

# Minutes

Meeting of Council

Tuesday 23 April 2024

Surf Coast Shire Civic Office

Council Chambers

1 Merrijig Drive, Torquay, Victoria 3228

Commenced at 6:00 pm

**Council:**

Cr Liz Pattison (Mayor)

Cr Gary Allen

Cr Paul Barker

Cr Mike Bodsworth

Cr Kate Gazzard

Cr Rose Hodge OAM

Cr Adrian Schonfelder

Cr Libby Stapleton

Cr Heather Wellington

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# 1 Procedural Matters

## 1.1 Present

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

Chief Executive Officer - Robyn Seymour  
General Manager Placemaking and Environment - Chris Pike  
General Manager Community Life - Damian Waight  
General Manager Strategy and Effectiveness - Gail Gatt  
Acting Executive Manager - Strategic Projects and Partnerships - Darryn Chiller  
Manager Integrity and Governance - Jake Brown  
Coordinator Governance - Liberty Nash  
Governance Officer - Jess Menzel  
Acting Governance Officer - Candace Martin-Burgers

## 1.2 Opening

**Mayor Liz Pattison opened the meeting.**

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

## 1.3 Pledge

**Mayor Liz Pattison recited the pledge.**

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

## 1.4 Apologies

Nil.

## 1.5 Confirmation of Minutes

### **Council Resolution**

#### **Moved Cr Bodsworth, Seconded Cr Hodge**

That Council notes the minutes of the Council Meeting held on 26 March 2024 as a correct record of the meeting.

CARRIED 8|0

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

## 1.6 Leave of Absence Requests

Nil.

## 1.7 Conflicts of Interest

### **Note to Councillors and Officers**

#### ***Declaration of Interest***

*In accordance with Section 130 of the Local Government Act 2020 (the Act), there is an obligation to declare a conflict of interest in certain situations including matters being considered by Council.*

*A conflict of interest can be a general conflict of interest under section 127 of the Act, or a material conflict of interest under section 128 of the Act.*

*A Councillor, a non-Councillor member of a delegated committee or member of Council staff has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner contrary to their public duty.*

*A Councillor, a non-Councillor member of a delegated committee or member of Council staff has a material conflict of interest in respect of a matter if they or another affected person (as defined in section 128(3)) would gain a benefit or suffer a loss depending on the outcome of the matter.*

*Please note that some general exemptions apply and are set out in section 129 of the Act.*

**Disclosure of Interest**

*A Councillor must make full disclosure of a conflict of interest by either advising Council at the meeting immediately before the matter is considered at the meeting, or advising the Chief Executive Officer in writing prior to the meeting. While the matter is being considered or any vote taken, the Councillor with the conflict of interest must leave the room and notify the Chairperson that they are doing so. This notification must include the nature of the conflict and whether the interest is a general or material conflict of interest.*

*A Council officer must disclose the conflict of interest when providing information and before the information is considered.*

*Councillors and Council staff will also be required to complete a conflict of interest declaration form.*

**Cr Wellington joined the meeting via videoconference at 6:05pm.**

**1.8 Presentations**

Cr Mike Bodsworth gave a presentation on the progress of the Anglesea McMillan Street Community and Health Hub co-design process.

**1.9 Public Question Time**

Nil.

## 2 Petitions and Joint Letters

Nil.

## 3 Notices of Motion

### 3.1 Notice of Motion: NoM-157 - Duck Hunting in Modewarre

Notice of Motion Reference Number: 157

**Attachments:** Nil

I, Councillor Kate Gazzard, gave notice on 9 April 2024 of my intention to move the following motion:

#### Motion

**Moved Cr Gazzard, Seconded Cr Schonfelder**

That Council:

1. Writes to relevant authorities including the Minister for Environment, the Police Minister and the Game Management Authority, as applicable, requesting:
  - 1.1. The permanent closure of Lake Gherang and Lake Modewarre to duck shooting, in all sections which are within 250 metres of residential properties, due to the safety impacts on affected residents; and
  - 1.2. The closure of Brown Swamp to duck shooting, and the reclassification of Brown Swamp from 'game reserve' to 'recreation and environment reserve', due to the safety impacts on affected residents.
2. Notes that the State Government has recently closed Lake Modewarre to duck shooting for this season, and recognises this as positive outcome for public safety.

#### Amendment

**Moved Cr Wellington, Seconded Cr Bodsworth**

That Council:

1. Writes to relevant authorities including the Minister for Environment, the Police Minister and the Game Management Authority, as applicable, requesting:
  - 1.1. The permanent closure of Lake Gherang and Lake Modewarre to duck shooting, in all sections which are within 250 metres of residential properties, due to the safety impacts on affected residents; and
  - 1.2. The immediate closure of Brown Swamp to duck shooting, and the reclassification of Brown Swamp from 'game reserve' to 'recreation and environment reserve', due to the negative health and wellbeing and safety impacts on affected residents.
2. Notes that the State Government has recently closed Lake Modewarre to duck shooting for this season, and recognises this as positive outcome for public safety.

CARRIED 8|1



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

### **Council Resolution**

#### **Moved Cr Gazzard, Seconded Cr Schonfelder**

That Council:

1. Writes to relevant authorities including the Minister for Environment, the Police Minister and the Game Management Authority, as applicable, requesting:
  - 1.1. The permanent closure of Lake Gherang and Lake Modewarre to duck shooting, in all sections which are within 250 metres of residential properties, due to the safety impacts on affected residents; and
  - 1.2. The immediate closure of Brown Swamp to duck shooting, and the reclassification of Brown Swamp from 'game reserve' to 'recreation and environment reserve', due to the negative health and wellbeing and safety impacts on affected residents.
2. Notes that the State Government has recently closed Lake Modewarre to duck shooting for this season, and recognises this as positive outcome for public safety.

CARRIED 8|1

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

### **Rationale**

Despite a Victorian parliamentary enquiry recommending banning duck-shooting, and overwhelming community support for a ban, the duck shooting season is now going ahead this year. Friends of Lake Modewarre (FOLM), and local Modewarre residents call for the Minister, DEECA and GMA to make an urgent decision to close the wetlands at Brown Swamp and Lake Modewarre to duck shooting due to issues of safety for local residents, the recreational users of these public spaces and wildlife including protected waterbird species.

Brown Swamp has been categorised as a duck shooting area for many years. However, this is out of date as the Swamp is now closely surrounded by houses. Shooting in close proximity to these houses is unsafe physically and also for the mental health of the residents living next to the Swamp. The two closest houses to Brown Swamp are home to families with young children, approximately 200m from the shooting. This effects public amenity and is a risk to the physical and mental health of the residents.

Lake Modewarre is not categorised as a game reserve, however every year this wetland is used for duck shooting. There is no signage to warn visitors to the Lake to beware of duck shooting, creating a highly unsafe environment for visitors and the local community during duck shooting times. Lake Modewarre is also home to many protected and endangered species including the blue billed duck, brogla and red-capped plovers.

The notice of motion is supported by the following two Councillors in accordance with Section 35 of the Governance Rules.

**Cr Kate Gazzard**  
**Councillor**

Date: 9 April 2024

**Cr Adrian Schonfelder**  
**Councillor**

Date: 9 April 2024

## **CEO Information Report**

The motion proposed through this Notice of Motion is requesting that Council writes to relevant authorities to outline public safety concerns, and request the restriction of duck hunting in the Modewarre area.

It is noted that Council has not previously formed a position on duck hunting, however the NoM does have some alignment with two of the five themes in Council's advocacy priorities: *Environment and Sustainability* (protection of native species and habitat) and *Stronger communities and places* (public amenity and safety). If Council resolves in accordance with the proposed motion, it is expected that any service level impacts will be minimal and can be delivered through existing resources and processes.

As noted in the Rationale for this Notice of Motion, the Victorian Government recently confirmed its support for recreational duck hunting to remain a legitimate activity after Parliament's Inquiry into Victoria's recreational native bird hunting arrangements 2023. The Inquiry received and considered the views of more than 10,000 Victorians and organisations in the biggest ever response to a Parliamentary inquiry in Victoria. The Victorian Government has identified duck hunting as supporting regional communities and economies. Duck season this year commenced 10 April and ends 5 June 2024, with a daily bag limit of six ducks per day. It is noted that start times have been delayed to 8am for the entire season. There are also further changes proposed to be implemented in 2025 to increase safety and compliance levels and to increase recognition of Traditional Owners' knowledge of hunting and land management.

It is also noted the Firearms Regulations 2018 prescribes shooting within 250 metres of a dwelling when the shooting takes place on private property but no such exclusion zone applies when hunting occurs in public reserves such as Browns Swamp.

As the township of Modewarre borders on Brown Swamp, we recognise the public safety concerns associated with duck hunting in this area. While Council does not have a direct responsibility for the regulation of game management or firearms usage, it does have a broad role in acting in the best interest of the community, which can extend to taking reasonable action within the limitations of its role to ensure public safety. It is noted that a precedent exists elsewhere in Victoria for the permanent closure of wetlands on public safety grounds. Specifically, in 2019, duck hunting was permanently banned at the BrickWorks and Cowanna Billabongs in Merbein on public safety grounds. The State Government media release, in addressing the permanent closure of those locations, stated: *'Following a detailed investigation, it was determined that there is a risk to residents and visitors from hunting activity within and around the Brickworks and Cowanna Billabongs, and that closure of the billabongs to hunting was the appropriate action to address the risks to public safety.'*<sup>1</sup> As populations continue to grow, we anticipate that the public safety risks may increase, requiring a reasonable and proportionate response.

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<sup>1</sup> <https://www.gma.vic.gov.au/media-releases/2019/test-12>

## 4 Reports

### 4.1 2024-25 Draft Budget for Public Exhibition

<b>Council Plan</b>	<b>Theme Seven - Accountable and Viable Council</b>
<b>Author's Title:</b>	Strategy 18 - Establish a sustainable financial position.
<b>General Manager:</b>	Manager Finance
<b>Division:</b>	Damian Waight, Acting General Manager Strategy and Effectiveness
<b>Department:</b>	Strategy and Effectiveness
<b>Attachments:</b>	Finance
	1. 2024 - 2025 Draft Budget Report Council Meeting April 2024 [4.1.1 - 122 pages]

#### Purpose

1. To seek Council's endorsement to place the 2024-25 Draft Budget Report on public exhibition.

#### **Recommendation**

That Council:

1. Endorses the 2024-25 Draft Budget Report (**Attachment 1**) as the proposed budget prepared by Council for the purposes of Section 94(1) of the *Local Government Act 2020*.
2. Authorises the Chief Executive Officer to give public notice of the preparation of the proposed budget and invite submissions on the 2024-25 Draft Budget for the exhibition period from 24 April to 20 May 2024.
3. Provides access to the 2024-25 Draft Budget Report on Council's website and in hardcopy at the Council Office.
4. Notes that a Special Council Meeting for Hearing Submissions on the 2024-25 Draft Budget will be held on Tuesday 4 June 2024 at 6:00pm if required.
5. Commits to consider all submissions on the 2024-25 Draft Budget.
6. Considers the adoption of the final 2024-25 Budget and the declaration and levy of rates and charges at the Council Meeting to be held on Tuesday 25 June 2024.

#### **Council Resolution**

##### **Moved Cr Allen, Seconded Cr Stapleton**

That Council:

1. Endorses the 2024-25 Draft Budget Report (**Attachment 1**) as the proposed budget prepared by Council for the purposes of Section 94(1) of the *Local Government Act 2020*.
2. Authorises the Chief Executive Officer to give public notice of the preparation of the proposed budget and invite submissions on the 2024-25 Draft Budget for the exhibition period from 24 April to 20 May 2024.
3. Provides access to the 2024-25 Draft Budget Report on Council's website and in hardcopy at the Council Office.

4. Notes that a Special Council Meeting for Hearing Submissions on the 2024-25 Draft Budget will be held on Tuesday 4 June 2024 at 6:00pm if required.
5. Commits to consider all submissions on the 2024-25 Draft Budget.
6. Considers the adoption of the final 2024-25 Budget and the declaration and levy of rates and charges at the Council Meeting to be held on Tuesday 25 June 2024.

CARRIED 8|1

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

### **Outcome**

2. If Council accepts this recommendation, the 2024-25 Draft Budget Report, included as Attachment 1, will be placed on exhibition giving community members the opportunity to provide feedback.
3. Submitters will have the opportunity to present to Council at a Special Council Meeting for Hearing Submissions proposed to be held on Tuesday 4 June 2024.

### **Key Considerations**

4. The 2024-25 Draft Budget:
  - 4.1. contains financial statements in the form and containing the information required by the regulations as well as a ten-year perspective of Council's cash result;
  - 4.2. describes the services and initiatives to be funded and how these contribute to achieving the strategic objectives outlined in the Council Plan;
  - 4.3. includes the prescribed indicators and measures of service performance that must be reported against in the performance statement;
  - 4.4. contains the total amount which Council intends to raise by general rates, municipal charges, service rates and service charges and states that general rates will be raised by the application of differential rates (general rate land, farm rate land and commercial/industrial rate land); and
  - 4.5. includes Council's Fees and Charges Schedule.

## **Background**

5. Council has developed this draft budget following a similar process to previous years with the addition of important strategic conversation sessions relating to the services we deliver, our new initiatives and a new approach to asset renewal modelling.
6. Process of development of the budget to date:
  - 6.1. Strategic Conversation – the services we deliver – October 2023.
  - 6.2. Councillor Budget Briefing #1 Budget reflections and forward schedule – September 2023.
  - 6.3. Strategic Conversation – Asset renewal modelling – November 2023.
  - 6.4. Strategic Conversation – Early thinking on next year budget initiatives – December 2023.
  - 6.5. Officers prepared preliminary operating and capital budgets - December 2023 to February 2024.
  - 6.6. Councillor Budget Briefing #2 Budget refresher - January 2024.
  - 6.7. Councillor Budget Briefing #3 2023-24 Forecast – February 2024.
  - 6.8. Councillor Budget Briefing #4 2024-25 operating recurrent income and expenditure, budget inputs and ten-year budget model – February 2024.
  - 6.9. Councillor Budget Briefing #5 2024-25 waste budget, capital program and fees and charges - March 2024.
  - 6.10. Based on work outlined above, officers prepared Draft Budget 2024-25 document.
  - 6.11. Draft Budget 2024-25 document provided to Councillors for review - April 2024.
  - 6.12. Budget Briefing #6 Final Draft Budget document discussion - April 2024.

## **Options**

7. **Alternative Option 1** – That Council does not resolve to exhibit the 2024-25 Draft Budget.

This option is not recommended by officers as it may lead to Council contravening the *Local Government Act 2020* and this option would not provide an opportunity for community members to review and provide feedback on the 2024-25 Draft Budget.

## **Council Plan (including Health and Wellbeing Plan) Statement**

### **Theme Seven - Accountable and Viable Council**

Strategy 18 - Establish a sustainable financial position.

8. The 2024-25 Draft Budget has been developed with financial prudence and attention to the long-term financial challenge of balancing the budget and prioritising funding of projects and services. Council is currently in a sustainable financial position and remaining in this position is extremely important. This is particularly challenging in the current economic environment with high inflation increasing costs for Council and our community. Efficiencies identified through the business reform program such as procurement contract savings in technology information and incremental improvements in the way we do our business have been fundamental in achieving a balanced budget.
9. Council's commitment to increasing its investment in asset renewal over the ten-year horizon is a critical strategy in ensuring Council's sustainability into the future. After working with strategic asset specialists, Council has implemented new and improved ways of managing asset renewal to gain better value for money in asset renewal. This includes the introduction of a greater range of renewal treatments and better understanding of how our assets degrade to determine the optimal time to renew assets. This has helped combat the high increases in replacement costs experienced in recent years and, whilst this has provided some relief, asset renewal continues to put pressure on Council's ability to deliver an annual unallocated cash surplus in future years. This is being managed in the plan with current cash reserve balances.

### **Financial Considerations**

10. Council faces some key financial challenges including:
  - 10.1. The Victorian Government Fair Go Rates System rate cap which constrains Council's ability to increase rate revenue, Council's largest source of revenue.
  - 10.2. Rising cost of materials and services outstripping the rate-cap set under the Victorian Government Fair Go Rates System.
  - 10.3. Growing asset renewal demand.
  - 10.4. Population growth and increases in community expectation for services and facilities.
11. The 2024-25 Draft Budget includes:
  - 11.1. A rate increase that complies with the State Government's rate cap of 2.75%.
  - 11.2. A relatively low increase to expenditure on materials and services relative to inflation achieved through prudent budget management and efficiencies identified through the business reform program.

- 11.3. An annual allocation to asset renewal that effectively doubles from year 1 to year 10 in the ten-year plan to meet the renewal demands on Council's growing asset base.
12. The costs for preparing and exhibiting the 2024-25 Draft Budget, including advertising and staff costs, are provided for in the current budget.

### **Community Engagement**

13. The 2024-25 Draft Budget is aligned and focussed on the delivery of outcomes identified in the Council Plan 2021-25. The Council Plan was subject to extensive community engagement.
14. The 2024-25 Draft Budget will be placed on public exhibition giving people the opportunity to provide feedback. Submitters also have the option to present to Council at a Special Council Meeting for Hearing Submissions proposed to be held on Tuesday 4 June 2024.

### **Statutory / Legal / Policy Considerations**

15. The 2024-25 Draft Budget has been prepared in accordance with the *Local Government Act 2020*, the Local Government (Planning and Reporting) Regulations 2020, and in line with industry best practice guidance issued by the state government. The 2024-25 Draft Budget has been informed by the Council Plan (including Health and Wellbeing Plan) and the Financial Plan 2021-2031 which were adopted in September 2021.
16. Section 94 of the *Local Government Act 2020* requires that:
  - (1) A Council must prepare and adopt a budget for each financial year and the subsequent three financial years by—
    - (a) 30 June each year; or
    - (b) any other date fixed by the Minister by notice published in the Government Gazette.
  - (2) A Council must ensure that the budget gives effect to the Council Plan and contains the following—
    - (a) financial statements in the form and containing the information required by the regulations;
    - (b) a general description of the services and initiatives to be funded in the budget;
    - (c) major initiatives identified by the Council as priorities in the Council Plan, to be undertaken during each financial year;
    - (d) for services to be funded in the budget, the prescribed indicators and measures of service performance that are required to be reported against by this Act;
    - (e) the total amount that the Council intends to raise by rates and charges;
    - (f) a statement as to whether the rates will be raised by the application of a uniform rate or a differential rate;
    - (g) a description of any fixed component of the rates, if applicable;
    - (h) if the Council proposes to declare a uniform rate, the matters specified in section 160 of the *Local Government Act 1989*;



- (i) if the Council proposes to declare a differential rate for any land, the matters specified in section 161(2) of the *Local Government Act 1989*;
- (j) any other information prescribed by the regulations.

The development and exhibition of the 2024-25 Draft Budget complies with the requirements listed above.

### **Risk Assessment**

- 17. The financial risks are outlined throughout this report and in the Draft Budget document. The 2024-25 Draft Budget aims to manage these financial risks through prudent expenditure and a long-term view to financial performance which will help keep Council in a financially sustainable position into the future.
- 18. Decisions in this report support delivery and the implementation of the Council Plan (including Health and Wellbeing Plan 2021-25). Aligning resource allocation to Council Plan priorities helps mitigate the risk of not delivering key community priorities.
- 19. If Council did not receive this report and exhibit a Draft Budget, compliance with the *Local Government Act 2020* would be at risk.

### **Sustainability Considerations**

- 20. The 2024-25 Draft Budget seeks to maintain Council in a sustainable financial position. The Draft Budget outlines expenditure to deliver Council actions addressing climate change.

### **Conflict of Interest**

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

### **Confidentiality**

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

### **Transparency**

#### **Audit and Risk Committee involvement**

- 23. The 2024-25 Draft Budget will be presented to the May 2024 Audit and Risk Committee meeting.

**Councillor Briefings**

24. This item was discussed at the following Councillor briefings and material was shared electronically with Councillors prior to being presented to Council for consideration.

Councillor attendance at each briefing was as follows:

	12 Sept 2023	30 Jan 2024	13 Feb 2024	28 Feb 2024	1 Mar 2024	9 Apr 2024	17 Apr 2024
Cr Gary Allen	Y	Y	Y	Y	Y	Y	N
Cr Paul Barker	N	N	N	N	N	N	Y
Cr Mike Bodsworth	Y	Y	Y	N	N	Y	N
Cr Kate Gazzard	N	Y	Y	N	N	Y	N
Cr Rose Hodge	Y	Y	Y	Y	Y	Y	N
Cr Liz Pattison	Y	Y	Y	Y	Y	N	N
Cr Adrian Schonfelder	Y	Y	Y	Y	Y	Y	N
Cr Libby Stapleton	N	Y	Y	Y	Y	Y	N
Cr Heather Wellington	N	N	N	N	N	N	Y

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

SURF COAST SHIRE COUNCIL

# Draft Budget Report 2024-25

*'A Day in Winch' - Lauren Green artist.  
Community Development Project.*





Pilk Purriyn (Used with Permission)

## Acknowledgement of Country

Surf Coast Shire Council acknowledges the Wadawurrung People, and Gulidjan and Gadubanud Peoples of the Eastern Maar, their Elders and leaders past, present and emerging as the Traditional Owners of the skies, land, waters and sea country across our municipality.

We acknowledge their care and custodianship for more than 60,000 years, which continues today. We walk with them as we respectfully care for and tread lightly on these lands.

We also extend that respect to all First Nations people who are part of the community.

Draft Budget Report 2024-25



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## Message from Mayor and CEO

With a strong focus on our core services and investing in key facilities, our 2024-25 Budget tackles today's needs while working towards a sustainable future.



Across our local roads and footpaths network, we are allocating more than \$13 million to make it easier and safer for people to move in and around their communities. These road upgrades are spearheaded by the widening of Coombes Road in Torquay from Ghazepoore Road to Messmate Road (\$2.2m).

Council is also committed to protecting and enhancing our world-class natural environment, so the coast and hinterland can be enjoyed by many generations to come.

We're proud to invest in local initiatives that respond to the climate emergency, including the inaugural year of the Growing Our Urban Forest program which will adapt our townships to help withstand our changing climate through tree planting and canopy cover.

As a carbon-neutral organisation, we'll add to the 316kW of solar and 64kWh of battery storage installed on Council facilities, further reducing emissions and our energy costs.

An ambitious \$52.4m capital expenditure program lays the foundation for this budget, \$11m of which is on new projects such as a Great Ocean Road bike route from Duffields Road to Strathmore Drive in Jan Juc, and beautification of the Aireys Inlet top shops area.

The remaining \$41.4m is ongoing capital works, headlined by two exciting facilities: Winchelsea Pool and Surf Coast Aquatic and Health Centre.

Our community assets and facilities will continue to be renewed with \$19.59m planned to be spent in this year's budget. This includes the Winchelsea Pool redevelopment mentioned above and renewal of our roads. Renewing our growing asset base will continue to need our attention in coming years.

We're pleased to deliver the next stage of the Multi Arts Centre redevelopment in Torquay and our Safer Cycling Strategy.

From the arts to recreation, cherished facilities enable people to come together, aligning with our goal to foster a thriving, connected, healthy community.

A foundational goal is having the financial capacity to deliver services now and into the future.

Inflation has been rising much faster than our revenue base and much higher than the 2.75% Victorian rate cap set for 2024-25. Council's three business reform programs (Business Improvement, Business Case Investment and Digital Transformation) have generated \$0.54 million of savings to support the challenge of the gap between our revenue and inflation.

We're facing longer term challenges that require sound financial planning. Population growth is increasing demand for services and infrastructure, and this is challenged by constraints on our ability to grow revenue.

A net surplus of \$8.8m is forecast for 2024-25 - an increase of \$18.2 million compared to 2023-24 - driven by the transition of parcels of public land to Great Ocean Road Coast and Parks Authority in 2023-24 and an increase in government grants.

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To community members, thank you for your unrivalled passion and knowledge about what matters most on the Surf Coast.

Whether it's through our grants program or community-led projects program, we hope to continue empowering local people to make a difference.

To staff and Councillors, thank you for your work in developing this budget.

**Cr Liz Pattison**  
Mayor

**Robyn Seymour**  
CEO



## Executive Summary

The Surf Coast Shire Council Budget is one of many strategic plans created by Council to develop a sustainable financial future for our community. Council is currently in a financially sustainable position and seeks to remain so into the future as its highest financial priority. This is particularly challenging in the current economic environment with persistent inflation increasing costs for Council and our community. cash and investments remain high with deferral or delays to completion of planned capital works. Over the longer term, constraints on our ability to increase revenue with rate-capping, balancing asset renewal requirements, and providing services for our growing community are our main challenges.

## Annual Result

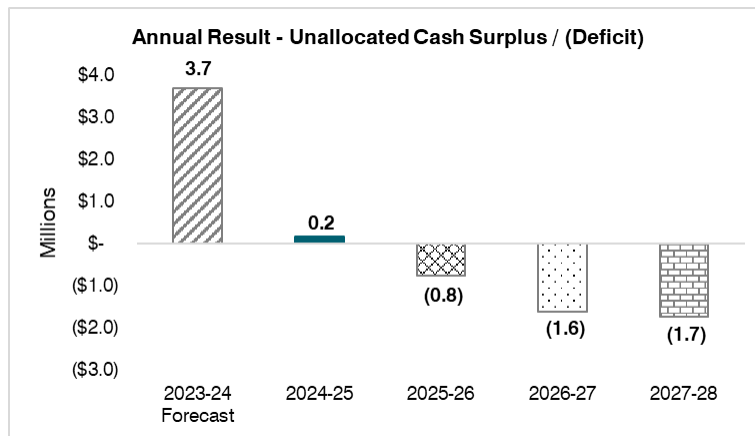
Local government annual financial reporting often includes a number of items that can make it difficult for readers to compare and understand Council's underlying performance year on year (i.e. variable contributions, grants and once-off project funding). Accordingly, it is useful to consider the annual result in the form of the unallocated cash surplus (or deficit) which excludes these items. Achieving an unallocated cash surplus in any given year is becoming increasingly difficult for Council under the State Government's Fair Go Rates System (rate capping), as reflected in the graph below. The favourable 2023-24 forecast result is driven by the high returns of interest on investments with high cash balances and reasonable interest rates. The declining results in the 2024-25 to the 2027-28 years are largely driven by Council's increasing investment in renewing our asset, along with additional costs incurred in a Council election year (\$0.3 million in 2024-25) and start-up costs for the Surf Coast Aquatic and Health Centre in 2025-26 prior to the opening in the following year. Within the Long Term Financial Plan (Appendix E), the 2028-29 year includes the first year of operational costs for the proposed Cultural Centre.

Council has continued its three business reform programs (Business Improvement, Business Case Investment and Digital Transformation) to improve efficiency and service, and importantly generate permanent savings that contribute to Council's long term financial sustainability. Council has incorporated an additional \$0.54 million of ongoing savings generated from the program into the 2024-25 budget, of which \$0.30 million was embedded into the 2023-24 forecast.

The Long Term Financial Plan (Appendix E) shows the constrained revenue, cost of operations and anticipated level of financial allocations with a particular focus on maintaining our commitment to asset renewal by growing the annual allocation by an average of \$1.0 million a year. The ten-year financial plan shows a surplus in the 2023-24 and the 2024-25 years which is needed to support the following five year deficits.

Council's final commitment to the Torquay Jan Juc Development Contribution Plan and Council's borrowings portfolio will be made in 2029-30. The return to deficits is due to increasing our asset renewal allocation at a rate higher than our increase to our cash available for allocation. The annual unallocated cash deficits will be funded through Council's Accumulated Unallocated Cash Reserve.





### Rates and Charges

This budget proposes to increase rate revenue in line with the Fair Go Rates System cap, which is 2.75% for the 2024-25 financial year. The cap is set by the State Government and applies to the total revenue generated through general rates and the municipal charge. Council's rate revenue also increases from supplementary rates, which are new rates that are created throughout the year from the building of new properties, subdivisions or existing property development. Supplementary rates are identified separately in the Four Year and Long Term Financial Plan as these funds are important to support the needs of a growing population.

As legislated, each property across the state is subject to an independent annual valuation, and these values will be used to calculate individual property rates. This annual revaluation does not result in a net gain or loss of revenue to Council, but it redistributes the rates burden according to updated property values. This means ratepayers may see rate increases that differ from the average 2.75% rate cap increase because of changes to their property value relative to that of other ratepayers' properties. For any ratepayers experiencing difficulty meeting rates payments, Council's Hardship Policy offers some relief measures with payment plan options.

Council's waste service charge, levied as part of the annual rates notice, funds the provision of waste services for the community, including kerbside collections, waste disposal and recyclable material processing, public litter management and the operation of Council's resource recovery centres as well as the Anglesea landfill.

The waste service charge is not subject to the rate cap, and the increase for the 2024-2025 budget year has been set at 0.8% (to \$491) for urban garbage collection and 8.0% (to \$461) for rural garbage collection. The costs of waste disposal, managing the landfill and future landfill rehabilitation have been considered in setting these charges and the charges respond to increasing waste service costs.

The Victorian Government has recently released Minister's Good Practice Guidelines Relating to Service Rates and Charges, setting out what constitutes good practice by councils in the setting of service rates and charges. According to the guidelines, 'good practice' is about directly linking waste service charges with the waste services related to the property. This essentially means that Council waste initiatives such as litter management, maintaining public waste infrastructure, circular economy initiatives and waste education are not considered 'good practice' for inclusion in a service charge. Covering these waste services through general rates will have a significant financial impact on Council.

Over the coming 12 months, Council will be reviewing its waste service charge to work towards complying with the Guidelines. It is vital that Council is able to continue providing efficient and effective waste services for the benefit of the community and environment. Council will also work with the state government and the local

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government sector to develop an approach that ensures continuity of service to the community and the financial sustainability of local government.

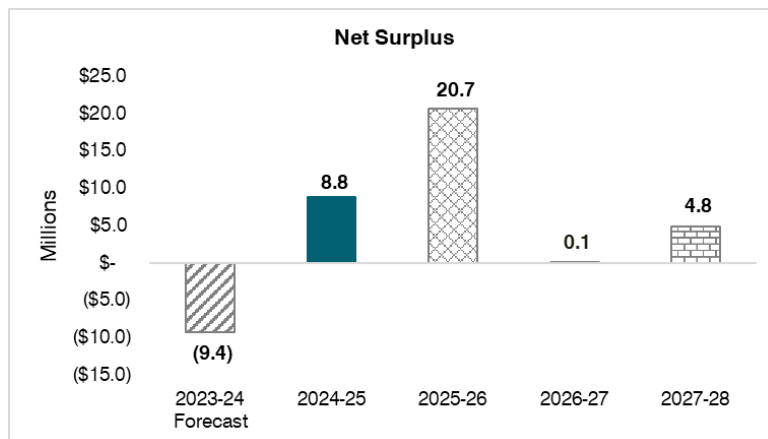
In the meantime, Council has made an attempt in this draft budget to interpret the guidelines when proposing increases to the service charge for waste and the recovery of costs for new waste-related initiatives. Further detail is provided in section 4.1.1(n) Differential rates under service charges.

The total rates and charges budgeted for 2024-25 is \$66.24 million.

**Net Surplus**

The net surplus/deficit represents all operating revenues less expenses, which includes the annual consumption of Council’s assets in the form of depreciation and amortisation and is further detailed in Council’s formal financial statements (section 3). The significant movements of the surplus/deficit year on year are attributable to changes in capital grants dependant on the capital program; the timing of developer contributions both monetary and non-monetary including the recognition of assets handed to Council from developers and receipt of developer contributions in line with anticipated developments; changes to project expenditure including expensed capital works which is dependent on the nature of the capital program, and operating projects. Below describes the main drivers of the movements in the surplus/deficit year on year.

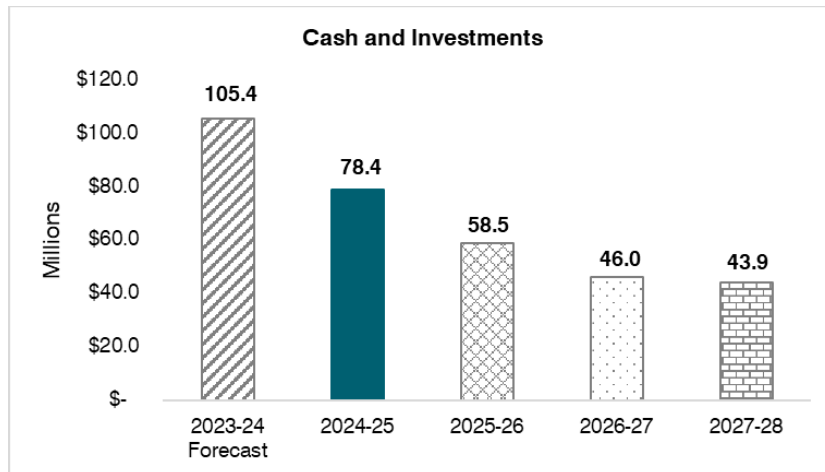
- The increase of \$18.2 million of the budgeted net surplus in 2024-25 compared to 2023-24 is mainly due to the planned Victorian Government legislated transition of assets to the Great Ocean Road Coast and Parks Authority (GORCAPA) creating a loss on the disposal of \$20.5 million in 2023-24, and an increase in government grants of \$3.9 million in the 2024-25 year mainly driven by the return of a full year’s allocation of the Federal Assistance grant funding (the 2023-24 allocation was received in 2022-23). The \$20.5 million loss on disposal is not a cash loss, it represents the value of the assets that are being transferred to GORCAPA.
- The increase of \$17.9 million of the budgeted net surplus in 2025-26 compared to 2024-25 year is mainly due to the increase in 2025-26 of capital grants of \$8.9, non-monetary contributions of \$5.6 million and the reduction in project expenditure of \$2.2 million.
- The decrease of \$20.6 million of the budgeted net surplus in 2026-27 compared to 2025-26 is mainly due to the decrease in capital funding of \$18.9 million.
- The increase of \$4.7 million of the budgeted net surplus in 2027-28 year compared to 2026-27 is mainly due to the increase in the monetary and non-monetary contributions of \$4.7 million.





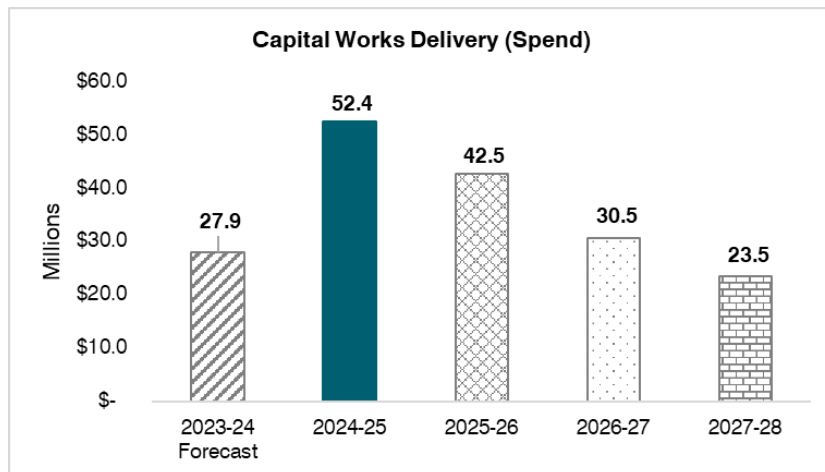
### Cash and Investments

Cash is committed for specific purposes such as carry forward capital works, waste and developer contribution plans and is held in specific reserves. Cash and investments are expected to decrease by \$30.0 million during the year to \$75.4 million. Of note in 2023-24, \$74.5 million of cash and investments relates to project funding. Section 4.4.4 lists the cash commitments with a reconciliation of cash held in the forecast and budget years. There is a downward trend in cash balances as Council delivers on its program of capital projects.



### Capital Works

Council plans to spend \$52.4 million of capital works in 2024-25, reflecting ongoing capital works from 2023-24 that will be spent in 2024-25 of \$41.4 million, and new capital works spend of \$11.0 million.



The capital works program has been based on both strategic analysis and community consultation. This enables Council to assess needs and develop an understanding and justification for each project. The capital works program includes asset renewal and exciting projects that contribute to goals in the Council Plan. The budget also continues Council's commitment to asset renewal funding based on strategic funding models. Council must also address its capital obligations under the Torquay / Jan Juc Development Contribution Plan to fund community projects from growth and development.

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Council's asset renewal funding strategy provides an overall allocation to asset renewal, rather than determining each year's funding for projects that are to be undertaken that year. This approach is based on estimating the level of asset renewal funding required over the next 20 years and smoothly increasing the annual allocation to ensure funds will be available when needed.

A prioritised strategic approach to the asset renewal allocation avoids renewal requirements having to compete for funding against new priorities. This reflects Council's commitment to maintaining existing facilities and infrastructure and also supports those communities that are not growing at the same rate as others in the Shire.

Capital project allocations for each year are listed in section 3.9. Funding is allocated to projects that may be spent over multiple years, whereas the capital works delivery in the above graph relate to project spend for the listed years. The fluctuations in capital spend in future years relate to timing of the Torquay/Jan Juc DCP and waste projects, along with the delivery of the Surf Coast Aquatic and Health Centre Project.

Further information on Council's capital works program can be found in sections 3.5 and 4.5 of this document.

### **Asset Renewal Allocation**

Council has undertaken modelling of its asset portfolio to take into consideration asset usage, estimated life and condition data as well as new and decommissioned assets. The asset renewal modelling highlights the challenge that Council faces in keeping up with demand for asset renewal expenditure. Where asset renewal demands exceed the amount available for asset renewal as expected in coming years, a backlog results because asset renewal projects will need to be delayed. Council have acknowledged that with other demands on Council to responsibly manage its finances it is not feasible to achieve an asset backlog of zero resulting in asset renewal projects needing to be delayed.

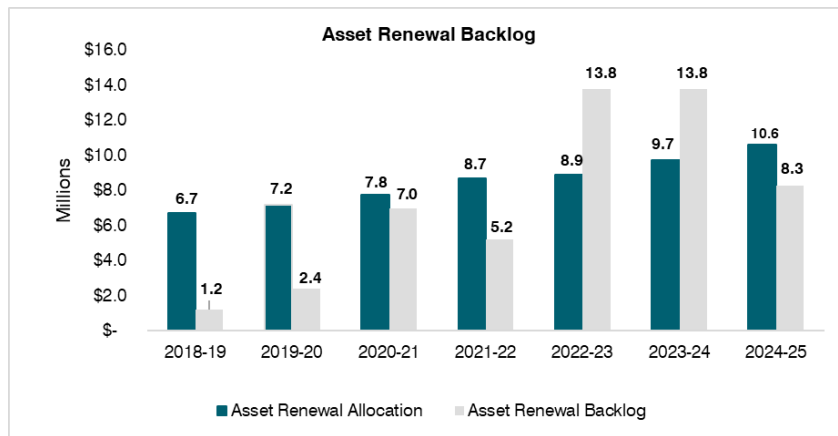
The asset modelling is based on intervening to renew an asset when the asset is nearing the end of its useful life and not at the point where it fails. Therefore, although Council has a backlog of assets requiring renewal as outlined in the following section, these assets are still serviceable and maintained in a safe and functioning condition. The renewal of these assets are prioritised in order to ensure assets are renewed prior to failure and there is no risk to the community. In a rate-capped environment Council cannot address significant peaks in demand through corresponding increases in rate revenue. This means that funding the renewal of assets in the year that they are first due would impact Council's ability to fund other services, projects and initiatives in that year. Council's Asset Renewal Funding Strategy aims to provide a smooth approach to asset renewal funding

### **Asset Renewal Backlog**

At times Council has assets that have a condition rating that indicates the asset requires intervention (generally in Very Poor condition) but have not yet been funded as an asset renewal project. This may be due to insufficient funding being available at the time; or Council may be making a strategic decision not to intervene immediately because a further review is needed. In these circumstances, the affected assets are placed on Council's asset renewal backlog list (refer to appendix B).

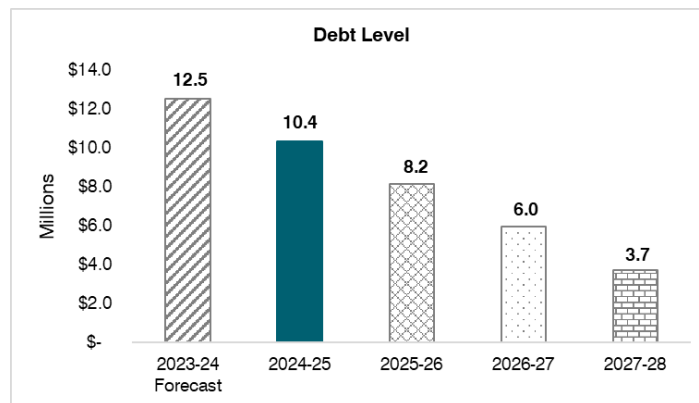
Council's high level of growth over the past few decades has increased our asset base and placed a greater demand on renewal requirements. Council's currently identified backlog is \$8.3 million (listed in appendix B). Reassessment of asset conditions occurs through audits which Council undertakes on a three yearly rolling cycle.

The current asset renewal backlog as a percentage of Council's total property, infrastructure, plant and equipment asset base of \$1.3 billion is 0.6%. This is a very low figure when considered across the local government sector.



### Debt Management

Council continues to maintain a manageable level of debt with borrowing levels well within local government prudential guidelines. Whilst there are no confirmed plans to take out new borrowings over the next four years, at its February 2023 meeting, Council resolved to consider borrowings for the Surf Coast Aquatic and Health Centre Project as a last resort if the project has a funding shortfall which cannot be met any other way. These borrowings would be considered as part of the 2025-26 Budget Report. The graph below represents Council's approach to reducing debt in future years. It should be noted that borrowing for capital facilities for the community can be seen as an appropriate funding approach as it spreads the cost of building a facility across multiple years from people who will benefit from the asset.

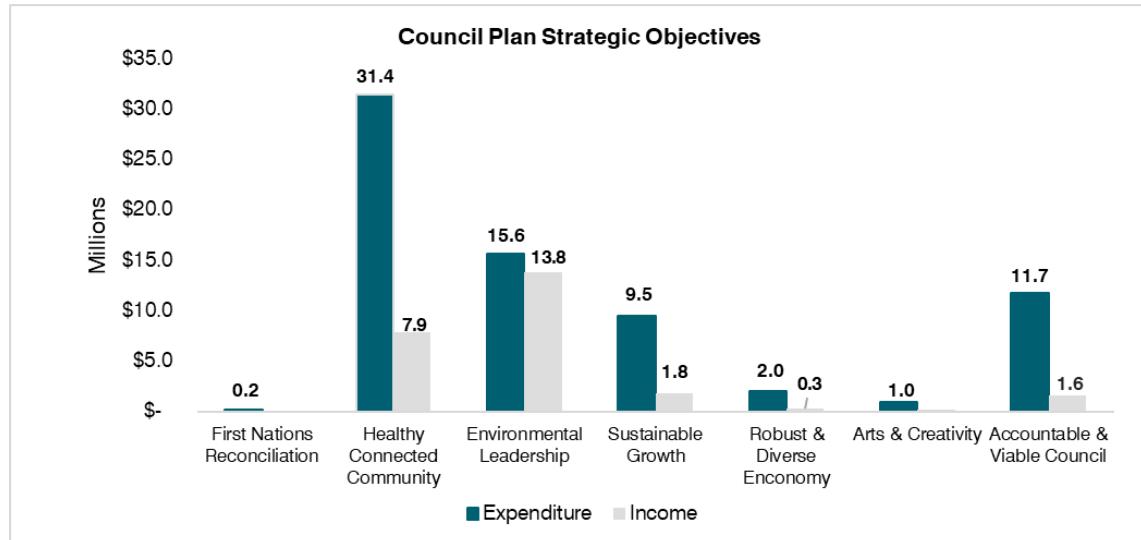


### Strategic Objectives

The following graph outlines Council's directly attributable non-capital expenditure and income for each Council Plan theme (excluding for example rates and grants commission revenue). These are detailed further in sections 1 and 2. Corporate overheads within Council are distributed to primary services to reflect the true cost of service delivery. Recognition of corporate overheads is recommended by the Victorian Auditor General and is increasingly used by Victorian councils.



See section 2.9 for the reconciliation of the expenditure and income by strategic objectives.



### Our Financial Story

This budget is developed in the context of declining financial capacity. Council has presented its financial challenges previously to its community in 'Our Financial Story' which is being reviewed and updated and will be presented to Council for adoption concurrently with the budget. Council has a responsibility to current and future communities that leads to significant demands on its finances, in particular:

- An asset renewal requirement that is increasingly falling due; and
- The expectations of a growing community for new initiatives and ongoing services in the context of the Victorian State Government "Fair Go Rates" legislation, introduced from 2016, which has seen rate revenue increases capped.

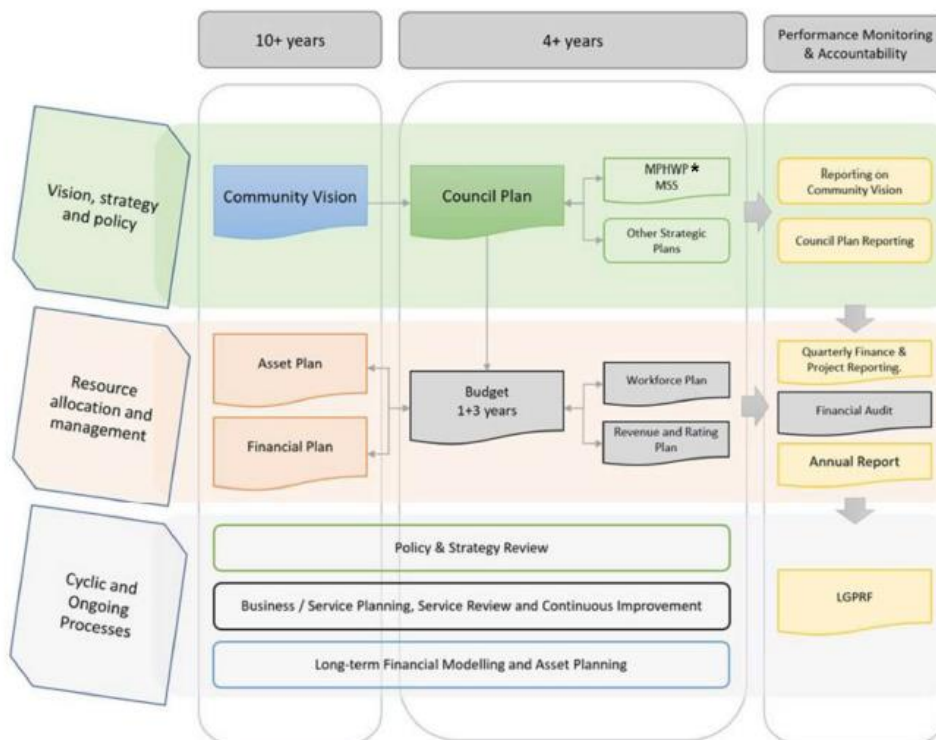
Whilst acknowledging that household affordability is important, the introduction of rate capping has significantly constrained revenue for local government authorities. Council must carefully consider the allocation of its financial resources in this environment and continue to pursue important efficiency reforms.

## 1. Link to the Integrated Planning and Reporting Framework

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Community Vision, Asset Plan and Financial Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

### 1.1 Legislative Planning and Accountability Framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated planning and reporting framework that applies to local government in Victoria. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to residents and ratepayers.



Source: Department of Jobs, Precincts and Regions.

\* MPHWP is Municipal Public Health and Wellbeing Plan. 'MSS' is Municipal Strategic Statement.

The timing of each component of the integrated planning and reporting framework is critical to the successful achievement of the planned outcomes.

#### 1.1.1 Key Planning Considerations

##### Service level planning

Although councils have a legal obligation to provide some services, such as animal management, local roads, food safety and statutory planning; most council services are not legally mandated, including services such as libraries, building permits and sporting facilities. Over time, the needs and expectations of communities can change. Therefore, councils need to have robust processes for service planning and review to ensure all



services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works. Community consultation needs to be in line with a council's adopted Community Engagement Policy and Public Transparency Policy.

## 1.2 Our Purpose

The Surf Coast Shire Council Purpose states that Council exists to:

### *Help our community and environment to thrive.*

The Organisation Direction was introduced to help Council position itself for the future. The direction responds to challenges and opportunities including customer expectations, contemporary workforces, pervasive technology, financial challenges, sector reforms, environmental change and social disadvantages in the community. The Organisation Direction states that the Council will be:

*An innovative and flexible leader,  
and a constructive partner,  
that values the strengths of others;  
a place where people can do their best  
and be proud of their achievements.*

## 1.3 Strategic Objectives – Council Plan

The Council Plan Strategies listed below are from the Council Plan incorporating the Health and Wellbeing Plan 2021-25.

Council Plan Themes	Council Plan Strategies
<b>First Nations Reconciliation</b>	<ul style="list-style-type: none"> <li>Work with Traditional Owners and other Aboriginal and Torres Strait Islander people in our community to achieve reconciliation</li> <li>Ensure Council decisions consider and respect Traditional Owner perspectives, culture and knowledge</li> </ul>
<b>Healthy Connected Community</b>	<ul style="list-style-type: none"> <li>Facilitate the provision of social infrastructure and open space to enable healthy lifestyles</li> <li>Improve access to local services and programs that support people to be healthy and well</li> <li>Make it easier for people to move around our towns and in nature without relying on cars</li> <li>Enable communities to strengthen their social connections and participate in community life</li> </ul>
<b>Environmental Leadership</b>	<ul style="list-style-type: none"> <li>Protect significant habitats, landscapes and biodiversity</li> <li>Reduce greenhouse gas emissions to limit the impacts of climate change</li> <li>Divert more material from the waste stream</li> <li>Adapt to a changing climate</li> </ul>
<b>Sustainable Growth</b>	<ul style="list-style-type: none"> <li>Protect heritage and township character</li> <li>Improve access to affordable residential accommodation</li> <li>Support tourism and events that encourage people to stay longer and appreciate and care for this place</li> </ul>
<b>Robust and Diverse Economy</b>	<ul style="list-style-type: none"> <li>Enable people to run successful local businesses that grow and create jobs in our changing economy</li> <li>Foster businesses that reflect local character and values including ethical, social and sustainable principles</li> </ul>

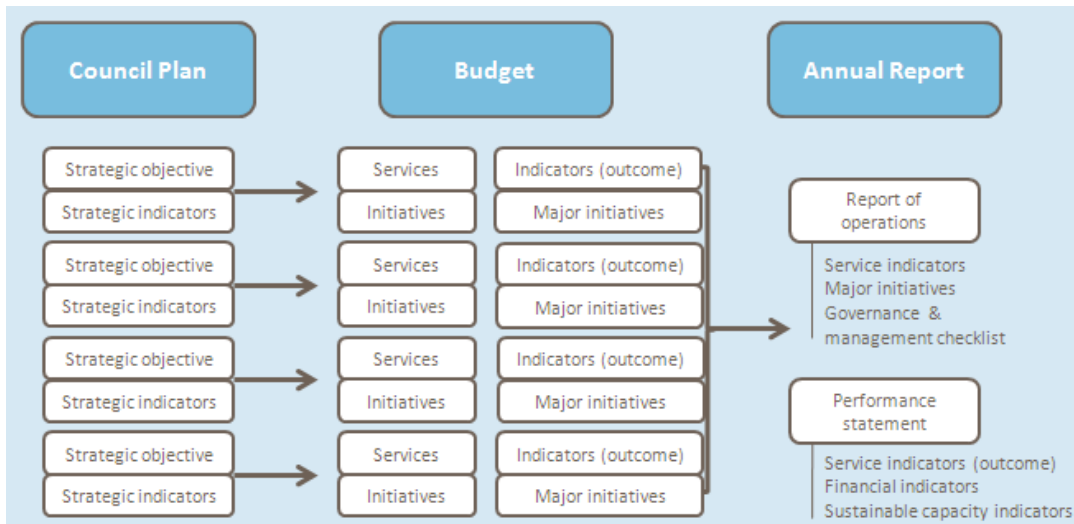




Council Plan Themes	Council Plan Strategies
<b>Arts and Creativity</b>	<ul style="list-style-type: none"> <li>Foster an environment where people with clever and creative ideas can make a difference in their communities</li> <li>Increase support for creative industries and arts</li> </ul>
<b>Accountable and Viable Council</b>	<ul style="list-style-type: none"> <li>Establish a sustainable financial position</li> <li>Improve Council's credibility as a trusted decision maker through meaningful engagement</li> </ul>

## 2. Services and Service Performance Indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2024-25 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify in the budget major initiatives, initiatives and service performance outcome indicators, and report against them in their Annual Report to support transparency and accountability. Those services that Council is required to report a performance indicator on are underlined and bolded in the description of services e.g. '**maternal and child health**'. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Jobs, Precincts and Regions.

If Council's budget described how \$100 of rates was spent, it would be spent as follows: \$73 dollars on operational expenditure, \$21 on new capital project allocations and \$6 on new operational project allocations as represented in the following chart across the seven themes of the Council Plan.

Where \$100 of Rates are Spent by Council Plan Strategic Objective



## 2.1 Council Plan Theme One – First Nations Reconciliation

This theme's goal is reconciliation with Traditional Owners and other Aboriginal and Torres Strait Islander people in our community through respectful engagement, acknowledgement and collaboration. As a result, Council is committed to the following strategies:

- Work with Traditional Owners and other Aboriginal and Torres Strait Islander people in our community to achieve reconciliation
- Ensure Council decisions consider and respect Traditional Owner perspectives, culture and knowledge

This section outlines the activities and initiatives for Council services and key strategic activities. Whilst these services are fully funded, only direct attributable revenue is included in these tables. The net costs are funded through Council's general revenue including rate revenue.

Description of Services Provided	Classification	2022-23	2023-24	2024-25
		Actual \$'000	Forecast \$'000	Budget \$'000
<b>First Nations Reconciliation</b>				
Surf Coast Shire sits within three Traditional Owner groups – the Wadawurrung People, and the Guiljdan and Gadubanud Peoples. These groups are represented by two Registered Aboriginal Parties – Wadawurrung Traditional Owners Aboriginal Corporation and Eastern Maar Aboriginal Corporation. Our aim is to build strong relationships with Traditional Owners that are respectful of their culture and support their respective strategic goals. Our ultimate goal is to achieve reconciliation. Council is seeking to broaden its understanding of Traditional Owners' perspectives and to use this knowledge to make better decisions. This will apply widely across Council policy making and operations. Whilst this service leads this initiative, implementation of Traditional Owner Engagement is not limited to just this service, rather it is embedded in the other services, initiatives and projects across Council.  The 2024-25 recurrent operations expenditure budget has increased from the 2023-24 forecast to support the delivery of actions outlined in the 2021-25 Council Plan, including the First Nations Acknowledgment held on January 26.	<b>Recurrent Operations</b>			
	Expenditure	139	158	181
	Overheads	20	20	28
	Revenue	-	-	-
		<b>159</b>	<b>178</b>	<b>209</b>
	<b>Operating Projects</b>			
	Expenditure	-	-	-
	Revenue	-	-	-
		-	-	-
	<b>Capital Allocation</b>			
	-	-	-	

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**Major Initiatives**

1. Reflect Reconciliation Action Plan implementation

**Other Initiatives – Operational Projects**

1. Nil.

**Other Initiatives – New Recurrent Expenditure**

1. Pilk Purriyn First Nations Led January 26 Acknowledgement

**2.2 Council Plan Theme Two – Healthy Connected Community**

This theme’s goal is to foster a thriving, connected, healthy community. As a result, Council is committed to the following strategies:

- Facilitate the provision of social infrastructure and open space to enable healthy lifestyles
- Improve access to local services and programs that support people to be healthy and well
- Make it easier for people to move around our towns and in nature without relying on cars
- Enable communities to strengthen their social connections and participate in community life

This section outlines the activities and initiatives for Council services and key strategic activities. Whilst these services are fully funded, only direct attributable revenue is included in these tables. The net costs are funded through Council’s general revenue including rate revenue.

Description of Services Provided	Classification	2022-23	2023-24	2024-25
		Actual \$'000	Forecast \$'000	Budget \$'000
<b>Child &amp; Family Health</b>				
This program area supports the health and wellbeing of families with children from birth to preschool age. The unit delivers <b>maternal, child and family health</b> (MCH) services, including the Universal and Enhanced MCH programs, and sleep/settling support program. These services are funded through a Memorandum of Understanding between Surf Coast Shire Council, Municipal Association of Victoria and the Victorian State Government. Other services include parent education, playgroups, and community strengthening activities.  The operating project budget in 2023-24 is in relation to the Maternal and Child Health Sleep and Settling program.	<b>Recurrent Operations</b>			
	Expenditure	960	975	1,022
	Overheads	187	179	199
	Revenue	(454)	(484)	(501)
		<b>693</b>	<b>670</b>	<b>720</b>
	<b>Operating Projects</b>			
	Expenditure	55	39	-
	Revenue	(24)	(24)	-
		<b>31</b>	<b>15</b>	<b>-</b>
	<b>Capital Allocation</b>	-	-	-
<b>Community Emergency Management</b>				
This service assists community and Council to plan for, respond to and recover from potential emergencies and their consequences. This includes coordinating arrangements for the utilisation of Council resources in response to emergencies and arrangements for the provision of assistance to the community during recovery from emergencies. With the increasing impacts of climate change, severe weather events are becoming more prevalent and there is an increased need for a climate resilience program. The unit prepares and maintains fire and other emergency management plans integrated with other local, regional and state plans. The unit also delivers fire prevention programs	<b>Recurrent Operations</b>			
	Expenditure	647	593	698
	Overheads	156	158	178
	Revenue	(31)	(2)	(2)
		<b>772</b>	<b>749</b>	<b>874</b>
	<b>Operating Projects</b>			
	Expenditure	245	367	240
	Revenue	(459)	(262)	(240)
		<b>(214)</b>	<b>105</b>	<b>-</b>
	<b>Capital Allocation</b>	14	-	-

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Description of Services Provided	Classification	2022-23	2023-24	2024-25
		Actual \$'000	Forecast \$'000	Budget \$'000
under the CFA Act and community resilience outreach programs with high risk communities.				
The lower recurrent operations expenditure in 2023-24 is in relation to vacancies. The revenue in 2022-23 relates to reimbursement of staff on secondment to other councils in relation storm events.				
The operating project budget for 2024-25 is in relation to the Municipal Emergency Resourcing Program.				
<b>Community Health &amp; Development</b>				
This program area aims to support communities to be resilient and empowered through creating inclusive communities where everyone can participate and contribute. They are responsible for implementing many Council Plan strategies under the pillar of Community Wellbeing, addressing issues such as: Preventing Violence Against Women, Gender Equity, Community Safety, Community Development, Healthy Eating and Physical Activity, Communities of Place and Interest, Volunteering and Alcohol, Tobacco and Other Drugs. The unit also focuses on community capacity building via community development activities and grants.	<b>Recurrent Operations</b>			
	Expenditure	711	751	818
	Overheads	105	102	107
	Revenue	<u>(3)</u>	<u>(2)</u>	<u>-</u>
		<b>813</b>	<b>851</b>	<b>925</b>
	<b>Operating Projects</b>			
	Expenditure	64	74	87
	Revenue	<u>(2)</u>	<u>-</u>	<u>-</u>
		<b>62</b>	<b>74</b>	<b>87</b>
	<b>Capital Allocation</b>	-	-	-
The movement from forecast to the 2024-25 recurrent operations budget is due to reduced expenditure for a staff vacancy during 2023-24, along with increased expenditure in 2024-25 for Health & Wellbeing Advisor Growth.				
The 2024-25 operating projects allocation reflects expenditure towards a Gender Equity Advisor, year four of the Health and Wellbeing Plan Implementation and a Winchelsea Shire Hall contribution.				
<b>Early Years</b>				
This service aims to support families and children to achieve their full potential. This is achieved through the provision of family oriented support services including kindergartens and occasional care programs. The unit also supports toy libraries and the provision of access to facilities and services. Revenue in this area is generated mainly from government grants received and user service fees.	<b>Recurrent Operations</b>			
	Expenditure	3,874	4,063	4,086
	Overheads	1,013	1,028	1,132
	Revenue	<u>(3,776)</u>	<u>(4,204)</u>	<u>(4,201)</u>
		<b>1,111</b>	<b>887</b>	<b>1,017</b>
	<b>Operating Projects</b>			
	Expenditure	65	304	-
	Revenue	<u>(266)</u>	<u>(79)</u>	<u>-</u>
		<b>(201)</b>	<b>225</b>	<b>-</b>
	<b>Capital Allocation</b>	-	-	-
The movement in recurrent operations reflects favourable three and four year-old kindergarten enrolment numbers, which has resulted in favourable kindergarten fees and State grant funding, offset in part by additional teacher/educator expenditure for those enrolments. The overheads movements relates to the variability in staff numbers.				

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Description of Services Provided	Classification	2022-23	2023-24	2024-25
		Actual \$'000	Forecast \$'000	Budget \$'000
<b>Community Facilities, Projects &amp; Partnerships</b>				
This service is responsible for community project development and delivery, land use enquiries and liaison with Community Asset Committees.	<b>Recurrent Operations</b>			
	Expenditure	567	679	830
	Overheads	109	109	218
	Revenue	(81)	(200)	(201)
		<b>595</b>	<b>588</b>	<b>847</b>
The increase in recurrent operations expenditure in 2024-25 is due to increased community led project support. The increase in revenue in 2023-24 is mainly due to the redistribution of community recreation reserve utilities reimbursements from buildings.	<b>Operating Projects</b>			
	Expenditure	44	31	-
	Revenue	-	(21)	-
		<b>44</b>	<b>10</b>	<b>-</b>
The Capital project budget for 2024-25 is in relation to the Torquay Central & North Playgrounds, Parking and Landscaping project and pathways around Deep Creek.	<b>Capital Allocation</b>			
		<b>2,910</b>	<b>3,356</b>	<b>1,634</b>
<b>Stadium Operations &amp; Recreation Development</b>				
This service is responsible for managing and programming several sports, community halls, community buses and multi-purpose community facilities including <b>aquatic</b> facilities and health and fitness club facilities. These services support the wellbeing of the community and provide a source of income through user fees.	<b>Recurrent Operations</b>			
	Expenditure	932	761	883
	Overheads	213	201	181
	Revenue	(657)	(516)	(572)
		<b>488</b>	<b>446</b>	<b>492</b>
2024-25 recurrent operations reflect increased expenditure due to the re-opening of the Winchelsea swimming pool following renewal in 2023-24.	<b>Operating Projects</b>			
	Expenditure	1	-	-
	Revenue	-	-	-
		<b>1</b>	<b>-</b>	<b>-</b>
	<b>Capital Allocation</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Facilities Management</b>				
This service maintains a wide range of Council facilities and associated infrastructure (e.g. indoor sports facilities, kindergartens, recreation, early years, public toilets, community halls).	<b>Recurrent Operations</b>			
	Expenditure	3,272	3,804	3,826
	Overheads	(971)	(990)	(1,347)
	Revenue	(72)	(46)	(44)
		<b>2,229</b>	<b>2,768</b>	<b>2,435</b>
The 2023-24 forecast reflects additional expenditure with higher reactive maintenance including septic system failures at Bellbrae Tennis and Freshwater Creek Hall/Toilet.	<b>Operating Projects</b>			
	Expenditure	-	-	-
	Revenue	-	-	-
		<b>-</b>	<b>-</b>	<b>-</b>
Capital projects relate to facility renewal.	<b>Capital Allocation</b>			
		<b>341</b>	<b>3,478</b>	<b>515</b>
<b>Open Space Operations</b>				
This service maintains and develops Council's parks and open space assets (e.g. recreation reserves, playgrounds, skate parks, trees, nature reserves).	<b>Recurrent Operations</b>			
	Expenditure	4,078	4,021	4,207
	Overheads	588	660	574
	Revenue	(24)	(23)	(32)
		<b>4,642</b>	<b>4,658</b>	<b>4,749</b>
The capital projects allocation includes open space renewal.				

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Description of Services Provided	Classification	2022-23	2023-24	2024-25
		Actual \$'000	Forecast \$'000	Budget \$'000
	<b>Operating Projects</b>			
	Expenditure	18	71	-
	Revenue	-	-	-
		<b>18</b>	<b>71</b>	<b>-</b>
	<b>Capital Allocation</b>	<b>650</b>	<b>636</b>	<b>1,290</b>
<b>Advocacy &amp; Library</b>				
This service advocates on behalf of Council and the community on key strategic items in meeting our Council Plan objectives. This function is also responsible for the provision of <b>library</b> services and manages a service agreement with the Geelong Regional Library Corporation. Library services are provided at the Torquay branch and across the municipality with a mobile service.	<b>Recurrent Operations</b>			
	Expenditure	749	764	826
	Overheads	-	-	-
	Revenue	-	-	-
		<b>749</b>	<b>764</b>	<b>826</b>
	<b>Operating Projects</b>			
	Expenditure	-	-	40
	Revenue	-	-	-
		-	-	<b>40</b>
The movement from forecast to the 2024-25 Budget reflects an increase to the Geelong Regional Library contribution.	<b>Capital Allocation</b>	-	-	-
The 2024-25 operating project allocation reflects funding for the Surf Coast Shire Library Strategy Review.				
<b>Age, Youth &amp; Access</b>				
This service aims to support young people achieving their full potential via youth development programs. The Aged and Access team support strategic initiatives and will support a part time Positive Ageing navigator position to assist clients re-direct to new service providers as Council exits this service.	<b>Recurrent Operations</b>			
	Expenditure	1,029	1,032	996
	Overheads	185	182	176
	Revenue	(224)	(193)	(35)
		<b>990</b>	<b>1,021</b>	<b>1,137</b>
	<b>Operating Projects</b>			
	Expenditure	111	93	43
	Revenue	(96)	(98)	(43)
		<b>15</b>	<b>(5)</b>	<b>-</b>
The reduction in recurrent revenue in 2024-25 reflects the Regional Assessment Services (RAS) service exit from 1 July 2024.	<b>Capital Allocation</b>	-	-	-
<b>Social Infrastructure &amp; Open Space Planning</b>				
This service supports, plans and advocates for the future development of key strategic recreation, open space and multi-purpose facility projects.	<b>Recurrent Operations</b>			
	Expenditure	574	720	863
	Overheads	133	105	195
	Revenue	-	-	-
		<b>707</b>	<b>825</b>	<b>1,058</b>
The increase in 2024-25 recurrent operations expenditure is due to the inclusion of a Strategic Initiatives Housing Coordinator previously funded through operating projects.	<b>Operating Projects</b>			
	Expenditure	166	410	-
	Revenue	(230)	-	-
		<b>(64)</b>	<b>410</b>	<b>-</b>
The 2024-25 capital project allocation relates to the Anglesea Community and Health Hub (Planning and Design) projects.	<b>Capital Allocation</b>	-	-	<b>250</b>

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Description of Services Provided	Classification	2022-23	2023-24	2024-25
		Actual \$'000	Forecast \$'000	Budget \$'000
<b>Civil Works</b>				
This service is responsible for the construction, maintenance and day-to-day operation of Council's sealed and unsealed <b>road</b> network, ensuring that it can support day-to-day activities including businesses moving customers, supplies and products across the Shire. The Civil Works team also maintains drains and footpaths and other civil infrastructure. In undertaking these responsibilities, the unit is also required to source and manage contracting services to assist with the completion of works, regularly review the standard and cost of materials, and to keep up to date with improved work practices.	<b>Recurrent Operations</b>			
	Expenditure	5,915	5,412	5,667
	Overheads	892	861	876
	Revenue	(60)	(16)	-
		<b>6,747</b>	<b>6,257</b>	<b>6,543</b>
	<b>Operating Projects</b>			
	Expenditure	-	77	-
	Revenue	-	-	-
		-	<b>77</b>	-
	<b>Capital Allocation</b>	<b>8,736</b>	<b>11,221</b>	<b>7,319</b>

The recurrent operations in 2022-23 expenditure includes costs in relation to October 2022 storm event.

The 2024-25 capital allocation refers to a range of renewal programs including Sealed and Unsealed Road renewal, the 2024-25 Roads to Recovery program and Stage 3 of Coombes Road widening (Ghazepoore Rd to Surf Coast Highway).

**Building & Ranger Services**

These diverse services support the economy through overseeing compliance with building development controls and enforcement, permits for footpath trading, local law enforcement and Victorian Government agencies enforcement activities. This service provides staff at school crossings to improve pedestrian safety. It also provides **animal management** services including a cat trapping program, a dog and cat collection service, a lost and found notification service, a pound service, a registration and administration service, an after-hours service and an emergency service. Revenue in this area is generated mainly from the issuing of infringement notices.

<b>Recurrent Operations</b>			
Expenditure	2,560	2,722	2,698
Overheads	680	669	849
Revenue	(1,864)	(1,873)	(1,882)
	<b>1,376</b>	<b>1,518</b>	<b>1,665</b>
<b>Operating Projects</b>			
Expenditure	46	82	190
Revenue	(51)	-	(120)
	<b>(5)</b>	<b>82</b>	<b>70</b>
<b>Capital Allocation</b>	-	-	-

The recurrent operations in 2023-24 includes building surveying reform works.

The 2024-25 Operating projects refers to allocations towards a Ranger Services Pilot program & a Building Services Compliance IT System.

**Major Initiatives**

1. Winchelsea Swimming Pool completion
2. Surf Coast Aquatic & Health Centre Year 1 Construction
3. Implementation of actions identified in the Unsealed Road Network Review

**Other Initiatives – Operational Projects**

1. Building Services Compliance - IT System
2. Engage Youth Program
3. FReeZA Youth Project
4. Gender Equity Advisor - Impact Assessments (Two Years)

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5. Health and Wellbeing Plan Year Four Implementation
6. Municipal Emergency Management Program
7. Ranger Services Pilot
8. Surf Coast Shire Library Strategy Review
9. Winchelsea Shire Hall Management Support Contribution

**Other Initiatives – New Recurrent Expenditure**

1. Annual Termite Treatment of Buildings
2. Civil Operations Maintenance Water Sensitive Urban Design Growth
3. Community Led Project Support Resource
4. Health & Wellbeing Growth
5. Increased Library Contribution
6. Open Space Operations Maintenance Growth
7. Positive Ageing Initiatives
8. Program Engineer
9. Strategic Initiatives Housing Coordinator

**Service Performance Outcome Indicators**

Service	Indicator	Performance Measure	2022-23 Actual	2023-24 Forecast	2024-25 Budget
Animal Management	Health and safety	Animal management prosecutions (Number of successful animal management prosecutions)	0	0	0
Libraries	Participation	Active library borrowers. (Percentage of the population that are registered library members that have accessed the service within the last 36 months))	14.0%	26%	27%
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (Number of visits to aquatic facilities per head of municipal population)	0.17	0.00	0.30
Child & Family Health (i.e. Maternal & Child Health)	Participation	Participation in the Maternal and Child Health (MCH) service (Percentage of children enrolled who participate in the MCH service)	75.31%	75%	80%
		Participation in MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)	77.1%	85%	85%

Section 2.8 provides information on the calculation of Service Performance Outcome Indicators.



## 2.3 Council Plan Theme Three – Environmental Leadership

This theme's goal is to protect our environment and help our community to thrive through environmental leadership. As a result, Council is committed to the following strategies:

- Protect significant habitats, landscapes and biodiversity
- Reduce greenhouse gas emissions to limit the impacts of climate change
- Divert more material from the waste stream
- Adapt to a changing climate

This section outlines the activities and initiatives for Council services and key strategic activities. Whilst these services are fully funded, only direct attributable revenue is included in these tables. The net costs are funded through Council's general revenue including rate revenue.

Description of Services Provided	Classification	2022-23	2023-24	2024-25	
		Actual \$'000	Forecast \$'000	Budget \$'000	
<b>Climate Action &amp; Environment</b>					
These services are responsible for protecting and enhancing the local environment and leading Council's climate action. The services ensure that Council complies with Victorian and Commonwealth Government legislative requirements regarding climate action and the environment, including native vegetation; listed species and ecological communities; pest plants and animals; and statutory planning referrals. A wide range of Council Plan strategies related to sustainability, environmental leadership and climate change are delivered. The units provide expertise in the management of Council's many nature reserves, rural roadsides, some waterways as well as coordinate climate mitigation and adaptation initiatives. The units provide specialist environmental and climate advice internally to Council and externally to community groups, local businesses, agencies, and members of the public.	<b>Recurrent Operations</b>				
	Expenditure	1,349	1,415	1,463	
	Overheads	272	293	275	
	Revenue	(4)	(1)	-	
		<b>1,617</b>	<b>1,707</b>	<b>1,738</b>	
	<b>Operating Projects</b>				
	Expenditure	203	335	492	
	Revenue	(145)	(257)	(204)	
		<b>58</b>	<b>78</b>	<b>288</b>	
	<b>Capital Allocation</b>	<b>440</b>	<b>843</b>	<b>370</b>	
	The operating projects allocation in 2024-25 refers to a number of initiatives, including the Council Carbon Neutrality Program, Growing Our Urban Forest - Planning & Implementation Program (Year 1 of 5) and Resilient Relief Centres Assessment.				
	The capital projects allocation for 2024-25 includes the Solar, Efficiency and Transition Program.				
	<b>Waste Management</b>				
The Waste Management function involves management of Council's landfill and transfer stations, <b>waste collection</b> including kerbside waste collection and street cleaning, maintenance of street litter bins and community education and engagement. The Waste Management unit has a strong focus on community education and waste services planning. Revenue in this area is generated mainly from waste disposal fees and the municipal kerbside waste charge. In February 2021, Council expanded its kerbside waste collection service to include the Food Organics and Green Organics	<b>Recurrent Operations</b>				
	Expenditure	11,638	12,646	12,875	
	Overheads	323	371	440	
	Revenue	(12,097)	(13,271)	(13,605)	
		<b>(136)</b>	<b>(254)</b>	<b>(290)</b>	
	<b>Operating Projects</b>				
	Expenditure	169	480	50	
	Revenue	(213)	(26)	-	
		<b>(44)</b>	<b>454</b>	<b>50</b>	
	<b>Capital Allocation</b>	<b>656</b>	<b>2,492</b>	-	

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Description of Services Provided	Classification	2022-23	2023-24	2024-25
		Actual \$'000	Forecast \$'000	Budget \$'000
(FOGO) and glass bins. These new bins help to reduce the amount of waste sent to landfill and maximise resource recovery.				
Capital program spend reflects the ongoing waste capital program including Anglesea E-Waste Facility, Anglesea Landfill Rehabilitation Stage 4 and Anglesea Landfill Stage 3 Liner projects.				

**Major Initiatives**

1. Growing our Urban Forest
2. Waste Service Review

**Initiatives – Operational Projects**

1. Waste Service Review
2. Council Alliance for Sustainable Built Environment (CASBE) Membership (Two Years)
3. Council Carbon Neutrality Program
4. Growing Our Urban Forest - Planning & Implementation Program (Year One of Five)

**Initiatives – New Recurrent Expenditure**

1. Litter Prevention Officer
2. Resilient Relief Centres Assessment

**Service Performance Outcome Indicators**

Service	Indicator	Performance Measure	2022-23 Actual	2023-24 Forecast	2024-25 Budget
Waste Management	Waste Diversion	Kerbside collection waste diverted from landfill. (Percentage of recyclables and green organics collected from kerbside bins that is diverted from landfill)	73.6%	73%	75%
Roads	Condition	Sealed local roads below the intervention level. (Percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	97.6%	97.5%	97.5%

Section 2.8 provides information on the calculation of Service Performance Outcome Indicators.

**2.4 Council Plan Theme Four – Sustainable Growth**

This theme's goal is growth that is not at the expense of environmental values or the unique heritage and character of our townships. As a result, Council is committed to the following strategic objectives:

- Protect heritage and township character
- Improve access to affordable residential accommodation
- Support tourism and events that encourage people to stay longer and appreciate and care for this place

This section outlines the activities and initiatives for Council services and key strategic activities. Whilst these services are fully funded, only direct attributable revenue is included in these tables.

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Description of Services Provided	Classification	2022-23	2023-24	2024-25
		Actual \$'000	Forecast \$'000	Budget \$'000
<b>Assets &amp; Engineering</b>				
<p>This service is responsible for integrated and prioritised capital works planning, particularly in the renewal of Council assets, fleet and roads and drains. This includes development and implementation of asset management plans for Council's asset portfolio, as well as planning the renewal management of Council's existing infrastructure. The function manages and maintains Council's fleet of vehicles and plant as well as subdivision design approval and works inspections. This service is also responsible for the design of capital and renewal infrastructure projects relating to road, pathway and drainage assets, along with providing specialist engineering advice internally to Council and externally to community groups, local businesses, agencies and members of the public. This unit is also involved in development and implementation of road safety strategies and traffic and drainage policies. The service oversees traffic management, street lighting upgrades and public transport infrastructure improvements. Revenue in this area is generated mainly from government grants and user service fees.</p> <p>The increase in recurrent operations expenditure is due to additional resources in infrastructure planning and delivery.</p> <p>The capital projects allocation reflects the delivery of asset renewal programs such as the heavy plant and light fleet replacement programs, and the Critical Drainage Rectification Program.</p>	<b>Recurrent Operations</b>			
	Expenditure	2,362	2,410	2,654
	Overheads	20	(102)	(60)
	Revenue	<u>(557)</u>	<u>(588)</u>	<u>(412)</u>
		<b>1,825</b>	<b>1,720</b>	<b>2,182</b>
	<b>Operating Projects</b>			
	Expenditure	47	66	-
	Revenue	<u>(75)</u>	<u>(30)</u>	<u>-</u>
		<b>(28)</b>	<b>36</b>	<b>-</b>
	<b>Capital Allocation</b>	<b>2,349</b>	<b>5,214</b>	<b>2,155</b>
<b>Events &amp; Tourism</b>				
<p>This service includes prioritising tourism that delivers increased length of stay and authentic experience over mass visitation and destination marketing to niche audiences. The tourism service provides four visitor centres, and works closely with Great Ocean Road Regional Tourism on tourism campaigns and visitor servicing. It also supports events that help create a sense of place, inspiration, fun, pride, vibrancy and community connectedness in our townships. The curation and promotion of a calendar of events that balances the needs of community, showcases the Surf Coast and maximises the benefits to the broader region is a key focus. The service is guided by the Surf Coast Shire Economic Development Strategy 2021 – 2031.</p> <p>The 2024-25 operating project allocation reflects funding for Major Event Support - 2025 UCI Gran Fondo World Championships Lorne.</p>	<b>Recurrent Operations</b>			
	Expenditure	1,369	1,503	1,542
	Overheads	369	265	314
	Revenue	<u>(444)</u>	<u>(447)</u>	<u>(447)</u>
		<b>1,294</b>	<b>1,321</b>	<b>1,409</b>
	<b>Operating Projects</b>			
	Expenditure	-	21	50
	Revenue	<u>-</u>	<u>-</u>	<u>-</u>
		<b>-</b>	<b>21</b>	<b>50</b>
	<b>Capital Allocation</b>	<b>-</b>	<b>-</b>	<b>-</b>

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Description of Services Provided	Classification	2022-23	2023-24	2024-25
		Actual \$'000	Forecast \$'000	Budget \$'000
<b>Planning &amp; Compliance</b>				
<p>This service is responsible for <b>statutory planning</b> and planning compliance. It includes processing all planning applications, providing advice and assessing development proposals which require a planning permit, and representing Council at the Victorian Civil and Administrative Tribunal (VCAT) where necessary. Planning Compliance services actively encourage compliance with the planning scheme and planning permits, including being responsible for planning enforcement action through the Magistrates Court or VCAT enforcement orders when necessary. Revenue in this area is generated mainly from user service fees, some government grants and fines.</p> <p>The 2023-24 recurrent operations forecast reflects staff vacancies and the 2024-25 revenue includes a new statutory fee for pre-application meetings for assessment of application prior to lodgement.</p>	<b>Recurrent Operations</b>			
	Expenditure	3,146	3,052	3,141
	Overheads	707	705	911
	Revenue	<u>(823)</u>	<u>(829)</u>	<u>(901)</u>
		<b>3,030</b>	<b>2,928</b>	<b>3,151</b>
	<b>Operating Projects</b>			
	Expenditure	1	10	-
	Revenue	<u>-</u>	<u>-</u>	<u>-</u>
		<b>1</b>	<b>10</b>	<b>-</b>
	<b>Capital Allocation</b>	-	-	-
<hr/>				
<b>Strategic Planning</b>				
<p>This service is responsible for land use planning (studies, strategies and planning scheme amendments). Strategic land use planning prepares council-led strategies and policies, monitors the performance of the planning scheme and prepares planning scheme amendments. The private requests for planning scheme amendments attract statutory fees for processing.</p> <p>The 2023-24 recurrent operations forecast reflects staff vacancies and staff secondments, the 2022-23 expenditure includes additional legal costs in relation to the Distinctive Area and Landscapes program.</p> <p>The 2023-24 operating project spend includes an Environmental Management Plan for The Sands, the Planning Scheme Review and Strategic Planning Support projects.</p>	<b>Recurrent Operations</b>			
	Expenditure	963	737	786
	Overheads	146	145	147
	Revenue	<u>(1)</u>	<u>-</u>	<u>-</u>
		<b>1,108</b>	<b>882</b>	<b>933</b>
	<b>Operating Projects</b>			
	Expenditure	343	562	-
	Revenue	<u>(65)</u>	<u>(16)</u>	<u>-</u>
		<b>278</b>	<b>546</b>	<b>-</b>
	<b>Capital Allocation</b>	-	-	-

**Major Initiatives**

1. Urban Futures Strategy

**Initiatives – Operational Projects**

1. Major Event Support - 2025 UCI Gran Fondo World Championships Lorne



**Service Performance Outcome Indicators**

Service	Indicator	Performance Measure	2022-23 Actual	2023-24 Forecast	2024-25 Budget
Statutory Planning	Service Standard	Planning applications decided within required timeframes. (Percentage of regular and VicSmart planning application decisions made within legislated timeframes)	69.1%	70%	75%

Section 2.8 provides information on the calculation of Service Performance Outcome Indicators.

**2.5 Council Plan Theme Five – Robust and Diverse Economy**

This theme’s goal is a local economy that is sustainable and supports a diversity of local enterprises and people. As a result, Council is committed to the following strategies:

- Enable people to run successful local businesses that grow and create jobs in our changing economy
- Foster businesses that reflect local character and values including ethical, social and sustainable principles

This section outlines the activities and initiatives for Council services and key strategic activities. Whilst these services are fully funded, only direct attributable revenue is included in these tables. The net costs are funded through Council’s general revenue including rate revenue.

Description of Services Provided	Classification	2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
<b>Economic Development</b>				
The Economic Development service provides support for businesses to start up, adapt and thrive, particularly niche and emerging industries with a focus on innovation and those which share a strong value set based around social, ethical, corporate and environmental responsibility. The service delivers projects that create year round jobs for our community in the right places and sectors and seeks to create opportunities for the next generation to develop careers locally. The service also seeks to connect businesses and provide up to date information to assist in business sustainability. Like Tourism and Events, the service is guided by the Surf Coast Shire Economic Development Strategy 2021 – 2031	<b>Recurrent Operations</b>			
	Expenditure	701	761	852
	Overheads	136	142	135
	Revenue	-	(2)	-
		<b>837</b>	<b>901</b>	<b>987</b>
	<b>Operating Projects</b>			
	Expenditure	215	1	-
	Revenue	(109)	-	-
		<b>106</b>	<b>1</b>	<b>-</b>
	<b>Capital Allocation</b>			
		-	-	<b>80</b>
The recurrent operations 2023-24 forecast reflects lower expenditure due to a staff vacancies and secondment.				
The 2024-25 Capital Allocation includes the Aireys Inlet Top Shops Beautification Planning Project.				
<b>Environmental Health</b>				
This service provides public and environmental health protection services to the community and ensures Council complies with its legislative duties. Services include: <b>food safety</b> – registration and monitoring compliance of food, accommodation, caravan parks and health	<b>Recurrent Operations</b>			
	Expenditure	698	763	793
	Overheads	197	183	202
	Revenue	(368)	(342)	(332)
		<b>527</b>	<b>604</b>	<b>663</b>

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Description of Services Provided	Classification	2022-23	2023-24	2024-25
		Actual \$'000	Forecast \$'000	Budget \$'000
(hairdressers, tattooist, beauty etc.) businesses; Inspection and issuing permits for wastewater treatment systems and septic tanks; Investigations of public health complaints such as nuisances, food safety, pest control, noise, emissions, odour, pollution, asbestos, water quality; Customer Services/Expert Advice on public and environmental health matters (including agricultural infectious diseases); Public health emergency response; and Childhood and School Immunisation Services. Revenue is generated mainly from health registration fees.	<b>Operating Projects</b>			
	Expenditure	10	54	-
	Revenue	(110)	(18)	-
		<b>(100)</b>	<b>36</b>	<b>-</b>
	<b>Capital Allocation</b>	-	-	-

The movement in recurrent operations expenditure from 2022-23 to the 2023-24 forecast is due to staff vacancies in 2022-23.

Recurrent operations revenue in 2022-23 included cyclical three yearly caravan park registration fees.

**Major Initiatives**

1. Eco Destination Accreditation

**Initiatives – New Recurrent Expenditure**

1. Christmas Carols Funding Increase

**Service Performance Indicators**

Service	Indicator	Performance Measure	2022-23 Actual	2023-24 Forecast	2024-25 Budget
Food Safety	Health and safety	Critical and major non-compliance notifications (Percentage of critical and major non-compliance notifications that are followed up by Council)	100%	100%	100%

Section 2.8 provides information on the calculation of Service Performance Outcome Indicators.

**2.6 Council Plan Theme Six – Arts and Creativity**

This theme's goal acknowledges the value of arts and creativity and seeks to nurture its growth. As a result, Council is committed to the following strategies:

- Foster an environment where people with clever and creative ideas can make a difference in their communities
- Increase support for creative industries and arts

This section outlines the activities and initiatives for Council services and key strategic activities. Whilst these services are fully funded, only direct attributable revenue is included in these tables.

Description of Services Provided	Classification	2022-23	2023-24	2024-25
		Actual \$'000	Forecast \$'000	Budget \$'000
<b>Arts &amp; Creative Economy</b>				
This service provides a varied program of arts and cultural activities, events, grant programs and arts facilities for the benefit of community well-being, connection, participation, professional development and pride, alongside sector development. It aims to increase	<b>Recurrent Operations</b>			
	Expenditure	689	708	756
	Overheads	50	141	145
	Revenue	(146)	(118)	(126)
		<b>593</b>	<b>731</b>	<b>775</b>

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Description of Services Provided	Classification	2022-23	2023-24	2024-25
		Actual \$'000	Forecast \$'000	Budget \$'000
recognition across the region of the contribution made by the arts and the creative industries to the prosperity of our place. As a nationally recognised regional creative hotspot with many emerging and niche creative businesses, arts provides professional development opportunities in marketing and promotions, program development, events and grant-writing to support the aims of our many creatives, alongside a dedicated arts grant scheme and public art fund. The Creative Places Strategy 2023-2031 will direct service provisions.	<b>Operating Projects</b>			
	Expenditure	67	45	52
	Revenue	(41)	(4)	(12)
		<b>26</b>	<b>41</b>	<b>40</b>
	<b>Capital Allocation</b>	<b>30</b>	<b>16</b>	<b>-</b>

The 2024-25 operating projects reflect budget allocation for the Anglesea Arts Space Program.

**Major Initiatives**

1. Delivery of Multi Arts Centre Redevelopment Project

**Initiatives – Operational Projects**

1. Anglesea Arts Space

**2.7 Council Plan Theme Seven – Accountable and Viable Council**

This theme’s goal is to ensure Council has financial capacity to deliver services now and into the future and decision making is informed by community views. As a result, Council is committed to the following strategies:

- Establish a sustainable financial position
- Improve Council’s credibility as a trusted decision maker through meaningful engagement

This section outlines the activities and initiatives for Council services and key strategic activities. Whilst these services are fully funded, only direct attributable revenue is included in these tables. The net costs are funded through Council’s general revenue including rate revenue.

Description of Services Provided	Classification	2022-23	2023-24	2024-25
		Actual \$'000	Forecast \$'000	Budget \$'000
<b>Corporate Strategy, Business Improvement &amp; Benefits Realisation</b>				
This service coordinates the development of organisational strategy and systems, and provides support in the areas of corporate planning, performance measurement and reporting. This service also leads Council's efforts to identify and implement business improvement opportunities in order to deliver financial, service and other benefits. The realising of financial gains is important to ensure Council can deliver and maintain the services and new infrastructure required by our growing community.	<b>Recurrent Operations</b>			
	Expenditure	233	270	270
	Overheads	32	62	64
	Revenue	-	-	-
		<b>265</b>	<b>332</b>	<b>334</b>
	<b>Operating Projects</b>			
	Expenditure	-	-	408
	Revenue	-	-	-
		-	-	<b>408</b>
	<b>Capital Allocation</b>	-	-	-

The 2024-25 Operating Projects includes budget for the Council Plan and Municipal Health & Wellbeing Plan 2025 to 2029, and Operational Service Reviews.

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Description of Services Provided	Classification	2022-23	2023-24	2024-25
		Actual \$'000	Forecast \$'000	Budget \$'000
<b>Communications &amp; Community Engagement</b>				
<p>This service is responsible for coordinating Council communications, including strategic communications, media liaison, formulating media releases, preparing publications and delivering digital communication. The unit also provides support to the Mayor and Councillors including speech writing and media liaison. Council's community engagement is led and supported by the unit.</p> <p>The increase in recurrent operations expenditure in the 2024-25 budget reflects increased community engagement resourcing.</p>	<b>Recurrent Operations</b>			
	Expenditure	1,128	1,155	1,339
	Overheads	234	232	265
	Revenue	-	-	-
		<b>1,362</b>	<b>1,387</b>	<b>1,604</b>
	<b>Operating Projects</b>			
	Expenditure	-	-	-
	Revenue	-	-	-
		-	-	-
		<b>Capital Allocation</b>	-	-
<b>Customer Experience</b>				
<p>This service includes the customer experience function that focuses on supporting and enhancing customer service across the organisation. This service is responsible for coordinating Council's front of house customer services activities, including attending to customer phone, digital and face-to-face enquiries.</p> <p>The movement in recurrent operations expenditure from 2022-23 to the 2023-24 forecast is due to reduced casual expenditure and staff secondments in 2022-23.</p>	<b>Recurrent Operations</b>			
	Expenditure	1,036	1,221	1,269
	Overheads	308	310	304
	Revenue	-	-	-
		<b>1,344</b>	<b>1,531</b>	<b>1,573</b>
	<b>Operating Projects</b>			
	Expenditure	-	-	-
	Revenue	-	-	-
		-	-	-
		<b>Capital Allocation</b>	-	-
<b>Executive Services &amp; Council Support</b>				
<p>This area provides support for the nine elected representatives of Council as well as the four members of the Executive Management Team and includes costs of \$1.43 million that relate to Council administration and meeting support, a portion of <b>governance</b>, legal support, risk management and other corporate overheads.</p> <p>The 2023-24 recurrent operations forecast reflects advocacy services related to Councils advocacy priorities along with a re-distribution of overheads.</p>	<b>Recurrent Operations</b>			
	Expenditure	2,675	2,794	2,807
	Overheads	1,425	1,678	1,806
	Revenue	-	-	-
		<b>4,100</b>	<b>4,472</b>	<b>4,613</b>
	<b>Operating Projects</b>			
	Expenditure	-	-	-
	Revenue	-	-	-
		-	-	-
		<b>Capital Allocation</b>	-	-
<b>Digital Transformation</b>				
<p>The Digital Transformation service is tasked with implementing Council's Digital Transformation Strategy. This strategy aims to implement new technology to improve the customer experience, build capability in the business, and achieve financial outcomes. Council has made a specific capital allocation to the implementation of the strategy.</p>	<b>Recurrent Operations</b>			
	Expenditure	-	-	-
	Overheads	130	129	91
	Revenue	-	-	-
		<b>130</b>	<b>129</b>	<b>91</b>
	<b>Operating Projects</b>			
	Expenditure	-	-	-
	Revenue	-	-	-
		-	-	-
		<b>Capital Allocation</b>	-	-



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Description of Services Provided	Classification	2022-23	2023-24	2024-25
		Actual \$'000	Forecast \$'000	Budget \$'000
Capital projects reflects the ongoing Digital Transformation program including the Customer Relationship Management program.	<b>Capital Allocation</b>	6	420	-
<b>Finance</b>				
This service provides financial services to both internal and external customers of the organisation. The unit is responsible for ensuring that Council complies with its statutory obligations regarding financial planning and reporting as well as provision of accounting services and management of Council funds. Duties include managing creditors, payroll and financial reporting. The Financial Management unit plays an integral part in Council's long term financial planning processes, the formulation of Council's annual budget, and the regular reporting of Council's financial performance. Finance also includes management of raising and collection of Council's primary revenue source, rates and charges. Revenue in this area is generated mainly from debt collection recoupments. As a Council support service, \$1.62 million is distributed as a corporate overhead to primary services within Council.  The 2024-25 recurrent operations revenue reduction is due to changes to legislation affecting payment plans and penalty interest charges.	<b>Recurrent Operations</b>			
	Expenditure	2,692	2,715	2,820
	Overheads	(1,499)	(1,513)	(1,621)
	Revenue	<u>(1,006)</u>	<u>(807)</u>	<u>(763)</u>
		<b>187</b>	<b>395</b>	<b>436</b>
	<b>Operating Projects</b>			
	Expenditure	-	-	-
	Revenue	<u>-</u>	<u>-</u>	<u>-</u>
		-	-	-
	<b>Capital Allocation</b>	-	-	-
<b>Integrity &amp; Governance</b>				
This service provides statutory and corporate support to the organisation in the development and review of organisational policies and procedures, Council meeting administration, ensuring compliance with legislative requirements, managing Freedom of Information and privacy requests, management of procurement and contracts, Council property administration, maintenance of public registers, Council election services and management of delegations and authorisations. As a Council support service, \$1.07 million is distributed as a corporate overhead to the primary services within Council.  The 2023-24 recurrent operations forecast reflects reduced expenditure due to staff vacancies during the year, and a re-distribution of overheads.  2024-25 operating projects allocation reflects expenditure towards the 2024 Council Elections which councils are required to fund under legislation.	<b>Recurrent Operations</b>			
	Expenditure	1,115	1,050	1,074
	Overheads	(1,206)	(1,023)	(1,065)
	Revenue	<u>(1)</u>	<u>(1)</u>	<u>-</u>
		<b>(92)</b>	<b>26</b>	<b>9</b>
	<b>Operating Projects</b>			
	Expenditure	58	92	325
	Revenue	<u>(6)</u>	<u>(20)</u>	<u>(30)</u>
		<b>52</b>	<b>72</b>	<b>295</b>
	<b>Capital Allocation</b>	5	-	-

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Description of Services Provided	Classification	2022-23	2023-24	2024-25
		Actual \$'000	Forecast \$'000	Budget \$'000
<b>Gherang Gravel Pits</b>				
<p>Revenue in this service area relates to gravel pit royalties. Expenditure relating to this service relates to Crown royalty and leasing costs, maintenance, management and associated fees. The net revenue generated supports the delivery of Council's operational services and projects.</p> <p>The recurrent operations revenue has reduced in 2023-24 due to lower gravel extraction rates.</p>	<b>Recurrent Operations</b>			
	Expenditure	194	208	240
	Overheads	10	8	9
	Revenue	<u>(970)</u>	<u>(765)</u>	<u>(783)</u>
		<b>(766)</b>	<b>(549)</b>	<b>(534)</b>
	<b>Operating Projects</b>			
	Expenditure	-	-	-
	Revenue	<u>-</u>	<u>-</u>	<u>-</u>
		-	-	-
	<b>Capital Allocation</b>	-	-	-
<b>Technology &amp; Information</b>				
<p>This service includes two main sections, Information Technology and Records Management. The Information Technology area supports the organisations requirements for computer services technology, communications and geospatial mapping facilities for Council and external uses. The Records Management team manages document compliance, and processing of incoming and outgoing correspondence. The Information Technology team has the responsibility to support the organisation with a cost effective and efficient technology service that seeks to improve the performance of the organisation. As a Council support service, \$3.93 million is distributed as a corporate overhead to the primary services within Council.</p> <p>The movement in recurrent operations from the forecast to the 2024-25 budget is due to Digital Transformation Software Growth.</p> <p>Capital projects relate to the ongoing I.T. Renewal and software renewal programs, with new allocation provided for in 2024-25 including teams calling and Councillor Portal Replacement.</p>	<b>Recurrent Operations</b>			
	Expenditure	3,444	3,792	3,991
	Overheads	(3,684)	(3,827)	(3,930)
	Revenue	<u>-</u>	<u>(31)</u>	<u>(8)</u>
		<b>(240)</b>	<b>(66)</b>	<b>53</b>
	<b>Operating Projects</b>			
	Expenditure	31	84	-
	Revenue	<u>-</u>	<u>-</u>	<u>-</u>
		<b>31</b>	<b>84</b>	<b>-</b>
	<b>Capital Allocation</b>	<b>212</b>	<b>153</b>	<b>430</b>
<b>People &amp; Culture</b>				
<p>This service is responsible for supporting the organisation with strategic and operational human resources management which includes learning and development and workplace health and safety. The activities of the unit include developing and implementing policies and procedures that promote high level human resources and industrial relations services. The unit also supports the organisation in recruitment, retention and the development of new skills and capabilities within Council's work</p>	<b>Recurrent Operations</b>			
	Expenditure	1,641	1,842	1,838
	Overheads	(1,591)	(1,654)	(1,686)
	Revenue	<u>-</u>	<u>-</u>	<u>-</u>
		<b>50</b>	<b>188</b>	<b>152</b>
	<b>Operating Projects</b>			
	Expenditure	97	101	-
	Revenue	<u>-</u>	<u>-</u>	<u>-</u>
		<b>97</b>	<b>101</b>	<b>-</b>

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Description of Services Provided	Classification	2022-23	2023-24	2024-25
		Actual \$'000	Forecast \$'000	Budget \$'000
force. As a Council support service, \$1.69 million is distributed as a corporate overhead to the primary services within Council.	<b>Capital Allocation</b>	-	3	-
<p>The recurrent operations movement from the forecast to the 2024-25 budget is due to higher recruitment costs and consultancy expenditure in 2023-24.</p>				
<b>Program Delivery Management</b>				
<p>This service manages the delivery of Council's program of projects. This includes a standardised and integrated approach to project management across the organisation to ensure the successful delivery of Council's annual program. It has accountability for the successful management of all program management processes, systems and functions, including the Project Delivery Framework and Program Status Reporting for all capital and operational projects. These are all key to implementing Council's strategies.</p> <p>The increase in the recurrent operations 2024-25 expenditure relates to additional corporate recovery costs which are charged out to projects under the project management team budget.</p>	<b>Recurrent Operations</b>			
	Expenditure	241	387	459
	Overheads	47	95	86
	Revenue	-	-	-
		<b>288</b>	<b>482</b>	<b>545</b>
	<b>Operating Projects</b>			
	Expenditure	-	-	-
	Revenue	-	-	-
		-	-	-
	<b>Capital Allocation</b>	-	20	-
<b>Project Management Team</b>				
<p>Provides project management services to Council to enable delivery of the Capital Works Program and many Operational Projects in accordance with defined scope, financial and quality standards. Project management costs are included in project budgets enabling resources to be scaled up and down with the changing size of the program. All direct project costs are cost recovered. Recurrent expenditure varies due to project management vacancies.</p>	<b>Recurrent Operations</b>			
	Expenditure	(43)	(293)	(554)
	Overheads	1,160	1,112	1,088
	Revenue	-	-	-
		<b>1,117</b>	<b>819</b>	<b>534</b>
	<b>Operating Projects</b>			
	Expenditure	-	-	-
	Revenue	-	-	-
		-	-	-
	<b>Capital Allocation</b>	-	-	-
<b>Legal &amp; Risk</b>				
<p>This service involves developing and monitoring Council's risk management system, including provision of support to the organisation in relation to managing risk, insurance policies and business continuity. As a Council support service, \$1.3 million is distributed as a corporate overhead to the primary services within Council. The recurrent operations forecast reflects the re-allocation of organisation wide legal expenditure to this service area, with higher expenditure</p>	<b>Recurrent Operations</b>			
	Expenditure	1,044	1,422	1,286
	Overheads	(896)	(1,050)	(1,286)
	Revenue	(60)	(41)	(42)
		<b>88</b>	<b>331</b>	<b>(42)</b>
	<b>Operating Projects</b>			
	Expenditure	-	-	-
	Revenue	-	-	-
		-	-	-

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Description of Services Provided	Classification	2022-23	2023-24	2024-25
		Actual \$'000	Forecast \$'000	Budget \$'000
incurred in 2023-24 related to the Distinctive Areas and Landscapes representation.	Capital Allocation	-	-	-

**Major Initiatives**

1. Council Plan 2025 to 2029 Incorporating the Municipal Health & Wellbeing Plan

**Initiatives – Operational Projects**

1. 2024 Council Elections - Including Councillor Induction
2. Council Plan 2025 to 2029 Incorporating the Municipal Health & Wellbeing Plan
3. Operational Service Reviews

**Initiatives – New Recurrent Expenditure**

1. Community Engagement Growth - Communications & Community Engagement
2. Revenue Officer Part-Time – Finance
3. Recruitment Advisor - People & Culture
4. Software Licence Growth (Digital Transformation Initiatives & Contracts) - Technology & Information

**Service Performance Outcome Indicators**

Service	Indicator	Performance Measure	2022-23	2023-24	2024-25
			Actual	Forecast	Budget
Governance	Consultation and Engagement	Satisfaction with community consultation and engagement. (Community satisfaction rating out of 100 with the consultation and engagement efforts of Council)	52%	51%	55%

Section 2.8 provides information on the calculation of Service Performance Outcome Indicators.

