater than \$250,000 (excluding GST).~~
- ~~4.5.24.5.1 Projects that contribute, or have the potential to contribute, to Council's strategic target of achieving 25% renewable energy contribution by 2020 across the Shire will be highlighted to Council, prioritised where necessary, or additional funding sought from Council or external parties if additional funding is sought to significantly contribute to this target. Council's Environmentally Sustainable Council Facilities Policy 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 to thrive in a safe climate and therefore planning for new, upgraded and renewed assets needs to be informed by Climate Change principles of mitigation and adaptation.
- ~~4.5.34.5.4 Council will endeavour where possible to promote a circular economy within renewal and capital works that involve a renewal component. Circular economy may include, but not limited to, the repurposing of decommissioned assets or offering of decommissioned materials to local user groups for use in other projects or works.~~

4.6. Asset management is to be financially sustainable

- 4.6.1. 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.
- 4.6.2. 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.
- 4.6.3. Council has established an Asset Renewal Funding Strategy which is incorporated into Council's long term financial plan.
- 4.6.4. 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. 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. Where projects and initiatives relating to new, upgraded or expanded assets are considered, Council will:
 - 4.6.6.1. 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. 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 |
|------------|----------------------|-------------------------|
|------------|----------------------|-------------------------|



| | | |
|------------------------------------------------------------------------------------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Governance Principles</u> (Consideration of the Governance Principles under s.9 of LGA 2020) | Yes | <u>This policy considers the following Governance principles:</u> <ul style="list-style-type: none"> 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 |
| <u>Community Engagement</u> (Consideration of Community Engagement Principles under s.56 LGA 2020) | No | |
| <u>Public Transparency</u> (Consideration of Public Transparency Principles under s.58 of LGA 2020) | Yes | <u>This policy considers the following Public Transparency principles:</u> <ul style="list-style-type: none"> 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 |
| <u>Strategies and Plans</u> (Consideration of Strategic Planning Principles under s.89 of LGA 2020) | Yes | <u>This policy considers the following Strategic Planning principles:</u> <ul style="list-style-type: none"> strategic planning must take into account the resources needed for effective implementation |
| <u>Financial Management</u> (Consideration of Financial Management Principles under s.101 of LGA 2020) | Yes | <u>This policy considers the following Financial Management principles:</u> <ul style="list-style-type: none"> the financial viability of the Council; the management of current and future liabilities of the Council. |
| <u>Service Performance</u> (Consideration of Service Performance Principles under s.106 of LGA 2020) | Yes | <u>This policy considers the following Service Performance principles:</u> <ul style="list-style-type: none"> services should be provided in an equitable manner and be responsive to 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. |

5. Records

| Record | Retention/Disposal Responsibility | Retention Period | Location |
|--------------------------------------------|-----------------------------------|---------------------|------------------|
| Asset Management Information System (AMIS) | Strategic Asset Manager | Permanent (Ongoing) | Authority System |

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. |
| 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. |
| Asset Register | A consolidated record of asset data and information considered worthy of separate identification including inventory, historical, financial, condition, construction, technical, and financial. |
| 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. |
| 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: <ol style="list-style-type: none"> i. Levels of Service (performance, construction, maintenance, and operational standards) ii. Future Demand (rational basis for demand forecasting and selection of options for proposed new assets) iii. Life Cycle Management Plan (including Operations and Maintenance, Renewals and Replacements, and Expansion and Upgrades) iv. Financial Projections v. Asset Management Practices vi. Performance Monitoring and Improvement. |

7. Related Procedure

~~Nil~~ Not Applicable

8. References

- International Infrastructure Management Manual
- Council Plan 2021-25
- Asset Management Strategy
- Asset Plan 2021-31
- Asset Management Sub-Plans
- Asset Renewal Funding Strategy
- 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 | Amended | Council Resolution – 22/4/2014 |
| 2 | Amended | Council Resolution – 11/12/2018 |
| 3 | Amended and new template | Council Resolution – |

6.3 Messmate Road Speed Limit Review

| | |
|-------------------------|--------------------------------|
| Author's Title: | Manager Assets and Engineering |
| General Manager: | Chris Pike, General Manager |
| Department: | Assets and Engineering |
| Division: | Place Making and Environment |
| Attachments: | Nil |

Officer Conflict of Interest: No officer declared a conflict of interest under the *Local Government Act 2020* in the preparation of this report.

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

Executive Summary

Subject Matter Overview

The purpose of this report is to provide an update on the speed limit review of Messmate Road between Coombes Road and Surf Coast Highway. This review was part of a Council resolution at its January 2020 Council meeting which was to occur 2 years after the report. Council officers have now reassessed the speed limit and the only change since the assessment in 2020 is an increase in traffic volumes which is directly related to the sealing of Messmate Road. Traffic speeds have remained consistent since the sealing works. This traffic increase alone is not enough to meet the VicRoads guidelines to trigger a 60 km/hr speed zone.

Outcome Statement

Council officers have reassessed the speed limit and would not recommend a further request to reduce the speed to 60km/hr as it would not be in line with current speed zone principles and would not be supported by VicRoads (Regional Road Victoria).

Finance and Resource Implications

No finance and resource implications from this report as no changes are recommended.

Community Engagement

No community engagement was carried out for this speed limit review as no changes are recommended. Officers have advised the organiser of the petition to lower the speed limit in 2019 of this report.

Recommendation

That Council notes that a speed assessment review of Messmate Road between Coombes Road and Surf Coast Highway has been conducted and concludes the current limit of 80km/hr remains appropriate.

Council Resolution

Moved Cr Hodge, Seconded Cr Schonfelder

That Council:

1. Notes that a speed assessment review of Messmate Road between Coombes Road and Surf Coast Highway has been conducted and concludes the current limit of 80km/hr remains appropriate.
2. Request the Chief Executive Officer provides a report to Council in two years with a traffic assessment and levels of destruction of animals, particularly native animals, for Messmate Road.

CARRIED 8|0

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

Alternative Options

Alternative Option 1 – submit a request to VicRoads for a speed limit reduction to 60km/hr. This option is not recommended by officers as is not in line with the speed zone guidelines and would not be supported by VicRoads.

Report

Background

A petition was received by Council in late 2019 and tabled at its 10 December 2019 Council meeting. The petition had a total of 2760 signatures, this included 519 signatures from a paper petition and 2241 signatures from an online Change.org petition. The petition requested Council reduce the speed limit on Messmate Road between Coombes Road and Surf Coast Highway from 100km/hr to 60km/hr and also erect wildlife warning signage along this section of road. Council resolved in its January 2020 meeting to reduce the speed limit to 80km/hr in line with VicRoads

speed zone guidelines and to install the requested signage. It also recommended that the speed zone be reviewed in 2 years. Officers have now undertaken this review.

Discussion

At the time of the petition Council had just completed the upgrade of 1km of Messmate Road from an unsealed surface to a sealed surface. Given this upgrade works and the petition request council officers thought it would be appropriate to review the default 100km/hr speed limit on Messmate Road between Coombes Road and Surf Coast Highway based on VicRoads current Speed Zoning Guidelines. This assessment took into consideration the new sealed section, potential increase in traffic volumes, the current road environment and any recorded accident history on this road. The assessment confirmed the appropriate speed for this section of road should be 80km/hr. This speed recommendation was consistent with vehicle speeds on this road and other surrounding speed zones with similar road environments in the Surf Coast region. Officers contacted VicRoads following this assessment and put in a formal speed reduction request. VicRoads supported this speed limit request and the Council signed the new 80km/hr limit.

Since the initial request, officers have monitored the traffic speed and volume on this section of road over the past two years, with the following data collected:

| | Traffic data Feb 2020 | Traffic data Jan 2021 | Traffic data April 2022 |
|------------------------------------|-----------------------|-----------------------|-------------------------|
| Vehicles per day | 1434 | 2108 | 2631 |
| Commercial vehicles per day: | 172 | 256 | 85 |
| 85 th percentile speed: | 86km/hr | 82km/hr | 84km/hr |

This data is consistent with the recommended posted speed limit of 80km/hr and shows good compliance of vehicles to the speed limit on this road. Vehicle numbers have increased which was expected with the sealed surface and volumes are well within the capacity for this type of road. Over the past two years the built road environment remains constant and there have been no recorded accidents.

Based on this review Council officers would not recommend a further request to reduce the speed to 60km/hr as it would not be in line with current speed zone principles and not be supported by VicRoads. Given the rural road characteristics of Messmate Road, a posted 60km/hr speed limit would not align to its environment and would provide inconsistencies within the road network. Should the speed limit be reduced to 60km/hr driver compliance of speed on this road would likely be limited and would require regular police enforcement.

Outcome Analysis

The speed limit review on Messmate Road was part of a Council resolution at its January 2020 Council meeting which was to occur after 2 years following the initial change. Council officers have now reassessed the speed limit and would not recommend a further request to reduce the speed to 60km/hr as it would not be in line with current speed zone principles and not be supported by VicRoads. Given the rural road characteristics of Messmate Road, a posted 60km/hr speed limit would not align to its environment and would provide inconsistencies within the road network. Should the speed limit be reduced to 60km/hr driver compliance of speed on this road would likely be limited and would require regular police enforcement.

Financial and Resource Impact Analysis

Not applicable.

Council Plan Assessment

Theme Two - Healthy Connected Community

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

Ensuring correct speed limits are managed and maintained on our roads allows these road corridor environments to be safely used not only by cars but other road users such as cyclists and pedestrians. This encourages a more active transport environment as users feel safe to use other modes of travel than relying on cars.

Relevant Legislation, Policy, Strategies and Plans

The actions carried out align with Council's Road Safety Strategy, which refers to developing and maintaining a safe road network.

Previous Councillor and Audit and Risk Committee Consultation

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 May 2022

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

7 Strategy and Effectiveness

7.1 Project Budget Adjustments and Cash Reserve Transfers - May 2022

| | |
|-------------------------|-----------------------------------------------------------|
| Author's Title: | Coordinator Management Accounting |
| General Manager: | Rebecca Leonard, General Manager Strategy & Effectiveness |
| Department: | Finance |
| Division: | Strategy and Effectiveness |
| Attachments: | Nil |

Officer Conflict of Interest: No officer declared a conflict of interest under the *Local Government Act 2020* in the preparation of this report.

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

Executive Summary

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

Outcome Statement

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

Finance and Resource Implications

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.

Community Engagement

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

Recommendation

That Council:

1. Approves the project budget adjustments and ratifies the project budget adjustments endorsed by the Executive Management Team outlined in Tables 1 to 8 of this report.
2. Approves the net changes to cash reserves resulting from the project budget adjustments listed in this report:

| Funding Sources | Transfers From / (To) Reserve \$ |
|------------------------|-----------------------------------------|
| Asset Renewal Reserve | (25,694) |
| Waste Reserve | (2,064) |
| Grand Total | (27,758) |

Council Resolution

Moved Cr Schonfelder, Seconded Cr Allen

That Council:

1. Approves the project budget adjustments and ratifies the project budget adjustments endorsed by the Executive Management Team outlined in Tables 1 to 8 of this report.
2. Approves the net changes to cash reserves resulting from the project budget adjustments listed in this report:

| Funding Sources | Transfers From / (To) Reserve \$ |
|------------------------|-----------------------------------------|
| Asset Renewal Reserve | (25,694) |
| Waste Reserve | (2,064) |
| Grand Total | (27,758) |

CARRIED 8|0

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

Alternative Options

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.