**2.8 Strategic Performance Outcome Indicators**

The service performance indicators detailed on the following pages will be reported on in the Performance Statement which is prepared at the end of the year as required by Section 98 of the *Local Government Act 2020* and included in the 2024-25 Annual Report. The prescribed performance indicators contained in the Performance Statement are audited each year by the Victorian Auditor General who issues an audit opinion on the Performance Statement. The major initiatives detailed in the preceding pages will be reported in the Annual Report in the form of a statement of progress in the Report of Operations.

Service	Indicator	Performance Measure	Computation
Governance	Consultation and Engagement	Satisfaction with community consultation and engagement. (Community satisfaction rating out of 100 with the consultation and engagement efforts of Council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement.  Annual Report 2020-21 Result: 54% Annual Report 2021-22 Result: 54% Annual Report 2022-23 Result: 52%
Statutory Planning	Service Standard	Planning applications decided within required timeframes. (Percentage of regular and VicSmart planning application decisions made within legislated timeframes)	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x 100  Annual Report 2020-21 Result: 86.9% Annual Report 2021-22 Result: 78.2% Annual Report 2022-23 Result: 69.1%

Service	Indicator	Performance Measure	Computation
Roads	Condition	Sealed local roads below the intervention level. (Percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100  Annual Report 2020-21 Result: 97.0% Annual Report 2021-22 Result: 96.4% Annual Report 2022-23 Result: 97.6%
Libraries	Participation	Active library borrowers. (Percentage of the population that are registered library members)	[Number of registered library members / Population] x 100  Annual Report 2020-21 Result: 16.5% Annual Report 2021-22 Result: 14.8% Annual Report 2022-23 Result: 14.0%
Waste Management	Waste Diversion	Kerbside collection waste diverted from landfill. (Percentage of recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / weight of garbage, recyclables and green organics collected from kerbside bins] x 100  Annual Report 2020-21 Result: 64.3% Annual Report 2021-22 Result: 71.1% Annual Report 2022-23 Result: 73.6%
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (Number of visits to aquatic facilities per head of municipal population)	Number of visits to aquatic facilities / Municipal population  Annual Report 2020-21 Result: 0.14 Annual Report 2021-22 Result: 0.21 Annual Report 2022-23 Result: 0.17
Animal Management	Health and safety	Animal management prosecutions (Number of successful animal management prosecutions)	Number of successful animal management prosecutions / Total number of animal management prosecutions  Annual Report 2020-21 Result: 0 Annual Report 2021-22 Result: 0 Annual Report 2022-23 Result: 0
Food Safety	Health and safety	Critical and major non-compliance notifications (Percentage of critical and major non-compliance notifications that are followed up by Council)	[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications about food premises] x 100  Annual Report 2020-21 Result: 100% Annual Report 2021-22 Result: 100% Annual Report 2022-23 Result: 100%
Child & Family Health (i.e. Maternal & Child Health)	Participation	Participation in the Maternal and Child Health (MCH) service (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x 100  Annual Report 2020-21 Result: 77.9%

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Service	Indicator	Performance Measure	Computation
			Annual Report 2021-22 Result: 76.1% Annual Report 2022-23 Result: 75.3%
		Participation in MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x 100  Annual Report 2020-21 Result: 85.2% Annual Report 2021-22 Result: 82.9% Annual Report 2022-23 Result: 77.1%

## 2.9 Reconciliation with Budgeted Operating Result

	2024-25 Budget		
	Surplus / (Deficit) \$'000	Expenditure \$'000	Revenue \$'000
<b>Council Plan Strategic Theme</b>			
Theme 1 - First Nations Reconciliation	(209)	209	-
Theme 2 - Healthy Connected Community	(23,485)	31,357	7,872
Theme 3 - Environmental Leadership	(1,787)	15,596	13,809
Theme 4 - Sustainable Growth	(7,725)	9,486	1,761
Theme 5 - Robust & Diverse Economy	(1,650)	1,981	332
Theme 6 - Arts & Creativity	(815)	953	138
Theme 7 - Accountable & Viable Council	(10,072)	11,698	1,625
	<b>(45,743)</b>	<b>71,279</b>	<b>25,536</b>
<b>Non-Attributable Items</b>			
Asset Write Offs	(2,094)	2,094	-
Amortisation - Intangible Assets	(4,264)	4,264	-
Depreciation - Right of Use Assets	(448)	448	-
Bad & Doubtful Debts	(108)	108	-
Borrowing Costs	(234)	234	-
Carry Forward Adjustment Operating Program	(1,454)	1,454	-
Depreciation	(21,755)	21,755	-
Expensed Capital Works	(2,146)	2,146	-
Granted Assets	5,081	-	5,081
Grants Commission	5,645	-	5,645
Net Gain (Loss) on Disposal of Property, Plant & Equipment	274	-	274
Volunteer Employees	-	497	497
Other Income	2,447	-	2,447
<b>Non-Attributable Items</b>	<b>(19,057)</b>	<b>33,001</b>	<b>13,943</b>
<b>Surplus/(Deficit) before Funding Sources</b>	<b>(64,800)</b>		
<b>Funding Sources</b>			
Rates Revenue & Municipal Charges	55,773		
Capital Works Program Grants	17,039		
Developer Contributions - Monetary	820		
<b>Total Funding Sources</b>	<b>73,632</b>		
<b>Operating Surplus/(Deficit) for the Year</b>	<b>8,831</b>		

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2.10 Service Statistics 2024-25

Service Statistics	
<b>Customer Experience</b>	
Total calls taken	60,000
Rates queries responded to	9,000
Freedom of Information requests	35
Total customer requests	45,000
	
<b>Aged &amp; Access</b>	
Residents supported by assessment team	717
	
<b>Early Years</b>	
Number of kindergartens	6
Children enrolled in Council kindergartens	555
Children enrolled in Occasional Care	108
	
<b>Child &amp; Family Health</b>	
Infants enrolled in Maternal & Child Health service (births)	403
<b>Community Health and Development</b>	
Community groups supported via small grants	50
Volunteers supported	219
Volunteer hours provided	14,692
Economic value of volunteers	\$ 492,113
	
<b>Environmental Health</b>	
Food premises inspections	600
Registered food businesses	475
Food sampling analyses	100
Immunisation vaccinations	1,700
	
<b>Library Services</b>	
Library visits	95,000
Library loans	175,000
Library collection items	30,000
Library memberships	11,000
	
<b>Winchelsea Pool</b>	
Attendance numbers	8,000
	
<b>Event Grants Program</b>	
Number of tourism events supported	18
Total contribution to tourism events	\$ 88,000
Community events supported	12
Total contribution to community events	\$ 17,500
Number of sponsorship events	4
Total contribution to sponsorship events	\$ 90,000
	
<b>Australian National Surfing Museum</b>	
Visitation numbers	17,000
	
<b>Community Facilities</b>	
Recreation reserves maintained	13
Halls maintained	12
Playgrounds maintained	58
	
<b>Local Laws</b>	
Dog registrations	6,684
Cat registrations	924
Animal infringements	30
Parking infringements	5,000
After hours calls received	130
	
<b>Statutory Planning</b>	
Applications received and dealt with	550
Complaints received and dealt with	5
	
<b>Building</b>	
Property information requests provided	900
Reports and consents	115
Building notices Issued	120
Building permits lodged	1,000
Swimming pools registered	1,100
	
<b>Road Services</b>	
Length of roads - sealed (km's)	612
Length of roads - unsealed (km's)	477
Gravel roads graded (km's)	1,430
Footpaths maintained (m2)	1,492
Potholes repaired (no.)	740
Road resealed (km's)	14
Road resheets (km's)	12
Street lights maintained	4,078
	
<b>Waste Management</b>	
Fortnightly waste collections services (urban)	19,412
Fortnightly waste collections services (rural)	1,926
Avg fortnightly household waste generation (kg)	9
Garbage collected kerbside (tonnes)	5,000
Garbage collected transfer (tonnes)	3,320
Garbage collected sweeper (tonnes)	1,000
Recyclables collected (tonnes)	3,100
Glass collected (tonnes)	1,200
Food and organics collected (tonnes)	8,200
	
	

Note: Unless indicated otherwise, figures are annual.

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### 3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2024-25 has been supplemented with projections to 2027-28.

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

- 3.1 Comprehensive Income Statement
- 3.2 Balance Sheet
- 3.3 Statement of Changes in Equity
- 3.4 Statement of Cash Flows
- 3.5 Statement of Capital Works
- 3.6 Statement of Human Resources



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### 3.1 Comprehensive Income Statement

For the four years ending 30 June 2028

	NOTES	2023-24 Forecast \$'000	2024-25 Budget \$'000	2025-26 \$'000	2026-27 Projections \$'000	2027-28 \$'000
<b>Income / Revenue</b>						
Rates and Charges	4.1.1	64,385	66,240	68,564	71,093	73,808
Statutory Fees and Fines	4.1.2	2,148	2,141	2,041	2,092	2,144
User Charges	4.1.3	6,766	6,973	7,616	11,393	11,805
Grants - Operating	4.1.4	5,640	10,631	10,847	11,112	11,384
Grants - Capital	4.1.4	18,165	17,039	19,985	1,051	1,051
Contributions - Monetary	4.1.5	1,828	1,788	4,104	4,023	2,955
Contributions - Non-Monetary	4.1.6	7,363	5,081	8,421	8,199	14,008
Net Gain/(Loss) on Disposal of Property Infrastructure, Plant and Equipment	4.1.7	(20,163)	274	313	482	427
Other Income	4.1.8	5,386	2,943	1,928	1,878	1,775
<b>Total Income / Revenue</b>		<b>91,518</b>	<b>113,111</b>	<b>123,818</b>	<b>111,324</b>	<b>119,357</b>
<b>Expenses</b>						
Employee Costs	4.1.9	39,053	41,290	42,368	43,587	44,598
Materials and Services	4.1.10	32,195	33,080	31,289	35,647	36,695
Depreciation	4.1.11	21,072	21,755	22,014	24,271	25,223
Amortisation - Intangible Assets	4.1.12	4,264	4,264	4,264	4,264	4,264
Depreciation - Right of Use Assets	4.1.13	312	448	457	466	475
Allowance for Impairment Losses	4.1.14	115	108	105	108	111
Borrowing Costs	4.1.15	281	234	188	141	94
Finance Costs Leases	4.1.16	32	137	133	129	122
Other Expenses	4.1.17	3,548	2,964	2,303	2,563	2,927
<b>Total Expenses</b>		<b>100,872</b>	<b>104,280</b>	<b>103,122</b>	<b>111,176</b>	<b>114,509</b>
<b>Surplus/(Deficit) for the Year</b>		<b>(9,354)</b>	<b>8,831</b>	<b>20,696</b>	<b>148</b>	<b>4,848</b>
<b>Other Comprehensive Income</b>						
<b>Items that will not be reclassified to surplus or deficit in future periods</b>						
Net Asset Revaluation Gain	4.1.18	19,777	61,248	48,289	46,113	26,533
<b>Total Comprehensive Result</b>		<b>10,423</b>	<b>70,080</b>	<b>68,984</b>	<b>46,260</b>	<b>31,382</b>

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### 3.2 Balance Sheet

For the four years ending 30 June 2028

	NOTES	2023-24 Forecast \$'000	2024-25 Budget \$'000	2025-26 \$'000	2026-27 Projections \$'000	2027-28 \$'000
<b>Assets</b>						
<b>Current Assets</b>						
		2,363	2,443	2,451	3,022	2,868
		6,132	6,327	6,460	6,598	6,739
		103,000	73,000	53,000	43,000	41,000
		30	30	30	30	30
		1,827	1,827	1,827	1,827	1,827
		<b>113,352</b>	<b>83,627</b>	<b>63,769</b>	<b>54,477</b>	<b>52,465</b>
	4.2.1					
<b>Non-Current Assets</b>						
		158	100	44	3	
		1,214,000	1,304,103	1,378,992	1,436,855	1,472,573
		276	276	276	276	276
		769	1,471	1,314	1,598	1,423
		21,321	17,057	12,792	8,528	4,264
		<b>1,236,524</b>	<b>1,323,007</b>	<b>1,393,419</b>	<b>1,447,260</b>	<b>1,478,535</b>
	4.2.2					
		<b>1,349,876</b>	<b>1,406,634</b>	<b>1,457,187</b>	<b>1,501,737</b>	<b>1,531,000</b>
<b>Liabilities</b>						
<b>Current Liabilities</b>						
		5,103	5,137	5,172	5,208	5,244
		26,838	17,230	946	946	946
		5,035	5,035	5,035	5,035	5,035
	4.2.3	10,387	8,114	8,276	8,384	13,952
	4.2.4	2,183	2,195	2,207	2,220	1,867
		345	392	397	403	401
		<b>49,892</b>	<b>38,104</b>	<b>22,033</b>	<b>22,195</b>	<b>27,445</b>
	4.2.5					
<b>Non-Current Liabilities</b>						
		20,223	20,167	20,111	20,111	14,711
		356	1,073	975	1,323	1,222
	4.2.4	10,356	8,162	5,955	3,735	1,867
		<b>30,935</b>	<b>29,401</b>	<b>27,041</b>	<b>25,168</b>	<b>17,800</b>
	4.2.6					
		<b>80,827</b>	<b>67,505</b>	<b>49,074</b>	<b>47,364</b>	<b>45,245</b>
<b>Net Assets</b>						
		<b>1,269,049</b>	<b>1,339,129</b>	<b>1,408,113</b>	<b>1,454,373</b>	<b>1,485,755</b>
<b>Equity</b>						
		823,383	862,135	902,822	912,589	919,781
		336,465	397,714	446,002	492,115	518,648
		109,201	79,281	59,289	49,670	47,326
		<b>1,269,049</b>	<b>1,339,129</b>	<b>1,408,113</b>	<b>1,454,373</b>	<b>1,485,755</b>

### 3.3 Statement of Changes in Equity

For the four years ending 30 June 2028

	NOTES	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2023-24 Forecast Actual</b>					
Balance at Beginning of the Financial Year		1,258,626	841,507	316,689	100,430
Surplus/(Deficit) for the Year		(9,354)	(9,354)	-	-
Net Asset Revaluation Gain		19,777	-	19,777	-
Transfers to Other Reserves		-	(96,325)	-	96,325
Transfers from Other Reserves		-	87,554	-	(87,554)
<b>Balance at End of the Financial Year</b>		<b>1,269,049</b>	<b>823,383</b>	<b>336,465</b>	<b>109,201</b>
<b>2024-25 Budget</b>					
Balance at Beginning of the Financial Year		1,269,049	823,383	336,465	109,201
Surplus/(Deficit) for the Year		8,831	8,831	-	-
Net Asset Revaluation Gain		61,248	-	61,248	-
Transfers to Other Reserves	4.3.2	-	(57,495)	-	57,495
Transfers from Other Reserves	4.3.2	-	87,416	-	(87,416)
<b>Balance at End of the Financial Year</b>	4.3.1	<b>1,339,129</b>	<b>862,135</b>	<b>397,714</b>	<b>79,281</b>
<b>2025-26 Projection</b>					
Balance at Beginning of the Financial Year		1,339,129	862,135	397,714	79,281
Surplus/(Deficit) for the Year		20,696	20,696	-	-
Net Asset Revaluation Gain		48,289	-	48,289	-
Transfers to Other Reserves		-	(18,227)	-	18,227
Transfers from Other Reserves		-	38,218	-	(38,218)
<b>Balance at End of the Financial Year</b>		<b>1,408,113</b>	<b>902,822</b>	<b>446,002</b>	<b>59,289</b>
<b>2026-27 Projection</b>					
Balance at Beginning of the Financial Year		1,408,113	902,822	446,002	59,289
Surplus/(Deficit) for the Year		148	148	-	-
Net Asset Revaluation Gain		46,113	-	46,113	-
Transfers to Other Reserves		-	(18,960)	-	18,960
Transfers from Other Reserves		-	28,579	-	(28,579)
<b>Balance at End of the Financial Year</b>		<b>1,454,373</b>	<b>912,589</b>	<b>492,115</b>	<b>49,670</b>
<b>2027-28 Projection</b>					
Balance at Beginning of the Financial Year		1,454,373	912,589	492,115	49,670
Surplus/(Deficit) for the Year		4,848	4,848	-	-
Net Asset Revaluation Gain		26,533	-	26,533	-
Transfers to Other Reserves		-	(18,777)	-	18,777
Transfers from Other Reserves		-	21,121	-	(21,121)
<b>Balance at End of the Financial Year</b>		<b>1,485,755</b>	<b>919,781</b>	<b>518,648</b>	<b>47,326</b>

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### 3.4 Statement of Cash Flows

For the four years ending 30 June 2028

	2023-24 Forecast \$'000	2024-25 Budget \$'000	2025-26 \$'000	2026-27 Projections \$'000	2027-28 \$'000
<b>Cash Flow from Operating Activities</b>					
Rates and Charges	63,782	66,099	68,483	70,993	73,666
Statutory Fees and Fines	2,134	2,141	2,041	2,092	2,144
User Charges	7,006	7,208	7,873	11,783	12,209
Grants - Operating	5,839	11,006	11,229	11,504	11,785
Grants - Capital	19,201	7,432	3,701	1,051	1,051
Contributions - Monetary	1,828	1,788	4,104	4,023	2,955
Interest Received	5,335	2,447	1,419	1,356	1,240
Trust Funds and Deposits Taken/(Repaid)	(363)	-	-	-	-
Net GST Refund/(Payment)	5,389	7,601	6,574	5,671	5,065
Employee Costs	(38,300)	(40,621)	(41,683)	(42,886)	(43,880)
Materials and Services	(39,024)	(42,243)	(39,584)	(43,208)	(43,702)
<b>Net Cash Provided from Operating Activities</b>	<b>32,829</b>	<b>22,857</b>	<b>24,157</b>	<b>22,379</b>	<b>22,533</b>
<b>Cash Flows from Investing Activities</b>					
Proceeds from Sale of Property, Plant & Equipment	593	428	472	594	642
Payments for Property, Plant, Equipment & Infrastructure Assets	(26,540)	(50,264)	(41,712)	(29,528)	(22,490)
Cash Flows from Investments	(5,500)	30,000	20,000	10,000	2,000
<b>Net Cash Used in Investing Activities</b>	<b>(31,448)</b>	<b>(19,836)</b>	<b>(21,240)</b>	<b>(18,933)</b>	<b>(19,848)</b>
<b>Cash Flows from Financing Activities</b>					
Finance Costs	(284)	(235)	(189)	(142)	(95)
Repayment of Lease Liabilities	(373)	(386)	(392)	(397)	(403)
Interest Paid - Lease Liabilities	(32)	(137)	(133)	(129)	(122)
Repayment of Borrowings	(2,171)	(2,183)	(2,195)	(2,207)	(2,220)
<b>Net Cash Provided from Financing Activities</b>	<b>(2,860)</b>	<b>(2,941)</b>	<b>(2,909)</b>	<b>(2,875)</b>	<b>(2,839)</b>
<b>Net Increase/(Decrease) in Cash &amp; Cash Equivalents Held</b>	<b>(1,479)</b>	<b>80</b>	<b>8</b>	<b>571</b>	<b>(154)</b>
Cash & Cash Equivalents at the Beginning of the Period	3,842	2,363	2,443	2,451	3,022
<b>Cash &amp; Cash Equivalents at the End of the Period</b>	<b>2,363</b>	<b>2,443</b>	<b>2,451</b>	<b>3,022</b>	<b>2,868</b>
<b>Investments (Current and Non-Current Financial Assets)</b>	<b>103,000</b>	<b>73,000</b>	<b>53,000</b>	<b>43,000</b>	<b>41,000</b>
<b>Total Cash &amp; Investments at the End of the Period</b>	<b>105,363</b>	<b>75,443</b>	<b>55,451</b>	<b>46,022</b>	<b>43,868</b>

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### 3.5 Statement of Capital Works

For the four years ending 30 June 2028

NOTES	2023-24	2024-25	2025-26	2026-27	2027-28
	Forecast \$'000	Budget \$'000	\$'000	Projections \$'000	\$'000
<b>Property</b>					
Land		72	-	-	-
Buildings	6,579	23,189	20,008	13,037	5,179
<b>Total Property</b>	<b>6,579</b>	<b>23,261</b>	<b>20,008</b>	<b>13,037</b>	<b>5,179</b>
<b>Plant and Equipment</b>					
Plant, Machinery & Equipment	1,837	1,661	1,771	1,754	1,926
Fixtures, Fitting & Furniture	3		135	-	-
Computers & Telecomms	651	1,455	275	300	2,300
<b>Total Plant and Equipment</b>	<b>2,491</b>	<b>3,117</b>	<b>2,181</b>	<b>2,054</b>	<b>4,226</b>
<b>Infrastructure</b>					
Bridges	99	288	3,050	50	50
Drainage & Sewerage	1,108	1,803	3,969	379	470
Footpaths & Cycleways	869	1,643	1,059	350	1,768
Parks, Open Space & Streetscapes	744	865	1,512	480	480
Recreation, Leisure & Communities	739	3,649	3,802	2,644	3,489
Roads	12,118	11,393	5,984	7,727	6,828
Offstreet Car Parks		26	-	-	-
Waste	1,294	1,733	90	2,750	-
Expensed Capital Works	1,311	2,146	825	948	986
Landfill Provision	500	2,487	56	56	-
<b>Total Infrastructure</b>	<b>18,782</b>	<b>26,033</b>	<b>20,347</b>	<b>15,384</b>	<b>14,070</b>
<b>Total Capital Works Expenditure</b>	<b>4.5.1 27,851</b>	<b>52,410</b>	<b>42,537</b>	<b>30,475</b>	<b>23,475</b>
<b>Represented By:</b>					
New Asset Expenditure	5,399	21,153	21,925	12,713	5,854
Asset Renewal Expenditure	13,612	19,592	16,434	15,565	15,052
Asset Expansion Expenditure	41	140	418	508	604
Asset Upgrade Expenditure	6,988	6,891	2,879	685	980
Expensed Capital Works	1,311	2,146	825	948	986
Landfill Provision Works	500	2,487	56	56	-
<b>Total Capital Works Expenditure</b>	<b>4.5.1 27,851</b>	<b>52,410</b>	<b>42,537</b>	<b>30,475</b>	<b>23,475</b>
<b>Funding Sources Represented By:</b>					
<b>External</b>					
Capital Grants	18,165	17,039	19,985	1,051	1,051
Special Charges	188	-	-	-	-
<b>Internal</b>					
Asset Sales	564	428	472	594	642
Council Cash	8,935	34,943	22,079	28,830	21,782
<b>Total Capital Works Funding Sources</b>	<b>4.5.1 27,851</b>	<b>52,410</b>	<b>42,537</b>	<b>30,475</b>	<b>23,475</b>

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**Reconciliation of Net Movement in Property Plant and Equipment**

	2023-24	2024-25	2025-26	2026-27	2027-28
	Forecast	Budget		Projections	
	\$'000	\$'000	\$'000	\$'000	\$'000
Total Capital Works	27,851	52,410	42,537	30,475	23,475
Asset Revaluation Increment / (Decrement)	19,777	61,248	48,289	46,113	26,533
Depreciation	(21,072)	(21,755)	(22,014)	(24,271)	(25,223)
Written Down Value of Assets Sold	(20,756)	(154)	(159)	(112)	(214)
Assets Written Off	(2,631)	(2,094)	(1,303)	(1,538)	(1,876)
Expensed Capital Works	(1,311)	(2,146)	(825)	(948)	(986)
Landfill Provision Works	(500)	(2,487)	(56)	(56)	-
Found Assets	78	-	-	-	-
Granted Assets	7,363	5,081	8,421	8,199	14,008
<b>Net Movement in Property, Plant and Equipment</b>	<b>8,799</b>	<b>90,103</b>	<b>74,889</b>	<b>57,862</b>	<b>35,718</b>

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### 3.6 Statement of Human Resources

For the four years ending 30 June 2028

	NOTES	2023-24	2024-25	2025-26	2026-27	2027-28
		Forecast \$'000	Budget \$'000		Projections \$'000	
<b>Staff Expenditure</b>						
Employee Costs - Operating as per Income Statement	4.6.1	39,053	41,290	42,368	43,587	44,598
Employee Costs - Capital		2,897	3,071	3,180	3,259	3,341
<b>Total Staff Expenditure</b>		<b>41,950</b>	<b>44,362</b>	<b>45,548</b>	<b>46,847</b>	<b>47,938</b>
<b>Staff Numbers (FTE)</b>						
Employees		357.9	368.0	366.7	368.1	369.1
<b>Total Staff Numbers (FTE)</b>		<b>357.9</b>	<b>368.0</b>	<b>366.7</b>	<b>368.1</b>	<b>369.1</b>

A summary of human resources expenditure categorised according to the organisational structure of Council is included below for 2024-25.

Division	2024-25		
	Budget \$'000	Full Time \$'000	Part Time \$'000
Chief Executive Office	901	653	248
Community Life	18,966	11,911	7,055
Place Making & Environment	12,069	8,536	3,533
Strategy & Effectiveness	7,076	4,700	2,376
<b>Total Staff Expenditure</b>	<b>39,013</b>	<b>25,801</b>	<b>13,212</b>
Casuals	643	-	643
Volunteers	497	-	497
Operating Projects	529	312	217
Other Employee Costs	608	-	-
<b>Employee Costs as per Income Statement</b>	<b>41,290</b>		
<b>Total Capitalised Labour</b>	<b>3,024</b>		
<b>Total Expenditure</b>	<b>41,290</b>		

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below for 2024-25.

Division	2024-25		
	Budget	Full Time	Part Time
Chief Executive Office	4.4	3.0	1.4
Community Life	170.3	99.5	70.8
Place Making & Environment	97.1	64.3	32.8
Strategy & Effectiveness	58.7	41.0	17.7
<b>Total Staff (FTE)</b>	<b>330.6</b>	<b>207.8</b>	<b>122.8</b>
Casuals and Other Employee Costs	6.2	-	6.2
Volunteers	6.4	-	6.4
Operating Projects	3.9	3.0	0.9
Capitalised Labour	20.8	19.3	1.5
<b>Total Staff (FTE)</b>	<b>368.0</b>		

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### 3.7 Four Year Financial Plan

For the four years ending 30 June 2028

	2023-24	2024-25	2025-26	2026-27	2027-28
	Forecast	Budget		Projections	
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Recurrent EBITDA less Waste and Other Special Purposes</b>					
Property Rates and Charges	53,525	55,531	56,920	58,343	59,802
Supplementary Property Rates and Charges	395	241	642	1,244	1,980
Grants	5,086	10,348	10,607	10,872	11,144
Other Revenue	6,506	6,478	7,107	7,305	7,509
<b>Total Recurrent Income</b>	<b>65,513</b>	<b>72,599</b>	<b>75,276</b>	<b>77,764</b>	<b>80,434</b>
Employee Benefits	36,742	38,316	39,438	40,424	41,434
Materials and Services	17,498	17,201	17,742	18,177	18,622
<b>Total Expenditure - Existing Operations</b>	<b>54,240</b>	<b>55,517</b>	<b>57,180</b>	<b>58,601</b>	<b>60,056</b>
<b>Financial Recurrent Savings Target</b>	-	-	<b>323</b>	<b>662</b>	<b>1,018</b>
Compliance Costs (Recurrent)	-	85	323	662	1,018
Growth	-	870	894	1,312	1,163
Future Years of Budget Year	-	-	985	1,009	1,035
<b>Total Expenditure - New Operations</b>	-	<b>955</b>	<b>2,202</b>	<b>2,984</b>	<b>3,216</b>
<b>Total</b>	<b>11,273</b>	<b>16,127</b>	<b>16,218</b>	<b>16,842</b>	<b>18,181</b>
<b>Recurrent EBITDA Waste</b>					
Garbage Charges	10,116	10,388	10,942	11,446	11,966
Other Revenue	3,155	3,212	3,292	3,374	3,459
<b>Total Recurrent Income</b>	<b>13,271</b>	<b>13,600</b>	<b>14,234</b>	<b>14,820</b>	<b>15,425</b>
Employee Benefits	1,302	1,353	1,401	1,436	1,472
Materials and Services	11,843	11,942	12,279	12,313	12,713
<b>Total Expenditure - Existing Operations</b>	<b>13,146</b>	<b>13,295</b>	<b>13,680</b>	<b>13,749</b>	<b>14,185</b>
Discretionary Growth	-	67	70	71	73
<b>Total Expenditure - New Operations</b>	-	<b>67</b>	<b>70</b>	<b>71</b>	<b>73</b>
<b>Recurrent EBITDA Waste</b>	<b>125</b>	<b>237</b>	<b>484</b>	<b>1,000</b>	<b>1,167</b>
<b>Recurrent EBITDA Other Special Purposes</b>					
Other Revenue	21	21	21	22	23
<b>Total Recurrent Income</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>22</b>	<b>23</b>
Materials and Services	17	18	18	19	19
<b>Total Expenditure - Existing Operations</b>	<b>17</b>	<b>18</b>	<b>18</b>	<b>19</b>	<b>19</b>
<b>Recurrent EBITDA Other Special Purposes</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Total Recurrent EBITDA</b>	<b>11,402</b>	<b>16,366</b>	<b>16,705</b>	<b>17,845</b>	<b>19,350</b>



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	2023-24	2024-25	2025-26	2026-27	2027-28
	Forecast	Budget		Projections	
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Total Recurrent EBITDA</b>	<b>11,402</b>	<b>16,366</b>	<b>16,705</b>	<b>17,845</b>	<b>19,350</b>
<b>Cash Adjustments:</b>					
Balance Sheet Movements	218	116	184	172	138
Interest Revenue	4,958	2,527	1,479	1,416	1,300
Interest Committed to Projects	(1,183)	(284)			
Grants Commission Funds Received Early Adjustmen	5,490				
<b>Total Cash Adjustments</b>	<b>9,483</b>	<b>2,359</b>	<b>1,662</b>	<b>1,589</b>	<b>1,438</b>
<b>Total Cash Available for Allocation</b>	<b>20,884</b>	<b>18,726</b>	<b>18,367</b>	<b>19,434</b>	<b>20,789</b>
<b>Allocations to Commitments</b>					
Debt Interest & Principal	2,093	2,058	2,024	1,989	1,955
Torquay/Jan Juc Developer Plan Allocation	2,770	2,770	2,770	2,770	2,770
Winchelsea Infrastructure Plan Allocation	232	239	246	253	261
Briody Drive DCP Allocation	333	-	-	-	-
Waste Allocation	125	237	484	1,000	1,167
Asset Renewal Allocation	9,720	10,601	11,558	12,828	13,994
Business Case Investments	376	370	395	405	415
Council Election Year	-	295	-	-	-
Aireys Inlet Aged Units	3	3	3	3	3
Growth and Compliance Costs (Non-Recurrent)	156	358	537	551	564
<b>Total Allocations to Commitments</b>	<b>15,809</b>	<b>16,930</b>	<b>18,017</b>	<b>19,799</b>	<b>21,129</b>
<b>Discretionary Cash Available</b>	<b>5,075</b>	<b>1,796</b>	<b>350</b>	<b>(366)</b>	<b>(341)</b>
<b>Discretionary Allocations</b>					
Discretionary Operating Projects	668	-	-	-	-
Discretionary Projects	710	1,627	1,125	1,256	1,401
<b>Total Discretionary Allocations</b>	<b>1,378</b>	<b>1,627</b>	<b>1,125</b>	<b>1,256</b>	<b>1,401</b>
<b>Unallocated Cash Surplus / (Deficit)</b>	<b>3,697</b>	<b>169</b>	<b>(774)</b>	<b>(1,621)</b>	<b>(1,742)</b>
<b>Accumulated Unallocated Cash</b>					
Opening Balance	7,157	10,764	10,933	10,159	8,347
Annual Surplus/(Deficit)	3,697	169	(774)	(1,621)	(1,742)
Net Allocations During the Year	(91)	-	-	-	-
Transfers for Project Funding	-	-	-	(190)	(190)
<b>Closing Balance</b>	<b>10,764</b>	<b>10,933</b>	<b>10,159</b>	<b>8,347</b>	<b>6,416</b>

### 3.8 Reconciliation of Recurrent EBITDA to Income Statement

For the four years ending 30 June 2028

	2023-24 Forecast \$'000	2024-25 Budget \$'000	2025-26 \$'000	2026-27 Projections \$'000	2027-28 \$'000
<b>Recurrent EBITDA</b>					
Property Rates and Charges	53,525	55,531	56,920	58,343	59,802
Supplementary Property Rates and Charges	395	241	642	1,244	1,980
Garbage Charges	10,116	10,388	10,942	11,446	11,966
Grants	5,086	10,348	10,607	10,872	11,144
Other Revenue	9,682	9,711	10,421	10,702	10,990
<b>Total Recurrent Income</b>	<b>78,804</b>	<b>86,219</b>	<b>89,531</b>	<b>92,607</b>	<b>95,882</b>
Employee Benefits	38,044	39,669	40,839	41,860	42,906
Materials and Services	29,358	29,161	30,039	30,509	31,354
<b>Total Expenditure - Existing Operations</b>	<b>67,403</b>	<b>68,830</b>	<b>70,878</b>	<b>72,369</b>	<b>74,261</b>
<b>Financial Recurrent Savings Target</b>	<b>-</b>	<b>-</b>	<b>323</b>	<b>662</b>	<b>1,018</b>
Compliance Costs	-	85	323	662	1,018
Non-Discretionary Growth	-	870	894	1,312	1,163
Growth Budget Year	-	-	1,054	1,081	1,108
Discretionary Growth	-	67	-	-	-
<b>Total Expenditure - New Operations</b>	<b>-</b>	<b>1,023</b>	<b>2,271</b>	<b>3,055</b>	<b>3,289</b>
<b>Total Recurrent EBITDA</b>	<b>11,402</b>	<b>16,366</b>	<b>16,705</b>	<b>17,845</b>	<b>19,350</b>
<b>Reserve Transfers</b>					
Developer Contributions (DCP Torquay)	239	48	1,053	1,861	677
Developer Contributions (Winchelsea)	213	510	734	567	533
Developer Contributions (Other)	5	11	1,175	429	552
Open Space Contributions	250	250	150	150	150
Sale of Plant - Renewal Reserve	564	428	472	594	642
Sale of Land - Reserve	29	-	-	-	-
Interest Revenue	4,958	2,527	1,479	1,416	1,300
Finance Costs	(226)	(191)	(156)	(122)	(87)
Finance Costs DCP Loan	(55)	(44)	(32)	(19)	(7)
<b>Projects</b>					
Capital Projects Revenue	18,355	17,039	19,985	1,051	1,051
Expensed Capital Works	(1,311)	(2,146)	(825)	(948)	(986)
Operational Projects Expenses	(3,398)	(3,430)	(1,188)	(1,158)	(1,215)
Operational Projects Revenue	906	649	463	467	457
<b>Non Cash Items</b>					
Depreciation	(21,072)	(21,755)	(22,014)	(24,271)	(25,223)
Amortisation	(4,264)	(4,264)	(4,264)	(4,264)	(4,264)
Contributions - Non-Monetary	7,363	5,081	8,421	8,199	14,008
Assets Recognised for the First Time	78	-	-	-	-
Written Down Value of Assets Sold	(20,756)	(154)	(159)	(112)	(214)
Asset Write Offs	(2,631)	(2,094)	(1,303)	(1,538)	(1,876)
<b>Surplus/(Deficit) for the Year</b>	<b>(9,354)</b>	<b>8,831</b>	<b>20,696</b>	<b>148</b>	<b>4,848</b>



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3.9 Summary of Planned Capital Works

New Capital Allocations and Carry Forwards for the Year Ending 30 June 2025

Capital Program - New Allocations	Asset Expenditure Types							Funding Sources					Total Funding \$'000
	Renewal \$'000	Upgrade \$'000	Expansion \$'000	New \$'000	Expensed \$'000	Landfill Provision \$'000	Total Expenditure \$'000	External Funds		Council Cash			
								Grants \$'000	Contrib's \$'000	Asset Sales \$'000	Cash Reserve Funds \$'000	Direct Funded \$'000	
<b>Renewal Program</b>													
Active Play Items Renewal Program	100						100				100		100
Asset Condition Audits					150		150				150		150
Asset Management Engineers	72						72				72		72
Bridge Renewal Program	50						50				50		50
Building Renewal Program	500						500				500		500
Drainage Renewal Program	160						160				160		160
Facility Signage Renewal Program	15						15				15		15
Fencing Renewal Program	150						150				150		150
Footpath Renewal Program	350						350				350		350
Hard Court Renewal Program	1,500						1,500				1,500		1,500
Heavy Plant Replacement Program	850						850			276	575		850
I.T. Renewal Program	100						100				100		100
I.T. Software Renewal Program	330						330				330		330
Kerb Renewal Program	100						100				100		100
Light Fleet Replacement Program	420						420			143	278		420
Park Furniture Renewal Program	100						100				100		100
Playground Renewal Program	900						900				900		900
Sealed Road Renewal Program	1,100						1,100				1,100		1,100
Skate Park Renewal Program	40						40				40		40
Small Plant Replacement Program	80						80			10	70		80
Unsealed Road Renewal Program	1,025						1,025				1,025		1,025
Unsealed Shoulder Renewal Program	100						100				100		100
Water Sensitive Urban Design Renewal Program	150						150				150		150
Widen Coombes Road (RD11) Stage 3 - Ghazepoore Rd to Messmate Rd	1,105						1,105				1,105		1,105
Contingency Allocation	103						103				103		103
<b>Total Renewal Program</b>	<b>9,400</b>				<b>150</b>		<b>9,550</b>			<b>428</b>	<b>9,122</b>		<b>9,550</b>
<b>DCP / Infrastructure Development Program</b>													
Construct Regional Bike Route Along Great Ocean Road \ (PC08) - Duffields Rd to Strathmore Dr (Construction)				489			489				489		489
Spring Creek Recreation Reserve Development (OR07) - Contribution towards Drainage		74					74				74		74
Torquay Central & North (OR01) - Playground & Landscaping				124			124				124		124
Torquay North Open Space Pathways (PC02) and Landscaping (OR01) - Design				32			32				32		32
Widen Coombes Road (RD11) Stage 3 - Ghazepoore Rd to Messmate Rd		1,093					1,093				1,093		1,093
Winchelsea Infrastructure Plan - Upgrade of Batson Street - Design		32					32				32		32
Contingency Allocation		164		87			251				251		251
<b>Total DCP / Infrastructure Development Program</b>		<b>1,363</b>		<b>732</b>			<b>2,095</b>				<b>2,095</b>		<b>2,095</b>



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Capital Program - New Allocations	Expenditure							Funding					Total Funding
	Renewal	Upgrade	Expansion	New	Expensed	Landfill Provision	Total Expenditure	External Funds			Council Cash		
								Grants	Contrib's	Asset Sales	Cash Reserve Funds	Direct Funded	
<b>Discretionary Program</b>													
<b>Business Case</b>													
Solar & Energy Transition Program		92		248			340					340	340
<b>Buildings</b>													
Anglesea Community and Health Hub - Planning and Design			125	125			250					250	250
<b>Drainage</b>													
Critical Drainage Rectification Program		113	57				170					170	170
Karaaf Wetlands Stormwater Management	100						100					100	100
<b>Other Assets</b>													
Aireys Inlet Top Shops Beautification Project - Planning	70						70					70	70
Land Purchase Public Access Winchelsea			72				72					72	72
<b>Recreation and Open Space</b>													
Lorne Men's Shed Parking Design		26					26					26	26
<b>Roads/Road Safety</b>													
Road Safety Program 2024-25		93		77			170					170	170
Roads to Recovery Program - Blackgate Road & Horseshoe Bend Road	400	100					500	500					500
Roads to Recovery Program - Rural Unsealed Road Upgrade Program	280	70					350	350					350
Roads to Recovery Program - Strategic Network Improvements	161	40					201	201					201
Safer Cycling Strategy Delivery - High Priority Low Cost Actions		47		29			75					75	75
Contingency Allocation	10	26	9	30			74					74	74
<b>Total Discretionary Program</b>	<b>1,021</b>	<b>607</b>	<b>262</b>	<b>508</b>		<b>-</b>	<b>2,398</b>	<b>1,051</b>		<b>428</b>	<b>11,218</b>	<b>1,347</b>	<b>2,398</b>
<b>Total New Capital Works Allocation</b>	<b>10,421</b>	<b>1,970</b>	<b>262</b>	<b>1,240</b>	<b>150</b>	<b>-</b>	<b>14,043</b>	<b>1,051</b>		<b>428</b>	<b>11,218</b>	<b>1,347</b>	<b>14,043</b>
<b>Carried Forward Capital Projects</b>													
Carried Forward Capital Projects	15,778	6,867	12	49,606	1,996	2,487	76,747	34,978			41,769		76,747
Contingency Allocation	676	1,499	1	943	373	500	3,993				3,993		3,993
<b>Total Carried Forward Capital Projects</b>	<b>16,455</b>	<b>8,366</b>	<b>13</b>	<b>50,549</b>	<b>2,370</b>	<b>2,987</b>	<b>80,741</b>	<b>34,978</b>			<b>45,762</b>		<b>80,741</b>
<b>Total Capital Works Program Allocation</b>	<b>26,875</b>	<b>10,336</b>	<b>275</b>	<b>51,790</b>	<b>2,520</b>	<b>2,987</b>	<b>94,784</b>	<b>36,029</b>		<b>428</b>	<b>56,980</b>	<b>1,347</b>	<b>94,784</b>



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**New Capital Allocations for the Year Ending 30 June 2026**

Capital Program - New Allocations	Asset Expenditure Types							Funding Sources					Total Funding \$'000
	Renewal \$'000	Upgrade \$'000	Expansion \$'000	New \$'000	Expensed \$'000	Landfill Provision \$'000	Total Expenditure \$'000	External Funds		Council Cash			
								Grants \$'000	Contrib's \$'000	Asset Sales \$'000	Cash Reserve Funds \$'000	Direct Funded \$'000	
<b>Renewal Program</b>													
Active Play Items Renewal Program	150						150				150		150
Active Play Renewal Program - Spring Creek Oval Including Irrigation & Drainage	2,000						2,000				2,000		2,000
Asset Condition Audits					175		175				175		175
Asset Management Engineers	74						74				74		74
Bike Park Renewal Program	30						30				30		30
Bridge Renewal Program	50						50				50		50
Building Renewal Program	600						600				600		600
Drainage Renewal Program	150						150				150		150
Facility Signage Renewal Program	15						15				15		15
Fencing Renewal Program	150						150				150		150
Footpath Renewal Program	350						350				350		350
Guardrail Renewal Program	100						100				100		100
Heavy Plant Replacement Program	1,297						1,297			389	908		1,297
I.T. Renewal Program	125						125				125		125
Irrigation Renewal Program	100						100				100		100
Kerb Renewal Program	50						50				50		50
Light Fleet Replacement Program	96						96			43	53		96
Lighting Renewal Program	150						150				150		150
Park Furniture Renewal Program	150						150				150		150
Playground Renewal Program	20						20				20		20
Point Roadnight Drainage Outfall	1,700						1,700				1,700		1,700
Sealed Road Renewal Program	1,626						1,626				1,626		1,626
Skate Park Renewal Program	400						400				400		400
Small Plant Replacement Program	80						80			40	40		80
Structures Renewal Program	150						150				150		150
Unsealed Road Renewal Program	1,000						1,000				1,000		1,000
Unsealed Shoulder Renewal Program	150						150				150		150
Water Sensitive Urban Design Renewal Program	150						150				150		150
Contingency Allocation	470						470				470		470
<b>Total Renewal Program</b>	<b>11,383</b>				<b>175</b>		<b>11,558</b>			<b>472</b>	<b>11,086</b>		<b>11,558</b>
<b>DCP / Infrastructure Development Program</b>													
Construct Pathways Along Spring and Deep Creeks (PC01) - Deep Creek & Spring Creek				449			449				449		449
Duffields / Grossmans Road Intersection Upgrade (RD15) - Construction		751		83			835				835		835
South Beach Road Upgrade (RD09) - Design		19			77		97				97		97
Spring Creek Recreation Reserve Development (OR07) - Design & Scoping		97					97				97		97
Torquay North Open Space Pathways (PC02) - Contributions to Developer Works				111			111				111		111
Upgrade Jan Juc Linear Reserve (OR08) - Domain Rd to Sedimentation Pond		19			77		97				97		97
Winchelsea Infrastructure Plan - Gladman Street Upgrade		640					640				640		640
Contingency Allocation		149		79	16		244				244		244
<b>Total DCP / Infrastructure Development Program</b>		<b>1,675</b>		<b>722</b>	<b>171</b>		<b>2,568</b>				<b>2,568</b>		<b>2,568</b>
<b>Waste Management Program</b>													
Anglesea Landfill Stage 5 Rehabilitation - Design						56	56				56		56
Torquay Transfer Station Development - Design				90			90				90		90
Contingency Allocation				10		4	14				14		14
<b>Total Waste Management Program</b>				<b>100</b>		<b>60</b>	<b>160</b>				<b>160</b>		<b>160</b>



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Capital Program - New Allocations	Asset Expenditure Types							Funding Sources					
	Renewal \$'000	Upgrade \$'000	Expansion \$'000	New \$'000	Expensed \$'000	Landfill Provision \$'000	Total Expenditure \$'000	External Funds		Council Cash			
								Grants \$'000	Contrib's \$'000	Asset Sales \$'000	Cash Reserve Funds \$'000	Direct Funded \$'000	Total Funding \$'000
<b>Discretionary Program</b>													
<b>Discretionary Capital Projects</b>													
Discretionary Capital Projects			418	418			837					837	837
<b>Business Cases</b>													
Business Cases					395		395					395	395
<b>Roads/Road Safety</b>													
Roads to Recovery Program - Grant Seed Funding	121	30					151	151					151
Roads to Recovery Program - Wadawurrung Way Upgrade, Torquay	160	640					800	800					800
Contingency Allocation	20	80					100	100					100
<b>Total Discretionary Program</b>	<b>301</b>	<b>750</b>	<b>418</b>	<b>418</b>	<b>395</b>		<b>2,283</b>	<b>1,051</b>				<b>1,232</b>	<b>2,283</b>
<b>Growth and Compliance</b>													
Disability Discrimination Act - Facility Improvements - Annual Implementation Plan					100		100					100	100
Contingency Allocation													
<b>Total Growth and Compliance</b>					<b>100</b>		<b>100</b>					<b>100</b>	<b>100</b>
<b>Total New Capital Works Allocation</b>	<b>11,684</b>	<b>2,426</b>	<b>418</b>	<b>1,240</b>	<b>841</b>	<b>60</b>	<b>16,669</b>	<b>1,051</b>		<b>472</b>	<b>13,814</b>	<b>1,332</b>	<b>16,669</b>



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New Capital Allocations for the Year Ending 30 June 2027

Capital Program - New Allocations	Asset Expenditure Types							Funding Sources						
	Renewal \$'000	Upgrade \$'000	Expansion \$'000	New \$'000	Expensed \$'000	Landfill Provision \$'000	Total Expenditure \$'000	External Funds			Council Cash		Total Funding \$'000	
								Grants \$'000	Contrib's \$'000	Asset Sales \$'000	Cash Reserve Funds \$'000	Direct Funded \$'000		
<b>Renewal Program</b>														
Active Play Items Renewal Program	250						250					250		250
Asset Condition Audits					125		125					125		125
Asset Management Engineers	76						76					76		76
Bike Park Renewal Program	200						200					200		200
Bridge Renewal Program	50						50					50		50
Deans Marsh Community Hall - Redevelopment	2,288						2,288					2,288		2,288
Drainage Renewal Program	150						150					150		150
Extension to the Public Library Stage 2 (CY05c) (Subject to Successful Grant)	1,161						1,161					1,161		1,161
Facility Signage Renewal Program	30						30					30		30
Fencing Renewal Program	250						250					250		250
Footpath Renewal Program	350						350					350		350
Guardrail Renewal Program	150						150					150		150
Hard Court Renewal Program	550						550					550		550
Heavy Plant Replacement Program	1,299						1,299			390		909		1,299
I.T. Renewal Program	150						150					150		150
I.T. Software Renewal Program	150						150					150		150
Irrigation Renewal Program	100						100					100		100
Kerb Renewal Program	50						50					50		50
Light Fleet Replacement Program	365						365			164		201		365
Lighting Renewal Program	150						150					150		150
Park Furniture Renewal Program	200						200					200		200
Playground Renewal Program	20						20					20		20
Sealed Road Renewal Program	4,919						4,919					4,919		4,919
Small Plant Replacement Program	90						90			40		49		90
Structures Renewal Program	250						250					250		250
Unsealed Road Renewal Program	1,300						1,300					1,300		1,300
Unsealed Shoulder Renewal Program	250						250					250		250
Water Sensitive Urban Design Renewal Program	150						150					150		150
Contingency Allocation	232						232					232		232
<b>Total Renewal Program</b>	<b>15,181</b>				<b>125</b>		<b>15,306</b>			<b>594</b>		<b>14,711</b>		<b>15,306</b>
<b>DCP / Infrastructure Development Program</b>														
Extension to the Public Library Stage 2a (CY05c) (Subject to Successful Grant)				630			630					630		630
Spring Creek Recreation Reserve Development (OR07) - Implementation of DCP Works		211					211					211		211
Torquay Central & North (OR01) - Playgrounds, Parking & Landscaping				148			148					148		148
Upgrade Jan Juc Linear Reserve (OR08) - Domain Rd to Sedimentation Pond		79			318		397					397		397
Winchelsea Infrastructure Plan - Winchelsea Community House Upgrade - Design		30					30					30		30
Contingency Allocation		67		66	32		165					165		165
<b>Total DCP / Infrastructure Development Program</b>		<b>388</b>		<b>844</b>	<b>350</b>		<b>1,581</b>					<b>1,581</b>		<b>1,581</b>



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Capital Program - New Allocations	Asset Expenditure Types							Funding Sources					
	Renewal \$'000	Upgrade \$'000	Expansion \$'000	New \$'000	Expensed \$'000	Landfill Provision \$'000	Total Expenditure \$'000	External Funds		Council Cash		Total Funding \$'000	
								Grants \$'000	Contrib's \$'000	Asset Sales \$'000	Cash Reserve Funds \$'000		Direct Funded \$'000
<b>Waste Management Program</b>													
Torquay Transfer Station Development				2,750			2,750				2,750		2,750
Anglesea Landfill Stage 5 Rehabilitation - Design						56	56				56		56
Contingency Allocation				250		4	254				254		254
<b>Total Waste Management Program</b>				<b>3,000</b>		<b>60</b>	<b>3,060</b>				<b>3,060</b>		<b>3,060</b>
<b>Discretionary Program</b>													
<b>Discretionary Capital Projects</b>													
Discretionary Capital Projects			508	508			1,016					1,016	1,016
<b>Business Cases</b>													
Business Cases					405		405					405	405
<b>Roads/Road Safety</b>													
Roads to Recovery Program - Grant Seed Funding	160	40					200	200					200
Roads to Recovery Program - Rural Unsealed Road Upgrade Program	56	224					280	280					280
Roads to Recovery Program - Strategic Network Improvements	401	100					501	501					501
Contingency Allocation	44	26					70	70					70
<b>Total Discretionary Program</b>	<b>661</b>	<b>390</b>	<b>508</b>	<b>508</b>	<b>405</b>		<b>2,472</b>	<b>1,051</b>				<b>1,421</b>	<b>2,472</b>
<b>Growth and Compliance</b>													
Disability Discrimination Act - Facility Improvements - Annual Implementation Plan					100		100					100	100
Contingency Allocation													
<b>Total Growth and Compliance</b>					<b>100</b>		<b>100</b>					<b>100</b>	<b>100</b>
<b>Total New Capital Works Allocation</b>	<b>15,841</b>	<b>778</b>	<b>508</b>	<b>4,351</b>	<b>980</b>	<b>60</b>	<b>22,518</b>	<b>1,051</b>		<b>594</b>	<b>19,352</b>	<b>1,521</b>	<b>22,518</b>





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New Capital Allocations for the Year Ending 30 June 2028

Capital Program - New Allocations	Asset Expenditure Types							Funding Sources					
	Renewal \$'000	Upgrade \$'000	Expansion \$'000	New \$'000	Expensed \$'000	Landfill Provision \$'000	Total Expenditure \$'000	External Funds		Council Cash		Total Funding \$'000	
								Grants \$'000	Contrib's \$'000	Asset Sales \$'000	Cash Reserve Funds \$'000		Direct Funded \$'000
<b>Renewal Program</b>													
Active Play Items Renewal Program	250						250				250		250
Asset Condition Audits					150		150				150		150
Asset Management Engineers	78						78				78		78
Bike Park Renewal Program	250						250				250		250
Bridge Renewal Program	50						50				50		50
Building Renewal Program	839						839				839		839
Drainage Renewal Program	215						215				215		215
Facility Signage Renewal Program	30						30				30		30
Fencing Renewal Program	250						250				250		250
Footpath Renewal Program	500						500				500		500
Guardrail Renewal Program	200						200				200		200
Hard Court Renewal Program	1,150						1,150				1,150		1,150
Heavy Plant Replacement Program	1,500						1,500			450	1,050		1,500
I.T. Renewal Program	150						150				150		150
I.T. Software Renewal Program	2,150						2,150				2,150		2,150
Irrigation Renewal Program	100						100				100		100
Kerb Renewal Program	150						150				150		150
Light Fleet Replacement Program	379						379			170	208		379
Lighting Renewal Program	300						300				300		300
Park Furniture Renewal Program	200						200				200		200
Playground Renewal Program	20						20				20		20
Sealed Road Renewal Program	3,477						3,477				3,477		3,477
Small Plant Replacement Program	47						47			21	26		47
Structures Renewal Program	250						250				250		250
Unsealed Road Renewal Program	1,500						1,500				1,500		1,500
Unsealed Shoulder Renewal Program	250						250				250		250
Water Sensitive Urban Design Renewal Program	150						150				150		150
Contingency Allocation													
<b>Total Renewal Program</b>	<b>14,435</b>				<b>150</b>		<b>14,585</b>			<b>642</b>	<b>13,943</b>		<b>14,585</b>
<b>DCP / Infrastructure Development Program</b>													
Expand Tennis Facilities at Spring Creek Reserve (OR04)				103			103				103		103
Extension to the Public Library Stage 2b (CY05c) (Subject to Successful Grant)				3,880			3,880				3,880		3,880
South Beach Road Upgrade (RD09) - Construction		105			420		525				525		525
Spring Creek Recreation Reserve Development (OR07) - Landscaping		109					109				109		109
Torquay Central & North (OR01) - Playgrounds, Parking & Landscaping				1,128			1,128				1,128		1,128
Torquay North Open Space Pathways (PC02) - Contributions to Developer Works				140			140				140		140
Winchelsea Infrastructure Plan - Upgrade of Batson Street - Construction		192					192				192		192
Winchelsea Infrastructure Plan - Winchelsea Community House Upgrade - Construction		210					210				210		210
Contingency Allocation		103		207	32		342				342		342
<b>Total DCP / Infrastructure Development Program</b>		<b>719</b>		<b>5,457</b>	<b>452</b>		<b>6,628</b>				<b>6,628</b>		<b>6,628</b>



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Capital Program - New Allocations	Asset Expenditure Types							Funding Sources						
	Renewal \$'000	Upgrade \$'000	Expansion \$'000	New \$'000	Expensed \$'000	Landfill Provision \$'000	Total Expenditure \$'000	External Funds			Council Cash		Total Funding \$'000	
								Grants \$'000	Contrib's \$'000	Asset Sales \$'000	Cash Reserve Funds \$'000	Direct Funded \$'000		
<b>Discretionary Program</b>														
<b>Discretionary Capital Projects</b>														
Discretionary Capital Projects			604	604			1,207						1,207	1,207
<b>Business Cases</b>														
Business Cases					415		415						415	415
<b>Roads/Road Safety</b>														
Roads to Recovery Program - Grant Seed Funding	160	40					200	200						200
Roads to Recovery Program - Rural Unsealed Road Upgrade Program	56	224					280	280						280
Roads to Recovery Program - Strategic Network Improvements	401	100					501	501						501
Contingency Allocation	44	26					70	70						70
<b>Total Discretionary Program</b>	<b>661</b>	<b>390</b>	<b>604</b>	<b>604</b>	<b>415</b>		<b>2,673</b>	<b>1,051</b>					<b>1,622</b>	<b>2,673</b>
<b>Total New Capital Works Allocation</b>	<b>15,096</b>	<b>1,109</b>	<b>604</b>	<b>6,061</b>	<b>1,018</b>		<b>23,887</b>	<b>1,051</b>		<b>642</b>	<b>20,572</b>	<b>1,622</b>	<b>23,887</b>	



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### 3.10 Summary of Planned Operational Works

#### New Operational Allocations for the Year Ending 30 June 2025

Operational Program - New Allocations							Funding				Total Funding \$'000
	Anglesea \$'000	Lorne \$'000	Torquay \$'000	Winchelsea \$'000	Shire Wide \$'000	Total Expenditure \$'000	External Funds		Council Cash		
							Grants \$'000	Fees & Charges \$'000	Cash Reserve Funds \$'000	Direct Funded \$'000	
<b>Operational Projects</b>											
2024 Council Elections - Including Councillor Induction					310	310		30		280	310
Anglesea Art Space	52					52		12		40	52
Building Services Compliance - IT System					65	65				65	65
Council Alliance for Sustainable Built Environment (CASBE) Membership (Two Years)					27	27				27	27
Council Carbon Neutrality Program					235	235		204		31	235
Council Plan 2025 to 2029 Incorporating the Municipal Health & Wellbeing Plan					327	327				327	327
Engage Youth Program					25	25	25				25
FReeZA Youth Project					18	18	18				18
Gender Equity Advisor - Impact Assessments (Two Years)					49	49				49	49
Growing Our Urban Forest - Planning & Implementation Program (Year 1 of 5)					190	190				190	190
Health and Wellbeing Plan Year Four Implementation					10	10				10	10
Major Event Support - 2025 UCI Gran Fondo World Championships Lorne		50				50				50	50
Municipal Emergency Management Program					240	240	240				240
Operational Service Reviews					45	45				45	45
Ranger Services Pilot					120	120		120			120
Resilient Relief Centres Assessment					35	35				35	35
Surf Coast Shire Library Strategy Review					35	35				35	35
Waste Service Review					45	45			23	23	45
Winchelsea Shire Hall Management Support Contribution				28		28				28	28
Contingency Allocation					71	71				71	71
<b>Total Operational Projects</b>	<b>52</b>	<b>50</b>		<b>28</b>	<b>1,847</b>	<b>1,976</b>	<b>283</b>	<b>366</b>	<b>23</b>	<b>1,305</b>	<b>1,976</b>



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**New Recurrent Operational Allocations for the Year Ending 30 June 2025**

New Recurrent Operational Expenditure	Shire Wide \$'000	Total Expenditure \$'000	Funding			Total Funding \$'000
			External Fees & Charges \$'000	Council Cash Cash Reserve Funds \$'000	Direct Funded \$'000	
<b><u>New Recurrent Operational Expenditure</u></b>						
Christmas Carols Funding Increase	1	1			1	1
Civil Operations Maintenance Water Sensitive Urban Design Growth	25	25			25	25
Community Engagement Growth	74	74			74	74
Community Led Project Support Resource	61	61			61	61
Facilities Management Annual Termite Treatment of Buildings	85	85			85	85
Health & Wellbeing Growth	25	25			25	25
Increased Library Contribution	41	41			41	41
Litter Prevention Officer	132	132	5	67	60	132
Open Space Operations Maintenance Growth	50	50			50	50
Pilk Purriyn First Nations Led January 26 Acknowledgement	15	15			15	15
Positive Ageing Initiatives	15	15			15	15
Program Engineer	88	88			88	88
Recruitment Advisor	81	81			81	81
Revenue Officer Part-Time	22	22			22	22
Software Licence Growth (Digital Transformation Initiatives & Contracts)	172	172			172	172
Strategic Initiatives Housing Coordinator	142	142			142	142
<b>Total Recurrent Operational Expenditure</b>	<b>1,028</b>	<b>1,028</b>	<b>5</b>	<b>67</b>	<b>955</b>	<b>1,028</b>

**New Business Case Allocations for the Year Ending 30 June 2025**

Description - New Funding	Expenditure		Funding		
	Shire Wide \$'000	Total Expenditure \$'000	Council Cash Cash Reserve Funds \$'000	Direct Funded \$'000	Total Funding \$'000
<b><u>Business Cases</u></b>					
Solar & Energy Transition Program	340	340		340	340
Contingency Allocation	30	30		30	30
<b>Total Business Cases</b>	<b>370</b>	<b>370</b>		<b>370</b>	<b>370</b>

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**Multi Year Operational Works Program for the Four Years Ending 30 June 2028**

Operational Works Program	2024-25 Budget \$'000	2025-26 \$'000	2026-27 Projections \$'000	2027-28 \$'000
<b>Operational Projects</b>				
2024 Council Elections - Including Councillor Induction	310			
Anglesea Art Space	52	61	62	
Building Services Compliance - IT System	65			
Council Alliance for Sustainable Built Environment (CASBE) Membership (Two Years)	27			
Council Carbon Neutrality Program	235	240	245	251
Council Plan 2025 to 2029 Incorporating the Municipal Health & Wellbeing Plan	327			
Engage Youth Program	25			
FReeZA Youth Project	18			
Gender Equity Advisor - Impact Assessments (Two Years)	49			
Growing Our Urban Forest - Planning & Implementation Program (Years 1-4 of 5)	190	152	152	152
Growth & Compliance		437	451	564
Health and Wellbeing Plan Year Four Implementation	10			
Major Event Support - 2025 UCI Gran Fondo World Championships Lorne	50	50		
Municipal Emergency Management Program	240	240	240	240
Operational Service Reviews	45			
Ranger Services Pilot	120			
Resilient Relief Centres Assessment	35			
Surf Coast Shire Library Strategy Review	35			
Waste Service Review	45			
Winchelsea Shire Hall Management Support Contribution	28			
Contingency Allocation	71	8	8	8
<b>Total Multi Year Operational Works Program</b>	<b>1,976</b>	<b>1,188</b>	<b>1,158</b>	<b>1,215</b>

## 4. Notes to the Financial Statements

This section presents detailed information on material components of the financial statements. Council determines which components are of a material nature, considering the dollar amounts and nature of these components.

### 4.1 Comprehensive Income Statement

#### 4.1.1 Rates and Charges

Rates and charges are required by the *Local Government Act 2020* and the Regulations to be disclosed in Council's budget.

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four-year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2024-25 the FGRS cap has been set at 2.75%. The cap applies to both general rates and municipal charges and is calculated based on Council's average rates and charges (see table 4.1.1(I)). Council complies with the Fair Go Rates System.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

For 2024-25, Council has limited the municipal charge to 10% of total rates revenue. Total rates and charges including the Municipal Charge will increase by 2.75% on average.

The Valuer-General re-values every property in the municipality annually, and these property values are used to calculate individual property rates. This annual revaluation does not result in a net gain or loss of revenue to Council. Ratepayers may see rate increases that differ from the average 2.75% increase because of changes to their property value relative to that of other ratepayers' properties.

Council's draft budget has been prepared using the Valuer-General's preliminary 2024 valuations and an estimate of outstanding objections and supplementary valuations. The final data in the Adopted Budget Report may differ slightly from that which is disclosed below due to a change in the mix of differentials (types of property) once certified valuations and all objections and supplementary valuations for 2023-24 are processed. The average rate increase of 2.75% will still apply.

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**4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:**

	2023-24	2024-25	Change	
	Forecast	Budget	\$'000	%
General Rates <sup>1</sup>	48,201	50,021	1,820	3.78%
Municipal Charge <sup>1</sup>	5,325	5,511	186	3.49%
Service Rates and Charges	10,116	10,388	271	2.68%
Special Rates and Charges	188	-	(188)	-
New Supplementary Rates and Rate Adjustments	395	241	(154)	39.00%
Interest on Rates and Charges	160	80	(80)	50.00%
<b>Total rates and charges</b>	<b>64,385</b>	<b>66,240</b>	<b>1,855</b>	<b>2.88%</b>

1. These items include annualised supplementary rates, which are not subject to the rate cap.

**4.1.1(b) The rate in the dollar to be levied as general rates under Section 158 of the Act for each type or class of land compared with the previous financial year:**

Type of Property	2023-24	2024-25	Change	
	cents/\$CIV	cents/\$CIV	\$	%
General Rate Land	0.13475	0.13813	0.0034	2.51%
Farm Rate Land	0.10107	0.10360	0.0025	2.50%
Commercial/Industrial Rate Land	0.25603	0.26245	0.0064	2.51%

The rate cap increase of 2.75% has been applied to Council's average rates and charges, the Cents/\$CIV have not increased by the rate cap amount because of the increase in average valuations per property.

**4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, compared with the previous financial year:**

Type of Property	2023-24	2024-25	Change	
	\$	\$	\$	%
General Rate Land	42,742,309	44,149,915	1,407,606	3.29%
Farm Rate Land	2,219,154	2,391,658	172,504	7.77%
Commercial/Industrial Rate Land	3,239,183	3,479,431	240,248	7.42%
<b>Total amount to be raised by general rates</b>	<b>48,200,646</b>	<b>50,021,004</b>	<b>1,820,358</b>	<b>3.78%</b>

**4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year:**

Type of Property	2023-24	2024-25	Change	
			\$	%
General Rate Land	21,784	21,926	142	0.65%
Farm Rate Land	944	944	0	-
Commercial/Industrial Rate Land	1,191	1,227	36	3.02%
<b>Total number of assessments</b>	<b>23,919</b>	<b>24,097</b>	<b>178</b>	<b>0.74%</b>

**4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV).**

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**4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year:**

Type of Property	2023-24	2024-25	Change	
	\$	\$	\$	%
General Rate Land	31,719,709,500	31,962,582,583	242,873,083	0.77%
Farm Rate Land	2,195,660,000	2,308,550,000	112,890,000	5.14%
Commercial/Industrial Rate Land	1,265,157,501	1,325,750,001	60,592,500	4.79%
<b>Total Value</b>	<b>35,180,527,001</b>	<b>35,596,882,584</b>	<b>416,355,583</b>	<b>1.18%</b>

**4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year:**

	Per Rateable Property	Per Rateable Property	Change	
	2023-24	2024-25	\$	%
	\$	\$	\$	%
Municipal Charge	225	231	6	2.67%

**4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year:**

	2023-24	2024-25	Change	
	\$	\$	\$	%
Municipal Charge	5,324,850	5,510,736	185,886	3.49%

**4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year:**

	2023-24	2024-25	Change	
	\$	\$	\$	%
Urban Waste Services Charge (All Residential/ Commercial Tenements)	491	495	4	0.81%
Rural Waste Services Charge (Optional)	427	461	34	7.96%

\*note the rural waste service charge fee is a step change being made over four years so that in 2025-26 the fees will be aligned.

**4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year:**

	2023-24	2024-25	Change	
	\$	\$	\$	%
Urban Waste Services Charge (All Residential/ Commercial Tenements)	9,276,966	9,508,536	231,570	2.50%
Rural Waste Services Charge (Optional)	806,044	879,072	73,028	9.06%
<b>Total</b>	<b>10,083,010</b>	<b>10,387,608</b>	<b>304,598</b>	<b>3.02%</b>

These figures include supplementary waste charges from new properties.

**4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year:**

	2023-24	2024-25	Change	
	\$	\$	\$	%
General Rates Revenue	48,200,645	50,021,004	1,820,359	3.78%
Municipal Charge	5,324,850	5,510,736	185,886	3.49%
Service Charge - Waste Services Charge	10,083,010	10,387,608	304,598	3.02%
<b>Total</b>	<b>63,608,505</b>	<b>65,919,348</b>	<b>2,310,843</b>	<b>3.63%</b>



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**4.1.1(l) Fair Go Rates System Compliance**

Surf Coast Shire Council is fully compliant with the State Government's Fair Go Rates System.

	2023-24 Budget	2024-25 Budget
Forecast Annualised Rate Revenue	\$ 51,716,387	\$ 54,049,032
Forecast Number of Assessments	23,919	24,097
Forecast Base Average Rate per Assessment	\$ 2,162.15	\$ 2,242.98
Maximum Rate Increase (set by the State Government)	3.50%	2.75%
Capped Average Rate	\$ 2,237.82	\$ 2,304.66
Maximum General Rates and Municipal Charges Revenue	\$ 53,526,461	\$ 55,535,381
Budgeted General Rates and Municipal Charges Revenue	\$ 53,525,495	\$ 55,531,740

**4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges**

There are no known significant changes which may affect the estimated amounts to be raised by rates. However, the total amount to be raised by rates and charges may be influenced by:

- Supplementary valuations for new properties or subdivisions (2024-25: estimated \$241 thousand)
- The variation of returned levels of value (e.g. valuation objections)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa

**4.1.1(n) Differential rates**

The rate and amount of rates payable in relation to land in each category of differential are:

- A general rate of 100% (0.13813 cents in the dollar of CIV) for all rateable residential properties
- A farm rate of 75% (0.10360 cents in the dollar of CIV) for all rateable farm properties
- A commercial/industrial rate of 190% (0.26245 cents in the dollar of CIV) for all rateable business properties

Each differential rate will be determined by multiplying the Capital Improved Value of rateable land (categorised by the characteristics described below) by the relevant cents in the dollar indicated above. Council believes each differential rate will contribute to the equitable and efficient carrying out of Council functions. Details of the objectives of each differential rate, the types of classes of land that are subject to each differential rate and the uses of each differential rate are set out below.

**General Rate land**

General rate land is any rateable land which does not have the characteristics of Farm Rate land or Commercial/Industrial Rate land.

The objectives of this differential rate are to ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations, and to ensure that the differential rate in the dollar declared for defined general rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services.

**Farm Rate Land**

Farm Rate is any land, which is:

- 2 or more hectares in area
- Used primarily for primary producing purposes from its activities on the land; used primarily for grazing (including agistment), dairying, pig-farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities

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- Used by a business that:
  - Has a significant and substantial commercial purpose of character
  - Seeks to make a profit on a continuous or repetitive basis from its activities on the land
  - Is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating

The objectives of this differential rate are to ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined Farm Rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services with considerations to maintain agriculture as a major industry in the municipal district, and to facilitate the longevity of the farm sector and achieve a balance between providing for growth and retaining the important agricultural economic base.

### **Commercial/Industrial Rate Land**

Commercial/Industrial Rate is any land, which is:

- Used primarily for the carrying out the manufacture or production of, or trade in goods or services (including tourist facilities and in the case of a business providing accommodation for tourists, is prescribed accommodation under the Public Health and Wellbeing Act (Vic) 2008; or
- An unoccupied building erected which is zoned Commercial or Industrial under the Surf Coast Shire Planning Scheme; or
- Unoccupied land which is zoned Commercial or Industrial under the Surf Coast Shire Planning Scheme

The objectives of this differential are to ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined Commercial/Industrial Rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services.

The commercial businesses of Surf Coast Shire benefit from ongoing significant investment by Council in services and infrastructure. Council also notes the tax deductibility of Council rates for commercial properties which is not available to the residential sector, and also the income generating capability of commercial based properties.

The Commercial differential rate is applied to promote the economic development objectives for the Surf Coast Shire as outlined in the Council Plan. These objectives include an ongoing significant investment to create a vibrant economy and includes the maintenance and improvement of tourism infrastructure. Construction and maintenance of public infrastructure, development and provision of health and community services and the general provision of support services and promotion of business in Surf Coast Shire.

The level of funding applied to the above objectives is a 90% loading levied on Commercial/Industrial properties, which is additional to the amount that would have been raised if there were no differential applied. The remaining balance of the funds (i.e. the amount equivalent to the General Rate) is to be applied to the provision of general Council services.

### **Municipal Charge**

The municipal charge is declared for the purpose of covering some of the administrative costs of Council. The municipal charge is declared in respect of all rateable land within the municipality district in respect of which a municipal charge may be levied.

### **Service Charges**

Council's waste service charge, levied as part of the annual rates notice, funds the provision of waste services for the community, including kerbside collections, waste disposal and recyclable material processing, public litter management and the operation of the shire's resource recovery centres as well as

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the Anglesea landfill. Council continues to be a circular economy leader, recently releasing its draft Circular Economy Action Plan for public exhibition, outlining our circular economy priority areas, actions and targets, to drive change within Council, and across the community, aligned with the Victorian Government's circular economy goals. Council was an early adopter of the Victorian Government's legislated four-bin kerbside collection system: FOGO (food organics and green organics), recycling, glass only and landfill, helping to maximise resource recovery and avoid sending materials to landfill.

The waste service charge is not subject to the rate cap, and the increase for the 2024-2025 budget year has been set at 0.8% (to \$495) for urban garbage collection and 8.0% (to \$461) for rural garbage collection. The costs of waste disposal, managing the landfill and future landfill rehabilitation have been considered in setting these charges and the charges respond to increasing waste service costs.

Surplus funds collected from the waste service charge in excess of annual waste service costs are transferred into the Waste Reserve. The Waste Reserve is used to manage and rehabilitate the Anglesea Landfill as well as cover the costs to deliver waste projects to futureproof waste facilities to meet community needs and cater for our growing population. The allocation of funds from the reserve and annual expenditure of the waste service charge income is guided by the Council Plan, the requirements of Victorian Government legislation and Council endorsed waste services.

The Anglesea landfill is estimated to reach the end of its life in 2027. The current estimated cost to complete rehabilitation works at the landfill at the end of its useful life is \$12 million, a cost that has increased significantly from the 2022-23 estimation of \$7.1 million. This is due to CPI, increased regulatory compliance requirements and escalating material and construction costs. As required under our landfill licence, Council is required by the Environmental Protection Authority (EPA) to have verified financial assurance to ensure we are capable of progressively rehabilitating the site as required.

Recently released Minister's Good Practice Guidelines Relating to Service Rates and Charges set out what constitutes good practice by councils in the setting of service rates and charges. According to the guidelines, 'good practice' is about directly linking waste service charges with the waste services related to the property. This essentially means that Council waste initiatives such as litter management, maintaining public waste infrastructure, circular economy initiatives and waste education are not considered 'good practice' for inclusion in a service charge. While Council welcomes greater guidance on waste service rates and charges to ensure consistency across the sector, covering these waste services through general rates will have a significant financial impact on Council. Absorbing these costs into general rates would mean significantly reduced waste services or scaling back other Council services, for example reduced maintenance on Council footpaths, roads, parks and community facilities or cutting back on Council community services.

The waste service charge is separated from its general rates to ensure that waste charges are aligned with the actual costs of delivering waste services. Waste service costs continue to increase each year, including Victorian Government waste levy fees and contractor costs. The Victorian Government municipal waste levy rose from \$33.03 per tonne in 2020/21 to \$52.95 per tonne in 2021-22, \$62.95 per tonne in 2022-23 and \$64.55 per tonne by 2023/24. This is an increase of 95 per cent from 2020/21 to 2023/24. The waste levy continues to rise each year.

Over the coming 12 months, Council will be reviewing its waste service charge to work towards complying with the Minister's Good Practice Guidelines Relating to Service Rates and Charges.

It is vital that Council is able to continue providing efficient and effective waste services for the benefit of the community and environment. Due to the significant financial impact of the guidelines, Council must consider this issue with the community. This will take some time. Council will also work with the state government and the local government sector to develop an approach that ensures continuity of service to the community and the financial sustainability of local government.



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In the meantime, Council has made an attempt in this draft budget to interpret the guidelines when proposing increases to the service charge for waste and the recovery of costs for new waste-related initiatives.

The objectives of the annual waste service charge (refuse collection and disposal) are:

- To recover the contract cost of provision of Council's waste services
- To recover the cost of disposal of collected refuse in Council's landfill and resource recovery sites; and
- To recover the cost of collection of refuse from:
  - Residential premises within the township areas, in accordance with the Waste Collection Contract and Waste Collection Maps
  - Residential premises in the rural collection area (optional)
  - Commercial premises within the township areas (optional) subject to approval by Council's Environmental Health Services department
- To recover other waste related expenses

The criteria for the annual service charge are:

- An urban garbage charge per service for all residential tenements and each commercial tenement (optional) where approval has been given by the Environmental Health Services department, in respect of which a garbage collection is made in the urban townships
- A rural garbage charge per service for each residential tenement collection made in the rural collection area (optional) within the municipality

### 4.1.2 Statutory Fees and Charges

Statutory fees and charges relate mainly to fees and fines levied in accordance with legislation and include fees for planning certificates, subdivision certificates, building certificates and local law infringements. Revenue from statutory fees and charges are budgeted to decrease by 0.3% or \$0.01 million compared to 2023-24. Infringement revenue is budgeted to increase by \$0.12 million from the forecast with a plan to increase resources in this area. Subdivision Supervision, Certification and Plan Checking are budgeted to decrease by \$0.17 million due to timing of subdivision development and slowdown of growth. Other Statutory Fees and Fines are budgeted to increase by \$0.03 with election fines being budgeted for this year.

	2023-24	2024-25	Change	
	Forecast	Budget	\$'000	%
	\$'000	\$'000	\$'000	%
Building Compliance	221	222	1	0.5%
Infringements and Costs	782	901	119	15.2%
Land information Certificates	53	55	2	3.8%
Other Statutory Fees and Fines	54	83	29	54.4%
Subdivision Supervision, Certification and Plan Checking	306	135	(171)	(56.0%)
Town Planning Fees	732	746	14	1.9%
<b>Total Statutory Fees and Charges</b>	<b>2,148</b>	<b>2,141</b>	<b>(7)</b>	<b>(0.3%)</b>

### 4.1.3 User Charges

User charges relate mainly to the recovery of service delivery costs through the charging of fees for Council services. The below table shows an increase overall of 3.1% or \$0.21 million. The Leisure Centre and Recreation charges are budgeted to increase by \$0.08 million partially driven by the re-opening of the Winchelsea Swimming pool for part of the 2024-25 year. Registration and Other Permits are budgeted to increase by 6.5% or \$0.04 million with the introduction of a pre-application planning meetings for



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assessment of applications prior to lodgement. Animal Control is budgeted to have a modest increase with the expectation of lower registrations. Management Services is also budgeted to have a modest increase with a reduction in recycling volumes and upgraded kerbside collection services. For a list of Fees and Charges, see Appendix A.

	2023-24	2024-25	Change	
	Forecast \$'000	Budget \$'000	\$'000	%
Aged Services	21	21	-	-
Animal Control	489	492	3	0.5%
Child Care/Childrens Programs	201	201		0.1%
Gravel Pit Fees	131	131	-	-
Health Services	6	6		0.4%
Lease Rentals	118	120	3	2.4%
Leisure Centre and Recreation	1,150	1,231	82	7.1%
Other Fees	97	99	2	2.1%
Registration and Other Permits	592	631	38	6.5%
Royalties	608	626	18	3.0%
Waste Management Services	3,355	3,416	61	1.8%
<b>Total User Charges</b>	<b>6,766</b>	<b>6,973</b>	<b>207</b>	<b>3.1%</b>

4.1.4 Grants Operating and Capital

Operating and capital government grants include all monies received from Victorian and Commonwealth Government sources for the purposes of funding the delivery of Council's services and projects. Total operating and capital grants are budgeted to increase by \$3.87 million for 2024-25. The main drivers of this increase relate to the Federal Assistance Grant and the reduction in non-recurrent capital projects which fluctuate depending on project funding.

The budget includes a full year's Federal Assistance grant allocation in 2024-25 and with the 2023-24 allocation being received in 2022-23, the significantly smaller 2023-24 forecast relates to a shortfall and an increment relating to the 2022-23 allocation.

	2023-24	2024-25	Change	
	Forecast \$'000	Budget \$'000	\$'000	%
Commonwealth Funded Grants	15,752	6,921	(8,832)	(56.1%)
State Funded Grants	8,053	20,750	12,697	157.7%
<b>Total Grants</b>	<b>23,805</b>	<b>27,671</b>	<b>3,866</b>	<b>16.2%</b>

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Operating Grants	2023-24	2024-25	Change	
	Forecast	Budget	\$'000	%
	\$'000	\$'000	\$'000	%
<b>Recurrent - Commonwealth Government</b>				
Environmental Health	4	4	-	-
Federal Assistance Grant	243	5,645	5,402	2,224.3%
Occasional Care	192	185	(7)	(3.7%)
Transport	36	36	-	-
<b>Recurrent - State Government</b>				
Aged Care	157	-	(157)	(100.0%)
Child & Family Health	484	501	17	3.5%
Community Emergency Management	230	240	10	4.3%
Environmental Health	44	40	(4)	(9.2%)
Kindergartens	3,798	3,808	10	0.3%
School Crossings	91	95	3	3.5%
Seniors Festival	3	3	-	-
Youth Services	130	75	(56)	(42.6%)
<b>Total Recurrent Operating Grants</b>	<b>5,412</b>	<b>10,630</b>	<b>5,218</b>	<b>96.4%</b>

Operating Grants	2023-24	2024-25	Change	
	Forecast	Budget	\$'000	%
	\$'000	\$'000	\$'000	%
<b>Non-Recurrent - Commonwealth Government</b>				
Early Years	9	-	(9)	(100.0%)
<b>Non-Recurrent - State Government</b>				
Child & Family Health	34	-	(34)	(100.0%)
Community Health & Development	2	-	(2)	(100.0%)
Community Safety	33	-	(33)	(100.0%)
Early Years	1	1	-	-
Environment	60	-	(60)	(100.0%)
Kindergartens	70	-	(70)	(100.0%)
Waste Management	20	-	(20)	(100.0%)
<b>Total Non-Recurrent Operating Grants</b>	<b>228</b>	<b>1</b>	<b>(227)</b>	<b>(99.7%)</b>
<b>Total Operating Grants</b>	<b>5,640</b>	<b>10,631</b>	<b>4,991</b>	<b>88.5%</b>

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Capital Grants	2023-24	2024-25	Change	
	Forecast \$'000	Budget \$'000	\$'000	%
<b>Recurrent - Commonwealth Government</b>				
Roads to Recovery Program	1,051	1,051	-	-
<b>Total Recurrent Capital Grants</b>	<b>1,051</b>	<b>1,051</b>	<b>-</b>	<b>-</b>
<b>Non-Recurrent - Commonwealth Government</b>				
Asset & Engineering	7,889	-	(7,889)	(100.0%)
Black Spot Program	3,298	-	(3,298)	(100.0%)
Integrated Planning	3,031	-	(3,031)	(100.0%)
<b>Non-Recurrent - State Government</b>				
Asset & Engineering	125	-	(125)	(100.0%)
Community Safety	1,022	150	(872)	(85.3%)
Environment	549	700	150	27.3%
Integrated Planning	930	15,029	14,099	1,515.6%
Kindergartens	-	110	110	-
Waste Management	269	-	(269)	(100.0%)
<b>Total Non-Recurrent Capital Grants</b>	<b>17,114</b>	<b>15,988</b>	<b>(1,125)</b>	<b>(6.6%)</b>
<b>Total Capital Grants</b>	<b>18,165</b>	<b>17,039</b>	<b>(1,125)</b>	<b>(6.2%)</b>

Note, in accordance with Australian Accounting Standards, in some circumstances income is recognised in the Comprehensive Income Statement in the year it is earned, which may differ to the year it is received. An example of this is the \$15.03 million recorded under integrated planning in the above table, these funds are in relation to grant funding received for the Surf Coast Aquatic and Health Centre in prior years and budgeted to be recognised as revenue in 2024-25.

#### 4.1.5 Contributions Monetary

Contributions relate to recoupment of expenditures, community contributions to capital works, and monies paid by developers in relation to new subdivision works. Contributions are budgeted to decrease by 2.2% or \$0.04 million compared to 2023-24. Developer contributions are budgeted to increase by 16% or \$0.11 million with the timing of development. Sundry contributions are budgeted to decrease by 43.7% or \$0.04 million with some one-off contributions in 2023-24 in relation to insurance claims and additional sales of laptops.

	2023-24	2024-25	Change	
	Forecast \$'000	Budget \$'000	\$'000	%
Community Contributions	86	88	1	1.7%
Developer Contributions	707	820	113	16.0%
Fleet Contributions	143	158	15	10.5%
Pensioner Rate Concession	491	505	14	2.8%
Project Contributions	144	-	(144)	(100.0%)
Recoupments - Statutory	102	104	2	2.3%
State Revenue Office (Fire Service Levy)	56	57	1	2.5%
Sundry	99	56	(43)	(43.7%)
<b>Total Monetary Contributions</b>	<b>1,828</b>	<b>1,788</b>	<b>(41)</b>	<b>(2.2%)</b>

#### 4.1.6 Contributions Non-Monetary

Non-monetary contributions relate to new subdivision assets being handed over to Council from developers (granted assets). Non-monetary contributions are budgeted to decrease by 31% or \$2.28 million to \$5.08



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million compared to 2023-24. Subdivision assets budgeted to be handed over include Glenmore Estate Winchelsea (2 stages), Stretton Estate Torquay (2 stages) and Austin Street Winchelsea.

**4.1.7 Net Gain/(Loss) on Disposal of Property Infrastructure, Plant and Equipment**

The net gain/(loss) on disposal of property infrastructure, plant and equipment relates to sale of assets. The net gain/(loss) on disposal of property infrastructure, plant and equipment is budgeted to increase by 101.4% or \$20.4 million due to the planned transition of assets to the Great Ocean Road Coasts and Parks Authority (loss of \$20.47 million) in 2023-24.

	2023-24	2024-25	Change	
	Forecast	Budget	\$'000	%
Proceeds From Sale Plant and Equipment	564	428	(136)	(24.1%)
Proceeds From Sale Land and Buildings	29	-	(29)	(100.0%)
Written Down Value Plant and Equipment	(258)	(154)	105	40.6%
Written Down Value Open Space Assets	(4,131)	-	4,131	100.0%
Written Down Value Land and Buildings	(16,163)	-	16,163	100.0%
Written Down Value Drainage and Sewerage	(203)	-	203	100.0%
<b>Total Net Gain / (Loss) on Disposal</b>	<b>(20,163)</b>	<b>274</b>	<b>20,437</b>	<b>101.4%</b>

**4.1.8 Other Income**

Other Income is budgeted to decrease by 45.4% or \$2.44 million compared to 2023-24. Other income materially reflects interest on investments and volunteer services. Interest on investments is budgeted in 2024-25 to reduce by \$2.35 million in recognition of cash on hand, which will reduce in line with capital and operational program delivery and a forecast decrease in rate of return.

**4.1.9 Employee Costs**

Employee benefits include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employer superannuation and workers compensation insurance. Employee costs in the Comprehensive Income Statement do not include capitalised labour costs. Employee costs are budgeted to increase by 5.7% or \$2.24 million compared to 2023-24.

	2023-24	2024-25	Change	
	Forecast	Budget	\$'000	%
Wages and Salaries	32,740	34,744	2,003	6.12%
Superannuation	3,908	4,252	344	8.81%
WorkCover	464	501	38	8.15%
Casual Staff	747	643	(104)	(13.96%)
Training	310	300	(10)	(3.23%)
Volunteer Employees	511	497	(14)	(2.70%)
Other	303	301	(3)	(0.84%)
Fringe Benefits Tax	70	53	(17)	(24.71%)
<b>Total Employee Costs</b>	<b>39,053</b>	<b>41,290</b>	<b>2,237</b>	<b>5.7%</b>

Material items increasing Council's employee costs include:

- Annual wage indexation as per the Surf Coast Shire Enterprise Agreement 2022-25 (3.0%) and position level increments \$1.51 million
- Legislated 0.5% increase to Superannuation Guarantee \$0.17 million



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- New recurrent employees \$0.60 million
- Employee vacancies and acting arrangements provided savings in the 2023-24 Forecast, which are budgeted to return in 2024-25; these are generally off-set by one-off additional costs in 2023-24.

The investment in new recurrent employees includes initiatives to support community led projects; to lead Council's actions around housing affordability with the transfer of the current Strategic Initiatives Coordinator temporary role to a permanent role; to continue the focus on litter sources and illegal dumping in our community with the transfer of the Litter Prevention role to a permanent role; an increase in infrastructure planning and delivery resources; and building our capacity in community engagement and health and wellbeing.

**4.1.10 Materials and Services**

Materials and services include the purchase of consumables, payments to contractors for the provision of services, utility costs and expensed capital works. Materials and services are budgeted to increase by 2.7% or \$0.89 million compared to 2023-24.

Expensed capital works are budgeted to increase by \$0.84 million to \$2.15 million compared to 2023-24, materially due to the 2024-25 works on the Anglesea landfill. Expensed capital works are works associated with Council assets and major projects that do not meet the definition of asset expenditure under Australian Accounting Standards. Consultants are budgeted to decrease by \$0.26 million or 26.9% mainly due to one-off expenses in relation to building surveying reform in the 2023-24 year. Legal costs are budgeted to decrease \$0.18 million or 50.7% mainly due to the legal expenses incurred in 2023-24 in relation to the Distinctive Areas and Landscapes Program. The 2024-25 budget incorporates savings of \$0.19 million compared to the 2023-24 forecast across the materials and services line items in relation to decreased maintenance due to the transfer of assets to the Great Ocean Road Coast and Parks Authority and contract savings under the Victorian Telecommunications Services. New recurrent activities are budgeted for at \$0.41 million.

	2023-24	2024-25	Change	
	Forecast	Budget	\$'000	%
	\$'000	\$'000	\$'000	%
Consultants	975	713	(262)	(26.9%)
Expensed Capital Works	1,311	2,146	835	63.7%
Fuel	826	848	21	2.6%
General Maintenance	711	744	33	4.6%
Grants, Contributions and Sponsorship	1,338	1,458	121	9.0%
Information Technology	1,844	1,923	79	4.3%
Insurances	997	1,020	22	2.2%
Legal Costs	352	174	(179)	(50.7%)
Materials	1,410	1,501	91	6.5%
Office Administration	961	1,017	56	5.8%
Operating Projects	2,900	2,901	1	0.0%
Other Sundry	140	148	8	5.8%
Royalties	2,620	2,232	(388)	(14.8%)
Sub-Contractors	15,046	15,387	342	2.3%
Utilities	763	868	105	13.8%
<b>Total Materials and Services</b>	<b>32,195</b>	<b>33,080</b>	<b>885</b>	<b>2.7%</b>

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**4.1.11 Depreciation**

Depreciation measures the allocation of the value of an asset over its useful life for Council’s property, plant and equipment (including infrastructure assets such as roads and drains) as a result of delivering services to the community. Depreciation is budgeted to increase by \$0.68 million or 3.2%. The increases to depreciation are due to the 2024-25 capital works program, granted assets and the full year effect of depreciation on the 2023-24 capital program. In addition, the property class of asset budgeted increase of \$0.32 million or 9.0% is materially related to the budgeted revaluation increases in 2024-25. Refer to section 4.5 notes on Statement of Capital Works for a more detailed analysis of Council’s capital works program for the 2024-25 year.

	2023-24	2024-25	Change	
	Forecast	Budget	\$'000	%
	\$'000	\$'000	\$'000	%
Infrastructure	15,206	15,492	286	1.9%
Plant and Equipment	1,722	1,803	82	4.7%
Property	3,497	3,813	316	9.0%
Waste	646	646	-	-
<b>Total Depreciation</b>	<b>21,072</b>	<b>21,755</b>	<b>683</b>	<b>3.2%</b>

**4.1.12 Amortisation**

Amortisation measures the allocation of an intangible asset over its useful life. Amortisation of the Anglesea Landfill air space has been budgeted over the remaining life of the asset at an even annual consumption rate of \$4.26 million.

**4.1.13 Depreciation – Right of Use Assets**

Depreciation of right of use assets is expected to increase by 43.8% or \$0.14 million compared to 2023-24 due to the renewal of leases.

**4.1.14 Allowance for Impairment Losses**

Allowance for Impairment Losses relates to bad and doubtful debts. They are budgeted at a materially same level as the prior year.

**4.1.15 Borrowing Costs**

Borrowing costs relate to interest charged by financial institutions on funds borrowed. The decrease of \$0.05 million or 16.7% compared to the 2023-24 relates to ongoing repayments reducing balance of existing loans.

**4.1.16 Finance Costs Leases**

Finance costs leases relates to the interest component of lease payments. Finance costs leases are budgeted to move in line with lease schedules with new leases for the Anglesea Landfill and the Gherang Gravel Pits budgeted for in 2023-24.

**4.1.17 Other Expenses**

Other Expenses are budgeted to decrease by 16.5% or \$0.58 million. Asset write offs, relating to assets written off as part of the renewal program, are budgeted to decrease by \$0.5 million in the 2024-25 financial year reflecting the specific assets to be renewed in the 2024-25 year. Councillors’ Allowances are budgeted to increase by \$0.18 million or 4.9% in line with the Victorian Independent Remuneration Tribunal determination for councillor allowances.

	2023-24	2024-25	Change	
	Forecast	Budget	\$'000	%
Asset Write Offs	2,631	2,094	(537)	(20.4%)
Councillors' Allowances	376	394	18	4.9%
Auditors' Remuneration - Internal Audit	140	130	(10)	(7.3%)
Auditors' Remuneration - External Audits	59	59		0.2%
Lease Rentals	341	286	(55)	(16.3%)
<b>Total Other Expenses</b>	<b>3,548</b>	<b>2,964</b>	<b>(584)</b>	<b>(16.5%)</b>

#### 4.1.18 Net Asset Revaluation Increment

Asset classes due to be revalued in 2024-25 are Land, Drainage and Buildings. Revaluation movements for these asset classes are budgeted at Land 10.0%; Drainage 10.0% and Buildings 20.0%. Revaluation movements for forecast years beyond 2024-25 are budgeted at an increase of 3.0%.

## 4.2 Balance Sheet

### 4.2.1 Current Assets

Cash and cash equivalents include cash held in the bank, petty cash and investments with short term maturities of three months or less. Other financial assets include investments with maturities greater than three months. The balance of cash and cash equivalents are budgeted to increase by \$0.08 million to \$2.44 million in 2024-25 with the net cash provided from operating activities being higher than the payments for capital assets and financing costs. The balance of other financial assets are budgeted to decrease by \$30.0 million to \$73 million in 2024-25 with the planned increase to the capital works program.

### 4.2.2 Non-Current Assets

Property, infrastructure, plant and equipment is the largest component of Council's balance sheet and represents the value of all the land, buildings, roads, drainage, recreation facilities and plant and equipment assets owned by Council. The increase of \$90.1 million in this balance is attributable to the total capital works program, excluding landfill provision works and expensed capital works \$47.8 million, granted assets \$5.1 million, cyclical revaluation of assets \$61.2 million, less depreciation of assets \$21.7 million, asset write-offs \$2.1 million, and written down value of assets disposed \$0.2 million in line with the asset disposals in Council's Plant and Equipment disposal schedules.

### 4.2.3 Provisions

The current provision decrease from forecast of \$2.3 million materially relates to the landfill provision.

### 4.2.4 Interest Bearing Liabilities

Interest bearing liabilities are broken up into current and non-current categories on the balance sheet. The current component represents the amount to be repaid in the following year. After loan repayments of \$2.2 million, total debt will reduce to \$10.4 million as at 30 June 2025.

Borrowing levels are within the local government prudential guidelines that set limits for working capital, levels of debt and debt commitment costs compared to levels of rate revenue and assets (see financial performance indicators in section 5). Borrowings spread the cost of new infrastructure over time supporting inter-generational equity and allows Council to fund new infrastructure it may otherwise not have been able to afford.

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Year	New Borrowings \$'000	Principal Paid \$'000	Interest Paid \$'000	Balance 30 June \$'000
2023-24	-	2,171	281	12,539
2024-25	-	2,183	234	10,356
2025-26	-	2,195	188	8,162
2026-27	-	2,207	141	5,955
2027-28	-	2,220	94	3,735

The following table shows information on borrowings specifically required by the Local Government (Planning and Reporting) Regulations 2020.

	2023-24 \$'000	2024-25 \$'000
<b>Total amount borrowed as at 30 June of the prior year</b>	<b>14,711</b>	<b>12,539</b>
Total amount to be borrowed	-	-
Less total amount projected to be redeemed	2,171	2,183
<b>Total amount proposed to be borrowed as at 30 June</b>	<b>12,539</b>	<b>10,356</b>

#### 4.2.5 Current Liabilities

Current liabilities are budgeted to decrease in 2024-25 by \$11.8 million. This movement is mainly attributable to the movement in unearned income of \$9.6 million and the provisions movement of \$2.3 million. Unearned income materially relates to grants for the Surf Coast Aquatic and Health Centre. Provisions include accrued long service leave and annual leave for employees as well as future landfill rehabilitation. Interest bearing liabilities represent borrowings to be repaid in the following year and will increase by \$0.01 million in line with Council's borrowings portfolio.

#### 4.2.6 Non-Current Liabilities

The decrease of \$1.5 million in 2024-25 is due to \$2.2 million for transfer of loan repayments to current assets and a \$0.06 million decrease in provisions transferred to current liabilities for the landfill capital works, offset by a \$0.7 million increase in lease liabilities materially impacted by new leases for land at the Anglesea Landfill and Gherang Gravel Pit.

### 4.3 Statement of Changes in Equity

The Statement of Changes in Equity shows the opening balance of equity, the movements and the closing balance. The movements are the surplus for the year and the net asset revaluation.

#### 4.3.1 Total Equity

Total equity always equals net assets and is made up of the following components:

- Accumulated surplus, which is the value of all net assets less Reserves that have accumulated over time
- Asset revaluation reserve, which represents the difference between the previously recorded value of assets and their current valuations
- Other reserves, which are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which Council has committed. These amounts are separated from the Accumulated Unallocated Cash Reserve which is not being held for a specific purpose

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**4.3.2 Reserve Transfers**

During the 2024-25 year a net amount of \$29.9 million is to be transferred from other reserves. This is a transfer between equity balances only and does not impact the total balance of equity. The increase in the asset revaluation reserve of \$61.2 million reflects the anticipated increase in value of Council assets in the 2024-25 year. The following table outlines the proposed movements through the cash reserves during 2024-25. The carried forward amounts for capital works and operational projects reflect the cash backing of projects at the end of the year.

Reserve	Opening Balance	Transfer To Reserve	Transfer From Reserve	Closing Balance
	\$'000 01-07-2024	\$'000	\$'000	\$'000 30-06-2025
Accumulated Unallocated Cash	10,764	169	-	10,933
Adopted Strategy Implementation	1,030	-	-	1,030
Aireys Inlet Units	336	3	-	339
Annual Leave	326	-	-	326
Asset Renewal	(419)	10,601	9,122	1,059
Carried Forward Capital Works	72,893	42,657	74,360	41,191
Carried Forward Operational Projects	1,643	-	1,454	189
Defined Benefits Superannuation	1,224	-	-	1,224
Developer Contributions	760	11	-	771
Gherang Gravel Pits	1,430	-	-	1,430
Main Drainage	114	-	-	114
Open Space	3,565	250	-	3,815
Torquay Jan Juc DCP Contributions	4,628	2,818	2,419	5,028
Trust and Deposits	5,035	-	-	5,035
Waste	4,148	237	25	4,360
Winchelsea Infrastructure Plan Allocation	1,724	749	36	2,437
<b>Total</b>	<b>109,201</b>	<b>57,495</b>	<b>87,416</b>	<b>79,281</b>

Note Council's asset renewal reserve has an opening negative balance, this is due to the decision to bring forward part of Coombes Road Widening project to 2023-24 from 2024-25 to reduce the impact on local residents while the road was under reduced traffic due to the extended closure of the intersection with Surf Coast Highway.

#### 4.4 Statement of Changes in Cash Flows

	2023-24 Forecast \$'000	2024-25 Budget \$'000	Variance Fav/(Unfav) \$'000
<b>Cash Flow from Operating Activities</b>			
Rates and Charges	63,782	66,099	2,317
Statutory Fees and Fines	2,134	2,141	7
User Charges	7,006	7,208	201
Grants - Operating	5,839	11,006	5,167
Grants - Capital	19,201	7,432	(11,770)
Contributions - Monetary	1,828	1,788	(41)
Interest Received	5,335	2,447	(2,889)
Trust Funds and Deposits Taken/(Repaid)	(363)	-	363
Net GST Refund/(Payment)	5,389	7,601	2,212
Employee Costs	(38,300)	(40,621)	(2,320)
Materials and Services	(39,024)	(42,243)	(3,219)
<b>Net Cash Provided from Operating Activities</b>	<b>32,829</b>	<b>22,857</b>	<b>(9,972)</b>
<b>Cash Flows from Investing Activities</b>			
Proceeds from Sale of Property, Plant & Equipment	593	428	(165)
Payments for Property, Plant, Equipment & Infrastructure Assets	(26,540)	(50,264)	(23,724)
Cash Flows from Investments	(5,500)	30,000	35,500
<b>Net Cash Used in Investing Activities</b>	<b>(31,448)</b>	<b>(19,836)</b>	<b>11,611</b>
<b>Cash Flows from Financing Activities</b>			
Finance Costs	(284)	(235)	48
Repayment of Lease Liabilities	(373)	(386)	(13)
Interest Paid - Lease Liabilities	(32)	(137)	(104)
Repayment of Borrowings	(2,171)	(2,183)	(12)
<b>Net Cash Provided from Financing Activities</b>	<b>(2,860)</b>	<b>(2,941)</b>	<b>(81)</b>
<b>Net Increase/(Decrease) in Cash &amp; Cash Equivalents Held</b>	<b>(1,479)</b>	<b>80</b>	<b>1,558</b>
Cash & Cash Equivalents at the Beginning of the Period	3,842	2,363	(1,479)
<b>Cash &amp; Cash Equivalents at the End of the Period</b>	<b>2,363</b>	<b>2,443</b>	<b>80</b>
<b>Investments (Current and Non-Current Financial Assets)</b>	<b>103,000</b>	<b>73,000</b>	<b>(30,000)</b>
<b>Total Cash &amp; Investments at the End of the Period</b>	<b>105,363</b>	<b>75,443</b>	<b>(29,920)</b>

##### 4.4.1 Net Cash Provided from Operating Activities

The decrease in net cash provided from operating activities of \$10.0 million is mainly driven by the unfavourable movement of capital grants of \$11.8 million which is a reflection of the changing nature of the capital program. Additionally grants are only included in the budget once funding agreements are signed. When this happens throughout the year Council recognises the grant revenue budget and related expenditure via a project budget adjustment report that is moved at a Council meeting. Other unfavourable movements include materials and services of \$3.2 million materially impacted by the increase to the goods and services tax because of the large capital program in 2024-25; employee costs of \$2.3 million and the reduction of interest received of \$2.9 million; these are partially offset by favourable movements in rates and charges of \$2.3 million and operating grants \$5.2 million. The increase in operating grants is mainly due to the receipt of the 2023-24 Federal Assistance Grant in the 2022-23 year, partially offset by some one-off grants received in 2023-24

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The net cash provided from operating activities does not equal the income statement surplus for the year as the expected revenues and expenses of Council includes non-cash items that are not included in the Cash Flow Statement and due to the timing of receipts and payments. The budgeted income statement surplus result is reconciled to budgeted cash flows available from operating activities as set out in the following table.

	2023-24 Forecast \$'000	2024-25 Budget \$'000	Variance Fav/(Unfav) \$'000
<b>Surplus for the Year</b>	<b>(9,354)</b>	<b>8,831</b>	<b>18,185</b>
Add Depreciation and Amortisation	25,648	26,467	819
Less Granted Assets	(7,363)	(5,081)	2,282
Add Debt Servicing	281	234	(47)
Add Lease Interest	32	137	104
Add Net Loss/(Gain) on Disposal of Property Infrastructure, Plant and Equipment	20,163	(274)	(20,437)
Add Asset Write Offs	2,631	2,094	(537)
Add Net Movement in Current Assets and Liabilities	868	(9,552)	(10,419)
<b>Cash Flows Available from Operating Activities</b>	<b>32,829</b>	<b>22,857</b>	<b>(9,972)</b>

**4.4.2 Cash Flows from Investing Activities**

The budgeted favourable movement in cash from investing activities of \$11.6 million compared to the forecast predominately relates to a favourable investment activities movement of \$35.5 million partially offset by an unfavourable movement in the capital program of \$23.7 million. The cash movement from investment activities relates to transfers between financial assets (long term investments) and cash and cash equivalents (short term investments), it does not affect the overall balance of Council's total cash and investments.

Refer to the notes to the statement of capital works (section 4.5) for a more detailed analysis of the capital works program.

**4.4.3 Cash Flows from Financing Activities**

The unfavourable movement cash flows from financing activities of \$0.1 million compared to the forecast is mainly driven by Council's lease liabilities.

**4.4.4 Total Cash and Investments**

Total cash and investments (including current and non-current financial assets) are budgeted to decrease by \$29.9 million to \$75.4 million.

Much of Council's cash and cash equivalents are held for specific purposes, and as such are not available to fund Council's operations. The following table shows the cash and cash equivalents as at 30 June 2025 which have been set aside for specific purposes in the future:

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	2023-24 Forecast \$'000	2024-25 Budget \$'000
Accumulated Unallocated Cash	10,764	10,933
Adopted Strategy Implementation	1,030	1,030
Aireys Inlet Units	336	339
Annual Leave	326	326
Asset Renewal	(419)	1,059
Carried Forward Capital Works	72,893	41,191
Carried Forward Operational Projects	1,643	189
Defined Benefits Superannuation	1,224	1,224
Developer Contributions	760	771
Gherang Gravel Pits	1,430	1,430
Main Drainage	114	114
Open Space	3,565	3,815
Torquay Jan Juc DCP Contributions	4,628	5,028
Trust and Deposits	5,035	5,035
Waste	4,148	4,360
Winchelsea Infrastructure Plan Allocation	1,724	2,437
<b>Total Reserves</b>	<b>109,201</b>	<b>79,281</b>
Reserve Based Project Debtors and Creditors and Reserve Offset	(3,838)	(3,838)
<b>Total Cash and Investments</b>	<b>105,363</b>	<b>75,443</b>

Note, Council's asset renewal reserve has a negative balance in 2023-24, this is due to the decision to bring forward part of Coombes Road Widening project to 2023-24 from 2024-25 to reduce the impact on local residents while the road was under reduced traffic due to the extended closure of the intersection with Surf Coast Highway.



#### 4.5 Statement of Capital Works

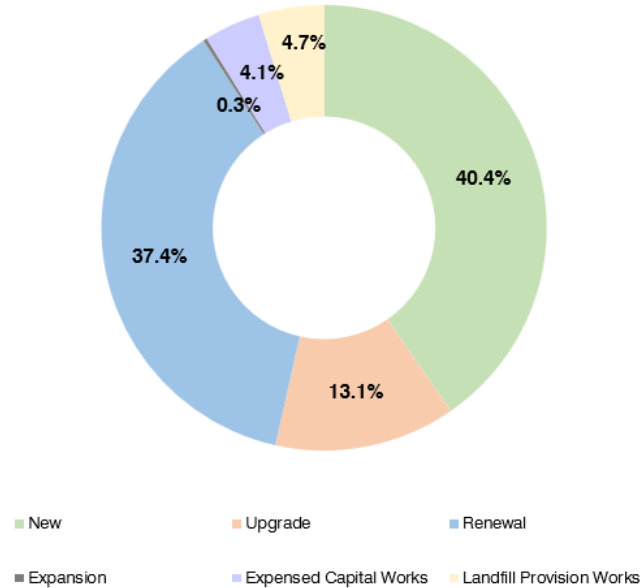
This section provides a summary of the planned capital expenditure and funding for the 2024-25 year.

	NOTES	2024-25 Budget Spend \$'000	2024-25 Budget Allocation \$'000
<b>Carried Forward Capital Works</b>			
Bridges		238	3,238
Buildings		22,349	50,286
Computers & Telecommunications		1,025	1,175
Drainage & Sewerage		1,231	3,161
Expensed Capital Works		1,996	1,996
Fixtures, Fitting & Furniture			135
Footpaths & Cycleways		696	845
Land			
Landfill Provision		2,487	2,487
Offstreet Car Parks			
Parks, Open Space & Streetscapes		530	1,727
Plant, Machinery & Equipment		711	1,009
Recreation, Leisure & Communities		1,436	1,454
Roads		6,941	7,500
Waste		1,733	1,733
<b>Contingency</b>		-	3,993
<b>Total Carried Forward Works</b>	4.5.2	<b>41,374</b>	<b>80,741</b>
<b>New Works</b>			
Bridges		50	50
Buildings		840	1,090
Computers & Telecommunications		430	430
Drainage & Sewerage		572	580
Expensed Capital Works		150	150
Fixtures, Fitting & Furniture			
Footpaths & Cycleways		946	946
Land		72	72
Landfill Provision			
Offstreet Car Parks		26	26
Parks, Open Space & Streetscapes		335	335
Plant, Machinery & Equipment		950	1,350
Recreation, Leisure & Communities		2,214	2,738
Roads		4,451	5,848
Waste			
<b>Contingency</b>		-	428
<b>Total New Capital Works</b>	4.5.1	<b>11,036</b>	<b>14,043</b>
<b>Total Capital Works</b>		<b>52,410</b>	<b>94,784</b>
<b>Represented by</b>			
New Asset Expenditure		21,153	51,790
Asset Renewal Expenditure		19,592	26,875
Asset Expansion Expenditure		140	275
Asset Upgrade Expenditure		6,891	10,336
		<b>47,777</b>	<b>89,277</b>
Expensed Capital Works		2,146	2,520
Landfill Provision Works		2,487	2,987
<b>Total Capital Works</b>		<b>52,410</b>	<b>94,784</b>



4.5.1 New Capital Works Spend and Allocation

2024-25 Capital Program Spend by Category



The statement of capital works table in section 4.5 above shows both the spend, which reconciles to the Statement of Capital Works in section 3.5 and the budget allocation which includes funds allocated to budgets that may be spent over multiple years. Following the 2023-24 forecast spend on capital works of \$27.85 million, the 2024-25 budget spends \$52.41 million on capital works. Of the 2024-25 capital works spend, \$41.37 million relates to existing projects being carried forward from 2023-24 and \$11.04 million relates to new capital works spend. Note of the total carried forward allocation of \$80.7 million, in the 2023-24 budget \$36.3 million was forecast to be the carried forward into the 2024-25 year.

The variance in allocation and spend timing on projects varies due to project implementation and cash flow timing. Importantly, allocated project funds are retained on the project budget until spent or formally reallocated by Council. The variance between the 2024-25 new capital works allocation and spend of \$9.01 million relates to the timing and delivery of multi-year projects including, Widen Coombes Road (RD11) Stage 3 - Ghazepoore Rd to Messmate Road \$1.40 million, Playground Renewal Program \$0.45 million, Anglesea Community and Health Hub - Planning and Design \$0.25 million and others \$0.91 million. The capital program contingency of \$0.43 million is also included in the variance as it is not budgeted to be spent.

	2023-24 Forecast \$'000	2024-25 Budget \$'000	Change \$'000	Change %
<b>Budget Spend</b>				
Property	6,579	23,261	16,682	254%
Plant and equipment	2,491	3,117	626	25%
Infrastructure	18,782	26,033	7,251	39%
<b>Total Capital Program Spend (section 3.5)</b>	<b>27,851</b>	<b>52,410</b>	<b>24,559</b>	<b>88%</b>

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4.5.2 2024-25 Capital Program Spend

Capital Program - Spend	Asset Expenditure Types							Funding Sources					Total Funding \$'000
	Renewal \$'000	Upgrade \$'000	Expansion \$'000	New \$'000	Expensed \$'000	Landfill Provision \$'000	Total Expenditure \$'000	External Funds		Council Cash			
								Grants \$'000	Contrib's \$'000	Asset Sales \$'000	Cash Reserve Funds \$'000	Direct Funded \$'000	
<b>Renewal Program</b>													
Active Play Items Renewal Program	100						100				100		100
Asset Condition Audits					150		150				150		150
Asset Management Engineers	72						72				72		72
Bridge Renewal Program	50						50				50		50
Building Renewal Program	500						500				500		500
Drainage Renewal Program	160						160				160		160
Facility Signage Renewal Program	15						15				15		15
Fencing Renewal Program	150						150				150		150
Footpath Renewal Program	350						350				350		350
Hard Court Renewal Program	1,500						1,500				1,500		1,500
Heavy Plant Replacement Program	450						450			276	175		450
I.T. Renewal Program	100						100				100		100
I.T. Software Renewal Program	330						330				330		330
Kerb Renewal Program	100						100				100		100
Light Fleet Replacement Program	420						420			143	278		420
Park Furniture Renewal Program	100						100				100		100
Playground Renewal Program	450						450				450		450
Sealed Road Renewal Program	1,100						1,100				1,100		1,100
Skate Park Renewal Program	40						40				40		40
Small Plant Replacement Program	80						80			10	70		80
Unsealed Road Renewal Program	1,025						1,025				1,025		1,025
Unsealed Shoulder Renewal Program	100						100				100		100
Water Sensitive Urban Design Renewal Program	150						150				150		150
Widen Coombes Road (RD11) Stage 3 - Ghazepoore Rd to Messmate Rd	708						708				708		708
<b>Total Renewal Program</b>	<b>8,050</b>				<b>150</b>		<b>8,200</b>			<b>428</b>	<b>7,772</b>		<b>8,200</b>
<b>DCP / Infrastructure Development Program</b>													
Construct Regional Bike Route Along Great Ocean Road \ (PC08) - Duffields Rd to Strathmore Dr (Construction)				489			489				489		489
Torquay Central & North (OR01) - Playground & Landscaping				124			124				124		124
Torquay North Open Space Pathways (PC02) and Landscaping (OR01) - Design				32			32				32		32
Widen Coombes Road (RD11) Stage 3 - Ghazepoore Rd to Messmate Rd		93					93				93		93
Winchelsea Infrastructure Plan - Upgrade of Batson Street - Design		32					32				32		32
<b>Total DCP / Infrastructure Development Program</b>		<b>125</b>		<b>645</b>			<b>770</b>				<b>770</b>		<b>770</b>



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Capital Program - Spend	Expenditure							Funding					
	Renewal \$'000	Upgrade \$'000	Expansion \$'000	New \$'000	Expensed \$'000	Landfill Provision \$'000	Total Expenditure \$'000	External Funds			Council Cash		Total Funding \$'000
								Grants \$'000	Contrib's \$'000	Asset Sales \$'000	Cash Reserve Funds \$'000	Direct Funded \$'000	
<b>Discretionary Program</b>													
<b>Business Case</b>													
Solar & Energy Transition Program		92		248			340					340	340
<b>Drainage</b>													
Critical Drainage Rectification Program		113	57				170					170	170
Karaaf Wetlands Stormwater Management	92						92					92	92
<b>Other Assets</b>													
Aireys Inlet Top Shops Beautification Project - Planning	70						70					70	70
Land Purchase Public Access Winchelsea			72				72					72	72
<b>Recreation and Open Space</b>													
Lorne Men's Shed Parking Design		26					26					26	26
<b>Roads/Road Safety</b>													
Road Safety Program 2024-25		93		77			170					170	170
Roads to Recovery Program - Blackgate Road & Horseshoe Bend Road Roundabout, Torquay	400	100					500	500					500
Roads to Recovery Program - Rural Unsealed Road Upgrade Program	280	70					350	350					350
Roads to Recovery Program - Strategic Network Improvements	161	40					201	201					201
Safer Cycling Strategy Delivery - High Priority Low Cost Actions		47		29			75					75	75
<b>Total Discretionary Program</b>	<b>1,003</b>	<b>581</b>	<b>128</b>	<b>353</b>		<b>-</b>	<b>2,066</b>	<b>1,051</b>				<b>1,015</b>	<b>2,066</b>
<b>Total New Capital Works Allocation</b>	<b>9,053</b>	<b>707</b>	<b>128</b>	<b>998</b>	<b>150</b>	<b>-</b>	<b>11,036</b>	<b>1,051</b>		<b>428</b>	<b>8,543</b>	<b>1,015</b>	<b>11,036</b>
<b>Carried Forward Capital Projects</b>													
Carried Forward Capital Projects	10,539	6,185	12	20,155	1,996	2,487	41,374	15,988				25,385	41,374
<b>Total Carried Forward Capital Projects</b>	<b>10,539</b>	<b>6,185</b>	<b>12</b>	<b>20,155</b>	<b>1,996</b>	<b>2,487</b>	<b>41,374</b>	<b>15,988</b>				<b>25,385</b>	<b>41,374</b>
<b>Total Capital Works Program Allocation</b>	<b>19,592</b>	<b>6,891</b>	<b>140</b>	<b>21,153</b>	<b>2,146</b>	<b>2,487</b>	<b>52,410</b>	<b>17,039</b>		<b>428</b>	<b>8,543</b>	<b>26,400</b>	<b>52,410</b>

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**Carried Forward Works - Spend**

Carried forward capital works spend represents project funds that have been allocated in a prior year and not yet spent. Note that contingency allocated to projects is not included in spend budgets.

Significant carried forward project to be spent in 2024-25 totals \$41.37 million, and includes:

- Surf Coast Aquatic and Health Centre Project \$14.98 million
- Barwon River Reserve - Winchelsea Swimming Pool \$5.37 million
- Surf Coast Hwy / Bristol Rd Intersection Upgrade (RD05) – Design \$2.59 million
- Anglesea Landfill Stage 4 Rehabilitation \$2.49 million
- Widen Coombes Road (RD11) Stage 2 - Messmate to Surf Coast Highway \$1.95 million
- Lorne Transfer Station Upgrade \$1.24 million
- LRCIP Phase 4A - Multi Arts Centre Redevelopment \$1.03 million
- Coombes / Messmate Road Intersection Upgrade (RD12) – Design \$0.92 million
- Eastern Reserve and Stribling Reserve Netball Courts \$0.81 million

**4.5.3 Carried Forward Works Allocation**

Carried forward capital works represent project funds that have been allocated in a prior year and not yet spent. Funds that are allocated in a year are not all expected to be spent in that year as some projects are multi-year projects. Carried forward project allocations for 2024-25 totals \$80.74 million, of this \$41.37 million is included in the above list as being budgeted to be spent in 2024-25.

Significant projects included in the total project carried forward includes:

- Surf Coast Aquatic and Health Centre \$42.80 million
- Barwon River Reserve - Winchelsea Swimming Pool \$5.37 million
- Pollocksford Road Bridge \$3.21 million
- Surf Coast Hwy / Bristol Rd Intersection Upgrade (RD05) – Design \$2.59 million
- Anglesea Landfill Stage 4 Rehabilitation \$2.49 million
- Widen Coombes Road (RD11) Stage 3 - Messmate to Surf Coast Highway \$1.95 million
- Karaaf Stormwater Management \$1.94 million
- Lorne Transfer Station Upgrade \$1.24 million
- Multi Arts Centre Redevelopment \$1.03 million
- Coombes / Messmate Road Intersection Upgrade (RD12) \$0.92 million

**4.6 Statement of Human Resources**

Employee benefits include all labour related expenditure such as wages, salaries and on-costs such as allowances; leave entitlements; employer superannuation and workers compensation insurance.

Budgeted human resourcing expenditure is summarised below.

Division	2024-25	2025-26	2026-27	2027-28
	Budget \$'000	\$'000	Projections \$'000	\$'000
Chief Executive Office	901	933	957	981
Community Life	18,966	19,636	20,127	20,631
Place Making & Environment	12,069	12,496	12,808	13,128
Strategy & Effectiveness	7,076	7,326	7,509	7,697
<b>Total Staff Expenditure</b>	<b>39,013</b>	<b>40,392</b>	<b>41,402</b>	<b>42,437</b>
Unallocated New Compliance and Non Discretionary Employees	-	162	331	509
Operating Projects	529	-	-	-
Casuals, Volunteers and Other Expenditure	1,748	1,815	1,855	1,652
<b>Employee Costs as per Income Statement</b>	<b>41,290</b>	<b>42,368</b>	<b>43,587</b>	<b>44,598</b>
Capitalised Labour Costs	3,024	3,131	3,209	3,289
<b>Total Employee Costs</b>	<b>44,314</b>	<b>45,499</b>	<b>46,796</b>	<b>47,887</b>
<b>FTE Employee Numbers</b>				
Full-time	230.1	229.4	230.8	232.2
Part-time	137.9	137.3	137.3	137.0
<b>Total FTE Employee Numbers</b>	<b>368.0</b>	<b>366.7</b>	<b>368.1</b>	<b>369.1</b>

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**4.6.1 Operating Employee Costs**

From the Statement of Human Resources (Section 3.6), operating employee costs are budgeted to increase by 5.7% or \$2.2 million compared to the 2023-24 forecast. This is discussed in detail in section 4.1.9 Employee Costs.

Employee costs continue to increase over the following three year period to cater for:

- Greater compliance commitments and responding to growth demands within the Surf Coast Shire.
- Anticipated superannuation guarantee increase (Superannuation Guarantee Act) increasing from 10.5% in 2022-23, to 11% in 2023-24, to 11.5% in 2024-25, to 12% in 2025-26.
- An assumed Enterprise Agreement increase in line with State Government CPI forecasts, which has historically been used to guide the setting of the rate cap.

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**4.6.2 Summary of Planned Human Resources Expenditure**

For the four years ending 30 June 2028

	2024-25 Budget \$'000	2025-26 \$'000	2026-27 Projections \$'000	2027-28 \$'000
<b>Staff Expenditure by Division</b>				
<b>Chief Executive Office</b>				
<b>Full Time</b>				
Women	652	675	692	709
<b>Part Time</b>				
Women	248	257	263	270
<b>Total Chief Executive Office</b>	<b>900</b>	<b>931</b>	<b>955</b>	<b>979</b>
<b>Community Life</b>				
<b>Full Time</b>				
Women	3,643	3,771	3,866	3,962
Men	7,852	8,129	8,333	8,541
Vacant Role	414	428	439	450
<b>Part Time</b>				
Women	5,878	6,086	6,238	6,394
Men	554	574	588	603
Vacant Role	623	645	661	677
<b>Total Community Life</b>	<b>18,964</b>	<b>19,634</b>	<b>20,124</b>	<b>20,628</b>
<b>Place Making &amp; Environment</b>				
<b>Full Time</b>				
Women	3,766	3,899	3,997	4,097
Men	4,176	4,324	4,432	4,543
Vacant Role	618	640	656	672
<b>Part Time</b>				
Women	2,583	2,675	2,741	2,810
Men	573	594	608	624
Vacant Role	310	321	329	337
<b>Total Place Making &amp; Environment</b>	<b>12,027</b>	<b>12,452</b>	<b>12,763</b>	<b>13,082</b>
<b>Strategy &amp; Effectiveness</b>				
<b>Full Time</b>				
Women	3,300	3,417	3,502	3,590
Men	2,565	2,656	2,722	2,790
Vacant Role	615	636	652	669
<b>Part Time</b>				
Women	1,866	1,932	1,980	2,030
Vacant Role	217	224	230	236
<b>Total Strategy &amp; Effectiveness</b>	<b>8,922</b>	<b>9,238</b>	<b>9,469</b>	<b>9,705</b>
<b>Total Staff Expenditure</b>	<b>40,813</b>	<b>42,255</b>	<b>43,311</b>	<b>44,394</b>
<b>Other Employee Expenditure</b>				
Casuals	643	666	682	700
Volunteers	497	514	527	540
Capitalised Operational Labour (Included in Divisional FTE)	(2,482)	(2,499)	(2,562)	(2,626)
Other Employee Costs and Project Staff	1,820	1,271	1,297	1,080
Unallocated New Compliance and Non Discretionary Employees	-	162	331	509
<b>Employee Costs as per Income Statement</b>	<b>41,290</b>	<b>42,368</b>	<b>43,587</b>	<b>44,598</b>
<b>Total Capitalised Labour (Incl. Capital Program)</b>	<b>3,071</b>	<b>3,180</b>	<b>3,259</b>	<b>3,341</b>
Civil Capitalised Labour	608	630	645	661
Capitalised Project Management Labour	1,810	1,874	1,921	1,969
Other Employee Capitalised Labour	27	28	29	30
Capital Program - Digital Transformation and Assets Engineer	626	648	664	681
<b>Total Expenditure</b>	<b>44,362</b>	<b>45,548</b>	<b>46,847</b>	<b>47,938</b>

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**4.6.2 Summary of Planned Human Resources Full Time Equivalent (FTE)**

For the four years ending 30 June 2028

Staff Number by Division	2024-25	2025-26	2026-27	2027-28
	Budget FTE	FTE	Projections FTE	FTE
<b>Chief Executive Office</b>				
<b>Full Time</b>				
Women	3.0	3.0	3.0	3.0
<b>Part Time</b>				
Women	1.4	1.4	1.4	1.4
<b>Total Chief Executive Office</b>	<b>4.4</b>	<b>4.4</b>	<b>4.4</b>	<b>4.4</b>
<b>Community Life</b>				
<b>Full Time</b>				
Women	28.8	28.8	28.8	28.8
Men	73.0	73.0	73.0	73.0
Vacant Role	4.0	4.0	4.0	4.0
<b>Part Time</b>				
Women	58.7	58.7	58.7	58.7
Men	5.4	5.4	5.4	5.4
Vacant Role	6.8	6.8	6.8	6.8
<b>Total Community Life</b>	<b>176.6</b>	<b>176.6</b>	<b>176.6</b>	<b>176.6</b>
<b>Place Making &amp; Environment</b>				
<b>Full Time</b>				
Women	29.0	29.0	29.0	29.0
Men	31.0	31.0	31.0	31.0
Vacant Role	5.0	5.0	5.0	5.0
<b>Part Time</b>				
Women	23.7	23.7	23.7	23.7
Men	5.4	5.4	5.4	5.4
Vacant Role	2.8	2.8	2.8	2.8
<b>Total Place Making &amp; Environment</b>	<b>96.9</b>	<b>96.9</b>	<b>96.9</b>	<b>96.9</b>
<b>Strategy &amp; Effectiveness</b>				
<b>Full Time</b>				
Women	26.0	26.0	26.0	26.0
Men	18.9	18.9	18.9	18.9
Vacant Role	3.0	3.0	3.0	3.0
<b>Part Time</b>				
Women	16.1	16.1	16.1	16.1
Vacant Role	2.1	2.1	2.1	2.1
<b>Total Strategy &amp; Effectiveness</b>	<b>68.8</b>	<b>68.8</b>	<b>68.8</b>	<b>68.8</b>
<b>Total Staff Numbers by Division</b>	<b>346.9</b>	<b>346.9</b>	<b>346.9</b>	<b>346.9</b>
<b>Other Employee Expenditure</b>				
Casuals	6.2	6.2	6.2	6.2
Volunteers	6.4	6.4	6.4	6.4
Capitalised Operational Labour (Included in Divisional FTE)	(16.3)	(16.3)	(16.3)	(16.3)
Other Employee Costs and Project Staff	3.9	1.3	1.3	1.0
Unallocated New Compliance and Non Discretionary Employees	-	1.4	2.7	4.1
<b>Employee FTE</b>	<b>347.2</b>	<b>346.0</b>	<b>347.3</b>	<b>348.4</b>
<b>Total Capitalised Labour (Incl. Capital Program)</b>				
Civil Capitalised Labour	20.8	20.8	20.8	20.8
Civil Capitalised Labour	6.3	6.3	6.3	6.3
Capitalised Project Management Labour	9.3	9.3	9.3	9.3
Other Employee Capitalised Labour	0.7	0.7	0.7	0.7
Capital Program - Digital Transformation and Assets Engineer	4.5	4.5	4.5	4.5
<b>Total FTE as per Statement of Human Resources</b>	<b>368.0</b>	<b>366.7</b>	<b>368.1</b>	<b>369.1</b>



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#### 4.7 Proposals to Lease Council Land

In accordance with Section 115 of the Local Government Act 2020, Council must include any proposals to lease Council land in a financial year in the budget where the lease is either:

- For 10 years or more; or
- The rent for any period of the lease is \$100,000 or more a year, or the current market rental value of the land is \$100,000 or more a year

Council is not budgeting to enter into any such leases.

In accordance with Section 115(4) of the Local Government Act 2020, if Council proposes to lease land that is not included as a proposal in the budget, Council will undertake a community engagement process in accordance with Council's community engagement policy before entering into the lease.

## 5. Performance Indicators

### 5.1 Targeted Performance Indicators

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives.

The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

#### Targeted Performance indicators - Service

Indicator	Measure	NOTES	2022-23 Actual	2023-24 Forecast	2024-25 Budget	2025-26 Projections	2026-27 Projections	2027-28 Projections	Trend + / o / -
<b>Governance</b>									
<b>Consultation and engagement</b>	<b>Satisfaction with community consultation and engagement</b>								
Council decisions made and implemented with community input	Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	1	52.0%	51.0%	<b>55.0%</b>	55.0%	55.0%	55.0%	o
<b>Roads</b>									
<b>Condition</b>	<b>Sealed local roads below the intervention level</b>								
Sealed local roads are maintained at the adopted condition standard	Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	2	97.6%	97.5%	<b>97.5%</b>	97.5%	97.5%	97.5%	o
<b>Statutory Planning</b>									
<b>Service standard</b>	<b>Planning applications decided within the relevant required time</b>								
Planning application processing and decisions are in accordance with legislative requirements	Number of planning application decisions made within the relevant required time / Number of decisions made	3	69.1%	70.0%	<b>75.0%</b>	75.0%	75.0%	75.0%	o
<b>Waste Management</b>									
<b>Waste diversion</b>	<b>Kerbside collection waste diverted from landfill</b>								
Amount of waste diverted from landfill is maximised	Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins	4	73.6%	73.0%	<b>75.0%</b>	77.0%	79.0%	80.0%	+

#### Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator.
- o Forecasts that Council's financial performance/financial position indicator will be steady.
- Forecasts deterioration in Council's financial performance/financial position indicator.

#### Notes to Indicators:

- 1. Governance** – Council community satisfaction rating figures projected consider past performance. It is anticipated with the development of our new Council Plan that better demonstrates an outward facing way that we deliver our core services our rating will move back up to more historical levels from 2024-25. Note, this performance indicator is sourced from the State Government's Community Satisfaction Survey. This rating is provided by community members who may not have engaged with Council in the reporting period.
- 2. Roads** – Indicator considers past performance. Council's asset renewal threshold for very poor sealed roads assets is 2.5%, therefore sealed road assets below renewal intervention are forecast to be 97.5%.
- 3. Statutory Planning** – 2023-24 is based on our current trend and future years are aligned with key performance indicators set for the department.
- 4. Waste Management** – Slight decrease for 2023-24 due to Victorian Container Deposit Scheme. Education campaigns to decrease waste to landfill and improved resource recovery should be realised over next few years.



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Targeted Performance Indicators - Financial

Indicator	Measure	NOTES	2022-23 Actual	2023-24 Forecast	2024-25 Budget	2025-26 Projections	2026-27 Projections	2027-28 Projections	Trend +/-
<b>Liquidity</b>									
<b>Working Capital</b>	<b>Current assets compared to current liabilities</b>								
	Current assets / current liabilities	1	219.2%	227.2%	<b>219.5%</b>	289.4%	245.4%	191.2%	o
<b>Obligations</b>									
<b>Asset Renewal</b>	<b>Asset renewal compared to depreciation</b>								
	Asset renewal and upgrade expenses / Asset depreciation	2	66.7%	97.8%	<b>121.7%</b>	87.7%	67.0%	63.6%	o
<b>Stability</b>									
<b>Rates concentration</b>	<b>Rates compared to adjusted underlying revenue</b>								
	Rate revenue / adjusted underlying revenue	3	68.2%	90.4%	<b>72.6%</b>	73.4%	71.0%	71.4%	o
<b>Efficiency</b>									
<b>Expenditure Level</b>	<b>Expenses per property assessment</b>								
	Total expenses / number of property assessments		\$ 4,230	\$ 4,186	<b>\$ 4,296</b>	\$ 4,203	\$ 4,477	\$ 4,560	-

Notes to Indicators:

**1. Working Capital** – The proportion of current liabilities represented by current assets, this ratio indicates that council has sufficient working capital available to pay bills as and when they fall due.

**2. Asset Renewal** – This percentage indicates the extent of Council's renewal of assets against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100% indicates there is a lesser risk of insufficient spending on Council's asset base.

**3. Rates Concentration** – Reflects extent of reliance on rate revenues to fund all of Council's on-going services. The higher the ratio the more reliant Council is on rate revenue compared to all other revenue sources. The higher ratio in the 2023-24 year is due to the Great Ocean Road Coastal and Parks Authority assets being handed over.

**5.2 Financial Performance Indicators**

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.



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Indicator	Measure	NOTES	2022-23 Actual	2023-24 Forecast	2024-25 Budget	2025-26 Projections	2026-27 Projections	2027-28 Projections	Trend + / 0 / -
<b>Operating Position</b>									
<b>Adjusted Underlying Result</b>	<b>Adjusted underlying surplus (or deficit)</b>								
An adjusted underlying surplus is generated in the ordinary course of business	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	-12.3%	-54.5%	<b>-14.3%</b>	-10.5%	-11.0%	-10.7%	+
<b>Liquidity</b>									
<b>Unrestricted Cash</b>	<b>Unrestricted cash compared to current liabilities</b>								
Sufficient cash that is free of restrictions is available to pay bills as and when they fall due	Unrestricted cash/current liabilities	2	-170.7%	-212.3%	<b>-170.0%</b>	-124.4%	-87.7%	-75.5%	+
Unrestricted Cash Adjusted for Other Financial Assets	Unrestricted cash & other financial assets/current liabilities	3	24.5%	-5.8%	<b>21.6%</b>	116.2%	106.1%	73.9%	+
<b>Obligations</b>									
<b>Loans and Borrowings</b>	<b>Loans and borrowings compared to rates</b>								
Level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities	Interest bearing loans and borrowings / rate revenue	4	24.1%	19.5%	<b>15.6%</b>	11.9%	8.4%	5.1%	+
<b>Loans and Borrowings</b>	<b>Loans and borrowings compared to rates</b>								
Level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities	Interest and principal repayments on interest bearing loans and borrowings / rate revenue	4	4.1%	3.8%	<b>3.7%</b>	3.5%	3.3%	3.1%	+
<b>Indebtedness</b>	<b>Non-current liabilities compared to own-source revenue</b>								
Level of long term liabilities is appropriate to the size and nature of a Council's activities	Non-current liabilities / own source revenue	5	44.1%	39.4%	<b>37.3%</b>	33.6%	28.9%	19.8%	+
<b>Stability</b>									
<b>Rates Effort</b>	<b>Rates compared to property values</b>								
Rating level is set based on the community's capacity to pay	Rate revenue / CIV of rateable properties in the municipality	6	0.2%	0.2%	<b>0.2%</b>	0.2%	0.2%	0.2%	o
<b>Efficiency</b>									
<b>Revenue Level</b>	<b>Average rate per property assessment</b>								
Resources are used efficiently in the delivery of services	General rates and municipal charges / no. of property assessments	7	\$ 2,169	\$ 2,221	<b>\$ 2,305</b>	\$ 2,358	\$ 2,409	\$ 2,465	o
<b>Sustainability Capacity</b>									
<b>Population</b>	<b>Expenses per head of population</b>								
Population is a key driver of a Council's ability to fund the delivery of services to the community	Total expenses / Population		\$ 2,606	\$ 2,461	<b>\$ 2,475</b>	\$ 2,389	\$ 2,514	\$ 2,533	o
<b>Population</b>	<b>Infrastructure per head of population</b>								
Population is a key driver of a Council's ability to fund the delivery of services to the community	Value of infrastructure / Population		\$ 21,110	\$ 20,431	<b>\$ 21,209</b>	\$ 22,432	\$ 22,373	\$ 22,677	+
<b>Population</b>	<b>Population density per length of road</b>								
Population is a key driver of a Council's ability to fund the delivery of services to the community	Population / Kilometres of local roads		35.76	37.69	<b>38.69</b>	39.59	40.50	41.34	+
<b>Own-source revenue</b>	<b>Own-source revenue per head of population</b>								
Revenue is generated from a range of sources in order to fund the delivery of services to the community	Own source revenue / Population		\$ 1,916	\$ 1,918	<b>\$ 1,869</b>	\$ 1,864	\$ 1,966	\$ 1,990	+
<b>Recurrent grants</b>	<b>Recurrent grants per head of population</b>								
Revenue is generated from a range of sources in order to fund the delivery of services to the community	Recurrent grants / Population	8	\$ 292	\$ 158	<b>\$ 277</b>	\$ 276	\$ 275	\$ 275	o
<b>Workforce Turnover</b>	<b>Resignations and terminations compared to average staff</b>								
Resources are used efficiently in the delivery of services	Number of permanent staff resignations & terminations / average number of permanent staff for the financial year		13.3%	11.5%	<b>12.0%</b>	12.0%	12.0%	12.0%	o



**Notes to Indicators:**

- 1. Adjusted Underlying Result** – An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Variability in indicator due to fluctuations in expensed capital expenditure and asset disposals (for example in 2023-24 disposals include \$20.47 million related to asset transfers to the Great Ocean Road Coast and Parks Authority).
- 2. Unrestricted Cash** – Unrestricted cash equals cash and cash equivalents less trust deposits, carried forward capital works and restricted cash reserves. It does not include other financial assets which include term deposits maturing between 3 and 12 months. This ratio is impacted by the high levels of unearned revenue in the 2022-23 to 2024-25 years which is duplicated in the capital carry forwards.
- 3. Unrestricted Cash Adjusted for Other Financial Assets** - Unrestricted Cash Adjusted for Other Financial Assets – This ratio has been included as a comparison to the unrestricted cash ratio. The difference between the two ratios is that this one includes term deposits maturing between 3 and 12 months in the numerator. The ratio indicates unrestricted cash is not in the negative over the 4 year horizon, the negative ratio in 2023-24 is due to the budgeted peak of unearned revenue.
- 4. Loans and Borrowings** – This ratio indicates reducing reliance on debt against annual rate revenue through loan repayments.
- 5. Indebtedness** – Considers the non-current liabilities of Council against our own source revenue. The lower the percentage, the greater a council's ability is to repay debt from its own-source revenue.
- 6. Rates Effort** – Rate revenue as a percentage of the capital improved value of rateable properties in the municipality.
- 7. Revenue Level** – The average rate revenue per property assessment.
- 8. Recurrent Grants** – Measures the recurrent grants per population. This ratio has been impacted by the 2023-24 Federal Assistance Grant allocation being received in 2022-23.

**5.3 Additional Indicators**

The following table presents additional indicators that are not prescribed indicators in the Local Government (Planning and Reporting) Regulations 2020. These indicators are used by the Department of Treasury and Finance to conduct credit assessments of councils under the Treasury Corporation of Victoria (TCV) loans framework. Subject to these financial covenants being satisfied over the prior three years to the budget year, the budget year, and subsequent three projected financial years, a borrowing limit will be determined under the framework.

Indicator	Measure	NOTES	2022-23 Actual	2023-24 Forecast	2024-25 Budget	2025-26 Projections	2026-27 Projections	2027-28 Projections	Trend +/-
<i>TCV loans framework indicators</i>									
Interest Cover Ratio	EBITDA : interest expenses	1	36.37	44.14	51.96	66.18	89.68	108.64	+
Interest bearing liabilities to own source revenue	Interest bearing liabilities / own source revenue	2	19.9%	16.0%	13.2%	10.1%	6.8%	4.2%	+

- 1 This ratio is increasing with improving EBITDA results and decreasing interest expense in line with Council's reducing loan portfolio.
2. This ratio is decreasing with Council's reducing loan portfolio and own source revenue is increasing.



## Appendix A – Fees and Charges Schedule

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the financial year 2024-25. Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

Description	Unit	2023-24	2024-25	Annual % Change	Annual \$ Change	Includes GST (Y/N)	Fee Type
<b>STRATEGY &amp; EFFECTIVENESS</b>							
<b>Information Services</b>							
<b>Freedom of Information</b>							
Freedom of Information Fee	2 Fee Units	\$31.80	\$31.80	0.0%	\$0.00	N	Statutory
Administration Cost for FOI Searches	1.5 Fee Units	\$26.85	\$26.85	0.0%	\$0.00	N	Statutory
<b>Financial Services</b>							
<b>Rate Administration</b>							
Rate Searches – Hard Copy	Hour	\$127.00	\$127.00	0.0%	\$0.00	N	Council
Rate Searches – Computer Records	Each	\$36.00	\$36.00	0.0%	\$0.00	N	Council
Payment Rejection Administration Fee - Rates and Debtors	Each	\$30.00	\$30.00	0.0%	\$0.00	N	Council
Land Information Certificate	1.82 Fee Units	\$27.80	\$28.90	4.0%	\$1.10	N	Statutory
Recovery Referral Fee	Each	\$38.00	\$38.00	0.0%	\$0.00	N	Council
Interest on Rates & Charges - set by the Minister for Local Government	Percentage	10.00%	10.00%	0.0%	\$0.00	N	Statutory
Interest on Deferred Rates		Cash Rate Plus 1% Set at 1 July	N/A			N	Council
Interest on Sundry Debtors - inline with Interest on Rates & Charges		10.00%	10.00%	0.0%	\$0.00	N	Council
<b>PLACEMAKING &amp; ENVIRONMENT</b>							
<b>Infrastructure Administration</b>							
Vehicle Crossings (Non-Utilities)	Each	\$205.00	\$210.00	2.4%	\$5.00	N	Council
Additional Inspection	Each	\$100.00	N/A			N	Council
Asset Protection Permit	Each	\$200.00	\$205.00	2.5%	\$5.00	N	Council
Building Over Easement	Each	\$310.00	\$310.00	0.0%	\$0.00	N	Council
<b>Road Works Permits (Fee Per Unit Set By State Government)</b>							
Road Safety - Traffic Management Plans (No Traffic Lane Closures)	4.76 Fee Units	\$75.68	\$75.68	0.0%	\$0.00	N	Statutory
Road Safety - Traffic Management Plans (One or More Traffic Lane Closures)	15.46 Fee Units	\$245.81	\$245.81	0.0%	\$0.00	N	Statutory
Road Safety - Traffic Management Plans (Road Closure)	40.43 Fee Units	\$642.84	\$642.84	0.0%	\$0.00	N	Statutory
<b>Developer Levies</b>							
Non-Standard Public Lighting Levy	Each	\$360.00	\$373.00	3.6%	\$13.00	N	Council
Subdivision Supervision Fees	Percentage	2.50%	2.50%	0.0%	\$0.00	N	Statutory
Subdivisions Plan - Checking Fees	Percentage	0.75%	0.75%	0.0%	\$0.00	N	Statutory
<b>Stormwater Infrastructure</b>							
Stormwater Application (Legal Point of Discharge)	9.77 Fee Units	\$155.30	\$155.30	0.0%	\$0.00	N	Statutory
Stormwater Application (Legal Point of Discharge) Additional Data Request	Each	\$50.00	\$52.00	4.0%	\$2.00	Y	Council
Stormwater Connection Permit	Each	\$145.00	\$150.00	3.4%	\$5.00	Y	Council
<b>Statutory Planning</b>							
Town Planning Application Fees	Various	Various	Various			N	Statutory
Pre-Application Meetings	Each		\$350.00	New	New	N	Council
Advertising of Application – Up to First 15 Letters	Each	\$145.00	\$155.00	6.9%	\$10.00	N	Council
Advertising of Application - Subsequent Letters	Each	\$7.00	\$7.50	7.1%	\$0.50	N	Council
Erect Public Notice on a Property (Per Notice)	Each	\$226.00	\$40.00	-82.3%	-\$186.00	N	Council
Request Extension of Time to Planning Permit - First	Each	\$310.00	\$350.00	12.9%	\$40.00	N	Council
Request Extension of Time to Planning Permit - Second	Each	\$360.00	\$400.00	11.1%	\$40.00	N	Council
Request Extension of Time to Planning Permit - Third	Each	\$515.00	\$600.00	16.5%	\$85.00	N	Council
Secondary Consent Applications	Each	\$345.00	\$400.00	15.9%	\$55.00	N	Council
Subdivision Certification	Various	Various	Various			N	Statutory
Plans for Approval/ Plans to Comply	Each	\$345.00	\$350.00	1.4%	\$5.00	N	Council
Statutory Planning Written Advice	Each	\$152.50	\$180.00	18.0%	\$27.50	Y	Council
Demolition Consent Permit	5.75 Fee Units	\$91.40	\$91.40	0.0%	\$0.00	N	Statutory
<b>Copy of Plans</b>							
Copy of Planning Permit and Endorsed Plans	Each	\$103.00	\$106.00	2.9%	\$3.00	N	Council

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Description	Unit	2023-24	2024-25	Annual % Change	Annual \$ Change	Includes GST (Y/N)	Fee Type
<b>Strategic Planning</b>							
Strategic Planning Publications - Surf Coast Environmental History	Each	\$20.00	N/A			N	Council
Strategic Planning Publications - Sustainable Design Guide	Each	\$20.00	N/A			N	Council
Strategic Planning Publications - Farmland Forest and Surf Environmental History	Each	\$20.00	N/A			N	Council
<b>Waste Disposal</b>							
Domestic Garbage - Uncompacted Waste	Cubic Metre	\$111.50	\$116.00	4.0%	\$4.50	Y	Council
Domestic Hard Waste - Uncompacted Waste	Cubic Metre	\$111.50	\$116.00	4.0%	\$4.50	Y	Council
Commercial Garbage - Compacted Waste	Tonne	\$255.00	\$265.00	3.9%	\$10.00	Y	Council
Commercial Garbage - Uncompacted Waste	Cubic Metre	\$111.50	\$116.00	4.0%	\$4.50	Y	Council
Commercial Hard Waste - Uncompacted Waste	Cubic Metre	\$111.50	\$116.00	4.0%	\$4.50	Y	Council
Clean Fill (Anglesea Only - Subject to Demand)	Tonne	\$27.00	\$28.00	3.7%	\$1.00	Y	Council
Construction & Demolition - Waste Mixed	Tonne	\$255.00	\$265.00	3.9%	\$10.00	Y	Council
Construction & Demolition - Recycle Clean Plaster (Anglesea)	Tonne	\$48.50	\$50.50	4.1%	\$2.00	Y	Council
Construction & Demolition - Recyclable Concrete/Bricks (Anglesea)	Tonne	\$73.50	\$76.50	4.1%	\$3.00	Y	Council
Construction & Demolition - Recyclable Concrete/Bricks (Lorne & Winchelsea)	Cubic Metre	\$97.00	\$101.00	4.1%	\$4.00	Y	Council
Recyclable Material (if more than 0.5m3)	Cubic Metre	\$16.50	\$17.50	6.1%	\$1.00	Y	Council
Green Waste	Cubic Metre	\$38.00	\$40.00	5.3%	\$2.00	Y	Council
Tree stumps (Anglesea only)	Tonne	\$49.00	\$51.00	4.1%	\$2.00	Y	Council
<b>General Items</b>							
Motorcycle Tyres	Each	\$6.00	\$6.50	8.3%	\$0.50	Y	Council
Car Tyres	Each	\$11.00	\$11.50	4.5%	\$0.50	Y	Council
Light Truck/4wd Tyres	Each	\$12.50	\$13.00	4.0%	\$0.50	Y	Council
Truck Tyres	Each	\$27.00	\$28.00	3.7%	\$1.00	Y	Council
Tractor / Earthmoving Tyres	Each	\$1,000.00	\$1,050.00	5.0%	\$50.00	Y	Council
Car Bodies & Caravans	Each	\$70.00	\$73.00	4.3%	\$3.00	Y	Council
Mattresses (& Bases)	Each	\$27.00	\$30.00	11.1%	\$3.00	Y	Council
Mattresses - Cot	Each		\$20.00	New	New	Y	Council
Sale of Mulch (Subject to Availability)	Cubic Metre	\$18.00	\$18.50	2.8%	\$0.50	Y	Council
Sale of Second Hand Bins (Anglesea only - Subject to Availability)	Each	\$18.50	\$19.50	5.4%	\$1.00	Y	Council
Sale of Reusable Items - Fee for Items to be Determined by Coordinator Waste Management	Each	Various	Various			Y	Council
Sale of Crushed Masonry (Subject to Availability)	Cubic Metre	\$18.00	\$18.50	2.8%	\$0.50	Y	Council
Sale of Ground Plaster (Subject to Availability)	Cubic Metre	Free	Free			N/A	Council
E Waste (Including TVs, Batteries, White Goods) - All Sites - Free	Max 20 Items	Free	Free			N/A	Council
Clean Sand - Anglesea Landfill - Free		Free	Free			N/A	Council
Waste Auto Oil Recycling - Anglesea, Lorne, Winchelsea - Free	<20 litres	Free	Free			N/A	Council
drumMUSTER Drums - Winchelsea - Free		Free	Free			N/A	Council
Metals - All Sites - Free		Free	Free			N/A	Council
Expanded Polystyrene - Anglesea and Lorne Sites Only - Free	Domestic Quantities Only	Free	Free			N/A	Council
Rigid Plastics - Anglesea Site Only - Free	Domestic Quantities Only	Free	Free			N/A	Council
Food Waste - All Sites - Free	Domestic Quantities Only	Free	Free			N/A	Council
Recyclable Glass- All Sites - Free	Domestic Quantities Only	Free	Free			N/A	Council
Gas bottles (up to 9kg) - Anglesea only - Free	Domestic Quantities Only		Free	New	New	N/A	Council
Paint (up to 20L) - Anglesea only - Free	Domestic Quantities Only		Free	New	New	N/A	Council
<b>Kerbside Waste Collection</b>							
Residential Garbage Service Upgrade - Each Additional 120L Capacity	Year	\$78.00	\$81.00	3.8%	\$3.00	N	Council
Additional Residential Recycle Service - 120L, 240L or 360L Bin	Year	\$72.50	\$75.00	3.4%	\$2.50	N	Council
Upgrade Residential Recycle Service to 360L Bin	Occasion	\$72.50	\$75.00	3.4%	\$2.50	N	Council
Additional Residential FOGO Waste Service - 120L, 240L or 360L Bin	Year	\$99.50	\$102.00	2.5%	\$2.50	N	Council
Upgrade Residential FOGO Waste Service to 360L Bin	Occasion	\$72.50	\$75.00	3.4%	\$2.50	N	Council
Additional Residential Glass Waste Service - 140L or 240L Bin	Year	\$45.50	\$47.00	3.3%	\$1.50	N	Council
Upgrade Residential Glass Waste Service to 240L Bin	Occasion	\$72.50	\$75.00	3.4%	\$2.50	N	Council
Event Bin Hire	Each	\$23.00	\$24.00	4.3%	\$1.00	Y	Council
Safe Waste Bin Strap	Each	\$5.00	N/A			Y	Council
Bin Latch	Each	\$11.00	\$17.50	59.1%	\$6.50	Y	Council
Bin Latch - Lorne/cockatoo issue	Each	Free	Free			N/A	Council
Replacement Kitchen Caddy	Each	\$11.00	\$11.00	0.0%	\$0.00	Y	Council
Compostable Kitchen Caddy Liners - Free. Limit 150 per Transaction.	Each	Free	Free			N/A	Council



Draft Budget Report 2024-25

Description	Unit	2023-24	2024-25	Annual % Change	Annual \$ Change	Includes GST (Y/N)	Fee Type
<b>Visitor Centres</b>							
<b>Tourism</b>							
<b>Commercial Tour Operator Licences</b>							
Annual Fee – Standard One Year Licence	Licence	\$317.70	N/A			N	Statutory
Annual Fee – More than One Year Licence (Currently 3 Year)	Licence	\$249.20	N/A			N	Statutory
Use Fee – General Visitor	Visitor	\$2.40	N/A			N	Statutory
Use Fee – School Student and Child	Visitor	\$1.60	N/A			N	Statutory
Use Fee Cap (Maximum)	Visitor	\$15,576.50	N/A			N	Statutory
<b>Tourism Business Road Sign Application</b>							
Initial Business Road Sign Application	Application	\$220.00	\$228.00	3.6%	\$8.00	Y	Council
Amendment to existing Business Road Sign Application	Application	\$110.00	\$114.00	3.6%	\$4.00	Y	Council
<b>Major Events</b>							
Late Fee - Major Event Traffic Management Plan Assessment	Each	\$900.00	\$931.50	3.5%	\$31.50	Y	Council
Late Fee - Major Event Public Place of Entertainment Plan (POPE)	Each	\$360.00	\$372.60	3.5%	\$12.60	Y	Council
<b>Australian National Surfing Museum</b>							
Theatre Hire Day Rate (Minimum 3 Hours)	Hour	\$77.00	\$90.00	16.9%	\$13.00	Y	Council
Theatre Hire Night Rate (Minimum 3 Hours)	Hour	\$140.00	\$200.00	42.9%	\$60.00	Y	Council
Whole Facility (Day or Night) (Minimum 3 Hours)	Hour	\$165.00	\$250.00	51.5%	\$85.00	Y	Council
Bond (Only for Whole Facility and Dependent on Group)	Booking	\$1,000.00	\$1,040.00	4.0%	\$40.00	N	Council
Bond (for Hiring of Theatre Room Alone)	Booking	\$400.00	\$415.00	3.8%	\$15.00	N	Council
Adult Entry	Visit	\$12.00	\$12.00	0.0%	\$0.00	Y	Council
Child Entry	Visit	\$8.00	\$8.00	0.0%	\$0.00	Y	Council
Children Under 5yrs	Visit	Free	Free			N/A	Council
Concession Entry	Visit	\$8.00	\$8.00	0.0%	\$0.00	Y	Council
Family Entry	Visit	\$25.00	\$25.00	0.0%	\$0.00	Y	Council
School Groups Entry	Visit	\$6.50	\$6.50	0.0%	\$0.00	Y	Council
Schools Group Entry - Transition Rate for new bookings received post January 2025	Visit		\$8.00	New	New	Y	Council
Bells Tour School Groups	Visit	\$9.00	\$9.00	0.0%	\$0.00	Y	Council
Theatre Hire Day Rate (Community Group)	Hour	\$54.00	\$90.00	48.1%	\$26.00	Y	Council
Theatre Hire Night Rate (Community Group)	Hour	\$114.00	\$130.00	14.0%	\$16.00	Y	Council
Research Fee without Museum Officer	Hour	\$12.00	N/A			Y	Council
Research Fee with Museum Officer	Hour	\$45.00	\$46.50	3.3%	\$1.50	Y	Council
<b>Promotional Rate</b>							
Up to 50% off promotional campaigns (up to one month period)	Period	up to 50% Off	up to 50% Off			Y	Council
Free Entry - Pilot Promotional Campaign (Shire Residents up to one month)	Period		Free	New	New	N/A	Council
Complementary Entry - Teachers, Media, VIPs	Visit		Free	New	New	N/A	Council
<b>Copying / Image Reproduction</b>							
Books, Magazines, Newspapers and Journals (PDF)	Per 10 Pages	\$21.00	\$22.00	4.8%	\$1.00	Y	Council
Books, Magazines, Newspapers and Journals (TIFF)	Page	\$18.00	\$19.00	5.6%	\$1.00	Y	Council
Pictures and Photographs	Each	\$23.00	\$24.00	4.3%	\$1.00	Y	Council
<b>Visitor Centres</b>							
<b>Promotional Rate</b>							
Last Items - Up to 50% off recommended retail price on selected items	Each		up to 50% Off	New	New	Y	Council
Price bundling on selected items	Each		10% Off	New	New	Y	Council
Seasonal Hampers	Each		30% Off	New	New	Y	Council
<b>Arts</b>							
Arts Space Room Hire	Week	\$135.00	\$140.00	3.7%	\$5.00	Y	Council
Arts Space Room Hire	Day	\$28.50	\$29.50	3.5%	\$1.00	Y	Council
Arts Space Sales Commission	Per Sale	20% of sales when sales exceed \$2,000	20% of all sales			Y	Council
<b>Arts Trail</b>							
Registration Fee for Arts Trail - Individual	Annum	\$60.00	\$62.00	3.3%	\$2.00	Y	Council
Registration Fee for Arts Trail - Community Group	Annum	\$180.00	\$185.00	2.8%	\$5.00	Y	Council
Registration Fee for Arts Trail - Organisations with 10 Artists or More	Annum	\$550.00	\$570.00	3.6%	\$20.00	Y	Council





Draft Budget Report 2024-25

Description	Unit	2023-24	2024-25	Annual % Change	Annual \$ Change	Includes GST (Y/N)	Fee Type
<b>COMMUNITY LIFE</b>							
<b>Customer Service</b>							
Black & White Photocopying/Printing	Page	\$1.40	\$1.40	0.0%	\$0.00	N	Council
Colour Photocopying/Printing	Page	\$2.90	\$2.90	0.0%	\$0.00	N	Council
Black & White Photocopying/Printing - Charity Groups	Page	\$0.85	\$0.85	0.0%	\$0.00	N	Council
<b>Council Operations</b>							
Minutes of Council Meetings are Available Free of Charge from Council's Website - www.surfcoast.vic.gov.au		Free	Free				
<b>Ranger Services - Local Laws</b>							
<b>Dog &amp; Cat Registrations</b>							
Dog or Cat Eligible for Reduced Rate Under the Domestic Animals Act 1994. Includes:							
- Sterilised Dog & Cat							
- Dog or Cat kept for Breeding in Registered Domestic Business							
- Cat Registered with Prescribed Feline Association							
- Dogs Registered with Prescribed Canine Association	Each	\$73.00	\$76.00	4.1%	\$3.00	N	Council
- Dogs that have Undergone Obedience Training which Complies with Regulations							
- Working Dog							
- Dogs Older than 10 Years Old							
Dangerous, Menacing or Restricted Breed Dogs	Each	\$530.00	\$549.00	3.6%	\$19.00	N	Council
Dangerous, Menacing or Restricted Breed Dogs that have Undergone Protective Training or is a Guard Dog	Each	\$221.00	\$229.00	3.6%	\$8.00	N	Council
All Other Dogs & Cats (e.g. Non Desexed Animal)	Each	\$221.00	\$229.00	3.6%	\$8.00	N	Council
Late Payment Surcharge	Each	\$10.20	\$10.60	3.9%	\$0.40	N	Council
<b>Dog &amp; Cat Fees</b>							
Cat Cage Hire	Week	Free	Free			N/A	Council
Cat Cage Deposit	Each	\$67.00	Free			N/A	Council
Domestic Animal Business	Each	\$605.00	\$626.00	3.5%	\$21.00	N	Council
Excess Dog Application and Inspection Fee	Each	\$263.00	\$273.00	3.8%	\$10.00	N	Council
Pound Release Fee	Each	\$192.00	\$199.00	3.6%	\$7.00	Y	Council
Pound Release Fee (Unregistered Animal Surcharge)	Each	\$31.00	\$33.00	6.5%	\$2.00	Y	Council
Replacement Dog/Cat Tags	Each	\$3.70	\$3.90	5.4%	\$0.20	Y	Council
<b>Impounding of Livestock (Other Than Dogs/Cats)</b>							
Impounding of Livestock	Head	\$251.00	\$260.00	3.6%	\$9.00	Y	Council
After Hours Call Out	Each	\$386.00	\$400.00	3.6%	\$14.00	N	Council
Sustenance	Head	\$86.00	\$89.00	3.5%	\$3.00	N	Council
<b>Penalties</b>							
Parking for a Period Longer than Fixed in a Council Controlled Area	1 Fee Unit	\$192.30	\$192.30	0.0%	\$0.00	N	Statutory
Road Safety Act Parking Enforcement	Various	Various	Various			N	Statutory
Release Fee for Impounded Goods	Each	\$115.00	\$119.00	3.5%	\$4.00	N	Council
Towing of Abandoned Vehicles	Each	\$227.00	\$235.00	3.5%	\$8.00	N	Council
<b>Permits</b>							
<b>Shop Front 'Street' Trading Permits</b>							
A Frame Permit	Each	\$250.00	\$259.00	3.6%	\$9.00	N	Council
To Occupy Public Place to Sell Merchandise - Winchelsea, Deans Marsh and Moriac	m2 of Used Space	\$61.50	\$63.70	3.6%	\$2.20	N	Council
To Occupy Public Place to Sell Merchandise - All Other Areas	m2 of Used Space	\$82.50	\$86.00	4.2%	\$3.50	N	Council
Street Furniture (Alfresco Dining) - Annual Permit - Winchelsea, Deans Marsh and Moriac	m2 of Used Space	\$118.50	\$123.00	3.8%	\$4.50	N	Council
Street Furniture (Alfresco Dining) - Annual Permit - All Other Areas	m2 of Used Space	\$155.00	\$161.00	3.9%	\$6.00	N	Council
<b>Miscellaneous Permits</b>							
Disabled Parking Permits	Each	No Charge	No Charge			N	Council
Open for Inspection Signage Permit	Each	\$271.00	\$281.00	3.7%	\$10.00	N	Council
Camping Permit Fee (Private Property)	Each	\$225.00	\$233.00	3.6%	\$8.00	N	Council
Occupy Temp Accommodation on Land	6 Months	\$300.00	\$311.00	3.7%	\$11.00	N	Council
Occupy Road	Day	\$225.00	\$233.00	3.6%	\$8.00	N	Council
Waste Bin (Regardless of Size) < 30 Days	Each	\$118.00	\$123.00	4.2%	\$5.00	N	Council
Film Permit Application	Each	\$28.00	N/A			N	Council
Complex Film Application Requiring More than 2hrs Staff Time - Price on Application, \$90 per hour (Minimum 2hrs).	Per Hour (2 Hour Minimum)	\$120.00	N/A			N	Council
Film Permit Application less than 7 days notice	Each	\$150.00	N/A			N	Council
Film Permit Licence	Each	\$111.00	N/A			N	Council
Student Film Permit Licence	Each	Free	Free			N/A	Council
Film Permit Licence - Hourly (capped at \$1,500/day)	Hourly		\$200.00	New	New	N	Council
<b>Immunisations</b>							
Immunisation History Search	Each	27.00	28.00	3.7%	\$1.00	N	Council



Draft Budget Report 2024-25

Description	Unit	2023-24	2024-25	Annual % Change	Annual \$ Change	Includes GST (Y/N)	Fee Type
<b>Environment Protection Act 2017</b>							
<b>On-Site Wastewater Management Systems (OWMS)</b>							
Construct, install or alter OWMS	48.88 Fee Units	\$777.20	\$777.20	0.0%	\$0.00	N	Statutory
Minor alterations to OWMS	37.25 Fee Units	\$592.30	\$592.30	0.0%	\$0.00	N	Statutory
Transfer a Permit	9.93 Fee Units	\$157.90	\$157.90	0.0%	\$0.00	N	Statutory
Amend a Permit	10.38 Fee Units	\$165.00	\$165.00	0.0%	\$0.00	N	Statutory
Renew a Permit	8.31 Fee Units	\$132.10	\$132.10	0.0%	\$0.00	N	Statutory
Exemption	14.67 - 61.41 Fee Units	\$233.25 - \$976.40	\$233.25 - \$976.40			N	Statutory
Septic Tank File Request	Each	\$38.00	\$40.00	5.3%	\$2.00	N	Council
Urgent Septic Tank File Request	Each	\$149.00	\$154.00	3.4%	\$5.00	N	Council
On-Site Wastewater Management Systems (OWMS) Assessment	Each	\$165.00	\$171.00	3.6%	\$6.00	N	Council
<b>Food Act 1984</b>							
<b>New Registration</b>							
Class 1 Premises(Aged Care/Hospitals) & Class 2 Large (Supermarkets, licensed hotel, resort, large manufacturers)	Each	\$1,469.00	\$1,520.00	3.5%	\$51.00	N	Council
Class 1 Small Premises (Child Care & Delivered Meals Organisation)	Each	\$998.00	\$1,033.00	3.5%	\$35.00	N	Council
Class 2 Premises (includes mobile & temporary food premises)	Each	\$794.00	\$822.00	3.5%	\$28.00	N	Council
Class 2 - Each Additional Mobile and Temporary Food Premises	Each	\$126.00	\$130.00	3.2%	\$4.00	N	Council
Class 3 Premises & Class 2 Small Premises (includes mobile & temporary food premises)	Each	\$467.00	\$483.00	3.4%	\$16.00	N	Council
Class 3 - Each Additional Mobile and Temporary Food Premises	Each	\$66.00	\$68.00	3.0%	\$2.00	N	Council
Class 3 Small Premises & Class 2 Community Groups (includes mobile & temporary food premises)	Each	\$222.00	\$230.00	3.6%	\$8.00	N	Council
Class 3 Minor Premises & Class 3 Community Groups (includes mobile & temporary food premises)	Each	\$137.00	\$142.00	3.6%	\$5.00	N	Council
Mobile and Temporary Food Premises - Once Off Event	Each	Monthly Pro-Rata Fee	Monthly Pro-rata Fee			N	Council
Mobile and Temporary Food Premises Not for Profit/Community Group (<12 Single Events per Year)	Each	Free	Free			N/A	Council
<b>Renewal of Registration</b>							
Class 1 Premises(Aged Care/Hospitals) & Class 2 Large (Supermarkets, licensed Hotel, Resort, Large Manufacturers)	Each	\$975.00	\$1,009.00	3.5%	\$34.00	N	Council
Class 1 Small Premises (Child Care & Delivered Meals Organisation)	Each	\$668.00	\$691.00	3.4%	\$23.00	N	Council
Class 2 Premises (Includes Mobile & Temporary Food Premises)	Each	\$533.00	\$552.00	3.6%	\$19.00	N	Council
Class 2 - Each Additional Mobile and Temporary Food Premises	Each	\$126.00	\$130.00	3.2%	\$4.00	N	Council
Class 3/3A Premises & Class 2 Small Premises (Includes Mobile & Temporary Food Premises)	Each	\$307.00	\$318.00	3.6%	\$11.00	N	Council
Class 3 - Each Additional Mobile and Temporary Food Premises	Each	\$66.00	\$68.00	3.0%	\$2.00	N	Council
Class 3 Small Premises & Class 2 Community Groups (Includes Mobile & Temporary Food Premises)	Each	\$146.00	\$151.00	3.4%	\$5.00	N	Council
Class 3 Minor Premises & Class 3 Community Groups (Includes Mobile & Temporary Food Premises)	Each	\$87.00	\$90.00	3.4%	\$3.00	N	Council
Mobile and Temporary Food Premises Not for Profit/Community Group (<12 Single Events per Year)	Each	Free	Free			N/A	Council
Mobile and Temporary Food Premises - Once Off Event	Each	Monthly Pro-Rata Fee	Monthly Pro-rata Fee			N	Council
Class 1-2 Food Safety Assessment/Inspection Fee - under Section 19UA	Each		\$150.00	New	New	N	Council
Additional Class 3 Inspection Fee - under Section 19UA	Each		\$100.00	New	New	N	Council
<i>Note: Food premises are classed in accordance with section 19c of the Food Act 1984</i>							
<b>Public Health &amp; Wellbeing Act 2008</b>							
<b>Registered Premises - New Application:</b>							
<b>Hairdressing and/or Temporary Make Up</b>							
New Application Once off Application	Each	\$175.00	\$181.00	3.4%	\$6.00	N	Council
Transfer	Each	\$175.00	\$181.00	3.4%	\$6.00	N	Council
<b>Beauty Therapy (excl. Temporary Make Up)</b>							
New Application	Each	\$175.00	\$181.00	3.4%	\$6.00	N	Council
Renewal	Each	\$175.00	\$181.00	3.4%	\$6.00	N	Council
Transfer	Each	\$94.00	\$97.00	3.2%	\$3.00	N	Council

Draft Budget Report 2024-25



Description	Unit	2023-24	2024-25	Annual % Change	Annual \$ Change	Includes GST (Y/N)	Fee Type
<b>Public Category 1 Aquatic Facilities</b>							
New Application (Quarterly Pro-rata Fee)	Each	\$197.00	\$330.00	67.5%	\$133.00	N	Council
Renewal	Each	\$197.00	\$330.00	67.5%	\$133.00	N	Council
Transfer	Each	\$99.00	\$165.00	66.7%	\$66.00	N	Council
<b>Skin Penetration, Tattooing, Colonic Irrigation</b>							
New Application	Each	\$241.00	\$249.00	3.3%	\$8.00	N	Council
Renewal	Each	\$241.00	\$249.00	3.3%	\$8.00	N	Council
Transfer	Each	\$115.00	\$119.00	3.5%	\$4.00	N	Council
<b>Prescribed Accommodation - New Application / Renewal</b>							
6-15 People	Each	\$340.00	\$352.00	3.5%	\$12.00	N	Council
16-25 People	Each	\$482.00	\$499.00	3.5%	\$17.00	N	Council
26-50 People	Each	\$614.00	\$635.00	3.4%	\$21.00	N	Council
> 50 People	Each	\$822.00	\$851.00	3.5%	\$29.00	N	Council
Prescribed Accommodation - Transfer	Each	50% of New Application / Renewal Fee	50% of New Application / Renewal Fee			N	Council
<i>Bi-annual pro-rata rates apply</i>							
<b>Caravan Parks (Fee Per Unit Set By State Government)</b>							
Transfer of Caravan Park Registration	5 Fee Units	\$79.50	\$79.50	0.0%	\$0.00	N	Statutory
Caravan Park Registration - Maximum fee set under the Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	Each	\$2,000.00	\$2,000.00	0.0%	\$0.00	N	Statutory
<b>Fire Prevention (Fee Per Unit Set By State Government)</b>							
CFA Act Infringement Notice (Legislated Fee)	10 Penalty Units	\$1,923.10	\$1,923.10	0.0%	\$0.00	N	Statutory
Block Clearing	Each	Cost + \$180	Cost + \$185			N	Council
<b>Building Services - Building Charges</b>							
Copy of Plans (Standard/Onsite)	Each	\$192.00	\$207.00	7.8%	\$15.00	N	Council
Copy of Plans (Offsite/Archives/Redacting required)	Each		\$245.00	New	New	N	Council
Copy of Building Approval/Certificate of Occupancy (Onsite)	Each	\$83.00	\$123.00	48.2%	\$40.00	N	Council
Copy of Building Approval/Certificate of Occupancy (Offsite/Archives)	Each		\$245.00	New	New	N	Council
Variation of Regulations	19.61 Fee Units	\$311.80	\$311.80	0.0%	\$0.00	N	Statutory
Lodgement Fee	8.23 Fee Units	\$130.90	\$130.90	0.0%	\$0.00	N	Statutory
Property Information Request	3.19 Fee Units	\$50.70	\$50.70	0.0%	\$0.00	N	Statutory
Council Consultation Fee	Hour	\$158.00	\$163.00	3.2%	\$5.00	N	Council
Hoarding Application Fee	19.61 Fee Units	\$311.80	\$311.80	0.0%	\$0.00	N	Statutory
Hoarding (fence or barrier) Permit Fee	Per m2 Per Week	\$4.10	\$4.25	3.7%	\$0.15	N	Council
Council Comments (if Report and Consent not Obtained)		\$438.00	\$451.00	3.0%	\$13.00	N	Council
Place of Public Entertainment - Commercial	Each	\$655.00	\$2,000.00	205.3%	\$1,345.00	N	Council
Place of Public Entertainment - Commercial (Resubmission)	Each		\$500.00	New	New	N	Council
Temporary Structure (Siting) Permit	Each	\$330.00	\$340.00	3.0%	\$10.00	N	Council
Swimming Pool and/or Spa Registration	Each	\$32.87	\$32.87	0.0%	\$0.00	N	Statutory
Swimming Pool and/or Spa Archive Search Fee	Each	\$48.78	\$48.78	0.0%	\$0.00	N	Statutory
Lodgement of Certificate of Compliance (Pool and/or Spa)	Each	\$20.80	\$21.10	1.5%	\$0.30	N	Statutory
Lodgement of Certificate of Non-Compliance (Pool and/or Spa)	Each	\$391.65	\$397.54	1.5%	\$5.89	N	Statutory
Shipping Container on Private Land	Each	\$158.00	\$163.00	3.2%	\$5.00	N	Council
<b>Water Permits</b>							
Water Permits - Minimum Charge Includes First 3,000 Litres	First 3,000 Litres	\$24.75	\$26.00	5.1%	\$1.25	N	Council
Water Permits - Cost per Kilolitre Above 3,000 Litres	Per Kilolitre Above 3,000	\$2.80	\$2.90	3.6%	\$0.10	N	Council
<b>Building Hire</b>							
<b>Commercial User Group:</b> Any group who operates a business or commercial enterprise with the intent to generate profit.							
<b>Community User Group:</b> Community based groups that service community members that live, work or have a connection with the Surf Coast Shire including charities, sporting clubs and schools.							
<b>Not for Profit:</b> Organisations that provide services for the community and do not operate to make a profit for its members (need to be registered with the ATO as a not for profit organisation).							
<b>Public Hall Hire</b>							
Bellbrae Hall - Community Rate	Hour	\$12.00	\$12.50	4.2%	\$0.50	Y	Council
Bellbrae Hall - Commercial Rate	Hour	\$24.00	\$25.00	4.2%	\$1.00	Y	Council
Bellbrae Heartspace	Hour	\$7.00	\$7.25	3.6%	\$0.25	Y	Council
<b>Functions, Weddings, Parties &amp; Major Events</b>							
Bellbrae Hall - Commercial Hirer Standard Function Rate (5 hours +)	Block	\$186.00	\$192.50	3.5%	\$6.50	Y	Council
Bellbrae Hall - Shire Based Community Group/Not for Profit Standard Function (5 hours +)	Block	\$93.00	\$96.00	3.2%	\$3.00	Y	Council
Bellbrae Hall - Commercial Hirer Half Day Function Rate (2.5 hours)	Block	\$149.00	\$154.00	3.4%	\$5.00	Y	Council
Bellbrae Hall - Shire Based Community Group/Not for Profit Half Day Function Rate (2.5 hours)	Block	\$74.50	\$77.00	3.4%	\$2.50	Y	Council
Moriac Community Centre - Commercial Hirer Standard Function Rate (5 hours +)	Block	\$186.00	\$192.50	3.5%	\$6.50	Y	Council
Moriac Community Centre - Shire Based Community Group/Not for Profit Standard Function Rate (5 hours +)	Block	\$93.00	\$96.00	3.2%	\$3.00	Y	Council
Moriac Community Centre - Commercial Hirer Half Day Function Rate (2.5 hours)	Block	\$149.00	\$154.00	3.4%	\$5.00	Y	Council
Moriac Community Centre - Shire Based Community Group/Not for Profit Half Day Function Rate (2.5 hours)	Block	\$74.50	\$77.00	3.4%	\$2.50	Y	Council



Draft Budget Report 2024-25

Description	Unit	2023-24	2024-25	Annual % Change	Annual \$ Change	Includes GST (Y/N)	Fee Type
Freshwater Creek Hall - Commercial Hirer Standard Function Rate (5 hours +)	Block	\$186.00	\$192.50	3.5%	\$6.50	Y	Council
Freshwater Creek Hall - Shire Based Community Group/Not for Profit Standard Function Rate (5 hours +)	Block	\$93.00	\$96.00	3.2%	\$3.00	Y	Council
Freshwater Creek Hall - Commercial Hirer Half Day Function Rate (2-5 hours)	Block	\$149.00	\$154.00	3.4%	\$5.00	Y	Council
Freshwater Creek Hall - Shire Based Community Group/Not for Profit Hirer Half Day Function Rate (2-5 hours)	Block	\$74.50	\$77.00	3.4%	\$2.50	Y	Council
The Quay Pavilion - Commercial Hirer Standard Function Rate (6pm-12am)	Block	\$306.00	\$317.00	3.6%	\$11.00	Y	Council
The Quay Pavilion - Shire Based Community Group/Not for Profit Hirer Standard Function Rate (6pm-12am)	Block	\$153.00	\$158.00	3.3%	\$5.00	Y	Council
The Quay Pavilion - Commercial Hirer Half Day Function Rate (2-5 hours)	Block	\$197.50	\$204.50	3.5%	\$7.00	Y	Council
The Quay Pavilion - Shire Based Community Group/Not for Profit Hirer Half Day Function Rate (2-5 hours)	Block	\$99.00	\$102.50	3.5%	\$3.50	Y	Council
Bob Pettitt Pavilion - Commercial Hirer Standard Function Rate (6pm-12am)	Block	\$306.00	\$317.00	3.6%	\$11.00	Y	Council
Bob Pettitt Pavilion - Shire Based Community Group/Not for Profit Hirer Standard Function Rate (6pm-12am)	Block	\$153.00	\$158.00	3.3%	\$5.00	Y	Council
Bob Pettitt Pavilion - Commercial Hirer Half Day Function Rate (2-5 hours)	Block	\$197.50	\$204.50	3.5%	\$7.00	Y	Council
Bob Pettitt Pavilion - Shire Based Community Group/Not for Profit Hirer Half Day Function Rate (2-5 hours)	Block	\$99.00	\$102.50	3.5%	\$3.50	Y	Council
Wurdale Hall - Commercial Hirer Standard Function Rate (6pm-12am)	Block	\$186.00	\$193.00	3.8%	\$7.00	Y	Council
Wurdale Hall - Shire Based Community Group/Not for Profit Hirer Standard Function Rate (6pm-12am)	Block	\$93.00	\$96.50	3.8%	\$3.50	Y	Council
Wurdale Hall - Commercial Hirer Half Day Function Rate (2-5 hours)	Block	\$149.00	\$154.00	3.4%	\$5.00	Y	Council
Wurdale Hall - Shire Based Community Group/Not for Profit Hirer Half Day Function Rate (2-5 hours)	Block	\$74.50	\$77.00	3.4%	\$2.50	Y	Council
Anglesea Hall - Commercial Hirer Standard Function Rate (6pm-12am)	Block	\$306.00	\$317.00	3.6%	\$11.00	Y	Council
Anglesea Hall - Shire Based Community Group/Not for Profit Hirer Standard Function Rate (6pm-12am)	Block	\$153.00	\$158.00	3.3%	\$5.00	Y	Council
Anglesea Hall - Commercial Hirer Half Day Function Rate (2-5 hours)	Block	\$197.50	\$204.50	3.5%	\$7.00	Y	Council
Anglesea Hall - Shire Based Community Group/Not for Profit Hirer Half Day Function Rate (2-5 hours)	Block	\$99.00	\$102.50	3.5%	\$3.50	Y	Council
Freshwater Creek Tennis Room	Hour	\$12.00	N/A			Y	Council
Globe Theatre - Community - Standard Function Rate (5+ hours)	Block		\$96.00	New	New	Y	Council
Globe Theatre - Community - Half Day Function (2 - 5 hours)	Block		\$77.00	New	New	Y	Council
Globe Theatre - Commercial - Half Day Function (2 - 5 hours)	Block		\$154.00	New	New	Y	Council
Globe Theatre - Commercial - Standard Function Rate (5+ hours)	Block		\$192.50	New	New	Y	Council
Security Bonds - No Alcohol	Booking	\$500.00	\$500.00	0.0%	\$0.00	N	Council
Security Bonds - With Alcohol	Booking	\$1,000.00	\$1,000.00	0.0%	\$0.00	N	Council
Cleaning Fee - Per Clean	Booking	\$218.00	\$226.00	3.7%	\$8.00	Y	Council
<b>Oval Hire</b>							
Bellbrae Oval	Hour	\$39.50	\$41.00	3.8%	\$1.50	Y	Council
Bob Pettitt Oval	Hour	\$39.50	\$41.00	3.8%	\$1.50	Y	Council
Quay Oval	Hour	\$39.50	\$41.00	3.8%	\$1.50	Y	Council
<b>Winchelsea Swimming pool</b>							
Family Season Pass	Season	N/A	N/A			Y	Council
Family Season Pass (Early Bird)	Season	N/A	N/A			Y	Council
Adult Swim	Visit	N/A	\$6.50	Reinstated	Reinstated	Y	Council
Adult Swim - Concession	Visit	N/A	\$5.30	Reinstated	Reinstated	Y	Council
Child Swim	Visit	N/A	\$5.30	Reinstated	Reinstated	Y	Council
Family Swim (1 Adult + 3 Children or 2 Adults + 2 Children)	Visit	N/A	\$16.00	New	New	Y	Council
Spectator to Supervise (Non Swim)	Visit	N/A	Free			N/A	Council
School Student Swim	Visit	N/A	\$4.10	Reinstated	Reinstated	Y	Council
School Carnival (plus entry fee person)	Hour	N/A	\$86.00	Reinstated	Reinstated	Y	Council
Regional Carnival	Visit	N/A	\$1,325.00	Reinstated	Reinstated	Y	Council
Season Swim Pass - Single	Season	N/A	N/A			Y	Council
Season Swim Pass - Single Concession	Season	N/A	N/A			Y	Council
Season Swim Pass - Single (Early Bird)	Season	N/A	N/A			Y	Council
10 pass Adult	Membership		\$58.50	New	New	Y	Council
10 Pass Child/Concession	Membership		\$47.70	New	New	Y	Council
<b>Winchelsea Health Club</b>							
<b>Joining Fee</b>							
Joining Fee	Membership	20.00	21.00	5.0%	\$1.00	Y	Council
<b>Membership - Individual</b>							
3 month	Membership	\$240.00	\$248.50	3.5%	\$8.50	Y	Council
12 month	Membership	\$780.00	\$807.00	3.5%	\$27.00	Y	Council
Fortnightly Direct Debit	Membership	\$31.00	\$32.10	3.5%	\$1.10	Y	Council



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Description	Unit	2023-24	2024-25	Annual % Change	Annual \$ Change	Includes GST (Y/N)	Fee Type
<b>Casual</b>							
Casual Single Visit - Health Club or Group Fitness	Visit	\$15.50	\$17.00	9.7%	\$1.50	Y	Council
<b>Personal Training (Member Rates)</b>							
1 X 30min session	Visit	\$32.00	\$33.50	4.7%	\$1.50	Y	Council
1 X 45min session	Visit	\$53.50	\$55.50	3.7%	\$2.00	Y	Council
2 X 30min session/week	Visit	\$53.50	\$55.50	3.7%	\$2.00	Y	Council
2 X 45min session/week	Visit	\$85.50	\$88.50	3.5%	\$3.00	Y	Council
Personalised Program (Includes 30 minute PT Session)	Visit	\$53.50	\$55.50	3.7%	\$2.00	Y	Council
Update Personalised Program	Visit	\$32.00	N/A			Y	Council
<b>Personal Training (Non Member Rates)</b>							
1 X 30min session	Visit	\$42.50	\$44.00	3.5%	\$1.50	Y	Council
1 X 45min session	Visit	\$64.00	\$66.25	3.5%	\$2.25	Y	Council
2 X 30min session/week	Visit	\$64.00	\$66.25	3.5%	\$2.25	Y	Council
2 X 45min session/week	Visit	\$96.00	\$99.50	3.6%	\$3.50	Y	Council
<b>Group Booking Rate</b>							
For non-regular bookings of registered sporting and medical/rehabilitation groups to attend the gym.	Per Person	\$11.50	\$12.00	4.3%	\$0.50	Y	Council
<b>Promotional Rate</b>							
For new members only, for a 6 month period during promotional periods - Fortnightly direct debit.	Membership	\$28.00	\$29.00	3.6%	\$1.00	Y	Council
<b>Family Rate - Limited to 2 Adults 2 Children</b>							
• Children aged between 16 - under 18 • Direct debit only							
Fortnightly Direct Debit - 2 Members	Membership	\$56.00	\$58.00	3.6%	\$2.00	Y	Council
Fortnightly Direct Debit - 3 Members	Membership	\$79.00	\$82.00	3.8%	\$3.00	Y	Council
Fortnightly Direct Debit - 4 Members (4th Membership Free)	Membership	\$79.00	\$82.00	3.8%	\$3.00	Y	Council
<b>Wurdi Baerr Stadium Fees</b>							
<b>Commercial User Group:</b> Any group who operates a business or commercial enterprise with the intent to generate profit.							
<b>Community User Group:</b> Community based groups that service community members that live, work or have a connection with the Surf Coast Shire including charities, sporting clubs and schools.							
<b>Primary User Group:</b> A user group whose main purpose/activity is held within Wurdi Baerr Stadium.							
<b>Not for Profit:</b> Organisations that provide services for the community and do not operate to make a profit for its members (need to be registered with the ATO as a not for profit organisation).							
<b>Sport</b>							
Kinder Gym - Casual (1 Child)	Visit	\$16.50	\$17.10	3.6%	\$0.60	Y	Council
Kinder Gym - Casual (2 Children)	Visit	\$21.50	\$22.30	3.7%	\$0.80	Y	Council
Kinder Gym - Casual (3 Children)	Visit	\$26.00	\$29.00	3.6%	\$1.00	Y	Council
Kinder Gym - 10 Visit Pass	Membership	\$148.00	\$153.00	3.4%	\$5.00	Y	Council
<b>Fitness Classes</b>							
Casual	Visit	\$16.50	\$17.10	3.6%	\$0.60	Y	Council
10 Visit Casual Card	Membership	\$144.00	\$149.00	3.5%	\$5.00	Y	Council
20 Visit Casual Card	Membership	\$272.00	\$282.00	3.7%	\$10.00	Y	Council
Fit Forever/Concession	Visit	\$14.00	\$14.50	3.6%	\$0.50	Y	Council
Fit Forever - 10 Visit Pass	Membership	\$126.00	\$131.00	4.0%	\$5.00	Y	Council
Fit Forever - 20 Visit Pass	Membership	\$238.00	\$246.00	3.4%	\$8.00	Y	Council
6 Month Membership	Membership	\$431.00	\$446.00	3.5%	\$15.00	Y	Council
12 Month Membership	Membership	\$644.00	\$667.00	3.6%	\$23.00	Y	Council
<b>Sport - Court Hire</b>							
<b>Full Court - Peak - Weekends and After 4pm Weekdays</b>							
Commercial Group	Hour	\$70.00	\$72.50	3.6%	\$2.50	Y	Council
Primary User Group	Hour	\$43.00	\$44.50	3.5%	\$1.50	Y	Council
Community Group / Not-for-Profit	Hour	\$43.00	\$44.50	3.5%	\$1.50	Y	Council
<b>Full Court - Off Peak 8am - 4pm Weekdays (Excludes School/Public Holidays)</b>							
Commercial Group	Hour	\$56.00	\$58.00	3.6%	\$2.00	Y	Council
Primary User Group	Hour	\$34.50	\$35.70	3.5%	\$1.20	Y	Council
Community Group / Not-for-Profit	Hour	\$34.50	\$35.70	3.5%	\$1.20	Y	Council
<b>Half Court</b>							
Commercial Group	Hour	\$52.00	\$53.80	3.5%	\$1.80	Y	Council
Primary User Group	Hour	\$28.00	\$29.00	3.6%	\$1.00	Y	Council
Community Group / Not-for-Profit	Hour	\$28.00	\$29.00	3.6%	\$1.00	Y	Council
Casual use	Booking	\$6.30	\$6.30	0.0%	\$0.00	Y	Council
Out of Hours Booking	Booking		\$50.00	New	New	Y	Council



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Description	Unit	2023-24	2024-25	Annual % Change	Annual \$ Change	Includes GST (Y/N)	Fee Type
<b>Hall Court - Off Peak 8am-4pm Weekdays (Excludes School /Public Holidays)</b>							
Commercial Group	Hour	\$41.50	<b>\$43.00</b>	3.6%	\$1.50	Y	Council
Primary User Group	Hour	\$22.50	<b>\$23.30</b>	3.6%	\$0.80	Y	Council
Community Group / Not-for-Profit	Hour	\$22.50	<b>\$23.30</b>	3.6%	\$0.80	Y	Council
10 visit casual use	Membership	\$57.00	<b>\$57.00</b>	0.0%	\$0.00	Y	Council
<b>Badminton Court</b>							
Badminton Single Court Hire	Hour	\$14.50	<b>N/A</b>			Y	Council
<b>Function Fees (Per Booking)</b>							
Bonds - No Alcohol	Booking	\$500.00	<b>\$500.00</b>	0.0%	\$0.00	N	Council
Bonds - With Alcohol	Booking	\$1,000.00	<b>\$1,000.00</b>	0.0%	\$0.00	N	Council
Cleaning Fee - Per Clean (Cleaning Requirements to be Determined at Time of Booking)	Booking	\$218.00	<b>\$226.00</b>	3.7%	\$8.00	Y	Council
<b>Wurdi Baierr Stadium Rooms</b>							
<b>Wurdi Baierr Stadium Multi Purpose Room (Room &amp; Kitchen)</b>							
<b>Commercial Group - Room Hire</b>							
Monday - Sunday (8am - 11pm)	Hour	\$38.50	<b>\$39.90</b>	3.6%	\$1.40	Y	Council
<b>Community Group / Not-for-Profit - Room Hire</b>							
Monday - Sunday (8am - 11pm)	Hour	\$28.00	<b>\$29.00</b>	3.6%	\$1.00	Y	Council
<b>Kitchen only Hire</b>							
Kitchen Hire (attached to Multi Purpose Room)	Hour	\$20.50	<b>\$21.20</b>	3.4%	\$0.70	Y	Council
<b>Wurdi Baierr Stadium - Meeting &amp; Referee (Per Room)</b>							
Commercial Group	Hour	\$19.50	<b>\$20.20</b>	3.6%	\$0.70	Y	Council
Community Group / Not-for-Profit	Hour	\$14.00	<b>\$14.50</b>	3.6%	\$0.50	Y	Council
<b>Function Fees (per booking)</b>							
Bonds - No Alcohol	Booking	\$500.00	<b>\$500.00</b>	0.0%	\$0.00	N	Council
Bonds - With Alcohol	Booking	\$1,000.00	<b>\$1,000.00</b>	0.0%	\$0.00	N	Council
Cleaning Fee - Per Clean (Cleaning Requirements to be Determined at Time of Booking)	Booking	\$218.00	<b>\$226.00</b>	3.7%	\$8.00	Y	Council
<b>Recreation/Open Space Reserves</b>							
Community Facilities Licence Fees	Each	\$146.00	<b>\$151.00</b>	3.4%	\$5.00	N	Council
Use of Community Facilities (i.e. Use Council owned or managed open space and community buildings for activities including weddings and suitable events).	Each	\$227.00	<b>\$235.00</b>	3.5%	\$8.00	N	Council
<b>Community &amp; Civic Precinct Recreation Facility (Banyul-Warri Fields)</b>							
<b>Commercial Use and Non Surf Coast Shire Club/Group/School (Per Court/Field):</b>							
Oval or Synthetic/Grass Pitch	Day per Hour	\$39.50	<b>\$41.00</b>	3.8%	\$1.50	Y	Council
Oval or Synthetic/Grass Pitch with Lights	Night per Hour	\$72.00	<b>\$74.50</b>	3.5%	\$2.50	Y	Council
Netball Court	Hour	\$39.50	<b>\$41.00</b>	3.8%	\$1.50	Y	Council
<b>Community Hub Change Rooms (NB: Fee Applies to Each Pair of Change Rooms)</b>							
Incorporated Community Club/Group/School - Based in Surf Coast Shire	Booking	\$71.00	<b>\$73.50</b>	3.5%	\$2.50	Y	Council
Commercial Use and Non Surf Coast Shire Club/Group/School (Per Court/Field):	Booking	\$213.00	<b>\$220.50</b>	3.5%	\$7.50	Y	Council
<b>Grant Pavilion - Peter Troy Meeting Room</b>							
Community Group/Not for Profit - Based in Surf Coast Shire	Hour	\$14.00	<b>\$14.50</b>	3.6%	\$0.50	Y	Council
Commercial Use and Non Surf Coast Shire	Hour	\$50.50	<b>\$52.50</b>	4.0%	\$2.00	Y	Council
<b>Grant Pavilion - Tantau and Cooper Function Rooms</b>							
<b>Note Whole 2nd Level Available by Booking Both Rooms</b>							
Community Group/Not for Profit - Based in Surf Coast Shire	Hour	\$28.50	<b>\$29.50</b>	3.5%	\$1.00	Y	Council
Commercial Use or Non Surf Coast Shire	Hour	\$70.50	<b>\$73.00</b>	3.5%	\$2.50	Y	Council
Grant Pavilion Event/Function Cleaning	Booking	\$218.00	<b>\$226.00</b>	3.7%	\$8.00	Y	Council
<b>Function Fees (per Booking)</b>							
Bonds - No Alcohol	Booking	\$500.00	<b>\$500.00</b>	0.0%	\$0.00	N	Council
Bonds - With Alcohol	Booking	\$1,000.00	<b>\$1,000.00</b>	0.0%	\$0.00	N	Council
<b>Community Transport</b>							
Community Bus Hire Only (Fuel by User)	Km	\$1.07	<b>N/A</b>			Y	Council
Winchelsea Large Capacity Community Bus (25 seat) - Youth Activities (Fuel Filled Up By User)	Day	\$62.00	<b>\$75.00</b>	21.0%	\$13.00	Y	Council
Winchelsea Large Capacity Community Bus (25 seat) - Adult Activities up to 400km Round Trip (Fuel Filled Up By User)	Day	\$155.00	<b>N/A</b>			Y	Council
Winchelsea Large Capacity Community Bus (25 seat) - Adult Activities Over 400km Round Trip (Fuel by User)	Day	\$310.00	<b>N/A</b>			Y	Council