Report

Background

The project budget adjustments presented in this report relate to the 2021-22 financial year. All figures in this report are exclusive of GST.

Discussion

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

Table 1 – For Council Ratification - Projects Requiring Adjustment

| Project Name | Funding Source | Basis for Variation | Project Allocation \$ |
|------------------------------------|---------------------|------------------------------------------------------------------------|--------------------------|
| Anglesea and District War Memorial | Contribution Funded | Recognise Anglesea War Memorial Committee contribution to the project. | 744 |
| FReeZA Program | Grant Funded | Grant funding executed for continuation of youth FReeZA Program. | 12,750 |

Table 2 – For Council Approval - Projects Requiring Adjustment

| Project Name | Funding Source | Basis for Variation | Project Allocation \$ |
|---------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Lorne 150th Anniversary Naming Recognition Project (Lorne Swing Bridge Temporary Lighting) | Project Savings Account | The Lorne Swing Bridge Temporary Lighting Project scope changed several times requiring a minor increase in budget. | 4,000 |
| Disability Discrimination Act - Facility Improvements Program - Wurdale Hall Accessible Toilet Funding Contribution | Project Account | Construction of an accessible toilet at Wurdale Hall is proposed to be funded from the Disability Discrimination Act Facility Improvement Program. It is proposed that this scope be delivered under the broader Local Roads and Community Infrastructure Plan Wurdale Hall Stage 2 project. Request transfer of funding between projects so toilet works can be completed efficiently within scope of this broader project. No additional cost to Council. | (43,000) |
| Local Roads and Community Infrastructure Plan - Wurdale Hall Stage 2 | | | 43,000 |

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

Table 3 – For Council Ratification – New Projects

| Project Name | Funding Source | Basis for Variation | Project Allocation \$ |
|-----------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------|--------------------------|
| LRCIP Phase 3 - Multi Arts Centre Redevelopment | Grant Funded | Local Roads and Community Infrastructure Program phase three extension program confirmed. | 1,400,000 |
| LRCIP Phase 3 - Horseshoe Bend Road/Blackgate Road Intersection | Grant Funded | Local Roads and Community Infrastructure Program phase three extension program confirmed. | 702,120 |

Table 4 – For Council Approval – New Projects

| Project Name | Funding Source | Basis for Variation | Project Allocation \$ |
|-----------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| LRCIP Phase 3 - Horseshoe Bend Road/Blackgate Road Intersection | Asset Renewal Reserve | Contribution for asset renewal works to be undertaken as part of broader improvement works under the Local Roads and Community Infrastructure Program. | 50,000 |

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

Table 5 – For Council Ratification – Closed Projects

| Project Name | Funding Source | Basis for Variation | Project Allocation \$ |
|----------------------------------------------------------|-------------------------|---------------------------------------------------------------------------------------|--------------------------|
| Torquay Multi-Use Synthetic Pitch Facility Business Case | Project Savings Account | Scope complete and savings can be returned to source. Life of project cost \$39,700. | (2,300) |
| Aireys Inlet Open Mic Festival Contribution | Project Savings Account | Contribution completed. Life of project cost \$10,000. | - |
| Torquay Historical Society Signs of Significance | Project Savings Account | Scope complete and savings can be returned to source. Life of project cost \$19,811. | (200) |
| Solar Compacting Litter Bins | Waste Reserve | Scope complete and savings can be returned to source. Life of project cost \$384,783. | (2,064) |
| Great Ocean Views Playground Renewal | Asset Renewal Reserve | Scope complete and savings can be returned to source. Life of project cost \$106,872. | (3,158) |
| Bellbrae Reserve Playground Renewal | Asset Renewal Reserve | Scope complete and savings can be returned to source. Life of project cost \$147,714. | (72,536) |

Projects in Table 6 have been endorsed under Council delegation by the Chief Executive Officer.

Table 6 – For Council Ratification – CEO Approved Transfers

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

Projects in Table 7 reflect corrections or adjustments to prior reports presented to Council.

Table 7 – For Council Approval – Corrections to Prior Reports

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

Table 8 – Accumulated Unallocated Cash Reserve Movement

| Accumulated Unallocated Cash Reserve | 2021-22 \$'000 | 2022-23 \$'000 | 2023-24 \$'000 | 2024-25 \$'000 |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|
| Opening Balance | 3,493 | 3,388 | 2,655 | 1,058 |
| Budgeted Annual Surplus/(Deficit) | 50 | (1,018) | (1,598) | (3,312) |
| Transfer for Adopted Projects Funded | (465) | 285 | - | - |
| Net Allocations During Year (From)/To | 310 | - | - | - |
| New Allocations Proposed (From)/To | - | - | - | - |
| Closing Balance * | 3,388 | 2,655 | 1,058 | (2,254) |

| Accumulated Unallocated Cash Reserve | 2021-22 \$'000 |
|------------------------------------------------------------|-------------------|
| Net Allocations During Year (From)/To | |
| Bob Pettitt Bike Park Improvement Project | (20) |
| Eastern Reserve Land Purchase - Deposit Refund | 25 |
| Winchelsea Leisure Time Centre Rectification Works | (30) |
| Gladman St Winchelsea Land Purchase | 514 |
| Playground Strategy Implementation | 21 |
| Stribling Reserve Pavilions Redevelopment | (40) |
| Electric Vehicle Charging Infrastructure | (70) |
| Bob Pettitt Bike Park Improvement Project | (30) |
| Review Catchment Storm Water Arrangements, Karaaf Wetlands | (60) |
| Net Allocations (From)/To | 310 |
| New Allocations Proposed (From)/To | |
| Nil | - |
| Total New Net Allocations (From)/To | - |

*Note: Includes budgeted annual surplus/(deficit) as per Adopted Budget 2021-22.

Outcome Analysis

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

Financial and Resource Impact Analysis

This report contributes to Councils 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.

Council Plan Assessment

Theme Seven - Accountable And Viable Council

Strategy 18 - Establish a sustainable financial position.

Relevant Legislation, Policy, Strategies and Plans

Under the Local Government Act 2020, this report contributes to:

- Financial viability by ensuring Council approves and is well informed about the allocation and movement of project funds to achieve the best outcomes for the municipal community;
- Public transparency by ensuring that the allocation and movement of project funds is made available to the community;
- Financial management principles by recording the allocation and movement of project funds that may impact on the budget, current and future; and
- Service performance for project delivery by considering the allocation and movement of project funds for successful project outcomes.

Previous Councillor and Audit and Risk Committee Consultation

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

7.2 Municipal Association of Victoria Rules Review Directions Paper

| | |
|-------------------------|---------------------------------------------------------|
| Author's Title: | Coordinator Governance |
| General Manager: | Rebecca Leonard, General Manager |
| Department: | Governance |
| Division: | Strategy and Effectiveness |
| Attachments: | 1. MAV Rules Review Directions Paper [7.2.1 - 24 pages] |

Officer Conflict of Interest: No officer declared a conflict of interest under the *Local Government Act 2020* in the preparation of this report.

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

Executive Summary

The Municipal Association of Victoria (MAV) is a state peak organisation representing local Councils and has membership of all 79 Councils in Victoria.

In November 2021, the MAV released a Discussion Paper signalling the start of the review of the MAV's Rules of Association (the Rules).

The Discussion Paper posed several important considerations for the MAV Board and its member councils, including the role of the Board, the position of President and the purpose and operation of State Council.

At its meeting on 22 February 2022 the Council resolved to provide its support of the MAV's efforts to modernise its Rules of Association whilst drawing attention to Council's preferences regarding specific aspects of the Discussion Paper.

In April 2022, following the consideration of sector feedback, the MAV released a Directions Paper, outlining the proposed changes to the MAV Rules.

Member councils have been requested to provide feedback on the Directions Paper, which will contribute to the shaping of the MAV Rules that will be presented to the MAV State Council. Feedback to the Directions Paper from member Councils is due no later than Monday 30 May 2022.

Outcome Statement

Providing feedback on the Directions Paper provides Council with the opportunity to influence the Rules and the operations of the MAV.

| Key benefits | Key risks |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Councils providing feedback on the Directions Paper will provide the opportunity to influence the MAV Rules of Association. | The view of the Council not being taken into consideration during the review process could have a negative impact that affects the municipality. |

Finance and Resource Implications

There are no finance and resource implications with this report.

Community Engagement

Community engagement with this report is not applicable.

Recommendation

That Council:

1. Endorses the Municipal Association of Victoria's Directions Paper.
2. Requests the Chief Executive Officer to communicate Council's support by including a copy of this item of the 24 May 2022 Council Meeting minutes to the MAV by 30 May 2022.

Council Resolution

Moved Cr Schonfelder, Seconded Cr Hodge

That Council:

1. Endorses the Municipal Association of Victoria's Directions Paper.
2. Requests the Chief Executive Officer to communicate Council's support by including a copy of this item of the 24 May 2022 Council Meeting minutes to the MAV by 30 May 2022.

CARRIED 8|0

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

Alternative Options

Alternative Option 1 – Does not endorse the MAV Directions Paper.

This option is not recommended by officers as the views of the Shire will not be represented during the formulation of the MAV Rules.

Report

Background

The review of the MAV Rules of Association is being undertaken in three stages. The first stage commenced In November 2021 when the MAV released a Discussion Paper signalling the start of the review. The Rules were previously reviewed in 2006 and amended in 2013.

Feedback from member Councils has informed the Directions Paper which details the proposed rule changes. Member Councils have been consulted and have the opportunity to provide further feedback. This feedback will be due by 30 May 2022.

The MAV State Council will consider the Directions Paper on 24 June 2022 with a final decision on the changes to be considered at State Council on 16 September 2022.

Discussion

The purpose of the MAV Rules Directions Paper is to clarify to Member Councils the rule changes that are being considered. Member Councils have been consulted on the Directions Paper with MAV Representatives, Mayor, Councillors, CEOs and governance officers being provided with an opportunity to participate in information sessions.

Council provided the MAV with their preferences on specific aspects of the Discussion Paper and the outcome is as follows:

| Council submission | MAV Comment |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • The President – Council preferred a two year term. • Council was open to a four year term with conditions. • Two year membership commitment in order to ensure the Council of the elected | <ul style="list-style-type: none"> • Continue two year presidential terms but change Rules to require Member Councils to commit to two year memberships payable in two annual instalments. • Change Rules to cap tenure of President at 4 x 2 year terms. |

| Council submission | MAV Comment |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>President remained a member of the MAV for their term of office.</p> | |
| <ul style="list-style-type: none"> • The inclusion of skilled based board members to complement board members elected from member councils. | <ul style="list-style-type: none"> • This will not be recommended - All members of the MAV Board are to be elected. |
| <ul style="list-style-type: none"> • Each Member Council having one vote. | <ul style="list-style-type: none"> • Abolish plural voting. |
| <ul style="list-style-type: none"> • Motions that are presented at MAV State Council having a formal resolution of Council. | <ul style="list-style-type: none"> • Require Member Councils to submit matters for consideration at State Council following Council resolution. |
| <ul style="list-style-type: none"> • Limiting the number of years an individual Councillor can serve as an MAV Board member (eg. no more than 8 years). | <ul style="list-style-type: none"> • Two year Board terms, capped at four consecutive terms. • Board Members no longer council's MAV rep may complete their term of office. • Councils encouraged to reappoint MAV rep when that rep has been elected to the Board. |
| <ul style="list-style-type: none"> • A reduction in the number of motions considered by MAV State Council to ensure MAV is effective, strategic and targeted in its work. | <ul style="list-style-type: none"> • Are of state-wide significance to Local Government. • Respond to important emerging issues which require MAV to have clearly adopted positions. • Have a significant and clear connection with MAV Strategy. • Are reviewed by MAV Board & consolidated, amended or modified when dealing with similar/same subject to other member proposals |

An update was provided to Councillors on 10 May 2022 and during these discussions Councillors were supportive of the MAV's Directions Paper. Councillors were neutral in relation to the two proposed options of electing the Board and noted that it had no impact on the Surf Coast Shire.