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Description	Unit	2023-24	2024-25	Annual % Change	Annual \$ Change	Includes GST (Y/N)	Fee Type
Fee - Late Return	Per Hire	\$250.00	\$250.00	0.0%	\$0.00	Y	Council
Fee - Fuel Not Filled Up	Per Hire	\$250.00	\$250.00	0.0%	\$0.00	Y	Council
Cleaning Fee (If required)	Per Hire	\$250.00	\$250.00	0.0%	\$0.00	Y	Council
Community Bus Hire - up to 4 hours	Per Hire		\$50.00	New	New	Y	Council
Community Bus Hire - up to 24 hours	Per Hire		\$75.00	New	New	Y	Council
<b>Family &amp; Children Services</b>							
<b>Family Day Care</b>							
Family Day Care Administration Levy	Hour	\$3.05	N/A			N	Council
<b>Occasional Care (from 1 July 2024)</b>							
Torquay Children's Hub Occasional Care 4 Hour Session	Session	\$56.00	\$58.50	4.5%	\$2.50	N	Council
Kurrambee Myaring Occasional Care 4 Hour Session	Session	\$56.00	\$58.50	4.5%	\$2.50	N	Council
<b>Kindergarten (Effective from January 2025)</b>							
Kindergarten Central Application Enrolment Fee	Per Enrolment	\$32.00	N/A			Y	Council
Additional Funded 3 & 4 Year Old Program (Where Available)	Per Hour	\$28.00	\$29.00	3.6%	\$1.00	N	Council
<b>Torquay Children's Hub Room hire: Commercial Rates</b>							
<b>Playgroup / Multi Purpose Room / Occasional Care Room</b>							
Commercial Rate - Business Hours ( 8.30 - 5.00 pm )	Hour	\$36.50	\$37.50	2.7%	\$1.00	Y	Council
Commercial Rate - After Hours ( 5.30 - 11.00 pm and Weekends)	Hour	\$53.00	\$55.00	3.8%	\$2.00	Y	Council
Commercial Rate - Daily Rate - ( 8.30 - 5.00 pm )	Day	\$119.00	\$124.00	4.2%	\$5.00	Y	Council
Bond for Multi Purpose Room Hire Afterhours Only	Booking	\$300.00	\$300.00	0.0%	\$0.00	Y	Council
Cleaning Fee	Booking	\$218.00	\$226.00	3.7%	\$8.00	Y	Council
<b>Torquay Children's Hub Room hire: Non- Profit Organisation Rates</b>							
<b>Playgroup / Multipurpose Room/ Occasional Care Room</b>							
Non- Profit Rate - Business Hours ( 8.30 - 5.00 pm )	Hour	\$18.00	\$18.50	2.8%	\$0.50	Y	Council
Non- Profit Rate - After Hours ( 5.30 - 11.00 pm and Weekends)	Hour	\$28.50	\$29.50	3.5%	\$1.00	Y	Council
Non- Profit Rate - Daily Rate - ( 8.30 - 5.00 pm )	Day	\$85.00	\$88.00	3.5%	\$3.00	Y	Council
Playgroups	Hour	\$9.25	\$9.50	2.7%	\$0.25	Y	Council
Bond for Multi Purpose Room Hire After Hours Only	Booking	\$300.00	\$300.00	0.0%	\$0.00	Y	Council
Cleaning Fee	Booking	\$218.00	\$226.00	3.7%	\$8.00	Y	Council
<b>Family &amp; Children Services</b>							
<b>Kurrambee Myaring Community Centre Room Hire: Commercial Rates</b>							
<b>Consulting Room/ Multipurpose Room (charged per room)</b>							
Commercial rate - Business Hours ( 8.30 - 5.00 pm )	Hour	\$36.50	\$37.50	2.7%	\$1.00	Y	Council
Commercial rate - After Hours ( 5.30 - 11.00 pm and Weekends)	Hour	\$53.00	\$55.00	3.8%	\$2.00	Y	Council
Commercial rate - Daily rate - ( 8.30 - 5.00 pm )	Day	\$119.00	\$124.00	4.2%	\$5.00	Y	Council
Bond for Multi Purpose Room Hire After Hours Only	Booking	\$300.00	\$300.00	0.0%	\$0.00	Y	Council
Cleaning Fee	Booking	\$218.00	\$226.00	3.7%	\$8.00	Y	Council
<b>Kurrambee Myaring Community Centre Room Hire : Non- Profit Organisation Rates</b>							
<b>Consulting Room/ Multipurpose Room (charged per room)</b>							
Non- Profit Rate - Business Hours ( 8.30 - 5.00 pm )	Hour	\$18.00	\$18.50	2.8%	\$0.50	Y	Council
Non- Profit Rate - After Hours ( 5.30 - 11.00 pm and Weekends)	Hour	\$28.50	\$29.50	3.5%	\$1.00	Y	Council
Non- Profit Rate - Daily Rate - ( 8.30 - 5.00 pm )	Day	\$85.00	\$87.00	2.4%	\$2.00	Y	Council
Playgroups	Hour	\$9.25	\$9.50	2.7%	\$0.25	Y	Council
Bond for Multi Purpose Room Hire After Hours Only	Booking	\$300.00	\$300.00	0.0%	\$0.00	Y	Council
Cleaning Fee	Booking	\$218.00	\$226.00	3.7%	\$8.00	Y	Council



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Community Asset Committees - Fees and Charges

Description	Unit	2023-24	2024-25	Annual % Change	Annual \$ Change	Includes GST (Y/N)
<b>Community Asset Committee Fees and Charges</b>						
<b>Anderson Roadknight Reserve</b>						
Main Hall - Use of Kitchen with Booking	Hour	\$17.00	\$17.00	0.0%	\$0.00	Yes
Meeting Room - Community	Hour	\$17.00	\$17.00	0.0%	\$0.00	Yes
Courtyard (Deck) with Access to Toilets	Hour	\$10.00	\$10.00	0.0%	\$0.00	Yes
Kitchen Only	Hour	\$17.00	\$17.00	0.0%	\$0.00	Yes
PA and AV set up fee	Hire		\$50.00	New	New	Yes
<b>Connewarre Reserve</b>						
Main Hall - 2-5 hours	Half Day	\$88.00	\$88.00	0.0%	\$0.00	Yes
Main Hall - 5-8 hours	Day	\$176.00	\$176.00	0.0%	\$0.00	Yes
Main Hall - 5pm-midnight	Evening	\$330.00	\$330.00	0.0%	\$0.00	Yes
Oval	Half Day	\$66.00	\$66.00	0.0%	\$0.00	Yes
Oval	Day	\$110.00	\$110.00	0.0%	\$0.00	Yes
Bond - Night Function without Alcohol		\$300.00	\$300.00	0.0%	\$0.00	Yes
Bond - Night Function with Alcohol		\$600.00	\$600.00	0.0%	\$0.00	Yes
<b>Deans Marsh Memorial Park</b>						
Main Hall - Community	Hour	\$16.50	\$20.00	21.2%	\$3.50	Yes
Main Hall - Commercial	Hour	\$22.00	\$25.00	13.6%	\$3.00	Yes
Main Hall - Community	Half Day	\$165.00	\$150.00	-9.1%	-\$15.00	Yes
Main Hall - Commercial	Half Day	\$275.00	\$200.00	-27.3%	-\$75.00	Yes
Main Hall - Community	Day	\$330.00	\$300.00	-9.1%	-\$30.00	Yes
Main Hall - Commercial	Day	\$550.00	\$400.00	-27.3%	-\$150.00	Yes
Main Hall - Wedding	Day	\$550.00	\$550.00	0.0%	\$0.00	Yes
Kitchen Only	Hour	\$16.50	\$16.50	0.0%	\$0.00	Yes
Football Shed	Day	\$110.00	\$110.00	0.0%	\$0.00	Yes
Oval	Day	\$110.00	\$110.00	0.0%	\$0.00	Yes
Pavilion/Stage - Community	Hour	\$16.50	\$16.50	0.0%	\$0.00	Yes
Pavilion/Stage - Community	Half Day	\$165.00	\$165.00	0.0%	\$0.00	Yes
Pavilion/Stage - Community	Day	\$330.00	\$330.00	0.0%	\$0.00	Yes
Pavilion/Stage - Commercial	Hour	\$22.00	\$22.00	0.0%	\$0.00	Yes
Pavilion/Stage - Commercial	Half Day	\$275.00	\$275.00	0.0%	\$0.00	Yes
Pavilion/Stage - Commercial	Day	\$550.00	\$550.00	0.0%	\$0.00	Yes
<b>Eastern Reserve</b>						
Members Room Only - Community - Non Catered	Hour	\$13.50	\$15.00	11.1%	\$1.50	Yes
Members Room Only - Commercial - Non Catered	Hour	\$27.00	\$30.00	11.1%	\$3.00	Yes
Members Room Only - Community - Catered	4 Hours/Half Day	\$140.40	\$140.00	-0.3%	-\$0.40	Yes
Members Room Only - Commercial - Catered	4 Hours/Half Day	\$226.80	\$240.00	5.8%	\$13.20	Yes
Members Room Only - Community - Non Catered	8 Hours/Full Day		\$120.00	New	N/A	Yes
Members Room Only - Commercial - Non Catered	8 Hours/Full Day		\$240.00	New	N/A	Yes
Members Room Only - Community - Catered	8 Hours/Full Day	\$172.80	\$200.00	15.7%	\$27.20	Yes
Members Room Only - Commercial - Catered	8 Hours/Full Day	\$280.80	\$300.00	6.8%	\$19.20	Yes
Multipurpose Room Only - Community	Hour	\$11.35	\$12.50	10.1%	\$1.15	Yes
Multipurpose Room Only - Commercial	Hour	\$11.35	\$12.50	10.1%	\$1.15	Yes
Bendigo Bank Room - Community - Non Catered	4 Hours/Half Day	\$237.60	\$245.00	3.1%	\$7.40	Yes
Bendigo Bank Room - Community - Non Catered	8 Hours/Full Day	\$356.40	\$370.00	3.8%	\$13.60	Yes
Bendigo Bank Room - Community - Catered	4 Hours/Half Day	\$367.20	\$370.00	0.8%	\$2.80	Yes
Bendigo Bank Room - Commercial - Catered	4 Hours/Half Day	\$486.00	\$500.00	2.9%	\$14.00	Yes
Bendigo Bank Room - Community - Catered	8 Hours/Full Day	\$486.00	\$500.00	2.9%	\$14.00	Yes
Bendigo Bank Room - Commercial - Catered	8 Hours/Full Day	\$712.80	\$710.00	-0.4%	-\$2.80	Yes
Room Set Up / Pack Up		\$129.60	\$120.00	-7.4%	-\$9.60	Yes
Administration	Hour	\$54.00	N/A			Yes
Oval Only	Hour	\$37.80	\$40.00	5.8%	\$2.20	Yes
Ground - Community (including change rooms, training lights)	Hour	\$97.20	N/A			Yes
Ground - Commercial (including change rooms, training lights)	Hour	\$243.00	N/A			Yes





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Description	Unit	2023-24	2024-25	Annual % Change	Annual \$ Change	Includes GST (Y/N)
Oval Hire - with Lights 75 Lux - Community	Hour (min 2.5 hrs)	\$59.40	\$70.00	17.8%	\$10.60	Yes
Oval Hire - with Lights 75 Lux - Community (inc change rooms)	Hour (min 2.5 hrs)		\$90.00	New	New	Yes
Oval Hire - with Lights 75 Lux - Commercial	Hour (min 2.5 hrs)	\$148.50	\$149.00	0.3%	\$0.50	Yes
Oval Hire - with Lights 75 Lux - Commercial (inc change rooms)	Hour (min 2.5 hrs)		\$243.00	New	New	Yes
Oval Hire - with Lights 200 Lux - Community	Hour (min 2.5 hrs)	\$95.00	\$110.00	15.8%	\$15.00	Yes
Oval Hire - with Lights 200 Lux - Community (inc change rooms)	Hour (min 2.5 hrs)		\$140.00	New	New	Yes
Oval Hire - with Lights 200 Lux - Commercial	Hour (min 2.5 hrs)	\$237.60	\$260.00	9.4%	\$22.40	Yes
Oval Hire - with Lights 200 Lux - Commercial (inc change rooms)	Hour (min 2.5 hrs)		\$300.00	New	New	Yes
Netball - Community	Hour		\$40.00	New	New	Yes
Netball - Commercial	Hour		\$80.00	New	New	Yes
Netball - Community with Lights	Hour		\$60.00	New	New	Yes
Netball - Commercial with Lights	Hour		\$120.00	New	New	Yes
<b>Globe Theatre</b>						
Main Hall - Community	Hour	\$10.00	Dissolved			Yes
Main Hall - Commercial	Hour	\$20.00	Dissolved			Yes
Main Hall - 2 hours	Quarter Day	\$70.00	Dissolved			Yes
Main Hall - 2-5 hours	Half Day	\$120.00	Dissolved			Yes
Main Hall - 5-8 hours	Day	\$200.00	Dissolved			Yes
Cleaning Fee		\$180.00	Dissolved			Yes
Bond - Function without Alcohol		\$200.00	Dissolved			Yes
Bond - Functions with Alcohol		\$400.00	Dissolved			Yes
<b>Modewarre Hall &amp; Reserve</b>						
Main Hall - Community	Hour	\$30.00	\$30.00	0.0%	\$0.00	Yes
<b>Kids Parties</b>						
Main Hall & Playground - Morning	Half Day	\$66.00	\$66.00	0.0%	\$0.00	Yes
Main Hall & Playground - Afternoon	Half Day	\$88.00	\$88.00	0.0%	\$0.00	Yes
<b>Functions up to 50 People</b>						
Main Hall - Afternoon	Half Day	\$132.00	\$132.00	0.0%	\$0.00	Yes
Main Hall - Evening	Half Day	\$275.00	\$275.00	0.0%	\$0.00	Yes
Main Hall - Wedding	Day	\$550.00	\$550.00	0.0%	\$0.00	Yes
Bond - Function without Alcohol		\$150.00	\$150.00	0.0%	\$0.00	Yes
Bond - Functions with Alcohol		\$300.00	\$300.00	0.0%	\$0.00	Yes
<b>Stribling Reserve</b>						
<b>Sporting Activity</b>						
Basketball Stadium & Downstairs Rooms (Basketballs, Badminton, Netball, Table Tennis)	Hour	\$25.00	N/A			Yes
Stadium - No Lights	Hour		\$25.00	New	New	Yes
Stadium - No Lights - Community	Hour		\$15.00	New	New	Yes
Stadium - No Lights - Half Day Rate	Half Day		\$75.00	New	New	Yes
Stadium - No Lights - Half Day Rate - Community	Half Day		\$45.00	New	New	Yes
Stadium - No Lights - Full Day Rate	Full Day		\$150.00	New	New	Yes
Stadium - No Lights - Full Day Rate - Community	Full Day		\$90.00	New	New	Yes
Stadium - Lights	Hour		\$40.00	New	New	Yes
Stadium - Lights - Community	Hour		\$16.00	New	New	Yes
Stadium - Lights - Half Day Rate	Half Day		\$120.00	New	New	Yes
Stadium - Lights - Half Day Rate - Community	Half Day		\$50.00	New	New	Yes
Stadium - Lights - Full Day Rate	Full Day		\$240.00	New	New	Yes
Stadium - Lights - Full Day Rate - Community	Full Day		\$100.00	New	New	Yes
Netball Court - No Lights	Hour		\$25.00	New	New	Yes
Netball Court - No Lights - Community	Hour		\$15.00	New	New	Yes
Netball Court - No Lights - Half Day Rate	Half Day		\$75.00	New	New	Yes
Netball Court - No Lights - Half Day Rate - Community	Half Day		\$45.00	New	New	Yes
Netball Court - No Lights - Full Day Rate	Full Day		\$150.00	New	New	Yes
Netball Court - No Lights - Full Day Rate - Community	Full Day		\$90.00	New	New	Yes



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Description	Unit	2023-24	2024-25	Annual % Change	Annual \$ Change	Includes GST (Y/N)
Netball Court - Lights	Hour		\$40.00	New	New	Yes
Netball Court - Lights - Community	Hour		\$16.00	New	New	Yes
Netball Court - Lights - Half Day Rate	Half Day		\$120.00	New	New	Yes
Netball Court - Lights - Half Day Rate - Community	Half Day		\$50.00	New	New	Yes
Netball Court - Lights - Full Day Rate	Full Day		\$240.00	New	New	Yes
Netball Court - Lights - Full Day Rate - Community	Full Day		\$100.00	New	New	Yes
Upstairs Room (Various)	Use	P.O.A	N/A			Yes
Social Space	Hour		\$100.00	New	New	Yes
Social Space - Community	Hour		\$40.00	New	New	Yes
Social Space - Half Day Rate	Half Day		\$300.00	New	New	Yes
Social Space - Half Day Rate - Community	Half Day		\$120.00	New	New	Yes
Social Space - Full Day Rate	Full Day		\$600.00	New	New	Yes
Social Space - Full Day Rate - Community	Full Day		\$240.00	New	New	Yes
Social Space - Cleaning fee			\$100.00	New	New	Yes
Netball Pavilion (Pilates)	Hour	\$25.00	N/A			Yes
Netball Pavilion	Hour		\$40.00	New	New	Yes
Netball Pavilion - Community	Hour		\$16.00	New	New	Yes
Netball Pavilion - Half Day Rate	Half Day		\$120.00	New	New	Yes
Netball Pavilion - Half Day Rate - Community	Half Day		\$50.00	New	New	Yes
Netball Pavilion - Full Day Rate	Full Day		\$240.00	New	New	Yes
Netball Pavilion - Full Day Rate - Community	Full Day		\$100.00	New	New	Yes
Netball Pavilion - Cleaning fee			\$100.00	New	New	Yes
Dance Classes Upstairs Room	Hour	\$25.00	N/A			Yes
Canteen	Hour		\$50.00	New	New	Yes
Canteen - Community	Hour		\$20.00	New	New	Yes
Canteen - Half Day Rate	Half Day		\$150.00	New	New	Yes
Canteen - Half Day Rate - Community	Half Day		\$60.00	New	New	Yes
Canteen - Full Day Rate	Full Day		\$300.00	New	New	Yes
Canteen - Full Day Rate - Community	Full Day		\$120.00	New	New	Yes
Football Pre-Season Camp - Including Oval, Basketball Stadium, and Downstairs Rooms (Fri - Sun in February and March) - Bond (\$500)		\$3,000.00	N/A			Yes
Football Pre-Season Camp (Upstairs Room)	Use	\$500.00	N/A			Yes
Oval- No Lights	Hour		\$40.00	New	New	Yes
Oval - No Lights - Community	Hour		\$16.00	New	New	Yes
Oval - No Lights - Half Day Rate	Half Day		\$120.00	New	New	Yes
Oval - No Lights - Half Day Rate - Community	Half Day		\$50.00	New	New	Yes
Oval - No Lights - Full Day Rate	Full Day		\$240.00	New	New	Yes
Oval - No Lights - Full Day Rate - Community	Full Day		\$100.00	New	New	Yes
Oval - Lights	Hour		\$80.00	New	New	Yes
Oval - Lights - Community	Hour		\$30.00	New	New	Yes
Oval - Lights - Half Day Rate	Half Day		\$240.00	New	New	Yes
Oval - Lights - Half Day Rate - Community	Half Day		\$90.00	New	New	Yes
Oval - Lights - Full Day Rate	Full Day		\$480.00	New	New	Yes
Oval - Lights - Full Day Rate - Community	Full Day		\$180.00	New	New	Yes
Change Rooms	Full Day		\$200.00	New	New	Yes
Change Rooms - Community	Full Day		\$100.00	New	New	Yes
Car Park	Half Day		\$45.00	New	New	Yes
<b>Usage</b>						Yes
Children's Birthday Party (Downstairs & Toilets)	Use	\$100.00	N/A			Yes
Adult Party (Upstairs Room, Upstairs Catering) - Bond \$500	Use	\$500.00	N/A			Yes
Memorial (Upstairs Room) - Bond \$500	Use	\$500.00	N/A			Yes
Wedding (Upstairs Room) - Bond \$500	Use	\$500.00	N/A			Yes
Business Conference (Upstairs Room) - Bond \$500	Use	\$500.00	N/A			Yes
Helicopter Landing	Use	\$250.00	N/A			Yes
Food Preparation (Kitchen Downstairs)	Half Day	\$100.00	N/A			Yes
Coolroom Hosting	Use	P.O.A	N/A			Yes
Catering - Negotiated with Catering Operator	Event	P.O.A	N/A			Yes

## Appendix B – Renewal Backlog

The asset renewal backlog lists assets that have reached the point in their useful life where they are considered to be in Very Poor (VP) condition but at this stage have not been allocated funding. Noting that this is not the point of failure but where the condition is such that it is approaching this point. These items will be prioritised for consideration with any savings or additional capacity in future Council Renewal Programs.

Council continually assesses and ensures all assets are safe for the community. Council's asset renewal backlog has been increasing over the past few years. Council's high level of growth over the past few decades, which in turn has increased our asset base, has placed a greater demand on renewal requirements. This increase is in line with the timing of a large number of assets approaching renewal intervention that became Council assets at the start of our increased growth. It is anticipated that we will continue to see an increase in the backlog in the short to medium term, however Council has programmed and modelled the assets over a long term period to be able to ensure, to the best of our ability, that assets are renewed within a few years of intervention being reached.

Township	Asset Location	Works Description	Estimated Replacement Cost \$	Reason on Backlog
<b>Unsealed Roads</b>			<b>1,062,306</b>	
Aireys Inlet	Gilbert Street, Aireys Inlet - Unnamed Rd RHS To Ch 5000m	Gravel Resheet	27,000	Service Decision Needed
Deans Marsh	Babenorek Track - 0396	Gravel Resheet	24,750	Delivery Capacity Constraint
Aireys Inlet	Boundary Road - 0120	Gravel Resheet	28,602	
Torquay	Briody Drive - 0129	Gravel Resheet	98,280	Awaiting resolution of road upgrade as part of Briody West DCP development
Lorne	Broadbent Road - 0133	Gravel Resheet	12,240	
Winchelsea	Gullan Lane - 1130	Gravel Resheet	15,120	
Bellbrae	Gundrys Road - 0362	Gravel Resheet	45,360	
Anglesea	Holmwood Avenue - 0405	Gravel Resheet	12,600	
Bambra	Jinda Park Lane - 0440	Gravel Resheet	53,280	
Anglesea	Kenneth Street - 0455	Gravel Resheet	12,690	
Lorne	Lascelles Terrace - 0478	Gravel Resheet	11,520	
Winchelsea	McCallums Lane - 0531	Gravel Resheet	33,984	
Freshwater Creek	McIntyres Road, Anglesea - 0543	Gravel Resheet	29,646	
Anglesea	Melba Parade - 0555	Gravel Resheet	19,710	
Anglesea	Minife Avenue - 0564	Gravel Resheet	27,000	Delivery Capacity Constraint
Connewarre	Minya Lane - 0566	Gravel Resheet	72,000	
Anglesea	Peter Avenue - 0665	Gravel Resheet	15,696	
Barrabool	Polleys Road - 0677	Gravel Resheet	62,424	
Deans Marsh	Railway Terrace, Deans Marsh - 0698	Gravel Resheet	21,744	
Anglesea	Ramsay Street - 0699	Gravel Resheet	13,680	
Aireys Inlet	Reserve Road - 0709	Gravel Resheet	20,700	
Moggs Creek	Stephen Avenue - 0796	Gravel Resheet	27,864	
Anglesea	Tenth Avenue - 0824	Gravel Resheet	12,096	
Barrabool	Wedgetail Lane - 1282	Gravel Resheet	151,218	
Mount Duneed	Williams Road - 0889	Gravel Resheet	172,764	
Various	Various small gravel resheet segments	Gravel Resheet	40,338	

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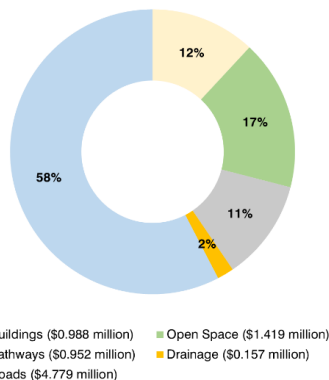
Township	Asset Location	Works Description	Estimated Replacement Cost \$	Reason on Backlog	
<b>Unsealed</b>			<b>1,439,250</b>		
Torquay	Aquarius Avenue - 0032	Shoulder Resheet	47,250	Delivery Capacity Constraint	
Aireys Inlet	Bambra Road - 0059	Shoulder Resheet	24,000		
Winchelsea	Barwon Park Road - 0070	Shoulder Resheet	33,000		
Anglesea	Beteleigh Street - 0099	Shoulder Resheet	22,150		
Aireys Inlet	Boundary Road - 0120	Shoulder Resheet	12,700		
Modewarre	Buckley Road South - 0140	Shoulder Resheet	82,500		
Winchelsea	Cressy Road, Winchelsea - 0209	Shoulder Resheet	33,300		
Jan Juc	Duffields Road - 0245	Shoulder Resheet	123,350		
Aireys Inlet	Eagle Rock Parade - 0258	Shoulder Resheet	11,500		
Paraparap	Forest Road - 0304	Shoulder Resheet	391,250		
Bells Beach	Jarosite Road - 0437	Shoulder Resheet	162,000		
Winchelsea	McConachy Street - 0535	Shoulder Resheet	47,500		
Torquay	Messmate Road - 0560	Shoulder Resheet	28,600		
Jan Juc	Ocean Boulevard - 0610	Shoulder Resheet	30,900		
Anglesea	ODonohue Road - 0615	Shoulder Resheet	14,250		
Winchelsea	Ondit Road - 0622	Shoulder Resheet	90,000		
Bells Beach	Point Addis Road - 0691	Shoulder Resheet	59,900		
Deans Marsh	Rifle Butts Road - 0717	Shoulder Resheet	80,550		
Bellbrae	School Road - 0750	Shoulder Resheet	50,350		
Jan Juc	Sunset Strip - 0808	Shoulder Resheet	17,950		
Wurdi Boluc	Wensleydale Station Road - 0880	Shoulder Resheet	12,650		
Various	Various small shoulder resheet segments	Shoulder Resheet	63,600		
<b>Sealed Roads</b>			<b>2,277,085</b>		
Anglesea	Bachli Court - 0050	Surface Renewal	87,784		Delivery Capacity Constraint
Anglesea	Bannister Avenue - 0062	Surface Renewal	34,086		
Lorne	Cascades Lane - 1125	Surface Renewal	16,096		
Jan Juc	Dandy Court - 0219	Surface Renewal	45,312		
Lorne	Fern Avenue - 0286	Surface Renewal	111,590		
Anglesea	Gardiner Avenue, Anglesea - 0318	Surface Renewal	55,186		
Torquay	Gilbert Street, Torquay - 0331	Surface Renewal	264,347		
Anglesea	Inverloch Street - 0429	Surface Renewal	131,405		
Torquay	Ironbark Court - 0502	Surface Renewal	13,391		
Jan Juc	Kinloch Avenue - 0464	Surface Renewal	118,420		
Jan Juc	Kristy Court - 0471	Surface Renewal	93,397		
Jan Juc	Matlock Court - 0527	Surface Renewal	51,399		
Anglesea	McRorie Street - 0552	Surface Renewal	102,324		
Jan Juc	Nicholson Crescent - 0598	Surface Renewal	174,012		
Anglesea	Paringa Crescent - 0640	Surface Renewal	30,772		
Torquay	Piper Lane - 0675	Surface Renewal	72,026		
Fairhaven	Ridge Road - 0716	Surface Renewal	267,544		
Anglesea	River Reserve Road, Anglesea - 0719	Surface Renewal	143,984		
Winchelsea	Schroeter Street - 0751	Surface Renewal	54,848		
Anglesea	Second Avenue - 0759	Surface Renewal	243,265		
Anglesea	Sixth Avenue - 0777	Surface Renewal	57,959		
Winchelsea	Smith Street, Winchelsea - 0783	Surface Renewal	54,848		
Jan Juc	St Andrews Drive - 0793	Surface Renewal	49,032		
Various	Various small surface renewal segments	Intersection Seal Renewal	4,058		
<b>Kerb</b>			<b>-</b>		
	Nil at intervention				
<b>Guardrail</b>			<b>-</b>		
	Nil at intervention				
<b>Drainage Pipes</b>			<b>89,803</b>		
Torquay	Deep Creek Catchment	Renewal of pipe	48,057	Delivery Capacity Constraint	
Lorne	Erskine River Catchment	Renewal of pipe	41,746		
<b>Water Sensitive</b>			<b>67,649</b>		
Lorne	Erskine River Catchment	Renewal of GPT	67,649	Delivery Capacity Constraint	
<b>Buildings</b>			<b>987,736</b>		
Deans Marsh	Deans Marsh Rec Reserve - Community Hall		798,761	Works on hold pending funding opportunity to deliver upgraded community facility as per communities vision	
Modewarre	Modewarre Community Centre (Bluestone)		29,925	Delivery Capacity Constraint	
Moriac	Moriac & District Lions Park - Toilet		18,406		
Torquay	Spring Creek Reserve - Netball Club Shed		11,816		
Winchelsea	Hesse Street Reserve - Toilet		30,368		
Winchelsea	Mirnee Tennis Club - Toilet		55,260		
Winchelsea	Mirnee Tennis Clubroom		43,200		



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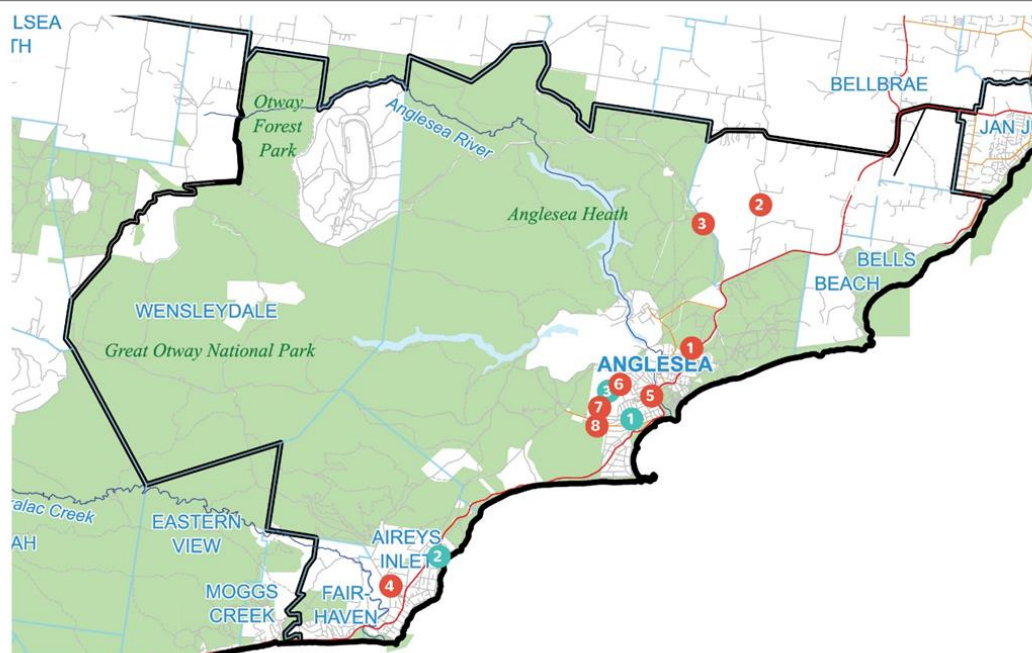
Township	Asset Location	Works Description	Estimated Replacement Cost \$	Reason on Backlog	
<b>Footpaths (Roads and Parks)</b>			<b>951,612</b>		
Aireys Inlet	Aireys Inlet - Open Space Reserves	Footpath Renewal	30,763	Delivery Capacity Constraint	
Lorne	Albert Street - 0009	Footpath Renewal	11,334		
Jan Juc	Alexandra Avenue - 0010	Footpath Renewal	10,100		
Winchelsea	Anderson Street, Winchelsea - 0947	Footpath Renewal	37,368		
Anglesea	Anglesea - Open Space Reserves	Footpath Renewal	38,558		
Torquay	Bell Street - 0086	Footpath Renewal	71,141		
Anglesea	Cameron Road - 0150	Footpath Renewal	49,617		
Torquay	Casuarina Avenue - 0165	Footpath Renewal	13,690		
Torquay	Coombes Road - 0201	Footpath Renewal	13,955		
Torquay	Corsair Way - 0203	Footpath Renewal	42,081		
Torquay	Fischer Street - 0292	Footpath Renewal	11,415		
Torquay	Foam Court - 0299	Footpath Renewal	32,992		
Torquay	Frog Hollow Drive - 0884	Footpath Renewal	14,442		
Torquay	Glengarry Drive - 0334	Footpath Renewal	20,872		
Anglesea	Great Ocean Road, Anglesea - 0462	Footpath Renewal	24,688		
Jan Juc	Harkin Close - 0878	Footpath Renewal	13,017		
Torquay	Holyhead Drive - 0407	Footpath Renewal	52,405		
Jan Juc	Hoylake Avenue - 0415	Footpath Renewal	54,762		
Jan Juc	Jan Juc - Open Space Reserves	Footpath Renewal	20,311		
Torquay	Kooringa Place - 0470	Footpath Renewal	15,710		
Torquay	Loch Lomond Crescent - 0231	Footpath Renewal	37,032		
Torquay	Lydia Court - 0511	Footpath Renewal	16,833		
Moriac	Moriac - Open Space Reserves	Footpath Renewal	50,413		
Anglesea	Noble Street - 0602	Footpath Renewal	18,404		
Anglesea	Paringa Crescent - 0640	Footpath Renewal	13,354		
Jan Juc	Princes Terrace - 0689	Footpath Renewal	13,017		
Jan Juc	Seaview Rise - 0294	Footpath Renewal	30,299		
Jan Juc	Sunset Strip - 0808	Footpath Renewal	32,767		
Torquay	The Esplanade - 0826	Footpath Renewal	38,572		
Torquay	Torquay - Open Space Reserves	Footpath Renewal	11,933		
Various	Various small pathway segments	Footpath Renewal	109,766		
<b>Open Space</b>			<b>1,418,708</b>		
Aireys Inlet	Aireys Inlet - Open Space Reserves	Renewal of Open Space Items	24,753		Delivery Capacity Constraint
Anglesea	Anglesea - Open Space Reserves	Renewal of Open Space Items	481,575		
Bellbrae	Bellbrae - Open Space Reserves	Renewal of Open Space Items	57,739		
Bells Beach	Bells Beach - Open Space Reserves	Renewal of Open Space Items	22,803		
Buckley	Buckley - Open Space Reserves	Renewal of Open Space Items	47,515		
Connewarre	Connewarre - Open Space Reserves	Renewal of Open Space Items	160,783		
Deans Marsh	Deans Marsh - Open Space Reserves	Renewal of Open Space Items	13,783		
Freshwater Creek	Freshwater Creek - Open Space Reserves	Renewal of Open Space Items	21,973		
Jan Juc	Jan Juc - Open Space Reserves	Renewal of Open Space Items	13,165		
Lorne	Lorne - Open Space Reserves	Renewal of Open Space Items	28,429		
Modewarre	Modewarre - Open Space Reserves	Renewal of Open Space Items	15,316		
Moriac	Moriac - Open Space Reserves	Renewal of Open Space Items	71,575		
Mount Moriac	Mount Moriac - Open Space Reserves	Renewal of Open Space Items	66,840		
Torquay	Torquay - Open Space Reserves	Renewal of Open Space Items	300,653		
Winchelsea	Winchelsea - Open Space Reserves	Renewal of Open Space Items	89,697		
Various	Various Other Reserves	Renewal of Open Space Items	2,107		
<b>Total Assets</b>			<b>8,294,149</b>		

Asset Renewal Backlog as at 1 July 2023



## Appendix C – Budget Highlights by Ward

### Snapshot of new funding allocations **ANGLESEA WARD**



\* exact locations to be determined

#### CAPITAL AND OPERATIONAL PROJECTS

PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1 Anglesea Community and Health Hub - Planning and Design	250,000	0	250,000
2 Aireys Inlet Top Shops Beautification Project - Planning	70,000	0	70,000
3 Anglesea Art Space	40,000	12,000	52,000
<b>Total Capital and Operational Projects</b>	<b>360,000</b>	<b>12,000</b>	<b>372,000</b>

#### RENEWAL PROJECTS

PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1 Anglesea Netball Courts Hard Court Renewal	1,300,000	0	1,300,000
2 Unsealed Road Renewal Program Anglesea Ward	86,000	0	86,000
3 Sealed Road Renewal - Reseal Program - Forest Road (Flaxbournes Road To Gundrys Road)	75,000	0	75,000
4 Sealed Road Renewal - Reseal Program - Bambra Road (Beach Road To McConachy Road)	40,000	0	40,000
5 Footpath Renewal Program - Murray Street (Noble Street To Roundabout at McMillan Street)	27,000	0	27,000
6 Unsealed Road Renewal - Minifie Street (West Great Ocean Road To Murray Street)	24,000	0	24,000
7 Footpath Renewal Program - Paringa Nature Reserve	16,000	0	16,000
8 Park Furniture Renewal Program Anglesea Ward	7,000	0	7,000
9 Includes Other Facility Fencing and Active Play Items Renewal	3,400	0	3,400
<b>Total Renewal Projects</b>	<b>1,578,500</b>	<b>0</b>	<b>1,578,500</b>

Note

- Ward maps show the new project allocations excluding contingency.
- Unsealed Road Renewal allocations may change based on new road condition assessments and in response to storm events.
- New Allocation, may be spent over multiple years.

## Anglesea Ward - Team effort: Community and Council scoring wins together



The community has played a starring role in a pair of projects that have taken centre stage in Anglesea in the past 12 months.

While Council provided important funding for the Murrin Garrang Sculpture and the Anglesea Netball Pavilion upgrade, locals were instrumental in driving the delivery of these community assets.

Local artists and community members were guided by Wadawurrung woman Stephanie Skinner to design the stunning sculpture that stands proudly in the centre of Anglesea, while Anglesea Football Netball Club members were strong advocates and raised funds for the \$1.3m netball pavilion upgrade.

A further \$1.3m will be invested in reconstructing the Anglesea netball courts, which includes drainage and fencing improvements.

We're also working with the community on Painkalac Creek flood mitigation. To help address the challenges that come with artificial estuary openings - flood risk to properties and environmental impacts - we're developing a Painkalac Coastal Inundation and Riverine Flood Study Brief. This study will help us better understand sea level rise and storm surge impacts on the mouth of the Painkalac Creek.

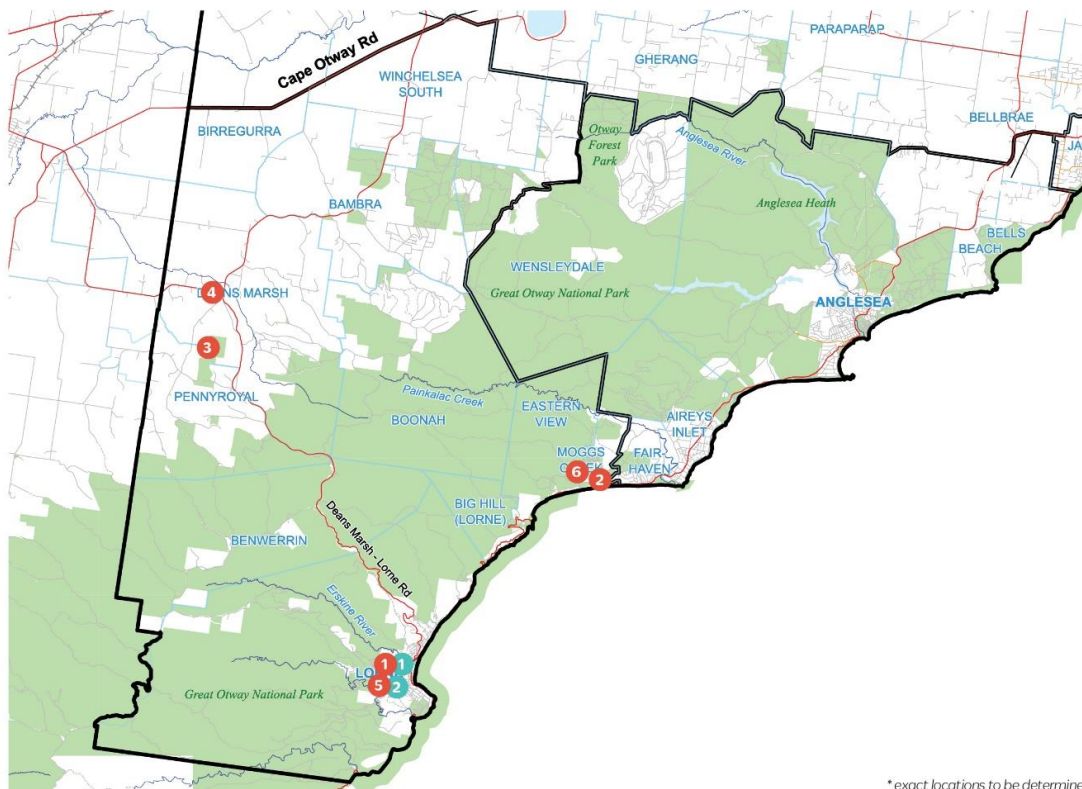
In addition to this, state government grant funding of \$150,000 has been secured to identify climate change impacts to existing flood risk, analyse current mitigation options and develop a strategic approach to coastal hazard risk management and adaptation.

We look forward to doing the planning and detailed design for beautifying improvements to the Aireys Inlet top shops area (\$70,000) in 2024-25 and improving park furniture and facility fencing across the ward (\$10,400).

We continue to work towards Aireys Inlet and Anglesea becoming home to key worker and affordable housing respectively, with the former being the location for the Fraser Drive social and affordable housing project and the latter part of the Anglesea Community and Health Hub planning and design (\$250,000).

We acknowledge the financial support of the Victorian Government via the 2021 Local Sports Infrastructure Fund, for the Anglesea Netball Pavilion.

Snapshot of new funding allocations  
**LORNE WARD**



**CAPITAL AND OPERATIONAL PROJECTS**

PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1 Major Event Support - 2025 UCI Gran Fondo World Championships Lorne	50,000	0	50,000
2 Lorne Men's Shed Parking Design	26,000	0	26,000
<b>Total Capital and Operational Projects</b>	<b>76,000</b>	<b>0</b>	<b>76,000</b>

**RENEWAL PROJECTS**

PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1 Unsealed Road Renewal Program Lorne Ward	36,000	0	36,000
2 Unsealed Road Renewal - Stephen Avenue (Old Coach Avenue To Boyd Avenue)	25,000	0	25,000
3 Unsealed Road Renewal - Babenorek Track (Pennyroyal Valley Road To End)	22,000	0	22,000
4 Unsealed Road Renewal - Railway Terrace (End Seal to End Gateway)	20,000	0	20,000
5 Unsealed Road Renewal - Lascelles Lane (Staughton Avenue To End)	17,000	0	17,000
6 Footpath Renewal - Boolooral Reserve	16,000	0	16,000
Includes Other Facility Fencing and Active Play Items Renewal	3,500	0	3,500
<b>Total Renewal Projects</b>	<b>139,500</b>	<b>0</b>	<b>139,500</b>

Note

- Ward maps show the new project allocations excluding contingency.
- Unsealed Road Renewal allocations may change based on new road condition assessments and in response to storm events.
- New Allocation, may be spent over multiple years.



## Lorne Ward - Reflecting on an eventful time for Lorne and surrounds



From world-class cycling to an internationally renowned outdoor art exhibition, Lorne's status as a premier events destination continues to grow.

Council is proud to support the 2025 Gran Fondo World Championships in Lorne (\$50,000) and the next two editions of Lorne Sculpture Biennale in 2025 and 2027 (\$30,000 for each).

Our strategic investment in cycling infrastructure, experiences and events over the past decade has paid dividends. Road cycling events in our shire consistently attract more participants than any other region in Victoria, providing the local economy with a welcome boost. As does the Biennale, a significant cultural tourism event.

There's a local group making waves in the Surf Coast creative scene. Lorne Community Connect (LCC) has transformed a former senior citizens centre into an arts hub. Council grants have been pivotal in launching LCC's Artist in Residence program and more recently, mobile hanging units to display various pieces.

We've assisted the community to deliver upgrades to other community connection spaces including Lorne Historical Society façade (\$76,688) and Stribling Reserve, through safety improvements and minor equipment. (\$30,000). Meanwhile the Erskine River and Moggs Creek footbridges - popular walking routes - were replaced (\$632,361).

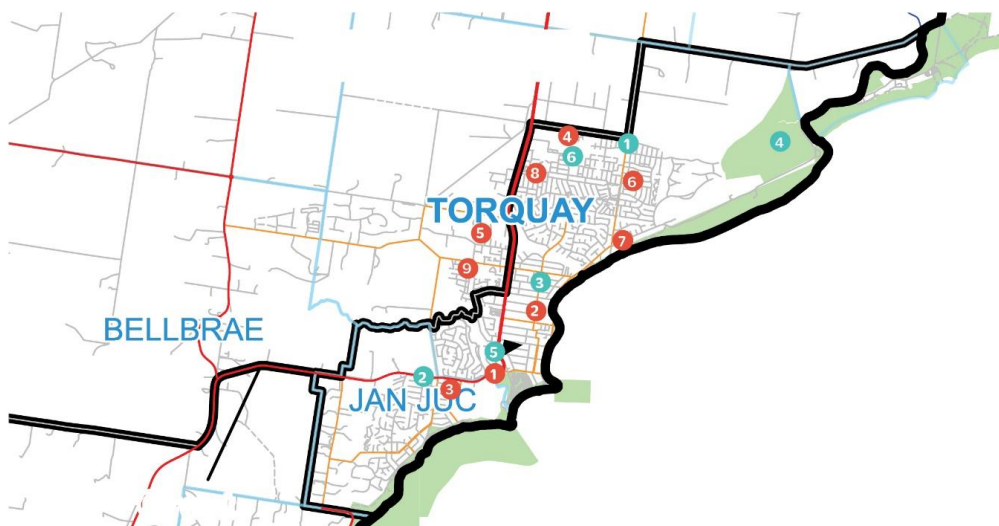
With Stribling Reserve at the heart of community and school activities, we've prioritised works to have the stadium up-and-running again as quickly as possible after mould was found under the floorboards.

Nearby, we're making the Lorne P-12 College drop-off and pick-up area safer (\$500,000) and look forward to a design for an improved Lorne Men's Shed car park (\$26,000). We've also rolled out Operation Lockatoo (\$218,900) to prevent cockatoos foraging in bins and causing litter to spill into the local environment.

Looking ahead, a future budget features the Deans Marsh Community Hub Facility Development Plan (approved in March 2023), which will seek to deliver a new facility that maintains the unique characteristics and local significance of the existing site, with environmentally sustainable design. We aim to attract government funding to support our future \$2.28m allocation.

Victorian Government funding made a Lorne concert possible in September 2023. Our Youth team combined with four Lorne P-12 students to put on the Re-Grouse the Dolls House gig, which welcomed 150 people and raised money for the school's music space.

Snapshot of new funding allocations  
**TORQUAY WARD**



\*exact locations to be determined

**CAPITAL AND OPERATIONAL PROJECTS**

PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1 Roads to Recovery Program - Blackgate Road & Horseshoe Bend Road Roundabout, Torquay	0	500,060	500,060
2 Construct Regional Bike Route Along Great Ocean Road \ (PC08) - Duffields Rd to Strathmore Dr (Construction)	489,041	0	489,041
3 Torquay Central & North (OR01) - Playground & Landscaping	123,752	0	123,752
4 Karaaf Wetlands Stormwater Management	100,000	0	100,000
5 Spring Creek Recreation Reserve Development (OR07) - Contribution Towards Drainage	74,077	0	74,077
6 Torquay North Open Space Pathways (PC02) & Landscaping (OR01) - Design	32,000	0	32,000
<b>Total Capital and Operational Projects</b>	<b>818,870</b>	<b>500,060</b>	<b>1,318,930</b>

**RENEWAL PROJECTS**

PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1 Bob Pettitt Playground Renewal	248,200	0	248,200
2 Sealed Road Renewal - Pavement Rehabilitation Program - Fischer Street (Roundabout at Zeally Bay Road To Beach Road)	240,000	0	240,000
3 Bob Pettitt Tennis Court Hard Court Renewal	200,000	0	200,000
4 Building Renewal Program - Banyul Warri Fields (Bus Shelter - Extra Large)	168,000	0	168,000
5 Ocean Acres Playground Renewal	114,500	0	114,500
6 Unsealed Road Renewal Program - Briody Drive (Illawong Drive To Messmate Road)	88,000	0	88,000
7 Facility Fencing Renewal Program - Whites Beach Reserve - Rabbit proof fencing.	35,800	0	35,800
8 Active Play Items Renewal - Banyul Warri Fields	30,000	0	30,000
9 Skate Park Renewal Program - Torquay Skate Park	30,000	0	30,000
Includes Other Facility Fencing and Active Play Items Renewal	48,600	0	48,600
<b>Total Renewal Projects</b>	<b>1,203,100</b>	<b>0</b>	<b>1,203,100</b>

Note

- Ward maps show the new project allocations excluding contingency.
- Unsealed Road Renewal allocations may change based on new road condition assessments and in response to storm events.
- New Allocation, may be spent over multiple years.

## Torquay Ward- Delivering for a growing community



We're focused on providing the services and infrastructure to meet the needs of our growing communities, both now and into the future.

Multiple road upgrades will be delivered in Torquay to improve road safety, traffic flow, pedestrian safety, and cyclist safety. This includes reconstruction and widening of Coombes Road from the Surf Coast Highway to Messmate Road, construction of the Coombes Road-Messmate Road roundabout, Merrijig Drive and Fischer Street road resurfacing works, and Surf Coast Highway-Bristol Road traffic light installation and intersection upgrade.

Excitement is building for our biggest capital project: the Surf Coast Aquatic and Health Centre. Construction of the \$46m facility will start later in 2024 and is expected to be complete mid-2026.

A Great Ocean Road regional bike route in Jan Juc (\$489,410) will make it easier for people to move around without relying on cars. This is a key element of the community-led Ridgeline Trail project. Steered by community champions, the Ridgeline Trail Community Vision aims to transform 3.7km between Bellbrae and Torquay into a scenic community route that connects people - especially families travelling to and from school - to nature and the places they want to go.

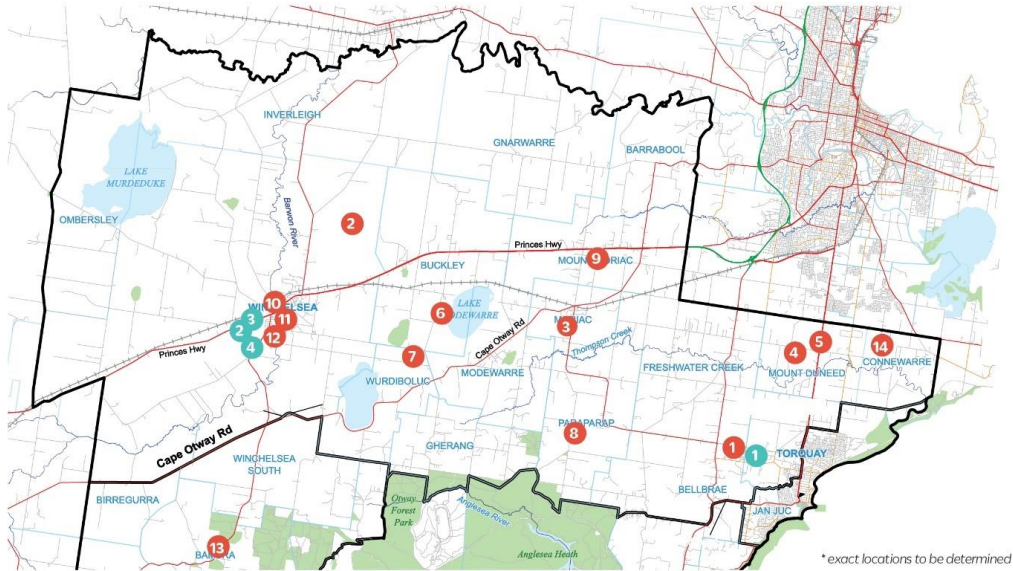
We're proud to play a supporting role in the Ridgeline Trail project via our Community Project Development Program. This program has also empowered Jan Juc Cricket Club to deliver a storage shed, helped by a Council minor capital project grant (\$15,000).

Down at Spring Creek Reserve in Torquay, the Australian Government has committed funding to modernise the changerooms to encourage more girls and women to participate in football and cricket. We've applied for Victorian Government funding to contribute to this important project.

Funding has also been sought for Torquay Town Centre precinct planning, and future land uses for Baines Crescent.

The Karaaf saltmarsh is home to important flora and fauna. A \$100,000 allocation in 2024-25 will enable us to continue to address stormwater challenges and improve the health of these culturally and environmentally significant wetlands. This is in addition to \$1.9m secured in federal government funding to help protect the Karaaf from the impacts of stormwater.

Snapshot of new funding allocations  
**WINCHELSEA WARD**



**CAPITAL AND OPERATIONAL PROJECTS**

PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1 Widen Coombes Road (RD11) Stage 3 - Ghazepoore Rd to Messmate Rd	1,093,403	0	1,093,403
2 Land Purchase Public Access Winchelsea	71,720	0	71,720
3 Winchelsea Infrastructure Plan - Upgrade of Batson Street - Design	32,000	0	32,000
4 Winchelsea Shire Hall Management Support Contribution	27,500	0	27,500
<b>Total Renewal Projects</b>	<b>1,224,623</b>	<b>0</b>	<b>1,224,623</b>

**RENEWAL PROJECTS**

PROJECT NAME	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
1 Widen Coombes Road (RD11) Stage 2 & 3 - Ghazepoore Rd to Messmate Rd	1,105,000	0	1,105,000
2 Unsealed Road Renewal Program - Winchelsea Ward	282,000	0	282,000
3 Newling Reserve Playground Renewal	248,200	0	248,200
4 Sealed Road Renewal - Reseal Program Winchelsea Ward	224,000	0	224,000
5 Unsealed Road Renewal Program - Williams Road	154,000	0	154,000
6 Unsealed Road Renewal Program - Wedgetail Lane	135,000	0	135,000
7 Sealed Road Renewal - Reseal Program - Atkins Road	119,000	0	119,000
8 Sealed Road Renewal - Reseal Program - Forest Road	89,000	0	89,000
9 Facility Fencing Renewal - Mount Moriac Reserve	44,500	0	44,500
10 Footpath Renewal Program - Willis Street (Harding Street To Austin Street)	28,000	0	28,000
11 Facility Fencing Renewal Program Winchelsea Ward	19,800	0	19,800
12 Park Furniture Renewal Program - Barwon River Reserve	15,000	0	15,000
13 Park Furniture Renewal Program - Bamba Reserve	15,000	0	15,000
14 Facility Fencing Renewal - Connewarre Reserve	14,100	0	14,100
Includes Other Active Play Items and Footpath Renewal	21,500	0	21,500
<b>Total Renewal Projects</b>	<b>2,514,100</b>	<b>0</b>	<b>2,514,100</b>

Note

- Ward maps show the new project allocations excluding contingency.
- Unsealed Road Renewal allocations may change based on new road condition assessments and in response to storm events.
- New Allocation, may be spent over multiple years.

## Winchelsea Ward - A natural fit: local people driving local projects



Exercise, social outings, playground fun and summer memories in the pool - the Barwon River provides a perfect natural backdrop to much loved activities in Winchelsea.

We're delighted to be delivering a suite of projects around the river precinct:

- replacement of the mud hut with a new gathering space shelter (opened February 2024),
- the second stage of the Barwon River Loop Walk (construction to start mid-2024),
- a new adventure play space (construction to start mid-2024), and
- redevelopment of the Winchelsea Pool which will feature 25-metre and leisure pools and a splash park (scheduled to re-open during the 2024-25 summer) \$8.5m.

Winchelsea's beauty can be admired at the revitalised former go-kart area at Winchelsea Common, where new paths provide access to viewing areas. Meanwhile, a vibrant new 42-metre mural facing the railway reserve has brightened the town.

Another success story of our Community Project Development Program, the mural has been brought to life thanks to a collective effort by numerous community members, funding partners and Council. Funding partners include Regional Development Victoria, Lions Club of Winchelsea and Corangamite Financial Services (community bank of Winchelsea).

Winchelsea Bowls Club has also utilised our Community Project Development Program, as we wait to learn if a state government funding application was successful for a \$151,157 lighting system.

Our unsealed road review, which will be completed in June 2024, will provide options to understand how we best invest in our unsealed road network. The review has attracted over 600 submissions from the community, following an online survey and 250 conversations with residents during four drop in sessions.

Casting an eye forward, a new footpath in Willis Street (\$28,000) and our road renewal program will benefit Winchelsea residents, as will the re-opening of the Globe Theatre following repairs to the floor.

Both Winchelsea and Moriac communities have started on their three-year Community Action Plans, which each contain a shared vision and actions that locals feel motivated to act upon themselves.

The development of Council's Moriac Structure Plan was another key milestone for Moriac in 2023-24.

Shaped by community feedback, the plan provides an overarching vision, guiding principles, strategies, and actions for managing the use and development of land in Moriac.

North of the town, Mount Moriac Reserve has welcomed improvements. It includes a drainage and irrigation upgrade on the main oval, a new electronic scoreboard delivered by Modewarre Football Netball Club via our Community Project Development Program and important renewal of the footings of part of the original section of the pavilion.

 Snapshot of new funding allocations  
**SHIRE WIDE**

**CAPITAL AND OPERATIONAL PROJECTS**

Projects	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
Roads to Recovery Program - Rural Unsealed Road Upgrade Program	0	350,000	350,000
Solar & Energy Transition Program	339,500	0	339,500
Council Plan 2025 to 2029 Incorporating the Municipal Health & Wellbeing Plan	327,440	0	327,440
2024 Council Elections - Including Councillor Induction	280,000	30,000	310,000
Municipal Emergency Management Program	0	240,000	240,000
Council Carbon Neutrality Program	31,000	204,000	235,000
Roads to Recovery Program - Strategic Network Improvements	0	201,000	201,000
Growing Our Urban Forest - Planning & Implementation Program (Year 1 of 5)	190,000	0	190,000
Road Safety Program 2024-25	170,000	0	170,000
Critical Drainage Rectification Program	170,000	0	170,000
Ranger Services Pilot	0	120,000	120,000
Safer Cycling Strategy Delivery - High Priority Low Cost Actions	75,450	0	75,450
Building Services Compliance - IT System	65,000	0	65,000
Gender Equity Advisor - Impact Assessments (Two Years)	49,159	0	49,159
Waste Service Review	45,000	0	45,000
Operational Service Reviews	45,000	0	45,000
Surf Coast Shire Library Strategy Review	35,000	0	35,000
Resilient Relief Centres Assessment	35,000	0	35,000
Council Alliance for Sustainable Built Environment (CASBE) Membership (Two Years)	27,000	0	27,000
Engage Youth Program	0	25,000	25,000
FReeZA Youth Project	0	17,750	17,750
Health and Wellbeing Plan Year Four Implementation	10,000	0	10,000
<b>Total Capital and Operational Projects</b>	<b>1,894,549</b>	<b>1,187,750</b>	<b>3,082,299</b>

**RENEWAL PROJECTS**

Projects	Council Funding (\$)	External Funding (\$)	Total Cost (\$)
Heavy Plant Renewal	574,500	275,500	850,000
Building Renewal	332,000	0	332,000
Information Technology - Software Renewal	330,000	0	330,000
Playground Equipment Renewal	289,100	0	289,100
Light Fleet Renewal	277,500	142,500	420,000
Sealed Road Renewal - Pavement Rehabilitation Program	260,000	0	260,000
Footpath Renewal	244,000	0	244,000
Drainage Renewal	160,000	0	160,000
Condition Audits Renewal	150,000	0	150,000
Water Sensitive Urban Design Renewal	150,000	0	150,000
Unsealed Road Renewal	136,000	0	136,000
Unsealed Shoulder Renewal	100,000	0	100,000
Kerb Renewal Program	100,000	0	100,000
Information Technology Renewal	100,000	0	100,000
Sealed Road Renewal - Reseal Program	53,000	0	53,000
Facility Fencing Renewal	25,800	0	25,800
Includes Other Renewal (Active Play, Bike Park, Bridge, Signage, Skate Park and Structures Renewal)	302,314	9,570	311,884
<b>Total Renewal Projects</b>	<b>3,584,214</b>	<b>427,570</b>	<b>4,011,784</b>

Note

- Ward maps show the new project allocations excluding contingency.
- Unsealed Road Renewal allocations may change based on new road condition assessments and in response to storm events.
- New Allocation, may be spent over multiple years.



Draft Budget Report 2024-25

## Appendix D – Equity Considerations

### Introduction

Council believes it is important the community understands how the annual budget is prepared, including from the perspective of equity. This is a common question across all levels of government, however this is a complex matter that requires a broad consideration.

This appendix has been included in the budget document to assist this discussion. Council has not considered or adopted principles in this regard, but views this as an ongoing topic that can be further developed over time. Council is also cautious about forming a view on equity from considering one data indicator alone, from any one year or in isolation from Council’s longer term strategic plans.

The Victorian Government introduced rate capping from the 2016-17 financial year. Estimates show the impact of rate capping will be a reduction in income to Council of more than \$100m over 15 years.

This reduction in funding will have a dramatic impact on Council’s ability to provide services and to support discretionary projects. Equity will remain an element in Council’s consideration; however funding constraints will drive an increased focus on allocating funding on the basis of adopted strategic planning.

### Equity Considerations

Council is seeking to assist an understanding of funding equity across the Shire, across budget years. Council recognises its responsibility to the Shire as a whole, and to both current and future generations. As well as budget allocations made through the budget, new project opportunities may arise during the year that are endorsed by Council at a Council meeting. These projects may be externally funded, Council funded, or a combination of both. The assessment of equity requires a broad consideration that takes into account the full range of Council’s circumstances and long-term strategic imperatives.

### Indicator 1 – Ward Rate Contribution relative to Council Funded Project Allocation

Consideration of rate contribution is an important element in the notion of equity and can be used as one comparative basis. Rate income does however fund a number of Council activities in addition to projects that are not included in this comparison.

Council projects include the categories of new/upgrade capital, new operational and renewal capital. These projects often also receive significant external funding however, this is not included in this comparison. Indicator 1 includes Council funds allocated from the Accumulated Unallocated Cash Reserve, direct funding and annual debt financing for projects (excluding carried forward projects). The budget document also provides the project funding allocations in the form of maps to assist readability.

Council also allocates funding to projects that could reasonably be considered “Shire Wide” rather than for a single ward or community. These projects have not been included in the project funding below and would require a further comparison potentially on the basis of factors such as population, rate assessments or rate distribution.

Budget 2024-25										
Ward	Rates*		Council Funding							
			New Projects (excl. Loans)		Renewal	Year Loan Costs (P&I)		Total Council Funding		
Anglesea	\$13,635,058	25%	\$370,000	14%	1,578,500	29%	\$0	0%	\$1,948,500	21%
Lorne	\$7,988,221	14%	\$80,000	3%	139,500	3%	\$362,940	36%	\$582,440	6%
Torquay	\$22,430,003	40%	916,272	33%	1,203,100	22%	\$631,621	64%	\$2,750,993	30%
Winchelsea	\$11,478,458	21%	1,385,303	50%	2,617,100	47%	\$0	0%	\$4,002,403	43%
<b>Total Ward Specific</b>	<b>\$55,531,740</b>	<b>100%</b>	<b>\$2,751,575</b>	<b>100%</b>	<b>\$5,538,200</b>	<b>100%</b>	<b>\$994,561</b>	<b>100%</b>	<b>\$9,284,336</b>	<b>100%</b>
Shire Wide			2,018,109		3,584,214		\$1,422,738		\$7,025,061	
<b>Total</b>	<b>\$55,531,740</b>		<b>\$4,769,684</b>		<b>\$9,122,414</b>		<b>\$2,417,299</b>		<b>\$16,309,397</b>	



Draft Budget Report 2024-25

Budget Year	Ward	Rates	Council Funding			
			New Projects (excl. Loan)	Renewal	Year Loan Costs (P&I)	Total Funding
2024-25	Anglesea	25%	14%	29%	0%	21%
	Lorne	14%	3%	3%	36%	6%
	Torquay	40%	33%	22%	64%	30%
	Winchelsea	21%	50%	47%	0%	43%
2023-24	Anglesea	25%	3%	4%	0%	3%
	Lorne	15%	2%	9%	36%	6%
	Torquay	40%	78%	19%	64%	55%
	Winchelsea	20%	17%	68%	0%	36%
2022-23	Anglesea	25%	2%	2%	0%	2%
	Lorne	14%	0%	19%	36%	15%
	Torquay	41%	97%	10%	64%	40%
	Winchelsea	19%	1%	68%	0%	43%
2021-22	Anglesea	23%	28%	4%	0%	11%
	Lorne	15%	4%	13%	36%	12%
	Torquay	42%	57%	25%	64%	39%
	Winchelsea	20%	12%	57%	0%	38%
2020-21	Anglesea	23%	4%	30%	0%	13%
	Lorne	14%	24%	10%	36%	20%
	Torquay	44%	58%	29%	64%	48%
	Winchelsea	19%	15%	32%	0%	20%

**Indicator 2 – Ward Rate Contribution relative to Total Project Allocation**

This indicator is as per Indicator 1, however compares relative to the total project allocation (including Council funding and external funding).

Budget 2024-25										
Ward	Rates*		Total Funding							
			New Projects (excl. Loan)	Renewal	Year Loan Costs (P&I)	Total Funding				
Anglesea	\$13,635,058	25%	382,000	12%	1,578,500	29%	\$0	0%	\$1,960,500	20%
Lorne	\$7,988,221	14%	80,000	3%	139,500	3%	\$362,940	36%	\$582,440	6%
Torquay	\$22,430,003	40%	1,416,332	43%	1,203,100	22%	\$631,621	64%	\$3,251,053	33%
Winchelsea	\$11,478,458	21%	1,385,303	42%	2,617,100	47%	\$0	0%	\$4,002,403	41%
<b>Total Ward Specific</b>	<b>\$55,531,740</b>	<b>100%</b>	<b>\$3,263,635</b>	<b>100%</b>	<b>\$5,538,200</b>	<b>100%</b>	<b>\$994,561</b>	<b>100%</b>	<b>\$9,796,396</b>	<b>100%</b>
Shire Wide			3,205,859		4,011,784		\$1,422,738		\$8,640,381	
<b>Total</b>	<b>\$55,531,740</b>		<b>\$6,469,494</b>		<b>\$9,549,984</b>		<b>\$2,417,299</b>		<b>\$18,436,777</b>	

Percentages may not equal 100% due to rounding.

\*Rates figure excludes Supplementary Rates, Garbage Charges and Rates Penalty Interest.





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Budget Year	Ward	Rates	Total Funding			
			New Projects (excl. Loan)	Renewal	Year Loan Costs (P&I)	Total Funding
2024-25	Anglesea	25%	12%	29%	0%	20%
	Lorne	14%	3%	3%	36%	6%
	Torquay	40%	43%	22%	64%	33%
	Winchelsea	21%	42%	47%	0%	41%
2023-24	Anglesea	25%	3%	4%	0%	3%
	Lorne	15%	2%	9%	36%	5%
	Torquay	40%	82%	19%	64%	61%
	Winchelsea	20%	13%	68%	0%	31%
2022-23	Anglesea	25%	8%	3%	0%	4%
	Lorne	14%	0%	13%	36%	11%
	Torquay	41%	91%	7%	64%	30%
	Winchelsea	19%	1%	78%	0%	55%
2021-22	Anglesea	23%	28%	4%	0%	10%
	Lorne	15%	5%	11%	36%	12%
	Torquay	42%	56%	22%	64%	35%
	Winchelsea	20%	12%	63%	0%	43%
2020-21	Anglesea	23%	5%	30%	0%	13%
	Lorne	14%	21%	10%	36%	18%
	Torquay	44%	51%	29%	64%	44%
	Winchelsea	19%	23%	32%	0%	24%

**Indicator 3 – Asset Distribution by Ward**

This indicates the proportion of Council assets relative to rates and rates assessments in different wards at the end of the respective financial year. The indicator represents a good reflection of investment of funds over time and likely future demand for asset renewal.

As at 30 June 2023										
Ward	Rates & Municipal Charge		Rate Assessments		Asset Valuation				Total Assets	
	Value	%	Value	%	Road Assets	Non Road Assets	Total Assets	Value	%	
Anglesea	\$12,932,024	25%	5,252	22%	\$159,680,349	16%	\$28,217,786	14%	\$187,898,135	16%
Lorne	\$7,277,475	14%	3,168	13%	\$75,213,755	8%	\$21,078,021	10%	\$96,291,776	8%
Torquay	\$21,347,549	41%	10,425	44%	\$397,687,333	41%	\$97,620,927	47%	\$495,308,260	42%
Winchelsea	\$10,041,895	19%	5,074	21%	\$337,602,493	35%	\$60,270,854	29%	\$397,873,347	34%
<b>Total Ward Specific</b>	<b>\$51,598,943</b>	<b>100%</b>	<b>23,919</b>	<b>100%</b>	<b>\$970,183,930</b>	<b>100%</b>	<b>\$207,187,588</b>	<b>100%</b>	<b>\$1,177,371,518</b>	<b>100%</b>
<i>Whole of Shire</i>					\$0		\$21,051,630		\$21,051,630	
<i>Land</i>					\$108,919,789		\$281,233,200		\$390,152,989	
<i>Council Corporate</i>					\$0		\$15,533,824		\$15,563,227	
<b>Shire Total</b>					<b>\$1,079,103,719</b>		<b>\$525,006,242</b>		<b>\$1,604,139,364</b>	

Percentages may not equal 100% due to rounding.

**Indicator 4 – Supplementary Rates by Ward**

Some communities within the Shire are growing faster than others and accordingly contribute greater supplementary rates. This is an indicator of the need for higher investment in these communities that can in part be funded by these additional rates. This indicator provides a correlation between supplementary rates, which reflects where growth is occurring in the Shire, and the funding allocations being made to new projects during the budget year.

Budget 2024-25						
Ward	Supplementary Rates		Council Funding		Total Funding	
	Value	%	New Projects (excl. Loan)	%	New Projects (excl. Loan)	%
Anglesea	12,050	5%	\$370,000	14%	\$382,000	5%
Lorne	2,410	1%	\$80,000	3%	\$80,000	1%
Torquay	67,480	28%	\$916,272	33%	\$7,416,332	80%
Winchelsea	159,060	66%	\$1,385,303	50%	\$1,385,303	14%
<b>Total Ward Specific</b>	<b>\$241,000</b>	<b>100%</b>	<b>\$2,751,575</b>	<b>100%</b>	<b>\$9,263,635</b>	<b>100%</b>
Whole of Shire			\$2,018,109		\$3,205,859	
<b>Total</b>	<b>\$241,000</b>		<b>\$4,769,684</b>		<b>\$12,469,494</b>	

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Appendix E – Long Term Financial Plan

	2023-24 Forecast \$'000	2024-25 Budget \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000	2028-29 \$'000	2029-30 Projections \$'000	2030-31 \$'000	2031-32 \$'000	2032-33 \$'000	2033-34 \$'000
<b>Recurrent EBITDA</b>											
Property Rates and Charges	53,525	55,531	56,920	58,343	59,802	61,297	62,829	64,400	66,010	67,660	69,352
Supplementary Property Rates and Charges	395	241	642	1,244	1,980	2,724	3,458	4,162	4,828	5,487	6,095
Garbage Charges	10,116	10,388	10,942	11,446	11,966	12,511	13,080	13,675	14,297	14,765	15,061
Grants	5,086	10,348	10,607	10,872	11,144	11,423	11,708	12,001	12,301	12,608	12,924
Other Revenue	9,682	9,711	10,421	10,702	10,990	9,195	9,443	9,698	9,960	10,229	10,505
<b>Total Recurrent Income</b>	<b>78,804</b>	<b>86,219</b>	<b>89,531</b>	<b>92,607</b>	<b>95,882</b>	<b>97,149</b>	<b>100,518</b>	<b>103,936</b>	<b>107,396</b>	<b>110,750</b>	<b>113,936</b>
Employee Benefits	38,044	39,669	40,839	41,860	42,906	43,979	45,078	46,205	47,360	48,544	49,758
Materials and Services	29,358	29,161	30,039	30,509	31,354	30,695	31,556	32,441	33,362	34,312	35,283
<b>Total Expenditure - Existing Operations</b>	<b>67,403</b>	<b>68,830</b>	<b>70,878</b>	<b>72,369</b>	<b>74,261</b>	<b>74,674</b>	<b>76,634</b>	<b>78,646</b>	<b>80,722</b>	<b>82,856</b>	<b>85,041</b>
<b>Financial Recurrent Savings Target</b>	<b>-</b>	<b>-</b>	<b>323</b>	<b>662</b>	<b>1,018</b>	<b>1,392</b>	<b>1,783</b>	<b>2,193</b>	<b>2,623</b>	<b>3,072</b>	<b>3,543</b>
Compliance Costs (Recurrent)	-	85	323	662	1,018	1,392	1,783	2,193	2,623	3,072	3,543
Growth	-	870	894	1,312	1,163	2,201	2,540	2,911	3,284	3,684	4,126
Future Years of Budget Year	-	-	1,054	1,081	1,108	1,135	1,164	1,193	1,223	1,253	1,285
Business Case	-	67	-	-	-	-	-	-	-	-	-
<b>Total Expenditure - New Operations</b>	<b>-</b>	<b>1,023</b>	<b>2,271</b>	<b>3,055</b>	<b>3,289</b>	<b>4,729</b>	<b>5,487</b>	<b>6,297</b>	<b>7,129</b>	<b>8,010</b>	<b>8,953</b>
<b>Total Recurrent EBITDA</b>	<b>11,402</b>	<b>16,366</b>	<b>16,705</b>	<b>17,845</b>	<b>19,350</b>	<b>19,138</b>	<b>20,181</b>	<b>21,186</b>	<b>22,167</b>	<b>22,956</b>	<b>23,484</b>
<b>Cash Adjustments</b>											
Balance Sheet Movements	218	116	184	172	138	146	150	155	159	164	174
Interest Revenue	4,958	2,527	1,479	1,416	1,300	1,017	677	699	764	760	760
Interest Committed to Projects	(1,183)	(284)	-	-	-	-	-	-	-	-	-
Grants Commission funds received early	5,490	-	-	-	-	-	-	-	-	-	-
<b>Total Cash Adjustments</b>	<b>9,483</b>	<b>2,359</b>	<b>1,662</b>	<b>1,589</b>	<b>1,438</b>	<b>1,163</b>	<b>827</b>	<b>853</b>	<b>923</b>	<b>924</b>	<b>934</b>
<b>Total Cash Available for Allocation</b>	<b>20,884</b>	<b>18,726</b>	<b>18,367</b>	<b>19,434</b>	<b>20,789</b>	<b>20,301</b>	<b>21,008</b>	<b>22,040</b>	<b>23,090</b>	<b>23,880</b>	<b>24,418</b>



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	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
	Forecast	Budget	Projections								
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Total Cash Available for Allocation</b>	<b>20,884</b>	<b>18,726</b>	<b>18,367</b>	<b>19,434</b>	<b>20,789</b>	<b>20,301</b>	<b>21,008</b>	<b>22,040</b>	<b>23,090</b>	<b>23,880</b>	<b>24,418</b>
<b>Allocations to Commitments</b>											
Debt Interest & Principal	2,093	2,058	2,024	1,989	1,955	1,920	1,886	-	-	-	-
Torquay/Jan Juc Developer Plan Allocation	2,770	2,770	2,770	2,770	2,770	1,211	1,730	-	-	-	-
Winchelsea Infrastructure Plan Allocation	232	239	246	253	261	269	277	285	294	303	312
Briody Drive DCP Allocation	333	-	-	-	-	-	-	-	-	-	-
Waste Allocation	125	237	484	1,000	1,167	791	961	1,142	1,335	1,350	1,182
Asset Renewal Allocation	9,720	10,601	11,558	12,828	13,994	14,728	16,023	17,235	17,982	19,041	20,406
Business Case Investments	376	370	395	405	415	426	436	447	458	470	482
Council Election Year	-	295	-	-	-	330	-	-	-	360	-
Aireys Inlet Aged Units	3	3	3	3	3	3	4	4	4	4	5
Growth and Compliance Costs (Non-Recurrent)	156	358	537	551	564	578	593	608	623	638	654
<b>Total Allocations to Commitments</b>	<b>15,809</b>	<b>16,930</b>	<b>18,017</b>	<b>19,799</b>	<b>21,129</b>	<b>20,256</b>	<b>21,909</b>	<b>19,722</b>	<b>20,696</b>	<b>22,166</b>	<b>23,041</b>
<b>Discretionary Cash Available</b>	<b>5,075</b>	<b>1,796</b>	<b>350</b>	<b>(366)</b>	<b>(341)</b>	<b>44</b>	<b>(900)</b>	<b>2,318</b>	<b>2,393</b>	<b>1,714</b>	<b>1,377</b>
<b>Discretionary Allocations</b>											
Discretionary Operating Projects	668	-	-	-	-	-	-	-	-	-	-
Discretionary Projects	710	1,627	1,125	1,256	1,401	1,563	1,743	1,893	2,066	2,313	2,588
<b>Total Discretionary Allocations</b>	<b>1,378</b>	<b>1,627</b>	<b>1,125</b>	<b>1,256</b>	<b>1,401</b>	<b>1,563</b>	<b>1,743</b>	<b>1,893</b>	<b>2,066</b>	<b>2,313</b>	<b>2,588</b>
<b>Unallocated Cash Surplus / (Deficit)</b>	<b>3,697</b>	<b>169</b>	<b>(774)</b>	<b>(1,621)</b>	<b>(1,742)</b>	<b>(1,519)</b>	<b>(2,644)</b>	<b>425</b>	<b>327</b>	<b>(599)</b>	<b>(1,211)</b>
<b>Accumulated Unallocated Cash</b>											
Opening Balance	7,157	10,764	10,933	10,159	8,347	6,416	4,707	1,873	2,108	2,245	1,456
Annual Surplus/(Deficit)	3,697	169	(774)	(1,621)	(1,742)	(1,519)	(2,644)	425	327	(599)	(1,211)
Net Allocations During the Year	(91)	-	-	-	-	-	-	-	-	-	-
Transfers for Project Funding	-	-	-	(190)	(190)	(190)	(190)	(190)	(190)	(190)	(190)
<b>Closing Balance</b>	<b>10,764</b>	<b>10,933</b>	<b>10,159</b>	<b>8,347</b>	<b>6,416</b>	<b>4,707</b>	<b>1,873</b>	<b>2,108</b>	<b>2,245</b>	<b>1,456</b>	<b>55</b>

**SURF COAST SHIRE COUNCIL**

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## 4.2 Victorian Government Minister's Good Practice Guidelines for Service Rates and Charges

### Council Plan

#### Author's Title:

#### General Manager:

#### Division:

#### Department:

#### Attachments:

### Theme Three - Environmental Leadership

Strategy 9 - Divert more material from the waste stream.

Manager Environment and Sustainability

Chris Pike, General Manager Placemaking & Environment

Placemaking and Environment

Placemaking and Environment

1. Minister's Good Practice Guidelines For Service Rates And Charges December 2023 [4.2.1 - 6 pages]

### Purpose

1. To provide an overview of the Victorian Government *Minister's Good Practice Guidelines for Service Rates and Charges* and implications for Council.

### Recommendation

That Council:

1. Notes the *Minister's Good Practice Guidelines for Service Rates and Charges*, released on 23 December 2023 (**Attachment 1**).
2. Notes the financial impact of implementing the *Minister's Good Practice Guidelines for Service Rates and Charges* on Council's budget is approximately \$2.4 million annually and a further \$16 million in waste capital project funding.
3. Notes that the Mayor and CEO have written to local Members of Parliament and the Minister for Local Government to raise concerns regarding the ambiguity and potential impact of the guidelines.
4. Notes the Minister for Local Government has written to councils acknowledging that the guidelines came into effect on 1 March 2024 and that her expectation is that councils will demonstrate a pathway for compliance in budgets beyond 2024-25.
5. Notes that the draft 2024-25 Budget seeks to align waste service charge increases and new waste initiatives with the guidelines.
6. Receives a report on its options for the full implementation of the guidelines at a Council meeting prior to considering the draft 2025-26 Budget.
7. Liaises with the Minister for Local Government, local MPs and the local government sector on the objectives, content and implementation of the *Minister's Good Practice Guidelines for Service Rates and Charges* in order to:
  - 7.1. Achieve consistency across the sector.
  - 7.2. Ensure the guidelines are clear, unambiguous and implementable.
  - 7.3. Support the implementation of the Victorian Government's waste and circular economy reforms.
  - 7.4. Prevent unintended negative impacts on other council services provided to the community.
  - 7.5. Support the long-term financial sustainability of councils.

## **Council Resolution**

### **Moved Cr Stapleton, Seconded Cr Allen**

That Council:

1. Notes the *Minister’s Good Practice Guidelines for Service Rates and Charges*, released on 23 December 2023 (**Attachment 1**).
2. Notes the financial impact of implementing the *Minister’s Good Practice Guidelines for Service Rates and Charges* on Council’s budget is approximately \$2.4 million annually and a further \$16 million in waste capital project funding.
3. Notes that the Mayor and CEO have written to local Members of Parliament and the Minister for Local Government to raise concerns regarding the ambiguity and potential impact of the guidelines.
4. Notes the Minister for Local Government has written to councils acknowledging that the guidelines came into effect on 1 March 2024 and that her expectation is that councils will demonstrate a pathway for compliance in budgets beyond 2024-25.
5. Notes that the draft 2024-25 Budget seeks to align waste service charge increases and new waste initiatives with the guidelines.
6. Receives a report on its options for the full implementation of the guidelines at a Council meeting prior to considering the draft 2025-26 Budget.
7. Liaises with the Minister for Local Government, local MPs and the local government sector on the objectives, content and implementation of the *Minister’s Good Practice Guidelines for Service Rates and Charges* in order to:
  - 7.1. Achieve consistency across the sector.
  - 7.2. Ensure the guidelines are clear, unambiguous and implementable.
  - 7.3. Support the implementation of the Victorian Government’s waste and circular economy reforms.
  - 7.4. Prevent unintended negative impacts on other council services provided to the community.
  - 7.5. Support the long-term financial sustainability of councils.

CARRIED 8|0

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

**Councillor Gazzard left the meeting temporarily at 7:06 pm and was not present for the vote.**

### **Outcome**

2. If Council accepts this recommendation, it would be informed of recent changes to waste service charge guidance and commit to considering its options for compliance.

### **Key Considerations**

3. *Minister's Good Practice Guidelines for Service Rates and Charges* were released on 23 December 2023, setting out what constitutes good practice by councils in the determination and declaration of service rates and charges.
4. The guidelines relate to Council's waste service charge, which is separate from general rates and includes all costs associated with the provision of Council's waste services and operations, such as kerbside collections and disposal, waste disposal and drop off sites, public litter bins, waste projects, circular economy initiatives and waste education and engagement.
5. According to the guidelines, it is not 'good practice' for a council to include in a service rate or charge costs not related to the provision of a service at a property. Services that provide a general benefit to the whole municipality, e.g. litter and waste collection from public spaces and the provision of public litter bins, should be funded through revenue sources other than a service rate or charge.
6. Restricting service rates and charges to services provided only to the property does not capture all waste, recycling and resource recovery services delivered by Council. Absorbing these costs into general rates would mean significantly reduced waste services or scaling back other Council services, for example reduced maintenance on Council footpaths, roads, parks and community facilities or cutting back on Council community services.
7. Council's waste service charge is separate from general rates to ensure the charge is aligned with the actual costs of delivering waste services. Costs to provide waste and recycling services continue to increase each year, some waste contractor costs have increased well above inflation and the Victorian Government waste levy rises each year.
8. The guidelines take effect from 1 March 2024 however, councils and sector leaders such as the Municipal Association of Victoria (MAV) and FinPro have raised concerns regarding the guidelines with the Minister for Local Government and Local Government Victoria (LGV). In response, the Minister wrote to councils acknowledging that some councils may require more time to align their budgets with the guidelines. The Minister has advised that councils unable to comply in 2024-25 should demonstrate a pathway for compliance in future budgets.
9. While Council has made an attempt in the 2024-25 draft budget to interpret the guidelines when proposing increases to the waste service charge and recovery of costs for new waste-related initiatives, further work is required to comply with the guidelines. This includes investigating options for managing the financial impact of the guidelines, either through service reduction/cessation or a higher rate cap application. Council will work with other councils and sector leaders to collectively define an appropriate pathway for compliance.
10. The financial impact of the new guidelines on Council's budget is approximately \$2.4 million per year and \$16 million in waste project funding, which includes the costs to rehabilitate the Anglesea landfill when it reaches capacity in 2027.
11. Absorbing \$2.4 million per annum plus project costs into general rates would have very significant implications for the delivery of Council services.

### **Background**

12. On 23 December 2023 the Victorian Minister for Local Government released the *Minister's Good Practice Guidelines for Service Rates and Charges* alongside the 2024-25 rate cap.
13. The guidelines aim to ensure that service rates and charges are only used to recover the reasonable costs of providing a direct service to an occupancy and that they are calculated and declared in a fair and transparent manner.
14. The guidelines state that it is good practice for a council to:

*“align the Service Rate or Charge with the specific and tangible service provided to the occupancy it is levied upon. For example, the kerbside collection of waste and/or recycling bins that are provided for the exclusive use of the occupancy. The Service Rate or Charge can also reflect the costs of the subsequent management of this waste, including transport, storage, processing and disposal and associated infrastructure, but is not required to cover the full cost of the service.”*
15. The guidelines state that it is not good practice for a council to include in a service rate or charge costs not related to the provision of a service at a property. Services that provide a general benefit to the whole municipality should be funded by the council through revenue sources other than a Service Rate or Charge, e.g.
  - 15.1. litter and waste collection from public spaces and the provision of public bins
  - 15.2. street, footpath and drain cleaning
  - 15.3. graffiti removal
  - 15.4. general and/or municipal environmental activities such as public education and advocacy.
16. Restricting service rates and charges to services provided only to the property does not capture all waste, recycling and resource recovery services delivered by Council, such as landfill and waste disposal site operations, landfill rehabilitation, litter management, maintaining public waste infrastructure, circular economy initiatives, waste administration and waste education and engagement.
17. Generally, the release of guidance to ensure a transparent and consistent approach to setting service rates and charges across councils is a positive step. However, greater clarity is required on these costs included, as many are incurred in the process of managing, handling or disposing of waste from properties. Additionally, the guidelines are unclear as to whether a number of costs associated with waste management are considered 'good practice', for example the costs of operating landfills and transfer stations, waste education and engagement and costs associated with the administration of waste services.
18. The guidelines in their current form will have a significant financial impact on Council, in the order of \$2.4 million per year plus an estimated \$16 million in waste-related project costs in coming years. These costs cannot be absorbed into general rates without a considerable impact on Council services.



19. Officers understand that one of the key reasons behind the introduction of the guidelines was in response to a 2018 Victorian Ombudsman's investigation into Wodonga City Council, in which funds collected through a waste management levy were spent on activities not directly relating to waste services, including maintaining gardens and parks. A recommendation from the investigation report was that Local Government Victoria consider amending section 162 of the *Local Government Act 1989* (Vic) to require that charges for the collection and disposal of refuse reflect the reasonable cost of providing that service. Local Government Victoria's response to the investigation was that it saw benefit in making the requirement explicit and would consider this in the review of the *Local Government Act 1989*. There was no amendment to the Local Government Act in terms of service rates and charges following the review.
20. Sector leaders, including the MAV and FinPro, an association supporting local government finance professionals, were engaged during the development of the guidelines but were unable to discuss the guidelines with councils due to confidentiality restrictions. Both have raised concerns regarding the guidelines with the Minister for Local Government and Local Government Victoria and plan to continue to advocate over the coming months. It appears there was no engagement with councils prior to the Minister's announcement in December 2023.
21. Council has a waste service charge separated from its general rates to ensure that waste charges are aligned with the actual costs of delivering waste services. Waste service costs continue to increase each year, including Victorian Government waste levy fees and contractor costs. The Victorian Government municipal waste levy rose from \$33.03 per tonne in 2020/21 to \$52.95 per tonne in 2021-22, \$62.95 per tonne in 2022-23 and \$64.55 per tonne by 2023/24. This is an increase of 95 per cent from 2020/21 to 2023/24. The waste levy continues to rise each year.
22. The guidelines were to take effect from 1 March 2024 however advocacy undertaken by councils, the MAV and Finpro have resulted in the Minister writing to councils to acknowledge that some councils may require more time to align their budgets with the guidelines. The Minister has advised that councils unable to comply in 2024-25 should demonstrate a pathway for compliance in future budgets.
23. In the 2024-25 budget, Council has made an attempt to interpret the guidelines when proposing increases to the waste service charge and recovery of costs for new waste-related initiatives, however further work is required to comply with the guidelines. This includes investigating options for managing the financial impact of the guidelines, either through service reduction/cessation or a higher rate cap application.
24. Over the coming 12 months Council will review its waste service charge to work towards compliance with the guidelines. Council will also work with the state government and the local government sector to develop an approach that ensures continuity of service to the community and the financial sustainability of local government. A report will be brought to Council in late 2024 with a proposed approach.

### **Options**

25. **Alternative Option 1** – That Council fully complies with the guidelines in the 2024-25 budget.

This option is not recommended by officers. Absorbing \$2.4 million into general rates would mean significantly reduced waste services or cutting back on other Council services. Further work is required to comply with the guidelines, including investigating options for managing the financial impact of the guidelines. Time is required to properly consider all options and community engagement on service reductions would be essential.

26. **Alternative Option 2** – That Council takes further steps to comply with the guidelines in the 2024-25 budget.

This option is not recommended by officers. Absorbing any additional initiatives into general rates would have significant financial implications. Sector leaders such as the MAV and FinPro are leading advocacy on this issue and will be looking at a sector-wide pathway to compliance. Time is required to properly consider all options and community engagement on service reductions would be essential.

27. **Alternative Option 3** – That Council applies for a higher rate cap to cover the costs through general rates.

This option is not recommended by officers. Councils seeking to apply for a higher cap need to do so by 31 March each year therefore the deadline for the 2024-25 budget has passed. This option will be reviewed in the coming months to determine whether a higher rate cap application will form part of the compliance pathway for the waste guidelines.

### **Council Plan (including Health and Wellbeing Plan) Statement**

#### **Theme Three - Environmental Leadership**

Strategy 9 - Divert more material from the waste stream.

28. The *Minister's Good Practice Guidelines for Service Rates and Charges* directly relate to Council's ability to provide waste services, including those that aim to divert more material from the waste stream and maximise resource recovery such as resource recovery facilities and education and engagement.

#### **Financial Considerations**

29. The financial impact of the guidelines in their current form will be approximately \$2.4 million per year. Additionally, there is estimated \$16 million required in other waste related costs over the next 10 years to rehabilitate the Anglesea landfill when it reaches capacity in 2027 and delivery of waste projects to meet community needs and cater for a growing population e.g. Torquay Transfer Station.
30. These costs are unable to be easily absorbed into general rates without a significant impact on Council's existing waste services or other Council services. Absorbing this amount into general rates would mean significantly reduced waste services or cutting back on other Council services, for example reduced maintenance on Council footpaths, roads, parks and community facilities or cutting back on Council community services.
31. Councils have also borne additional costs over recent years to deliver on Victorian Government policies and programs, such as rolling out a four-bin kerbside service and educating and engaging the community. Councils have also supported the implementation of other state government initiatives through education and engagement, including the Container Deposit Scheme and the Single-use Plastics Ban.

32. Council has a waste service charge separated from its general rates to ensure that waste charges are aligned with the actual costs of delivering waste services. The waste service charge funds the provision of waste services for the community, including kerbside collections, waste disposal and recyclable material processing, public litter management and the operation of Council's resource recovery centres as well as the Anglesea landfill.
33. Waste service costs continue to increase each year, including Victorian Government waste levy fees and contractor costs. The Victorian Government municipal waste levy rose from \$33.03 per tonne in 2020/21 to \$52.95 per tonne in 2021-22, \$62.95 per tonne in 2022-23 and \$64.55 per tonne by 2023/24. This is an increase of 95 per cent from 2020-21 to 2023-24. The waste levy continues to rise each year.
34. Council continuously reviews and updates its waste service fees and modelling to ensure best value for money while recovering related costs.

### **Community Engagement**

35. No community or council engagement was undertaken by the Victorian Government in developing the *Minister's Good Practice Guidelines for Service Rates and Charges*.
36. The MAV and FinPro, an association supporting local government finance professionals, were engaged during the development of the guidelines but were unable to discuss the guidelines with councils due to confidentiality restrictions.

### **Statutory / Legal / Policy Considerations**

37. Councils play an important role in providing household waste collection and recycling services, managing and operating landfills and other waste disposal sites, delivering education and awareness programs, managing dumped rubbish and providing public litter infrastructure.
38. Section 162(1) of the *Local Government Act* specifies that a council may declare a service rate or service charge for 'waste, recycling or resource recovery services'.
39. Council has declared two waste service charges under its 2024-25 Budget, an Urban Waste Service Charge set at an annual charge of \$505 and a Rural Waste Service charge set at an annual charge of \$470. The objective of these charges is to recover the costs of the collection service, disposal costs and other related expenses. The costs of managing the landfill are also reflected in the waste charge.
40. Waste, recycling or resource recovery services has the meaning given by section 4 of the *Circular Economy (Waste Reduction and Recycling) Act 2021*;

40.1. *The meaning is a:*

- 40.1.1. *service that collects, transports, stores, treats, processes, sorts or recycles waste or recycling materials; or*
- 40.1.2. *service that collects, transports, stores, treats, processes or sorts materials for resource recovery; or*
- 40.1.3. *service that disposes of waste; or*

- 40.1.4. *municipal residual waste service; or*
  - 40.1.5. *municipal recycling service; or*
  - 40.1.6. *service prescribed to be a waste, recycling or resource recovery service.*
41. Council's waste and circular economy objectives are aligned with the Victorian Government's *Recycling Victoria – A New Economy Policy (2020)*. Key actions within the policy include household kerbside bin reforms via a standardised four bin system including glass, food and garden organics (FOGO), comingled recycling, and landfill, with Australian standard bin lid colours; implementation of a Container Deposit Scheme (CDS); and a framework outlining the planned industry transition from linear economy to circular economy.
42. The implementation of the guidelines pose a risk to Council's ability to support the Victorian Government's waste and circular economy policy objectives during a period of crucial reforms.
43. The *Minister's Good Practice Guidelines for Service Rates and Charges* are not legally binding.

### **Strategic Risk**

44. **Breadth and level of Council services exceeds Council's financial capacity**  
Inherent Risk Rating - *Serious*, Residual Risk Rating – *Medium*
45. It is vital that Council is able to continue providing efficient and effective waste services for the benefit of the community and environment. Due to the significant financial impact of the guidelines, further work is required to develop an approach that ensures continuity of service to the community and Council's financial sustainability.
46. In the meantime Council has made an attempt in the draft 2024-25 Budget to interpret the guidelines when proposing increases to the service charge for waste and the recovery of costs for new waste-related initiatives.
47. There are no new risks to Council following the implementation of the recommendations in this report.

### **Risk Rating**

48. The risk rating is high due to the potential significant financial impacts on Council's Long Term Financial Plan.

### **Risk Appetite**

49. No Risk Appetite Statement selected as no statements directly apply to the recommendations in this report.

### **Sustainability Considerations**

50. Council's waste services help to achieve a range of economic, social and environmental benefits including increased waste avoidance and resource recovery, reduced waste to landfill, use of recycled materials and a reduction in greenhouse gas emissions.

**Conflict of Interest**

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

**Confidentiality**

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

**Transparency**

**Audit and Risk Committee involvement**

53. The Audit and Risk Committee were provided with an update on this topic at the March 2024 Audit and Risk Committee meeting.

**Councillor Briefings**

54. 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: 6 February 2024

<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 Briefing Date: 1 March 2024

<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>N</i>	<i>Cr Libby Stapleton</i>	<i>Y</i>
<i>Cr Kate Gazzard</i>	<i>N</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 to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.



Government  
Services

# Local Government Service Rates and Charges

Minister's Good Practice  
Guidelines for their use

December 2023

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# Minister's Good Practice Guidelines for Service Rates and Charges

## Purpose

These Good Practice Guidelines for Service Rates and Charges are made under Section 87 of the *Local Government Act 2020*. They set out what constitutes good practice by councils in the determination and declaration of Service Rates and Charges under Section 162 of the *Local Government Act 1989* and any other matters related to compliance and accountability by councils.

The objective of these Good Practice Guidelines is to ensure that Service Rates and Charges:

- are only used to recover the reasonable costs of providing a direct service to an occupancy;
- are calculated and declared in a fair and transparent manner; and
- subject to public engagement in accordance with a council's Community Engagement Policy

These Guidelines take effect from **1 March 2024**.

## Legislative Requirements

From 20 June 2023 (with the commencement of the *Local Government Legislation Amendment (Rating and Other Matters) Act 2022*) Service Rates or Charges are no longer permitted to be charged for the provision of a water supply or sewage services.

The only specified reasons for councils to raise Service Rates and Charges are:

- Waste, recycling or resource recovery services<sup>1</sup>; and
- Any other service prescribed in regulations.<sup>2</sup>

It is a requirement of the *Local Government (Planning and Reporting) Regulations 2020* that any declared Service Rates or Charges are described in the council's Annual Budget. Moreover, the *Local Government (General) Regulations 2015* requires details of declared Service Rate or Charge to be described on the rate notice.

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<sup>1</sup> as defined by the *Circular Economy (Waste Reduction and Recycling) Act 2021*

<sup>2</sup> No additional services are currently prescribed.

<sup>3</sup> DGS Report Template DGS Report Template DGS Report Template Minister's Good Practice Guidelines for Service Rates and Charges





4 DGS Report TemplateDGS Report TemplateDGS Report Template Minister's Good Practice  
Guidelines for Service Rates and Charges



## Determining whether to use a Service Rate or a Service Charge

Councils have the option of declaring a charge or an *ad valorem* rate (or a combination of both) for waste, recycling or resource recovery service and other prescribed services.

In determining whether to declare a Service Rate or Charge, it is good practice for councils to:

- explain the use of either of these methods of raising revenue (or a combination of both) in the council's Revenue and Rating Plan;
- explain why a Service Charge is being used over a Service Rate and conversely, if a Service Rate is being used over a Service Charge;
- support and justify the explanation in accordance with the governance principles and supporting principles in the *Local Government Act 2020*; and,
- explain the decision in accordance with the good taxation principles in the *Local Government Better Practice Guide - Revenue and Rating Plans*, including equity, simplicity, sustainability and efficiency.

It is good practice for a council to undertake the above in accordance with its Community Engagement Policy.

The use of a Service Charge (as opposed to a Service Rate based on property value) for the purpose of waste, recycling or resource recovery services (commonly known as kerbside waste collection) is good practice as there is a clear nexus between the amount to be levied on an occupancy and the cost of the specific service being provided to the same occupancy. This allows for the composition and setting of the Service Charge to be easily explained and justified to the community.

It is not good practice for a council to apply a Service Rate for the purpose of waste, recycling or resource recovery services (commonly known as kerbside waste collection) as the amount levied on each assessment will be primarily determined by the value of the property – not the cost of the specific service rendered. Such a practice is difficult to justify to the community in accordance with the good taxation principles above as each assessment will be levied a different amount while all receiving an identical service.

## Composition of a Service Rate or Charge

In the composition of a Service Rate or Charge, it is good practice for a council to:

- align the Service Rate or Charge with the specific and tangible service provided to the occupancy it is levied upon. For example, the kerbside collection of waste and/or recycling bins that are provided for the exclusive use of the occupancy. The Service Rate or Charge can also reflect the costs of the subsequent management of this waste, including transport, storage, processing and disposal and associated infrastructure, but is not required to cover the full cost of the service.

It is not good practice for a council to:

- Levy a Service Rate or Charge to fund services that do not provide a *direct* benefit to the occupancy subject to the Service Rate or Charge. The following are examples of services that provide a general benefit to the whole municipality and should be funded by the council through revenue sources other than a Service Rate or Charge:
  - litter and waste collection from public spaces and the provision of public bins;
  - street, footpath and drain cleaning;
  - graffiti removal;
  - municipal tree planting and maintenance;
  - general and/or municipal environmental activities such as park maintenance, public education and advocacy.

## Calculating a Service Rate or Charge

When calculating the amount of a Service Rate or Service Charge, it is good practice for a council to:

- determine the direct and indirect costs of the service, deciding on an activity-based costing or pro-rata approach<sup>3</sup> and form an appropriate pricing;
- focus on either a subsidised pricing or full-cost recovery pricing structure, including clear rationale in cases where councils subsidise particular users or services at the expense of others (or from other revenue sources);
- primarily make calculations based on their own service costs, published strategies and relevant community plans, although a council can take into account the service rate and charges of other councils.

It is not good practice for a council to:

- Declare a rate or charge amount that would collect an amount above the actual cost of providing the service and generating a surplus to subsidise activities unrelated to the direct service.

**The Hon Melissa Horne**

**Minister for Local Government**

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<sup>3</sup> See Local Government Better Practice Guide - Revenue and Rating Strategy

<sup>6</sup> DGS Report Template DGS Report Template DGS Report Template Minister's Good Practice Guidelines for Service Rates and Charges

## 4.3 Petition Response - Gaza Conflict

### Council Plan

### Theme Seven - Accountable and Viable Council

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

### Author's Title:

Coordinator Governance

### General Manager:

Damian Waight, Acting General Manager Strategy and Effectiveness

### Division:

Strategy and Effectiveness

### Department:

Integrity and Governance

### Attachments:

Nil

### Purpose

1. The purpose of this report is to respond to the petition presented at the February 2024 Council meeting, requesting that Council considers a motion in relation to the current conflict in Gaza.

### Recommendation

That Council:

1. Acknowledges the distress within the community following the recent events in Israel and Gaza, and recognises the impact that these events have had on community members.
2. Condemns all acts of antisemitism and Islamophobia within the community, and calls for unity.
3. Acknowledges that the scope of Council's powers, duties and functions is limited in accordance with section 8(1) of the *Local Government Act 2020* to 'provide good governance in its municipal district for the benefit and wellbeing of the municipal community', and that Council does not have any power or function in matters of foreign conflict.
4. Notwithstanding the limitations on its powers, duties and functions, condemns all human rights violations in wars and ongoing conflicts around the world.
5. Affirms its commitment to diversity, including cultural and religious diversity, and opposes any discrimination and hatred based on race, faith, and any other attribute protected by the *Equal Opportunity Act 2010*.
6. Informs the lead petitioner of this resolution.

### Council Resolution

#### Moved Cr Allen, Seconded Cr Bodsworth

That Council:

1. Acknowledges the distress within the community following the recent events in Israel and Gaza, and recognises the impact that these events have had on community members.
2. Condemns all acts of antisemitism and Islamophobia within the community, and calls for unity.
3. Acknowledges that the scope of Council's powers, duties and functions is limited in accordance with section 8(1) of the *Local Government Act 2020* to 'provide good governance in its municipal district for the benefit and wellbeing of the municipal community', and that Council does not have any power or function in matters of foreign conflict.

4. Notwithstanding the limitations on its powers, duties and functions, condemns all human rights violations in wars and ongoing conflicts around the world.
5. Affirms its commitment to diversity, including cultural and religious diversity, and opposes any discrimination and hatred based on race, faith, and any other attribute protected by the *Equal Opportunity Act 2010*.
6. Informs the lead petitioner of this resolution.

CARRIED 5|3

For	Against	Abstained
Cr Allen Cr Bodsworth Cr Hodge Cr Pattison Cr Stapleton	Cr Barker Cr Schonfelder	Cr Gazzard

**Cr Wellington temporarily left the meeting at 7:23pm and did not vote.**

In accordance with section 61 (5)(e) of the *Local Government Act 2020*, when a Councillor abstains from the vote, it will be recorded as a vote against for the purpose of determining the outcome of the motion.

### **Outcome**

2. If Council accepts this recommendation, the resolution will form the response to the petition requesting that Surf Coast Shire Council moves a motion addressing the Gaza conflict.

### **Key Considerations**

3. At its meeting on 27 February 2024, Council resolved to formally receive a petition titled 'Surf Coast Stands in Solidarity – Petition for Surf Coast Shire Gaza Motion'. It is noted that while Council's role in the subject matter of the petition is limited in accordance with section 8(1) of the *Local Government Act 2020*, this does not preclude Council from accepting the petition in accordance with its Governance Rules. It does, however, give direction on the scope of the response from Council, as reflected in the recommendation of this report.
4. The recommendation recognises the limited powers available to Council to deal with foreign matters, whilst also acknowledging and responding to the impact that these events are having at a local level.
5. It is noted that the Federal Government, as the level of Australian government with powers and functions in foreign affairs, has been advocating for a resolution to the conflict in Gaza.
6. It is also noted that while Council has previously formed positions on social policy issues, these issues have been within a local context.

### **Background**

7. After accepting a petition titled 'Surf Coast stands in Solidarity – Petition for Surf Coast Shire Gaza Motion' at its meeting on 27 February 2024, Council resolved to refer the petition to the General Manager Strategy and Effectiveness for consideration, with a recommendation to be presented to Council within 3 months.

### **Options**

8. **Alternative Option 1** – That Council does not resolve in accordance with the officer recommendation.

This option is not recommended by officers. In developing the recommendation in this report, consideration has been given to ensuring that the recommendation does not exceed the powers or functions of Council under the Act.

### **Council Plan (including Health and Wellbeing Plan) Statement**

#### **Theme Seven - Accountable and Viable Council**

In accepting the petition, Council has provided the opportunity for community members to present an item for consideration. As a result of this process, a recommendation has been put forward by officers which addresses the content of the petition within the limit of Council's role.

### **Financial Considerations**

9. The most significant financial implication for this topic is the officer time taken to research and write the report. There are no ongoing financial implications associated with this recommendation.

### **Community Engagement**

10. This report has been tabled in response to a petition which was presented by a community member. Further community consultation has not been undertaken.

### **Statutory / Legal / Policy Considerations**

11. In developing this recommendation, the following legislative considerations have been addressed:
  - 11.1 Victorian Councils are statutory bodies created under the *Local Government Act 2020 (Vic)*. This Act provides that Councils are constituted by Councillors democratically elected by their community for the purpose of providing '*good governance in its municipal district for the benefit and wellbeing of the municipal community*' (s 8(1)).
  - 11.2 As a Victorian Public Authority, Council must comply with the *Charter of Human Rights and Responsibilities Act 2006*, which requires Council to consider human rights implications in policies and decisions.

- 11.3 The *Equal Opportunity Act 2010* protects individuals from being treated unfavourably because of a protected personal characteristic. These characteristics include political belief or activity, race, and religious belief or activity.

### **Strategic Risk**

**12. Failure to meet Council's governance and compliance obligations**

Inherent Risk Rating - *Serious*, Residual Risk Rating – *Medium*

13. By adopting the officer recommendation, Council will have taken a balanced approach to the community request to form a position on the conflict in Gaza. This approach seeks to address impacts at a local level, and aims to do so in a way which is inclusive and respectful of a range of views and beliefs that people hold.
14. The recommendation seeks to reduce the risk of harm, hurt and division within the community, and remains within the scope of Council's role as a statutory body. This is a challenging aim for a topic that is already divisive and causing hurt to people in our community.

### **Risk Rating**

15. The risk rating is medium and can be managed at department level.

### **Risk Appetite**

16. The risk appetite statements have been developed in line with the ordinary business of Council. As this item falls outside of the ordinary business of Council, there are no applicable risk appetite statements which can be applied.

### **Sustainability Considerations**

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

### **Conflict of Interest**

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

### **Confidentiality**

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

### **Transparency**

**Audit and Risk Committee involvement**

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

### **Councillor Briefings**

21. This item has not been the subject of a scheduled Councillor briefing.

**Cr Gazzard left the meeting at 7:24pm.**

## 4.4 C138 Planning Scheme Amendment Winchelsea Industrial Estate

<b>Council Plan</b>	<b>Theme Four - Sustainable Growth</b>
<b>Author's Title:</b>	Strategy 11 - Protect heritage and township character.
<b>General Manager:</b>	Principal Strategic Planner
<b>Division:</b>	Chris Pike, Acting Chief Executive Officer
<b>Department:</b>	Placemaking and Environment
<b>Attachments:</b>	Integrated Planning
	1. C138surf Amendment Documents [4.4.1 - 37 pages]

### Purpose

1. The purpose of this report is for Council to consider the adoption of Amendment C138surf following public exhibition and resolution of agency submissions.

### Recommendation

That Council:

1. Adopts Amendment C138surf Winchelsea Industrial Estate in the form provided in (**Attachment 1**), and in accordance with section 29 of the *Planning and Environment Act 1987*.
2. Forwards the adopted Amendment C138surf Winchelsea Industrial Estate to the Minister for Planning requesting approval in accordance with section 31 of the *Planning and Environment Act 1987*.
3. Recommends the Minister for Planning grants Planning Permit PG21/0085 in accordance with section 96G of the *Planning and Environment Act 1987*.
4. Forwards Planning Permit PG21/0085 to the Minister for Planning in accordance with section 96H(1) of the *Planning and Environment Act 1987*

### Council Resolution

**Moved Cr Schonfelder, Seconded Cr Barker**

That Council:

1. Adopts Amendment C138surf Winchelsea Industrial Estate in the form provided in (**Attachment 1**), and in accordance with section 29 of the *Planning and Environment Act 1987*.
2. Forwards the adopted Amendment C138surf Winchelsea Industrial Estate to the Minister for Planning requesting approval in accordance with section 31 of the *Planning and Environment Act 1987*.
3. Recommends the Minister for Planning grants Planning Permit PG21/0085 in accordance with section 96G of the *Planning and Environment Act 1987*.
4. Forwards Planning Permit PG21/0085 to the Minister for Planning in accordance with section 96H(1) of the *Planning and Environment Act 1987*.

CARRIED 7|0



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

**Outcome**

2. The rezoning of this land to Industrial 1 Zone will provide additional industrial land supply in Winchelsea to support local business opportunities and investment. If Council accepts this recommendation, Amendment C138surf will be submitted to the Minister for Planning for approval.

**Key Considerations**

3. The expansion of the Winchelsea Industrial Estate is consistent with the policy directions of the Growing Winchelsea Shaping Future Growth Strategy (2015), which identifies the general area as future employment land.
4. The proposal is supported by an Industrial Land Supply and Demand Assessment. The report findings include:
  - 4.1. Winchelsea has a limited supply of vacant industrial land.
  - 4.2. The delivery of small industrial lots is both strategically and economically justified with Winchelsea expected to grow to 10,000 people by 2050.
5. Supporting technical reports including a Landfill Gas Risk Assessment and Bushfire Assessment did not identify any significant development constraints or environmental risks that have potential to adversely impact on future development.
6. Public exhibition of the amendment resulted in six submissions from government agencies. Following exhibition, the proponent amended the subdivision layout to address concerns raised in a CFA submission, by including a perimeter road to west to reduce bushfire threat to the site from nearby grassland.
7. Agency referrals and comments from internal departments have been considered and where requested conditions have been added to the draft planning permit. No agency raised any objection to the amendment or planning permit proposal.
8. A Planning Panel is not required as there are no unresolved issues.
9. Following the rezoning Council will be required to take on the management responsibilities of an unmade Government Road reserve between the subject land and adjoining railway line to the south. Currently there is a 99-year grazing licence over this land issued by the Department of Energy, Environment and Climate Action (DEECA). DEECA has advised the grazing licence will be cancelled following the rezoning with management responsibilities reverting to Council. The unmade road reserve will be added to Council's Road Register as it will need to be slashed throughout the year.

10. The economic benefits and future business investment opportunities created through the expansion of the industrial estate are considered to outweigh Council's management responsibility of the unmade Government Road reserve.

### **Background**

11. Amendment C138surf is a combined rezoning and planning permit application request lodged under section 96A of the *Planning and Environment Act 1987*.

### **Site description**

12. The subject land is located at 25 Cressy Road, Winchelsea (see Figure 1). It has a total area of approximately 3.9 hectares, comprising 9 Crown Allotments contained on a single title (Lot 1 TP 407625). The land is currently developed with a single dwelling and associated outbuildings accessed from Cressy Road. A large portion of the subject land is currently utilised for the purposes of grain storage.
13. The subject land is located north of the railway line bordered to the west and to the south by unmade Government Road reserves. The site is connected to the centre of Winchelsea via Cressy Road (Cressy Road becomes Gosney Street on the south side of rail reserve and connects to the Princes Highway).
14. A range of services are available including reticulated sewerage infrastructure, potable water supply, electricity and natural gas.

### **Amendment Details**

15. The amendment:
  - 15.1. Rezones approximately 3.9 hectares of Farming Zone (FZ) land to the Industrial 1 Zone (IN1Z).
  - 15.2. Amends the Winchelsea Framework Plan at Clause 02.04-4 to include land at 25 Cressy Road, Winchelsea within the defined settlement boundary.
  - 15.3. Applies Schedule 5 to the Design and Development Overlay. The DDO5 guides future development and is currently applied to other industrial land in the Shire such as the West Coast Business Park to control matters such as building setbacks, height of buildings, carparking and landscaping.
16. A planning permit for subdivision is also proposed. The subdivision will create 24 industrial lots ranging in size from 1,086m<sup>2</sup> to 2,235m<sup>2</sup> (see Figure 2). The proposed lot sizes reflect market demand for smaller industrial lots to accommodate local service businesses. There will be two new roads constructed including a road to the west within an unmade road reserve and a connecting east west through road from Cressy Road.
17. The proposal is supported by the following technical assessments:
  - 17.1. Town Planning Report prepared by Spectrum Planning Solutions
  - 17.2. Traffic Impact Assessment Report prepared by the Traffix Group
  - 17.3. Infrastructure Assessment prepared by SMEC
  - 17.4. Landfill Gas Risk Assessment prepared by Jet Environmental

17.5. Bushfire Assessment from South Coast Bushfire Consultants

17.6. Industrial Land Supply and Demand Assessment by Spatial Economics

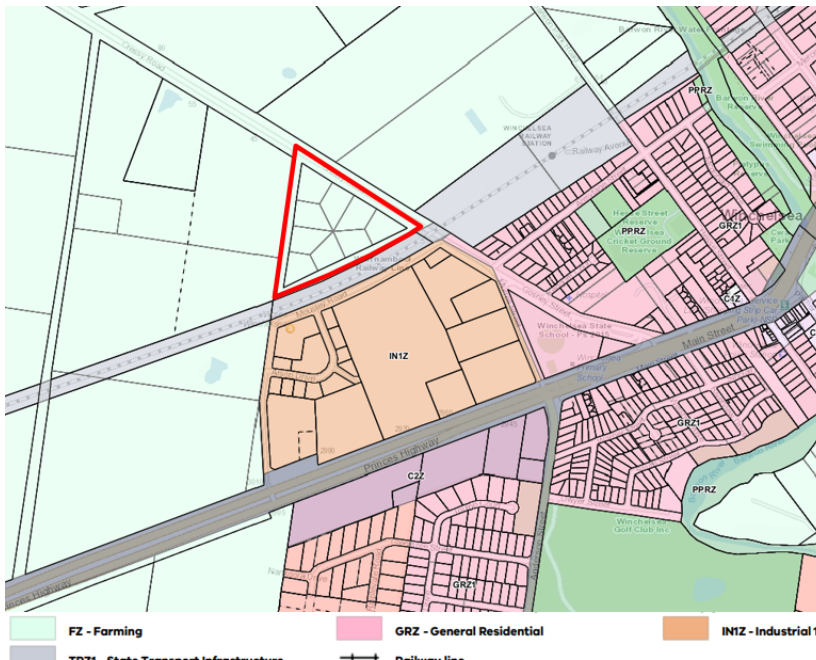


Figure 1 Subject land at 25 Cressy Road Winchelsea

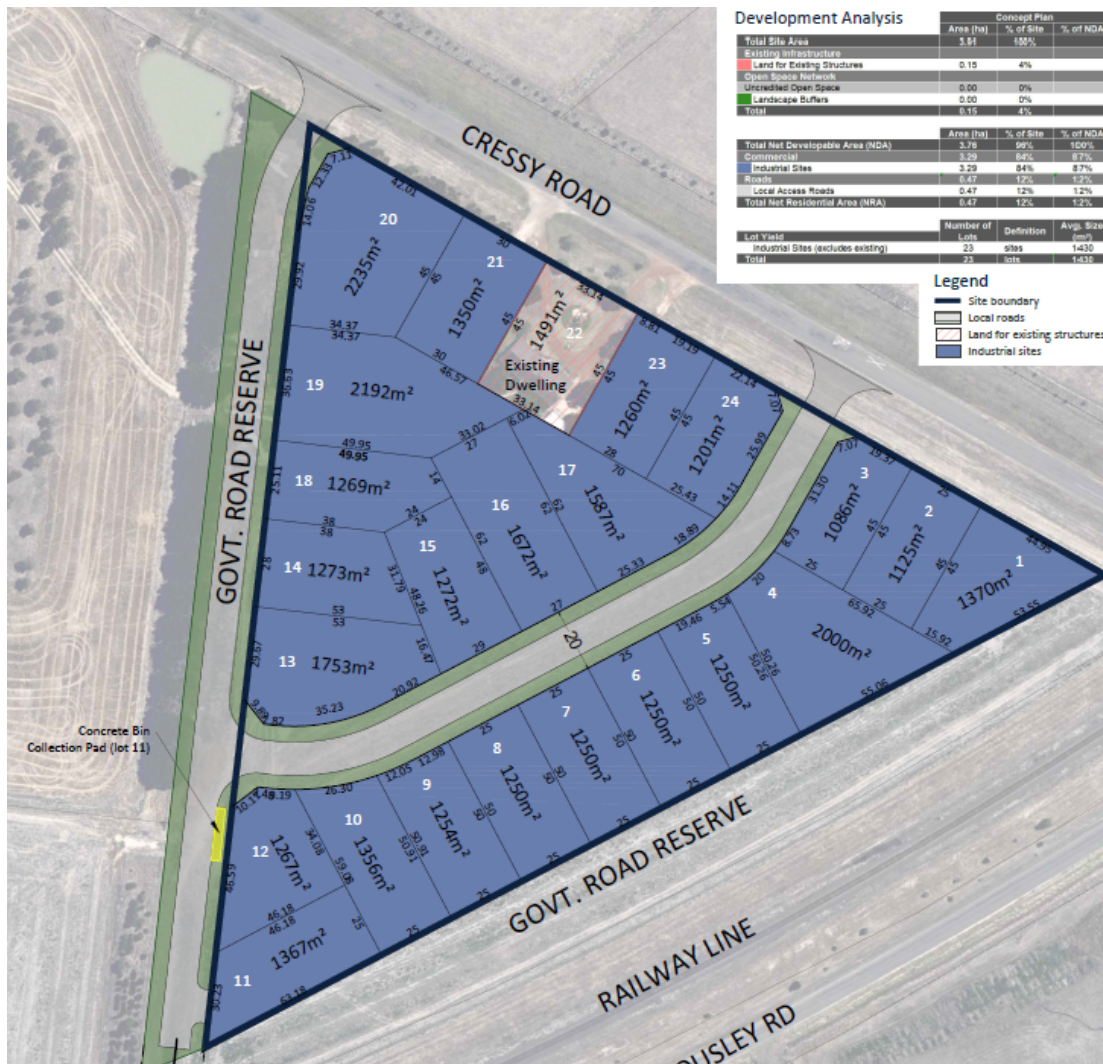


Figure 2 Proposed Subdivision Layout

Strategic Justification

Planning Policy

18. The proposal has been assessed against all relevant policies within the Surf Coast Planning Scheme, including the specific directions at:

Municipal Planning Strategy

- 19. **Clause 02.04-1 (Municipal strategic framework plan)** identifies Winchelsea as an urban growth centre.
- 20. **Clause 02.04-4 (Winchelsea framework plan)** contains the Winchelsea Framework Plan. The Amendment replaces the Winchelsea Framework Plan with a version that identifies the land as an industrial area within the settlement boundary.

Planning Policy Framework

21. The amendment is support by planning policy directions including:

- 21.1. **Clause 11 (Settlement)** recognises that "...planning is to anticipate and respond to the needs of existing and future communities through provision of zoned and serviced land for housing, employment, recreation and open space, commercial and community facilities and infrastructure."
- 21.2. **Clause 11.01-1R (Settlement – Geelong G21)** seeks to "plan for Colac and Winchelsea as new targeted growth nodes."
- 21.3. **Clause 11.02-1S (Supply of urban land)** seeks to ensure there is a sufficient supply of land for industry with an emphasis on well-located land for industry.
- 21.4. **Clause 13.02 (Bushfire planning)** seeks "to strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life."
- 21.5. **Clause 14.01-1S (Protection of agricultural land)** seeks to preserve productive farmland from unplanned loss due to permanent changes to land use.
- 21.6. **Clause 17.01-1S (Diversified economy – G21 region)** seeks to "support new businesses that provide employment and innovation opportunities in identified employment nodes across the region."
- 21.7. **Clause 17.03-1S (Industrial land supply)** seeks "to ensure the availability of land for industry" in appropriate locations.

Growing Winchelsea Shaping Future Growth Strategy (2015)

22. The combined amendment and planning permit are consistent with the policy directions of the Growing Winchelsea Shaping Future Growth Strategy (2015), which identifies the general area as future employment land.
23. Growing Winchelsea Shaping Future Growth refers to the future employment land as likely to be required beyond ten years (beyond 2025), and investigations should focus on the Cressy Road area to minimise the likelihood of heavy vehicles attempting to access the area via Hesse Street.

Industrial Land Supply and Demand Assessment

24. A land supply report was prepared by Spatial Economics which supported the development on the basis that there is currently a lack of vacant industrial land; only 3.4 hectares in 5 lots. The report stated that to facilitate and support residential growth there will be an increasing demand for small industrial lots in Winchelsea. It was considered that although industrial development had been slow to occur, it was not lack of demand but lack of supply.
25. The site is strategically and economically justified as:

- 25.1. The site is located sufficiently away from current and future residential land.

25.2. The site has good transport access and 24 hour accessibility.

25.3. Is located adjacent to the existing industrial estate.

25.4. Can be serviced with appropriate infrastructure.

#### Landfill Gas Risk Assessment

26. A Landfill Gas Risk Assessment was prepared by Jet Environmental Consultants to investigate any potential impacts associated with a decommissioned municipal landfill previously operating at 75 Cressy Road. The assessment found that the risk of subsurface landfill gas migration from the former quarry site is very low. The report provides the following recommendations:

26.1. No ongoing management or monitoring of landfill gas is recommended with respect to the proposed site rezoning and subdivision.

26.2. Further assessment of landfill gas risk via an environmental audit under section 53V of the *Environmental Protection Act* 1970 is not recommended for the site.

27. The developer will be required enter into a S173 agreement requiring a restriction to be placed on the title of all lots created by the approved subdivision preventing the construction of all subsurface buildings and structures including basements or lift shafts.

#### Existing dwelling

28. The subdivision layout has been designed to accommodate an existing dwelling on proposed lot 22. To avoid any potential land use conflict the dwelling will be required via a condition on the planning permit to be decommissioned/removed from the land prior to titles issuing for the subdivision.

#### Existing grain storage business

29. The subject land is zoned Farming Zone and is currently utilised for the purposes of grain storage. A planning permit has been issued to allow the relocation of the existing grain storage activities to a nearby parcel of land.

30. The development of the subject land would not detrimentally impact an existing viable agricultural operation.

#### Exhibition

31. Amendment C138surf was formally exhibited between the 30 January 2023 to 27 February 2023. Following exhibition Council received six submissions from government agencies. No submissions were received from local residents or community organisations.

32. Following exhibition, the proponent amended the subdivision layout to appease a CFA submission by including a perimeter road to west to reduce the site’s bushfire threat from nearby grassland. The amended subdivision layout and updated technical reports were re-referred to key agencies including the EPA, CFA and DEECA. This process is the main reason for the delay in progressing the amendment from when it was exhibited in early 2023.
33. All outstanding matters raised through exhibition and referral of the amendment post exhibition due to the amended subdivision layout have been resolved as demonstrated below:

Agency	Resolution
EPA	<p>Condition 1c) and Condition 12 have been redrafted to reflect the EPA’s email advice to Surf Coast Shire dated 8 February 2024 and their submission dated 27 February 2023.</p> <p>Condition 1c) includes reference to ‘all’ subsurface buildings and structures. Reference to basements and lift shafts has also been added to be align with the wording used within EPA Publication 1642 Assessing planning proposals within the buffer of a landfill.</p> <p>In addition, the explanatory report has also been updated to remove a response to Ministerial direction 1 (Potentially contaminated land) as the EPA advised that it was not applicable to the amendment.</p> <p>An updated response to Ministerial direction 19 (Amendment that may result in impacts on the environment, amenity and human health) has also been made to the explanatory report to provide further detail and clarification.</p>
CFA	<p>The proponent amended the subdivision layout to include the construction of a new perimeter road to the west of the site which will provide an area of low threat vegetation (defendable space) between the site and nearby grassland.</p> <p>A requirement for a S173 agreement has been added to the planning permit to ensure the construction of a solid non-combustible fence along the southern interface as per the CFA’s advice dated 6 February 2024.</p>
DEECA	<p>In DEECA’s referral comments dated 21 March 2023 the department did not object to either the amendment or planning permit provided the following changes were made to the draft planning permit:</p> <p>A permit condition added to require a:</p> <ol style="list-style-type: none"> <li>1. Revised Bushfire Assessment</li> </ol> <p>With the following changes:</p>

	<ul style="list-style-type: none"> <li>• Removal of references of the grazing licence as evidence of in-perpetuity occupation and management of the adjoining Govern Road reserves.</li> <li>• Clarification the proposal does not rely on adjoining Crown land to be managed to a particular condition to mitigate bushfire risk.</li> </ul> <p>Officer Response</p> <p>A condition has been added to the draft planning permit requiring a revised Bushfire Assessment. There will no dependence of adjoining road reserves for defendable space. A physical road will be constructed within the western road reserve and a solid non-combustible fence will be constructed along the southern interface. This land will also be managed by Council and not the developer to ensure its properly maintained and does not become a fire risk.</p> <p>2. Deletion of Condition 1. c) ii)</p> <p>The condition requires the developer to enter into a S173 agreement to ensure the adjoining road reserve is managed to a low threat condition.</p> <p>Officer Response</p> <p>The condition has already been removed from the permit as explained there are issues with enforcing the condition particularly as the agreement will be transferred onto each new title created. The condition is no longer required due to the amended plans and construction of a perimeter road, so removal of the condition is supported.</p>
Department of Transport & Planning	A standard condition has been added to the planning permit as recommended by DTP.
Barwon Water	Standard conditions have been added to the planning permit as recommended by Barwon Water.
VicTrack	A condition has been added to the planning permit as recommended by VicTrack

Unmade road reserve

34. The management of the abutting road reserve to the south (see Figure 3 - area shown in red) will default to Council upon the cancellation of a 99-year grazing licence issued by DEECA. The strip is approximately 22m wide by 328m long.
35. The reserve will not be constructed with a road and therefore will not be utilised by vehicles. It will remain as per its current condition (grassed area). Lots can be accessed by Cressy Road or by the two new proposed roads.



36. DEECA has advised the grazing licence will be cancelled following the rezoning with management responsibilities reverting to Council, however no timeframe has been specified by DEECA. The land will be added to Council's Road Register to ensure it is mowed/slashed throughout the year.
37. It is not possible to tie the ongoing management of this land to the developer. Any agreement placed on title such as a S173 agreement would be transferred to the owner of each new lot created therefore making enforcement of the agreement extremely difficult.
38. The economic benefits and future business investment opportunities through the creation of 24 additional industrial lots is considered to outweigh Council's management responsibility of the unmade road reserve. There is also the possibility in the future a road gets constructed within the reserve, which could be the case if the estate expands further west.

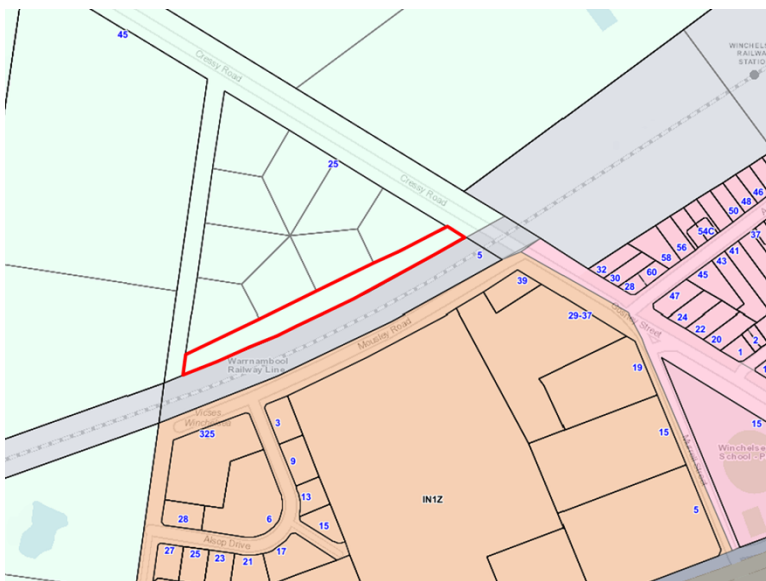


Figure 3 Unmade Government Road reserve to the south

#### Southern boundary fence

39. As noted, the CFA have requested a solid non-combustible fence be constructed along the southern boundary to act as a heat shield as an additional bushfire protection measure. To deter the fence from being graffitied a condition has been added to the planning permit requiring it to have a dark colour with a textured or corrugated surface. Unfortunately, it is not practical for the unmade Road Reserve to be landscaped along the fence line as it provides a fire protection break to the estate.

#### Options

40. **Alternative Option 1** – That Council does not adopt Amendment C138surf and decides to abandon it.

This option is not recommended by officers as the rezoning and subdivision is strategically justified and will provide economic benefits to Winchelsea through local business and employment opportunities.

## **Council Plan (including Health and Wellbeing Plan) Statement**

### **Theme Four - Sustainable Growth**

Strategy 11 - Protect heritage and township character.

41. The amendment supports the sustainable growth of Winchelsea. Winchelsea is a designed growth town within the Surf Coast Shire with potential to grow to a population of 10,00 people by 2050. Additional industrial land supply will help the town to provide a higher level of self-sufficiency. The site attributes have been carefully assessed and is considered an appropriate location to support industrial land use and development.

### **Financial Considerations**

42. Resource implications associated with the administration of Amendment C138surf have been considered. The rezoning and subdivision request will result in future planning permits for building and works. It is considered that future planning applications can be considered within legislative timeframes under existing operating budgets.

### **Community Engagement**

43. The amendment was exhibited between 30 January 2023 to 27 February 2023. Surrounding landowners/occupiers were notified by mail with notices published on Council's website and within the local newspaper.
44. No submissions were received from any landholder or community group, only government agencies which have all been resolved.
45. The subdivision layout was amended by the proponent in response to a CFA submission which resulted in a delay to the process.

### **Statutory / Legal / Policy Considerations**

46. The approval of amendment C138surf will be undertaken in accordance with the legislative process required by the *Planning and Environment Act 1987*.

### **Strategic Risk**

47. **Failure to protect the values and character of our places**  
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
48. By adopting the amendment Council will be meeting its obligation as a responsible authority for administering the planning scheme by providing sufficient supply of industrial land to manage and support urban growth.

### **Risk Rating**

49. The risk rating is low as the Amendment is supported by technical work which demonstrates additional industrial land supply is needed. The site is a suitable and practical location for industrial development to ensure it does not adversely impact on the character of Winchelsea.

### **Risk Appetite**

50. We will manage and support population growth in the municipality, but not at the expense of the most important elements of our environment or the unique heritage and character of the different areas of our Shire.

### **Sustainability Considerations**

51. Sustainability principles will be embedded into the stormwater design which forms a condition on the planning permit. Sustainable materials will be required for all hard landscaping elements.

### **Conflict of Interest**

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

### **Confidentiality**

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

### **Transparency**

#### **Audit and Risk Committee involvement**

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

### **Councillor Briefings**

55. 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: 9 April 2024

<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>N</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 to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.

*Planning and Environment Act 1987*

## **SURF COAST PLANNING SCHEME**

### **AMENDMENT C138surf**

## **PLANNING PERMIT APPLICATION PG21/0085**

### **EXPLANATORY REPORT**

#### **Who is the planning authority?**

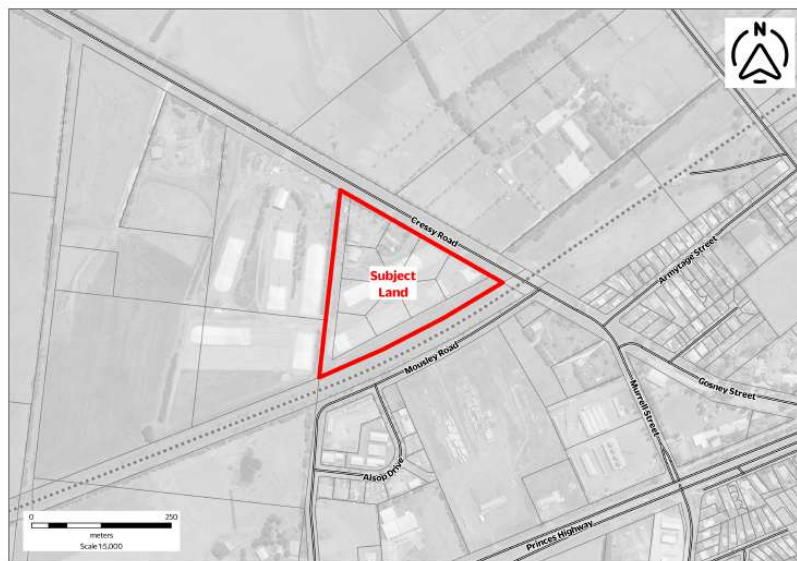
This amendment has been prepared by the Surf Coast Shire Council, which is the planning authority for this amendment.

The amendment has been made at the request of JR & KA Developments Pty Ltd.

#### **Land affected by the amendment**

The amendment applies to land at 25 Cressy Road, Winchelsea (Crown Allotments 1-9 on Title Plan 317193G, Section 72 Parish of Mirnee).

As shown on the map below the site has a triangular configuration with frontage to Cressy Road. The site abuts two unmade road reserves to the west and south. The land has an area of approximately 3.9 hectares, not including the road reserves. It is generally devoid of vegetation apart from some vegetation around a dwelling and sheds.



**Map 1.1: Locality map – 25 Cressy Road, Winchelsea**

A mapping reference table is attached at Attachment A to this Explanatory Report.

The amendment is a combined planning permit application and planning scheme amendment under Section 96A of the *Planning and Environment Act 1987*.

The planning permit application applies to land at 25 Cressy Road, Winchelsea (Crown Allotments 1-9 on Title Plan 317193G, Section 72 Parish of Mirnee).

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### **What the amendment does**

The amendment rezones approximately 3.9 hectares of Farming Zone land to the Industrial 1 Zone and applies the Design and Development Overlay – Schedule 5.

The amendment:

- Amends Planning Scheme Map No. 8 to rezone land at 25 Cressy Road Winchelsea from Farming Zone to Industrial 1 Zone.
- Amends Planning Scheme Map No. 8DDO to apply the Design and Development Overlay (Schedule 5) to land at 25 Cressy Road Winchelsea.
- Amends the Winchelsea Framework Plan at Clause 02.04-4 to include land at 25 Cressy Road, Winchelsea within the defined settlement boundary.

The planning permit application seeks approval to:

- Subdivide land to create 24 industrial lots.

Allotment sizes will range between 1,086 to 2,235 square metres. A new road will be constructed within an unmade road reserve to the immediate west and will serve as a physical break between adjoining grassland to reduce bushfire risk. A new through road will provide east west connection and intersect with Cressy Road.

A draft planning permit (PG21/0085) has been exhibited concurrently with the amendment.

### **Strategic assessment of the amendment**

#### **Why is the amendment required?**

The amendment is required to facilitate additional zoned industrial land supply in a designated growth town. The rezoning request is consistent with the policy directions of the *Growing Winchelsea Shaping Future Growth Strategy (2015)*, which identifies the subject land as being located within an area designated for a future employment precinct.

The existing Winchelsea Industrial Estate contains 19 hectares of Industrial 1 Zoned land on the western entrance to Winchelsea, north of the Princes Highway. The Winchelsea Industrial Estate supports a number of service businesses and light industrial activities, however future expansion is constrained by both physical factors including a railway line and highway interface, and current land tenure arrangements.

The proposal is supported by an Industrial Land Supply and Demand Assessment. The report prepared by Spatial Economics in 2020, found that the Winchelsea industrial land supply market is characterised by:

- a small number of vacant lots (5 lots)
- a total of 3.4 hectares of vacant land
- no industrial land sales activity in recent years.

The study recognises that Winchelsea has a low rate of industrial land consumption, with a take up rate of 0.3 hectares per annum. At the current consumption rate Winchelsea has a supply of 9 years of Industrial 1 Zoned land assuming 'the larger lots are subdivided to smaller lots'. The proposal presents an opportunity to increase the number of smaller, serviced industrial lots available to the market and will thereby facilitate and stimulate new business investment.

Future development of the subject land will be guided by the Design and Development Overlay (Schedule 5). This control is applied to other industrial estates located within Surf Coast Shire and has facilitated positive development outcomes.

#### **How does the amendment implement the objectives of planning in Victoria?**

The amendment satisfies the objectives for planning in Victoria for the following reasons:

- The proposal provides for the orderly, economic and sustainable use and development of land within the town of Winchelsea.

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- Planning permit conditions will ensure that the development does not have an adverse impact on natural and man-made resources.
- The proposed use and development will provide for the efficient development of an industrial estate in a growing regional town.
- Technical reports demonstrate that the proposal will not have an unreasonable impact on public utilities.

As previously noted, the proposal is supported by policies contained within the Surf Coast Planning Scheme and the *Growing Winchelsea Shaping Future Growth* strategy.

#### **How does the amendment address any environmental, social and economic effects?**

The proposal is supported by a range of technical assessment reports detailing how the subdivision will address a range of environmental, social and economic considerations to prevent any detrimental impacts on the subject land or the immediately surrounding environment.

Technical reports successfully demonstrate that the subject land is not:

- Prone to flooding.
- Impacted by salinity or erosion.
- Encumbered by any remnant native vegetation.

The application is supported by a Bushfire Assessment Report. The report provides a detailed response to Clause 13.02-1S of the Surf Coast Planning Scheme.

The proponent has carefully considered the historic use of the subject land and the directly adjoining land parcels. Jet Environmental Consultants have prepared a Landfill Gas Risk Assessment to address any potential impacts associated with a decommissioned municipal landfill previously operating at 75 Cressy Road. The assessment found that the risk of subsurface landfill gas migration from the former quarry site is very low. The report provides the following recommendations:

- No ongoing management or monitoring of landfill gas is recommended with respect to the proposed site rezoning and subdivision.
- Further assessment of landfill gas risk via an environmental audit under Section 53V of the Environmental Protection Act 1970 is not recommended for the site.

It is considered that the proposal will result in net community benefit through increased economic activity. During the construction phase the subdivision will support local jobs. Once complete the business estate will increase the supply of serviced industrial lots and thereby encourage new business activity.

#### **Does the amendment address relevant bushfire risk?**

The subject land is not covered by the Bushfire Management Overlay, however it is located within a Bushfire Prone Area.

The proposal is supported by a Bushfire Risk Assessment Report prepared by South Coast Bushfire Consultants (version 4, November 2022). The assessment determined that all proposed lots within the subdivision can achieve a BAL rating of 12.5. The BAL for the site was determined based on the setback distance from the property boundary to unmanaged grassland vegetation to the west.

More specifically, the report identifies a number of features of the subdivision design that provide an appropriate response to identified bushfire risk. Bushfire protection measures include:

1. The construction of a new road to the west of the site will enable a 20m managed strip of vegetation (low threat) which will ensure lots are appropriately setback from surrounding grassland.
2. The ongoing management of the road reserve to the south to low threat conditions.
3. The construction of a steel boundary fence to the western aspect (the CFA only requires steel fencing along the southern interface not the western due to the new road providing adequate separation from nearby grassland – permit condition have been amended to reflect the CFA's advice to the amended subdivision layout).
4. Management of all vegetation within the subdivision to a low threat condition.

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The report provides further support for the amendment indicating that *“the appropriate development of this site will reduce the grassland hazards on the western interface of the township, ultimately reducing the vulnerability of the Winchelsea township from a grassfire attack from the west”*.

Advice has been sought from the Country Fire Authority. The CFA has provided a number of recommendations which have led to the proponent amending the subdivision layout to reduce bushfire risk.

Permit conditions have been added to ensure a solid non-combustible fence is constructed along the southern boundary to address CFA concerns.

**Does the amendment comply with the requirements of any Minister’s Direction applicable to the amendment?**

The amendment complies with the following Ministerial Directions:

- Ministerial Direction – The form and content of planning schemes (Section 79(5) direction)
- Ministerial Direction No. 11 – Strategic assessment of amendments
- Ministerial Direction No. 19 – Preparation and content of amendments that may significantly impact the environment, amenity and human health

It is noted Ministerial Direction No. 1 – Potentially contaminated land does not apply to this amendment as there are no sensitive uses proposed as part of the combined amendment and subdivision.

The amendment including proposed ordinance is consistent with the Ministerial Direction on the form and content of planning schemes under section 7(5) of the Act and Ministerial Direction No.11 – Strategic Assessment of Amendments under Section 12(2)(a) of the Act.

Ministerial Direction 19 requires the responsible authority to seek the written views of the Environmental Protection Authority (EPA). The EPA reviewed the Landfill Gas Risk Assessment prepared by Jet Environmental Consultants and recommended further consideration of the following matters:

- The future use / retention of the existing dwelling at 25 Cressy Road.
- Permit controls to prevent the construction of all sub-surface structures (e.g. basements or lift shafts) in any resulting industrial land development.

In response to EPA comments, permit conditions have been added to the draft planning permit. Condition 1 c) requires a restriction to be placed on all lots created by the subdivision to prevent the construction of subsurface structures. The condition has been worded specifically to align with EPA Publication 1642 Assessing planning proposals within the buffer of a landfill by to exclude the construction of basements or lift shafts.

Condition 12 of the permit requires either removal or decommissioning of the dwelling prior to the issue of statement of compliance for the subdivision. Reference to the final stage has been removed from the condition as recommended by the EPA for clarity as the subdivision will not be staged.

The EPA’s submission also commented that consideration should be given to the potential impact future industrial uses may have on dwellings to the south-east of the site. The closest residential property is approximately 160 metres from the site. In some instances, the buffer distance between future industrial lots and the nearest dwelling will be over 400 metres. Based on an average allotment size of 1,430 square metres (lots are generally between 1,000 to 3,000 square metres) it is expected the subdivision will be developed and occupied for light industrial purposes to service local trades and businesses which don’t require large allotments. The minimum threshold for an industrial use not listed within clause 53.10 (Uses and Activities with Potential Adverse Impacts) is 30 metres from a residential zone. Any use that has potential to cause off site amenity impacts and is listed in clause 53.10 will require a planning permit and detailed assessment to determine land use compatibility.

Planning Practice Note 30 (Potentially contaminated land)

The site is considered unlikely to be potentially contaminated based on its existing conditions and is deemed suitable for its intended use for industrial purposes. The reasons for this being:

Past land use history – the site has been used for several purposes including a residential dwelling, civil earth works depot and grain storage. These uses generally do not have high or medium potential for contamination (PPN30). Historic aerial imagery sourced by Jet Environmental dating back to 1986 confirms the presented land use history of the site.

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Physical inspection – Jet Environmental inspected the property as part of their Landfill Gas Risk Assessment. No evidence of underground or chemical storage tanks or soil stockpiles were observed at the site. In addition, no surface staining or odorous soils were noted.

In 2020, the site was inspected by Provincial Geotechnical Pty Ltd who produced a Land Capability Assessment Report for the site. Five bore holes were taken as part of the assessment with no samples containing any waste material.

Physical separation from former landfill – the former landfill is approximately 210 metres west of the site and is physically separated by an unmade road reserve and rural property at No. 45 Cressy Road, Winchelsea which has also been used to store grain.

The requirements of Ministerial Direction No 19 are considered relevant to the amendment given that the subject land is located within 500 metres of a former municipal landfill site. In response to the requirements of Ministerial Direction No. 19 the applicant engaged Jet Environmental Consultants to prepare a detailed Landfill Gas Risk Assessment Report. The Landfill Gas Risk Assessment Report recommends that no ongoing management or monitoring of landfill gas is required. Furthermore, the report indicates that an environment audit under the *Environment Protection Act 1970* is not recommended for the site.

#### **How does the amendment support or implement the Planning Policy Framework and any adopted State policy?**

The amendment supports and implements:

- Clause 11.02-1S (Supply of urban land) seeks to ensure that there is a sufficient supply of land provided within the Shire for industry. The proposal will deliver 23 serviced industrial lots, each with an area of between 1000 and 2500 square metres.
- Clause 11.02-2S (Structure planning) seeks to ensure the orderly development of land through the preparation of structure plans. The proposal is consistent with directions contained with the *Growing Winchelsea Shaping Future Growth Plan* regarding locations for future employment land.
- Clause 13.02-1S (Bushfire planning) is relevant to land located with a Bushfire Prone Area. As previously noted, the amendment is supported by a technical report responding to the specific requirements of Clause 13.02-1S.
- Clause 13.04-1S (Contaminated and potentially contaminated land) aims to ensure that contaminated and potentially contaminated land is or will be suitable for its intended future use and development, and that this land is used and developed safely. The former use of the subject land and the directly adjoining parcels have been considered in the investigation of potential impacts associated with a nearby decommissioned municipal landfill. The subject land is considered to have a very risk of contamination and is therefore considered to an appropriate location for industrial land use and development.
- Clause 14.01-1S (Protection of agricultural land) seeks to preserve productive farmland from unplanned loss due to permanent changes to land use. The subject land is zoned Farming Zone and is currently utilised for the purposes of grain storage. A planning permit has been issued to allow the relocation of the existing grain storage activities to a nearby parcel of land. The development of the subject land would not detrimentally impact an existing viable farming operation.
- Clause 17.01-1S (Diversified economy) seeks to 'Protect and strengthen existing and planned employment areas and plan for new employment areas'. Further the policy seeks to 'improve access to jobs closer to where people live' and 'support rural economies to grow and diversify'.
- Clause 17.03-1S (Industrial land supply) seeks to ensure the availability of land for industry in appropriate locations. The policy requires consideration of the EPA document '*Recommended separation distances for industrial residual air emissions*' (Publication 1518, Environment Protection Authority, March 2013). The guide provides recommendations for interface treatments and buffer distances to prevent amenity impacts as a result of dust and odour emissions.

The amendment supports the following Regional and Local Planning Policies as detailed below:

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- Clause 11.01-1R (Settlement – Geelong G21) by providing an appropriately located additional supply of industrial land to meet community needs in accordance with the G21 Regional Growth Plan.
- Clause 17.01-1R (Diversified economy – G21 region) seeks to support new businesses that provide employment and innovation opportunities in identified employment nodes across the region.
- Clause 17.03-1R (Industrial land supply – Geelong G21) seeks to 'Plan for the expansion of industrial employment areas in Colac and Winchelsea'.
- Clause 17.03-1L (Industrial land supply) seeks to 'discourage industrial use and development along the Princes Highway outside of industrial zones in Winchelsea'.

**How does the amendment support or implement the Municipal Planning Strategy?**

The amendment supports the strategic directions of the Municipal Planning Strategy through the implementation of the following policies:

- Clause 02.03-7 – By facilitating 'business and industry ventures in Winchelsea that provide local services'.
- Clause 02.04-1 – By supporting growth in an identified 'Urban Growth Centre'.
- Clause 02.04-4 – By supporting the logical expansion of the 'Industrial Estate' on the western boundary of the Winchelsea township.

**Does the amendment make proper use of the Victoria Planning Provisions?**

The amendment makes proper use of the Victorian Planning Provisions by applying the appropriate zone and overlay controls to facilitate the future use of the subject land for employment generating activities.

**How does the amendment address the views of any relevant agency?**

Council sought preliminary comments and exhibited the amendment to the agencies below. Th EPA, CFA and DEECA where consulted post exhibition regarding the amended subdivision plan.

Agency	Response
EPA	<p>Condition 1c) and Condition 12 have been redrafted to reflect the EPA's email advice to Surf Coast Shire dated 8 February 2024 and their submission dated 27 February 2023.</p> <p>Condition 1c) includes reference to '<u>all</u>' subsurface buildings and structures. Reference to basements and lift shafts has also been added to be align with the wording used within EPA Publication 1642 Assessing planning proposals within the buffer of a landfill.</p> <p>In addition, the explanatory report has also been updated to remove a response to MD1 as the EPA advised that it did not apply to the amendment.</p> <p>An updated response to MD19 has also been made to the explanatory report.</p>
CFA	<p>The proponent amended the subdivision layout to include the construction of a new road to the west of the site which will provide an area of low threat vegetation (defendable space) between the site and nearby grassland.</p> <p>A requirement for a S173 agreement has been added to the planning permit to ensure the construction of a solid non-combustible fence along the southern interface as per the CFA's advice dated 6 February 2024.</p>
DEECA	It is noted DEECA did not object to either the amendment or planning

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	<p>permit, however they did not consent to the reliance of the existing grazing licence to ensure the adjoining roads reserves are managed to a low threat condition to achieve defendable space requirements.</p> <p>To appease DEECA, Surf Coast Shire will take over the management of the western unmade road reserve as a new road is to be constructed. The road reserve will be managed by council to a low threat condition.</p> <p>Council will also take over the future management of the southern unmade road reserve. DEECA advised that the grazing licence on the land would likely be cancelled following rezoning and the land management responsibilities would revert to council. The unmade road reserve will be added to council asset register to ensure vegetation is managed to mitigate any bushfire risk.</p> <p>The management of both adjoining road reserves by council resolves DEECA's concern.</p>
Department of Transport	A condition has been added to the draft planning permit
Barwon Water	Standard conditions have been added to the draft planning permit
Powercor	Standard conditions have added to the draft planning permit
VicTrack	A condition has been added to the draft planning permit

**Does the amendment address relevant requirements of the Transport Integration Act 2010?**

The amendment ensures transport and land use planning are integrated and appropriate transport infrastructure outcomes are provided for.

The amendment is supported by a Traffic Impact Assessment Report prepared by Traffix Consultants. The proposal is not expected to have a significant impact on the transport system.

**Resource and administrative costs**

**What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

Council has considered resource implications associated with the administration of Amendment C138. It is acknowledged that the rezoning and subdivision request will result in future planning permits for building and works. It is considered that future planning applications can be considered within legislative timeframes under existing operating budgets.

**Where you may inspect this amendment**

The amendment can be inspected free of charge at the Surf Coast Shire Council website at <https://www.surfcoast.vic.gov.au/Property/Planning-and-Building/Planning/Land-use-planning>.

The Amendment is also available for public inspection, free of charge, during office hours at the following places:

- Surf Coast Shire Council, 1 Merrijig Drive, Torquay – during office hours

The amendment can also be inspected free of charge at the Department of Transport and Planning website at [www.planning.vic.gov.au/public-inspection](http://www.planning.vic.gov.au/public-inspection) or by contacting the office on 1800 789 386 to arrange a time to view the amendment documentation.

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**ATTACHMENT A - Mapping reference table**

Location	Land /Area Affected	Mapping Reference
Winchelsea	Part of 25 Cressy Road, Winchelsea (known as Crown Allotments 1-9, Section 72, Parish of Mirnee)	Surf Coast C138 001znMap8 Exhibition Surf Coast C138 002ddoMap8 Exhibition

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*Planning and Environment Act 1987*

**SURF COAST PLANNING SCHEME**

**AMENDMENT C138surf**

**INSTRUCTION SHEET**

The planning authority for this amendment is the Surf Coast Shire Council.

The Surf Coast Planning Scheme is amended as follows:

**Planning Scheme Maps**

The Planning Scheme Maps are amended by a total of 2 attached map sheets.

**Zoning Maps**

1. Amend Planning Scheme Map No. 8 in the manner shown on the attached map marked "Surf Coast Planning Scheme, Amendment C138surf".

**Overlay Maps**

2. Amend Planning Scheme Map No. 8DDO in the manner shown on the attached map marked "Surf Coast Planning Scheme, Amendment C138surf".

**Planning Scheme Ordinance**

The Planning Scheme Ordinance is amended as follows:

3. In **Purpose and Vision** – replace Clause 02.04-4 with a new Clause 02.04-4 in the form of the attached document.

End of document

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**SURF COAST PLANNING SCHEME**

**02.04**

10/06/2021  
C136surf

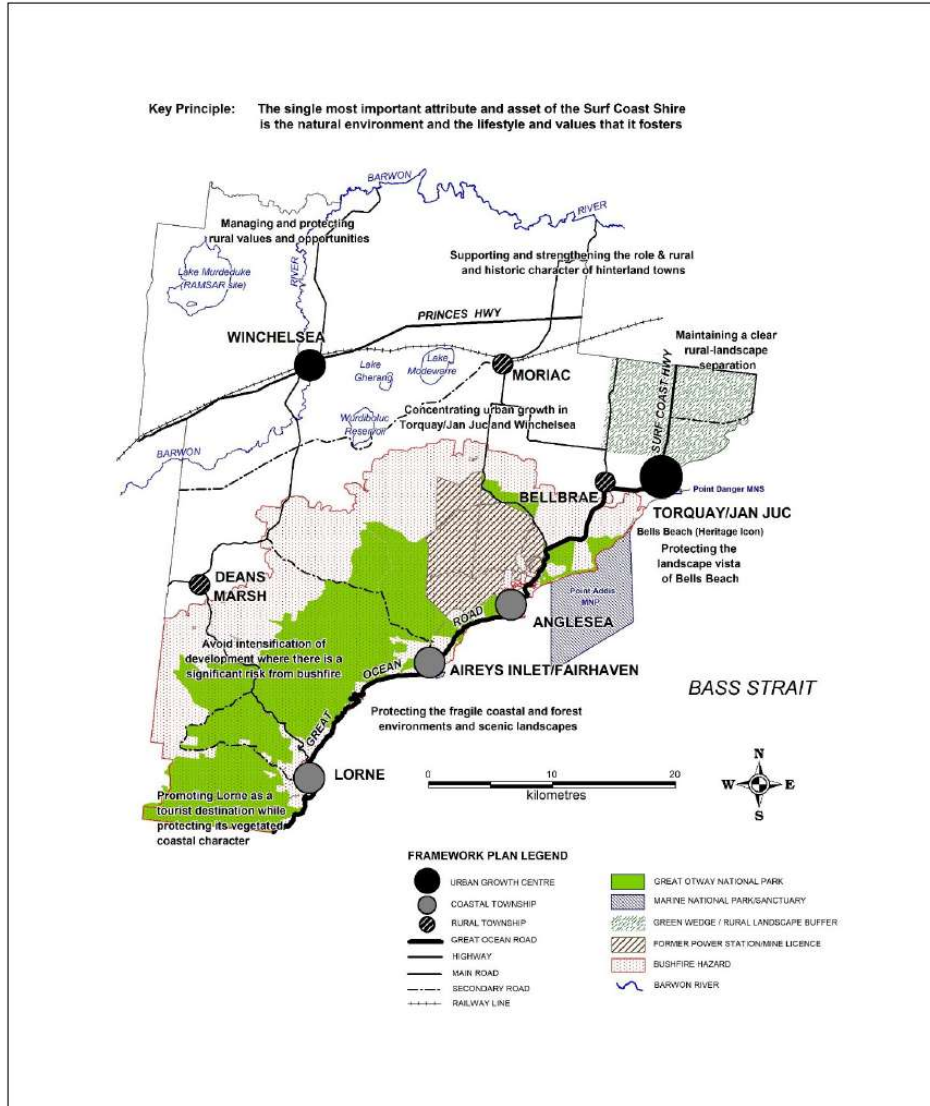
**STRATEGIC FRAMEWORK PLANS**

The plans contained in Clause 02.04 are to be read in conjunction with the strategic directions in Clause 02.03.

**02.04-1**

10/06/2021  
C136surf

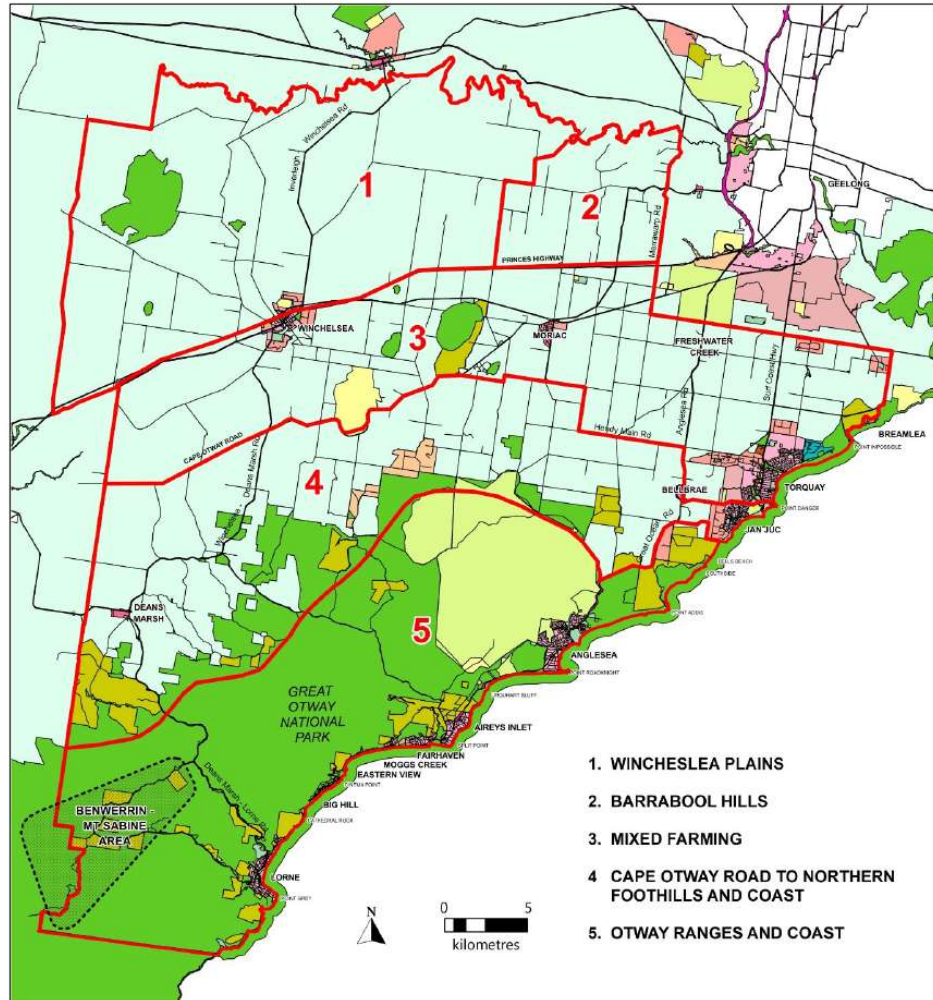
**Municipal strategic framework plan**



**SURF COAST PLANNING SCHEME**

**02.04-2**  
10/06/2021  
C136surf

**Landscape precincts plan**

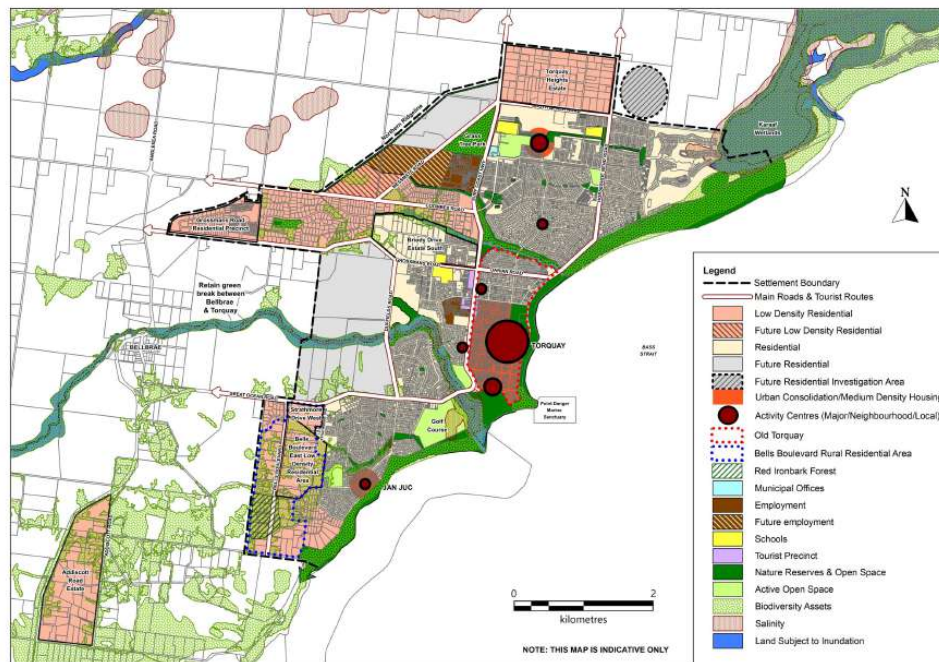


**SURF COAST PLANNING SCHEME**

**02.04-3**

10/06/2021  
 C136surf

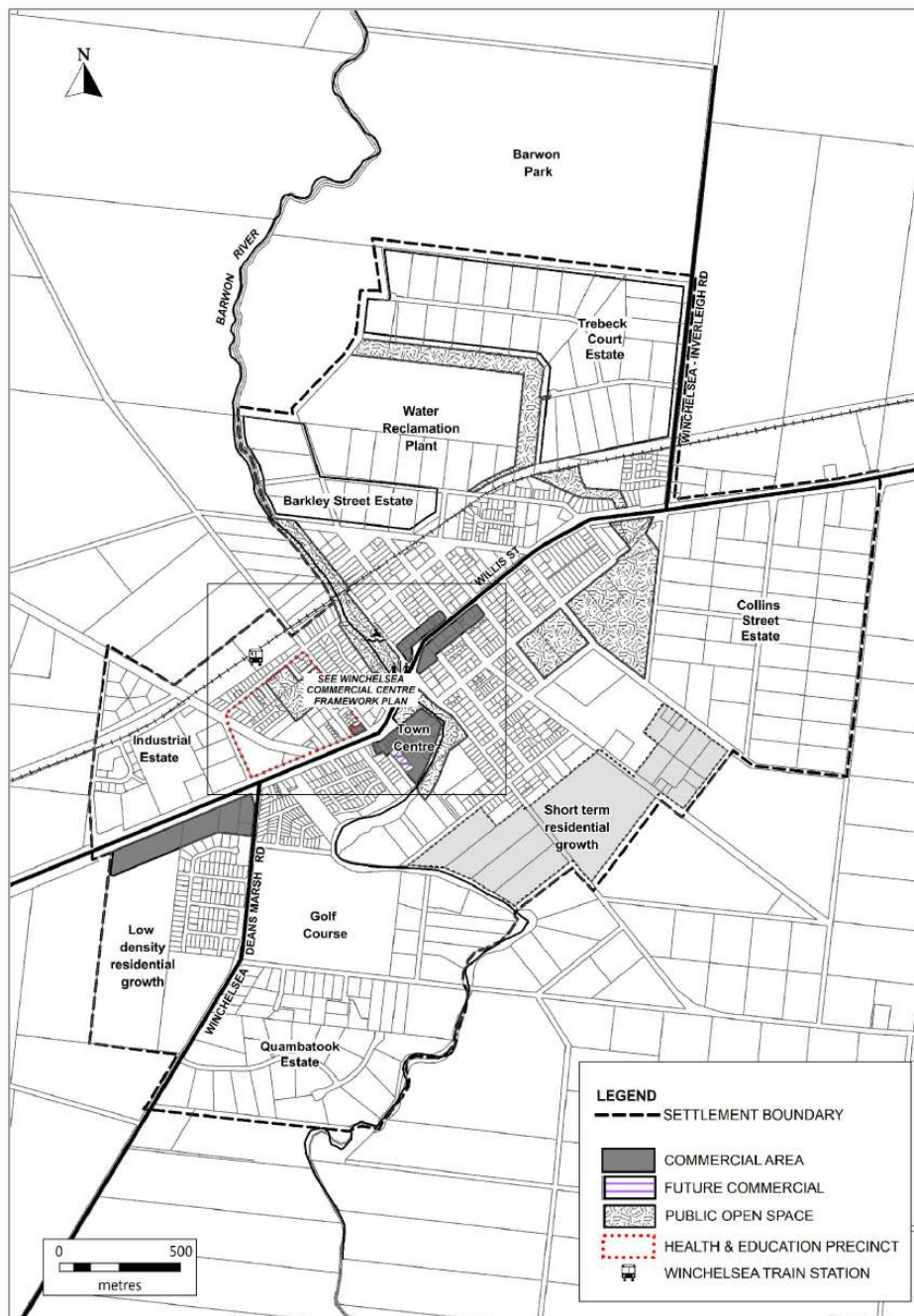
**Torquay-Jan Juc framework plan**



SURF COAST PLANNING SCHEME

02.04-4 Winchelsea framework plan

Proposed C138surf





SURF COAST PLANNING SCHEME

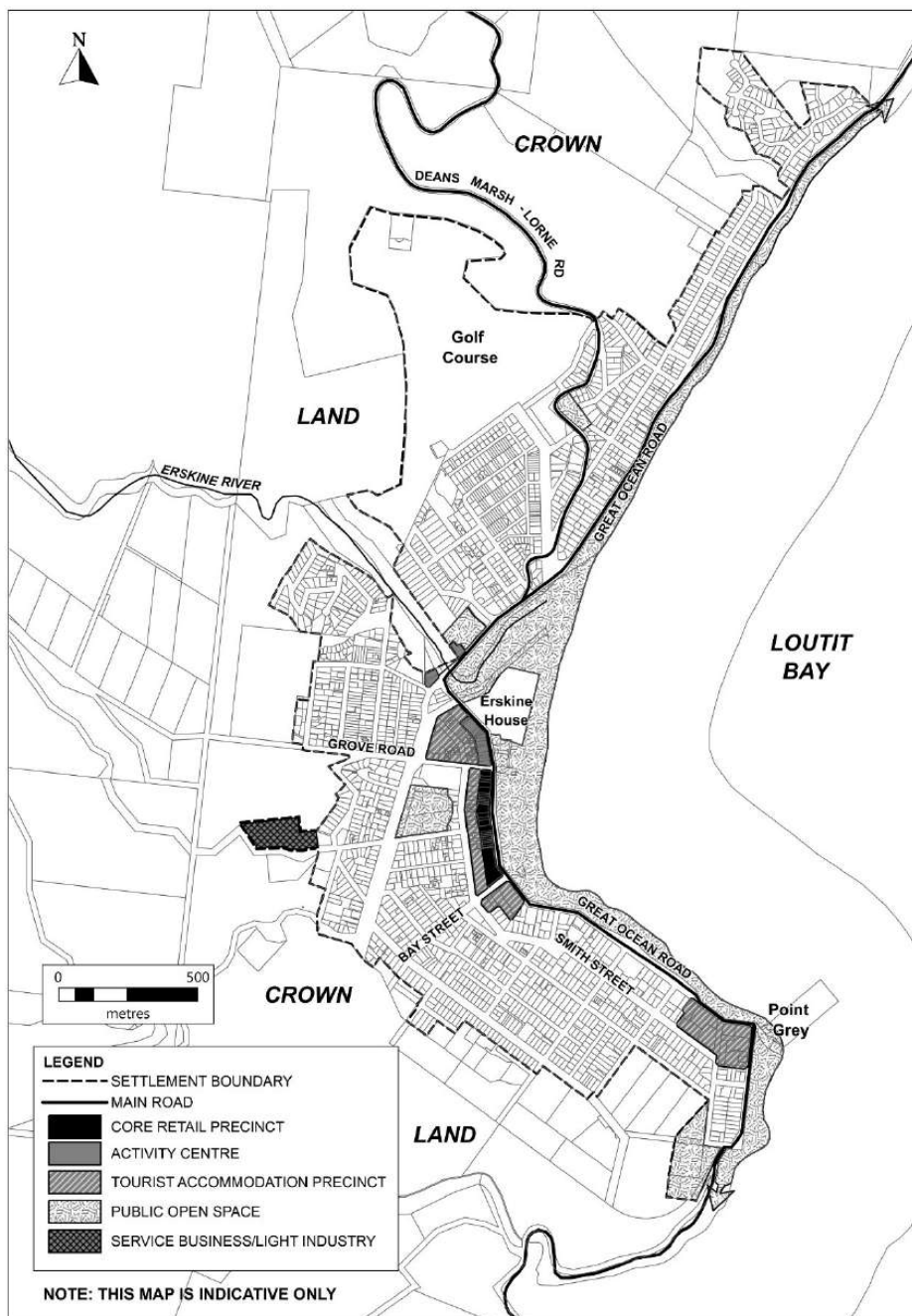
Winchelsea commercial centre framework plan



SURF COAST PLANNING SCHEME

02.04-5 Lorne framework plan

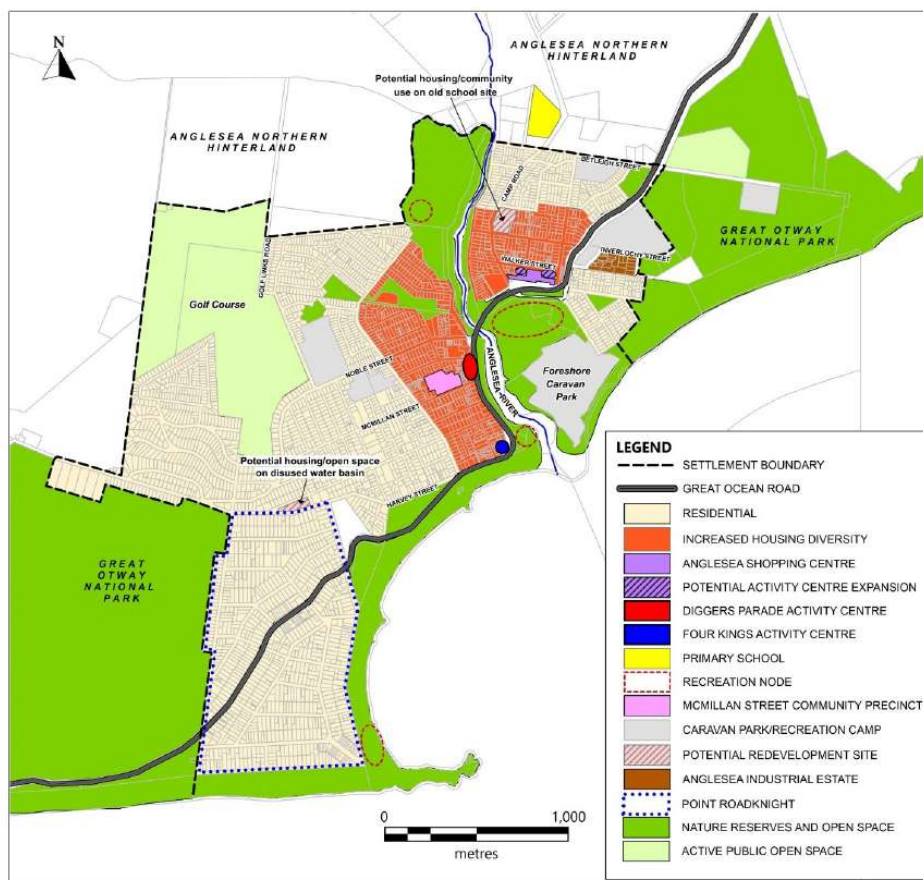
10/06/2021  
C136surf



**SURF COAST PLANNING SCHEME**

**02.04-6 Anglesea framework plan**

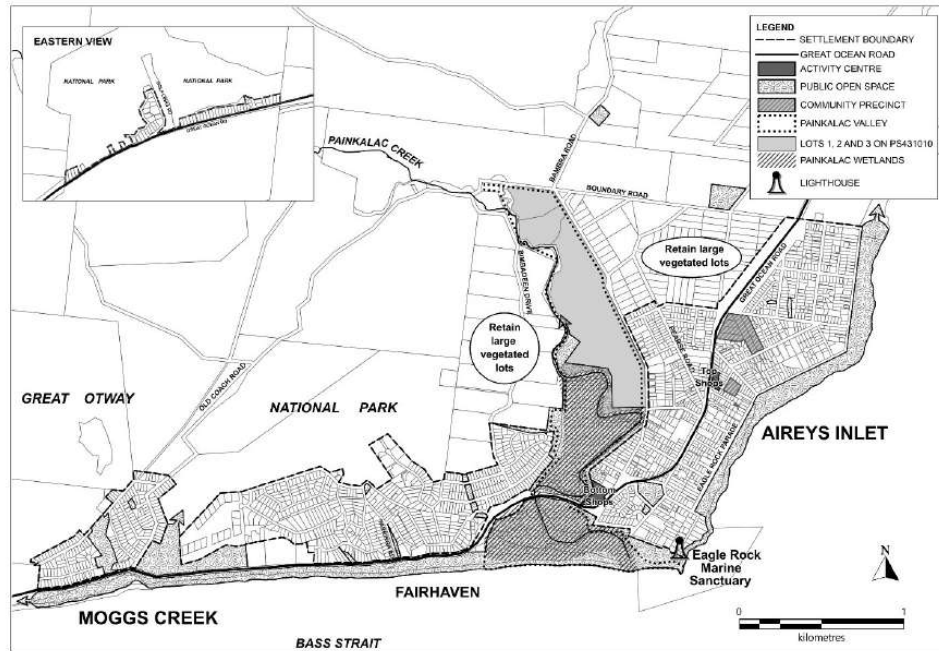
10/06/2021  
 C136surf



SURF COAST PLANNING SCHEME

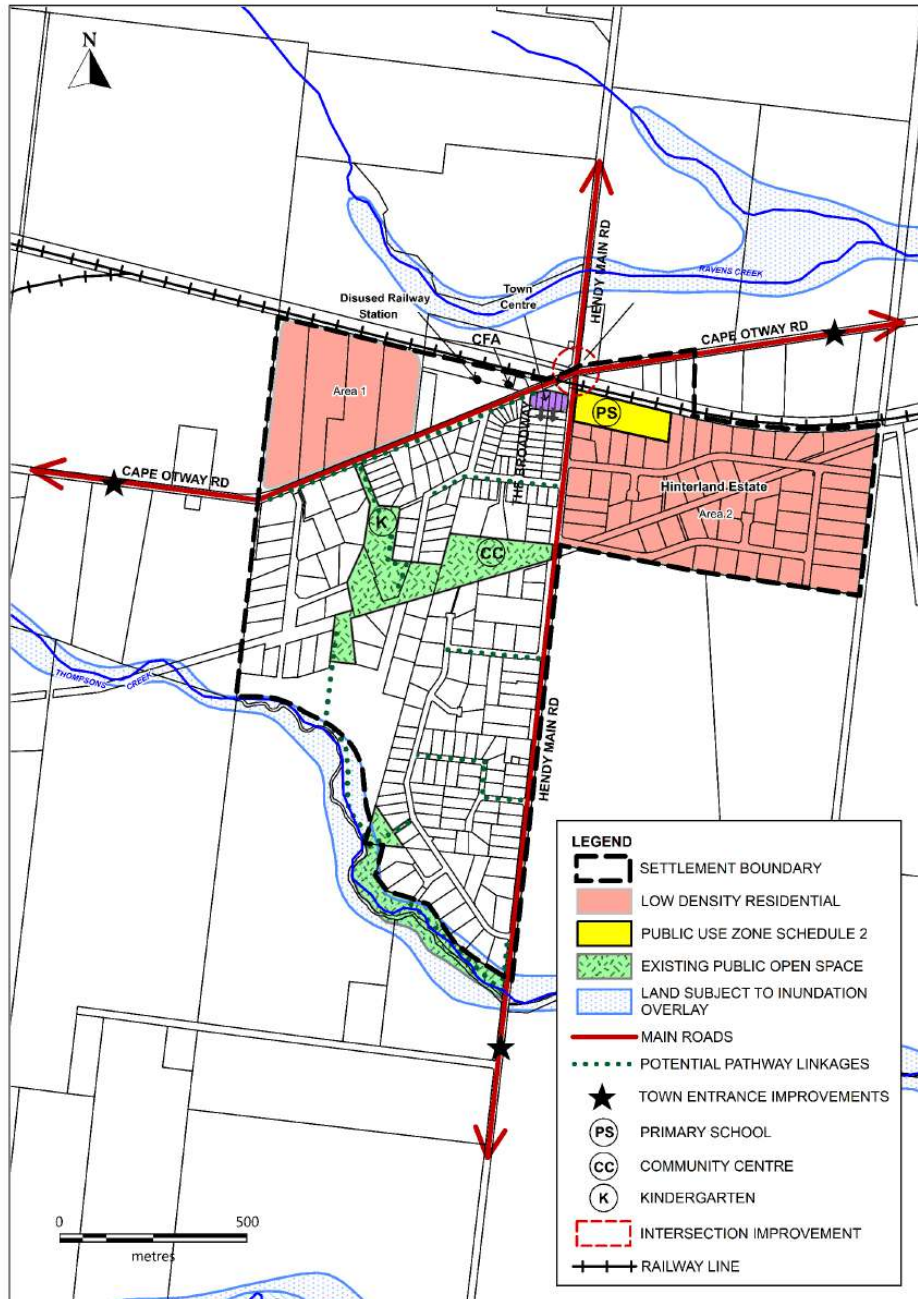
02.04-7 Aireys Inlet to Eastern View framework plan

10/06/2021  
C136surf



SURF COAST PLANNING SCHEME

**02.04-8** Moriac framework plan  
 22/10/2021  
 C124surf

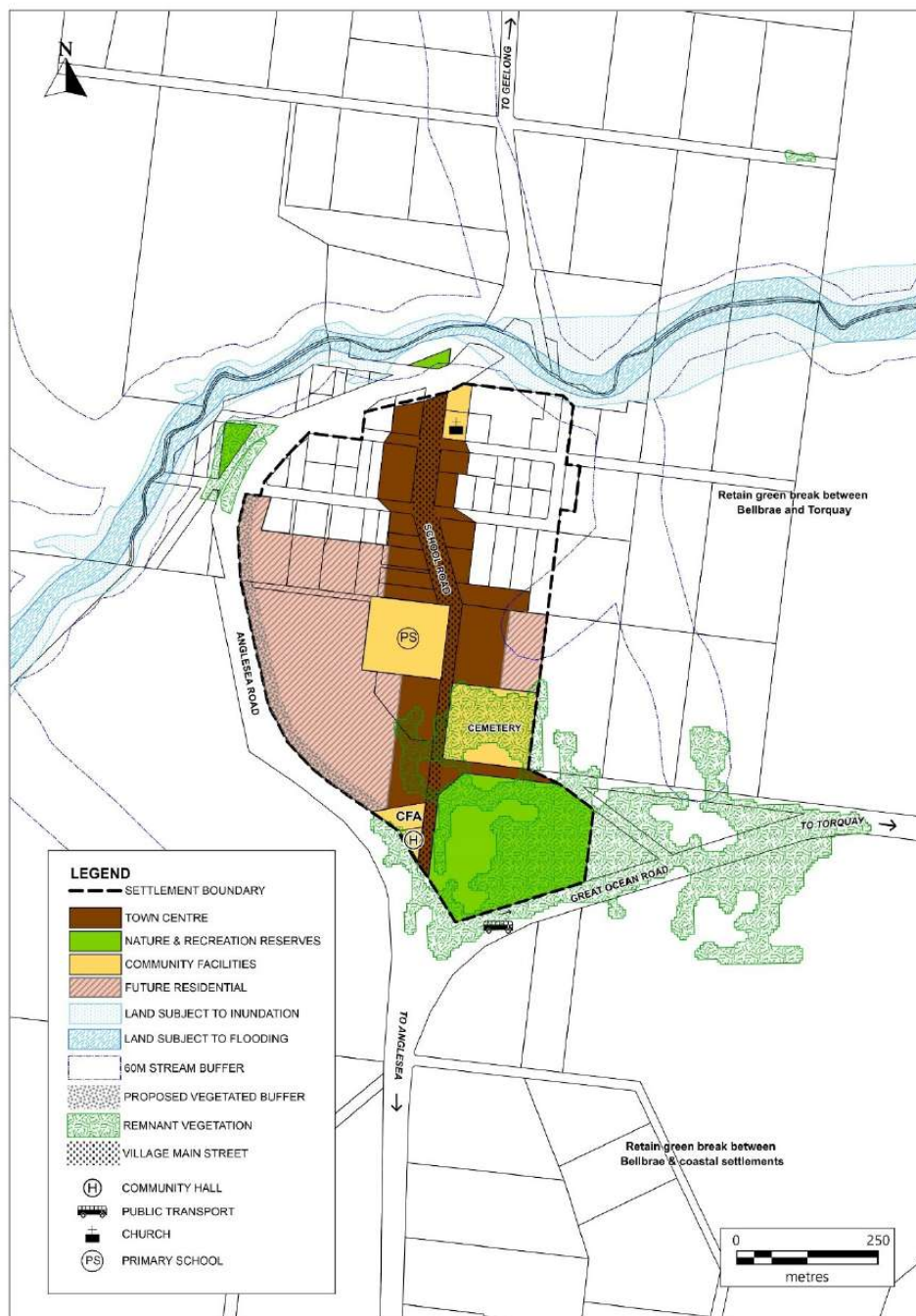


**SURF COAST PLANNING SCHEME**

**02.04-9**

10/06/2021  
 C136surf

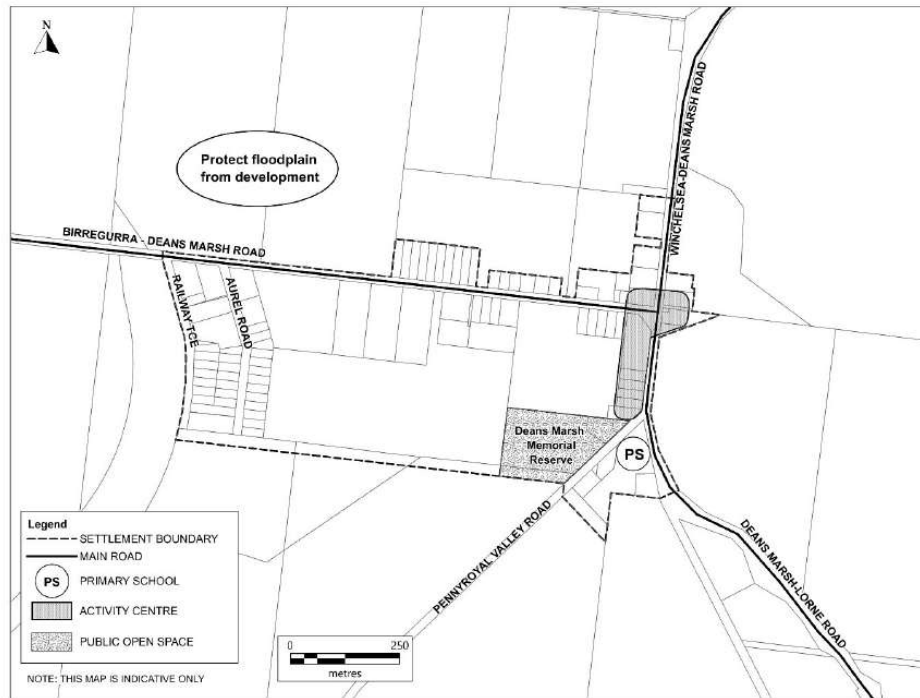
**Bellbrae framework plan**



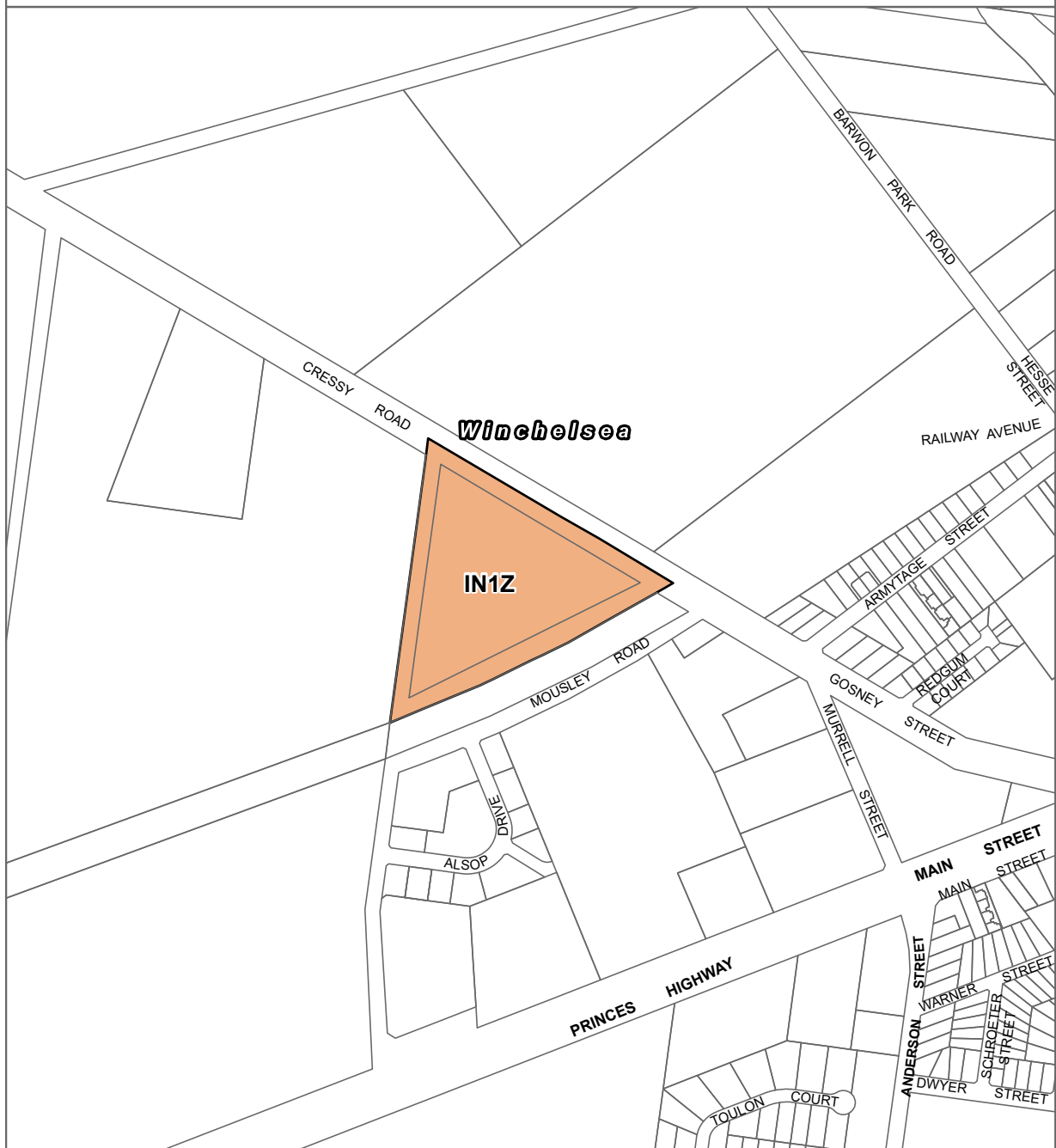
SURF COAST PLANNING SCHEME

02.04-10 Deans Marsh framework plan



10/06/2021  
C136surf

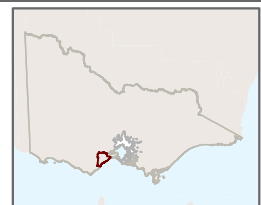


**SURF COAST PLANNING SCHEME - LOCAL PROVISION  
AMENDMENT C138surf**



**LEGEND**

-  IN1Z - Industrial 1 Zone
-  Local Government Area



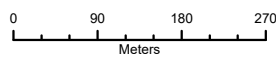
Part of Planning Scheme Map 8

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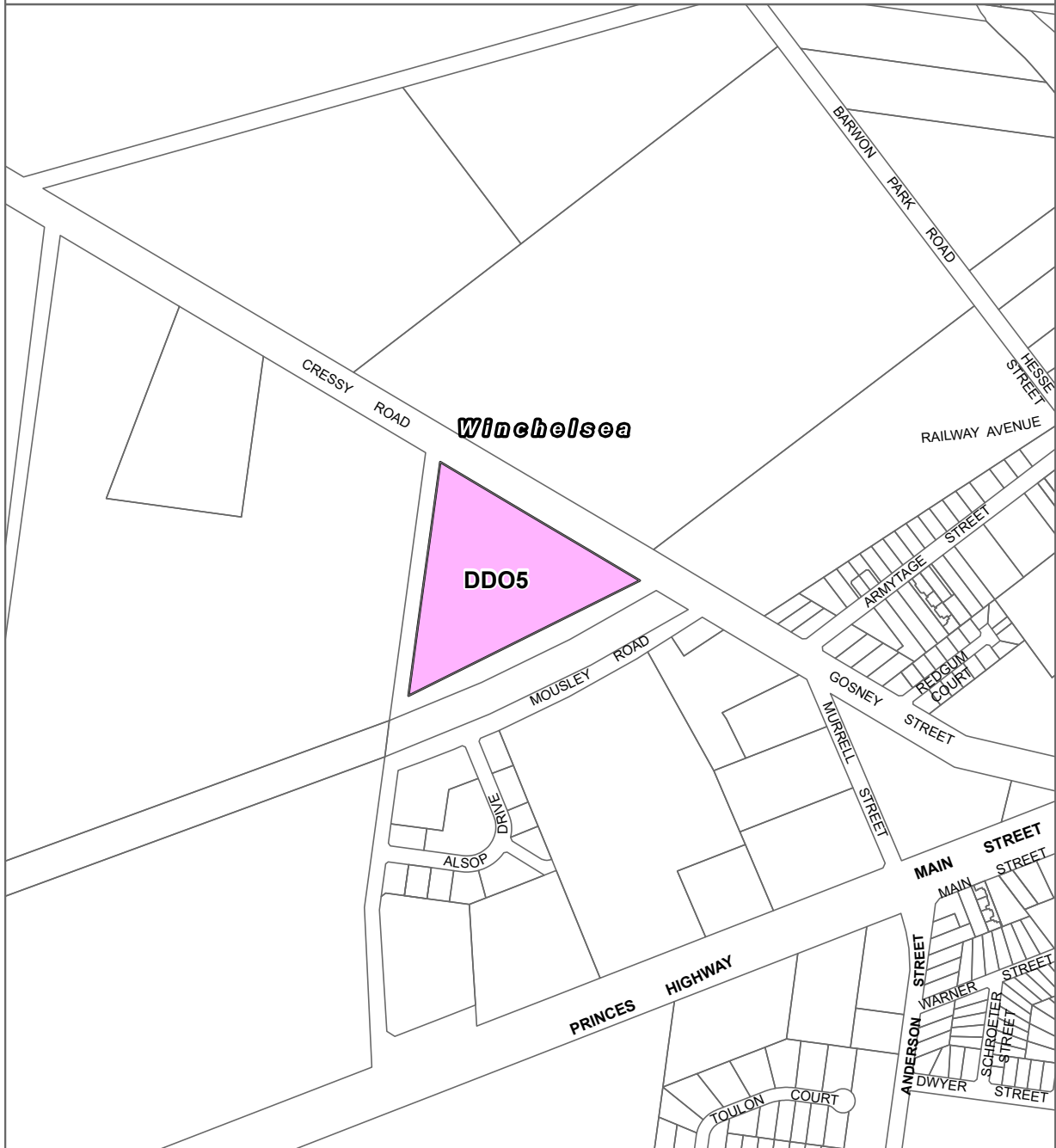
Planning Group  
Print Date: 28/03/2022  
Amendment Version: 1





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and Planning



**SURF COAST PLANNING SCHEME - LOCAL PROVISION  
 AMENDMENT C138surf**



**LEGEND**

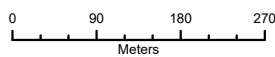
-  DDO5 - Design and Development Overlay - Schedule 5
-  Local Government Area



Part of Planning Scheme Map 8DDO

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 Print Date: 28/03/2022  
 Amendment Version: 1



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Section 96J

**PLANNING PERMIT GRANTED UNDER SECTION 96J OF  
THE PLANNING AND ENVIRONMENT ACT 1987**

<b>Permit No.:</b>	PG21/0085
<b>Planning scheme:</b>	Surf Coast Planning Scheme
<b>Responsible authority:</b>	Surf Coast Shire Council
<b>ADDRESS OF THE LAND:</b>	25 Cressy Road, Winchelsea (Crown Allotments 1-9 Section 72 Parish of Mirnee)

**THE PERMIT ALLOWS:**

<b>Planning scheme clause No.</b>	<b>Description of what is allowed</b>
33.01-3	Subdivision

**THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:**

**Plans for approval**

- Before the plan of subdivision is certified under the *Subdivision Act 1988*:

**Functional Layout Plan**

- A functional layout plan to the satisfaction of the responsible authority, must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and then form part of the permit. The plan must be drawn to scale with dimensions and 3 copies must be provided. The plan must be generally in accordance with the plans submitted with the application but modified to show:
  - Layout plan for the roads and streets.
  - Naming of new streets in accordance with Surf Coast Shire place Naming Policy (SCS 005, 2018) and Place Naming Guidelines (MPP 003,2018) (themes for Winchelsea – names of pioneering families and local returned servicemen)
  - Staging of development.
  - Width of each road reserve.
  - Location of carriageways, footpaths, vehicle crossings and Traffic Control Devices. Cross overs should located to reduce the number of access points onto Cressy Road and shared between lots where possible. Crossovers onto

<b>Date issued:</b>	<b>Signature for the responsible authority:</b>
<b>Date permit comes into operation:</b> (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)	

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Cressy Road should be avoided where alternative access can be obtained from the internal road network.

- vi) Location and offsets of all utility services.