Outcome Analysis

Providing formal feedback on the MAV Rules Directions Paper will allow for the views of Council to be considered.

Financial and Resource Impact Analysis

Not applicable.

Council Plan Assessment

Theme Seven - Accountable and Viable Council

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

Previous Councillor and Audit and Risk Committee Consultation

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

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: 10 May 2022

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

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



MAV Rules Review 2021–22 Directions Paper

A future focused MAV——

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Foreword



From the MAV President

We are pleased to release this Directions Paper that signals the commencement of Phase 2 of the review of the MAV Rules, on behalf of the MAV Board.

The MAV Rules is an important legal document that defines how the organisation runs, governs and operates. The review and update of the Rules aims to ensure the MAV is fit-for-purpose and future-focused. As proposed in the initial Discussion Paper, the MAV's success will depend on demonstrating we are:

- A strong sector leader
- Modern and contemporary
- Credible
- Well governed.

We particularly wish to thank those who responded to the Discussion Paper, those who participated in the Phase 1 consultation forums, provided feedback and submissions. We acknowledge and have actively listened to the range of views.

The proposed reforms outlined in this Directions Paper have been informed by research, feedback and submissions received as part of Phase 1. Our conversations have confirmed many of the issues covered by the Rules dovetail, making them somewhat complex and interdependent.

Rules that relate to the President, the Board and State Council are key issues considered at length in this Directions Paper. These Rules are critical to the way we lead, manage our affairs and work in partnership with and for the sector. This Directions Paper seeks to provide some clarity on a way forward on these key issues and the required Rule changes under consideration.

We are committed to a comprehensive consultation and engagement process. As with Phase 1, consultation on this Directions Paper will include further opportunities for engagement through a second round of forums and calling for submissions. I encourage all those with an interest to have their say.

At the MAV State Council in June, the feedback from the Directions Paper and any further refinements to proposed Rule changes will be considered by MAV Representatives, who will provide further direction to the Board. Then the final phase, drafting of the Rules to be considered for adoption at a Special State Council meeting in September this year.

Again, thank you to all who have contributed to the review of the MAV Rules to date. We look forward to seeing you at the upcoming round table discussions and receiving written submissions in response to this Paper.



David Clark
MAV President

Background

The Municipal Association of Victoria (MAV) State Council on 21 May 2021 resolved to review the **MAV Rules**.

The MAV's current Rules were approved by an Order in Council dated 5 February 2013. This review will be the first comprehensive Rules review undertaken since 2006.

Rule changes have tended to be incremental. That has led to a set of Rules that no longer serves the MAV well.

What are the MAV Rules?

The MAV is established by the *Municipal Association Act 1907*. The MAV is not a Council and is governed by its own legislation. The MAV's operations are subject to normal review mechanisms of the State, like the Victorian Auditor General. Also, the MAV is subject to prudential regulation required by the *Federal Corporations Act 2001*. This is because of the MAV's insurance business. The MAV entity can be described as something between a corporation (in terms of its independence) and a statutory body (in terms of the accountability mechanisms applied to it).

It is the *Municipal Association Act 1907* which empowers the MAV to make Rules. The Act says:

"— It shall be competent for the Association with the approval of the Governor in Council to make rules (a) for the management of the association; (b) for the regulation of its proceedings; (c) for fixing the amount of the subscription to be paid annually to the Association by each municipality; (d) for the regulation and management of and for fixing the rate of contributions to the Municipal Officers Fidelity Guarantee Fund and terms and conditions upon which the benefit of such fund shall be available; and (e) generally for all matters whatsoever affecting the management of the Association not inconsistent with the laws of Victoria."

This power to make Rules is a broad one. Any change to the Rules requires a State Council resolution. The resolution must be carried in two ways by:

1. a majority of votes (noting the plural voting system); **and**
2. 60% of the representatives of participating member councils voting in favour.

Any changes to the Rules require the approval of the Governor in Council. That means securing positive support from the Department of Jobs, Precincts and Regions through to the Minister for Local Government

The MAV's current Rules are on the MAV website at mav.asn.au

What Has Happened So Far?

On 22 November 2021 the MAV released a Discussion Paper entitled "2021-22 Rules Review - A future focused MAV". The Discussion Paper outlined a range of possibilities for different MAV Rules. The Discussion Paper is on the MAV website at mav.asn.au

An extensive consultative process took place between November 2021 and February 2022. Working with the President, the Board and MAV Management Executive, the consulting team engaged with MAV representatives, Mayors, Councillors, CEOs, and governance officers. The purpose of the engagement was to generate conversations about possible Rule changes. Those conversations concentrated on seven key aspects of change:

- MAV Rules need to be modern, clear and more widely understood.
- MAV Rules need to address oversights and unintended consequences of the current Rules.
- MAV Rules need to better enable the MAV to fulfil its role and function.
- MAV Rules should respond to some principles or a framework that supports the MAV to do its job well. The Rules Review Discussion Paper described that framework as:
 1. A strong sector leader - highly influential, strongly supported by its participating Councils and respected across a wide constituency.
 2. Modern and contemporary - an adopter of best practice and nimble and agile in the way it responds and adjusts to change and opportunity.
 3. Credible - well informed, highly skilled and capable of arguing complex issues with rigour, persuasion and timely data.
 4. Well governed - seek high performance, be highly accountable to its members and set a shining example of ethical practice.

- MAV Rules must provide sound arrangements to elect and support the role of the MAV President.
- MAV Rules must provide sound arrangements to elect and support the role of the MAV Board.
- MAV Rules must enable the MAV State Council to be an effective forum for creating local government policy.

The consultative process included:

- 170 people representing 55 Councils taking part in online briefings and small round table conversations
- 5 council briefings attended by the consulting team.
- 34, or 43% of MAV's member Councils providing a submission.

What Have We Learnt?

Responses to the Discussion Paper have been reported in detail throughout this Directions Paper. Where possible, feedback has been synthesized, providing a justification for a Rule change option.

Through the consultative process we know there is strong, often unanimous support for new Rules that:

- Address the perceived weaknesses in the current Rules.
- Respond to the principles or framework put forward.
- Make important changes affecting the office of MAV President, the MAV Board and the State Council.

There is a real appetite in the local government sector for changes that will help the MAV be effective.

“

Glen Eira suggested another key principle was important. Council said:

"In particular – the themes of strong sector leader, modern and contemporary, credible and well governed – as outlined in the Discussion Paper are supported. The only addition we would suggest is incorporating an element of value – the MAV needs to deliver value to

the sector both financially and in the context of outcomes. In terms of outcome value, the advocacy, lobbying and representational role of the MAV must deliver tangible strategy, policy or funding shifts on the part of Government at both State and Federal levels."

What Happens Next?

This Directions Paper represents the **second phase of four key phases** in the Rules Review process. Those phases are:

1. **A Discussion Paper** - canvassing possible Rule changes and seeking sector and stakeholder responses.
2. **A Directions Paper** – clarifying the kind of Rule changes contemplated.
3. **State Council deliberations** - deciding on the matters set out in the Directions Paper and providing clear advice to the MAV Board.
4. **Revised Rules and a Special State Council Meeting scheduled for September 2022** - voting on the new Rules.

The sector and stakeholders will be consulted in this Directions Paper in the same way as the earlier Discussion Paper. MAV representatives, Mayors, Councillors, CEOs and governance offices will be invited to take part in online round table discussions to consider this Directions Paper. These will occur during April and May 2022.

The MAV and its consulting team will also continue to consult with a range of other key stakeholders about this Directions Paper. These stakeholders include Local Government Victoria, the Department of Jobs, Precincts and Regions, the Victorian Electoral Commission and other relevant state agencies

The MAV representatives will participate in the June State Council. Sufficient time will be set aside for MAV representatives to provide clear direction on Rules change preferences to the Board.

The MAV is on schedule to complete this decision making journey.



Rules Affecting the Office of MAV President

The Discussion Paper raised several important issues in relation to the office of the MAV President. Those issues were all predicated on the belief that the MAV President's role is critical to MAV success. The role and function of the President is fundamental to the MAV achieving sector leadership, organisational credibility and good governance.

Respondents to the Discussion Paper acknowledged the importance of the role. Submissions supported the idea that new MAV Rules should set out the role and function of the MAV President. Rather than relying on a Board protocol for that task.

The Discussion Paper raised questions about aspects of the office of the MAV President relating to:

- Qualifications required to nominate for the office of MAV President;
- The length of a President's term in office;
- The tenure for a person holding the office of MAV President; and
- Qualifications necessary for a MAV President to stay in office and complete their term.

Nominating for President

Current MAV Rules require a councillor can only nominate for the office of MAV President if they are the current nominated MAV representative for their Council. 77% of respondents to the Discussion Paper supported that requirement. There were also submissions supporting very different arrangements.

Some argued any sitting Victorian councillor should be eligible to nominate for the office of MAV President. Two key reasons supported this view.

1. A 'good' MAV representative might not necessarily make a 'good' President. There are different skill sets involved.
2. The MAV President should be elected from a competitive and diverse candidate field.

Those supporting this approach also suggested the practicalities of such a change. For example, requiring nominations to only come from Councils and limiting each Council to one nomination. Another, requiring nominations to come from nominated Council representatives and requiring multiple representatives to support a nomination. Avoiding a "Melbourne Cup" field of candidates, especially when only seventy-nine votes would be cast, seems desirable.

Other submitters suggested that the Board might elect the President. This initiative aims to ensure high levels of trust and respect between the Board and President. Furthermore, a "Board elected" President would be more likely to produce a strong synergy between desirable leadership styles and the strategic intent of the organisation.

These models for electing a MAV President are worthy alternatives. However, the quality of the links between MAV representatives, the collective body of State Council and the MAV President are important. The current arrangement recognises the quality of those linkages. First, the MAV is a membership-based organisation. Drawing a President from the ranks of the MAV's nominated member representatives reaffirms the central importance of the membership. The representatives elect one of their own to lead the organisation. Second, to secure the support of their own Council as MAV representative is a reasonable preselection process. A process that probably enhances the credibility of the Presidential election.

The preferred option is to retain current arrangements and require councillors nominating for the office of MAV President to be the nominated MAV representative of their Council.

The President's Term in Office

Current MAV Rules provide for a two year Presidential term. Respondents to the Discussion Paper were almost equally divided over whether a two or four year term might be best.

On the one hand, some saw merit in a four year term, synchronised with Local Government General Elections. They observed that a longer term provides more time for building the relationships, networks, and trust. Important ingredients in influential intergovernmental relations.

On the other hand, many respondents saw merit in the two year term. They took several perspectives including:

- A four year term is a lot to ask from a sitting Councillor and, may create a disincentive for those willing to seek office.
- A four year term would be less than satisfactory in the event of electing a mediocre (or worse) President.
- There was no reason to suspect that a well performed President over a two year term would not be re-elected.
- Furthermore, the Presidential election process is not complicated or costly.

The Discussion Paper canvassed relatively recent events where the office of the President had been "weaponised" by the Council where the President was a sitting Councillor by withdrawing financial membership from the MAV. By withdrawing from financial membership such a Council hoped to force the President out of office. Whilst it would be open to make Rules that allowed such a President to continue in office until the end of their term, credibility issues arise in such circumstances where the MAV President sits at a Council which is no longer a participating MAV member. Throughout the consultation process it became clear to seek a solution which can provide security for the office of President **without** a loss of personal or organisation credibility.

The answer might lie in **matching** the length of the MAV Presidential term to the length of a Council's financial membership. This would negate tactical withdrawal of financial membership and be inconsequential to the MAV President's term in office. All Council members would be financial members for the entirety of the Presidential term. It would, of course, need member Councils to "sign up" for two or four-year terms of membership. Membership for

more than one year should be regarded a reasonable arrangement. The Discussion Paper made the very point that membership of an important peak body should not be a year by year consideration. Membership is a long-term commitment and a partnership.

This has been a very persuasive factor in reaching a preferred option in relation to the term in office for the MAV President. It provides a sensible solution to a problem that must be addressed. A two year membership commitment would need to be accompanied by a two year Presidential term in office. And, notwithstanding the sound arguments for a four-year presidential term, a four year term matched by four year membership commitment is a "bridge too far" for many member Councils.

The preferred option is to continue two year presidential terms in office but to change the MAV Rules to require member Councils to commit to two year memberships, payable in two annual instalments.

The President's Tenure

The Discussion Paper suggested a cap on a President serving consecutive terms in office is consistent with contemporary practice. It provides an opportunity for renewal and reinvigoration. A vast majority of respondents to the Discussion Paper agreed with that proposition. Choosing a suitable cap for tenure is somewhat arbitrary but eight years (four two year terms) seems about right.

The preferred option is to change MAV Rules to cap the tenure of a MAV President at four consecutive two year terms.

Rules Affecting the MAV Board

Electing a Board

The Discussion Paper pointed to the central nature of the MAV Board - it is a representative board. The Discussion Paper said:

*"...Current Board membership consists of 12 Councillors elected from small groupings of Councils. It is a highly **representative** Board. When electing Board members, the current Rules require the Board divide the State into 12 regional groupings. The strength of the current "regional groupings" Rule is it ensures a geographic distribution of Board members around Victoria. This geographic distribution enables the MAV Board to better understand what issues are important all over the State.*

*The weakness in this arrangement is it creates an obligation for Board members to **represent the interests of their region at the MAV**. And the practice of that representation has too little to do with conventional Board members' key responsibilities.*

*There are important differences between a **functional and representative** approach to board membership. A functional approach to board membership requires members to be selected (elected) for the skills they bring to the board to **address the strategic priorities of the organisation**. A representative approach sees board members elected to **represent the primary stakeholders of the organisation**."*

The Discussion Paper asked respondents to consider moving away from regional groupings. Instead electing Board members "at large" and equally from the rural and metropolitan areas. The proposal sought to create a board more concerned with the issues that conventional boards address.

There was only modest support for this proposal from respondents to the Discussion Paper. One third of respondents, mostly metropolitan councils favoured the idea. Many rural councils were not in favour of the proposal. Smaller rural councils highly value the idea that their opportunities and challenges can gain prominence through their regional Board member. They do not want to put that idea at risk.

Although this concept of "at large" elections was always developed to enable a more functional board, the consultation process revealed how "at large" elections might play out. Those MAV representatives seeking election to the Board would almost certainly canvass votes from Councils in their geographic region. That is exactly how candidates would initially seek support, thereby continuing to create something of an obligation and a responsibility to represent the regional interest.



Verbatim comments from round table conversations about the Board:

"The current Board model allows for Board members to represent their own Regions and then also make decisions and contributions based on the whole sector."

"Skill based members are a good idea."

"Perhaps a gender quota should be considered by the Board."

"It is important that representative regions remain- it is the best way of filtering the information into the Board."

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That likelihood suggests that "at large" elections may not diminish the representative nature of the MAV Board. The introduction of a proportional electoral model to go with "at large" elections would have assisted the process. It would probably create a different type of representation. But it is difficult to understand all of the nuances that might accompany such a change.

The current regional model can also be improved by readdressing the membership of each of the regional groupings, particularly in the rural areas. In addition, fewer regional groupings are likely to produce a Board that is less focussed on representation and more focussed on a functional approach.

Changing the Board is a significant matter. It should not be "let go" lightly. The responses to the Discussion Paper on this matter suggest that most rural Councils are strongly in favour of continuing with the current model. Responses from metropolitan Councils were more encouraging.

Accordingly, this is an important issue which deserves further consideration and consultation during the Directions Paper phase of the Rules Review and two options are put forward for comment.

Options to consider

Option 1: Maintain an equal number of regional groupings of rural and metropolitan Councils for the purpose of electing MAV representatives to the MAV Board.

Option 2: Maintain an equal number of Board members from rural and metropolitan members, and conduct "at large" elections, using a proportional representation electoral model in the metropolitan area and maintain regional groupings for regional and rural Victoria.



City of Melbourne Council offered a strong conceptual analysis of the current board arrangements. Council said:

"The Board in its current structure attempts to be both a representative body and a functional board governing the organisation.

- The State Council is a purely representative body and it is not necessary for the Board to also attempt to be a purely representative body.***
- Reinforcing the representational roles of the State Council, while removing the rigid representational roles of the Board, may improve the Board's functional responsibilities and its ability to maturely and collaboratively govern the organisation and provide leadership on matters important to the sector.***
- The Board's purely representational structure has necessarily required the creation of appointed skills-based subsidiary boards to manage the insurance and work care arms.***
- This structure facilitates a large number of paid Directors for one organisation, despite a relatively small number of staff and annual turnover.***
- The Board's single-member electorates do not naturally facilitate a diverse Board overall, in terms of politics, gender and other characteristics."***

Skill-Based Board Members

There was sound support for a proposal to appoint a small number of skill-based Board members. Three-quarters of respondents were supportive of the idea. Submissions referred to the proposal enhancing the Board's commercial capabilities. Some submissions noted the presence of some skill-based Board members would, of itself, help transition from a representative to a functional Board.

Some submitters suggested that any independent Board members should not be vested with voting rights. That point of view is understandable from the perspective that independent members would come to their Board role very differently to the elected Board members. Other respondents drew attention to the very significant skills retained by the MAV on the subsidiary Boards and Committees the MAV has established to oversee the insurance business and the audit and risk management functions. These independent appointed members of the MAV subsidiary Boards and Committees are very experienced and provide the MAV Board with high quality advice. Furthermore, the MAV Board is comprised only of Councillors who are normally very familiar with the importance of retaining expertise and seeking sound advice from experienced people to inform decisions.

A proposal which adds Board members to an already large Board needs to be carefully considered. It should be noted that there has been strong support from respondents to the Discussion Paper for a smaller Board! A smaller elected Board with two additional skill based appointed members would only result in a Board the same size as is currently the case.

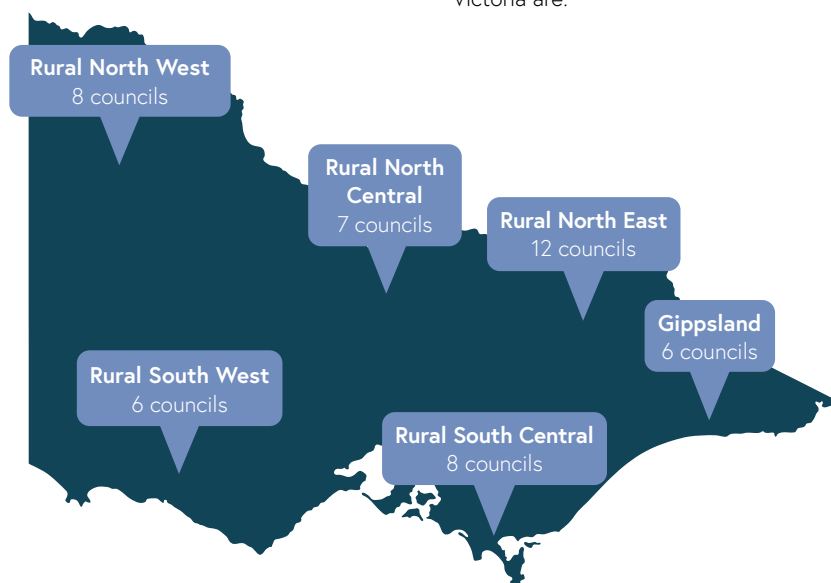
Whilst there is clearly potential for independent members to add value to Board deliberations it would seem desirable to retain the current arrangements for involving skill-based members on the MAV's subsidiary Boards and pursuing a smaller, elected MAV Board. A sort of "hybrid" Board, with both elected and appointed members might potentially create unnecessary confusion.

The preferred option is to retain current arrangements for all members of the MAV Board to be elected members.

The Size of the Board

The Discussion Paper drew attention to the current size of the MAV Board. A President and twelve Board members is a considerable number for an organisation with a maximum of seventy-nine members. Two-thirds of responders to the Discussion Paper favoured a smaller Board.

The regional groupings model attempts to create groupings of common interest and shared socio-economic links. However, it is not always possible to achieve that outcome. The regional groupings in the rural areas vary somewhat in the number of Councils they contain. The six regional groupings in rural Victoria are:



The results are imperfect but do strive to create regional groupings of **common interest**.

Some submitters suggested very different models. For example, the MAV groupings could follow Victorian Legislative Council regions. Victoria has eight Legislative Council regions (and elects five members from each Region). But, to ensure there is no voting "gerrymander" caused by the regional boundaries the State must include large parts of rural and metropolitan areas into one region. Nor do Legislative Council regional boundaries align well with municipal districts.

For the MAV to continue with regional groupings, particularly in rural Victoria, it should be understood that the main benefit of creating groupings to elect Board members is to enable Councils who share interests to have those interests represented at the Board table. Creating a regional grouping only for the purpose of creating an electorate for a Board member, without those shared interests, would be unhelpful.

Given the support for a smaller Board the current six regional groupings in both the metropolitan and rural areas should be reduced to five groupings to produce five Board members from both metropolitan and rural members. (Noting of course, that the metropolitan area might proceed on the basis of "at large" elections and would be required to elect five Board members.)

Any smaller number than five elected Board members is very difficult to achieve under a regional groupings model if some level of shared common interests are to remain a feature of each grouping.

The preferred option is to reduce the number of elected Board members from twelve to ten (not including the President).

Term and Tenure of Board Members

The Discussion Paper suggested:

- A four year Board term might replace the current two year term to create stability and continuity. This might better enable Board members to make a stronger contribution to the governance of the MAV.
- In the interests of renewal and reinvigoration, a cap for consecutive Board terms might be established.