**Stormwater Management Plan**

- b) A stormwater management plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the Stormwater Management Plan will be endorsed and will then form part of the permit. The Stormwater Management Plan must be designed to:
  - i) Demonstrate the downstream drainage system has sufficient capacity to cater for the additional stormwater volume created from the development.
  - ii) Meet the requirements to the satisfaction of the water authority where reuse of stormwater is proposed.
  - iii) Meet the current best practice performance objectives for stormwater quality as contained in the Urban Stormwater - Best Practice Environmental Management Guidelines (Victorian Stormwater Committee, 1999).
  - iv) Ensure that flows downstream of the subdivision site are restricted to pre-development levels unless increased flows are approved by the relevant drainage authority and there are no detrimental downstream impacts.
  - v) Contribute to cooling, improving local habitat and providing attractive and enjoyable spaces.
  - vi) Integrate with the overall development plan including the street and public open space networks and landscape design.
  - vii) For all storm events up to and including the 20% Average Exceedance Probability (AEP) standard:
    - a) Stormwater flows should be contained within the drainage system to the requirements of the relevant authority.
    - b) Ponding on roads should not occur for longer than 1 hour after the cessation of rainfall.
  - viii) For storm events greater than 20% AEP and up to and including 1% AEP standard:
    - a) Provision must be made for the safe and effective passage of stormwater flows.
    - b) All new lots should be free from inundation or to a lesser standard of flood protection where agreed by the relevant floodplain management authority.
    - c) Ensure that streets, footpaths and cycle paths that are subject to flooding meet the safety criteria  $d_a V_{ave} < 0.35 \text{ m}^2/\text{s}$  (where,  $d_a$  = average depth in metres and  $V_{ave}$  = average velocity in metres per second).
  - ix) The design of the local drainage network should:
    - a) Ensure stormwater is retarded to a standard required by the responsible drainage authority.

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- b) Ensure every lot is provided with drainage to a standard acceptable to the relevant drainage authority. Wherever possible, stormwater should be directed to the front of the lot and discharged into the street drainage system or legal point of discharge.
- c) Ensure that inlet and outlet structures take into account the effects of obstructions and debris build up. Any surcharge drainage pit should discharge into an overland flow in a safe and predetermined manner.
- d) Include water sensitive urban design features to manage stormwater in streets and public open space. Where such features are provided,
- x) Any flood mitigation works must be designed and constructed in accordance with the requirements of the relevant floodplain management authority.
- xi) Outline maintenance responsibilities, requirements and costs for the stormwater infrastructure installed.
- xii) Show any staging of the delivery of stormwater management infrastructure, including temporary infrastructure.
- xiii) Maintenance of the stormwater treatment facilities for 2 years after the Certificate of Practical Completion is issued for the final stage of the development, excluding hard Civil Works (i.e. concrete works, pipes and structures) that will otherwise have a maintenance period of 3 months.

**Section 173 Agreement**

- c) The owner must enter into an agreement with the responsible authority made pursuant to section 173 of the *Planning and Environment Act 1987*, and make application to the Registrar of Titles to have the agreement registered on title to the land under section 181 of the Act, which provides for the following:
  - i) A restriction must be placed on the title of all lots created by the approved subdivision preventing the construction of all subsurface buildings and structures including basements or lift shafts.
  - ii) All vegetation within the site must be managed and maintained to the following condition:
    - a) Grass must be short cropped and maintained during the declared fire danger period.
    - b) All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.
    - c) Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.
    - d) Plants greater than 10 centimetres in height must not be placed within 3m of a window or glass feature of the building.
    - e) Shrubs must not be located under the canopy of trees.
    - f) Individual and clumps of shrubs must not exceed 5 sq. metres in area and must be separated by at least 5 metres.
    - g) Trees must not overhang or touch any elements of the building.
    - h) The canopy of trees must be separated by at least 2 metres.

<b>Date issued:</b>	<b>Signature for the responsible authority:</b>
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- i) There must be a clearance of at least 2 metres between the lowest tree branches and ground level.
- iii) The landowner must construct a solid non-combustible fence along the full extent of the southern boundary to provide a radiant heat shield. Materials used to construct the fence must be to the satisfaction of the Head, Transport for Victoria and VicTrack to ensure compliance with the VicTrack Rail Development Interface Guidelines, August 2019

The owner/operator under this permit must pay the reasonable costs of the preparation, execution and registration of the section 173 agreement.

**Prior to the Commencement of Works**

**Detailed Construction Plans**

2. Before any works associated with each stage of the subdivision starts, detailed construction plans for that stage to the satisfaction of the responsible authority must be submitted to, and approved by, the responsible authority. When approved, the plans will be endorsed and then form part of the permit. The plans must be drawn to scale with dimensions and 3 copies must be provided. The plans must include:
  - a) Roads and footpaths in accordance with the functional layout plan endorsed under Condition 1a.
  - b) Stormwater drainage including those works identified in the Stormwater Management Plan endorsed under Condition 1b of the permit.
  - c) A point of stormwater discharge for each lot.
  - d) Street Signs.
  - e) Fire hydrants.

All works constructed or carried out must be in accordance with those plans.

**Construction Management Plan**

3. Before the commencement of works for each stage of the subdivision, a construction management plan for that stage of the subdivision must be submitted to, and approved by, the responsible authority. When approved, the plan will be endorsed and then form part of the permit. The plans must be drawn to scale with dimensions and 3 copies must be provided. The plan must address the following matters:
  - a) Measures to minimise the impact of construction vehicles arriving at, queuing, and departing from the land.
  - b) Measures to accommodate the private vehicles of workers/tradespersons.
  - c) Details of the location of all construction equipment and facilities, including delivery points, storerooms, toilets, temporary offices and workers' facilities.
  - d) Noise attenuation measures to be put in place to protect the amenity of nearby residents during construction having regard to the EPA Guidelines on Construction and Demolition Noise.
  - e) Measures to minimise the generation and dispersal of dust.
  - f) Protection of retained native vegetation on the land and adjoining land.

<b>Date issued:</b>	<b>Signature for the responsible authority:</b>
<b>Date permit comes into operation:</b> (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)	

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- g) Details of a 24 hour hotline for access to a contact person or project manager accountable for the project and compliance with the CMP.
- h) Arrangements for waste collection and other services to be provided during construction.
- i) Location of stockpiles.
- j) Methods of disposal of excess materials.
- k) Details of the haul route for transport of excess materials removed from the site and delivery of materials to the site.
- l) Inspection of haul route with council representative to audit condition of haul route prior to and post construction with any damage identified to be rectified by the contractor at his expense.

**Landscape Master Plan**

- 4. Before the commencement of works for the subdivision, a landscape master plan to the satisfaction of the responsible authority must be submitted to, and approved by, the responsible authority. The plan must have regard to the site's bushfire risk. When approved, the plan will be endorsed and then form part of the permit. The plan must be drawn to scale and 3 copies must be provided. The plan must include:
  - a) Species to be used.
  - b) Proposed materials palette for all landscape features.

**Detailed Landscape Plans**

- 5. Before the commencement of landscape works, detailed landscape plans to the satisfaction of the responsible authority must be submitted to, and approved by, the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and 3 copies must be provided. The plans must be generally in accordance with the endorsed Landscape Master Plan endorsed under Condition 4 and must include, as appropriate:
  - a) A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity and quantities of each plant. Species should be predominantly indigenous (source of stock to be demonstrated).
  - b) Street tree planting for the proposed streets within the stage, including set out and offset from proposed infrastructure. All streets must have trees at a minimum of 1 per lot.
  - c) Where the plan includes the planting of species from the family Myrtaceae, the plan must specify appropriate measures to control the introduction and spread of the disease Myrtle Rust (*Uredo rangelii*), such as quarantining of plants and inspections prior to planting.
  - d) Hessian tree ties only are to be specified for tree planting where staking is required.
  - e) Site works specification and method of preparing, setting out, draining, watering and maintaining the landscaping.
  - f) For all hard landscape elements the use of suitable sustainable materials (i.e. recycled, reusable and recyclable, low embodied energy).

<b>Date issued:</b>	<b>Signature for the responsible authority:</b>
<b>Date permit comes into operation:</b> (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)	

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- g) The location and design details (construction details and specification/fixtures and finishes schedule) of all landscape features including paths, shelters, boardwalks, railings, park furniture, retaining walls, access points and linkages.
- h) Landscaping must be of a bushfire responsive design to ensure a bushfire risk is not created over time.

**Landscaping Works**

6. The Surf Coast Shire Council's Coordinator Open Space Operations is to be contacted prior to commencement of any:
- a) Works associated with the approved landscape plans (for a pre-commencement meeting on site).
  - b) Street tree planting (for confirmation of and approval of set out of the location of the street trees).
  - c) Planting of the first street tree within the streetscape (for inspection of the installation hole).
  - d) Landscape hard works set out including pathway locations.
  - e) Soft landscape works.
- A minimum of 48 hours' notice is required prior to all meetings listed above is required.

**Prior to the Issue of a Statement of Compliance**

**Subdivision Construction**

7. Before the issue of a Statement of Compliance of the subdivision under the *Subdivision Act 1988*, the owner/developer must provide:
- a) Roads, including footpaths;
  - b) Drainage, including those works required by the Stormwater Management Plan to be constructed as part of this subdivision;
  - c) Concrete footpaths;
  - d) Street Signs;
  - e) Street furniture;
  - f) Fire hydrants;
  - g) All vehicle crossovers shown on the Functional Layout Plan to be constructed;
  - h) Landscaping;
  - i) Non-combustible solid fence along the southern boundary;
  - j) Asset information in a digital format to include drainage data as per "D-Spec" the Consultant/Developer specifications for the delivery of drainage data to Local Government;
  - k) Rectification of any damage to the haul route;
  - l) Payment of Council fees and charges for Civil Works handed over to council as part of the works shown below:
    - i) Plan Checking Fee: 0.75% of Civil Works Costs;
    - ii) Supervision Fee: 2.5% of Civil Works Costs;

<b>Date issued:</b>	<b>Signature for the responsible authority:</b>
<b>Date permit comes into operation:</b> (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)	

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- iii) Maintenance Bond (Civil Works): 5% of Civil Works Costs (Refundable);
- iv) Non-Standard Public Lighting where approved for use (rate per pole set in council budget);

All in accordance with the endorsed plans to the satisfaction of the responsible authority.

**Landscape Works**

8. Before the issue of a Statement of Compliance for any stage of the subdivision under the *Subdivision Act 1988*, or by such later date as is approved by the responsible authority in writing, the applicant may seek, to the satisfaction of the responsible authority the issue of the Statement of Compliance but with deferment of completion of all or part of landscape construction works shown on the endorsed plans provided the following requirements have been met:
- a) an amount equivalent to 150% of the agreed estimated cost of outstanding streetscape / landscape construction and maintenance works will be required by the responsible authority as security deposit.
  - b) a works program is provided setting out the proposed timing of all outstanding landscape construction works.

Upon completion of the deferred landscape construction works the applicant must notify the responsible authority to enable its inspection. If the works have been completed to its satisfaction, the responsible authority must refund fully the security deposit.

**Vehicle Crossings**

9. The following requirements shall apply to vehicle crossings and driveways that shall be constructed to the satisfaction of the responsible authority:
- a) Vehicle crossings shall be constructed in reinforced concrete or other approved material.
  - b) New vehicle crossings to suit the proposed driveways shall be constructed.
  - c) Redundant vehicle crossings shall be removed and kerb and channel or other approved road edgings reinstated to suit existing works.
  - d) Pathways shall be replaced with a section capable of sustaining traffic loadings where vehicle crossings are constructed or relocated.
  - e) Entrance culverts with endwalls and suitable pavement material must be constructed to suit the proposed driveways to the satisfaction of the responsible authority.
  - f) A "Works Within Road Reserve" permit shall be obtained from the Coordinating Road Authority defined in the Roads Management Act 2004 prior to any works being undertaken in road reserves.

**Bushfire Risk Mitigation**

10. Before the issue of a Statement of Compliance for any stage of the subdivision under the *Subdivision Act 1988*, the applicant must meet the following bushfire risk mitigation requirements:
- a) Roads must be constructed to a standard so that they are accessible in all weather conditions and capable of accommodating a vehicle of 15 tonnes for the trafficable road width.

<b>Date issued:</b>	<b>Signature for the responsible authority:</b>
<b>Date permit comes into operation:</b> (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)	



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- b) The average grade must be no more than 1 in 7 (14.4%) (8.1 degrees) with a maximum of no more than 1 in 5 (20%) (11.3 degrees) for no more than 50 meters. Dips must have no more than a 1 in 8 (12%) (7.1 degree) entry and exit angle.
- c) Curves must have a minimum inner radius of 10 metres, have a minimum trafficable width of 3.5 metres and be clear of encroachments for at least 0.5 metres on each side and 4 metres above the access way.
- d) Roads more than 60 metres in length from the nearest intersection must have a turning circle with a minimum radius of 8 metres (including rollover kerbs if they are provided) T or Y heads of dimensions specified by CFA may be used as alternatives.
- e) Above or below ground operable hydrants must be provided. The maximum distance between these hydrants and the rear of all building envelopes (or in the absence of building envelopes, the rear of the lots) must be 90 metres and the hydrants must be no more than 120 metres apart. These distances must be measured around lot boundaries.
- f) The hydrants must be identified with marker posts and road reflectors as applicable to the satisfaction of the Country Fire Authority.
- g) A fence constructed of non-combustible materials must be provided along the southern aspect of the subdivision to provide a radiant heat shield from the neighbouring grassland. Materials used to construct the fence must be to the satisfaction of the Head, Transport for Victoria and VicTrack to ensure compliance with the VicTrack Rail Development Interface Guidelines, August 2019.

**Haul Route**

- 11. Prior to the issue of the Statement of Compliance for the final stage of the subdivision under the *Subdivision Act 1988*, the applicant must rectify any damage to the haul route to the satisfaction of the responsible authority.

**Dwelling**

- 12. Prior to the issue of the Statement of Compliance of the subdivision under the *Subdivision Act 1988*:
  - a) The existing dwelling located on Crown Allotment 2, Section 72 Parish of Mirnee, must be removed from the site; or
  - b) The applicant must decommission the existing dwelling by:
    - i. Removing the internal fit-out of the kitchen, including any cabinetry, oven and food preparation area, excluding a wet area and kitchen sink that is to be retained;
    - ii. Removing the internal fit-out of any laundry, including all plumbing fixtures and cabinetry;
    - iii. Removing the internal fit-out of any bathroom, including all plumbing fixtures and cabinetry; and
    - iv. Sealing all plumbing related pipes in the bathroom and laundry so that they are rendered unusable.

Unless otherwise agreed to in writing by the Responsible Authority, the permit holder must provide written and photographic evidence to the satisfaction of the Responsible Authority that demonstrates that the decommissioning works have been carried out.

<b>Date issued:</b>	<b>Signature for the responsible authority:</b>
<b>Date permit comes into operation:</b> (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)	

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**Landscape Maintenance**

13. All hard and soft landscape works forming part of the endorsed landscaping plans (including streetscape) must be maintained for a minimum of 2 years, to the satisfaction of the Responsible Authority. A log book is to be kept during the maintenance period of what maintenance work has been done, what materials including toxic materials that have been used. This log book should be available upon request by the Responsible Authority unless otherwise agreed in writing by the Responsible Authority. The maintenance period will commence for a minimum period of 2 years from the agreed date of practical completion by Surf Coast Shire Council's Coordinator Open Space Operations.
14. Prior to handover of the works following completion of the 2 year maintenance period, Surf Coast Shire Council's Coordinator Open Space Operations is to be contacted for an inspection 3 months prior to the expected handover date. Defects are to be agreed and documented. Defects are to be rectified and a minimum 48 hours' notice given to the Coordinator Open Space Operations for attendance at the final handover meeting following the 2 year maintenance period.

**Drainage**

15. Each lot shown on the endorsed plans must be drained to the satisfaction of the responsible authority.

**Access**

16. No vehicular access is permitted from the adjoining unmade Government road reserve to the south of the hereby approved lots, unless the road reserve is constructed with approval from and to the satisfaction of the responsible authority.

**Payment in Lieu of Open Space**

17. Before a Statement of Compliance is issued for the final stage under the *Subdivision Act 1988*, the applicant or owner must pay to the responsible authority, as a financial contribution to open space, a sum equivalent to 10 per cent of the site value of all land in the subdivision to be used for industrial purposes, less the proportion of any land area which has been provided for the purpose of public open space.

**Endorsed Plans**

18. The layout and site dimensions of the proposed subdivision as shown on the endorsed plan(s) shall not be altered or modified without the written consent of the Responsible Authority. There are no requirements to alter or modify the endorsed plan if a plan is certified under the provisions of the *Subdivision Act 1988* that is generally in accordance with the endorsed plans.

**General Conditions**

19. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
20. The plan of subdivision submitted for certification under the *Subdivision Act 1988* must be referred to the relevant authority in accordance with Section 8 of that Act.
21. Buildings must have a minimum 4 metre setback from the southern property boundary adjoining the unmade Government road reserve.

<b>Date issued:</b>	<b>Signature for the responsible authority:</b>
<b>Date permit comes into operation:</b> (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)	

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**Referral Authority Conditions**

**Telecommunication Services**

22. The owner of the land must enter into an agreement with:
- a) A telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
  - b) A suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
23. Before the issue of a Statement of Compliance for any stage of the subdivision under the *Subdivision Act 1988*, the owner of the land must provide written confirmation from:
- a) A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
  - b) A suitably qualified person that fibre ready telecommunications facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

**Conditions required by Barwon Water**

General

24. The plan of subdivision must be referred to Barwon Water in accordance with the Subdivision Act 1988 and any subsequent amendments to the plan provided to Barwon Water.
25. The owner shall create easements for Pipelines or Ancillary Purposes and or reserves in favour of Barwon Region Water Corporation on the plan of subdivision in accordance with Barwon Water's Land Development Servicing Requirements Manual, without cost to Barwon Water, over existing and proposed potable water (including recycled water where applicable) and sewerage infrastructure within the land. If further easements or reserves are required following design of the required infrastructure these must be added to the plan of subdivision prior to seeking Barwon Water's consent to the issue of a statement of compliance for the subdivision.
26. A restriction is to be created on title for any land where an existing or proposed sewer main is located within an easement. The restriction is to allow for "reasonable access" as required under the adopted sewer design code. Should Barwon Water agree to partial or no gravity control of sewer to any allotment, a separate restriction is to be created highlighting the limit of gravity control or the reliance on a non-gravity sewer connection.
27. The developer is to apply to Barwon Water for details relating to costs and conditions required for the provision of water supply and sewerage services to the subdivision.

Water

28. The provision and installation of individual water services to all lots in the subdivision in accordance with Barwon Water's requirements and Victorian Plumbing Regulations. Note that tapping's and services are not to be located under existing or proposed driveways.

<b>Date issued:</b>	<b>Signature for the responsible authority:</b>
<b>Date permit comes into operation:</b> (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)	

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29. The payment of New Customer Contributions for each additional lot created and/ or each additional metered connection for water supply within the subdivision.
30. Additional tapping(s) are to be supplied to service the proposed development. Note that tapping's and services are not to be located under existing or proposed driveways.
31. Reticulated water mains are required to service the proposed development. Reticulated water mains are to be provided under Barwon Water's Developer Works Process.

Sewer

32. The provision of sewerage services to all lots in the subdivision in accordance with Barwon Water's requirements and Victorian Plumbing Regulations. Individual allotment house connection drains are to be provided for and extend into each allotment.
33. The payment of New Customer Contributions for sewer for each additional lot created and/ or each additional metered connection within the subdivision.
34. A sewer crossing of the railway corridor is required to service the permit area as identified in the Infrastructure Servicing Report prepared by SMEC. The crossing shall be fully funded by the developer and shall meet any requirements of the relevant rail authority.

**Conditions required by Powercor**

35. The plan of subdivision submitted for certification under the *Subdivision Act 1988* shall be referred to Powercor Australia Ltd in accordance with Section 8 of that Act.
36. The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor's requirements and standards.  
**Notes:** Extension, augmentation or rearrangement of the Distributor's electrical assets may be required to make such supplies available, with the cost of such works generally borne by the applicant.
37. The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR).  
**Notes:** Where electrical works are required to achieve VSIR compliance, a registered electrical contractor must be engaged to undertake such works.
38. The applicant shall, when required by the Distributor, set aside areas with the subdivision for the purposes of establishing a substation or substations.  
**Notes:** Areas set aside for substations will be formalised to the Distributor's requirements under one of the following arrangements:  
RESERVES established by the applicant in favour of the Distributor.  
SUBSTATION LEASE at nominal rental for a period of 30 years with rights to extend the lease for a further 30 years. The Distributor will register such leases on title by way of a caveat prior to the registration of the plan of subdivision.
39. The applicant shall establish easements on the subdivision, for all existing Distributor electric lines where easements have not been otherwise provided on the land and for any new powerlines to service the lots or adjust the positioning existing easements.  
**Notes:** Existing easements may need to be amended to meet the Distributor's requirements. Easements required by the Distributor shall be specified on the subdivision and show the Purpose, Origin and the In Favour of party as follows:

<b>Date issued:</b>	<b>Signature for the responsible authority:</b>
<b>Date permit comes into operation:</b> (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)	

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Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited / In Favour Of
	Power Line		Section 88 - Electricity Industry Act 2000	Powercor Australia Ltd

**Conditions required by the Department of Transport and VicTrack**

40. Unless with the prior written consent of the Head, Transport for Victoria and VicTrack, the development must not adversely impact on railway land, infrastructure or operations by ensuring:
- The development and associated landscaping does not encroach onto or overhang the railway land;
  - The boundary of the land with any arterial roadway or railway land must be permanently fenced at all times during the construction and use of the development, and to the satisfaction of the Head, Transport for Victoria;
  - No drainage, effluent, waste soil or other materials must enter or be directed to railway land or stored or deposited on railway land.

**Conditions required by the Department of Energy, Environment and Climate Change**

41. Before the issue of a Statement of Compliance of the subdivision under the *Subdivision Act 1988*, the applicant must provide a revised Bushfire Risk Assessment addressing:
- Removal of references throughout the document to use of the licence as evidence of in-perpetuity occupation and management of the adjoining Government Road reserves.
  - Clarification that the proposal does not rely on the adjoining Crown land (Government Road reserves) to be managed to a particular condition (e.g. low-threat state) to mitigate bushfire risk to the freehold land. DEECA, on behalf of the Minister as landowner, does not consent to encumbrance of the Government Roads with ongoing management obligations to mitigate bushfire risk to the freehold site.

**Expiry of Permit**

42. This permit will expire if one of the following circumstances applies:
- The plan of subdivision for the first stage is not certified under the *Subdivision Act 1988* within two years of the date of this permit.
  - The final stage of the subdivision is not completed within five (5) years after the certification of the plan of subdivision for the first stage under the *Subdivision Act 1988*.

The Responsible Authority may extend the period for commencement of the development if a request is made in writing before the permit expires or within six months afterwards. The Responsible Authority may extend the period in which the development must be completed if the request for an extension of time is made in writing within twelve months after the permit expires and the development or stage started lawfully before the permit expired.

<b>Date issued:</b>	<b>Signature for the responsible authority:</b>
<b>Date permit comes into operation:</b> (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)	

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**THIS PERMIT HAS BEEN AMENDED AS FOLLOWS:**

<i>Date of amendment</i>	<i>Brief description of amendment</i>	<i>Name of responsible authority that approved the amendment</i>

**THIS PERMIT HAS BEEN EXTENDED AS FOLLOWS:**

<i>Date of extension</i>	<i>Period of extension to commence use (specify date where possible)</i>	<i>Period of extension to commence development (specify date where possible)</i>	<i>Period of extension to complete development or any stage (specify date where possible)</i>	<i>Period of extension to certify plan of subdivision (specify date where possible)</i>

DRAFT

<b>Date issued:</b>	<b>Signature for the responsible authority:</b>
<b>Date permit comes into operation:</b> (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)	

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**IMPORTANT INFORMATION ABOUT THIS PERMIT**

**WHAT HAS BEEN DECIDED?**

The responsible authority has issued a permit. This permit was granted by the Minister under section 96I of the **Planning and Environment Act 1987** on approval of Amendment No. C138surf to the Surf Coast Planning Scheme.

**WHEN DOES A PERMIT BEGIN?**

The permit operates from a day specified in the permit being a day on or after the day on which the amendment to which the permit applies comes into operation.

**WHEN DOES A PERMIT EXPIRE?**

1. A permit for the development of land expires if–
  - the development or any stage of it does not start within the time specified in the permit; or
  - the development requires the certification of a plan of subdivision or consolidation under the **Subdivision Act 1988** and the plan is not certified within two years of the issue of the permit, unless the permit contains a different provision; or
  - the development or any stage is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit or in the case of a subdivision or consolidation, within five years of the certification of the plan of subdivision or consolidation under the **Subdivision Act 1988**.
2. A permit for the use of land expires if–
  - the use does not start within the time specified in the permit, or if no time is specified, within two years after the issue of the permit; or
  - the use is discontinued for a period of two years.
3. A permit for the development and use of land expires if–
  - the development or any stage of it does not start within the time specified in the permit; or
  - the development or any stage of it is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit; or
  - the use does not start within the time specified in the permit, or, if no time is specified, within two years after the completion of the development; or
  - the use is discontinued for a period of two years.
4. If a permit for the use of land or the development and use of land or relating to any of the circumstances mentioned in section 6A(2) of the **Planning and Environment Act 1987**, or to any combination of use, development or any of those circumstances requires the certification of a plan under the **Subdivision Act 1988**, unless the permit contains a different provision–
  - the use or development of any stage is to be taken to have started when the plan is certified; and
  - the permit expires if the plan is not certified within two years of the issue of the permit.
5. The expiry of a permit does not affect the validity of anything done under that permit before the expiry.

**WHAT ABOUT REVIEWS?**

- In accordance with section 96M of the **Planning and Environment Act 1987**, the applicant may not apply to the Victorian Administrative Tribunal for a review of any condition in this permit.

<b>Date issued:</b>	<b>Signature for the responsible authority:</b>
<b>Date permit comes into operation:</b> (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)	

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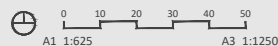
**Notes**

- All cadastral information is derived from Vicmap;
- Aerial photographs are used under license from Nearmap;
- Aerial photograph imagery is based on the most recent data available (2010) - sourced from Nearmap;
- Further investigations may be needed including, but not limited to: Feature Survey, Flora and Fauna, Arboricultural Survey, Archaeological, Engineering Services, Hydrological Engineering, Traffic Engineering and may not have been captured in this plan;
- Staging of works and access to infrastructure may also influence the design and may not have been captured in this plan;
- Lot areas and dimensions have been informed by the existing industrial precinct immediately south of the railway line - lot sizes range from approximately 1000-2500m<sup>2</sup>;
- Assumed internal road width of 20m;
- Assumed primary access into the site will be taken off existing Cressy Road - subject to Council approval;
- Existing dwelling on site is assumed to be retained - proposed property boundaries are subject to further investigation;
- External road networks and turning areas subject to detailed engineering design and Council approval.

**Preliminary Concept Plan**

25 Cressy Road, Winchelsea

Date Issued: 18/10/2023 | Revision: 1  
SMEC Project Reference: 30042884E | Drawing: 01.01  
Drawn by: U.Tasmin | Checked by: L.Nickels



**DRAFT**

Urban Communities



Copyright SMEC© 2023. This plan is based on preliminary information only and may be subject to change as a result of detailed site investigations, confirmation by survey and formal Council/Authority.



## 4.5 Final Torquay Wayfinding Signage Strategy and Design Guidelines

### Council Plan

### Theme Two - Healthy Connected Community

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

### Author's Title:

Social Infrastructure and Open Space Planning Officer

### General Manager:

Chris Pike, General Manager Placemaking and Environment

### Division:

Placemaking and Environment

### Department:

Integrated Planning

### Attachments:

1. Torquay Wayfinding Signage Strategy and Design Guidelines - FINAL March 2024 [4.5.1 - 80 pages]

### Purpose

1. To seek Council's endorsement of the final Torquay Wayfinding Signage Strategy and Design Guidelines.

### Recommendation

That Council:

1. Endorses the final Torquay Wayfinding Signage Strategy and Design Guidelines (**Attachment 1**).
2. Commences Stage 2 of the Torquay Wayfinding project, including the manufacture and installation of wayfinding signage throughout Torquay.

### Council Resolution

#### Moved Cr Hodge, Seconded Cr Bodsworth

That Council:

1. Endorses the final Torquay Wayfinding Signage Strategy and Design Guidelines (**Attachment 1**).
2. Commences Stage 2 of the Torquay Wayfinding project, including the manufacture and installation of wayfinding signage throughout Torquay.

CARRIED 7|1

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

Cr Wellington rejoined the meeting via videoconference at 7:31pm.

### **Outcome**

2. If Council accepts this recommendation it will complete delivery of Stage 1 (Wayfinding Signage Strategy and Design Guidelines) of a two-stage project funded by the Victorian State Government's Growing Suburbs Fund and Council. It will enable implementation of the Strategy including the manufacture and installation of signage throughout Torquay (including consolidation of existing signs). Signage implementation will be prioritised and scoped to available project budget, with further iterations pending future grants and funding allocations.

### **Key Considerations**

3. The Torquay Wayfinding Signage Strategy and Design Guidelines provides a comprehensive, co-ordinated and practical wayfinding signage system that supports greater connectivity, identity, walk-ability and legibility for Torquay (residents, businesses and visitors).
4. The Strategy and Design Guidelines aim to deliver a wayfinding signage system that is logical, legible, functional, economical to execute and is easy to understand for people of all ages and abilities.
5. The new signage system endeavours to be as accessible as possible to ensure that no user is excluded from their fundamental right to movement and information about their environment. The use of the following elements will be applied in accordance with current Australian standards, placement and application principles and guidelines, including:
  - 5.1. Highly legible typefaces
  - 5.2. Universally understood pictograms
  - 5.3. High contrast colours
  - 5.4. Braille and tactile elements
6. The design specifications ensure that the signage strategy can be readily implemented and has the potential to be tailored to other Surf Coast Shire townships in the future.
7. This report represents the successful completion of Stage 1 of a two-stage project. Stage 1 – Strategy and Design Guidelines and Stage 2 – Manufacture and Installation. Stage 2 will be completed pending endorsement of the final strategy and guidelines.
8. The project is jointly funded by the Victorian State Government's Growing Suburbs Fund and Council. The total project budget is \$370,000. Stage 1, the development of the strategy and design guidelines, required \$50,000. There is \$320,000 remaining for Stage 2 – manufacture and installation.
9. Installation of new signs will include consolidation of existing signage including removal of redundant items.
10. The outcome of community engagement on the draft strategy and guidelines was supportive, following four weeks public exhibition during July 2023. Members of the community (11) provided specific feedback on colour options, materials, accessibility considerations (e.g. Braille, font size) and that less signage clutter will be an improvement.

### **Background**

11. The term wayfinding encompasses the way we navigate and spatially orient ourselves within spaces and from place-to-place. Wayfinding signage is therefore designed specifically to assist in the process of orientation and navigation through the use of maps, directional and location information.
12. Torquay currently has a lack of wayfinding signage in an overall cluttered signage landscape across the township, creating a fractured experience and lack of awareness of pathways, active transport options, connections and significant points of interest, for residents and visitors.
13. In 2021, the Torquay Wayfinding Signage Strategy and Design Guidelines project commenced, jointly funded by the Victorian State Government's Growing Suburbs Fund and Council.
14. The project is being delivered in two separate stages. Stage 1 – Strategy and Design Guidelines and Stage 2 – Manufacture and Installation. Stage 2 is still to be completed, pending the acceptance of the final strategy and guidelines (this report).
15. The project aims to deliver a comprehensive and co-ordinated wayfinding signage system that creates greater precinct connectivity and navigation, promote active transport and provide an enhanced experience for community and visitors through contemporary, clear and consistent wayfinding signage.
16. It is designed to be logical, legible, functional, economical to execute and easy to understand for people of all ages and abilities, and build on a strong 'sense of identity' for the Township.
17. The associated signage allocation plan identifies appropriate locations to place the wayfinding markers and informs the removal of any obsolete or damaged signage to reduce visual clutter, while assisting users to navigate places independently and safely by providing consolidated information that identifies, informs and directs them to destinations.
18. Importantly, the Strategy and Design Guidelines balances quality, resources and maintenance requirements for a sustainable signage system and to guide the Shire in the efficient implementation and management of the signs going forward.
19. The design specifications ensure that the signage strategy can be readily implemented and have the potential to be tailored to other Surf Coast Shire townships in the future, using consistent design principles and interchangeable elements for bespoke township application.
20. The project is jointly funded by the Victorian State Government's Growing Suburbs Fund and Council with a total project budget of \$370,000. Stage 1, the development of the strategy and design guidelines, required \$50,000. There is \$320,000 remaining for Stage 2 – manufacture and installation.

### **Options**

21. **Alternative Option 1** – That Council does not endorse the Final Torquay Wayfinding Signage Strategy and Design Guidelines.

This option is not recommended by officers as it would represent a reputational risk to Council by not meeting requirements of a funding agreement with the Victorian State Government and would not meet community expectations regarding delivery.

### **Council Plan (including Health and Wellbeing Plan) Statement**

#### **Theme Two - Healthy Connected Community**

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

22. By improving provision, quality, connectivity the Torquay Wayfinding Signage and Design Guidelines contributes to enabling people to travel to and around Torquay, as well as natural attractions and key destinations, without relying on private vehicles, whilst improving health and wellbeing through increased opportunities for active transport (walking and cycling).

#### **Financial Considerations**

23. The project is jointly funded by the Victorian State Government's Growing Suburbs Fund and Council.

24. The project is being delivered in two stages. Stage 1 – Strategy and Design Guidelines and Stage 2 – Manufacture and Installation. Stage 2 is still to be completed, pending the acceptance of the final strategy and guidelines.

25. The project has extended beyond the original funding agreement milestones, however officers are in regular contact with Growing Suburbs Fund and are managing timing variations as required.

26. The total project budget is \$370,000.

27. Funding breakdown comprises: \$175,000 – Victorian State Government Growing Suburbs Fund in 2020/21, \$175K – Surf Coast Shire (Council matched funding) and \$20K – Surf Coast Shire operational budget for signage.

28. Stage 1, the development of the strategy and design guidelines, required \$50,000. There is \$320,000 remaining for Stage 2 – manufacture and installation.

29. The first round of implementation will follow a scope-to-available-budget process.

#### **Community Engagement**

30. Public exhibition of the Draft Wayfinding Signage Strategy and Design Guidelines provided the community with the opportunity to make comment via a 'Have your say' page. The opportunity was open for 4 weeks during July 2023 and was promoted through standard Council mediums including the project webpage, social media and print.

31. Following the public exhibition period, officers have worked to revise the Strategy and Design Guidelines, develop the signage allocation plan and finalise the design specifications. This has included additional feedback received from technical and subject matter experts which informed the final signage system, strategy and design guidelines.

32. Key findings from the public exhibition engagement include:

32.1. The outcome of the community and stakeholder engagement was supportive.

32.2. 11 members of the Surf Coast community provided specific feedback.

32.3. Comments were received on colour options, materials, accessibility considerations (e.g. Braille, font size) and that less signage clutter will be an improvement.

32.4. In consideration of these comments no material changes were required to be made to the draft strategy with the exception of finalising the colour options.

33. The draft strategy included two colour options - Charcoal or Aqua base. The final strategy accepts community and stakeholder feedback that Charcoal is the preferred colour.

34. The final strategy also accepts Consultant advice on the use of consistent timber signage panels addressing signage requirements and the overall objectives of the project brief.

#### **Statutory / Legal / Policy Considerations**

35. Council has obligations under the executed funding agreement with the Victorian State Government Growing Suburbs Funding to deliver on the agreed outcomes and milestones.

36. In compliance with the *Gender Equality Act 2020* a Gender and Equity Impact Assessment will be conducted during the implementation phase (specifically installation) of signs on a site by site case, as these all have unique considerations.

#### **Strategic Risk**

37. **Failure to protect the values and character of our places**  
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*

38. In adopting the Torquay Wayfinding Signage Strategy and Design Guidelines it will ensure a comprehensive, co-ordinated and standardised wayfinding signage system that supports greater connectivity, improved identity and character of our places.

#### **Risk Rating**

39. Risk rating is considered medium and can be managed at department level.

#### **Risk Appetite**

40. No Risk Appetite Statement selected as Council's risk appetite statements are not specifically relevant to this report.

#### **Sustainability Considerations**

41. In the implementation of the Torquay Wayfinding Signage Strategy and Design Guidelines, the use of sustainably sourced and recycled materials will be prioritised as will the diversion of materials from landfill.

**Conflict of Interest**

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

**Confidentiality**

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

**Transparency**

**Audit and Risk Committee involvement**

44. The Torquay Wayfinding Signage Strategy and Design Guidelines are not in scope of the Audit and Risk Committee.

**Councillor Briefings**

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

Councillor Briefing Date: 5 March 2024

<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>N</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>N</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 to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.

# Surf Coast Shire

## Torquay Wayfinding Signage Strategy and Design Guidelines

—  
FINAL | MARCH 2024



ASPECT Studios

## About This Document

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This document represents the Final Wayfinding Signage Strategy and Design Guidelines for Torquay in the Surf Coast Shire.

Following community engagement, the final Wayfinding Signage Strategy and Design Guidelines (including specifications) have been developed along with a prioritised implementation program, ready for manufacture and installation.

For more information please visit:  
[www.surfcoast.vic.gov.au](http://www.surfcoast.vic.gov.au)

### Version Control

STATUS	FINAL
DATE	28.03.2024
PREPARED BY	Surf Coast Shire and ASPECT Studios



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Section 1

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# Wayfinding Signage Strategy

Wayfinding Strategy and  
Implementation Plan

## Introduction and Context

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Welcome to the Torquay Wayfinding Signage Strategy and Design Guidelines. This document aims to deliver a comprehensive and co-ordinated wayfinding signage system that creates greater connectivity, walk-ability and legibility for Torquay (residents, businesses and visitors).

### What is wayfinding signage?

All people wayfind in one way or another. The term wayfinding encompasses the way we navigate and spatially orient ourselves within spaces and from place-to-place.

Wayfinding signage is therefore designed specifically to assist in the process of orientation and navigation through the use of map, directional and location information.

### Project Background

Torquay had a lack of wayfinding signage in an overall cluttered signage landscape across the township, creating a fractured experience and lack of awareness of pathways, connections and significant points of interest, for residents and visitors.

In 2021, the Torquay Wayfinding Signage Strategy and Design Guidelines project commenced, jointly funded by the State Government's Growing Suburbs Fund and Council.

The project aims to deliver a comprehensive and co-ordinated wayfinding signage system that creates greater connectivity, walk-ability and legibility for Torquay (residents, businesses and visitors).

The project comprises two stages:

- Stage 1 – Strategy and Design Guidelines
- Stage 2 – Manufacture and Installation

The aim of this strategy is to achieve greater precinct connectivity, strengthen the Torquay Town Centre, and provide an enhanced experience for community and visitors through a contemporary, clear and consistent wayfinding signage.

The strategy will guide the future development of wayfinding signage within the Torquay Township. This will be achieved through a coherent set of guidelines that are tailored to fit with the local context, while ensuring that it is accessible and recognisable to residents and visitors.

An audit of the existing signage in Torquay identified key issues to be rectified through the new signage strategy including:

- Disconnected precincts and places – There is a lack of wayfinding signage used throughout Torquay and that negatively impacts the ability to identify key areas and significant points of interest.
- Lack of Cohesive identity and competing place identities - Existing signage uses different colours, typography, council logos and visual icons which reduces continuity of the collection of existing signage.
- Illegible Environment - There were instances where signage held too much information reducing readability and clear interpretation. There is also a general 'cluttered' feel across the signage landscape (to many signs).

The new signage system will better connect significant precincts of the Town Centre, Surf City / Baines Crescent, Bells Street, Torquay North and natural assets such as the foreshore, Taylor Park and the Surf Coast Walk, while improving connections across the Township to help local residents and visitors to navigate wayfinding and encourage them to turn off the Surf Coast Highway.

Current global trends and best practice principles in wayfinding signage, along with benchmarking, key stakeholder and community input, have been used to support the signage system and designs.

It is also critical that there is an overarching style, practical and sustainable materials used for the signage across the Township and with the future potential to be applied across the whole Shire.

Key recommendations for improving the wayfinding throughout Torquay include, but are not limited to, the following.

- Create a better sense of arrival that ties into Torquay's character and the Shire's Branding. Keep text or messaging such as 'the home of Australian surfing / The start of the Great Ocean Road'. This sets the tone of the Town.
- Work with Wadawurrung Traditional Owners to incorporate dual language place names and/or Welcome to / acknowledgement of Country wording, artwork and/or elements on gateways and identification signs.
- Create a consistent information layout hierarchy that is used across all typologies.
- Use bespoke materials to develop a better sense of character while being practical and sustainable.
- Ensure colours used are above the recommended 70% LRV value (acceptable colour contrast and accessibility) and incorporate other accessible elements.
- Use best practice principles for outdoor signage.
- Reduce clutter across the signage landscape.

### Project Scope

In line with achieving the objectives and outcomes, development components also included:

- Background review, audit of existing signage and wayfinding assessment.
- Consultation with key stakeholders and traditional owners.
- Situation Analysis (Issues, opportunities, regulations and considerations).
- Draft Strategy Development and mapping of wayfinding locations (formulate the strategy against the agreed direction)
- Brand and style development and documentation, design principles, family of signage for use in a number of different circumstances, including urban, commercial, open space and on paths and trails.
- Community consultation to consider colours, materials and branding options.
- Draft documentation for the Signage Strategy and Design Guidelines (including design options).
- Final Signage Strategy and Design Guidelines (including specifications) outlining the strategic rationale, detailed design guide and staged approach of the final wayfinding implementation plan.

Components not included in the scope of the planning stage are:

- Manufacture and construction of signage
- Signs provided by or managed by others
- Detailed design of public art
- Detailed fauna and flora studies

## Project Objectives

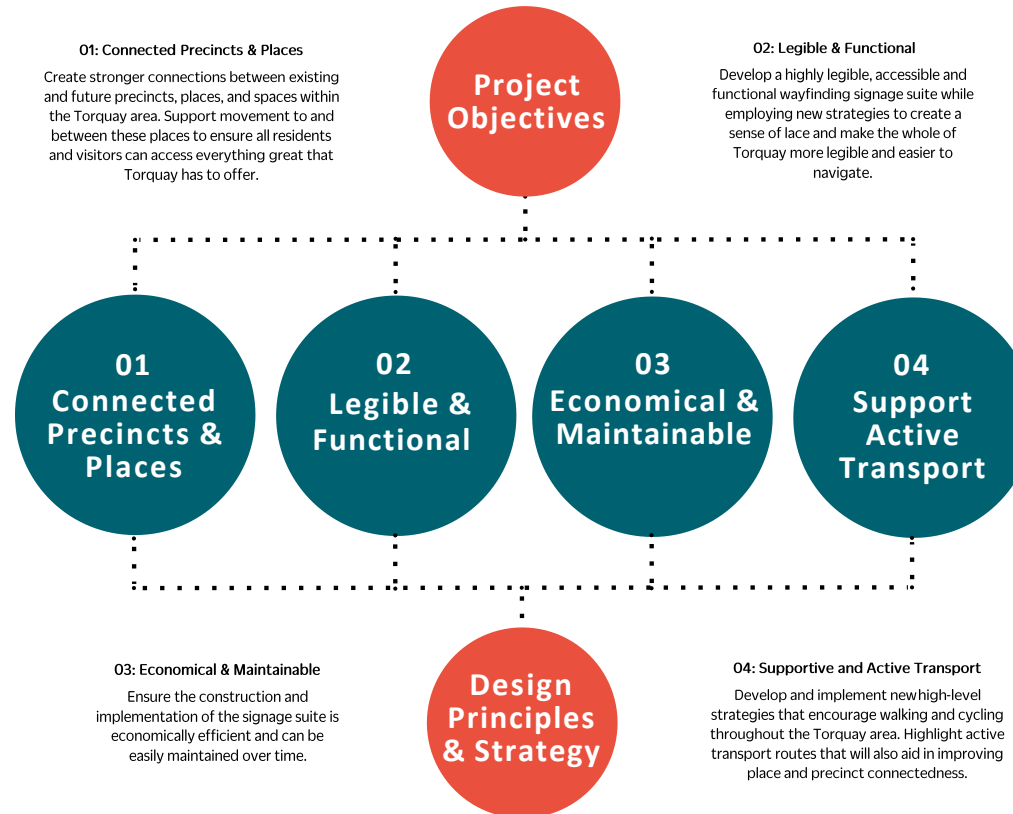
The project aims to achieve a more connected and accessible Torquay, with routes between destinations such as business, main streets, parks, and beaches highlighted to encourage active movement amongst both local residents and visitors.

The designs adhere to best practice design principles to ensure they are legible and functional.

The designs have been guided with economical efficiency in-mind to ensure value for investment in Torquay.

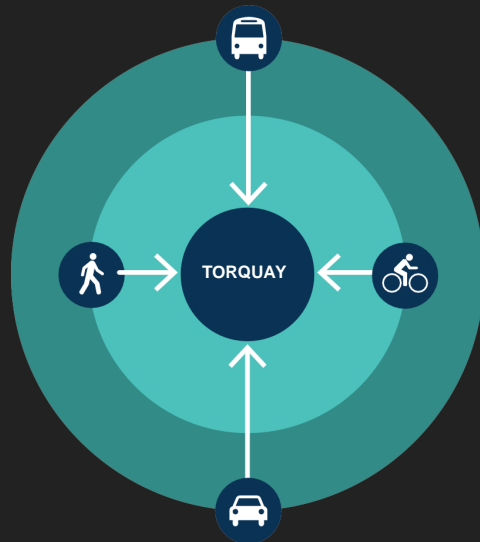
The following provides a summary of project objectives that underpin the strategy and its ultimate outcomes:

- A Sense of Identity - Build on a strong 'sense of identity' for the Township through a design that reflects the place, and assists in facilitating a meaningful experience for users.
- To achieve a better connected community through improved wayfinding networks and confident navigation to beaches, businesses, places, spaces and services.
- To meet the needs of the growing community and popular tourist destination whilst improving health and wellbeing through increased opportunities for walking and cycling.
- To assist users to navigate places independently and safely by providing consolidated information that identifies, informs and directs them to destinations.
- To deliver a system that is logical, legible, functional, economical to execute and is easy to understand for people of all abilities, age and language.
- To identify appropriate locations within precincts to place the wayfinding markers and to inform the removal of any obsolete or damaged signage to reduce visual clutter.
- To include specifications to ensure that the signage strategy can be readily implemented and have the ability to be tailored to other areas by setting design principles for consistency across the other Surf Coast Shire townships.
- To balance quality, resources and maintenance requirements for a sustainable sign management system and guide the Shire in the efficient implementation and management of the signs.



## Overarching Strategy

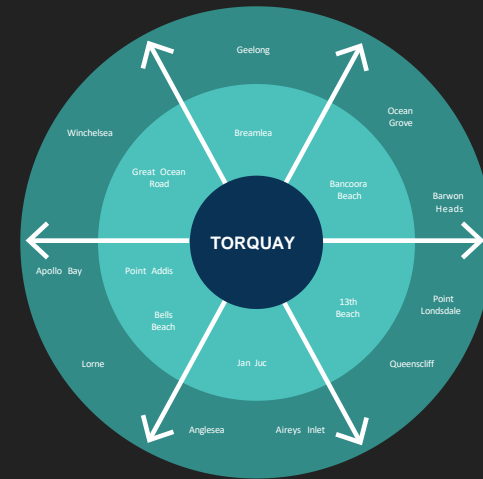
Effective wayfinding in Torquay is defined by three key overarching strategies. Each of these create an effective wayfinding system that helps users navigating to the Shire, around Torquay but also to surrounding destinations.



Making Torquay a Destination



Connecting Torquay's Precincts



Connecting Users To Surrounding Destinations

## Implementation and Action Plan

The following section outlines the Implementation and Action Plan that supports the delivery of a comprehensive and co-ordinated wayfinding signage system that creates greater connectivity, walkability and legibility for Torquay (residents, businesses and visitors).

The Strategy is defined by four strategic goals:

- 01: Connected Precincts + Places - A Sense of Place + Identity
- 02: Legible + Functional Systems - Clear, Cohesive + Recognisable
- 03: Economical + Maintainable Assets - Simple + Sustainable
- 04: Supportive + Active Transport - Confident Journey Planning + Navigation

The Wayfinding Signage Strategy is supported by a:

- New Wayfinding Signage System
- Wayfinding Signage Design Guidelines, and
- Wayfinding Signage Allocation Plan.

While the new signage system and design guidelines are to inform all future wayfinding signage in Torquay, the Strategy focuses its initial manufacture and installation budget on areas aligned to the key aspirational movement corridors identified and aligned to improving connection, walkability and encouraging active transport across Torquay.

To deliver on the existing project funding for 'Stage 2 – Manufacture and Install', a prioritised Signage Allocation Plan has also been developed. The Signage Allocation Plan is to be used as a guide to inform a scope-to-budget process for the initial funded manufacture and install of wayfinding signage across Torquay.

All remaining priority, destination and reserve signs not listed are to be replaced at time of renewal and/or at the time of a new project and/or upgrade.

New signs in areas such as new developments, places or facilities to include provisions for wayfinding signage (e.g. Future Aquatic and Health Centre, hockey pitch, cultural centre and shopping precinct on Grossmans Road).

### Delivery Priority

Delivery priority has been given to areas where access to key places, spaces and services within the township are limited by a heavy reliance on vehicles and to encourage people to use active transport where possible.

The proposed signage encourages greater connection between precincts and improve cycling and pedestrian movement from residential areas of Torquay towards key movement corridors, while supporting visitors to navigate the township.

For the purposes of the Signage Allocation Plan, the actions have been arranged into the following precincts:

- Surf Coast Community and Health Precinct (Civic Precinct)
- Torquay North
- Whites Beach
- Deep Creek
- Fishermans Beach
- Front Beach
- Cosy Corner Beach
- Point Danger
- Torquay Surf Beach
- Torquay Common
- Spring Creek (Spring Valley)
- Spring Creek Recreation Reserve
- Surf Coast Highway
- Taylor Park
- Town Centre
- Bell Street

General actions have also been identified to support the implementation, design, manufacture and installation of the signage system.

Each identified sign has been allocated a priority level of delivery to help guide prioritised investment in wayfinding signage across Torquay.

— **Delivery Priority 1 – Deliver first for maximum impact within available project budget.**

Actions prioritise the aspirational movement corridors. Primarily pedestrians and cyclists coming into the Town Centre from surrounding areas creating connection between the Surf Coast Highway, Torquay North, town centre, beaches, commercial and community precincts.

— **Delivery Priorities 2 and 3 – Deliver next to further encourage active transport opportunities and enhance the overall wayfinding experience.**

Actions focus on secondary opportunities for signage in areas that already provide some level of signage and/or are clear destinations. It can also include complementary / additional signs to those identified in delivery priority 1 areas.

Indicative costs for manufacture, approvals and installation were sourced to help prioritise the implementation plan. Delivery priority 1 allocations are intended to be delivered in existing project funding however will be subject to market rates

All signs identified on the Signage Allocation Plan are subject to detailed design, approvals and final location and cost confirmation.

Wayfinding Signage System for Torquay



Code	ID1	ID2	ID3	ID4	DR1	DR2	DR3	DR4	RG1
Name	Site Identification Large	Site Identification Portrait	Site Identification Landscape	Site Identification Pocket Park	Directional Mapped Plinth	Directional Plinth	Directional Fingerboard	Directional Bollard	Regulatory Bollard
Functional Type	ID	ID	ID	ID	DR	DR	DR	DR	RG
Installation	Freestanding	Freestanding	Freestanding	Freestanding	Freestanding	Freestanding	Pole Mounted	Freestanding	Freestanding
Purpose	To create a sense of 'arrival' and welcome for users traveling by car or foot. Identifies arrival points to the town, precincts or major destinations. Council branding, site name and parking information may be shown.	To identify arrival points to primary facilities or open spaces and provide users with key information i.e Site name, address, facilities (BBQ, Toilets, Playground, etc) and regulatory information.	To identify arrival points to facilities or open spaces and provide users with key information i.e Site name, address and regulatory information.	To identify arrival points to facilities or open spaces and provide users with key information i.e Site name and address.	To provide users with site identification, local directional information and maps at primary decision points along routes. Regulatory information is also provided to ensure users are aware of surrounding regulations.	To provide users with local directional information at secondary decision points along pedestrian routes. It provides pedestrians with reassurance when traveling between signs and destinations.	To provide users with reassurance and local directional information at secondary/tertiary decision points along routes.	To provide users with reassurance and local directional information at tertiary decision points along routes.	Communication of public regulatory laws that apply in a specific area. i.e. No Skating, Dogs on leash, No Smoking, etc.
Location	At garden beds near arrival points/entries, generally perpendicular with a main road.	At garden beds near arrival points/entries to large or highly visited destinations and open spaces.	At garden beds near arrival points/entries to secondary destinations or open spaces. Sign to be fence/wall mounted if place does not permit a freestanding sign.	At garden beds near arrival points/entries to secondary destinations or open spaces. Sign to be fence/wall mounted if place does not permit a freestanding sign.	Placed at primary decision points, arrival/entrance or near entry points to major/large facilities, open spaces or at car park interfaces.	Placed at intersections and decision points along pathways.	Placed at intersections and decision points along pathways.	Placed at minor decision points along pathways.	At entrances to facilities, pathways, beaches, trails that require localised regulations.

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## Strategic Recommendations

GOALS	01: Connected Precincts + Places	02: Legible + Functional Systems	03: Economical + Maintainable Assets	04: Supportive + Active Transport
	Create stronger connections between existing and future precincts, places, and spaces within the Torquay area. Support movement to and between these places to ensure all residents and visitors can access everything great that Torquay has to offer.	Develop a highly legible, accessible and functional wayfinding signage suite while employing new strategies to create a strong sense of place and to make the whole of Torquay more legible and easier to navigate.	Ensure the construction and implementation of the signage suite is economically efficient and can be easily maintained over time.	Develop and implement new high-level strategies that encourage walking and cycling throughout the Torquay area. Highlight active transport routes that will also aid in improving place and precinct connectedness.
STRATEGIES	A Sense of Place + Identity	Clear, Cohesive + Recognisable	Simple + Sustainable	Confident Journey Planning + Navigation
RECOMMENDATIONS	<p><b>Key Destinations and Precinct Identification</b></p> <ul style="list-style-type: none"> <li>— Increase awareness of key community, civic and business destinations throughout Torquay.</li> <li>— Utilise photography and imagery to communicate the natural beauty of the Surf Coast, drawing visitation from Surf Coast Highway to the coastal area (where appropriate).</li> <li>— Utilise the Surf Coast Highway as a main arterial road, while tourist visitation is directed along a loop that includes key local business offerings.</li> <li>— Focus tourist visitation towards the sea-side to boost local business in the area and engagement with the foreshore, beach and town centre.</li> <li>— Advocate for greater awareness through the use of Victoria Roads Main Road signage suite.</li> <li>— Create a better sense of arrival that ties into Torquay's character. Keep text or messaging such as 'The home of Australian surfing / The start of the Great Ocean Road'. This sets the tone of the Town.</li> <li>— Work with Wadawurrung Traditional Owner's to incorporate dual language place names and/or Acknowledgement and Welcome to Country wording, artwork and/or elements on gateways and identification signs.</li> <li>— Incorporate Traditional Owner artwork into the timber panels of directional signs DR1 - Directional Mapped Plinth and DR2 - Directional Plinth, where appropriate.</li> </ul>	<p><b>Wayfinding Signage Design Guidelines</b></p> <ul style="list-style-type: none"> <li>— Implement the Wayfinding Signage Strategy and Design Guidelines.</li> <li>— Create a consistent scale and information layout hierarchy that is used across all typologies.</li> <li>— Consolidate the amount of signage typologies to only include the necessary signs that can be consistent and used for all purposes. Use a consistent panel size for each destination.</li> <li>— Update identification signage to use the most recent Council guidelines including colour and typography.</li> <li>— Use bespoke materials to develop a better sense of character and create a coherent materiality palette. It is recommended re-using the timber posts and replace all aluminium poles, where possible.</li> <li>— Ensure colours used are above the recommended 70% Light Reflective Value. Consider using best practice principles for outdoor signage.</li> <li>— Create consistent guidelines for mounting heights.</li> <li>— Ensure all key open spaces and parks are identified.</li> <li>— Establish a new standard for park (open space) naming and displaying park (open space) regulations and information e.g. through symbols.</li> <li>— Ensure signage is as accessible as possible using the following elements: <ul style="list-style-type: none"> <li>• Highly legible typefaces</li> <li>• Universally understood pictograms</li> <li>• High contrast colours</li> <li>• Braille and tactile elements</li> </ul> </li> </ul> <p>*All signage elements should adhere to the Wayfinding Signage Design Guidelines and only be used in accordance with current Australian standards, placement and application principles and guidelines.</p>	<p><b>Signage Management, Clutter and Placement</b></p> <ul style="list-style-type: none"> <li>— Implement the new signage system and design guidelines to achieve greater efficiency and effectiveness of managing and maintaining signage.</li> <li>— Consolidate the amount of signage typologies that would suit all purposes and integrate regulatory messaging where possible to avoid signage clutter.</li> <li>— Reduce visual clutter by integrating close proximity signage into one typology.</li> <li>— Improve site naming to create clear distinction when users are entering specific areas.</li> <li>— Place signs in unobstructed positions that require little to no maintenance.</li> <li>— Ensure chosen typology is appropriate for an area without impacting visual amenity.</li> <li>— Ensure that directional signage is strategically placed to ensure it is 'directing' people and vehicles to where you would like them to travel.</li> <li>— In relation to regulatory signage: <ul style="list-style-type: none"> <li>• Establish a standardised list of regulations that meet all relevant codes particularly DDA. Create a standard set of pictograms and messaging.</li> <li>• Use two different consistent colours for permitted and not permitted behaviours. For example red for prohibited and green for acceptable, this will help the user to visually identify the message without reading descriptions.</li> <li>• Create a coherent graphic style and information hierarchy for regulatory signage across the signage family that can accommodate all different situations.</li> <li>• Update National Aquatic signs following the most up to date guidelines. Simplify the hierarchy of information.</li> </ul> </li> </ul>	<p><b>Key Movement Corridors</b></p> <ul style="list-style-type: none"> <li>— Reduce vehicular movement for residents by building and/or improving active transport infrastructure and wayfinding information along key localised commuter routes.</li> <li>— Build upon the cyclist infrastructure currently implemented within Torquay and expand upon the existing street-based cycling infrastructure.</li> <li>— Complement encouraging people to use active transport through signage where possible by activated landscape design that drives engagement through a positive sense of place.</li> <li>— Investigate a potential green corridor connection masterplan that utilises the East-West axis' of Deep Creek and Spring Creek Reserves.</li> <li>— Drive pedestrian movement towards active transport corridors and filter movement from deep within Torquay's various suburbs towards key pedestrian movement corridors.</li> <li>— Implement effective wayfinding signage throughout Torquay but specifically within key pedestrian movement corridors to encourage and support their use.</li> <li>— Ensure movement corridors have effective wayfinding signage and infrastructure to aid user journeys and improve the areas connectedness.</li> <li>— Implement the Wayfinding Signage Allocation and Action Plan.</li> </ul>



## Signage Allocation and Action Plan

Action	Group	Location	Sign Type	Description	Delivery Priority	Responsibility
A01	General	All	Sign Removal	Removal of 18-20 outdated signs identified for rationalisation and consolidation. Includes traffic management, crane and truck hire, labour hire, carpentry, rubbish removal and make good with grass.	1	SCS
A02	General	All	Traditional Owner Design elements	Work with Wadawurrung Traditional Owner's to incorporate dual language place names and/or Acknowledgement and Welcome to Country wording, artwork and/or elements on gateways and identification signs. Incorporate Traditional Owner artwork into the timber panels of directional signs: DR1 - Directional Mapped Plinth and DR2 - Directional Plinth.	1	SCS
A03	General	All	Design file input for specific signs (internal)	Internal resource required for content input into design files provided ready of manufacturing. This element could also be outsourced to the manufacturer if required.	1	SCS
A04	General	Refer list of High-Level Destinations	ID3 – Site Identification Landscape	Unless identified for installation as per the signage allocation plan, all remaining key destination, reserve and facility location signs are to be replaced at the time of renewal and/or at the time of a new project or upgrade. New signs in areas such as new developments, places or facilities to include provisions for wayfinding signage.	3	SCS
A05	Surf Coast Community and Health Precinct	Surf Coast Community and Health Precinct	ID1 – Site Identification Large	Identification: Arrival from Surf Coast Highway (from Geelong) at corner of Merrijig Drive.	1	SCS
A06	Surf Coast Community and Health Precinct	Surf Coast Community and Health Precinct	DR3 – Directional Fingerboard	Directional: At corner Wadawurrung Way and Merrijig and directing people to Wurdi Baierr stadium, Civic Centre and Banyul-Warri Fields, Playground (replace existing sign). Also, include future known places (Aquatic Centre, Hockey Pitch, Community Hub).	1	SCS
A07	Surf Coast Community and Health Precinct	Banyul-Warri Fields	ID2 – Site Identification Portrait	Arrival signs x2: One at corner of Yallock Circuit and Merrijig. One at Wadawurrung Way and Kuwarrk Lane.	2	SCS
A08	Surf Coast Community and Health Precinct	Banyul-Warri Fields	DR3 – Directional Fingerboard	Directional: At corner Sweeney Lane at car park directing people to Wurdi Baierr stadium, Civic Centre and Playground. Also, include future known places (Aquatic Centre, Hockey Pitch, Community Hub).	1	SCS
A09	Surf Coast Community and Health Precinct	Wurdi Baierr Stadium	ID2 – Site Identification Portrait	Arrival sign: Near building entry at College Lane (general location).	2	SCS
A10	Surf Coast Community and Health Precinct	Wurdi Baierr Stadium	DR1 – Directional Mapped Plinth	Directional: At corner College Lane (building exit) directing people to Banyul-Warri Fields, Civic Centre and playground and school. Also, include future known places (Aquatic Centre, Hockey Pitch, Community Hub).	2	SCS

## Signage Allocation and Action Plan

Action	Group	Location	Sign Type	Description	Delivery Priority	Responsibility
A11	Surf Coast Community and Health Precinct	Surf Coast Community and Health Precinct- Playground / Skate Park / Public Amenity	DR3 – Directional Fingerboard	Directional: At the playground, skate park and public toilets at Merrijig Drive directing people to Wurdi Baierr stadium, Civic Centre and Banyul-Warri Fields, Surf Coast Community and Health Precinct, Shopping Precinct. Also, include future known places (Aquatic Centre, Hockey Pitch, Community Hub).	1	SCS
A12	Torquay North Precinct	Torquay North Shopping Precinct (The Dunes Village)	ID1 – Site Identification Large	Identification: Arrival at corner of Merrijig Drive and Fisher Street (at shopping precinct centre side).	2	SCS
A13	Torquay North Precinct	Torquay North Shopping Precinct (The Dunes Village)	DR3 – Directional Fingerboard	Directional: At corner of Merrijig Drive and Fisher Street (at shopping precinct side) directing people to shopping precinct, to Fisher Street walking link to Town Centre, to the Esplanade / beaches and to the Community and Health Precinct.	1	SCS
A14	Torquay North Precinct (including Fisher Street)	Torquay North Fisher Street Pedestrian Link to Town Centre	DR4 – Directional Bollard	Directional: At 5 locations directing people to walk to Town Centre from Torquay North. Following beach side of Fisher Street. <ol style="list-style-type: none"> <li>At start of Fisher Street and corner of Merrijig Drive (near 200 Fisher Street).</li> <li>At the corner of Fisher Street and Nautical Rise</li> <li>At the corner of Loch Ard Drive</li> <li>At corner of Fisher Street and Deep Creek</li> <li>At corner Fisher Street and Darian Road</li> </ol> See also information board at Taylor Park corner of Fisher Street and Beach Road and on Zeally Bay Road.	1	SCS
A15	Whites Beach	Whites Beach	ID1 – Site Identification Large	Identification / Arrival sign: At The Esplanade corner opposite Loch Ard Drive at the car park (near playground).	1	SCS with GORCAPA
A16	Whites Beach	Whites Beach	DR4 – Directional Bollard	Directional: At car park near playground directing people to other beaches, town centre, Quay Recreation Reserve, Torquay Sands Golf Club.	3	SCS with GORCAPA
A17	Whites Beach	Whites Beach	DR3 – Directional Fingerboard	Directional: At the Esplanade (near Surf Coast Walk) directing people to other beaches, town centre, Quay Recreation Reserve, Torquay Sands Golf Club.	3	SCS with GORCAPA
A18	Deep Creek Precinct	Deep Creek Reserve, at Esplanade	DR4 – Directional Bollard	Directional: Town Centre, Deep Creek Reserve, The Sands Golf Course	3	SCS
A19	Deep Creek Precinct	Deep Creek Reserve, at Fischer Street	DR4 – Directional Bollard	Directional: Dunes Village, Town Centre, Deep Creek Reserve, Community and Health Precinct, Surf Coast Highway. Part of Fisher Street Pedestrian link.	3	SCS

Action	Group	Location	Sign Type	Description	Delivery Priority	Responsibility
A20	Fishermans Beach	Fishermans Beach	ID1 – Site Identification Large	Identification: At Esplanade corner opposite Beach Road at the entrance of the café.	1	SCS with GORCAPA
A21	Fishermans Beach	Fishermans Beach	DR1 – Directional Mapped Plinth	Directional: At Esplanade corner opposite Beach Road at the entrance of the café directing people to Torquay Bowls Club, other beaches, town Centre, Surf Coast Walk and boat ramp.	1	SCS with GORCAPA
A22	Front Beach	Front Beach	ID1 – Site Identification Large	Identification / Arrival sign: At The Esplanade corner opposite Price Street (near the toilet block).	1	SCS with GORCAPA
A23	Front Beach	Front Beach	DR1 – Directional Mapped Plinth	Directional: At Esplanade opposite Gilbert Street directing people to other beaches, Town Centre, Surf Coast Walk, Bell Street.	1	SCS with GORCAPA
A24	Front Beach	Front Beach at (Elephant Walk Playground)	DR3 – Directional Fingerboard	Directional: At Esplanade (at Elephant Walk Playground and public amenity) directing people to directing people to other beaches, Town Centre, Surf Coast Walk, Bell Street.	1	SCS with GORCAPA
A25	Cosy Corner Beach	Cozy Corner Bach	ID1 – Site Identification Large	Directional: At Esplanade opposite Bell Street directing people to other beaches, Town Centre, Town Centre, Surf Coast Walk, Bell Street. Remove flag poles and the 'lambchop' sign from Bell Street roundabout.	1	SCS with GORCAPA
A26	Cosy Corner Beach	Cozy Corner Beach	DR1 – Directional Mapped Plinth	Directional: At Esplanade opposite Bell Street (near pedestrian crossing) directing people to other beaches, Town Centre, Town Centre, Surf Coast Walk, Bell Street.	1	SCS with GORCAPA
A27	Point Danger	Point Danger	ID3 – Site Identification Landscape	Arrival sign: At entry into Point Danger at round about at Anzac Drive. (Replace existing sign and move back towards Point Danger pathway, ensure visibility for pedestrians and motorists.	3	SCS with GORCAPA
A28	Torquay Surf Beach	Torquay Surf Beach	ID1 – Site Identification Large	Arrival sign: TBC - in road reserve at Car Park entry across from Fitness Equipment.	2	SCS with GORCAPA
A29	Torquay Surf Beach	Torquay Surf Beach	ID1 – Site Identification Large	Arrival sign: In car park on approach to public toilet (general gathering area).	1	SCS with GORCAPA
A30	Torquay Surf Beach	Torquay Surf Beach	DR3 – Directional Fingerboard	Directional: In car park on approach to public toilet (general gathering area) directing to the Surf Club, Bell Street, Point Danger and Jan Juc.	1	SCS with GORCAPA
A31	Torquay Common	Torquay Common	DR3 – Directional Fingerboard	Directional: At the corner of Bell Street and Surf Beach Drive (Caravan Park Side) directing people to the Torquay Common, Torquay Surf Beach, Bell Street, Torquay Golf Club and Jan Juc.	3	SCS with GORCAPA
A32	Torquay Common	Torquay Common	ID3 – Site Identification Landscape	Arrival sign: At the entry of the Torquay Common (exact location TBC).	3	SCS with GORCAPA

Action	Group	Location	Sign Type	Description	Delivery Priority	Responsibility
A33	Spring Creek Precinct (Spring Valley)	Spring Valley Bike Park / Spring Creek Playground	DR1 – Directional Mapped Plinth	Directional: Spring Creek Reserve, Spring Valley Bike Park and Spring Creek Playground, Spring Creek Recreation Reserve, and include new bridge link – towards Beach Road / Surf City Precinct.	3	SCS
A34	Spring Creek Precinct (Spring Valley)	Spring Creek (at Great Ocean Road)	DR1 – Directional Mapped Plinth	Directional: At pathway entry at Bellbrae (north-west) side of Spring Creek directing people to Spring Valley Bike Park and Spring Creek Playground, Spring Creek Recreation Reserve, and include new bridge link – towards Beach Road / Surf City Precinct.	1	SCS
A35	Spring Creek Recreation Reserve	Spring Creek Recreation Reserve	ID1 – Site Identification Large	Identification sign: At reserve entry Surf Coast Highway (to Geelong).	1	SCS
A36	Spring Creek Recreation Reserve	Spring Creek Recreation Reserve	DR3 – Directional Fingerboard	Directional sign: At reserve entry at Surf Coast Highway (to Geelong) opposite Price Street, at the point of the Surf Coast Highway Service Road, directing people to all clubs and assets / buildings within Spring Creek Recreation Reserve (playground, scouts, netball football/cricket, tennis, Lions Club and Community Garden, in addition to the various shopping precincts.	1	SCS
A37	Spring Creek Recreation Reserve	Spring Creek Recreation Reserve	DR3 – Directional Fingerboard	Directional sign: At reserve entry at Surf Coast Highway (to Geelong) pedestrian crossing (south of the Reserve), directing people to all clubs and assets / buildings within Spring Creek Recreation Reserve (playground, scouts, netball football/cricket, tennis, Lions Club and Community Garden.	2	SCS
A38	Surf Coast Highway	To Fishermans Beach - Surf Coast Highway at Beach Road	ID1 – Site Identification Large	Directional / Identification – At Surf Coast Highway (From Geelong) at Beach Road – “To Fishermans Beach” (replace existing).	1	SCS
A39	Surf Coast Highway	To Town Centre - Surf Coast Highway at Bristol Road	ID1 – Site Identification Large	Directional / Identification – At Surf Coast Highway (From Geelong) at Bristol Road – “To Town Centre” (replace existing).	1	SCS
A40	Surf Coast Highway	To Front Beach - Surf Coast Highway at Anderson Street	ID1 – Site Identification Large	Directional / Identification – At Surf Coast Highway (From Geelong) at Anderson Street – “To Front Beach” (replace existing).	1	SCS
A41	Surf Coast Highway	Bains Crescent Commercial Precinct - Surf Coast Highway at Bains Crescent	ID1 – Site Identification Large	Directional / Identification – At Surf Coast Highway (To Geelong) at Bains Crescent – “Bains Crescent Commercial Precinct” (replace existing).	1	SCS
A42	Surf Coast Highway	Bains Crescent Commercial Precinct - Surf Coast Highway at Bains Crescent	DR1 – Directional Mapped Plinth	Directional: At Surf Cost Highway (To Geelong) at the corner of Bains Crescent directing people to Library, Surf Museum, Surf City, Surf City, beaches, town centre.	1	SCS
A43	Surf Coast Highway	Surf City Precinct - Surf Coast Highway	ID1 – Site Identification Large	Directional / Identification – At Surf Coast Highway (To Geelong) at the pedestrian crossing – “Surf City” (replace existing).	1	SCS
A44	Surf Coast Highway	Surf City Precinct - Surf Coast Highway at Bains Crescent	DR1 – Directional Mapped Plinth	Directional: At Surf Cost Highway (To Geelong) at the corner of Beach Road and Surf City precinct directing people to Library, Surf Museum, Surf City, Bains Crescent, beaches, town centre.	1	SCS
A45	Surf Coast Highway	*Future new shopping development at Grossmans Road – differentiate with precinct sign.	ID1 – Site Identification Large	New sign at new major commercial development - Directional / Identification – At Surf Coast Highway (To Geelong) at corner of Grossmans Road – “Name TBD”.	3	SCS

Action	Group	Location	Sign Type	Description	Priority	Responsibility
A46	Surf Coast Highway	West Coast Business Park	ID1 – Site Identification Large	Directional / Identification – At Surf Coast Highway (To Geelong) in the road reserve between Surf Coast Highway and Winki Way - "West Coast Business Park".	1	SCS
A47	Taylor Park Precinct	Taylor Park – Directional Signage	DR1 – Directional Mapped Plinth	Directional sign: 3 X information boards at: 1. Taylor Park - corner of Fisher Street and Beach Road 2. Taylor Park - Zeally Bay Road pedestrian crossing near Fisher Street 3. Taylor Park corner of Zeally Bay Road and The Esplanade	1	SCS
A48	Surf Coast Highway	To Town Centre – The Esplanade and Gilbert Street	ID1 – Site Identification Large	Directional / Identification – At the corner Gilbert Street and the Esplanade – "To Town Centre" (remove existing sign blade and see also removal of lamb chop signs)	1	SCS
A49	Surf Coast Highway	Town Centre	DR1 – Directional Mapped Plinth	Directional: X2 At Gilbert Street (Esplanade end on both corners) directing people to the Town Centre, restaurants, shops and services.	1	SCS
A50	Torquay Town Centre	Town Centre	DR3 – Directional Fingerboard	Directional: X5 locations: 1. Corner of Gilbert Street and Pearl Street (points to Torquay Village). 2. Conner of Zeally Bay Road and Cliff Street. 3. At the pedestrian crossing at the corner of Bristol Road and Walker Street (rear carpark). 4. Corner of Pearl Street and Boston Road. 5. Corner of Bristol Road at Surf Coast Whole Foods (points back to Town Centre).	1	SCS
A51	Bell Street Precinct	Bell Street at Surf Coast HWY	ID1 – Site Identification Large	Identification: Arrival from Surf Coast Highway (from Geelong) at Bell Street corner.	1	SCS
A52	Bell Street Precinct	Bell Street at Surf Coast HWY	DR3 – Directional Fingerboard	Directional: Arrival from Surf Coast Highway (From Geelong) at Bell Street corner, directing people to Bell Street Shopping Precinct, Torquay Surf Beach, Torquay Common and Jan Juc.	1	SCS
A53	Bell Street Precinct	Bell Street at the Esplanade	DR3 – Directional Fingerboard	Directional: From Esplanade at Bell Street corner and directing people to Bell Street Shopping Centre, Cozy Corner, Point Danger and Torquay Surf Beach (replace existing sign).	1	SCS
A54	Bell Street Precinct	Bell Street Precinct	DR4 – Directional Bollard	Directional: At 3 locations directing people to walk down Bell Street from Surf Coast Highway and from The Esplanade. 1. At the Rudd Street and Bell Street (at corner of Torquay Hotel) 2. At the pedestrian crossing at Munday Street (both Sides) 3. At the pedestrian crossing at the Caravan Park opposite 'fish and chip' shop (both sides).	1	SCS

Section 2



# Situation Analysis

Background + Context

## Site Audit and Analysis

ASPECT Studios conducted a site audit of the project area to interrogate the existing signage conditions, opportunities and barriers to the wayfinding experience.

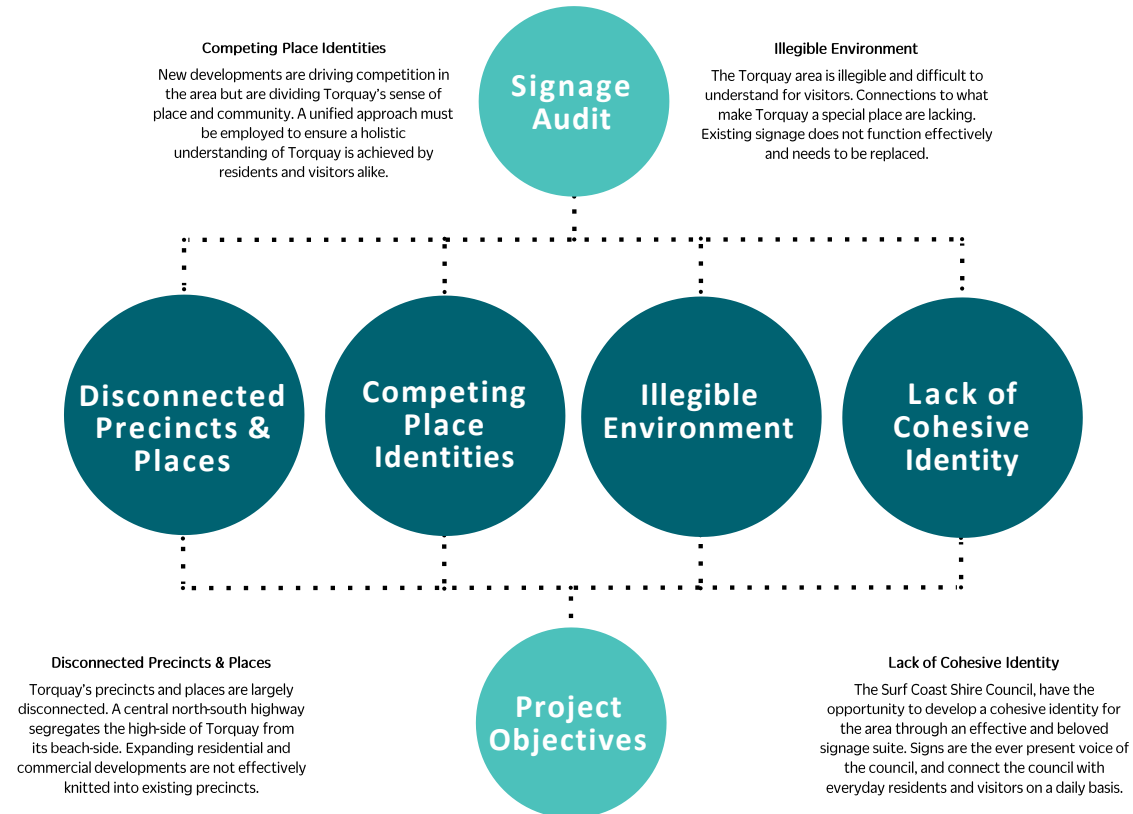
The audit interrogated the following:

- Precinct Identification Signage
- Open Space Identification Signage
- Beach Identification Signage
- Vehicular Directional Signage
- Surf Coast Walk / GORCAPA Signage
- Regulatory Signage
- Interpretive Signage
- Signage Placement
- Information Hierarchy and Colour

The following pages summarises the barriers and opportunities to wayfinding that exist within the broader Torquay context.

The signage audit resulted in the identification of four key themes that need to be addressed in order to achieve a wayfinding experience that benefits both the resident and visitor experience.

This strategy document will address each of these barriers through the implementation of a cohesive, legible, and clearly identifiable signage suite that connects precincts and places through the consistent application of signage.







## Torquay Context

Home to world famous Bells Beach and birthplace of iconic surf brands, Torquay is the surfing capital of Australia. Located 95km South-West of Melbourne, it is the official starting point for the Great Ocean Road.

Torquay is comprised of six existing (and one future) precincts and key places. Our goal is to ensure each precinct is well identified and connected and that residents and visitors alike are well informed of these locations.

These precincts include:

1. Torquay Town Centre
2. Bell Street Shopping Precinct
3. Surf City Shopping Precinct / Baines Crescent Shopping Precinct
4. North Torquay Shopping Precinct
5. West Coast Business Park
6. Surf Coast Civic, Community and Wellbeing Precinct (including the future Aquatic and Health Hub).
7. Cultural Precinct (Future)

KEY	
	Site Boundary
	Surf Coast Walk
	Existing Precinct
	Future Precinct



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### Precinct Identification Signage

The use of identification signage is to create a sense of 'arrival' for users to the town or a particular destination. There is an inconsistent application of the brand, conflicting use of typography and signage types, with a variety of materials, details and layouts.

The 'sense of place' for Torquay has been slightly lost with too many outdated sign types.

This page provides some examples of existing precinct and place identification signs.

In response to the challenges and opportunities identified, the following recommendations are made.

#### Recommendations

- Create a better sense of arrival that ties into Torquay's character and the Shire Branding. Keep text or messaging such as 'the home of Australian surfing / The start of the Great Ocean Road'. This sets the tone of the Town.
- Work with Wadawurrung Traditional Owner's to incorporate dual language place names and/or Welcome to Country wording, artwork and/or elements on gateways and identification signs.
- Create a consistent information layout hierarchy that is used across all typologies.
- Use bespoke materials to develop a better sense of character.
- Ensure colours used are above the recommended 70% Light Reflective Value. Consider using best practice principles for outdoor signage.



01

First point of recognition for visitors. Bespoke Welcome to Torquay arrival identification sculpture with various materials. No Council branding but sets a tone for the unique town. Does not match other signage.



02

Standard Shire entry signage to Torquay. Regulatory information may not be readable or necessary to be shown to users traveling by vehicles.



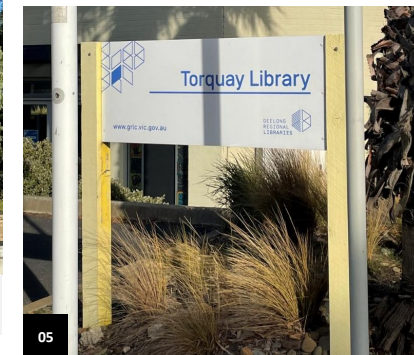
04

Bespoke precinct identification. Creates a unique sense of character but does not match other signage.



03

Outdated sign. Low contrast level and poor legibility due to the yellow typography colour. Repeated information (Baines Cres) is not necessary along with Shire's phone number.



05

Identification signage that has conflicting branding, typography and information layout with the rest of the typologies and relation to the buildings facade signage.

## Regulatory Signage

There is an inconsistent approach to the layout and colour usage of regulatory signage across the site. There should also be a coherent pictogram style that is used for all regulatory, warning or advisory messaging.

This page provides some examples of existing regulatory signs.

In response to the challenges and opportunities identified, the following recommendations are made.

### Recommendations

- Consolidate the amount of signage typologies that would suit all purposes and integrate regulatory messaging with other signage typologies where possible to avoid signage clutter.
- Establish a standardised list of regulations that meet all relevant codes particularly DDA. Create a standard set of pictograms and messaging.
- Use two different consistent colours for permitted and not permitted behaviours. For example red for prohibited and green for acceptable, this will help the user to visually identify the message without reading descriptions.
- Create a coherent graphic style and information hierarchy for regulatory signage across the signage family that can accommodate all different situations.
- Update National Aquatic signs following the most up to date guidelines. Simplify the hierarchy of information and include Council logo.



01 Out of date sign with regulatory symbols on bollards



02 Use of all capitals is not recommended.



03 Use of all capitals is not recommended as it reduces readability. Scale of text and weights used don't create enough of a hierarchy of information.



04 Low contrasting colours don't grab cyclists attention as they go past. No Council branding or attribution.



05 Use of all capitals as a sentence is not recommended. Use different colours for regulatory symbols to the branding colours. No Council branding or attribution.



06 Use of all capitals is not recommended. No Council branding or attribution. Sign layout is not consistent with current regulatory signage.

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### Open Space Identification Signage

Open space signage is used to identify arrival points to parks and recreational destinations. These signs should provide users with key information i.e. site name, facilities available, address, opening hours and regulatory information.

The current identification typologies show various scales, different information layouts and materiality despite all being for open spaces.

This page provides some examples of existing open space identification signs.

In response to the challenges and opportunities identified, the following recommendations are made.

#### Recommendations

- Consolidate the amount of signage typologies to only include the necessary signs that can be consistent and used for all purposes. Use a consistent panel size for each destination.
- Update identification signage to use the most recent Council guidelines including colour and typography.
- Create a consistent scale of typography in all open space typologies.
- Create a coherent materiality palette. We recommend re-using the timber posts and replace all aluminium poles.
- Create consistent guidelines for mounting heights
- Establish a new standard for park naming and displaying park regulations and information e.g., through symbols.
- Ensure all key open spaces and parks are identified.



01 Out of date signage. Council branding takes up a large portion of the sign. Inconsistent timber post used and proportion of panel size.



02 More recent signage with additional information panel. Use regulatory symbols and warnings for better communication.



03 Identification signage with community noticeboard. Identification should be placed at entry to site.



04 Large signage at Quay Reserve is mounted at a different height to other signs. Aluminium poles are used here instead of timber posts.



05 Recent signage with Traditional Owner artwork incorporated. Inconsistent timber posts used across different identification signage.



06 Fence mounted identification. Inconsistent layout and style compared to other surrounding reserve signage. Font size is eligible for users to read from far away.

### Signage Clutter and Placement

There are instances where locations are over-signed and information could have been combined into one signage typology. Reducing visual clutter at key locations such as open spaces and beaches can improve visual amenity. When implementing signs it is important to ensure that site lines for users to the sign are not obstructed by existing infrastructure or foliage.

This page provides some examples of existing signage clutter and placement of signs.

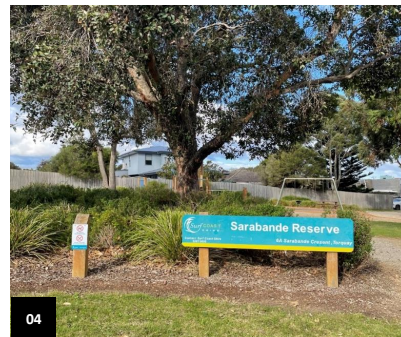
In response to the challenges and opportunities identified, the following recommendations are made.

#### Recommendations

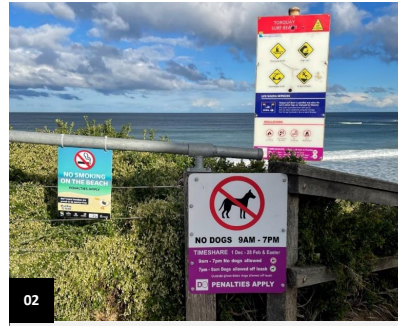
- Consolidate the amount of signage typologies that would suit all purposes and integrate regulatory messaging where possible to avoid signage clutter.
- Reduce visual clutter by integrating close proximity signage into one typology.
- Improve site naming to create clear distinction when users are entering specific areas.
- Place signs in unobstructed positions that require little to no maintenance.
- Ensure chosen typology is appropriate for an area without impacting visual amenity.
- Ensure that directional signage is strategically placed to ensure it is 'directing' people and vehicles to where you would like them to travel.



01 Torquay Library sign is obstructed by pole mounted signs in front of it.



04 Identification signage and regulatory signage that could be integrated into the one sign.



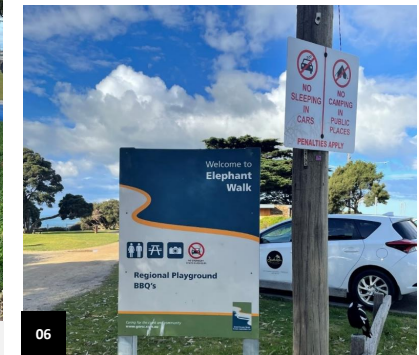
02 All regulatory messaging could be integrate into one signage at beach entry to reduce visual clutter and improve visual amenity. Different signage typologies are visible showing repeated messaging (i.e. No smoking). Recommendations may be provided to GORCAPA for all beach signage.



05 Signage placed close to site identification can create unnecessary clutter for that area. Consider a new location for irrigation information.



03 Signage clutter most prevalent along Surf Coast Highway with different signage types, varying levels of information and confusing directional signage. Mixed direction and commercial signage. Multiple signs leading to Town Centre and miss-aligned directional signage to turn offs creates confusion. Signs become "white noise" and lost to the viewer.



06 Identification signage is already showing the regulatory information regarding 'sleeping in cars'. Ensure there is not doubling up of information in close proximity signs.

## High Level Destinations

### PUBLIC PARKS AND RECREATION

- Green Open Space Areas
- 01 Taylor Park
- 02 Spring Creek Recreation Reserve / Spring Valley Deep Creek Reserve
- 03 Quay Reserve
- 04 Quays Reserve
- 05 Grasstree Nature Reserve

### BEACHES

- 01 Torquay Surf Beach
- 02 Point Danger
- 03 Front Beach
- 04 Cosy Corner
- 05 Fishermans Beach
- 06 Whites Beach

### CLUBS AND RECREATIONAL ACTIVITY CENTRES

- 01 Torquay Bowls Club
- 02 Torquay Golf Club (RACV)
- 03 Torquay Sands Golf Club
- 04 Torquay Football/Netball Club
- 05 Banyul-Warri Fields

### RETAIL AND SHOPPING

- Retail Areas
- 01 Town Centre / Gilbert Street Shopping Precinct
- 02 Bell Street Shopping Precinct
- 03 Torquay North Shopping Precinct
- 04 West Coast Business Park
- 05 Surf City / Bains Crescent Shopping Precinct
- 06 Torquay Village Shopping Precinct

### COMMUNITY & CIVIC

- 01 Surf Coast Shire Council
- 02 Wurdi Baierr Stadium
- 03 Future Aquatic & Health Hub

### PUBLIC FACILITIES

- Post Office
- Public Toilets
- Playground
- Visitor Information Centre
- Library
- National Surfing Museum
- Torquay War Memorial
- Boat Ramp

### TRANSPORT

- Main Bus Station

### TRAILS

- Surf Coast Walk



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**Destinations – A key strategic driver**

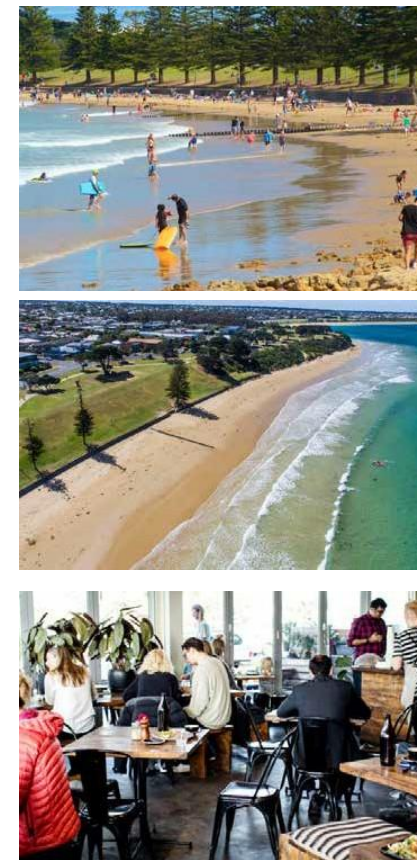
Users approaching along Surf Coast Highway from the North or South should be informed about key Torquay destinations.

Strategic opportunities to consider include the following:

- Increase awareness of key civic and business destinations throughout Torquay through the use of Victoria Roads Main Road signage suite.
- Utilise photography to communicate the natural beauty of the Surf Coast, drawing visitation from Surf Coast Highway to the coastal area.



Image examples that could be used on signage to attract beach side visitation.



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## Vehicular Movement

The following diagram illustrates the major and secondary vehicular movement coming into the Town Centre from surrounding areas.

There is a high level of vehicular activity in the region, with major highways connecting surrounding towns whilst also being a popular tourist destination.

The following issues have been identified:

- Connections between Surf Coast Highway and the town centre, beach-side businesses and civic centres are not effectively communicated to visitors.
- Heavy reliance on vehicles to access key places, spaces and services and navigate the township.

KEY

- Heavy Use
- Moderate Use
- Light Use



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### Aspirational Vehicle Movement

There is an opportunity for Surf Coast Highway to be utilised as a main arterial road, while tourist visitation is directed along a loop that includes key local business offerings.

The following opportunities have been identified:

- Focus tourist visitation towards the seaside to boost local business in the area and engagement with the foreshore and beach.
- Reduce vehicular movement for residents by building and/or improving active transport infrastructure and wayfinding information along key localised commuter routes.

KEY

- Heavy Use
- Moderate Use
- Light Use



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## Cyclist Movement

The following diagram illustrates the major and secondary cyclist movement coming into the Town Centre from surrounding areas.

Currently, bike lines are present but there is limited amount of active transport signage to support journey planning and/or user experience.

The following issues have been identified:

- Cycling infrastructure is limited to a few key streets within Torquay.
- Key natural environment connections are not designed to cater to cyclists.

KEY	
	Heavy Use
	Moderate Use
	Light Use



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### Aspirational Cyclist Movement

There is an opportunity to greatly build upon the cyclist infrastructure currently implemented within Torquay.

Encouraging people to use active transport through signage should be complemented where possible by activated landscape design that drives engagement through a positive sense of place.

The following opportunities have been identified:

- Investigate a potential green corridor connection masterplan that utilises the East-West axis' of Deep Creek and Spring Creek Reserves.
- Significantly expand upon the existing street-based cycling infrastructure.

KEY

- Heavy Use
- Moderate Use
- Light Use
- Green Corridor






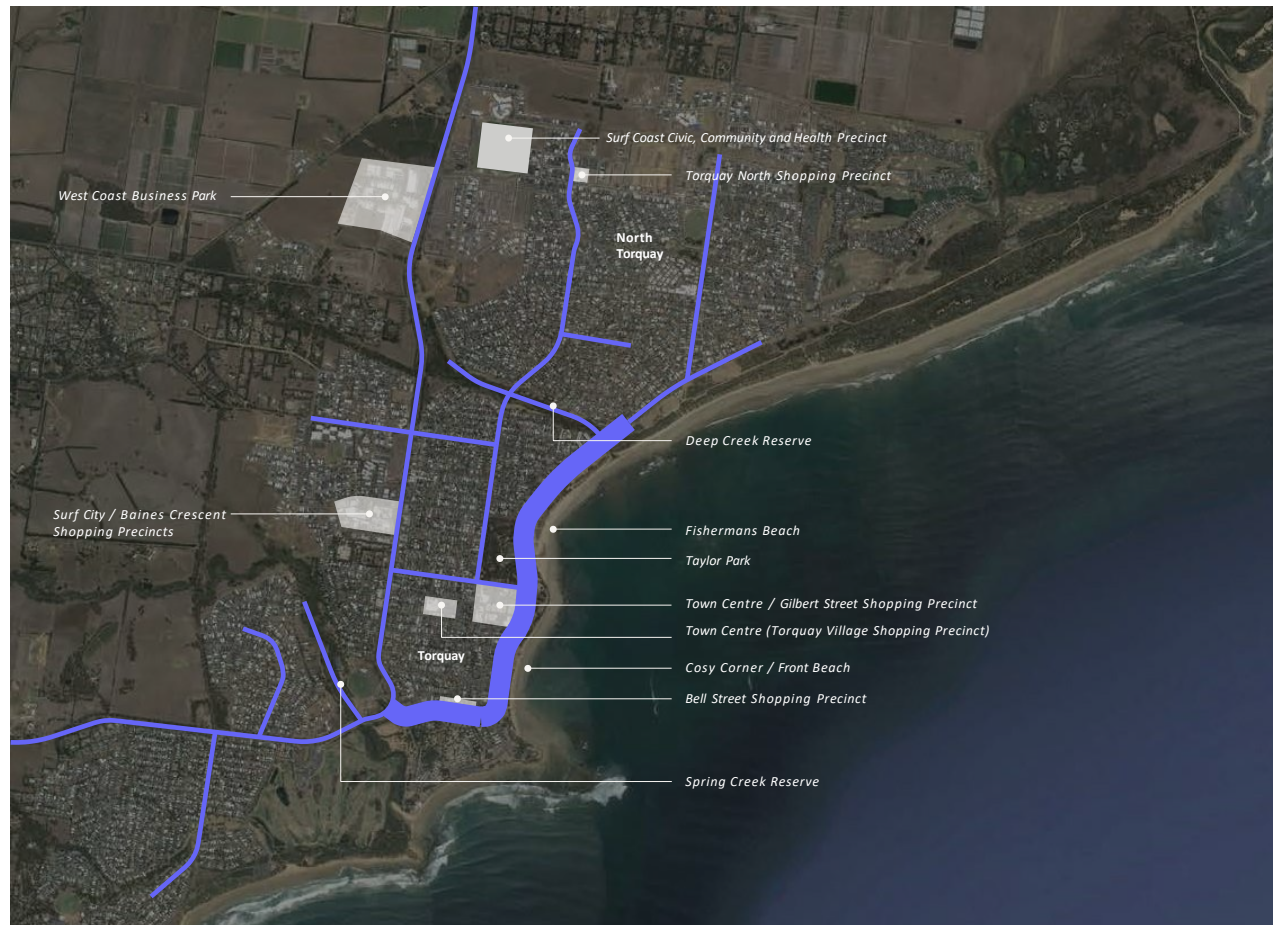
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## Pedestrian Movement

The following diagram illustrates the major and secondary pedestrian movement coming into the Town Centre from surrounding areas. It is understood that visitors also lack information about key destinations in the area and how long it would take them to walk to them.

- The following issues have been identified:
- There is a lack of pedestrian based information about Torquay's key destinations.
  - Walkability information such as time and distance information is missing within the area, leading people to assume trips would be too long or too difficult.
  - Key connection corridors such as Deep Creek and Spring Creek Reserves are not effectively signed to or utilised for movement.

KEY	
	Heavy Use
	Moderate Use
	Light Use



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### Aspirational Pedestrian Movement

Movement from deep within Torquay's various suburbs should filter towards key pedestrian movement corridors such as the ones proposed here.

These corridors should have effective wayfinding signage and infrastructure to aid user journeys and improve the areas connectedness.

The following opportunities have been identified:

- Investigate a potential green corridor connection masterplan that utilises the East-West axis' of Deep Creek and Spring Creek Reserves.
- Implement effective wayfinding signage throughout Torquay but specifically within key pedestrian movement corridors to encourage and support their use.
- Drive pedestrian movement towards active transport corridors and link movement to beach-side local businesses.