On the matter of the Board term, respondents to the Discussion Paper were almost equally divided in opinion over a two year or four year term. On the one hand, a four year Board term would enable Board members to bring a deeper understanding about the MAV's strategic imperatives to their role. It usually takes about six months to complete the induction and learning processes which equip Board members to make considered contributions to the governance of the MAV.

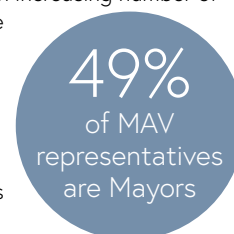
Many member Councils regard board membership as an "opportunity" for Councillors to broaden their experience and to make a contribution at a different level. These are two, somewhat competing notions. The notion of stability and continuity is to contribute to good governance at the MAV. The notion of an opportunity for Councillors is to make a contribution at a state level. Both notions have merit.

In considering the ideal Board term it is also important to understand the connection between the length of the Board term and the role played by Councillors who have been elected to the Board but who have been **replaced** as their Council's nominated Council representative. Under current Rules the Board member who is no longer their Council's nominated MAV representative can complete their term on the Board.

The Discussion Paper sought views from respondents about whether the "dis-endorsed" Board member should be able to complete their Board term or should a casual vacancy be declared. Sixty percent of respondents favoured the Board member completing their Board term, forty percent thought a casual vacancy should be declared and an election held for that Board position.

Once again, it would seem there are competing notions at work here. A Board member, who is no longer the Council's nominated MAV representative can currently complete the Board term. Thereby creating the stability and continuity that good governance often requires. Alternatively, MAV credibility might be severely tested if the MAV Board, operating on, say, a four year Board term, was eventually comprised of several, or worse, a majority of members who were no longer their Councils nominated MAV representative.

Member Councils could solve this "problem" by appointing MAV representatives for the whole of a Board term. That is a two year or perhaps four year nomination. Perhaps Councils would be unwilling to make four year representative appointments. It also should be noted that an increasing number of Councils are recognising the importance of the MAV and are appointing the elected Mayor of the day as their Council's nominated MAV representative. Currently, 49% of MAV representatives are Mayors.



Finally, on the matter of a cap limit on consecutive Board terms. Respondents to the Discussion Paper were almost unanimous in their support for such a cap. There was less agreement about how many terms should be capped. The ideal stay on a commercial board has often been the subject of analysis and reports. The Australian Institute of Company Directors says Board tenure limits of 9-12 years are common. It would be inappropriate to draw a direct parallel between the MAV Board and those operating in corporations across the country. In the corporate sector tenure on the Board is more often governed by individual and collective performance at the Board level. Arbitrary tenure limits are somewhat controversial for corporate Australia.

Board turnover, diversity and skills balance are increasingly important.

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Darebin City Council had a clear view about the need for an interim board. Council said:

"In the interests of stability and orderly transitions, board members (including President) who do not recontest the Council elections, or who are not re-elected should be able to see out their period on the Board. We note that once serving on the board, a director has a fiduciary duty to that board

and that this duty remains independently of their role as a councillor. This rule could only apply for the period between the declaration of Council election results and the election of a new MAV board."

For the MAV there is another issue which impacts the tenure of Board members. It is necessary for the MAV to develop Board members who have the talent, knowledge and experience to represent Victorian local government at the national level. Victorian advocacy through the Australian Local Government Association (ALGA) is important and requires skilled representation. ALGA is a forum where Victorian local government needs to be highly influential. It often takes time to build the experience at an MAV Board level necessary to be successful on a national stage. There is a sound argument to say that we should err on the conservative or generous side when applying a cap to Board service. And, as with the cap suggested for the office of MAV President, any change in MAV Rules applying a Presidential or a Board service cap would not be retrospective. The clock would only **begin** ticking on the proclamation of the new MAV Rule.

Finally, there is a strong case to align the Board term with the Presidential term. If the reasoning outlined in this Directions Paper for two year Presidential terms is sound, then much of the same logic can be extended to the Board term. A longer Board term (e.g. 4 years) could create a situation where a President seeking re-election would face an election and the Board members would not. Board members can, of course, stand for the office of President. Any inconsistency between the term for the President and the term for the Board has the potential to create an unhealthy political dynamic between the Board and the President.

The preferred option is

- **Two year Board terms, capped at four (4) consecutive terms.**
- **Board members who are no longer their Council's MAV representative may complete their term of office.**
- **Councils be encouraged to reappoint their MAV representative when that representative has been elected to the Board.**

Interim Board Arrangements

The Discussion Paper referred to current MAV Rules which establish an Interim Board (and Interim President) for the period between Council General Elections and the declaration of MAV President and Board elections in the following March. The Interim Board is constrained in its decision making. For example, a **unanimous** vote is required on "significant" decisions.

The MAV Rules define "significant" decisions relating to:

- A change in the policy position of the MAV;
- Entering into contracts with the value of \$200,00 or more;
- The expenditure of unbudgeted funds; or
- The employment or remuneration of the CEO.

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80% of respondents to the Discussion Paper favoured simplified arrangements. Participants noted that the MAV continues to operate during the four months between Council and MAV elections. It needs to take a "business as usual" approach as far as is possible. Important decisions are made particularly in relation to the MAV's commercial activities like procurement and insurance services.



The key issue at stake during this period is whether sufficient members of the Board have been re-elected as Councillors. If a reasonable proportion of the Board have been re-elected it would seem that there is no need for unanimity on any Board decisions. For the purposes of this Directions Paper it is expected that the timetable for both Council General Elections and the MAV Presidential and Board elections will broadly continue around the current dates – Council elections in late October and MAV elections in early March immediately following. Some consideration was given to the possibility of shortening this "in-between period" but given regular issues associated with declaring elections in local government and the period taking in the Christmas and New Year break, it seems likely that this period of about four months will remain a necessary feature of arrangements.

It should also be noted that the current MAV Rules are silent on an unlikely but plausible scenario where a very small number, or indeed none, of the immediate past Board are re-elected as Councillors and are able to form the Board. It clearly raises questions about how the MAV would be governed in such circumstances. The new MAV Rules will include provisions to address this scenario.

It should further be noted that, in the event that the immediate Past President is no longer a Councillor, current Rules provide that the Interim Board **elect** one of their Board members to be the Interim President. It does seem more logical that, in such circumstances, the President, for the period only between the declaration of local government General Elections and the MAV Presidential election, should be the Immediate Past Deputy President from the same general grouping of the immediate Past President (Metropolitan or Rural) and if that immediate Past Deputy President was no longer a Councillor, the other Immediate Past Deputy President would be appointed as President. If both of the Immediate Past Deputy Presidents were no longer a Councillor, the Board would elect a President.

The preferred options are:

- 1. The concept of an Interim Board be abolished.**
- 2. The concept of a "significant decision", as defined in the current MAV Rules be abolished and such matters be resolved by a simple majority vote.**
- 3. In the event that the Immediate Past President is no longer a Councillor, the MAV President (for the period between local government General Elections being declared and the MAV Presidential elections) should be the Immediate Past Deputy President from the same general grouping of the Immediate Past President (Metropolitan or Rural). If that Immediate Past Deputy President was no longer a Councillor, the other Immediate Past**
- 4. MAV Rules be amended to make suitable provisions for securing a Board quorum in the event that fewer than a quorum of members of the Board, who were in office immediately prior to the Council General Elections, have been re-elected as Councillors or have not resigned their positions as MAV President or Board members.**

Board Performance and Accountability

The Discussion Paper referred to the desirability of the Board's current "Board Performance and Assessment Policy" being located in MAV Rules. There was unanimous agreement about this proposal from respondents. Several submissions also suggested, for accountability purposes, that the results of such performance assessments be reported annually.

The preferred option is MAV Rules be changed to require the Board to annually undertake a review of Board performance and to include the results of such reviews in the MAV's Annual Report.

Rules Affecting State Council

State Council Making Policy

The Discussion Paper argued that reforming the way State Council operates is overdue. For State Council to be an authentic and energising forum it will be necessary to make changes that can **elevate the impact of State Council**.

The Discussion Paper highlighted weaknesses in current arrangements, including:

- Member policy proposals that are parochial or peripheral.
- Member proposals that have little or no connection with the current MAV Strategy.
- Too many member proposals on matters that fall short of meeting the threshold of "State-wide significance to local government".
- Member proposals that dilute what MAV can achieve with a strategic approach and create an unsustainable burden on limited MAV resources.

The Discussion Paper also suggested a more **visionary** approach to the role and function of the State Council. It said:

"It would also seem there is an important role for State Council in the development and monitoring of the MAV's Four Year Strategy. For several years the arrangements made for State Council have had a wider scope than debating member propositions. In many ways the entire event has been a combination of policy forum, conference and a celebration. All of these ingredients are important enough."

*It could be argued, however, that State Council plays too small a role in effective stewardship around the MAV Strategy. Can the Strategy's implementation and continuing relevance be more regularly evaluated through expert information and analysis at State Council? Whilst members are regularly exposed to high quality guest speakers in the "conference" mode of State Council, this would entail a more targeted use of expert participants and stakeholders to inform and alert members to emerging trends impacting the MAV's strategic approach. This kind of format would encourage members to bring to the Board's attention what they see and hear from contemporary thinkers about the key issues being addressed through the MAV Strategy. **A more dynamic, less insular model is one that may improve policy and strategy development and elevate the impact of State Council.***

*State Council Meetings that could process quality information into opportunities for the Board to evaluate, and a Board that has a **stronger mandate** to develop policy, monitor and evaluate strategy implementation and provide accountable reporting to the State Council, seem to represent a **better balance or partnership** between the two MAV organs that could advance the interests of the MAV."*



Some verbatim comments from the round table conversations about reforming State Council.

"Clarify who the MAV represents - Councils or people? Need to figure out whether it is population or the number of member Councils that is the basis of equity."

"Improve the quality of motions."

"We shouldn't be voting on so many things."

"Can we limit the number of motions so only the important issues come up?"

"Pleased there is an appetite to improve standards to include better screening and a framework."

"One Council, one vote."

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96% of respondents to the Discussion Paper supported State Council reforms. There is a strong appetite to keep that which is stimulating and strategic about State Council but at the same time address the weaknesses most members are recognising. Many suggestions were made about how, exactly, the impact of State Council can be elevated and how the State Council processes of creating MAV policy might be improved, including:



- Limiting the number of motions any one Council can submit.
- Providing the MAV Board with stronger powers to set aside proposed motions not of sufficient relevance to the MAV Strategy and provide other pathways for such proposals away from the State Council process.
- Establishing an interactive, informative and less insular process as a part of State Council proceedings to enable State Council to evaluate the implementation and continuing relevance of MAV Strategy.
- Deliberating on Board proposed motions – the MAV Board has a highly informed view of issues needing consideration and resolution by the membership and might adopt the practice of bringing Board proposals to State Council.
- Enabling Councils to submit proposed motions at any time during the year but requiring a significantly longer period of time (currently 28 days) for the MAV to review and determine the suitability of proposed motions.
- Providing Councils with significantly more time (currently 14 days) to consider State Council agendas and provide their nominated MAV representative with appropriate advice and instruction.

Many sensible suggestions. It is highly unlikely that there is one simple solution. It is more likely that a multi-faceted set of changes can shift the State Council processes into a more contemporary phase. State Council's policy formation role has changed little over decades. It is something of an institution. But a more focussed strategic approach which recognises an ever changing intergovernmental landscape and context is clearly required. The tradition of member inspired policy through robust debate must continue. Grassroots participation in policy formation is just as important as ensuring the MAV is discussing the right things at the right time.

Of the specific reforms identified by respondents, the least attractive may be the idea of limiting the number of proposals any one council can submit. That seems a very arbitrary approach. Reforms are more aimed at a change in the **quality** of proposals which, in turn, might have an impact on the quantity of proposals received. It will be important, when implementing State Council reforms, members give the MAV Board and the MAV CEO strong support to take the necessary decisions which will elevate the impact of State Council.

It would seem there are three critically important aspects of State Council which require some attention at State Council. Firstly, State Council's primary function is to enable members to create the policy framework for the Association. That policy framework underpins a significant proportion of the Association's advocacy program, especially in the intergovernmental space. It is of utmost importance. If the impact of State Council is to be elevated, it will be important to ensure that the policy formation function exhibits some fundamental characteristics. These would include policy formation that:

- Deals with matters of state-wide significance to local government;
- Responds to important emerging issues that demand the Association has clearly adopted positions; and
- Has a significant and clear connection with the adopted MAV Strategy.

MAV Rules Review 2021-22
Directions Paper



Secondly, it will be inevitable that some member matters and proposals will not demonstrate the threshold characteristics set out above. It will be important for such matters to be appropriately considered by the MAV organisation and suitable pathways found for them. These alternative pathways should encourage member Councils to refer matters to the MAV at any time of the year, not only immediately prior to State Council meetings.

Thirdly, some of the reforms around State Council, already in evidence, do not require MAV Rule changes. State Council meetings are already a major event in the local government calendar and the significance of the event should grow. The MAV should continue the process of creating State Council as an engaging and influential forum across all of its formats. Developing a stronger link between State Council's deliberations on member proposals and members providing evaluation and direction on the continuing relevance of the MAV Strategy is probably one of those formats.

The preferred option is to make changes to MAV Rules which:

- 1. Empower the MAV Board to ensure that member proposals for State Council:**
 - Are of state-wide significance to local government.
 - Respond to important emerging issues which require the MAV to have clearly adopted positions.
 - Have a significant and clear connection with the adopted MAV Strategy.
 - Are reviewed by the MAV Board and consolidated, amended or modified when broadly dealing with similar subject matter to other member proposals.
 - Require member Councils to provide notice of member proposals not less than sixty days before the meeting.
 - Require the MAV to provide member Councils with the agenda for State Council meetings not less than thirty days before the meeting.
- 2. Empower the MAV Board to place Board motions on the agenda of State Council meetings.**

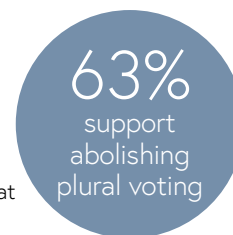
Plural or Weighted Voting

The Discussion Paper asked whether plural voting was in the long term best interests of the MAV. Plural voting is provided for in the current MAV Rules. Under plural voting "larger" Councils receive two votes on matters before State Council whereas "smaller" Councils receive one vote on such matters. The relevant Rule says:

At any meeting of State Council, voting entitlements on any motion or amendment will be:

- 15.1.1. the representative of each participating member council paying an annual subscription to the Association which exceeds the mid-point between the lowest and highest subscriptions will have two (2) votes; and
- 15.1.2. the representative of each participating member council paying an annual subscription to the Association which does not exceed that mid-point will have one (1) vote.

Respondents to the Discussion Paper were somewhat divided in their views about plural voting. It should be noted, with only two exceptions, the divide was entirely predictable. That is, those Councils receiving two votes supported the retention of plural voting and those Councils receiving one vote argued for the abolition of plural voting. However, 63% of respondents who offered a view about plural voting favoured its abolition.



Submissions made varying references to the concept of fairness. Larger Councils saw fairness in plural voting because it addressed the huge variations in Council populations across Victoria. The constituencies of larger Councils are many, many times greater than those of many smaller Councils. Smaller Councils saw fairness differently. They pointed to the MAV as a membership organisation comprising seventy-nine Councils all equal before the law. All responding to the same legislation and not suffering any discrimination on the basis of "size" on any significant matter.

Some of the discussion at round table consultations connected the membership fees paid by 'larger' Councils with an 'entitlement' to plural voting. Some submissions thought a more graduated form of plural voting might be fairer. They suggested a graduated arrangement of perhaps four quartiles of council membership (largest to smallest) going from 4 votes to 1.

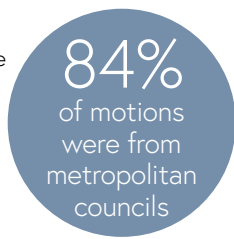
MAV Rules Review 2021-22
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Can the MAV members find an answer here? There is no practical revised formula that will suffice. This matter must be resolved on principle. The issue raised about membership fees is surely a furphy. Membership fees are calculated by a simple "shandy" formula which involves a council's population and budget. It is purely aimed at the principle of relative affordability. The membership fees are proportional to the size and scale of each council. The idea of paying higher fees for a greater "say" seems a very unlikely argument to make.

While a graduated system might be preferable to the "middle of the membership", it would grate against those who fervently believe in one vote per member.

The real genesis of plural voting simply lies in the structure of Victorian local government. There are more small councils than larger ones. Or, put another way, rural councils outnumber metropolitan councils quite comfortably. Without plural voting the voting strength would very much be with smaller rural councils. The larger and mostly metropolitan councils may feel that plural voting is necessary to ensure that MAV policy is more than a local government policy framework for rural Victoria. That notion, however, is somewhat contradicted by compelling evidence from the 2021 State Council. Of the 102 motions submitted by member councils for consideration at State Council, 84% of those motions were from metropolitan councils.



Plural voting has not always been a feature of the MAV Rules. For many years normal voting prevailed. In recent times, under plural voting, most member councils on both sides of the ledger have, to some extent, "learned to live" with plural voting. But there is no denying that it remains a thorn in the side of smaller rural councils. It is regarded as an extension of a metropolitan centric world so often the bane of rural life.

To return to the earlier theme – if this matter is to once again be tested by the members then it should be tested as a matter of principle. And, it would seem the dominant principle here is that the MAV is a membership based organisation with seventy nine equal members.

The preferred option is to abolish plural voting.



Corangamite Shire Council offered a succinct but reasoned response to Plural Voting. Council said:

"The Corangamite Shire does not support the current rules that dictate that larger councils receive two votes on matters before the State Council whereas smaller councils only receive one vote. As previously mentioned, Corangamite is concerned with equity between larger metro councils and smaller rural councils and seek that the rules of the MAV ensure that metro councils cannot ignore the concerns of regional areas through having greater power at State Council. It is also

important to note that the MAV does not represent people or the Victorian electorate at large, it represents the membership of the MAV, which is individual Councils. Any given member of the organisation should not be discriminated against because of the size of its constituency."

Who May Submit Matters for Consideration at State Council?

The Discussion Paper noted the current MAV Rules require a Council's nominated MAV representative to submit matters for consideration at meetings of State Council. That has not been the custom and practice at the MAV.

80% of respondents supported the proposal to require **member Councils (and not Councils nominated MAV representative)** to submit matters for consideration at meetings of State Council. Respondents also favoured the requirement that Councils must actually **resolve** to submit a matter for consideration.

Some may see such changes as pedantic or bureaucratic. However, both requirements for a Council to submit such matters and to do so by a Council resolution should contribute to improving the quality of proposals. It might also be noted that earlier in this Directions Paper, in the section dealing with "State Council making policy", it has been proposed to significantly extend both the timelines associated with Councils lodging such proposals with the MAV and for the MAV to provide Councils with longer notice of matters included on the State Council Meeting agenda. These changes should also contribute to better proposals and more thorough examination of proposals by Councils.

The preferred option is to require member Councils to submit matters for consideration at meetings of State Council and to do so by Council resolution.

High Standards of Ethical Behaviour

The Discussion Paper pointed out that current MAV Rules are silent about members of State Council declaring and managing their conflicts of interest. Such arrangements are prescribed in the current MAV Rules for Board members at Board meetings.

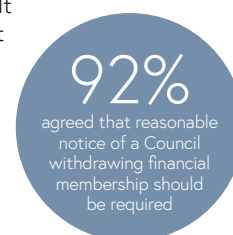
Respondents to the Discussion Paper unanimously supported a MAV Rule change to require members of State Council to declare and manage conflicts of interest. The current MAV Rules are also silent about the establishment and operation of a MAV Audit and Risk Committee. While the MAV **does** currently operate an Audit and Risk Committee it is a significant matter that should be required in MAV Rules.

The preferred option is for MAV Rules changes to prescribe how members of State Council will declare and manage conflicts of interest and to require the establishment and operation of a MAV Audit and Risk Committee.

Councils Discontinuing Their MAV Financial Membership

The Discussion Paper canvassed the difficulties experienced by the MAV when a member Council discontinues financial membership of the organisation with little or no notice. The MAV is not a large organisation and the loss of membership fees has a material impact on its operation.

92% of respondents to the Discussion Paper agreed that reasonable notice of a Council withdrawing financial membership should be required. Respondents also made a variety of suggestions about what might constitute "reasonable notice" ranging from three months to two years. The notice period needs to be long enough to ensure the issue or problem leading a Council to withdraw from financial membership isn't whimsical. It also needs to allow sufficient time to discuss remedies or solutions other than non-participation. Enough time must also be allowed for a member Council in that position to fully understand the ramifications of non-participation.



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Having regard to all of these matters it would seem that a longer, not a shorter period of notice to withdraw financial membership should be required.

Current Rules also provide that a non-participating member Council is "not entitled to avail itself of the privileges and benefits of any of the functions or services provided by the MAV". Respondents to the Discussion Paper unanimously support the continuation of that Rule.

Several respondents suggested that special, fee-for-service arrangements might be made available to a non-participating member Council. There seems to be merit in that suggestion. There are several MAV services (insurances, procurement and perhaps training) where there are few or no alternative providers. Now, in itself that should serve as a significant **disincentive** to Councils considering non-participation. Never-the-less, continuing to make some services available to a non-participating Council, albeit through an appropriate fee-for-service arrangement, might provide fertile ground for maintaining a relationship that could result in the reversal of a decision to withdraw.

The preferred option in relation to Councils who wish to discontinue their financial membership of the MAV is:

- To require six (6) months' notice of that decision to be provided, and
- To retain MAV Rules that exclude a non-participating Council member from the services or functions of the MAV except where the MAV CEO has agreed to provide selected services under special fee-for-service arrangements.

Other MAV Rules Changes

There will be a myriad of less noticeable Rules changes. In fact, if the MAV is to achieve the goals of Rules that are clearer and more easily understood, and Rules that have been modernised, then the new MAV Rules will probably be unrecognisable from the old Rules.

Rules changes other than those specifically canvassed in this Directions Paper are highly unlikely to be contentious or contested by member Councils. They will simply be the product of well drafted, modern rules fit for the 21st Century.

Responding to this Directions Paper

Persons and organisations intending to make a response to the Directions Paper should do so by close of business on Monday 30 May 2022. Responses will be posted on the MAV's website after the close of the submission period unless submitters indicate otherwise. To assist in receiving your response, please complete the electronic survey form which is available via the MAV website at mav.asn.au. Alternatively, we would encourage more comprehensive submissions with expanded commentary about the ideas in the Directions Paper. These submissions can be emailed to rules@mav.asn.au.