**KEY**

- Heavy Use
- Moderate Use
- Light Use
- Green Corridor

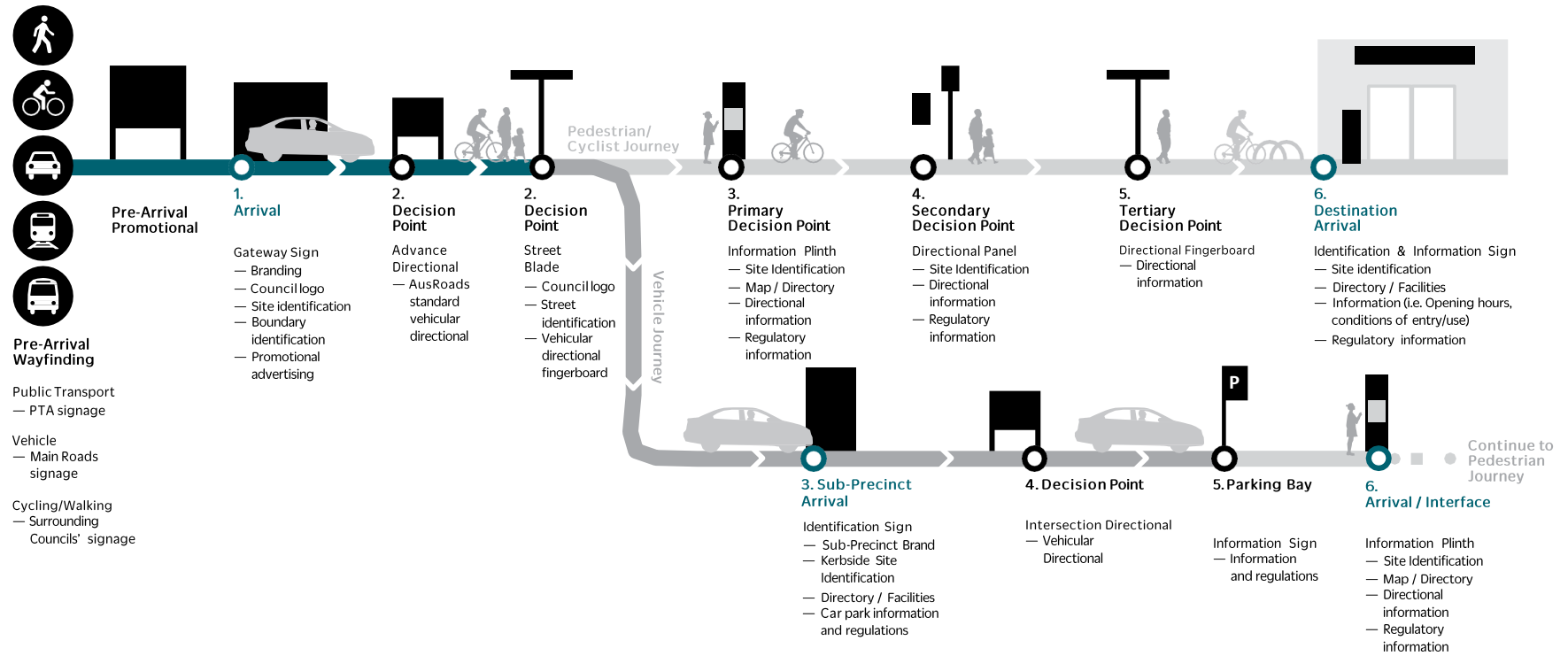


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## Understanding the User Journey

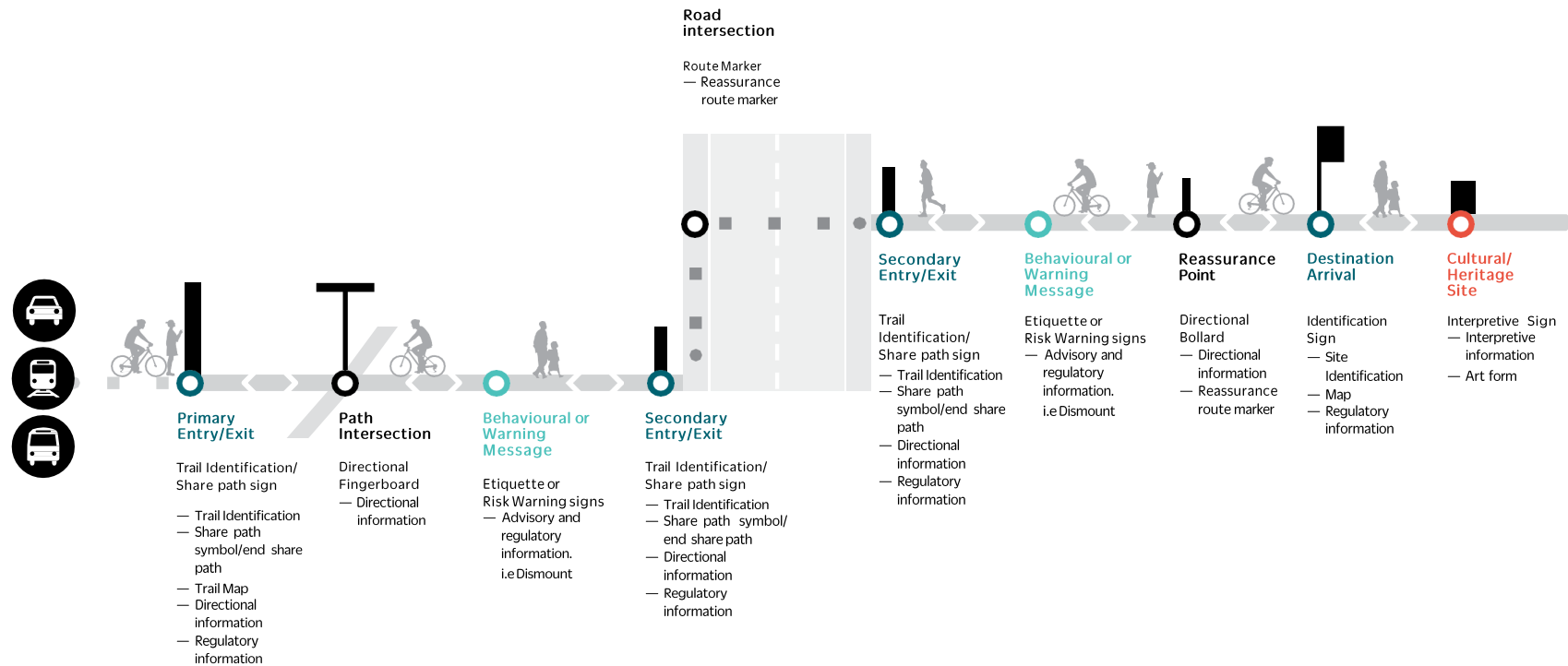
### Scenario – from A to B

The methodology of signage is to provide sufficient information at each stage of the user's journey. An understanding of all interactions between the user and the space is crucial to design a successful wayfinding system.



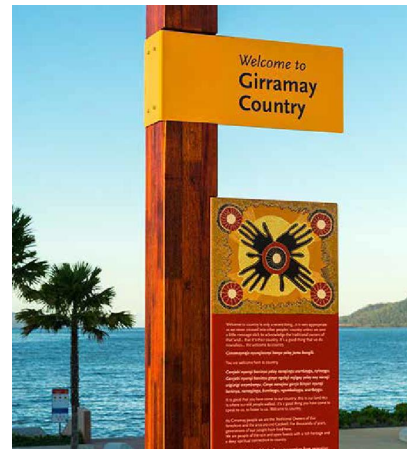
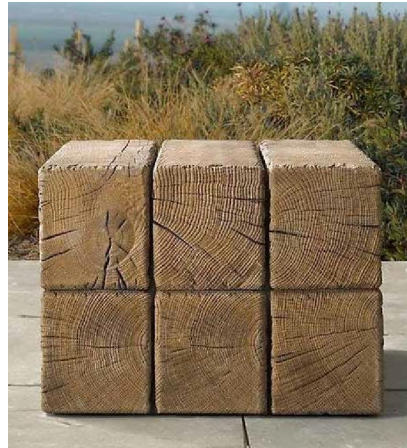
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Scenario – Bi-directional Trail



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## Signage Benchmarking and Inspiration



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Section 3

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# Wayfinding by Design

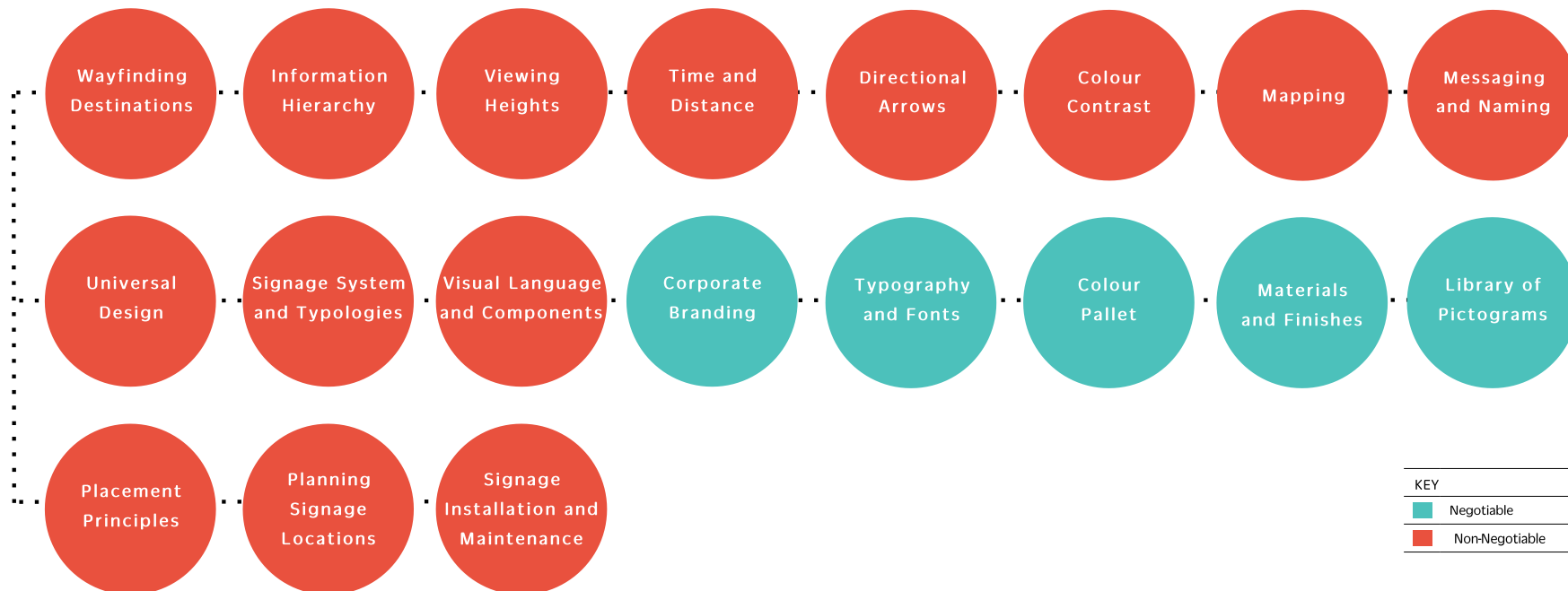
Wayfinding Design Guidelines



## Wayfinding by Design

There are many important considerations when designing wayfinding signage and some are non-negotiable in terms of accessibility, functionality and best practice, however some provide an opportunity to make wayfinding signage in Torquay better suited to the unique coastal character.

The following pages provide an overview of the important design considerations that relate to wayfinding signage.



## Wayfinding Destinations

Listing destinations in the different categories as shown in this diagram, can help when deciding if signage needs to be included and the exact wording to be used.

Accurately categorising destinations helps to deliver connected places and precincts, and ensures that the approximate level of information is provided at each location.

Primary Civic Destinations	Active Transport Destinations	Secondary Civic Destinations	Support Destinations
<p><b>Primary Parks</b></p> <ul style="list-style-type: none"> <li>— Taylor Park</li> <li>— Deep Creek Reserve</li> <li>— Spring Creek Reserve</li> <li>— BanyuHWarri Fields</li> </ul> <p><b>Primary Beaches</b></p> <ul style="list-style-type: none"> <li>— Point Impossible Beach</li> <li>— Whites Beach</li> <li>— Fishermans Beach</li> <li>— Front Beach</li> <li>— Cosy Corner Beach</li> <li>— Point Danger</li> <li>— Torquay Surf Beach</li> </ul> <p><b>Primary Civic and Commercial Centres</b></p> <ul style="list-style-type: none"> <li>— Torquay Town Centre</li> <li>— North Torquay Shopping Precinct</li> <li>— Civic, Community and Health Precinct</li> <li>— Cultural Precinct</li> <li>— Bell Street Shopping Precinct</li> <li>— Surf City Shopping Precinct</li> <li>— Baines Crescent Shopping Precincts</li> <li>— West Coast Business Park</li> </ul>	<p><b>Active Connections</b></p> <ul style="list-style-type: none"> <li>— The Esplanade</li> <li>— Fischer Street</li> <li>— Surf Coast Walk</li> <li>— Deep Creek Reserve</li> <li>— Spring Creek Recreation Reserve</li> <li>— Spring Creek Linear Reserve (to Spring Valley)</li> </ul>	<p><b>Secondary Parks</b></p> <ul style="list-style-type: none"> <li>— Frog Hollow Reserve</li> <li>— Quay Reserve</li> <li>— Ocean Acres Reserve</li> <li>— Grass Tree Nature Reserve</li> </ul>	<p><b>Car Parks</b></p> <ul style="list-style-type: none"> <li>— Taylor Park</li> <li>— Foreshore</li> <li>— Torquay Town Centre</li> </ul> <p><b>Toilets</b></p> <p><b>Public Facilities</b></p> <ul style="list-style-type: none"> <li>— Various playgrounds</li> <li>— Torquay War Memorial</li> </ul>

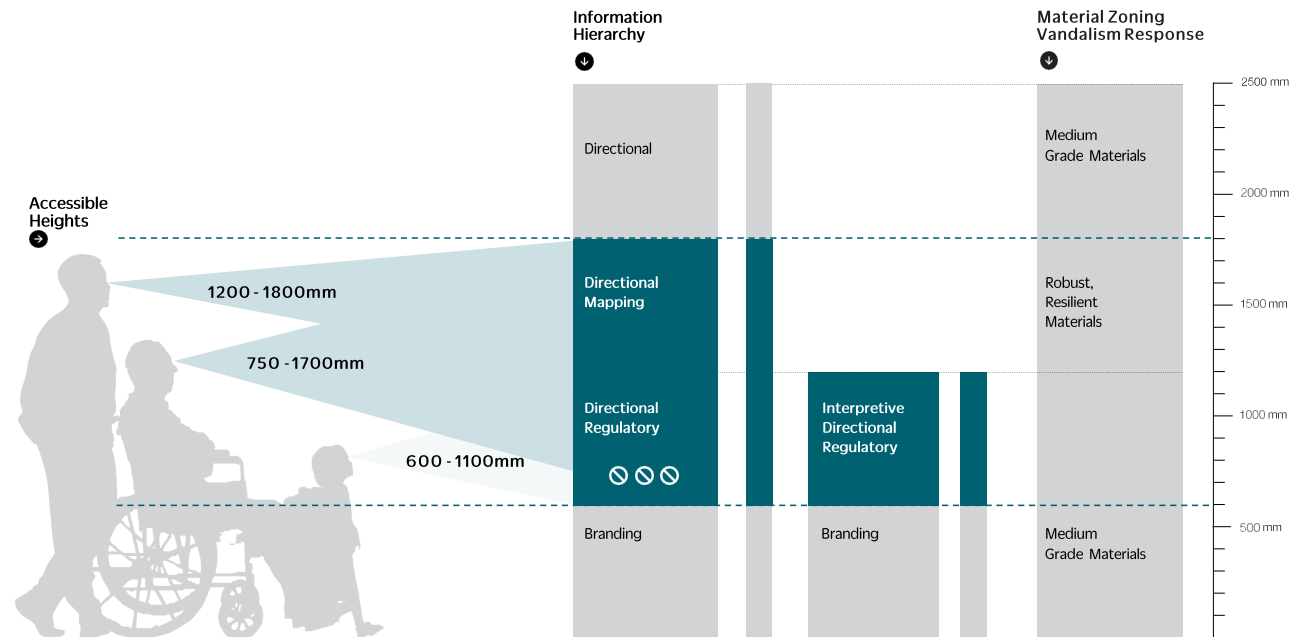
## Information Hierarchy

A key factor in providing overall legibility is ensuring information is displayed to users in a hierarchical manner. This hierarchy must be consistently applied across the signage suite.

The following diagram describes a generic hierarchy of information on a set of signs. Torquay's signage design will ensure information is applied consistently so that users can become familiar with the suite and always access the information they need.

To support the creation of accessible content, the signage design will make:

- Information easy to locate
- Layouts simple and consistent
- Graphics clear and legible



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## Viewing Heights

The overall legibility of a sign relies on a combination of factors. One of the key factors is information viewing heights.

All signs should be designed with best-practice viewing heights in mind to ensure users can always easily access information.



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## Viewing Distances

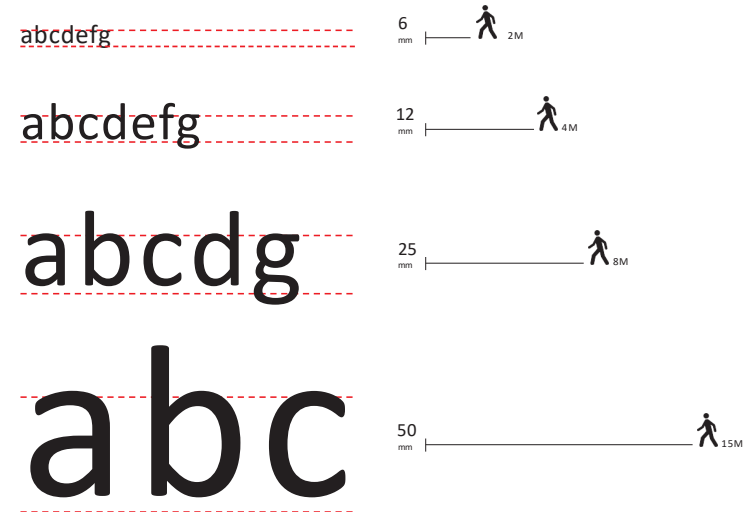
Another key factor to the overall legibility of wayfinding signage is viewing distance.

It is crucial to understand the expected viewing distance users will be gathering information from. Unlike other print media – which is intimate and close-range in nature, wayfinding information must be broadcast across greater distances and in varying conditions.

This is why understanding viewing distances is a critical component of the strategy behind a signs specific design. This diagram describes the best-practice viewing distance to text height relationships. The Torquay Signage Suite will utilise this framework as a guiding principle.

Viewing Distance (M)	Minimum X-Height (mm)
2	6
4	12
6	20
8	25
12	40
15	50
25	80
35	100
40	130
50	150

*X-height is the distance between the baseline of a line of type and tops of the main body of lower case letters.*



## Time and Distance

Torquay's new signage suite would encourage walking and cycling through the provision of time and distance information on signage.

Signage generally includes time and/or distance in their directional information. Different formulas are used to calculate the time required to reach a destination according to the user. Google Maps Distance API web service is also used to collect this data.

### Pedestrians

Walking time information must be used as an appropriate means of journey-planning rather than distances. This is designed to make walking to destinations more achievable, as long distances are often misunderstood. Typically, the maximum walking distances ranges from 400-800m (5-10 min). However recent studies suggests people are willing to walk up to 1.6-2km (20-25min) to reach their end destination, providing there is good amenity along the way (SOURCE: Harris, publicsectorpeople.com.au).

Walking icons could be placed next to the walking time to give context. Walking speed will vary between people so a basic time may be based on the following equation:

$$T = D / S$$

Where:

T = time in minutes. Results should be rounded to the highest minute.

D = distance from location to destination in metres.

S = average walking speed (80m/min).

### Cyclist

A combination of cycling time and distance information measured in km could be used. This is designed to give cyclists enough information to destinations, as cycling speeds differ according to people's skills.

The maximum distance for cyclists depends on ability and speed, however research shows that 8-15km is the maximum (30-60mins) to travel by bike (SOURCE: Smith, bicycle2work.com).

A cycling icon is included above cycling distances / times to give context.

This approach ties in with sustainable transport principles. Cycling times are based on the following equation:

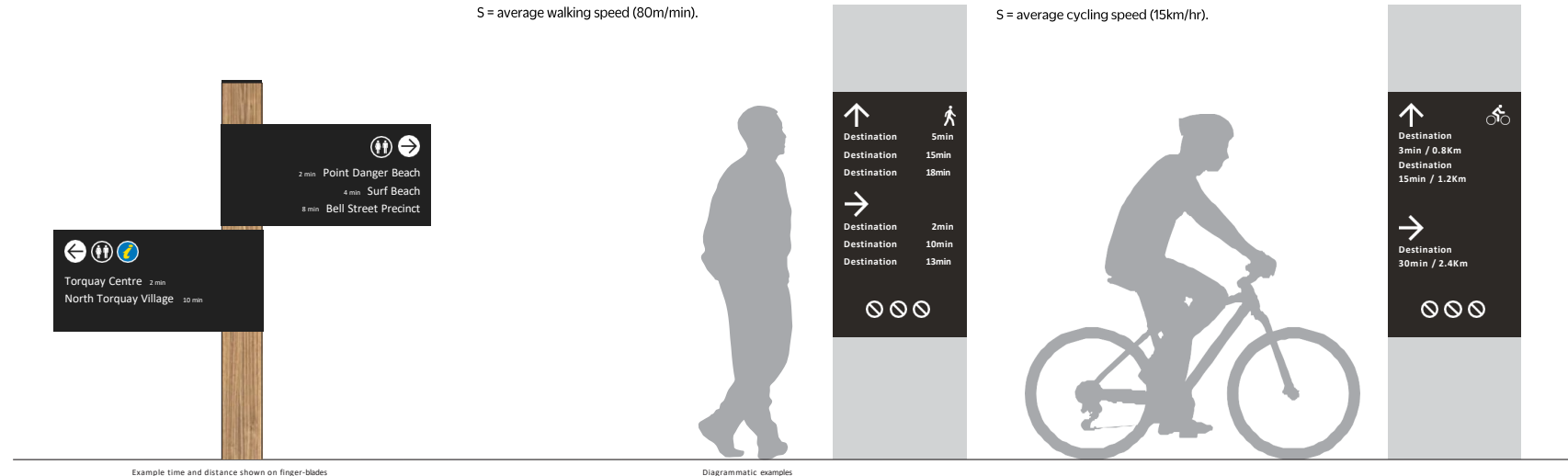
$$T = D \times 60/S$$

Where:

T = time in minutes. Results should be rounded to the highest minute.

D = distance from location to destination in kilometres.

S = average cycling speed (15km/hr).



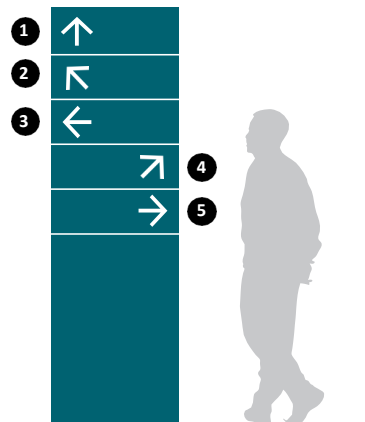
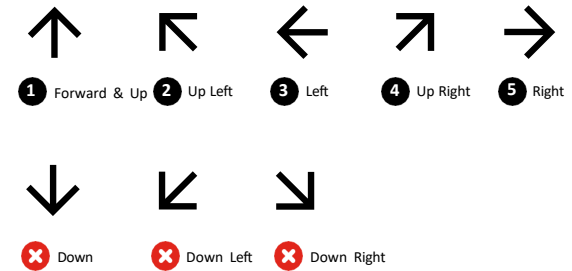
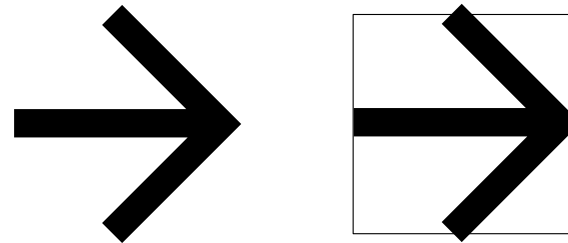
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## Directional Arrows

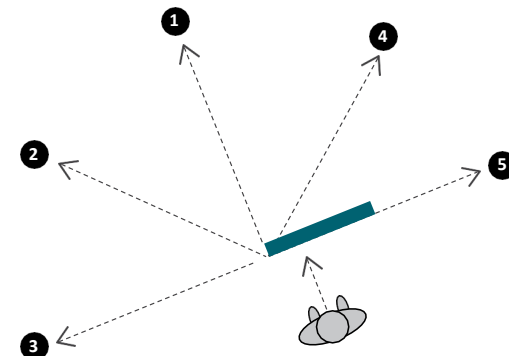
Best practice wayfinding design typically uses one arrow symbol per direction. All destinations associated with that direction shall be next to or below the symbol.

The hierarchy of destinations should be listed consistently either as closest destination or most important destination at the top of the list.

Users should never be directed to destinations which are behind them. Only forwards, left, right and 45°-forward angled arrows are to be used. Downward facing arrows are open to misinterpretation and may become confusing for users. These types of arrows are used only in specific situations, i.e. Staircases.



Arrow configuration principles in elevation



Diagrammatic hierarchy of directions in plan view

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## Colour Contrast

In order to maintain both consistency and legibility throughout a wayfinding system, it is important to ensure that colour combinations remain consistent.

Light Reflective Value (LRV) is a key factor to consider when selecting colours for wayfinding purposes. The LRV expresses the extent to which two colours are contrasted. A LRV of 70 (70%) is deemed to be an acceptable standard of contrast. Employing this standard makes signage more legible for people with vision impairment.

HUE	LR[%]	CONTRAST VALUE AND RELATIONSHIP											
RED	13												
YELLOW	71	82											
BLUE	15	13	79										
ORANGE	34	62	52	56									
GREEN	17	24	76	12	50								
PURPLE	18	28	75	17	47	6							
PINK	30	57	58	50	12	43	40						
BROWN	14	7	80	7	59	18	22	53					
BLACK	8	38	89	47	76	53	56	73	43				
GREY	19	32	73	21	44	11	5	37	26	58			
WHITE	85	84	16	82	60	80	79	65	84	91	78		
BEIGE	61	78	14	75	44	72	70	51	77	89	69	28	

SOURCE: <https://asignage.com/doc-resource/lrv-calculator/>  
<https://www.leseich.info/werkzeuge/contrastrechner/index.en.php>



## Map Standards

Maps provide users with additional information about the Torquay area and aid pedestrians and cyclists in their journey planning.

The rules that apply to Torquay's mapping strategy are based on best-practice principles and involve:

1. Use of high contrast colours
2. Use of universally understood pictograms
3. "Heads Up" orientation
4. Provision of walking-time information
5. Adequate type size and kerning
6. Use of a legend



Heads-Up maps provide context and connection to surrounding precincts/destinations, it enables the viewer to understand their location within the larger context of the town. Their level of detail should be simple and clear.

Citywide maps or reference maps are generally used on the following signage typologies:

- Urban plinths
- Wall mounted panels with maps
- Park entry plinths

**Information to be provided**

- Streets positioning and naming
- Suburbs
- Key Landmarks, parks and water bodies
- CAT routes
- 'You are here' area box: it indicates the area covered by the heads-Up maps.

Example: Gilbert Street Shopping Centre



Mapping look and feel (not to scale)

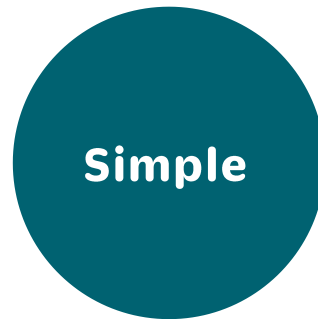
**Colour Palette**

<b>STREETS</b> C=0 M=0 Y=0 K=90	<b>WATER</b> C=64 M=0 Y=32 K=0
<b>PATHWAYS</b> C=10 M=9 Y=30 K=0	<b>WATER NAME</b> C=100 M=46 Y=45 K=19
<b>PARKLAND</b> C=60 M=19 Y=100 K=0	<b>YOU</b> C=3 M=84 Y=81 K=0
<b>PARK OVALS</b> C=60 M=19 Y=100 K=30	<b>SYMBOLS</b> C=100 M=862 Y=7 K=0
<b>SAND</b> C=10 M=9 Y=30 K=0	<b>ROAD NAMES</b> C=0 M=0 Y=0 K=45
<b>SAND PARKING</b> C=10 M=9 Y=30 K=30	<b>BACKGROUND (PMS NEUTRAL BLACK C)</b> C=3 M=3 Y=0 K=86

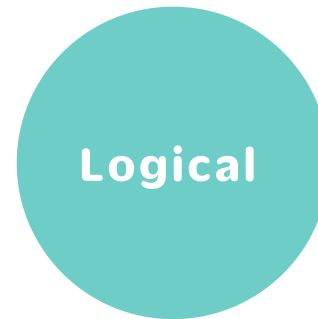
## Consistent Messaging and Naming Principles

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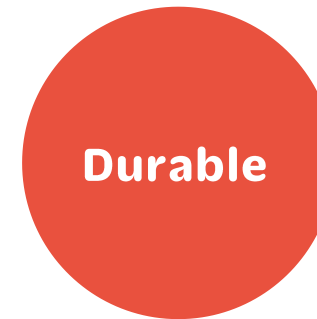
Naming principles ensure messaging is consistent and effective over a long period of time.



Names should be simple. Simple names are more memorable than complex names and avoid confusion and ambiguity. Simple names tend to be used in everyday conversation or when giving directions.



Logical names provide a mental link when trip planning. Names should therefore be relevant to the area or purpose of the space.



Names should be relevant for as long as the space exists. Certain names can become outdated if the building or spaces changes. It is important to have a name that will still be appropriate in the future.

## Universal Design

Universal Design describes an aim to create products and environments that are useable, accessible and functional for people of all abilities, disabilities and characteristics.

Wayfinding systems should endeavour to be as accessible as possible to ensure that no user is excluded from their fundamental right to movement and information about their environment.

The use of the following elements help make the signage as accessible as possible:

- Highly legible typefaces
- Universally understood pictograms
- High contrast colours
- Braille and tactile elements

\*Elements should only be used in accordance with current Australian standards, placement and application principles and guidelines.

Universally recognised pictograms



Universally legible typeface is Sans Serif



AaBbCc

## Signage System and Typologies

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The Signage system is categorised into six sign types based on their primary purpose to aid information hierarchy and content.



### Identification

Indicates where users are and where they have arrived. Identification signage is primarily used to identify places and destinations.



### Directional

Directs users to destinations by the use of arrows or panel blades (fingerboards) pointing towards the route to follow to get there.



### Informational

Informs users where they are, what facilities could be found on site to help them decide where they should go.

Some informational signage includes directories and/or maps which are located at arrival points to precincts and buildings.

Eg. Directory boards, digital screens and maps



### Regulatory

Regulatory signs inform users of operational and safety information, codes of conduct and site operations including statutory signage.

Eg. No dogs allowed signs, CCTV in use signs

### Statutory

Eg. Toilets Braille signs



### Interpretive

Signage used to provide users with site specific historical, cultural and nature stories/awareness.



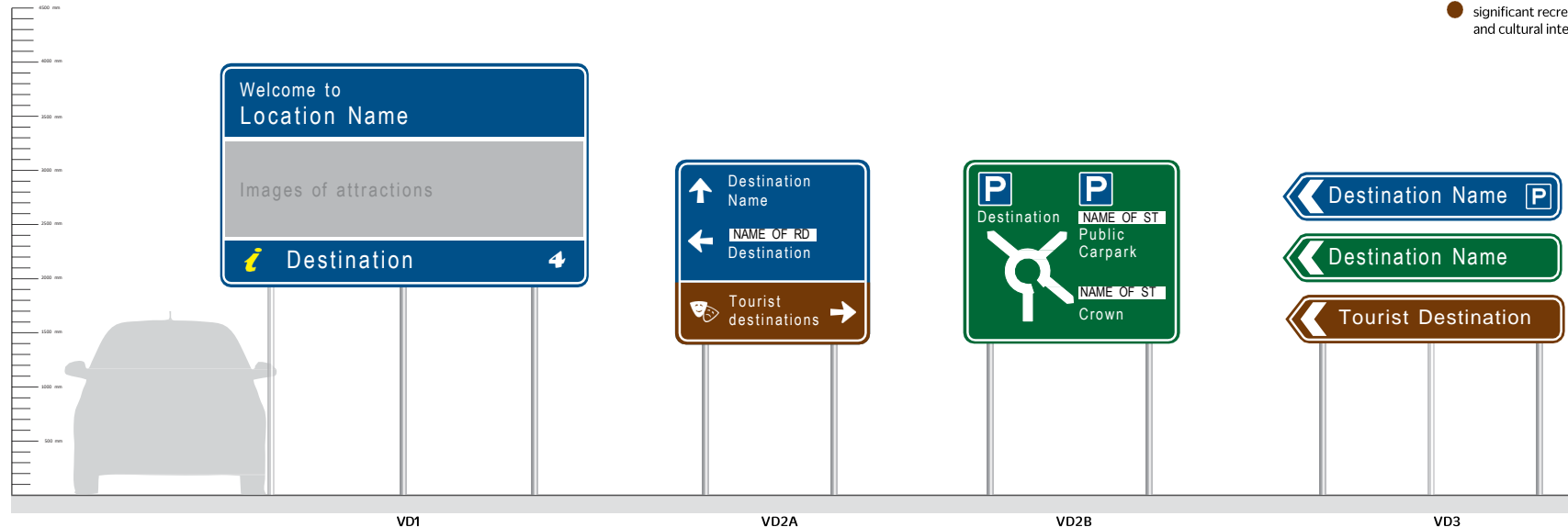
### Promotional

Signage used to promote Torquay branding as a destination and its attractions.

## Vehicular (Victoria Roads) Signage Overview

DIRECTIONAL SIGNS  
COLOUR

- Towns, Cities, State wide Route Numbering and particular locations
- Facilities and services
- Tourist Attraction of significant recreational and cultural interest



Code	VD1	VD2	VD3
Sign Name	Advance Directional Diagram*	Advance Directional*	Intersection Directional*
Functional Type	DR	DR	DR
Installation	Freestanding	Freestanding	Freestanding
Purpose	To promote LGA, major town centres, attractions and organisations that have a local presence.	To provide users with directional information prior to entering intersections to allow time for drivers to select routes. It should direct users to car parks or main destinations.	To confirm route and directions for users at intersections and guide them to key destinations.
Location	At main roads prior to entry points to LGA or town centres moderately or highly visited.	Prior to intersections and decision points.	Placed at road intersections.

\* Sign should be based on Australia Standard Tourist and Services Signs, refer to standard for placement principles and guidelines.

## Signage Overview - Identification Signs



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## Signage Overview - Directional Signs



Code	DR1	DR2	DR3	DR4	RG1
Name	Directional Mapped Plinth	Directional Plinth	Directional Fingerboard	Directional Bollard	Regulatory Bollard
Functional Type	DR	DR	DR	DR	RG
Installation	Freestanding	Freestanding	Pole Mounted	Freestanding	Freestanding
Purpose	To provide users with site identification, local directional information and maps at primary decision points along routes. Regulatory information is also provided to ensure users are aware of surrounding regulations.	To provide users with local directional information at secondary decision points along pedestrian routes. It provides pedestrians with reassurance when traveling between signs and destinations.	To provide users with reassurance and local directional information at secondary/tertiary decision points along routes.	To provide users with reassurance and local directional information at tertiary decision points along routes.	Communication of public regulatory laws that apply in a specific area. i.e. No Skating, Dogs on leash, No Smoking, etc.
Location	Placed at primary decision points, arrival/entrance or near entry points to major/large facilities, open spaces or at car park interfaces.	Placed at intersections and decision points along pathways.	Placed at intersections and decision points along pathways.	Placed at minor decision points along pathways.	At entrances to facilities, pathways, beaches, trails that require localised regulations.

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## Visual Language and Components

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### Surf Coast Shire Branding for Signage

The Surf Coast Shire brandmark consists of two graphic elements: the word-mark and the graphic device. The mark is prevalent across the region and provides a memorable and consistent voice for the Council.

#### Brandmark

Both elements have been carefully crafted to be a unique mark. Neither should be modified in anyway. For the purposes of signage, use the reverse mono version.

#### Logo clear space usage

The diagrams below display the correct clearance area required for applications of the Surf Coast Shire brandmark.

#### Colour

If instances where the logo is to be applied onto coloured sections of the signage, the brandmark should use a single colour in all instances.

### Preferred variations for signage - Reverse Mono

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### Monotone logo variation

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### Logo usage - clear space

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### Colour usage

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## Typography Selection

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To support the creation of accessible content for people with vision impairment, it is important to use sans serif fonts and horizontal text that is left aligned, well spaced and of an appropriate size. Leading should be adequate, spacing between paragraphs generous and the use of ALL capitals, italics and underlining should be limited or eliminated.

### Primary: Real Head Pro

A contemporary sans serif design, Real Head Pro is the primary typeface to be used. It is a timeless and legible font that is able to read at close and far distances.

### Case

Wording on signs should all be in sentence or Title Case (as appropriate) for legibility.

### Tracking

30 for main headings  
10 for sub headings  
10 for body text

Primary Typography  
Real Head Pro

---

**Aa**

**ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz**

Weights Used:  
Bold

Medium

Light

---

**Aa**

**ABCDEFGHIJKLMN  
OPQRSTUVWXYZ  
abcdefghijklmn  
opqrstuvwxyz**

Aa

ABCDEFGHIJKLMN  
OPQRSTUVWXYZ  
abcdefghijklmn  
opqrstuvwxyz

Aa

ABCDEFGHIJKLMN  
OPQRSTUVWXYZ  
abcdefghijklmn  
opqrstuvwxyz

## Typesetting Principles

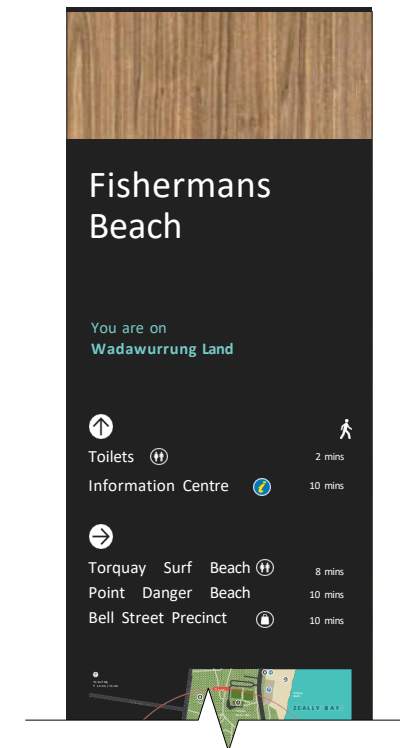
An example of vertical type layout displaying multiple directional information.

Location names are presented first with the acknowledgment of country set underneath. Location Name has been shown in a heavier and larger weight to establish an easy-to-read visual hierarchy.

Destination information is grouped by the direction. The amount of destinations should not exceed six to ensure users are not overwhelmed when viewing the sign. All information including arrows should be aligned left.



Vertical sign layout example



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## Colour Palette

The base colour for Torquay's Wayfinding Signage is PMS Natural Black C (charcoal).

Colours for the Surf Coast Shire visual language have been carefully selected to support the brandmark and create a visual tone of voice.

The colour palette has been designed to create a dynamic and modern feel for the Council while complementing the unique landscapes of Torquay.

**Please note:**

When reproducing any artwork it is imperative that the colours are matched using the Pantone Colour Matching Guide. This will ensure consistency throughout all signage.

### Primary Colours

<p><b>SURF COAST Shire TEAL</b> PMS 3115 C C100 M46 Y45 K19</p>	<p><b>WHITE</b> PMS - C0 M0 Y0 K0</p>	<p><b>BLACK</b> PMS NEUTRAL BLACK C C40 M30 Y30 K100</p>
---	---	--

### Wayfinding Signage Colour



**PMS NATURAL BLACK C**  
C3 M3 Y0 K86  
R35 G35 B36  
#232324

### Secondary Colours

<p><b>COOL GRAY 11</b> PMS COOL GRAY 11C C48 M36 Y24 K66</p>	<p><b>SURF COAST Shire NAVY</b> PMS 540 C C100 M80 Y38 K37</p>	<p><b>SURF COAST Shire AQUA</b> PMS 3255 C C64 M0 Y32 K0</p>	<p><b>SURF COAST Shire CORAL</b> PMS 7625 C C3 M84 Y81 K0</p>
--	--	--	---

### Other Colours

**COUNCIL YELLOW**  
PMS 740C  
C0 M11 Y74 K4

Highlight colour for acknowledgment of country on wayfinding signage

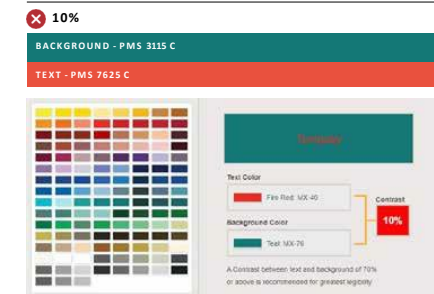
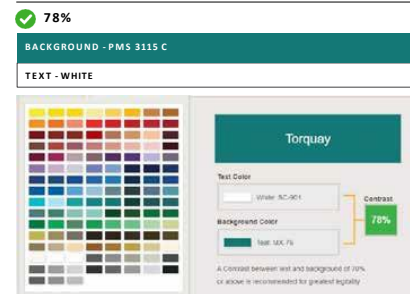
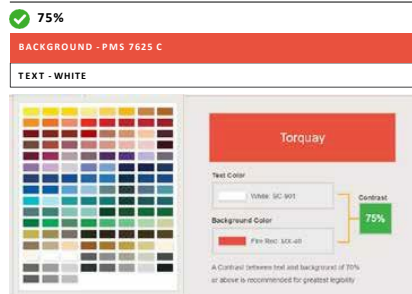
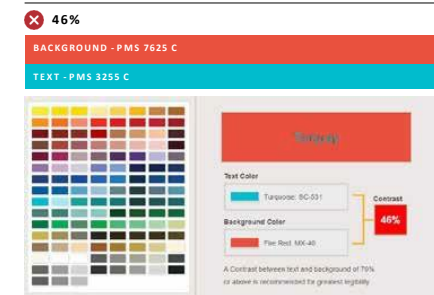
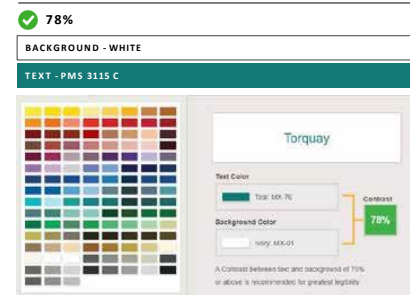
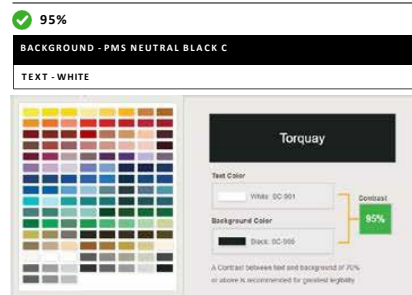
## Acceptable Colour Contrast and Accessibility

A key factor in choosing colours for outdoor signage is to ensure sufficient contrast between the foreground and background colours.

Each colour has a light reflective value (LRV) and contrast levels are measured by comparing the foreground and background LRV ratings. The acceptable standard is 70% contrast, making signage more legible for persons with vision impairment. Generally this means that highlight colours need to be lighter in tone to achieve sufficient contrast with the background.

In order to maintain both consistency and legibility throughout a wayfinding system, it is important to ensure that these colour combinations remain consistent.

As part of the world's best practice signage and wayfinding system, Bristol Legible City, a number of tests were carried out on outdoor signage readability. The tests found that white text on a dark background is more readable at distance, and the use of lower case letters aids the recognition of words. Further to this, the Outdoor Advertising Institute in the U.S. has found reverse messages to be up to 40% more visible.



SOURCE: <http://assignment.com/resources/lrv-calculator>

## Materials and Finishes

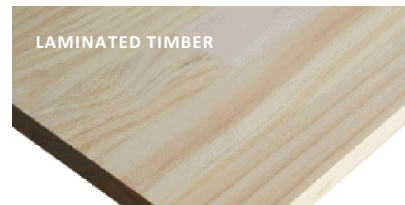
The materials palette provides a cost effective, durable and easily amendable system. It is envisaged that the palette of materials can be sourced locally mitigating delivery and supply issues.

Colours chosen achieve a high level of contrast and legibility to create a distinctive signage system.

### Materials Palette



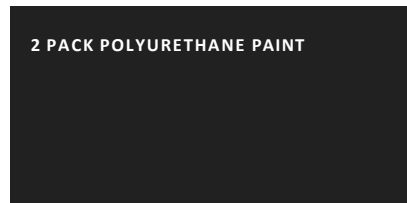
Panel materials



Laminated Timber: Durabeam GL10 Cypress OR similar



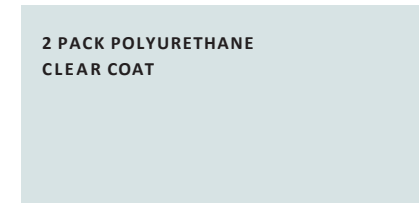
CUTEK protective clear coating for durability



Paint over panels



Computer cut vinyl graphics



Protective clear coating (satin)



Anti-Graffiti / vandalism resistant clear coat laminate

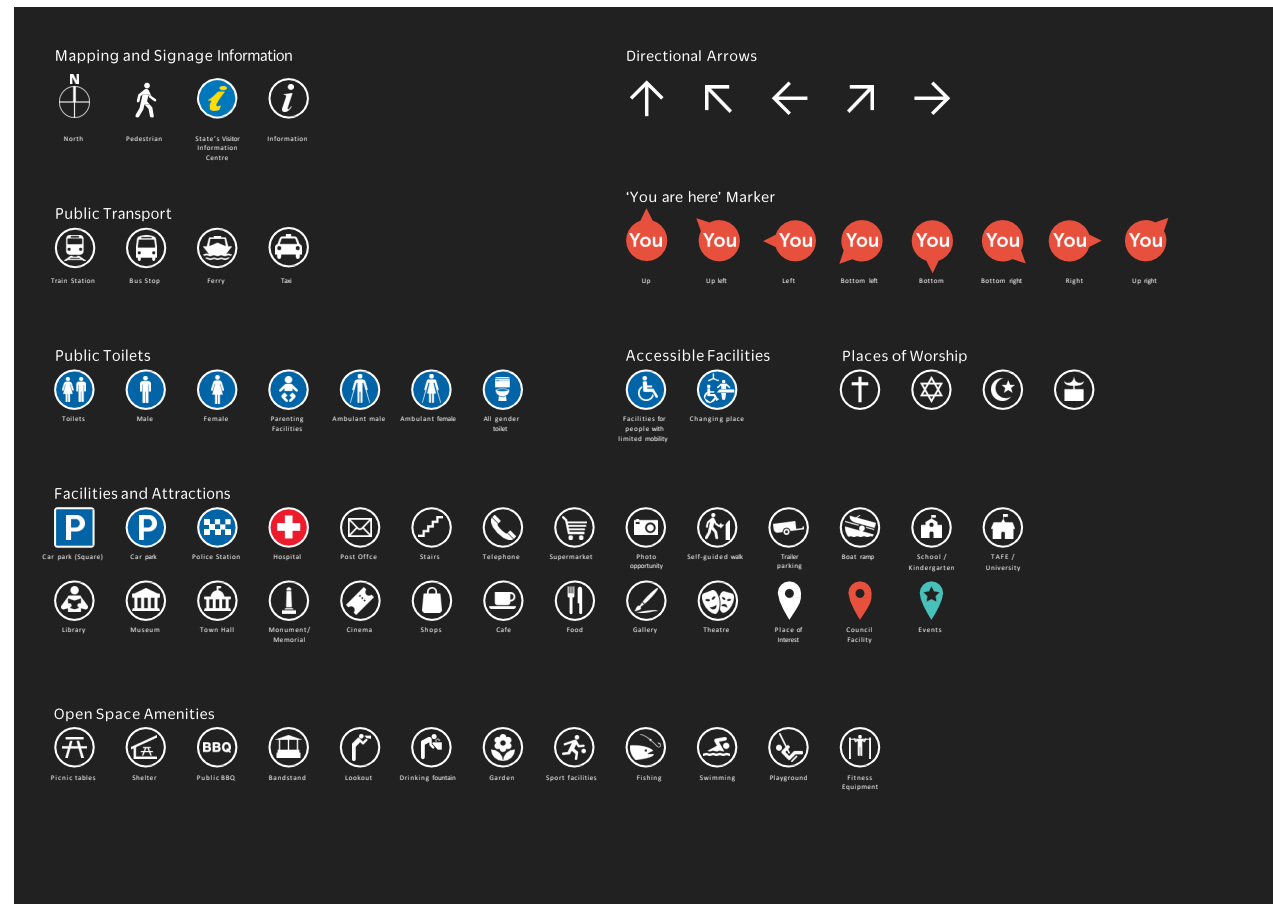
## Library of Pictograms

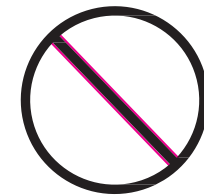
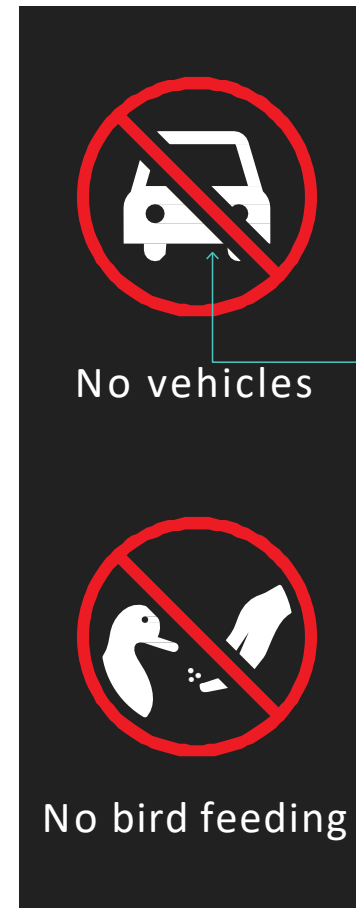
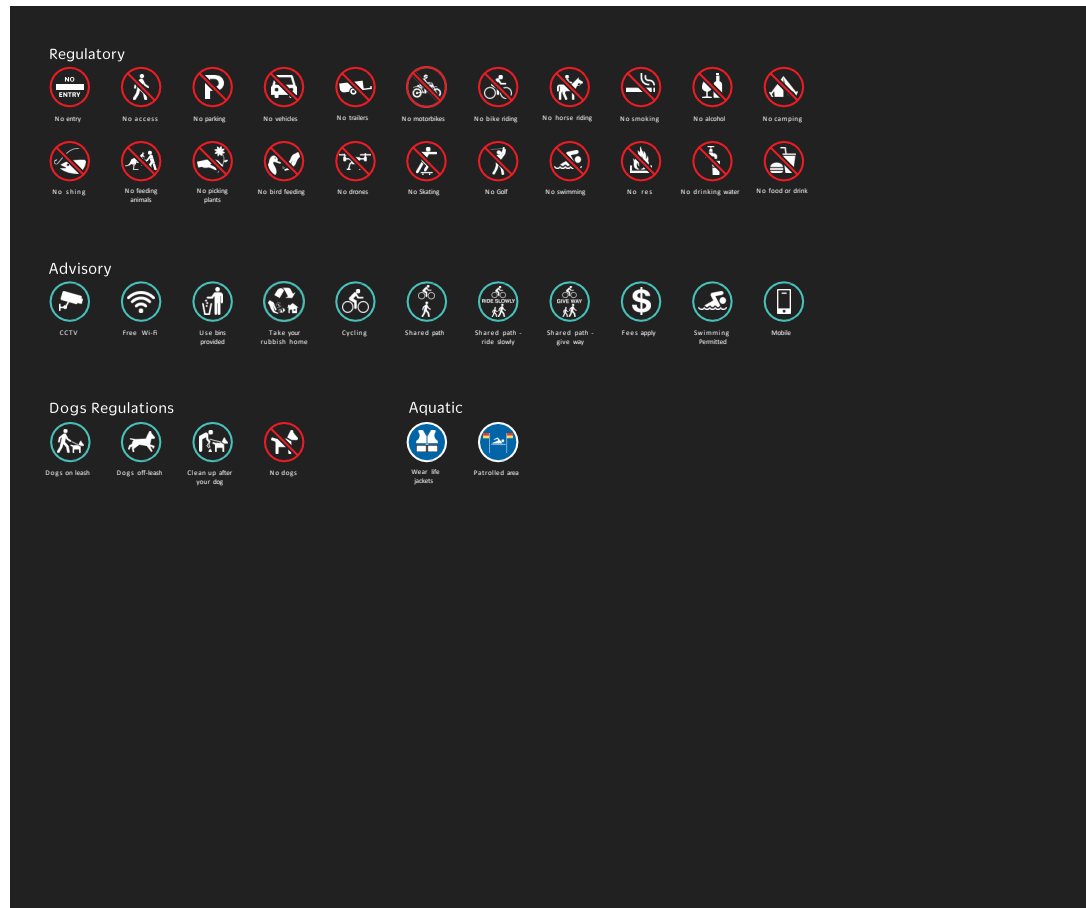
Pictograms communicate to the widest possible audience and eliminate language barriers by conveying a meaning through their pictorial resemblance to a physical object. They help to reduce unnecessary clutter and create consistency throughout all aspects of a signage system.

The following library of pictograms is in line with international standards and are to be used across all signage typologies and mapping in the municipality to identify commonly used facilities, hazards or to communicate expected behaviours in the area. When applied to signs they should be scaled proportionately to the desired size. Additional symbols might need to be created in the future and they should be developed to have the same look and feel. They should generally be understood as stand-alone messages.

These designs comply with the following Standards:

- ISO standards 7001:2007
- AS 1319 Safety Signs for the Occupational Environment
- Society of Environmental Graphic Design (SEGD)
- AIGA the professional association for design
- National Park Service Icons 1982, USA





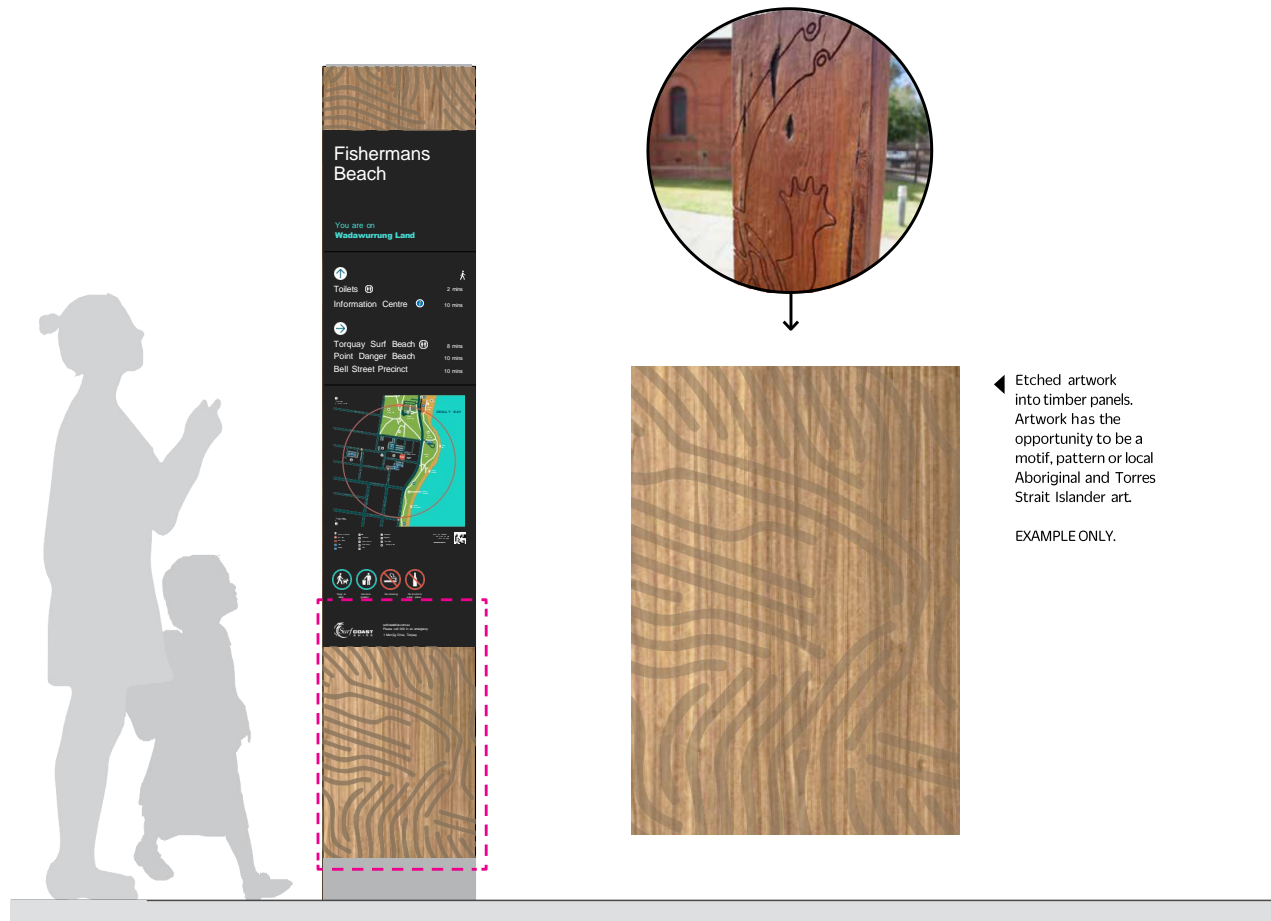
Ensure when creating new regulatory symbols that the same style is followed as in the library of pictograms. Regulatory symbols should have an additional stroke on the symbol to create a separation between symbol and graphic.



## Signage Pattern and Artwork Integration

There is an opportunity to incorporate patternation into the signage. Some indicative examples have been shown using either patternation etched into the timber option or customised perforation into aluminium.

Note: All artwork and patterns shown are indicative only. Final design development to be completed in consultation with Traditional Owners.



◀ Etched artwork into timber panels. Artwork has the opportunity to be a motif, pattern or local Aboriginal and Torres Strait Islander art.

EXAMPLE ONLY.

## Signage Placement Principles

To aid accessibility and legibility for users of all abilities it is important to consider the following:

### 1

Identify the areas where signage is needed

- Where would people need information? (i.e. where are the logical information or decision points on people's journey past or through the site? Or through the public space?).
- Where would people expect information? (People expect to see signs in busy areas, especially those with a lot of foot traffic, e.g. major intersections and local attractions).
- Will the key audience for the sign be people on foot, by bike or by motor vehicle? This affects the speed at which the signs will be viewed and by extension where the sign should be located.
- How would the sign – and the information it supplies – relate to other signs nearby? (i.e. existing signs and/or others being installed at the same time). Providing too much signage can be confusing for people.

### 2

Find the best location in those areas

- Identify a position for the sign that will mean it is:
- Obvious to the audience and has a high visual impact but does not dominate the surrounding area.
  - Free of visual obstruction for the sight-lines of your audience (e.g. for a sign with pedestrians as the audience, make sure that it can clearly be read from the nearby footpath).
  - As clear as possible of unrelated signage (obsolete or redundant. Council signage should be removed, but other signage e.g. local business etc. may still be present) that may detract from the information provided or lead to confusion.
  - Situated at appropriate heights and locations to allow for users of varying abilities to approach and freely navigate to and around the signage (in some cases slight changes to the orientation may help avoid creating an obstacle without compromising the visibility of the sign).
  - As clear as possible of physical obstructions like overhanging vegetation and street furniture.

**Factors to consider near vehicles and traffic**

- Signage near pedestrian crossings and traffic lights need additional considerations to sight lines, pedestrian clearance, utility locations, wheelchair access, etc.
- Any signage installation near traffic and signals need considerations for risk to vehicles and crash impacts. Refer to RMS and AustRoads guidelines for siting of signs, setbacks and frangible construction. Frangible supports are to be used for all modular installations. Frangibility is multi-directional – no compromise for driver and pedestrian safety.

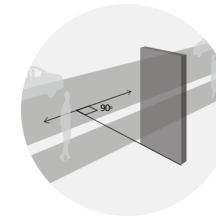
### 3

Determine the best orientation

The orientation and position of the sign should be based on the conditions at each site (e.g. path width, lighting, location of street furniture etc.) and the predominant direction(s) at which the sign would be approached. As explained above, slight changes to the orientation of the sign may help avoid creating an obstacle without compromising the visibility of the sign.

**Factors to consider to optimise accessibility**

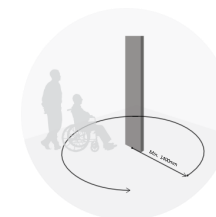
- Position signs free of visual obstructions and in optimum sight lines that are free to access by foot, wheelchair or mobility scooter.
- Place wayfinding signage consistently at decision points to provide assurance to users.
- Over signing can be confusing and discouraging for users.
- Remove obsolete or redundant signage that may be misleading.
- An appropriately sited sign should be obvious but not dominant.



**Plinths**  
Place perpendicular to user's sight and line of movement.



**Fingerboards**  
At decision points in all intersections, parallel to user's line of movement towards destinations.



**Clearance**  
Clear zone around information signage should be minimum 1400mm radius.

## Planning Signage Locations

Signage location and size should be considered carefully in the planning process to aid site navigation by users of all abilities.

When entering a new space, users will rely on their recognition of familiar experiences in similar environments to influence their decision making behaviour.

During every journey a user will come to a point where they need to decide on the next direction for their journey. This is called a decision point.

A good wayfinding system should indicate, at every decision point, where to go next to reach the destination.

### Pedestrians

Key placement principles for pedestrian signage:

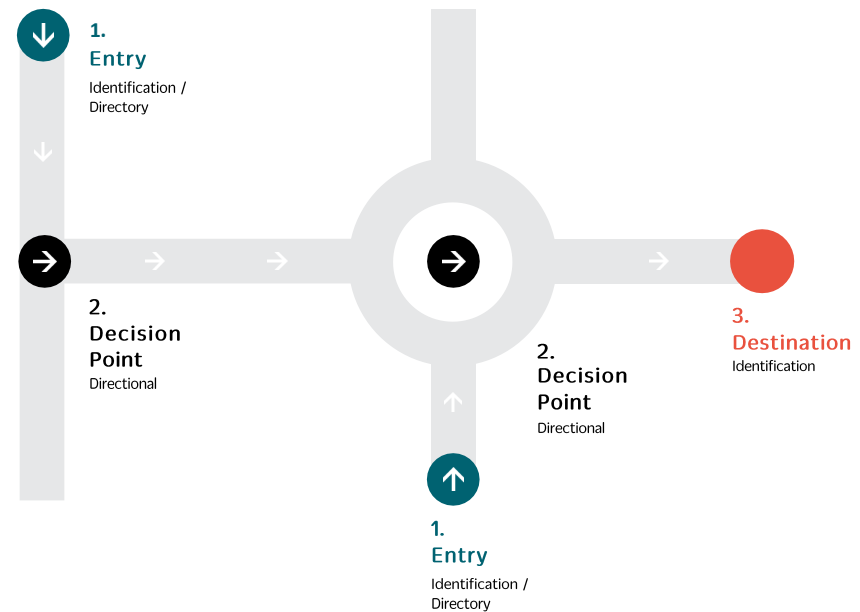
- Mapped plinths with 500m maps should be placed at key decision points or high traffic routes (i.e. Transit hubs, central market, retail precincts, carpark interfaces, etc).
- Mapped plinths should be placed at intervals that provide an overlap with other corresponding maps.
- Multi-directional signage should be provided at key route decision points.
- Consistent and predictable placement of all signage to build assurance for users.
- Co-locate signs to existing street infrastructure where possible to mitigate visual and physical clutter.
- Use appropriate scaled signage where space is an issue (eg. surface graphics, co-located panels).

### Cyclists

Cyclists generally prefer not to stop, are traveling at faster speeds and need to make decisions quicker than a pedestrian.

These factors inform the placement, type, size and amount of information displayed on cyclist signage including:

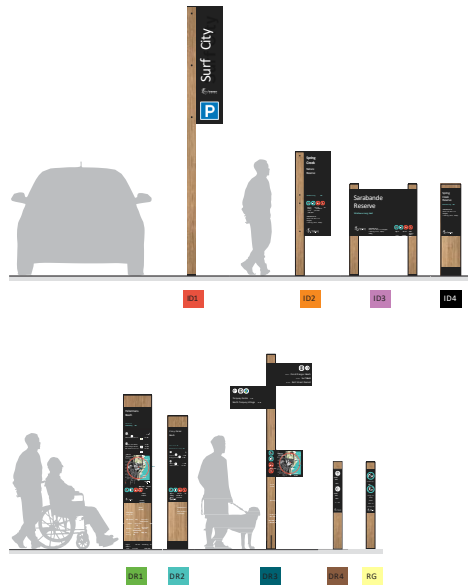
- Larger text size and directional arrow.
- Colour blue as a distinct cyclist identifier.
- Time and distance information.
- Overly simplified maps to illustrate upcoming changes in the route or complex intersections.
- On traffic lights or intersections where cyclist might be required to stop and wait, they can benefit from surface graphics with directional information.
- Bike routes identification signs.
- Siting signage to allow cyclists ample time for decision making at speed. This could take the form of mid-block directional signage placed before arriving at an intersection.



### Foreshore Open Space Placement Scenario

The following diagram represents a typical scenario involving an activity centre and provides a visual guide of signage typologies and placement in-situ when creating a signage plan.

### Signage Suite

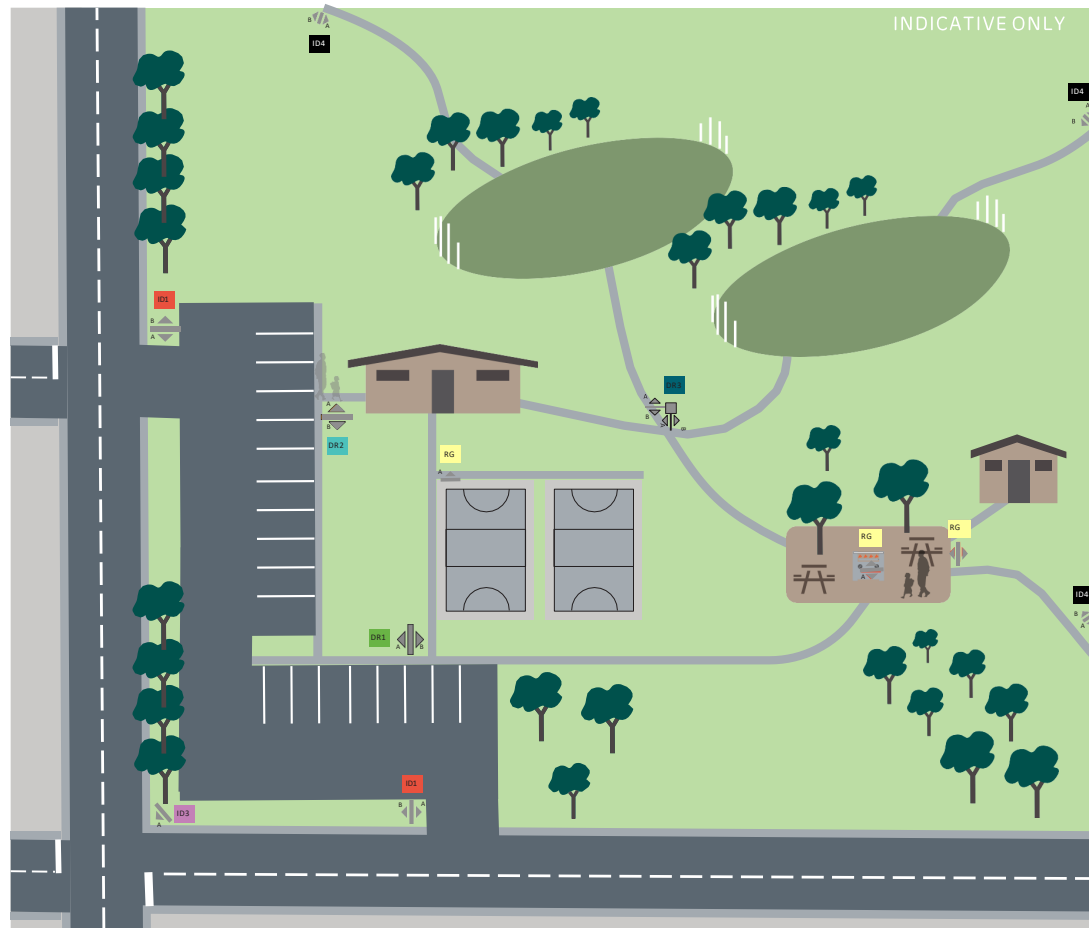
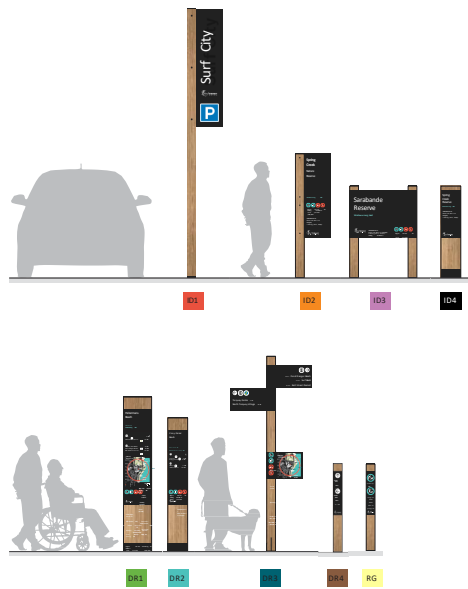


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### Recreation Reserve Placement Scenario

The following diagram represents a typical scenario involving an activity centre and provides a visual guide of signage typologies and placement in-situ when creating a signage plan.

### Signage Suite

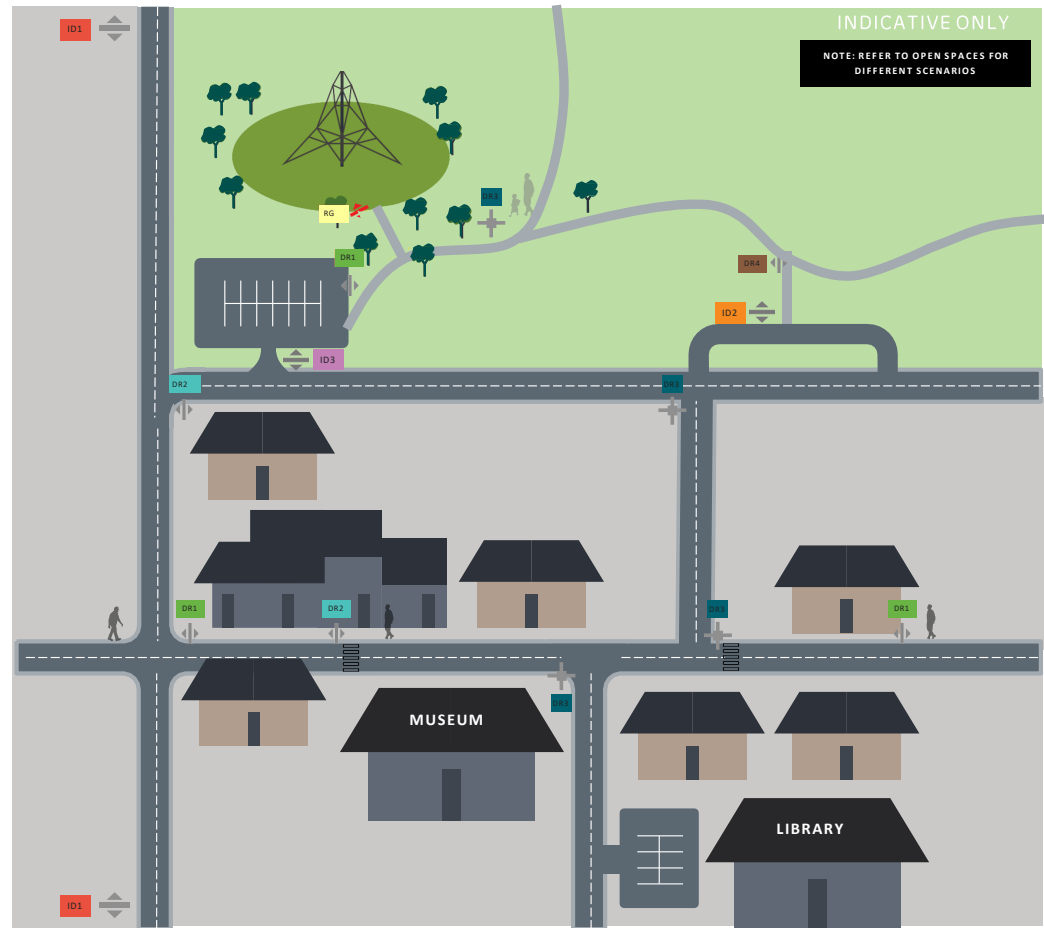
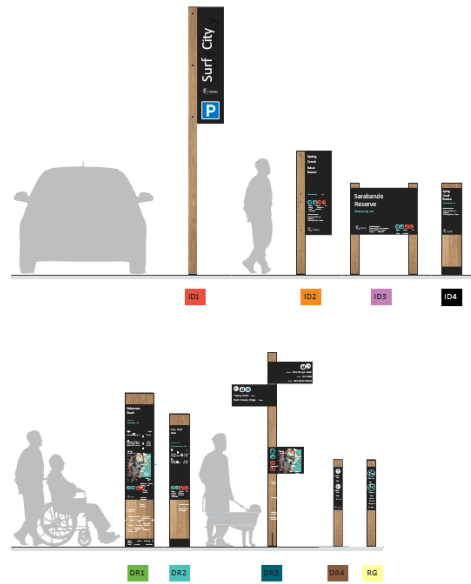


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### Activity Centre Placement Scenario

The following diagram represents a typical scenario involving an activity centre and provides a visual guide of signage typologies and placement in-situ when creating a signage plan.

### Signage Suite



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## Signage Installation and Maintenance

Installation should be undertaken by an appropriately qualified contractor or internal staff member if possible. Site conditions will have an impact on the installation and fabrication of signage and it is therefore necessary to identify these issues during the planning phase.

### Prior to installation please ensure

- Footing and construction details have been reviewed.
- All potential services have been identified.
- A 'Dial Before you Dig' has been undertaken to identify any potential underground services.
- Installation method and approach is appropriate for the site conditions.
- Sign locations do not negatively impact on the heritage or cultural environment.
- The sign is located within the site boundary.
- The sign locations are accurately identified and correspond to an approved sign plan.
- Work health and safety measures are adhered to.
- A traffic and pedestrian management plan has been developed.

### During installation please ensure

- The site is cleaned and free of excess materials.
- The site is restored and re-mediated if necessary.
- The signage has not been damaged during installation.
- The traffic and pedestrian management plan is followed.

### Materiality, Finishes & Fixings

- Signage materials, finishes and fixings have been developed to provide a easily build-able, durable and long lived system. This has a number of sustainability outcomes in minimising maintenance and a kit-of-parts approach that minimises replacement costs.

### Transportation

- Ensure delivery of new signage from fabricators is undertaken with the utmost care to avoid damage.
- New signage should be bubble wrapped or similarly protected to avoid dents and scratches.
- Check all new signs on delivery to ensure no damage was incurred in transit.

### Storage

- Signage should be stored in a safe place prior to installation and not laid flat where panels can be damaged.
- Ensure all protective coatings have been applied as per the manufacturers specifications.

### Site safety

- When constructing and installing signs the appropriate health and safety measures need to be taken. Consider the following when constructing or installing signs:
- Slip and trip hazards to installers and the general public from; hoses, cables, leads running on the ground.
  - Working on or near sources of electricity, including hidden cables behind walls; using electrical equipment.
  - Falling objects or falling from a height.
  - Hazardous noise levels.
  - Environmental conditions e.g. wind, dust, rain.
  - Hazardous chemicals e.g. solvents, adhesives.
  - Manual handling: Types of postures and force required to install the sign.
  - Ensure all relevant traffic and pedestrian safety requirements are in place during installation to avoid falls and injuries.
  - Remember that a sign itself may be a hazard. Place signs so that they do not obscure hazards or distract the viewer during hazardous situations.
  - Wear personal protective equipment (PPE) during installation e.g. gloves, dust mask, high-visibility vest, helmet, safety glasses, steel cap boots, ear plugs etc.
  - Staff are suitably trained or supervised when using machinery e.g. auger, bench saw etc.

### Maintenance

Maintenance needs to be part of the operational staff overall program as signs require regular inspections and upkeep.

A regular inspection program should look for:

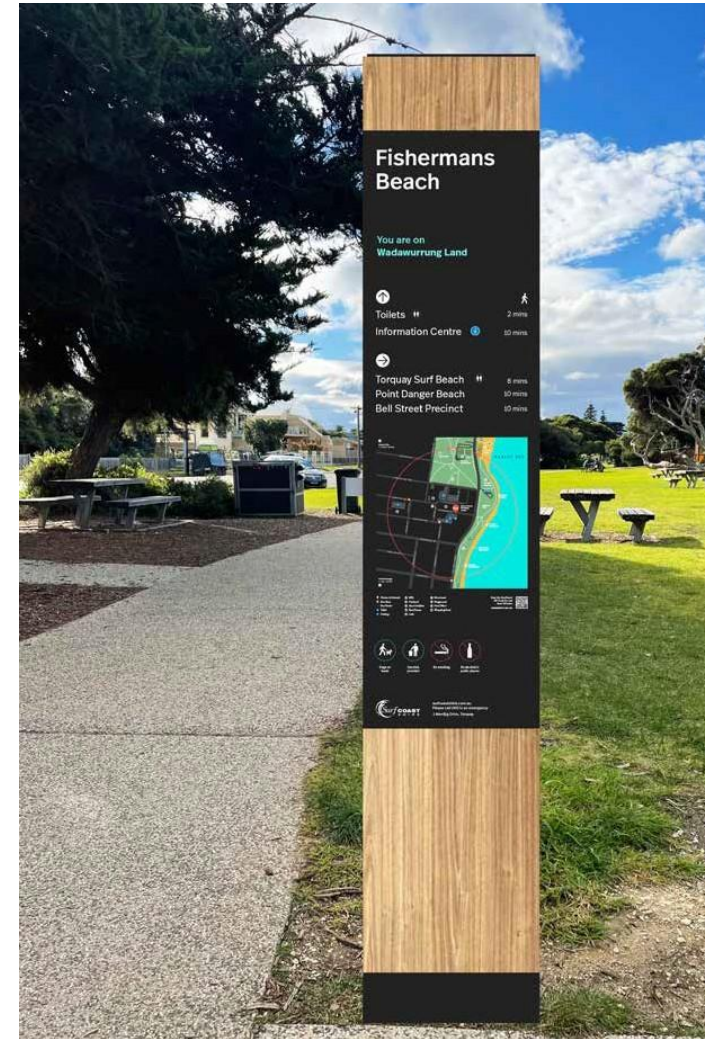
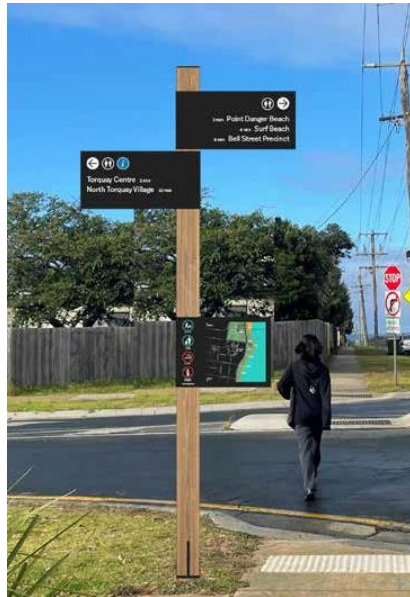
- Signage that has been removed, tampered with or vandalised.
- The relevance of information. Things change, so signage should reflect the changes that happen and be up-to-date and relevant.
- Signage is functioning as it was originally intended.
- The condition of the finishes and materials.
- The presence of any obstructions.
- All fixings are tight and present.

Signage should be repaired as soon as possible as it may impact on the continuity of surrounding wayfinding signs. The design of the new signage must follow this guide.

### Asset Management

Consider applying a code or sticker with a unique identifier to aid in better asset management and identification. This could be part of the councils GIS asset management database.

Example Installations



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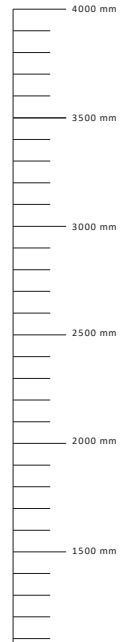


Section 4

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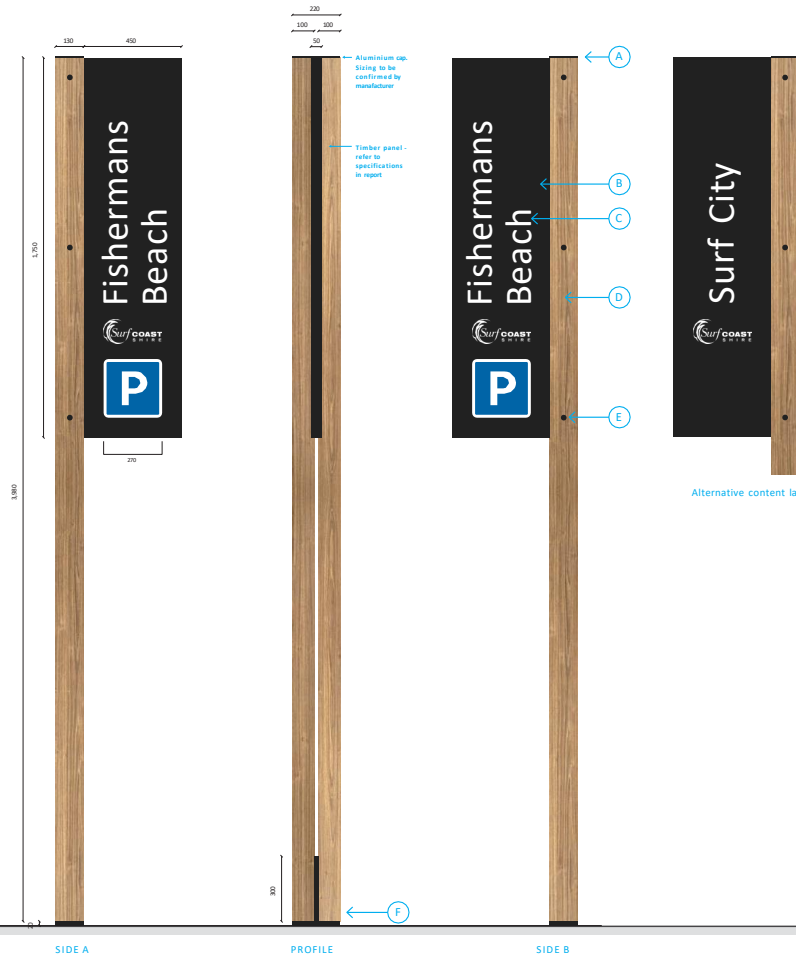
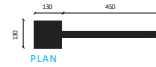
# Signage Specifications

PRECEDENTS



Panel width has been increased to 450mm to accommodate longer place names.

Text is legible with a cap height of 125mm.



SIGN TYPE

**ID1**  
Site Identification Large

SPECIFICATIONS

- A. Aluminium top cap. Size to be specified by signage manufacturer
- B. Sign Panel: 50mm Aluminium painted in two-pack polyurethane  
Panel Colour: PMS Neutral Black C  
Finish: Matte
- C. Graphics: 3M retro-reflective vinyl cut graphics applied to panel face.
- D. CLASS 1 Laminated Timber. Optional product specification: Durabeam GL10 Cypress with a protective external protective coating (CUTEK ultra-matt polyurethane finish for UV and rain protection or similar)
- E. Screw bolted to timber panels. To be specified by signage manufacturer
- F. Galvanised Steel T Blade post support painted in two-pack polyurethane  
Colour: PMS Neutral Black C

INSTALLATION

Mounting details indicative only. Structure, fixings and footings to be prepared according to manufacturer's specifications.

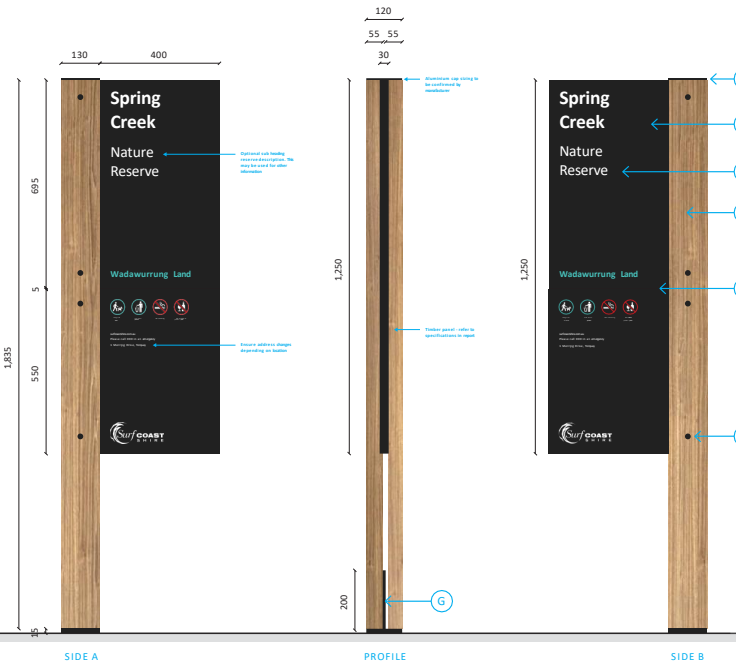
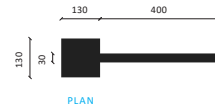
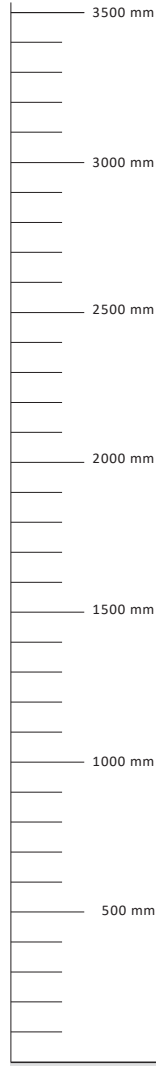
TEMPLATE FILE NAME

Torquay\_ID1\_Site Identification Large.ai

1. All measurements are in millimetres.
2. Mounting details indicative only, to be reviewed by signage contractor.
3. All locations are approximate and should be used as a guide only. Existing conditions shall be checked and verified by signage contractor before proceeding with the work.
4. All fixings to be concealed, fixings should not overlap with artwork.
5. All outdoor signage should have clear UV and anti graffiti coating.
6. All signage to have clear protective coating (satin) unless otherwise specified.
7. Structure and fixings subject to contractors engineering specifications.
8. Anti theft bolts / screws to be specified by signage contractor.

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PRECEDENTS



SIGN TYPE

**ID2**  
Site Identification Portrait

SPECIFICATIONS

- A. Aluminium top cap. Size to be specified by signage manufacturer
- B. Sign Panel: 30mm Aluminium painted in two-pack polyurethane  
Panel Colour: PMS Neutral Black C  
Finish: Matte
- C. Graphics: Computer cut vinyl printed graphics applied direct to panel face.  
Finish: Protective clear coating (Satin) applied over panels
- D. Class 1 Laminated Timber. Optional product specification: Durabeam GL10 Cypress with a protective external protective coating (CUTEX ultra-matt polyurethane finish for UV and rain protection or similar)
- E. Sign panels mounted to frame using magnetised fixing system to allow for easy replacement of panels
- F. Fixed to timber panels. Fixings to be specified by signage manufacturer
- G. Galvanised Steel T Blade post support painted in two-pack polyurethane  
Colour: PMS Neutral Black C

INSTALLATION

Mounting details indicative only. Structure, fixings and footings to be prepared according to manufacturer's specifications.

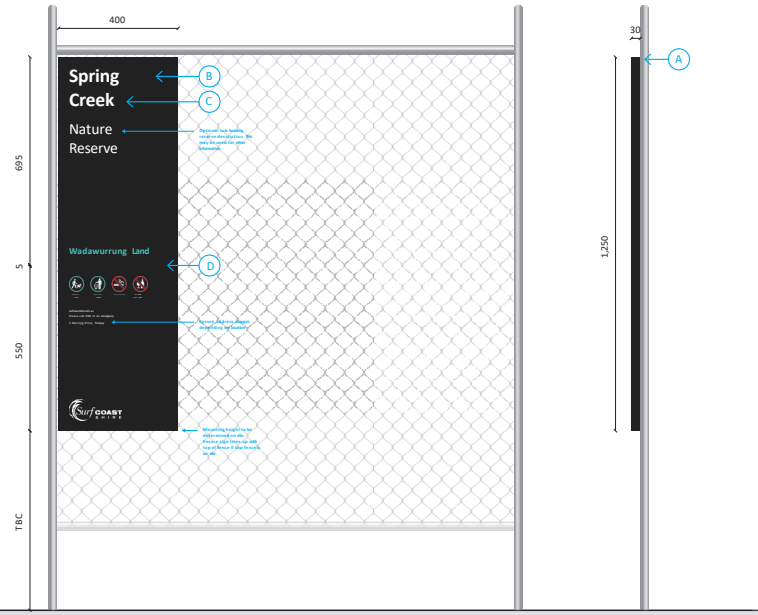
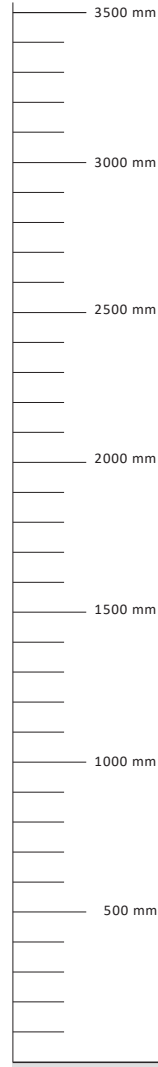
TEMPLATE FILE NAME

Torquay\_ID2\_Site Identification Portrait.ai

1. All measurements are in millimetres.
2. Mounting details indicative only, to be reviewed by signage contractor.
3. All locations are approximate and should be used as a guide only. Existing conditions shall be checked and verified by signage contractor before proceeding with the work.
4. All fixings to be concealed, fixings should not overlap with artwork.
5. All outdoor signage should have clear UV and anti graffiti coating.
6. All signage to have clear protective coating (satin) unless otherwise specified.
7. Structure and fixings subject to contractors engineering specifications.
8. Anti theft bolts / screws to be specified by signage contractor.

ASPECT Studios

PRECEDENTS



SIGN TYPE

**ID2**  
Site Identification Portrait  
(Wall Mounted)

SPECIFICATIONS

- A. Mounted to substrate. Mounting to be site specific and confirmed by signage manufacturer
- B. Sign Panel: 30mm Aluminium painted in two-pack polyurethane  
Panel Colour: PMS Neutral Black C  
Finish: Matte
- C. Graphics: Computer cut vinyl printed graphics applied direct to panel face.  
Finish: Protective clear coating (Satin) applied over panels
- D. Sign panels mounted to frame using magnetised fixing system to allow for easy replacement of panels

INSTALLATION

Mounting details indicative only. Structure, fixings and footings to be prepared according to manufacturer's specifications.

TEMPLATE FILE NAME

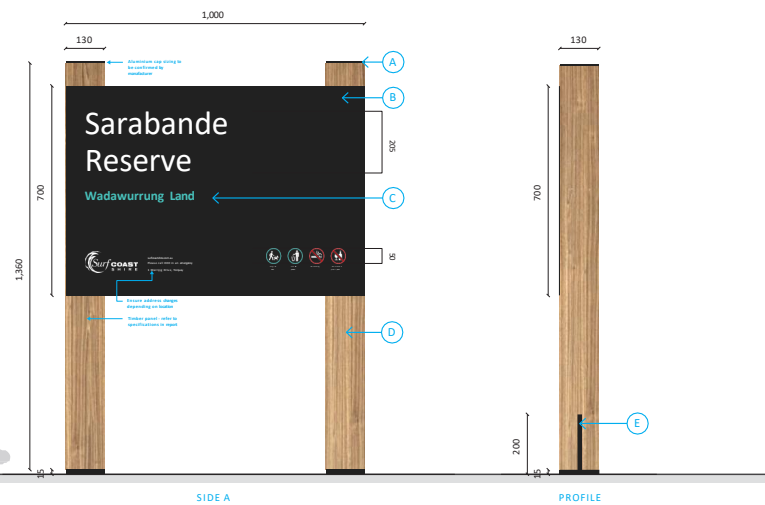
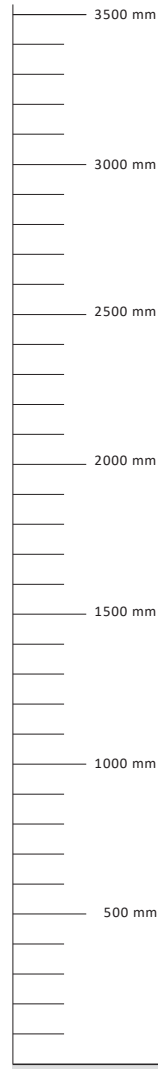
Torquay\_ID2\_Site Identification Portrait\_Mounted.ai

1. All measurements are in millimetres.
2. Mounting details indicative only, to be reviewed by signage contractor.
3. All locations are approximate and should be used as a guide only. Existing conditions shall be checked and verified by signage contractor before proceeding with the work.
4. All fixings to be concealed, fixings should not overlap with artwork.
5. All outdoor signage should have clear UV and anti graffiti coating.
6. All signage to have clear protective coating (satin) unless otherwise specified.
7. Structure and fixings subject to contractors engineering specifications.
8. Anti theft bolts / screws to be specified by signage contractor.

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PRECEDENTS



SIGN TYPE

**ID3**  
Site Identification  
Landscape

SPECIFICATIONS

- A. Aluminium top cap. Size to be specified by signage manufacturer
- B. Sign Panel: 3mm Aluminium painted in two-pack polyurethane  
Panel Colour: PMS Neutral Black C  
Finish: Matte
- C. Graphics: Computer cut vinyl printed graphics applied direct to panel face.  
Finish: Protective clear coating (Satin) applied over panels
- D. Class 1 Laminated Timber. Optional product specification: Durabeam GL10 Cypress with a protective external protective coating (CUTEX ultra-matt polyurethane finish for UV and rain protection or similar)
- E. Galvanised Steel T Blade post support painted in two-pack polyurethane  
Colour: PMS Neutral Black C

INSTALLATION

Mounting details indicative only. Structure, fixings and footings to be prepared according to manufacturer's specifications.

TEMPLATE FILE NAME

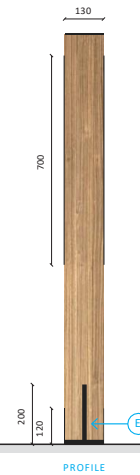
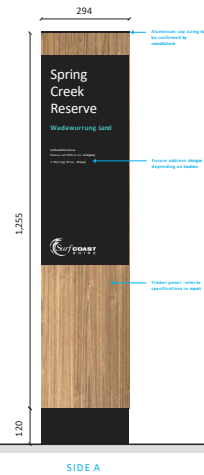
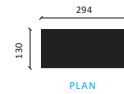
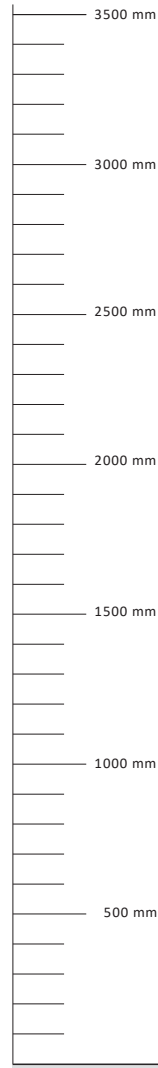
Torquay\_ID3\_Site Identification Landscape.ai

1. All measurements are in millimetres.
2. Mounting details indicative only, to be reviewed by signage contractor.
3. All locations are approximate and should be used as a guide only. Existing conditions shall be checked and verified by signage contractor before proceeding with the work.
4. All fixings to be concealed, fixings should not overlap with artwork.
5. All outdoor signage should have clear UV and anti graffiti coating.
6. All signage to have clear protective coating (satin) unless otherwise specified.
7. Structure and fixings subject to contractors engineering specifications.
8. Anti theft bolts / screws to be specified by signage contractor.

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PRECEDENTS



SIGN TYPE

**ID4**  
Site Identification Pocket Park

SPECIFICATIONS

- A. Aluminium top cap. Size to be specified by signage manufacturer
- B. Sign Panel: 3mm Aluminium painted in two-pack polyurethane  
Panel Colour: PMS Neutral Black C  
Finish: Matte
- C. Graphics: Computer cut vinyl printed graphics applied direct to panel face.  
Finish: Protective clear coating (Satin) applied over panels
- D. Class 1 Laminated Timber. Optional product specification: Durabeam GL10 Cypress with a protective external protective coating (CUTEX ultra-matt polyurethane finish for UV and rain protection or similar)
- E. Galvanised Steel T Blade post support painted in two-pack polyurethane  
Colour: PMS Neutral Black C

INSTALLATION

Mounting details indicative only. Structure, fixings and footings to be prepared according to manufacturer's specifications.