The MAV would encourage participating member Councils to provide a response by adopting a preferred position to the matters raised in the Directions Paper by Council resolution, if possible.

Councils and other stakeholders wanting to ask questions about the content of the Directions Paper, the processes to be followed to arrive at new Rules or avenues available to make a response to the Directions Paper can contact Ms. Celia Robinson, MAV Manager Governance at (03) 9667 5535 or crobinson@mav.asn.au. The lead consultant, Mr. Phil Shanahan, will also be available to assist those with enquiries and can be contacted through Celia. The MAV wants widespread responses to this Directions Paper.

Summary of Directions

| Area of Rules | Options & Directions |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nominating for President | The preferred option is to retain current arrangements and require councillors nominating for the office of MAV President to be the nominated MAV representative of their Council. |
| President's term in office | The preferred option is to continue two year presidential terms in office but to change the MAV Rules to require member Councils to commit to two (2) year memberships payable in two annual instalments. |
| President's tenure | The preferred option is to change MAV Rules and to cap the tenure of a MAV President at four (4) consecutive two (2) year terms. |
| Electing a Board | <p>Option 1. Is to maintain an equal number of regional groupings of rural and metropolitan Councils for the purpose of electing MAV representatives to the MAV Board.</p> <p>Option 2. Is to maintain an equal number of Board members from rural and metropolitan members, but to conduct "at large" elections, using a proportional representation electoral model in the metropolitan area whilst maintaining regional groupings amongst regional and rural Councils.</p> |
| Skills-based Board members | The preferred option is to maintain current arrangements whereby members of the MAV Board are all elected members. |
| Size of Board | The preferred option is to reduce the number of elected Board members from twelve to ten (not including the President). |
| Term and tenure of Board Members | <p>The preferred option is:</p> <ul style="list-style-type: none"> • Two (2) year Board terms, capped at four (4) consecutive terms. • Board members who are no longer their Council's MAV Representative may complete their term of office. • Councils be encouraged to reappoint their MAV representative when that representative has been elected to the Board. |
| Interim Board arrangements | <p>The preferred options are:</p> <ul style="list-style-type: none"> • To abolish the concept of an Interim Board, • To abolish the notion of significant decisions and allow the Board to make all decisions on a simple majority vote, and • To provide new Rules for that period after the local government General Elections and before the MAV elections for President and Board which will clarify who would be the President during this period and what would occur in the event that a Board quorum didn't result from the council elections process. |

| Area of Rules | Options & Directions |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Board performance and accountability | The preferred option is that MAV Rules be changed to require the Board to annually undertake a review of Board performance and to include the results of such reviews in the MAV's Annual Report. |
| State Council making Policy | <p>The preferred option is to make changes to MAV Rules which:</p> <ol style="list-style-type: none"> Empower the MAV Board to ensure that member proposals for State Council: <ul style="list-style-type: none"> Are of state-wide significance to local government. Respond to important emerging issues which require the MAV to have clearly adopted positions. Have a significant and clear connection with the adopted MAV Strategy. Are reviewed by the MAV Board and consolidated, amended or modified when broadly dealing with similar subject matter to other member proposals. Require member Councils to provide notice of member proposals not less than sixty days before the meeting. Require the MAV to provide member Councils with the agenda for State Council meetings not less than thirty days before the meeting. Empower the MAV Board to place Board motions on the agenda of State Council meetings. |
| Plural or weighted voting | The preferred option is to abolish plural voting. |
| Matters for consideration at State Council | The preferred option is to require member Councils to submit matters for consideration at meetings of State Council and to do so by Council resolution. |
| High standards of ethical behaviour | The preferred option is for MAV Rules changes to prescribe how members of State Council will declare and manage conflicts of interest and to require the establishment and operation of a MAV Audit and Risk Committee. |
| Discontinuing MAV financial membership | <p>The preferred option in relation to Councils who wish to discontinue their financial membership of the MAV is:</p> <ul style="list-style-type: none"> To require six months' notice of that decision to be provided, and To retain MAV Rules that exclude a non-participating Council member from the services or functions of the MAV except where the MAV CEO has agreed to provide selected services under special fee-for-service arrangements. |

7.3 Conflict of Interest Records

| | |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Authors Title: | Governance Officer |
| General Manager: | Rebecca Leonard, General Manager Strategy & Effectiveness |
| Department: | Governance |
| Division: | Strategy and Effectiveness |
| Attachments: | <ol style="list-style-type: none">1. Conflict of Interest Record - Meetings conducted under the auspices of Council - Councillor Briefings - 26 April 2022 [7.3.1 - 1 page]2. Conflict of Interest Record - Meetings conducted under the auspices of Council - Community Action Network - 3231 - 27 April 2022 [7.3.2 - 1 page]3. Conflict of Interest Record - Meetings conducted under the auspices of Council - Councillor Briefings - 3 May 2022 [7.3.3 - 2 pages]4. Conflict of Interest Record - Meetings conducted under the auspices of Council - Councillor Briefing - 10 May 2022 [7.3.4 - 2 pages] |

Officer Conflict of Interest: No officer declared a conflict of interest under the *Local Government Act 2020* in the preparation of this report.

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

Executive Summary

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

Summary

The Local Government Act 2020 (the Act) outlines requirements for Councillors to declare and manage conflicts of interests. By disclosing conflicts of interests and following the prescribed procedures, Councillors engage in practices that promote the integrity and transparency of decision-making.

The attached conflict of interest records are prepared in accordance with the Act and Council's Governance Rules. The Act outlines that the procedure for disclosing conflicts must be included within the Governance Rules and Chapter 3 of these rules prescribes that a record of any meeting held under the auspices of Council must be kept and presented to the next possible Council meeting.

Meetings held under the auspices of Council may include (but are not limited to) Councillor briefings or forums, advisory committee meetings, public consultations and site meetings (including meetings the Council arranges jointly with other organisations). These records replace the previous requirements for 'Assemblies of Councillors' under the Local Government Act 1989.

Outcome Statement

This standing report for each Council meeting ensures full public transparency of any conflicts of interest declared by Councillors during meetings conducted under the auspices of Council.

| Key benefits | Key risks |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Public transparency is promoted and statutory compliance is achieved. | By presenting this information the risk of non-compliance with the legislation and Governance Rules is mitigated. |

Finance and Resource Implications

Not applicable.

Community Engagement

Not applicable.

Recommendation

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

1. Councillor Briefings – 26 April 2022
2. Community Action Network – 3231 Meeting – 27 April 2022
3. Councillor Briefings – 3 May 2022
4. Councillor Briefings – 10 May 2022

Council Resolution

Moved Cr Allen, Seconded Cr Pattison

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

1. Councillor Briefings – 26 April 2022
2. Community Action Network – 3231 Meeting – 27 April 2022
3. Councillor Briefings – 3 May 2022
4. Councillor Briefings – 10 May 2022

CARRIED 8|0

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

Alternative Options

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

Report

Background

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

Discussion

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

Outcome Analysis

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

Financial and Resource Impact Analysis

Not applicable.

Council Plan Assessment

Theme Seven - Accountable And Viable Council

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

Relevant Legislation, Policy, Strategies and Plans

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

Previous Councillor and Audit and Risk Committee Consultation and Presentation to Briefings

Not applicable.



Conflict of Interest Record Meetings conducted under the auspices of Council

Section 131 of the Local Government Act 2020 and Chapter 3 of Council's Governance Rules

| |
|---------------------------------------------------------------------|
| Description of Meeting: Councillor Briefings – 26 April 2022 |
| Responsible Officer: Chief Executive Officer |
| Date: 26 April 2022 |
| In Attendance: Yes (✓) No (X) |

| Councillors | | Officers | |
|--------------------------------|---|-------------------------------------------------------------------|---|
| Cr. Libby Stapleton, Mayor | ✓ | Chief Executive Officer - Robyn Seymour | ✓ |
| Cr. Liz Pattison, Deputy Mayor | ✓ | General Manager Place Making & Environment - Chris Pike | ✓ |
| Cr. Gary Allen | X | General Manager Strategy & Effectiveness - Rebecca Leonard | ✓ |
| Cr. Paul Barker | X | Acting General Manager Community Life - Damian Waight | ✓ |
| Cr. Mike Bodsworth | ✓ | Acting General Manager Strategy & Effectiveness - Lenny Jenner | ✓ |
| Cr. Kate Gazzard | ✓ | Coordinator Governance - Jake Brown | ✓ |
| Cr. Rose Hodge | ✓ | Governance Officer - Julie Morales | ✓ |
| Cr. Adrian Schonfelder | ✓ | Project Manager - Capital and Operational Projects - Kane Rogozik | ✓ |
| Cr. Heather Wellington | X | | |
| | | | |
| | | | |

| | | | |
|--------------------------|---------|--------------------------|----------|
| MEETING COMMENCED | 9:34 am | MEETING ADJOURNED | 11:32 am |
|--------------------------|---------|--------------------------|----------|

| | | |
|-------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------|
| Matters considered at the meeting | | |
| 1. Council Meeting Agenda Review - 26 April 2022 (including Responsible & Planning items) | | |
| 2. Surf Coast Aquatic and Health Centre Project Update | | |
| 3. Water Quality Analysis of North Torquay Drainage Network - March 2022 | | |
| 4. Monthly Finance Report - March 2022 | | |
| 5. Monthly Program Status Report Update - March 2022 | | |
| 6. Quarterly Council Resolutions Report - January - March 2022 | | |
| 7. Councillor Topics | | |
| | | |
| Councillor Conflict of Interest Disclosures | | |
| Councillor | Left Meeting (Y/N) | Classification and nature of interest(s) disclosed |
| Nil | | |
| Responsible Officer Signature: | | Print Name: Robyn Seymour |
| To be completed on conclusion of session and provided to Governance Officer. | | |

Governance Rules, Chapter 3, Clause 3

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



Conflict of Interest Record Meetings conducted under the auspices of Council

Section 131 of the *Local Government Act 2020* and Chapter 3 of Council's Governance Rules

| |
|--------------------------------------------------------------------------|
| Description of Meeting: Community Action Network – 3231 (monthly) |
| Responsible Officer: Sally Sneddon |
| Date: 27 April 2022 |
| In Attendance: Yes (✓) No (X) |

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

| | | | |
|--------------------------|----------|--------------------------|----------|
| MEETING COMMENCED | 11:00 am | MEETING CONCLUDED | 12:30 pm |
|--------------------------|----------|--------------------------|----------|

| Matters considered at the meeting |
|--------------------------------------------------|
| 1. Council 2022/23 draft budget |
| 2. Speed limit trial for Aireys Inlet |
| 3. Handover of Council managed land to GORCAPA |
| 4. Councillor and CEO attendance at AIDA meeting |
| 5. New 10 year waste contract |
| 6. Community group updates |
| 7. Actions arising from last meeting |

| Councillor Conflict of Interest Disclosures | | |
|---------------------------------------------|--------------------|----------------------------------------------------|
| Councillor | Left Meeting (Y/N) | Classification and nature of interest(s) disclosed |
| Nil | | |

| | |
|------------------------------------------------------------------------------|----------------------------------|
| Responsible Officer Signature: | Print Name: Sally Sneddon |
| To be completed on conclusion of session and provided to Governance Officer. | |

Governance Rules, Chapter 3, Clause 3

- 3.1. At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—
- a) the names of all Councillors and members of Council staff attending;
 - b) the matters considered;
 - c) any conflict of interest disclosures made by a Councillor attending under subclause 3.3;
 - d) whether a Councillor who has disclosed a conflict of interest as required by subclause 3.3 leaves the meeting.
- 3.2. The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—
- a) reported at a meeting of the Council; and
 - b) incorporated in the minutes of that Council meeting.

Auspices of the Council

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).



Conflict of Interest Record Meetings conducted under the auspices of Council

Section 131 of the Local Government Act 2020 and Chapter 3 of Council's Governance Rules

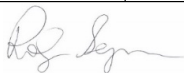
| |
|------------------------------------------------------------------|
| Description of Meeting: Councillor Briefings – 3 May 2022 |
| Responsible Officer: Chief Executive Officer |
| Date: 3 May 2022 |
| In Attendance: Yes (✓) No (X) |

| Councillors | | Officers | |
|--------------------------------|---|--------------------------------------------------------------------------|---|
| Cr. Libby Stapleton, Mayor | ✓ | Chief Executive Officer - Robyn Seymour | ✓ |
| Cr. Liz Pattison, Deputy Mayor | ✓ | General Manager Place Making & Environment - Chris Pike | ✓ |
| Cr. Gary Allen | ✓ | General Manager Strategy & Effectiveness – Rebecca Leonard | ✓ |
| Cr. Paul Barker | X | Acting General Manager Community Life - Damian Waight | ✓ |
| Cr. Mike Bodsworth | ✓ | Arts Development Officer - Harriet Gaffney | ✓ |
| Cr. Kate Gazzard | ✓ | Arts Development Support Officer - Michelle Conn | ✓ |
| Cr. Rose Hodge | ✓ | Asset Management Analyst - Tym Guthridge | ✓ |
| Cr. Adrian Schonfelder | ✓ | Communications Officer – Sarah Gleeson | ✓ |
| Cr. Heather Wellington | X | Community Engagement Facilitator - Rochelle Harding | ✓ |
| | | Community Engagement Facilitator - Robyn Lucas | ✓ |
| | | Community Project Officer - Terri Hannan | ✓ |
| | | Coordinator Communications and Community Engagement - Darryn Chiller | ✓ |
| | | Coordinator Community Emergency Management - Sharna Whitehand | ✓ |
| | | Coordinator Community Health & Development - Shannon Fielder | ✓ |
| | | Coordinator Design and Traffic - Mark Gibbons | ✓ |
| | | Coordinator Economic Development - Simon Loone | |
| | | Coordinator Environmental Sustainability - Lauren Watt | ✓ |
| | | Coordinator Events - Sarah Korakis | ✓ |
| | | Coordinator Social Infrastructure & Open Space Planning - Kristin Davies | ✓ |
| | | Events Officer - Katie Boag | ✓ |
| | | Governance Officer - Julie Morales | ✓ |
| | | Manager Assets and Engineering - John Bertoldi | ✓ |
| | | Manager Environment and Sustainability - Rowan Mackenzie | ✓ |
| | | Manager Integrated Planning - Shaan Briggs | ✓ |
| | | Manager Operations - Travis Nelson | ✓ |
| | | Project Manager - Capital and Operational Projects - Kane Rogozik | ✓ |
| | | Senior Climate and Sustainability Officer - Sean Keown | ✓ |
| | | Social Infrastructure Project Development Officer - Britt Mitchell | ✓ |
| | | | |
| | | | |

| | | | |
|--------------------------|----------|--------------------------|---------|
| MEETING COMMENCED | 10:06 am | MEETING ADJOURNED | 2:41 pm |
|--------------------------|----------|--------------------------|---------|

| Matters considered at the meeting |
|-------------------------------------------------------------------------|
| 1. Surf Coast Aquatic and Health Centre Project Update |
| 2. Deans Marsh Community Hub Facility Development Plan - Project Update |
| 3. Powercor Presentation |
| 4. SCS-005 Strategic Asset Management Policy Review |
| 5. Communications and Community Engagement Strategy |
| 6. Council Funded Small Grants Program |



| | | |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------|
| 7. Council Funded Events Grants 2022/23 | | |
| 8. Council Funded Arts Development Seed Fund 2022 | | |
| 9. Messmate Road Speed Limit | | |
| 10. Proposed Motion for MAV State Council Meeting - June 2022 | | |
| 11. Councillor Topics | | |
| Councillor Conflict of Interest Disclosures | | |
| Councillor | Left Meeting (Y/N) | Classification and nature of interest(s) disclosed |
| Nil | | |
| Responsible Officer Signature:  | | Print Name: Robyn Seymour |
| To be completed on conclusion of session and provided to Governance Officer. | | |

Governance Rules, Chapter 3, Clause 3

- 3.1. At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—
- the names of all Councillors and members of Council staff attending;
 - the matters considered;
 - any conflict of interest disclosures made by a Councillor attending under subclause 3.3;
 - whether a Councillor who has disclosed a conflict of interest as required by subclause 3.3 leaves the meeting.
- 3.2. The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—
- reported at a meeting of the Council; and
 - incorporated in the minutes of that Council meeting.

Auspices of the Council

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

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



Conflict of Interest Record

Meetings conducted under the auspices of Council

Section 131 of the Local Government Act 2020 and Chapter 3 of Council's Governance Rules


| |
|-------------------------------------------------------------------|
| Description of Meeting: Councillor Briefings – 10 May 2022 |
| Responsible Officer: Chief Executive Officer |
| Date: 10 May 2022 |
| In Attendance: Yes (✓) No (X) |

| Councillors | | Officers | |
|--------------------------------|---|----------------------------------------------------------------------|---|
| Cr. Libby Stapleton, Mayor | ✓ | Chief Executive Officer - Robyn Seymour | ✓ |
| Cr. Liz Pattison, Deputy Mayor | ✓ | General Manager Place Making & Environment - Chris Pike | ✓ |
| Cr. Gary Allen | ✓ | General Manager Strategy & Effectiveness – Rebecca Leonard | ✓ |
| Cr. Paul Barker | X | Acting General Manager Community Life - Damian Waight | ✓ |
| Cr. Mike Bodsworth | ✓ | Community Engagement Facilitator - Robyn Lucas | ✓ |
| Cr. Kate Gazzard | ✓ | Compliance Resolution Manager - Andrew Hewitt | ✓ |
| Cr. Rose Hodge | ✓ | Coordinator Communications and Community Engagement - Darryn Chiller | ✓ |
| Cr. Adrian Schonfelder | ✓ | Coordinator Community Health & Development - Shannon Fielder | ✓ |
| Cr. Heather Wellington | X | Coordinator Governance - Jake Brown | ✓ |
| | | Coordinator Procurement - Julie Finnigan | ✓ |
| | | Coordinator Statutory Planning - Zac Van Grondelle | ✓ |
| | | Coordinator Waste Management - Neil Brewster | ✓ |
| | | Governance Officer - Julie Morales | ✓ |
| | | Health and Wellbeing Advisor - Monica Stevanja | ✓ |
| | | Manager Community Safety - Adam Lee | ✓ |
| | | Manager Environment and Sustainability - Rowan Mackenzie | ✓ |
| | | Manager Governance - Sasha Tarasin | ✓ |
| | | Manager Integrated Planning - Shaan Briggs | ✓ |
| | | Manager Planning and Compliance - Kate Sullivan | ✓ |
| | | Principal Statutory Planner - Jennifer Davidson | ✓ |
| | | Principal Strategic Planner - Michelle Warren | ✓ |
| | | Project Manager - Capital and Operational Projects - Nick Mara | ✓ |
| | | Strategic Land Use Planning Co-ordinator - Karen Hose | ✓ |
| | | Waste Disposal Operations Team Leader - David Kisby | ✓ |

| | | | |
|--------------------------|----------|--------------------------|---------|
| MEETING COMMENCED | 10:04 am | MEETING ADJOURNED | 3:01 pm |
|--------------------------|----------|--------------------------|---------|

| Matters considered at the meeting |
|-------------------------------------------------------------------------------------------------------|
| 1. Statement of Planning Policy |
| 2. Municipal Public Health and Wellbeing Plan Update |
| 3. Cat Curfew Community Engagement |
| 4. Environment Protection Act |
| 5. Advocacy Update - State Budget, Federal Election Commitments & Surf Coast Cultural Centre Campaign |
| 6. Municipal Association of Victoria - Rules Review - Direction Paper |
| 7. Reports Coming to the May Council Meeting |
| 8. Confidential Legal Matter |
| 9. T22-026 Anglesea Landfill & Transfer Station Operations Contract |
| 10. T22-030 Building Maintenance Services Contract |
| 11. Councillor Topics |



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

Governance Rules, Chapter 3, Clause 3

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

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

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

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

Auspices of the Council

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

8 Urgent Business

Nil

9 Closed Section

Council Resolution

Moved Cr Schonfelder, Seconded Cr Allen

That Council, pursuant to section 66(1) and 66(2)(a) of the *Local Government Act 2020*, close the meeting to members of the public 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:

CARRIED 8|0

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

9.1 Award of Contract T22-025 - Road Upgrade Grays Road, Paraparap

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 Council business information being information that would prejudice the Council's position in commercial negotiations.

9.2 Award of Contract T22-026 Anglesea Landfill & Transfer Station Operations

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 Council business information being information that would prejudice the Council's position in commercial negotiations.

9.3 Award of Contract T22-030 Building Maintenance Services

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 Council business information being information that would prejudice the Council's position in commercial negotiations.

9.4 Award of Contract T22-033 Pedestrian Safety Improvements

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 Council business information being information that would prejudice the Council's position in commercial negotiations.

10 Close of Meeting

The Council Meeting - 24 May 2022 closed at 7:55pm.

Confidential Resolutions moved into Open:

Council Resolution

Moved Cr Schonfelder, Seconded Cr Bodsworth

That Council:

1. Awards contract T22-025 Road Upgrade Works – Grays Road, Paraparap to Bild Infrastructure Pty Ltd as a lump sum contract with a value of \$654,043.80 (ex. GST)
2. Authorises the Chief Executive Officer to execute the contracts on behalf of Council
3. Deems this resolution to no longer be confidential and be made public.

CARRIED 8|0

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

Council Resolution

Moved Cr Schonfelder, Seconded Cr Hodge

That Council:

1. Awards contract T22-030 Building Maintenance Services to:
 - Torquay Building Service Pty Ltd (as trustee for the Thompson Family Trust)
 - Harris HMC Interiors Pty Ltdat the nominated schedule of rates for a period of two years, with an optional further extension period of up to two years.
2. Authorises the Chief Executive Officer to execute the contract on behalf of Council.
3. Deems this resolution no longer be confidential and be made public.

CARRIED 8|0

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

Council Resolution

Moved Cr Schonfelder, Seconded Cr Bodsworth

That Council:

1. Awards contract T22-033 Pedestrian Safety Improvements Torquay Town Centre to Fulton Hogan Pty Ltd as a lump sum contract with a value of \$600,706 (ex. GST)
2. Authorises the Chief Executive Officer to execute the contracts on behalf of Council
3. Deems this resolution no longer be confidential and be made public.

CARRIED 8|0

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