TEMPLATE FILE NAME

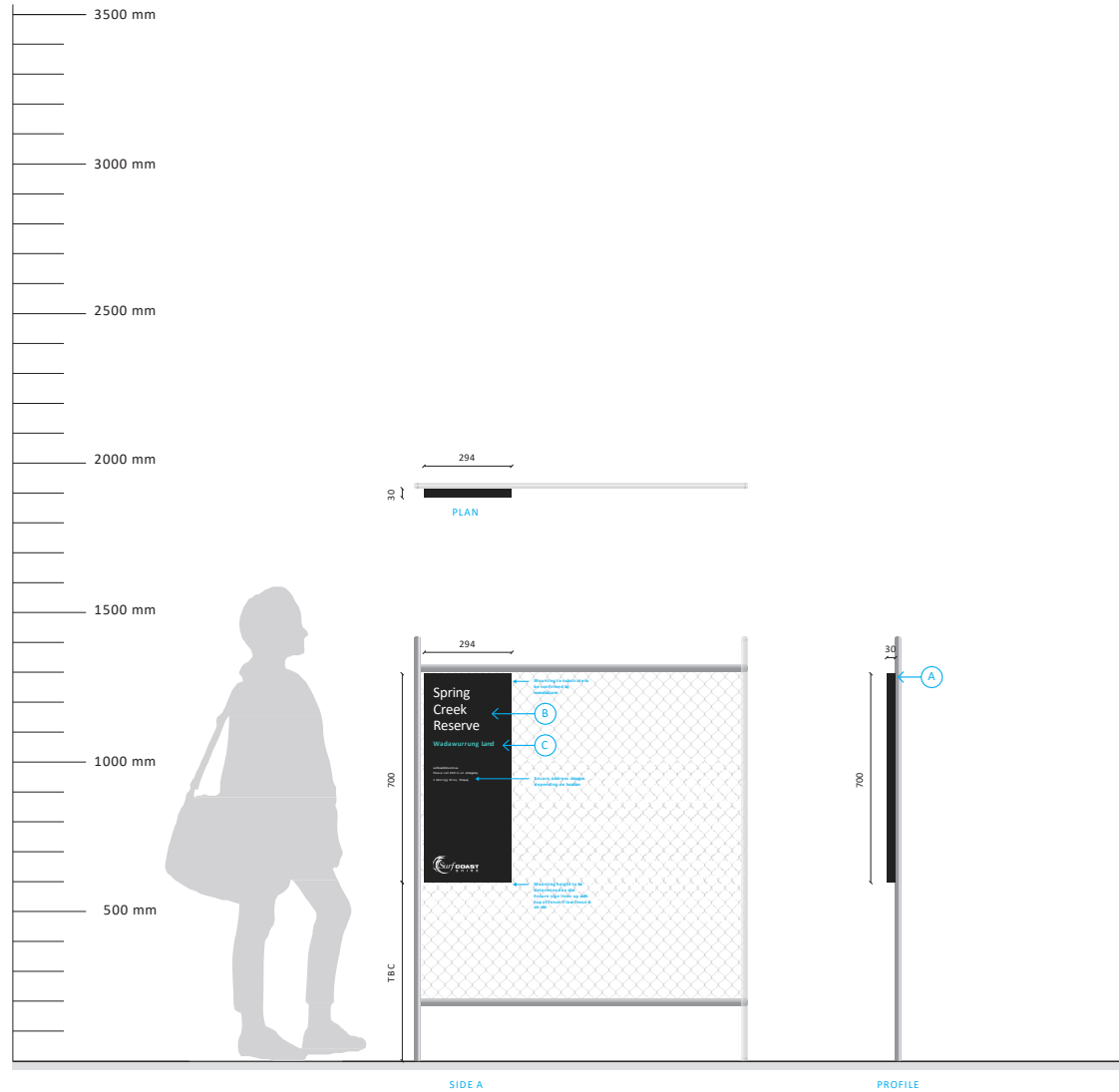
Torquay\_ID4\_Site Identification Pocket Park.ai

1. All measurements are in millimetres.
2. Mounting details indicative only, to be reviewed by signage contractor.
3. All locations are approximate and should be used as a guide only. Existing conditions shall be checked and verified by signage contractor before proceeding with the work.
4. All fixings to be concealed, fixings should not overlap with artwork.
5. All outdoor signage should have clear UV and anti graffiti coating.
6. All signage to have clear protective coating (satin) unless otherwise specified.
7. Structure and fixings subject to contractors engineering specifications.
8. Anti theft bolts / screws to be specified by signage contractor.

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PRECEDENTS



SIGN TYPE

**ID4**  
Site Identification Pocket  
Park (Wall Mounted)

SPECIFICATIONS

- A. Mounted to substrate. Mounting to be site specific and confirmed by signage manufacturer
- B. Sign Panel: 30mm Aluminium painted in two-pack polyurethane  
Panel Colour: PMS Neutral Black C  
Finish: Matte
- C. Graphics: Computer cut vinyl printed graphics applied direct to panel face.  
Finish: Protective clear coating (Satin) applied over panels

INSTALLATION

Mounting details indicative only. Structure, fixings and footings to be prepared according to manufacturer's specifications.

TEMPLATE FILE NAME

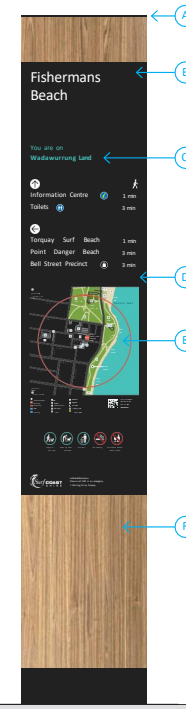
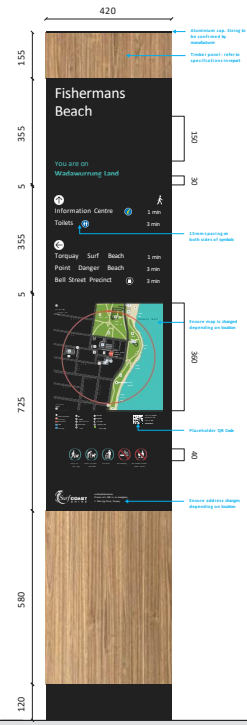
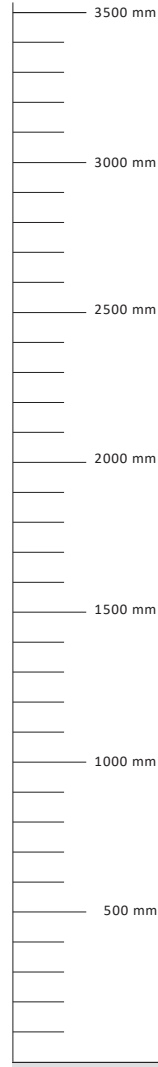
Torquay\_ID2\_Site Identification Portrait\_Mounted.ai

1. All measurements are in millimetres.
2. Mounting details indicative only, to be reviewed by signage contractor.
3. All locations are approximate and should be used as a guide only. Existing conditions shall be checked and verified by signage contractor before proceeding with the work.
4. All fixings to be concealed, fixings should not overlap with artwork.
5. All outdoor signage should have clear UV and anti graffiti coating.
6. All signage to have clear protective coating (satin) unless otherwise specified.
7. Structure and fixings subject to contractors engineering specifications.
8. Anti theft bolts / screws to be specified by signage contractor.

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PRECEDENTS



SIGN TYPE

**DR1**  
Directional Mapped Plinth

SPECIFICATIONS

- A. Aluminium top cap. Size to be specified by signage manufacturer
- B. Sign Panel: 3mm Aluminium painted in two-pack polyurethane  
Panel Colour: PMS Neutral Black C  
Finish: Matte
- C. Graphics: Computer cut vinyl printed graphics applied direct to panel face.  
Finish: Protective clear coating (Satin) applied over panels
- D. Sign panels mounted to frame using magnetised fixing system to allow for easy replacement of panels
- E. Computer cut vinyl printed heads up map adhered to panel  
Finish: Protective two-pack polyurethane clear coating
- F. Class 1 Laminated Timber. Optional product specification: Durabeam GL10 Cypress with a protective external protective coating (CUTEX ultra-matt polyurethane finish for UV and rain protection or similar)
- G. Routed text into timber. Painted white infill
- H. Galvanised Steel T Blade post support painted in two-pack polyurethane  
Colour: PMS Neutral Black C

INSTALLATION

Mounting details indicative only. Structure, fixings and footings to be prepared according to manufacturer's specifications.

TEMPLATE FILE NAME

Torquay\_DR1\_Mapped Directional Plinth

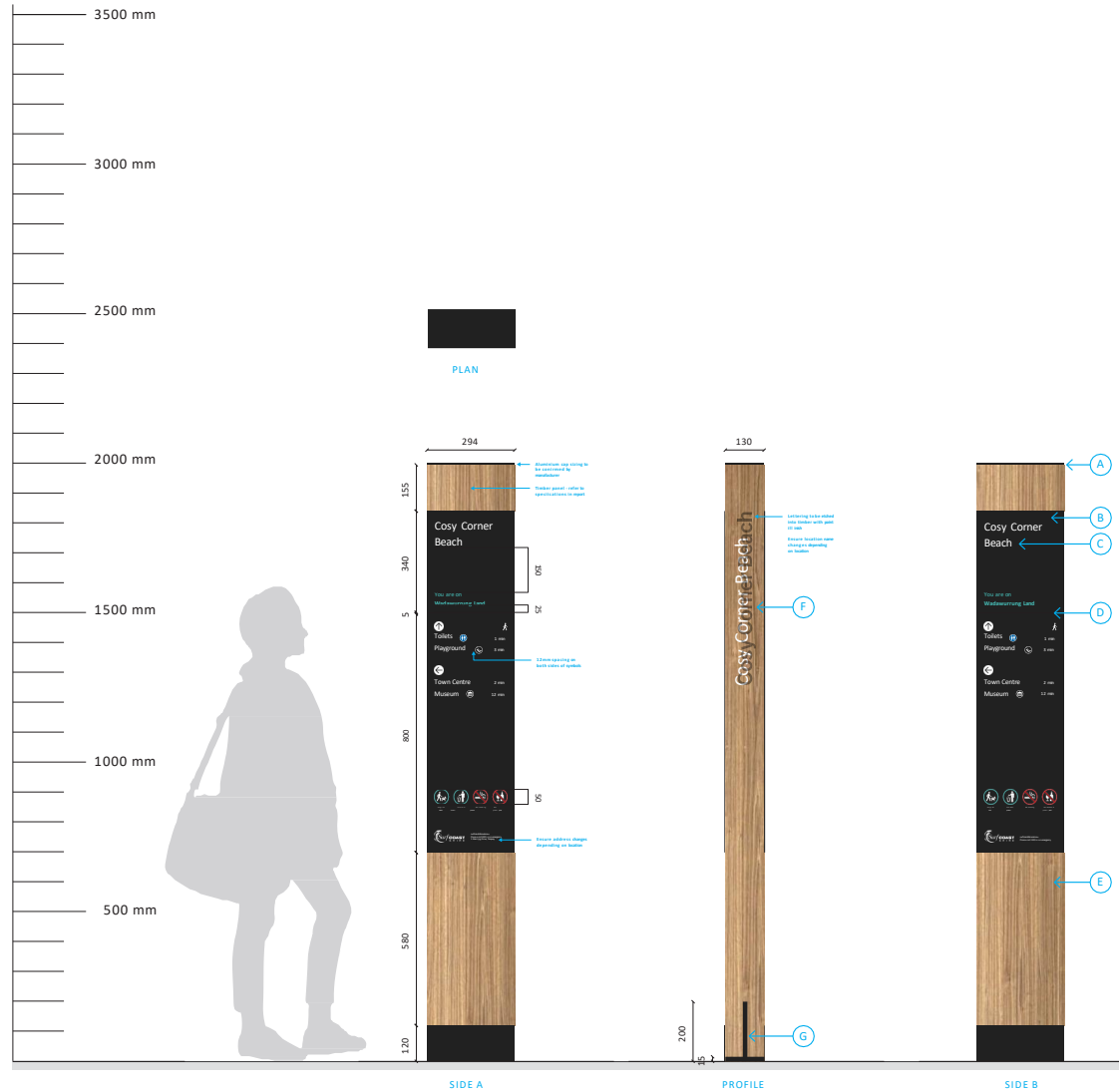
1. All measurements are in millimetres.
2. Mounting details indicative only, to be reviewed by signage contractor.
3. All locations are approximate and should be used as a guide only. Existing conditions shall be checked and verified by signage contractor before proceeding with the work.
4. All fixings to be concealed, fixings should not overlap with artwork.
5. All outdoor signage should have clear UV and anti graffiti coating.
6. All signage to have clear protective coating (satin) unless otherwise specified.
7. Structure and fixings subject to contractors engineering specifications.
8. Anti theft bolts / screws to be specified by signage contractor.

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PRECEDENTS



SIGN TYPE

**DR2**  
Directional Plinth

SPECIFICATIONS

- A. Aluminium top cap. Size to be specified by signage manufacturer
- B. Sign Panel: 3mm Aluminium painted in two-pack polyurethane  
Panel Colour: PMS Neutral Black C  
Finish: Matte
- C. Graphics: Computer cut vinyl printed graphics applied direct to panel face.  
Finish: Protective clear coating (Satin) applied over panels
- D. Sign panels mounted to frame using magnetised fixing system to allow for easy replacement of panels
- E. Class 1 Laminated Timber. Optional product specification: Durabeam GL10 Cypress with a protective external protective coating (CUTEX ultra-matt polyurethane finish for UV and rain protection or similar)
- F. Routed text into timber. Painted white in-fill
- G. Galvanised Steel T Blade post support painted in two-pack polyurethane  
Colour: PMS Neutral Black C

INSTALLATION

Mounting details indicative only. Structure, fixings and footings to be prepared according to manufacturer's specifications.

TEMPLATE FILE NAME

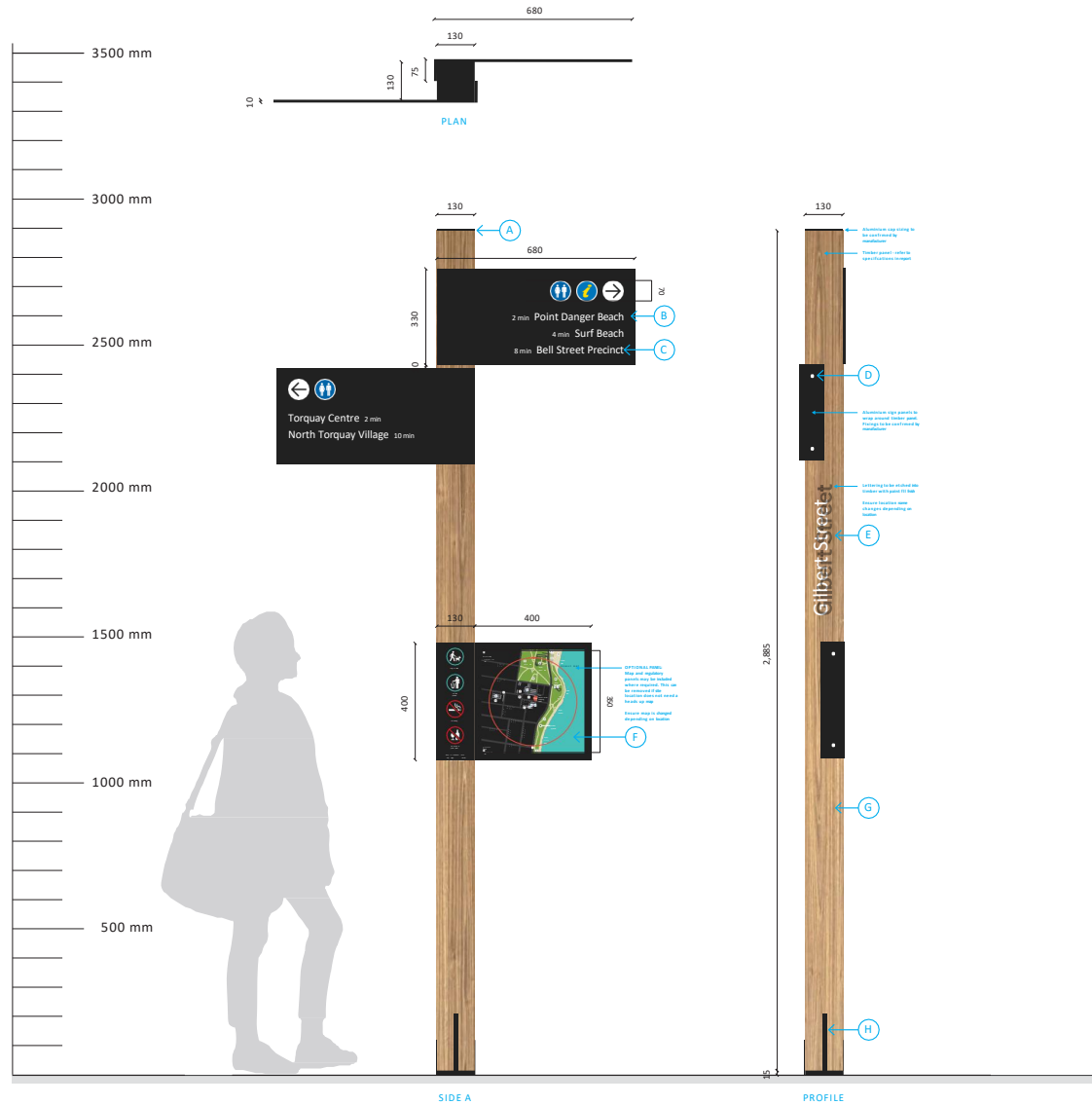
Torquay\_DR2\_Directional\_Plinth.ai

1. All measurements are in millimetres.
2. Mounting details indicative only, to be reviewed by signage contractor.
3. All locations are approximate and should be used as a guide only. Existing conditions shall be checked and verified by signage contractor before proceeding with the work.
4. All fixings to be concealed, fixings should not overlap with artwork.
5. All outdoor signage should have clear UV and anti graffiti coating.
6. All signage to have clear protective coating (satin) unless otherwise specified.
7. Structure and fixings subject to contractors engineering specifications.
8. Anti theft bolts / screws to be specified by signage contractor.

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PRECEDENTS



SIGN TYPE

**DR3**  
Directional Fingerboard

SPECIFICATIONS

- A. Aluminium top cap. Size to be specified by signage manufacturer
- B. Sign Panel: 3mm Aluminium painted in two-pack polyurethane  
Panel Colour: PMS Neutral Black C  
Finish: Matte
- C. Graphics: Computer cut vinyl printed graphics applied direct to panel face.  
Finish: Protective clear coating (Satin) applied over panels
- D. Aluminium sign panels to fold around and be screw bolted to timber post
- E. Routed text into timber. Painted white infill
- F. Computer cut vinyl printed heads up map adhered to panel  
Finish: Protective two-pack polyurethane clear coating
- G. Class 1 Laminated Timber. Optional product specification: Durabeam GL10 Cypress with a protective external protective coating (CUTEX ultra-matt polyurethane finish for UV and rain protection or similar)
- H. Galvanised Steel T Blade post support painted in two-pack polyurethane  
Colour: PMS Neutral Black C

INSTALLATION

Mounting details indicative only. Structure, fixings and footings to be prepared according to manufacturer's specifications.

TEMPLATE FILE NAME

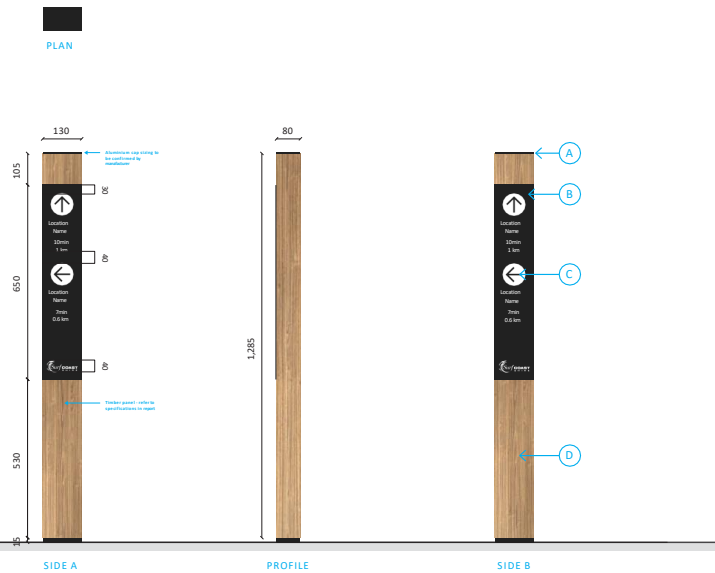
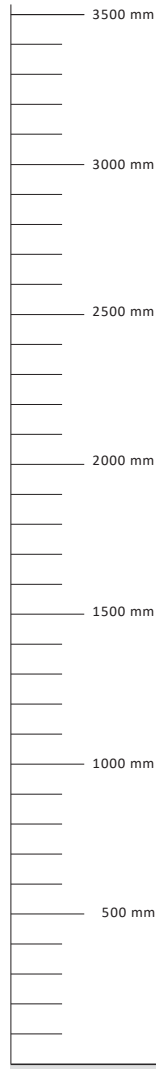
Torquay\_DR3\_Directional Fingerboard.ai

1. All measurements are in millimetres.
2. Mounting details indicative only, to be reviewed by signage contractor.
3. All locations are approximate and should be used as a guide only. Existing conditions shall be checked and verified by signage contractor before proceeding with the work.
4. All fixings to be concealed, fixings should not overlap with artwork.
5. All outdoor signage should have clear UV and anti graffiti coating.
6. All signage to have clear protective coating (satin) unless otherwise specified.
7. Structure and fixings subject to contractors engineering specifications.
8. Anti theft bolts / screws to be specified by signage contractor.

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PRECEDENTS



SIGN TYPE

**DR4**  
Directional Bollard

SPECIFICATIONS

- A.** Aluminium top cap. Size to be specified by signage manufacturer
- B.** Sign Panel: 3mm Aluminium painted in two-pack polyurethane  
Panel Colour: PMS Neutral Black C  
Finish: Matte
- C.** Graphics: Computer cut vinyl printed graphics applied direct to panel face.  
Finish: Protective clear coating (Satin) applied over panels
- D.** Class 1 Laminated Timber. Optional product specification: Durabeam GL10 Cypress with a protective external protective coating (CUTEX ultra-matt polyurethane finish for UV and rain protection or similar)

INSTALLATION

Mounting details indicative only. Structure, fixings and footings to be prepared according to manufacturer's specifications.

TEMPLATE FILE NAME

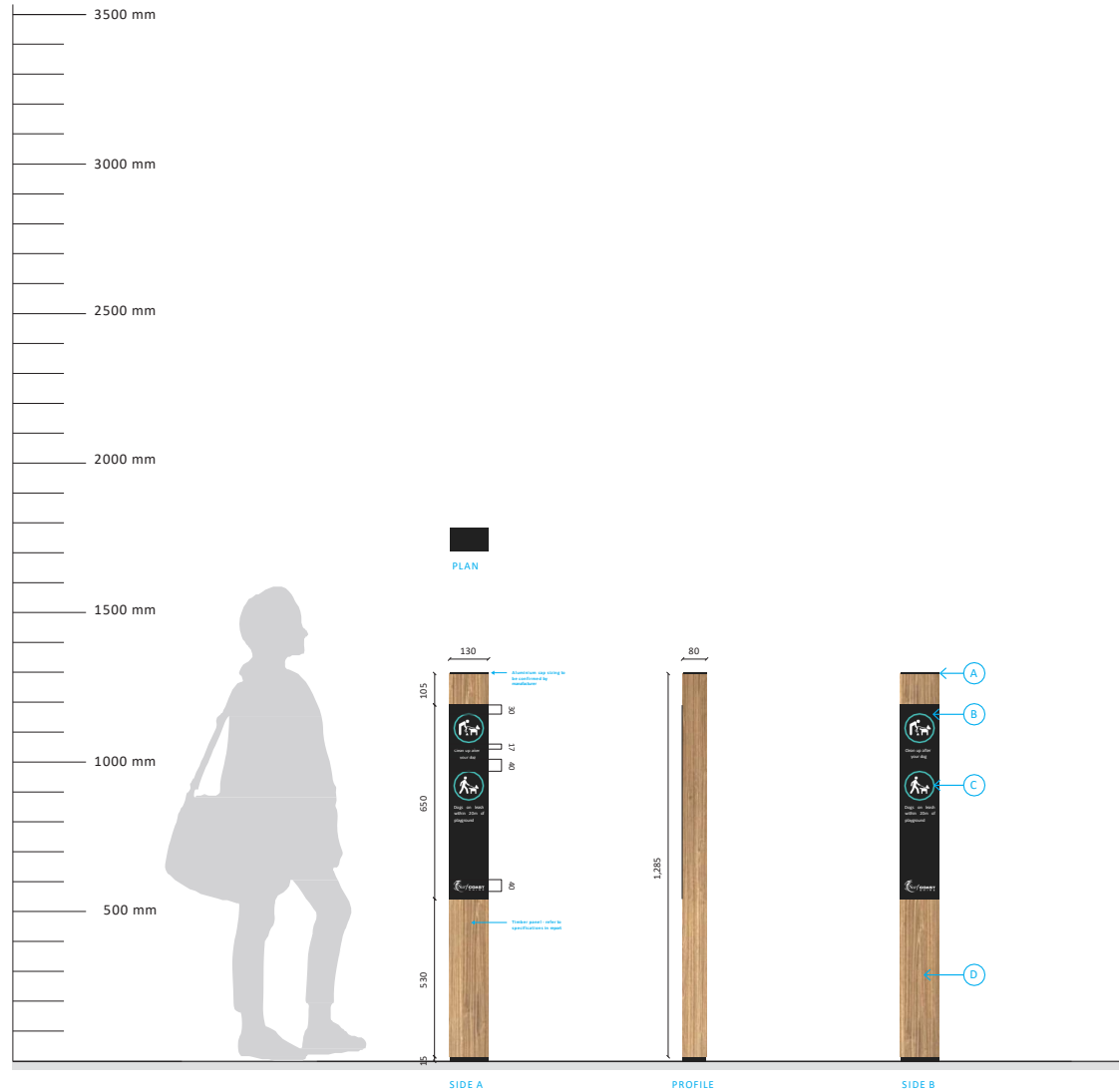
Torquay\_DR3\_Directional Fingerboard.ai

1. All measurements are in millimetres.
2. Mounting details indicative only, to be reviewed by signage contractor.
3. All locations are approximate and should be used as a guide only. Existing conditions shall be checked and verified by signage contractor before proceeding with the work.
4. All fixings to be concealed, fixings should not overlap with artwork.
5. All outdoor signage should have clear UV and anti graffiti coating.
6. All signage to have clear protective coating (satin) unless otherwise specified.
7. Structure and fixings subject to contractors engineering specifications.
8. Anti theft bolts / screws to be specified by signage contractor.

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PRECEDENTS



SIGN TYPE

**RG1**  
Regulatory Bollard

SPECIFICATIONS

- A.** Aluminium top cap. Size to be specified by signage manufacturer
- B.** Sign Panel: 3mm Aluminium painted in two-pack polyurethane  
Panel Colour: PMS Neutral Black C  
Finish: Matte
- C.** Graphics: Computer cut vinyl printed graphics applied direct to panel face.  
Finish: Protective clear coating (Satin) applied over panels
- D.** Class 1 Laminated Timber. Optional product specification: Durabeam GL10 Cypress with a protective external protective coating (CUTEK ultra-matt polyurethane finish for UV and rain protection or similar)

INSTALLATION

Mounting details indicative only. Structure, fixings and footings to be prepared according to manufacturer's specifications.

TEMPLATE FILE NAME

Torquay\_DR3\_Directional Fingerboard.ai

1. All measurements are in millimetres.
2. Mounting details indicative only, to be reviewed by signage contractor.
3. All locations are approximate and should be used as a guide only. Existing conditions shall be checked and verified by signage contractor before proceeding with the work.
4. All fixings to be concealed, fixings should not overlap with artwork.
5. All outdoor signage should have clear UV and anti graffiti coating.
6. All signage to have clear protective coating (satin) unless otherwise specified.
7. Structure and fixings subject to contractors engineering specifications.
8. Anti theft bolts / screws to be specified by signage contractor.

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## Reference Documents

There are number of relevant planning documents that were reviewed and considered in the development of this strategy, in no particular order, include (but not limited to):

- Torquay Town Centre Project Urban Design Framework, 2017
- Surf Coast Shire Branding Style Guides, 2017
- Surf Coast Safer Cycling Strategy 2022-2027, 2022
- Great Ocean Road Regional Trail Management Strategy, GORCPA, 2023 – under development
- Communication & Community Engagement Plan 2019-2021.
- Accessible & Inclusive Surf Coast Shire 2014 – 2024.
- Victorian Infrastructure Plan
- G21 Regional Growth Plan
- Victoria in Future 2019
- Victorian Five Year Plans
- Victorian Active Living Plan 2019-2023
- Victorian Cycling Strategy 21018-2028
- All related Australian standards
- Universal Design Principles
- Crime Prevention Through Environmental Design Principles (CEPTD)
- Related environmental sustainability practices
- You Are Here: A Guide to Developing Pedestrian Wayfinding, Department of Transport Victoria
- Surf Coast Shire Council Plan
- Surf Coast Shire Open Space Strategy (Under Review)
- Surf Coast Shire Pathway Strategy (Under Review)
- Surf Coast Shire Style Guide 2017
- Surf Coast Shire Signage Policy
- Other relevant Acts and Regulations or documents.



ASPECT Studios

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E: melbourne@aspect-studios.com

## 4.6 Local Government Performance Reporting - 1 July - 31 Dec 2023

<b>Council Plan</b>	<b>Theme Seven - Accountable and Viable Council</b>
<b>Author's Title:</b>	Strategy 18 - Establish a sustainable financial position.
<b>General Manager:</b>	Statutory Compliance Officer Damian Waight, Acting General Manager Strategy and Effectiveness
<b>Division:</b>	Strategy and Effectiveness
<b>Department:</b>	Integrity and Governance
<b>Attachments:</b>	1. Local Government Performance Reporting 1 July to 31 Dec 2023 [4.6.2 - 7 pages]

### Purpose

1. For Council to note the Local Government Performance Reporting (LGPRF) for the period 1 July 2023 – 31 December 2023.
2. Council is required to present six-monthly reports of indicators measuring Council's performance, including the performance indicators as set out in section 98 of the *Local Government Act 2020* (the Act).

### Recommendation

That Council notes the Local Government Performance Report (**Attachment 1**) for the period 1 July 2023 – 31 December 2023.

### Council Resolution

**Moved Cr Barker, Seconded Cr Allen**

That Council notes the Local Government Performance Report (**Attachment 1**) for the period 1 July 2023 – 31 December 2023.

CARRIED 8|0

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

### **Outcome**

3. Council noting this report will meet the legislative requirements and communicates Council's progress in relation to animal management, food safety, governance, libraries, maternal and child health and statutory planning.

### **Key Considerations**

4. This report is prepared in accordance with the Local Government (Planning and Reporting) Regulations 2020. The Regulations prescribe 6-monthly reports of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 98 of the *Local Government Act 2020*.
5. The purpose of mid-year reporting is to provide a status update to the Council, with more extensive reporting to be provided at the end of the financial year.

### **Background**

6. The 31 December 2023 results outlined in Attachment 1 are generally consistent with those reported at the 30 June 2023 period. A number of indicators which are identified in the report are most accurately measured at the end of the financial year and, therefore, the figures presented should not be read as representative of annual outcome. Furthermore, satisfaction indicators are not available until the end of the financial year.
7. There have also been some changes to the Local Government Performance Reporting Framework (LGPRF) resulting from the Local Government (Planning and Reporting) Amendment Regulations 2022. These changes were made after sector consultation.
8. The new indicators and measures can be seen under Food Safety and Libraries.
9. Some key differences between the 30 June 2023 and 31 December 2023 are summarised below:
  - 9.1. Aquatic Facilities were not reported on for the reporting period due to the closure of the Winchelsea Pool.
  - 9.2. Food safety assessments expected to reach 98.33% by 30 June 2024 and have been able to achieve a 15.44% increase in productivity when actioning food complaints.
  - 9.3. There has been a 68.42% decrease in the number of decisions made at meetings closed to the public. This is driven in part by a change to procurement reports. These reports are frequently in the open meeting and partly redacted if there is a commercial reason to do so.
  - 9.4. Difficulties are continuously faced when reporting on Libraries due to results being skewed with only having 6 months of data.
  - 9.5. The percentage of Council planning decisions upheld at VCAT increased from 83.33% to 100.00%, noting the low number of decisions for the reporting period.



### **Options**

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

This option is not recommended by officers it is would not meet the requirements of the Regulations.

11. **Alternative Option 2** – Council defers receiving and noting this report.

This option is not recommended by officers as reviewing Council's performance regularly provides an opportunity to reflect on progress and make any necessary changes to ensure that Council is performing to the best of its ability.

### **Council Plan (including Health and Wellbeing Plan) Statement**

#### **Theme Seven - Accountable and Viable Council**

Strategy 18 - Establish a sustainable financial position.

#### **Financial Considerations**

12. There are no financial or resource implications arising by noting this report however it provides data on financial performance within a number of the indicators.

#### **Community Engagement**

13. Community consultation and engagement has not been undertaken for this report.

#### **Statutory / Legal / Policy Considerations**

14. Local Government Performance Reporting complies with section 98 (Annual Report) of the Act and the Regulations.
15. The report also aligns with the Integrated Strategic Planning and Reporting Framework and LGPRF.

#### **Strategic Risk**

16. **Failure to meet Council's governance and compliance obligations**  
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
17. By noting the Local Government Performance Report, Council will acknowledge performance progress towards objectives and encourage transparency.

#### **Risk Rating**

18. The risk rating associated with accepting this recommendation is low.

#### **Risk Appetite**

19. No Risk Appetite Statement is applicable to this report.

#### **Sustainability Considerations**

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

**Conflict of Interest**

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

**Confidentiality**

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

**Transparency**

**Audit and Risk Committee involvement**

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

**Councillor Briefings**

24. This item was not presented at Councillor Briefings as the report is being presented to Council for noting.

## Local Government Performance Reporting 1 July – 31 December 2023

This report is prepared in accordance with the *Local Government (Planning and Reporting) Regulations 2020*. The Regulations prescribe 6-monthly reports of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 98 of the *Local Government Act 2020*.

Service / indicator / measure	30 June 2021	30 June 2022	30 Jun 2023	31 Dec 2023	Material Variations and Comments
<b>Animal Management</b>					
<b>Timeliness</b>					
AM1 <i>Time taken to action animal management requests</i>	1.35	1.30	1.24	1.14	Marginally less time taken than the previous year and within business rules and service standards.
[Number of days between receipt and first response action for all animal management requests / Number of animal management requests]					
<b>Service standard</b>					
AM2 <i>Animals reclaimed</i>	74.58%	76.12%	73.13%	80.65%	The increase in animals reclaimed can be attributed to a reduction of the percentage of stray cats found without an owner.
[Number of animals reclaimed / Number of animals collected] x100					
<i>Animals rehomed</i>	0.00%	0.00%	0.00%	0.00%	Council does not re-home animals. Unclaimed animals are taken to Geelong Animal Welfare Society.
[Number of animals rehomed / Number of animals collected] x100					
<b>Health and safety</b>					
AM7 <i>Animal management prosecutions</i>	0.00%	0.00%	0.00%	0.00%	Zero court prosecutions.
[Number of successful animal management prosecutions / Number of animal management prosecutions] x 100					

Service / indicator / measure	30 June 2021	30 June 2022	30 Jun 2023	31 Dec 2023	Material Variations and Comments
<b>Food Safety</b>					
<b>Timeliness</b>					
FS1 <i>Time taken to action food complaints</i>	1.18	1.04	1.48	1.25	Close to one day to action food complaints and reduction close to earlier years.
[Number of days between receipt and first response action for all food complaints / Number of food complaints]					
<b>Service standard</b>					
FS2 <i>Food safety assessments</i>	86.08%	65.42%	98.68%	22.41%	Only six months of data reported. Inspections are undertaken throughout the year on a cycle. The inspection process is monitored to ensure targets are met with more inspections planned in the second half of the year.
[Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100					
FS5 <i>Food safety samples</i>	New	New	New	83.33%	This is a new measure and as such there are no yearly comparisons. This result falls within the expected range of 50% to 100%.
[Number of food samples obtained / Required number of food samples] × 100					
<b>Health and safety</b>					
FS4 <i>Critical and major non-compliance outcome notifications</i>	100.00%	100.00%	100.00%	90.91%	Only six months of data reported. All critical and major non-complaint events are investigated and actioned. This activity can be responsive to external reports of non-compliance or follow up from inspections undertaken.

<b>Service / indicator / measure</b>	<b>30 June 2021</b>	<b>30 June 2022</b>	<b>30 Jun 2023</b>	<b>31 Dec 2023</b>	<b>Material Variations and Comments</b>
[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100					
<b>Governance</b>					
<b>Transparency</b>					
G1 <i>Council decisions made at meetings closed to the public</i>	14.81%	10.96%	7.14%	2.26%	The decrease in closed Council reports is due to a focus to bring more reports – particularly procurement reports - out of confidential to increase transparency.
[Number of Council resolutions made at meetings of Council, or at meetings of a delegated committee consisting only of Councillors, closed to the public / Number of Council resolutions made at meetings of Council or at meetings of a delegated committee consisting only of Councillors ] x100					
<b>Consultation and engagement</b>					
G2 <i>Satisfaction with community consultation and engagement</i>	59.00	59.00	52.00	N/A	The annual satisfaction survey will be conducted between January and March 2024. Results are expected to be available mid-2024.
[Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement ]					
<b>Attendance</b>					
G3 <i>Councillor attendance at council meetings</i>	92.59%	95.77%	94.59%	93.33%	No material variance.
[The sum of the number of Councillors who attended each Council meeting / (Number of Council meetings) × (Number of Councillors elected at the last Council general election)] x100					

<b>Service / indicator / measure</b>	<b>30 June 2021</b>	<b>30 June 2022</b>	<b>30 Jun 2023</b>	<b>31 Dec 2023</b>	<b>Material Variations and Comments</b>
<b>Satisfaction</b>					
G5 <i>Satisfaction with council decisions</i>	55.00	54.00	54.00	N/A	The annual satisfaction survey will be conducted between January and March 2024. Results are expected to be available mid-2024.
[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]					
<b>Libraries</b>					
<b>Utilisation</b>					
<b>Resource standard</b>					
LB2 <i>Recently purchased library collection</i>	84.31%	81.66%	79.43%	79.43%	The indicators have been calculated based on 6 months of data only and is not indicative of annual performance.
[Number of library collection items purchased in the last 5 years / Number of library collection items] x100					
<b>Utilisation</b>					
LB6 <i>Loans per head of population</i>	New	New	New	2.63	The indicators have been calculated based on 6 months of data only and is not indicative of annual performance.
[Number of library collection item loans / Population]					
<b>Participation</b>					
LB7 <i>Library membership</i>	New	New	New	25.85%	The indicators have been calculated based on 6 months of data only and is not indicative of annual performance.
[Number of registered library members / Population] x100					

<b>Service / indicator / measure</b>	<b>30 June 2021</b>	<b>30 June 2022</b>	<b>30 Jun 2023</b>	<b>31 Dec 2023</b>	<b>Material Variations and Comments</b>
LB8 <i>Library visits per head of population</i>  <i>[Number of library visits / Population]</i>	New	New	New	1.11	The indicators have been calculated based on 6 months of data only and is not indicative of annual performance.
<b>Maternal and Child Health (MCH)</b>					
<b>Service standard</b>					
MC2 <i>Infant enrolments in the MCH service</i>  <i>[Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] x100</i>	99.33%	100.00%	100.00%	97.45%	Enrolment from birth in the Surf Coast MCH service continues above 97%, indicating the service is well regarded in the community supporting parents of new babies.
<b>Participation</b>					
MC4 <i>Participation in the MCH service</i>  <i>[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100</i>	77.86%	76.13%	75.31%	62.43%	Equations used to calculate client participation is based on annual enrolments and six monthly figures can be inaccurate. Potential reasons for slightly lower results include - more primary carers are returning to work earlier due to financial need which makes it challenging to fit in regular MCH appointments and the number of people enrolled needs investigation as we may be recording people who enrolled during COVID lockdowns but who now reside in other places and are yet to change their primary address.
<b>Participation</b>					
MC5 <i>Participation in the MCH service by Aboriginal children</i>	85.19%	82.93%	77.08%	60.98%	Due to the equations used to calculate client participation being based on annual enrolments, six monthly figures can be inaccurate. Furthermore, with very low numbers of

<b>Service / indicator / measure</b>	<b>30 June 2021</b>	<b>30 June 2022</b>	<b>30 Jun 2023</b>	<b>31 Dec 2023</b>	<b>Material Variations and Comments</b>
<p>[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100</p> <p><b>Satisfaction</b></p> <p>MC6 <i>Participation in 4-week Key Age and Stage visit</i></p> <p>[Number of 4-week key age and stage visits / Number of birth notifications received] x100</p>	95.99%	93.29%	94.74%	100.00%	<p>children identifying as Aboriginal and/or Torres Strait Islander, percentage results are greatly influenced by small movements in participation.</p> <p>Participation in the 4 week Key Age and Stage consultation indicates the service is well regarded in the community as a universal program supporting parents of new babies.</p>
<b>Statutory Planning</b>					
<b>Timeliness</b>					
<p>SP1 <i>Time taken to decide planning applications</i></p> <p>[The median number of days between receipt of a planning application and a decision on the application]</p> <p><b>Service standard</b></p>	77.00	84.00	88.00	84.00	<p>Overall, the time taken over the past few years remains consistent. Time taken to decide planning applications are influenced by the time invested in working to achieve outcomes between objectors and applicants. The low numbers of planning appeals lodged over the year and the level of success in VCAT demonstrate that the time invested in negotiation achieve positive outcomes but may take an application longer in the system.</p>



	<b>Service / indicator / measure</b>	<b>30 June 2021</b>	<b>30 June 2022</b>	<b>30 Jun 2023</b>	<b>31 Dec 2023</b>	<b>Material Variations and Comments</b>
SP2	<p><i>Planning applications decided within required time frames</i></p> <p>[(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of planning application decisions made] x100</p> <p><b>Decision making</b></p>	86.92%	78.21%	69.09%	68.29%	<p>The number of applications determined within the statutory time frame is consistent with the previous year. The Statutory Planning Team balances satisfactions with planning decisions whilst striving meet required timeframes.</p>
SP4	<p><i>Council planning decisions upheld at VCAT</i></p> <p>[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100</p>	68.75%	86.96%	83.33%	100%	<p>There were six appeals lodged at VCAT during this time all of which were upheld by VCAT. Due to the low numbers, the improved result between this year and last year is significant. The time taken in mediating outcomes between parties and consistency in decision making contributes to decisions being upheld at VCAT.</p>

## 4.7 Proposed Discontinuance of Wadawurrung Way Torquay

### Council Plan

### Theme Two - Healthy Connected Community

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

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

### Author's Title:

Property Officer

### General Manager:

Gail Gatt, General Manager Community Life

### Division:

Strategy and Effectiveness

### Department:

Integrity and Governance

### Attachments:

1. Attachment 1 Council meeting April 2024 [4.7.1 - 1 page]
2. Attachment 2 Council meeting April 2024 [4.7.2 - 2 pages]

### Purpose

1. To advise Council of the outcome of the community engagement for the proposal to discontinue a portion of Wadawurrung Way, Torquay R2 on Plan PS637752 (**Road**), as set out in the Surf Coast Aquatic and Health Centre (**SCAHC**) detailed design plans and to seek Council approval to discontinue a 2,535m<sup>2</sup> portion of this road.

### Recommendation

That Council:

1. Notes no submissions were received in response to the community engagement process undertaken in accordance with section 207A and 223 of the *Local Government Act 1989* and Council's Community Engagement Policy.
2. Approves the discontinuance of 2,535 square meters of Wadawurrung Way Torquay as a road as indicated in **Attachment 1**.
3. Authorises the Chief Executive Officer to publish a notice in the Victorian Government Gazette, detailing the portion of Wadawurrung Way, Torquay as identified on title R2 on Plan PS637752 is discontinued as a road.

### Council Resolution

#### Moved Cr Hodge, Seconded Cr Schonfelder

That Council:

1. Notes no submissions were received in response to the community engagement process undertaken in accordance with section 207A and 223 of the Local Government Act 1989 and Council's Community Engagement Policy.
2. Approves the discontinuance of 2,535 square meters of Wadawurrung Way Torquay as a road as indicated in **Attachment 1**.
3. Authorises the Chief Executive Officer to publish a notice in the Victorian Government Gazette, detailing the portion of Wadawurrung Way, Torquay as identified on title R2 on Plan PS637752 is discontinued as a road.

CARRIED 8|0

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

### **Outcome**

2. If Council accepts this recommendation, 2,535 square meters of Wadawurrung Way Torquay will be discontinued to facilitate the construction of the SCAHC.

### **Key Considerations**

3. Council has approved the detailed design plans for the SCAHC on 8 August 2023, which requires use of the Road as shown in Attachment 1.
4. Council has the power under section 206, clause 3 of schedule 10 of the *Local Government Act 1989* to discontinue the Road.
5. Council approved at the 27 February 2024 Council meeting, to commence the community engagement process and invite submissions from community members.
6. A public notice advertising Council's intention to discontinue the Road was placed on Council's website, providing 28 days for community members to provide feedback. No submissions were received by the closing date of 3 April 2024.

### **Background**

7. Council resolved at the 8 August 2023 Council meeting to proceed with the detailed design plans for the SCAHC, which includes an indoor 25 meter pool, 20 x 10 meter indoor program pool, gym, allied health suites and associated landscape and car parking areas.
8. The Road will be used as vehicle access to a new car park for the SCAHC, as well as a connection between Merrijig Drive and Surf Coast Highway.
9. In the initial phase of construction 123 of the 131 vehicle parking bays will be removed and upon completion of the SCAHC, 275 vehicle parking bays will be available.
10. The proposal is crucial to provide ease of access to the SCAHC and to promote traffic flow around the precinct.
11. An internal referral to various departments of Council did not raise any concerns to the proposal and discontinuing the Road will achieve the best outcome for the SCAHC.
12. External stakeholders Powercor and Barwon Water have been consulted on the proposal and both are supportive of the proposal.

4.7 Proposed Discontinuance of Wadawurrung Way Torquay

13. The Road will remain in Council's ownership upon completion of the construction of the SCAHC.
14. Wadawurrung Way is proposed to be realigned as shown in Attachment 2 and will provide left turn egress onto Surf Coast Highway and left only ingress from Surf Coast Highway.

**Options**

15. **Alternative Option 1** – That Council does not resolve to approve the discontinuance of a portion of Wadawurrung Way Torquay.

This option is not recommended by officers as the approved detailed design plan of the SCAHC requires the identified portion of the Road to be discontinued and realigned for vehicle access.

**Council Plan (including Health and Wellbeing Plan) Statement**

**Theme Two - Healthy Connected Community**

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

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

16. The SCAHC supports Council plan by providing commitment to providing a wide range of opportunities to support healthy and active lifestyles by members of the community and tourist population that visit the Surf Coast Shire.

**Financial Considerations**

17. Associated costs with the works will be funded through the SCAHC project budget.

**Community Engagement**

18. Community engagement process has been undertaken in accordance with Council's *Community Engagement Policy* with a public notice placed on Council's website and provided 28 days for feedback to be submitted.
19. No submissions were received.

**Statutory / Legal / Policy Considerations**

20. Council is empowered to discontinue a public road, pursuant to section 206, clause 3 of schedule 10 of the *Local Government Act 1989*.
21. Council is required to undertake community engagement for a period of not less than 28 days in accordance with sections 207A and 223 of the *Local Government Act 1989* and Council's *Community Engagement Policy*.

**Strategic Risk**

**22. Failure to plan and deliver infrastructure and services which keep pace with growth**

Inherent Risk Rating - *Serious*, Residual Risk Rating – *Medium*

**Risk Rating**

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

**Risk Appetite**

24. This is in line with Council’s risk appetite: *Manage and support population growth in the Municipality, but not at the expense of the most important elements of our environment or the unique heritage and character of the different areas of our Shire.*

**Sustainability Considerations**

25. There are no significant sustainability considerations associated with the discontinuance and realignment of Wadawurrung Way, Torquay.

26. The proposal facilities the SCAHC and this project has a focus on achieving the best environmental sustainability design possible within project budget.

**Conflict of Interest**

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

**Confidentiality**

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

**Transparency**

**Audit and Risk Committee involvement**

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

**Councillor Briefings**

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

Councillor Briefing Date: 6 February 2024

<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>N</i>	<i>Cr Heather Wellington</i>	<i>N</i>
<i>Cr Rose Hodge</i>	<i>Y</i>		

Councillor Briefing Date: 9 April 2024

<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>Cr Liz Pattison</i>	
<i>Cr Paul Barker</i>		<i>Cr Adrian Schonfelder</i>	
<i>Cr Mike Bodsworth</i>		<i>Cr Libby Stapleton</i>	
<i>Cr Kate Gazzard</i>		<i>Cr Heather Wellington</i>	
<i>Cr Rose Hodge</i>			

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

**Attachment 1 – Council Meeting April 2024 –**

**Proposed Discontinuance of portion of road reserve – Wadawurrung Way  
Torquay**

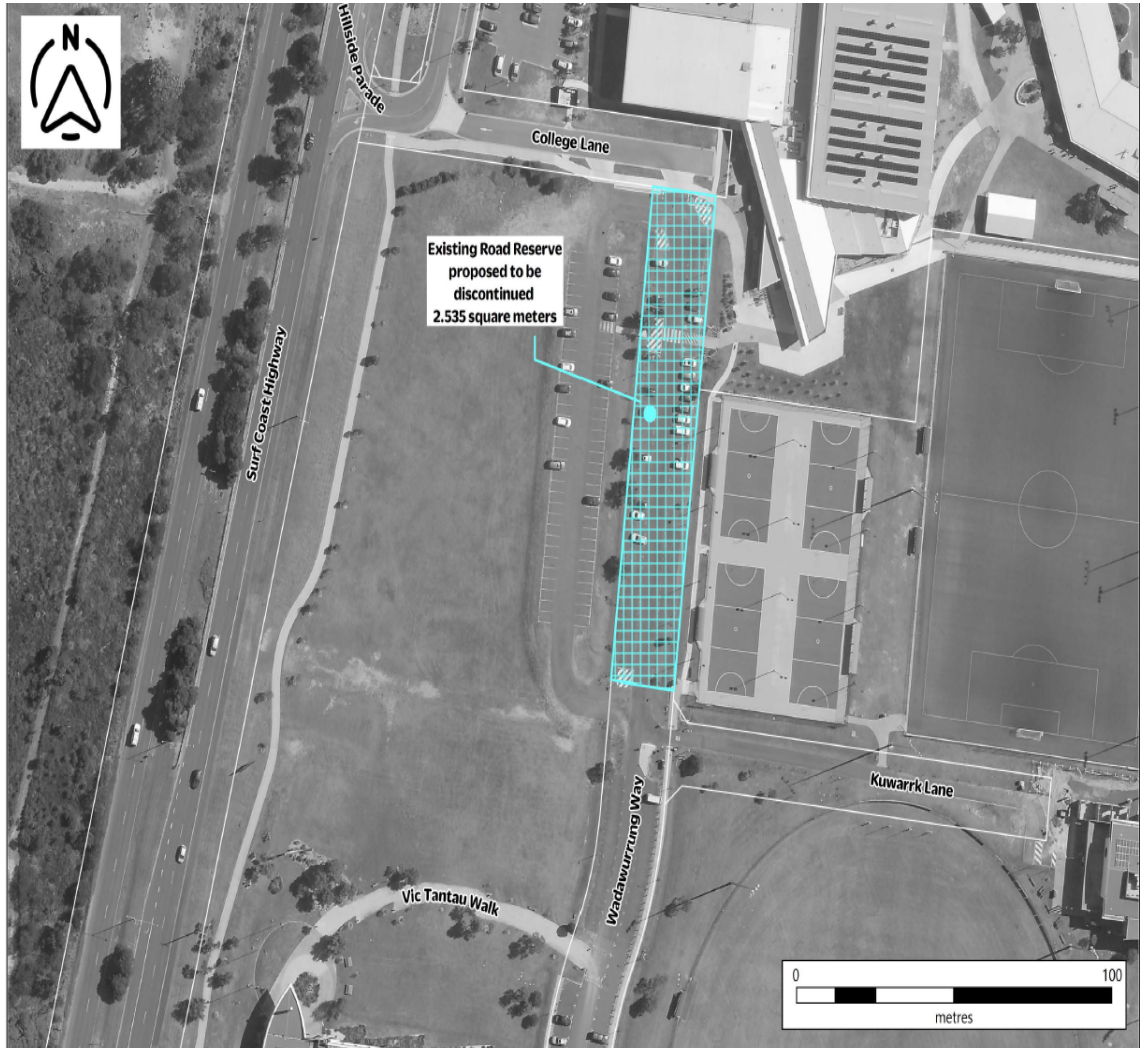


Image 1 – Proposed portion of Wadawurrung Way Torquay to be discontinued approximately 2,535 square meters

**Attachment 2 – Council Meeting April 2024 –  
Proposed realignment of Wadawurrung Way Torquay**

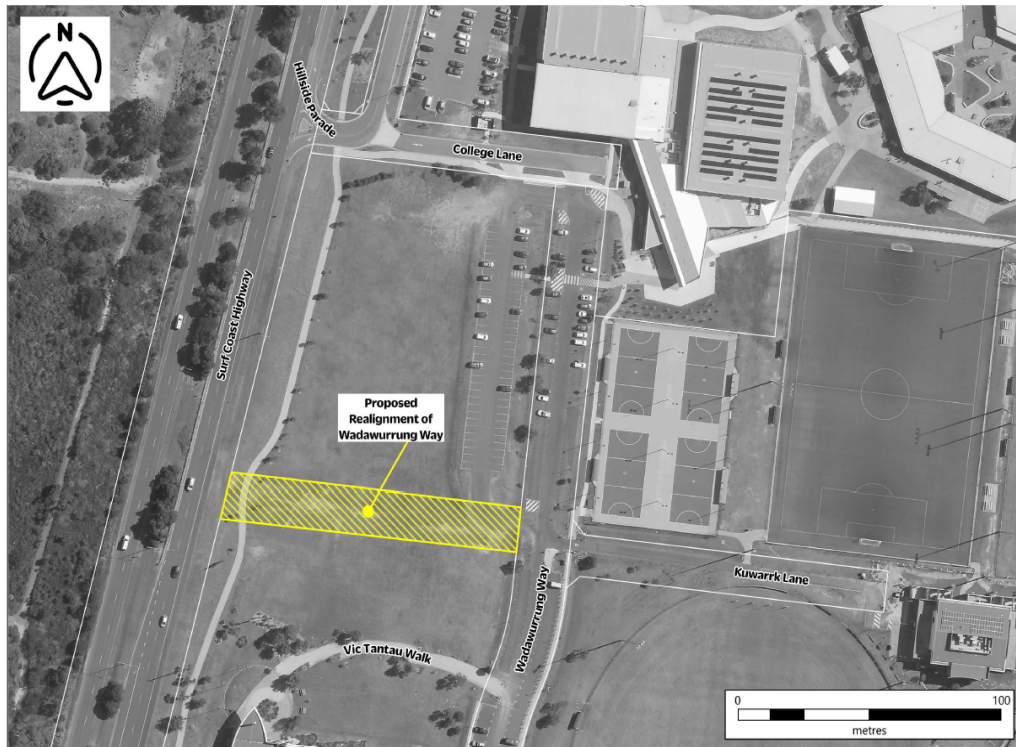


Image 1 – Proposed re-alignment of Wadawurrung Way, Torquay



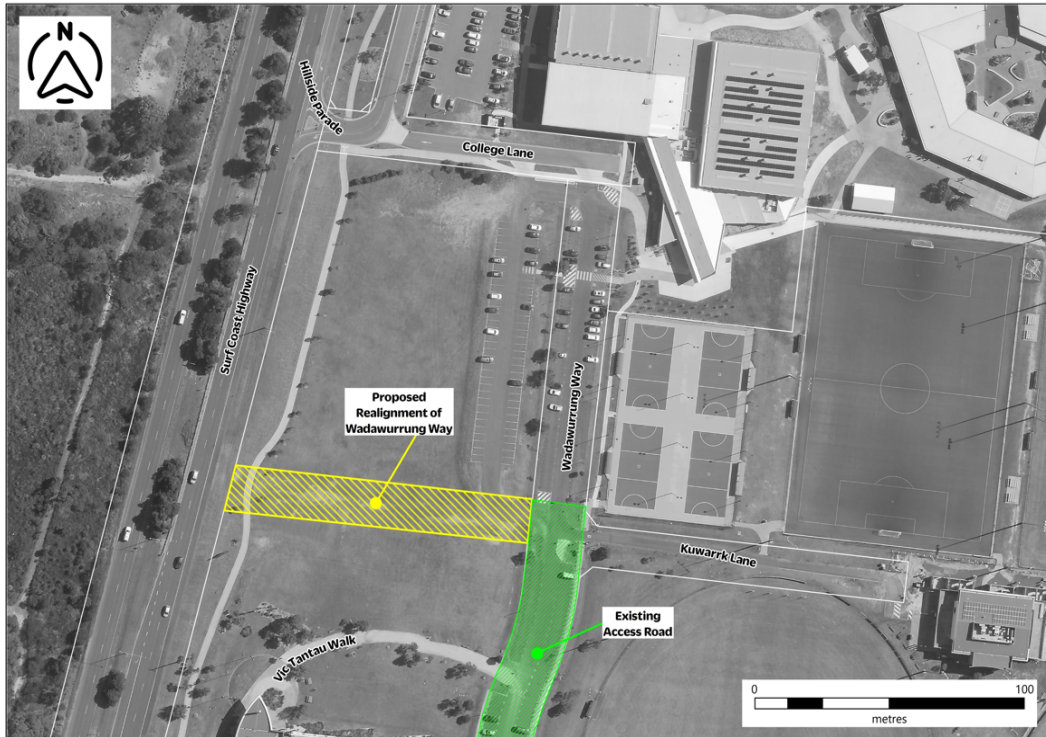


Image 2 – Proposed re-alignment with existing access road

## 4.8 Future Commitment to G21

### Council Plan

#### Theme Two - Healthy Connected Community

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

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

#### Theme Seven - Accountable and Viable Council

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

**Author's Title:**

Acting Executive Manager Strategic Projects and Partnerships

**General Manager:**

Robyn Seymour, Chief Executive Officer

**Division:**

Community Life

**Department:**

Community Support

**Attachments:**

Nil

### Purpose

1. To confirm Council's commitment to the G21 Geelong Region Alliance, including endorsement of Council's financial contribution for 2024-2025.

### Recommendation

That Council:

1. Confirms its continued membership of G21 Geelong Region Alliance (G21).
2. Authorises the Chief Executive Officer to sign a new Memorandum of Understanding (MOU) with G21, subject to Council's 2024-2025 contribution being a pro-rata amount proportionate to the contribution of other member councils; and future year contributions being indexed by no more than the annual rate cap.
3. Notes there is a \$70,000 allocation to G21 in the draft 2024-220 Budget.
4. Receives a report on the G21 MOU, before signing, if the terms require a contribution other than that described in point two above.

### Council Resolution

#### **Moved Cr Stapleton, Seconded Cr Schonfelder**

That Council:

1. Confirms its continued membership of G21 Geelong Region Alliance (G21).
2. Authorises the Chief Executive Officer to sign a new Memorandum of Understanding (MOU) with G21, subject to Council's 2024-2025 contribution being a pro-rata amount proportionate to the contribution of other member councils; and future year contributions being indexed by no more than the annual rate cap.
3. Notes there is a \$70,000 allocation to G21 in the draft 2024-220 Budget.
4. Receives a report on the G21 MOU, before signing, if the terms require a contribution other than that described in point two above.

CARRIED 7|1

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

### **Outcome**

2. If Council accepts this recommendation, G21 will have certainty of Surf Coast Shire Council's commitment to the alliance, including confirmation of its funding. This will inform a new three year MOU which will be circulated to member Councils for signing once each Council has confirmed its commitment.

### **Key Considerations**

3. Membership of G21 is a key component of Council's advocacy approach. G21 is highly regarded by state and federal governments and has a proven track record in achieving benefits for the wider Geelong region.
4. The regional alliance amplifies the voices of Councils, and other member organisations, enabling the region to present a stronger case, and reach more decision makers, when advocating to other levels of government.
5. Surf Coast Shire Council is a long-standing member of G21 and an active participant in its projects and programs.
6. Council funding contributions to G21 have historically been based on a payment scaled to the population of each municipality. Since the introduction of the rate cap an additional annual increase of 2.5% has applied to the contributions made by Councils.
7. Surf Coast Shire Council has allocated \$70,000 in its draft 2024-2025 budget to G21 which is based on the pro-rata calculation included in the current four-year MOU, due to conclude 30 June 2024.

### **Background**

8. Surf Coast Shire Council has been a member of G21 since the alliance was formed more than 20 years ago.
9. Council's participation in, and financial contribution to, G21 is governed by a four-year MOU that expires on 30 June 2024.
10. In 2023 the City of Greater Geelong resolved that it would exit G21 in April 2024, prompting the G21 Board to review its operation and model.
11. In March 2024 the City of Greater Geelong resolved to renew its membership of G21 for another three years with a financial contribution in the 2024-2025 year of \$250,000, compared to a previous commitment of more than \$500,000.

#### 4.8 Future Commitment to G21

12. Following the resolution by City of Greater Geelong Council, the other G21 Councils are expected to consider their respective membership commitment during April 2024.
13. Subject to the decision of each Council, G21 will then prepare a new MOU and distribute to member Councils for signing.
14. G21 has modelled various options to account for the reduced contribution by the City of Greater Geelong, including an equivalent reduction to the pro-rata amount paid by the other members.
15. Depending on the model applied, Surf Coast Shire Council's contribution would range from \$42,500 to just over \$55,000.
16. G21 has also considered other operational and funding changes to account for the reduction in Council contributions, nevertheless, a shortfall in G21's operating budget is still anticipated.

#### **Options**

17. **Alternative Option 1** – That Council does not commit to renewing its membership of G21.

This option is not recommended by officers as G21 has built a reputation as a credible and effective advocate for the region and has a proven record in securing funding, policy reform and access to decision makers on behalf of its members.

#### **Council Plan (including Health and Wellbeing Plan) Statement**

##### **Theme Two - Healthy Connected Community**

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

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

##### **Theme Seven - Accountable and Viable Council**

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

18. Many of the aspirations of the Council Plan can be supported by advocacy. This can take the form of government funding or policy change. G21 is a trusted and effective advocacy organisation.

#### **Financial Considerations**

19. Council has allocated \$70,000 for G21 membership in the draft 2024-2025 Budget. It is recommended to retain the full budgeted amount to provide capacity to contribute to G21 led priority projects and programs.

### **Community Engagement**

20. G21 undertook a major engagement process to inform its G21 Region Plan 2050. More than 1,000 people contributed their ideas during a six-week engagement phase between July and August 2023.
21. Strong support for G21 was expressed by members and other stakeholders when there was uncertainty about its future following the City of Greater Geelong's announcement it was intending to not renew membership.

### **Statutory / Legal / Policy Considerations**

22. The role of Councils as an advocate for their communities is covered in several sections of the *Local Government Act 2020*. The Act specifically notes Councils have a role in 'advocating the interests of the local community to other communities and governments'.

### **Strategic Risk**

23. **Failure to maintain effective partnerships with key stakeholders**  
Inherent Risk Rating - *High*, Residual Risk Rating - *Medium*
24. Continued membership of G21 provides Surf Coast Shire Council with the ability to amplify its advocacy efforts and ensure its interests are represented in G21 led advocacy campaigns. Should Council not renew its membership the Surf Coast Shire community would be at risk of missing out on the benefits of whole-of-region advocacy at state and federal level.
25. Other levels of government prefer to work with a regional group for advocacy because such an approach demonstrates consensus and gives them more confidence that the priorities are representative of the needs of the region.
26. Acceptance of this recommendation presents no significant risk to Council.

### **Risk Rating**

27. Risks associated with this recommendation are low and can be managed at department level.

### **Risk Appetite**

28. We must value and enable community to foster a thriving, connected, healthy municipality even if this means Council has less influence and control.

### **Sustainability Considerations**

29. Much of G21's advocacy aims to improve the sustainability of communities in the region, and includes focus areas such as housing, transport, economy, and environment.

### **Conflict of Interest**

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

**Confidentiality**

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

**Transparency**

**Audit and Risk Committee involvement**

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

**Councillor Briefings**

33. 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: 9 April 2024

<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>N</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 to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.

## 4.9 Audit and Risk Committee Charter

### Council Plan

### Theme Seven - Accountable and Viable Council

### Author's Title:

Strategy 18 - Establish a sustainable financial position.

### General Manager:

Statutory Compliance Officer

### Division:

Damian Waight, Acting General Manager Strategy and Effectiveness

### Department:

Strategy and Effectiveness

### Attachments:

Integrity and Governance

1. Audit and Risk Committee Charter Tracked changes [4.9.1 - 9 pages]
2. Audit and Risk Committee Charter [4.9.2 - 9 pages]

### Purpose

1. The purpose of this report is for Council to consider adopting the reviewed Audit and Risk Committee Charter.

### Recommendation

That Council adopts the Audit and Risk Committee Charter (**Attachment 2**).

### Council Resolution

#### Moved Cr Wellington, Seconded Cr Bodsworth

That Council adopts the Audit and Risk Committee Charter (**Attachment 2**).

CARRIED 8|0

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

### Outcome

2. Adoption of the updated Charter will enable the Audit and Risk Committee to continue to provide structured oversight of Council's governance, risk management, internal control practices and financial reporting.

### **Key Considerations**

3. Council is required to prepare and approve an Audit and Risk Committee Charter that specifies the functions and responsibilities of the Audit and Risk Committee.
4. The current Audit and Risk Committee Charter outlines that the document must be reviewed annually by the Committee and recommended to Council for adoption.
5. There were a small number of changes recommended by the Audit and Risk Committee. These include:
  - 5.1. Committee members from time to time provide insight into Council policies and procedures that are presented within their expertise.
  - 5.2. Reviewing the CEO Employment Matters Policy and Terms of Reference every three years rather than annually.
  - 5.3. Recommending to Council the Strategic Internal Audit Plan for approval.
  - 5.4. Independent committee member remuneration will be reviewed every two years.
  - 5.5. Quorum to include at least one Councillor and a proxy to be provided if required.

### **Background**

6. The Audit and Risk Committee reviewed and provided feedback about the Charter at its 22 March 2024 meeting. The Committee resolved that the attached Charter be recommended to Council for adoption.

### **Options**

7. **Alternative Option 1** – That Council does not adopt the reviewed Audit and Risk Committee Charter as attached.

This option is not recommended by officers as the revised Charter has been recommended by the Audit and Risk Committee to ensure that it can perform its role adequately.

### **Council Plan (including Health and Wellbeing Plan) Statement**

#### **Theme Seven - Accountable and Viable Council**

Strategy 18 - Establish a sustainable financial position.

8. The Charter includes a section relating to the Committee's role in reviewing and providing advice about Council's financial position.

### **Financial Considerations**

9. Financial management within the Charter remains unchanged. This section ensures appropriate application of Council's accounting policies and includes the Committee's review of quarterly financial reports, annual financial statements, Councillor and CEO reimbursements and financial risks.



### **Community Engagement**

10. Community engagement was not undertaken for this review as the Charter is specific to the functions of the Audit and Risk Committee.

### **Statutory / Legal / Policy Considerations**

11. Section 54(2) of the Act requires that an Audit and Risk Committee Charter is adopted and maintained which specifies the functions and responsibilities of the Committee. The reviewed Charter continues to comply with the requirements outlined in the Act.

### **Strategic Risk**

12. **Failure to meet Council's governance and compliance obligations**  
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
13. By adopting the updated Audit and Risk Committee Charter, Council will enable the Audit and Risk Committee to continue to provide structured oversight of Council's governance, risk management, internal control practices and financial reporting.

### **Risk Rating**

14. The risk rating associated with accepting this recommendation is low.

### **Risk Appetite**

15. The Risk Appetite statement is not applicable to this report as the Audit and Risk Committee Charter is a legislative requirement.

### **Sustainability Considerations**

16. There are no sustainability considerations associated with the report.

### **Conflict of Interest**

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

### **Confidentiality**

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

### **Transparency**

#### **Audit and Risk Committee involvement**

19. The Audit and Risk Committee resolved that the attached Charter be recommended to Council for adoption.

*Audit and Risk Committee Meeting Date: 22 March 2024*

<i>Feedback Received</i>	<i>Action Taken</i>
Feedback is presented as track changes in Attachment 2.	The Committee's feedback was incorporated into the document presented.

**Councillor Briefings**

20. This item was provided for noting at the Councillor briefing on 9 April and shared with Councillors electronically. Councillor attendance at this briefing was as follows:

Councillor Briefing Date: 9 April 2024

<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>N</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 to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.



# Audit and Risk Committee Charter

*Adopted by Council - December 2022*



### **Purpose**

In accordance with section 53(1) of the *Local Government Act 2020* (the Act), Council must establish an Audit and Risk Committee (the Committee). Pursuant to section 54(2) of the Act, this Charter specifies the functions and responsibilities of the Committee.

The purpose of the Committee is to provide a structured, systematic oversight of Council's governance, risk management and internal control practices. This serves to provide Council with confidence in the integrity of these practices.

### **Establishment**

The Audit and Risk Committee has been established under Section 53 of the *Local Government Act 2020*.

Membership is established in accordance with this Charter and section 53 of the Act through resolution of Council.

### **Authority**

The Audit and Risk Committee acts in an advisory capacity to the Council only and reports directly to the Council.

The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter.

To empower the Committee to discharge these responsibilities, Council authorises the Committee to:

- Provide advice and make recommendations to Council on matters within the Committee's areas of responsibility.
- Review key documents and reports that must be approved by Council, including annual financial reports, annual performance statements, new or revised policies and other documents that assist in maintaining a strong internal control environment.
- Review and recommend to the Council for approval the three-year rolling strategic internal audit plan, the annual internal audit plan and any major changes to them, ensuring the proposed strategic internal audit plan appropriately considers Council's strategic risks and allocated budget for the internal audit plan.
- Review and approve proposed scopes for each review in the annual internal audit plan;
- Meet solely with the Internal Auditor at least twice per year without management present.
- Meet solely with the External Auditor at least once per year without management present.
- Request, through the CEO, appropriate management support to enable the Committee to discharge its responsibilities effectively.
- Request, through the CEO, the attendance of Council Officers at meetings, and request the attendance of internal audit, external audit or other assurance providers, where appropriate.
- Request, through the CEO, or recommend directly to the Council, the appointment of relevant independent experts where the Committee considers that it is necessary in order to execute its responsibilities.

Pursuant to section 53(2) of the Act, the Committee does not have and, therefore, cannot exercise any executive powers, or management functions. The Committee does not have any delegated financial responsibility.

The scope, functions and responsibilities of the Committee are set out in this Charter. Any request made to Officers by the Committee that falls outside of the express provisions of this Charter will be assessed at the discretion of the Chief Executive Officer (CEO).



## Role of the Committee

The Committee's functions and responsibilities, as dictated by section 54(2) of the Act, are to:

- (a) monitor the compliance of Council policies and procedures with—
  - (i) the overarching governance principles; and
  - (ii) the Act and the regulations, and any Ministerial directions;
- (b) monitor Council financial and performance reporting;
- (c) monitor and provide advice on risk management and fraud prevention systems and controls;
- (d) oversee internal and external audit functions.

The Committee must adopt an annual work plan to outline how the above listed activities will be achieved.

## Responsibilities

### Legislative Compliance

#### Council Policies

- Where a relevant Council policy/procedure has recently been reviewed by Officers, assess it against the overarching governance principles, the *Local Government Act 2020* and any other Act or Ministerial direction to monitor compliance prior to its presentation to Council.
- [From time to time provide insight into Council policies/procedures within areas of collective expertise.](#)
- Where any change to the legislation is made, review any relevant or effected policy for legislative compliance with the Act or Ministerial direction.
- Review the CEO Employment Matters Policy and Terms of Reference for the CEO Employment Matters Advisory Committee [annually every three years](#) and monitor compliance with the Act.

#### Financial Policies

- Consider recent developments in accounting principles or reporting practices that may affect the Council, and assess any subsequent adaptations made to Council policies.
- Assess Council's accounting policies against the financial management principles (s.101 of the Act).
- Intermittently review the Council's Investment Policy.

### Financial Management (including Performance Reporting)

Monitor Council's financial and performance reporting:

- Review the annual financial statements and annual performance ~~statement, and statement~~ [and](#) make any recommendations to Council concerning their adoption.
- Review Council's financial position via the receipt of a quarterly financial report.
- Review the appropriateness of the format and content of periodic management financial reports and performance statements to Council as required.
- Receive details of all Councillor and delegated committee member reimbursements per section 40(2) of the Act.
- Receive details of CEO reimbursements.
- Review and monitor any financial risks, including current and future liabilities, any beneficial enterprises of the Council, and any litigation, claim or contingency which could have a material effect on Council's financial position or operating result.
- Review accounting issues including asset revaluation, impairment consideration, new standards application and other technical accounting issues.
- Report to Council on any material financial issues which the committee agrees may require action.



### ***External Audit***

Oversee Council's external audit functions:

- Review the annual external audit plan.
- Review the external audit interim audit report.
- Review the results as reported in the external closing audit report, including any:
  - difficulties encountered;
  - complex and/or unusual transactions;
  - related-party transactions; and
  - judgmental areas for adjustments recommended by the external auditors, for example, those involving valuation of assets and liabilities; environmental liability and other commitments and contingencies.
- Review the appropriateness, timeliness and effectiveness of the management comments made in response to any external auditor recommendations.
- Report to Council any significant issues identified upon completion of review and discussion with management and external auditors regarding the external audit report.
- Sight representation letters signed by management, considering their completeness and the appropriateness of information provided.
- Review the external auditor's performance.
- Maintain an awareness of local government performance audits undertaken by VAGO, ensuring Council have assessed any relevant recommendations and actioned accordingly (if required).
- At least annually, meet with the external auditor in an "in-camera" session, without management present.

### ***Risk Management (including Business Continuity)***

Monitor and provide advice on risk management:

- Review Council's risk appetite statement, risk management framework and risk register, including management's assessment of Council's risks.
- Review the process/es for effective identification of strategic and operational risks, and the processes for assessment, development and implementation of treatment plans.
- Review the appropriateness and effectiveness of Council's business continuity plans.
- Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.
- Receive reports from management, including management responses, on the findings of any examinations by regulatory or integrity agencies related to investigations relevant to Council or operations of the Council, such as the Ombudsman, IBAC, and Victoria Government Inspectorate. Where action by management is required, monitor progress.

### ***Internal Controls (including Fraud Controls)***

Monitor and provide advice on fraud prevention systems and controls:

- Consider the effectiveness of internal controls for the security of information technology systems and applications.
- Review the effectiveness of established fraud controls in preventing or mitigating fraud, and any fraud policies.
- Review the compliance framework and assess its effectiveness in achieving legislative compliance.
- Review results and frequency of any control tests conducted relevant to cyber security, fraud and legislative compliance.
- Determine whether security, fraud and compliance systems and controls are reviewed regularly and updated where required.
- Review any significant changes to security, fraud and compliance systems and controls to assess whether those changes significantly impact Council's risk profile.
- Assess whether the control environment is consistent with the overarching governance principles.
- Review Council's gifts, benefits and hospitality register.



### **Internal Audit**

Oversee Council's internal audit functions:

- Review and endorse the Internal Audit Charter.
- Work with management to make recommendations to the Council on the appointment of the internal auditor.
- Review, ~~and~~ make recommendations and recommend to the Council for approval of the draft three year internal audit plan.
- Review the three year internal audit plan annually to ensure it remains current to the needs of the organisation.
- Review progress on the annual internal audit program.
- Review all internal audit reports, including management responses, and advise Council of and make any associated recommendations on any significant issues identified.
- Monitor action and progress taken by management on audit recommendations and the agreed management responses.
- Review the effectiveness of the internal audit function annually through the results of internal audit survey administered by the internal auditors.
- At least twice annually, meet with the internal auditor in an "in-camera" session, without management present.

### **Committee**

- Complete an annual self-assessment of committee performance against the Audit and Risk Committee Charter and provide a copy of the assessment to the CEO for tabling at the next Council meeting.
- Review the Audit and Risk Committee Charter and recommend for Council adoption annually.
- Review and adopt a work plan annually.
- Complete a biannual audit and risk report to Council on the recommendations and activities of the Committee, with administrative support from Council Officers.

Where the Committee makes recommendations that are proposed to be addressed by Council with more immediacy than the biannual report will allow for, the meeting minutes, or a specific report addressing the recommendation/s made by the Committee will be drafted by Officers under the direction of the Committee Chair and submitted to the next practicable Council Meeting for debate and decision.

### **Membership**

Appointment to the Committee will be in accordance section 53 of the Act.

In accordance with section 53(3) of the Act, the Audit and Risk Committee will consist of:

- Two Councillors; and
- A minimum of three, but up to four suitably qualified independent members.

Council's Gender Equality and Diversity Plan will be considered red as part of membership recruitment.

In accordance with section 53(4) of the Act, no member of Council staff is eligible for appointment to the Committee. The Chief Executive Officer, General Manager Strategy and Effectiveness and Council's internal auditors are not members but may attend meetings in an advisory capacity.

Council's external auditors will be invited to attend meetings at least twice annually in an advisory capacity.

### **Independent Member Qualifications**

The evaluation of potential members will be undertaken by a selection panel including the Chief Executive Officer (or their delegate), the Committee Chair and two Councillor representatives. The panel will take into account the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills. A recommendation for appointment will then be made by the selection panel to Council.



The following key attributes are required when appointing independent members:

Individuals should have:

- Senior business or financial management/reporting knowledge and experience.
- High levels of financial literacy.
- An understanding of corporate risk management, and risk management practices including treatments, mitigations and controls.
- Knowledge of Council's operations and the environment in which it operates.
- Strong communication skills.
- High levels of personal integrity and ethics.
- Sufficient time available to devote to executing responsibilities.

The Committee should collectively have:

- Expertise in financial management and risk.
- Experience in public sector management.

### **Term of Office**

Appointment of independent members shall be for a maximum single term of four years, with the maximum total length of appointment being no more than two terms or eight years.

Any proposal to extend or reappoint an independent member beyond the initial four year term will be done with consideration of the member's performance over their first term.

Terms of appointment for each individual independent member will be determined by Council resolution.

Councillor representatives are appointed by Council annually for a term of one year.

### **Appointment of the Chair**

The Chair will be appointed by Council resolution. In accordance with section 53(4) of the Act, the Chair must be an independent member of the Committee and cannot be a Councillor.

### **Role of the Chair**

The role of the Committee Chair includes:

- Assisting in determining the agenda for Committee meetings.
- Chairing meetings of the Committee in accordance with the meeting agenda.
- Preparation of a biannual audit and risk report that is to be provided to the CEO for tabling at the next practicable Council meeting. The report must describe the activities of the Audit and Risk Committee and include its findings and recommendations.
- Circulating the annual self-assessment, and collating and sharing the results with Committee members and with the CEO for tabling at the next practicable Council meeting.

The Chair shall have a casting vote on occasions where there is an equal tally of votes on a matter.

### **Quorum**

At least three members of the Committee are in attendance, at least two of whom are independent members.





## Meetings

Meetings are to be held in accordance with Chapter 2, Part 4, section 3 of the Governance Rules.

A minimum of ~~four~~ five meetings are to be held each year in accordance with the approximate times listed below, with each of these meetings having a main focus:

March: Risk Management, Business Continuity Plan, and External Audit Plan.  
May: Strategic Internal Audit Plan and Audit Program, External Audit Interim Audit Report.  
July: Policies and internal audit progress.  
September: Financial Statements and Performance Statement, and External Audit Report.  
November: Annual Committee self-assessment, ARC Charter review, adopt Annual Work Plan and review Internal Controls.

A schedule of meetings will be developed annually and agreed to by members. All committee members are expected to attend all meetings, although in special circumstances allowances may be made for attendance via video or teleconference.

Where the Committee determines additional meetings are required, this is to be done in consultation with the CEO to ensure feasibility and resource management.

In the absence of the appointed Chair, the Committee will appoint an acting Chair from the independent members present.

Agendas will be prepared and distributed no later than four business days in advance of the meeting. Meetings will be minuted and the minutes will be distributed to members. Committee meeting minutes will be distributed to Councillors once finalised and approved for circulation by the Committee Chair.

Council shall provide the Committee with secretarial and administration support.

The Mayor may attend ex-officio and participate in meetings, however the Mayor has no voting rights.

Attendance at meetings by non-member Councillors, other than the Mayor, is ~~allowed~~ encouraged in an observational capacity only. Non-member Councillors have no voting rights and are not to participate in meetings unless their participation is requested by the Chair.

## Conflict of Interest

Committee recommendations must be transparent and accountable to the Council to maintain the integrity of the Committee. Division 2 of Part 6 of the Act applies to independent members, as if the member were a member of a delegated Committee. An independent member has a conflict of interest if they have:

- a general conflict of interest within the meaning of section 127 of the Act
- a material conflict of interest within the meaning of section 128 of the Act.

External members should consider past employment, consultancy arrangements and related party issues in making these declarations and the Council, in consultation with the Chair, should be satisfied that there are sufficient processes in place to manage any real or perceived conflict.

If a conflict of interest exists, it must be declared and managed. Committee members are required to declare any conflict of interest in accordance with the Governance Rules.

At the beginning of each committee meeting, members are required to declare any conflict of interest that may apply to specific matters on the meeting agenda. Where a conflict is declared, the member will be excused from the meeting for the duration of the committee's consideration of the relevant agenda item(s). Details of any declared conflict of interest will be appropriately recorded in the minutes.



### **Personal Interests Returns**

Members must comply with the same requirements as a 'specified person' as outlined in section 132 of the Act, and are therefore required to complete initial and biannual personal interests returns in accordance with sections 132-136 of the Act. A summary of the Committee's personal interests will be published on the Council's website in accordance with section 10 of the Local Government (Governance and Integrity) Regulations 2020.

### **Confidentiality**

Committee members shall act in accordance with section 125 of the Act regarding confidential information. Committee members shall not directly or indirectly release or make available to any person any information relating to the work or discussions of the Audit & Risk Committee, including documentation that is or was in their possession. Any exception to this must be in accordance with section 125(2) or section 125(3) of the Act, or must be agreed to by and in accordance with any terms stipulated by Surf Coast Shire Council.

### **Misuse of Position**

Section 123 of the Act applies to independent members as if they were a member of a delegated Committee. The independent member must not intentionally misuse their position -

- to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
- to cause, or attempt to cause, detriment to the Council or another person.

### **Remuneration**

External members of the Committee will be offered remuneration for carrying out their duties. The amount is to be set by Council [and Council will review remuneration every two years in line with the recruitment of membership.](#)

### **Removal of a Member**

If the Council proposes to remove a member of the Committee it must give written notice of its intention to do so and afford the member an opportunity to be heard by Council.



## APPENDIX 1 – Local Government Act 2020 Principles

<p><b>Section 9 Overarching Governance Principles</b></p>	<ul style="list-style-type: none"> <li>a) Council decisions are to be made and actions taken in accordance with the relevant law;</li> <li>b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;</li> <li>c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;</li> <li>d) the municipal community is to be engaged in strategic planning and strategic decision making;</li> <li>e) innovation and continuous improvement is to be pursued;</li> <li>f) collaboration with other Councils and Governments and statutory bodies is to be sought;</li> <li>g) the ongoing financial viability of the Council is to be ensured;</li> <li>h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;</li> <li>i) the transparency of Council decisions, actions and information is to be ensured.</li> </ul>
<p><b>Section 101 Financial Management Principles</b></p>	<ul style="list-style-type: none"> <li>a) revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans;</li> <li>b) financial risks must be monitored and managed prudently having regard to economic circumstances;</li> <li>c) financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community;</li> <li>d) accounts and records that explain the financial operations and financial position of the Council must be kept.</li> </ul> <p>For the purposes of the financial management principles, <b>financial risk</b> includes any risk relating to the following—</p> <ul style="list-style-type: none"> <li>(a) the financial viability of the Council;</li> <li>(b) the management of current and future liabilities of the Council;</li> <li>(c) the beneficial enterprises of the Council.</li> </ul>



# **Audit and Risk Committee Charter**

*Adopted by Council – April 2024*



### **Purpose**

In accordance with section 53(1) of the *Local Government Act 2020* (the Act), Council must establish an Audit and Risk Committee (the Committee). Pursuant to section 54(2) of the Act, this Charter specifies the functions and responsibilities of the Committee.

The purpose of the Committee is to provide a structured, systematic oversight of Council's governance, risk management and internal control practices. This serves to provide Council with confidence in the integrity of these practices.

### **Establishment**

The Audit and Risk Committee has been established under Section 53 of the *Local Government Act 2020*.

Membership is established in accordance with this Charter and section 53 of the Act through resolution of Council.

### **Authority**

The Audit and Risk Committee acts in an advisory capacity to the Council only and reports directly to the Council.

The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter.

To empower the Committee to discharge these responsibilities, Council authorises the Committee to:

- Provide advice and make recommendations to Council on matters within the Committee's areas of responsibility.
- Review key documents and reports that must be approved by Council, including annual financial reports, annual performance statements, new or revised policies and other documents that assist in maintaining a strong internal control environment.
- Review and recommend to the Council for approval the three-year rolling strategic internal audit plan, the annual internal audit plan and any major changes to them, ensuring the proposed strategic internal audit plan appropriately considers Council's strategic risks and allocated budget for the internal audit plan.
- Review and approve proposed scopes for each review in the annual internal audit plan;
- Meet solely with the Internal Auditor at least twice per year without management present.
- Meet solely with the External Auditor at least once per year without management present.
- Request, through the CEO, appropriate management support to enable the Committee to discharge its responsibilities effectively.
- Request, through the CEO, the attendance of Council Officers at meetings, and request the attendance of internal audit, external audit or other assurance providers, where appropriate.
- Request, through the CEO, or recommend directly to the Council, the appointment of relevant independent experts where the Committee considers that it is necessary in order to execute its responsibilities.

Pursuant to section 53(2) of the Act, the Committee does not have and, therefore, cannot exercise any executive powers, or management functions. The Committee does not have any delegated financial responsibility.

The scope, functions and responsibilities of the Committee are set out in this Charter. Any request made to Officers by the Committee that falls outside of the express provisions of this Charter will be assessed at the discretion of the Chief Executive Officer (CEO).



### **Role of the Committee**

The Committee's functions and responsibilities, as dictated by section 54(2) of the Act, are to:

- (a) *monitor the compliance of Council policies and procedures with—*
  - (i) *the overarching governance principles; and*
  - (ii) *the Act and the regulations, and any Ministerial directions;*
- (b) *monitor Council financial and performance reporting;*
- (c) *monitor and provide advice on risk management and fraud prevention systems and controls;*
- (d) *oversee internal and external audit functions.*

The Committee must adopt an annual work plan to outline how the above listed activities will be achieved.

### **Responsibilities**

#### ***Legislative Compliance***

##### *Council Policies*

- Where a relevant Council policy/procedure has recently been reviewed by Officers, assess it against the overarching governance principles, the *Local Government Act 2020* and any other Act or Ministerial direction to monitor compliance prior to its presentation to Council.
- From time to time provide insight into Council policies/procedures within areas of collective expertise.
- Where any change to the legislation is made, review any relevant or effected policy for legislative compliance with the Act or Ministerial direction.
- Review the CEO Employment Matters Policy and Terms of Reference for the CEO Employment Matters Advisory Committee every three years and monitor compliance with the Act.

##### *Financial Policies*

- Consider recent developments in accounting principles or reporting practices that may affect the Council, and assess any subsequent adaptations made to Council policies.
- Assess Council's accounting policies against the financial management principles (s.101 of the Act).
- Intermittently review the Council's Investment Policy.

#### ***Financial Management (including Performance Reporting)***

Monitor Council's financial and performance reporting:

- Review the annual financial statements and annual performance statement and make any recommendations to Council concerning their adoption.
- Review Council's financial position via the receipt of a quarterly financial report.
- Review the appropriateness of the format and content of periodic management financial reports and performance statements to Council as required.
- Receive details of all Councillor and delegated committee member reimbursements per section 40(2) of the Act.
- Receive details of CEO reimbursements.
- Review and monitor any financial risks, including current and future liabilities, any beneficial enterprises of the Council, and any litigation, claim or contingency which could have a material effect on Council's financial position or operating result.
- Review accounting issues including asset revaluation, impairment consideration, new standards application and other technical accounting issues.
- Report to Council on any material financial issues which the committee agrees may require action.



### **External Audit**

Oversee Council's external audit functions:

- Review the annual external audit plan.
- Review the external audit interim audit report.
- Review the results as reported in the external closing audit report, including any:
  - difficulties encountered;
  - complex and/or unusual transactions;
  - related-party transactions; and
  - judgmental areas for adjustments recommended by the external auditors, for example, those involving valuation of assets and liabilities; environmental liability and other commitments and contingencies.
- Review the appropriateness, timeliness and effectiveness of the management comments made in response to any external auditor recommendations.
- Report to Council any significant issues identified upon completion of review and discussion with management and external auditors regarding the external audit report.
- Sight representation letters signed by management, considering their completeness and the appropriateness of information provided.
- Review the external auditor's performance.
- Maintain an awareness of local government performance audits undertaken by VAGO, ensuring Council have assessed any relevant recommendations and actioned accordingly (if required).
- At least annually, meet with the external auditor in an "in-camera" session, without management present.

### **Risk Management (including Business Continuity)**

Monitor and provide advice on risk management:

- Review Council's risk appetite statement, risk management framework and risk register, including management's assessment of Council's risks.
- Review the process/es for effective identification of strategic and operational risks, and the processes for assessment, development and implementation of treatment plans.
- Review the appropriateness and effectiveness of Council's business continuity plans.
- Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.
- Receive reports from management, including management responses, on the findings of any examinations by regulatory or integrity agencies related to investigations relevant to Council or operations of the Council, such as the Ombudsman, IBAC, and Victoria Government Inspectorate. Where action by management is required, monitor progress.

### **Internal Controls (including Fraud Controls)**

Monitor and provide advice on fraud prevention systems and controls:

- Consider the effectiveness of internal controls for the security of information technology systems and applications.
- Review the effectiveness of established fraud controls in preventing or mitigating fraud, and any fraud policies.
- Review the compliance framework and assess its effectiveness in achieving legislative compliance.
- Review results and frequency of any control tests conducted relevant to cyber security, fraud and legislative compliance.
- Determine whether security, fraud and compliance systems and controls are reviewed regularly and updated where required.
- Review any significant changes to security, fraud and compliance systems and controls to assess whether those changes significantly impact Council's risk profile.
- Assess whether the control environment is consistent with the overarching governance principles.
- Review Council's gifts, benefits and hospitality register.



### **Internal Audit**

Oversee Council's internal audit functions:

- Review and endorse the Internal Audit Charter.
- Work with management to make recommendations to the Council on the appointment of the internal auditor.
- Review, make recommendations and recommend to the Council for approval of the draft three year internal audit plan.
- Review the three year internal audit plan annually to ensure it remains current to the needs of the organisation.
- Review progress on the annual internal audit program.
- Review all internal audit reports, including management responses, and advise Council of and make any associated recommendations on any significant issues identified.
- Monitor action and progress taken by management on audit recommendations and the agreed management responses.
- Review the effectiveness of the internal audit function annually through the results of internal audit survey administered by the internal auditors.
- At least twice annually, meet with the internal auditor in an "in-camera" session, without management present.

### **Committee**

- Complete an annual self-assessment of committee performance against the Audit and Risk Committee Charter and provide a copy of the assessment to the CEO for tabling at the next Council meeting.
- Review the Audit and Risk Committee Charter and recommend for Council adoption annually.
- Review and adopt a work plan annually.
- Complete a biannual audit and risk report to Council on the recommendations and activities of the Committee, with administrative support from Council Officers.

Where the Committee makes recommendations that are proposed to be addressed by Council with more immediacy than the biannual report will allow for, the meeting minutes, or a specific report addressing the recommendation/s made by the Committee will be drafted by Officers under the direction of the Committee Chair and submitted to the next practicable Council Meeting for debate and decision.

### **Membership**

Appointment to the Committee will be in accordance section 53 of the Act.

In accordance with section 53(3) of the Act, the Audit and Risk Committee will consist of:

- Two Councillors; and
- A minimum of three, but up to four suitably qualified independent members.

Council's Gender Equality and Diversity Plan will be considered as part of membership recruitment.

In accordance with section 53(4) of the Act, no member of Council staff is eligible for appointment to the Committee. The Chief Executive Officer, General Manager Strategy and Effectiveness and Council's internal auditors are not members but may attend meetings in an advisory capacity.

Council's external auditors will be invited to attend meetings at least twice annually in an advisory capacity.

### **Independent Member Qualifications**

The evaluation of potential members will be undertaken by a selection panel including the Chief Executive Officer (or their delegate), the Committee Chair and two Councillor representatives. The panel will take into account the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills. A recommendation for appointment will then be made by the selection panel to Council.





The following key attributes are required when appointing independent members:

Individuals should have:

- Senior business or financial management/reporting knowledge and experience.
- High levels of financial literacy.
- An understanding of corporate risk management, and risk management practices including treatments, mitigations and controls.
- Knowledge of Council's operations and the environment in which it operates.
- Strong communication skills.
- High levels of personal integrity and ethics.
- Sufficient time available to devote to executing responsibilities.

The Committee should collectively have:

- Expertise in financial management and risk.
- Experience in public sector management.

### **Term of Office**

Appointment of independent members shall be for a maximum single term of four years, with the maximum total length of appointment being no more than two terms or eight years.

Any proposal to extend or reappoint an independent member beyond the initial four year term will be done with consideration of the member's performance over their first term.

Terms of appointment for each individual independent member will be determined by Council resolution.

Councillor representatives are appointed by Council annually for a term of one year.

### **Appointment of the Chair**

The Chair will be appointed by Council resolution. In accordance with section 53(4) of the Act, the Chair must be an independent member of the Committee and cannot be a Councillor.

### **Role of the Chair**

The role of the Committee Chair includes:

- Assisting in determining the agenda for Committee meetings.
- Chairing meetings of the Committee in accordance with the meeting agenda.
- Preparation of a biannual audit and risk report that is to be provided to the CEO for tabling at the next practicable Council meeting. The report must describe the activities of the Audit and Risk Committee and include its findings and recommendations.
- Circulating the annual self-assessment, and collating and sharing the results with Committee members and with the CEO for tabling at the next practicable Council meeting.

The Chair shall have a casting vote on occasions where there is an equal tally of votes on a matter.

### **Quorum**

At least three members of the Committee are in attendance, two of whom are independent members and one Councillor. Councillor to have a proxy if required.



## Meetings

Meetings are to be held in accordance with Chapter 2, Part 4, section 3 of the Governance Rules.

A minimum of five meetings are to be held each year in accordance with the approximate times listed below, with each of these meetings having a main focus:

March:	Risk Management, Business Continuity Plan, and External Audit Plan.
May:	Strategic Internal Audit Plan and Audit Program, External Audit Interim Audit Report.
July:	Policies and internal audit progress.
September:	Financial Statements and Performance Statement, and External Audit Report.
November:	Annual Committee self-assessment, ARC Charter review, adopt Annual Work Plan and review Internal Controls.

A schedule of meetings will be developed annually and agreed to by members. All committee members are expected to attend all meetings, although in special circumstances allowances may be made for attendance via video or teleconference.

Where the Committee determines additional meetings are required, this is to be done in consultation with the CEO to ensure feasibility and resource management.

In the absence of the appointed Chair, the Committee will appoint an acting Chair from the independent members present.

Agendas will be prepared and distributed no later than four business days in advance of the meeting. Meetings will be minuted and the minutes will be distributed to members. Committee meeting minutes will be distributed to Councillors once finalised and approved for circulation by the Committee Chair.

Council shall provide the Committee with secretarial and administration support.

The Mayor may attend ex-officio and participate in meetings, however the Mayor has no voting rights.

Attendance at meetings by non-member Councillors, other than the Mayor, is encouraged in an observational capacity only. Non-member Councillors have no voting rights and are not to participate in meetings unless their participation is requested by the Chair.

## Conflict of Interest

Committee recommendations must be transparent and accountable to the Council to maintain the integrity of the Committee. Division 2 of Part 6 of the Act applies to independent members, as if the member were a member of a delegated Committee. An independent member has a conflict of interest if they have:

- a general conflict of interest within the meaning of section 127 of the Act
- a material conflict of interest within the meaning of section 128 of the Act.

External members should consider past employment, consultancy arrangements and related party issues in making these declarations and the Council, in consultation with the Chair, should be satisfied that there are sufficient processes in place to manage any real or perceived conflict.

If a conflict of interest exists, it must be declared and managed. Committee members are required to declare any conflict of interest in accordance with the Governance Rules.

At the beginning of each committee meeting, members are required to declare any conflict of interest that may apply to specific matters on the meeting agenda. Where a conflict is declared, the member will be excused from the meeting for the duration of the committee's consideration of the relevant agenda item(s). Details of any declared conflict of interest will be appropriately recorded in the minutes.



### **Personal Interests Returns**

Members must comply with the same requirements as a 'specified person' as outlined in section 132 of the Act, and are therefore required to complete initial and biannual personal interests returns in accordance with sections 132-136 of the Act. A summary of the Committee's personal interests will be published on the Council's website in accordance with section 10 of the Local Government (Governance and Integrity) Regulations 2020.

### **Confidentiality**

Committee members shall act in accordance with section 125 of the Act regarding confidential information. Committee members shall not directly or indirectly release or make available to any person any information relating to the work or discussions of the Audit & Risk Committee, including documentation that is or was in their possession. Any exception to this must be in accordance with section 125(2) or section 125(3) of the Act, or must be agreed to by and in accordance with any terms stipulated by Surf Coast Shire Council.

### **Misuse of Position**

Section 123 of the Act applies to independent members as if they were a member of a delegated Committee. The independent member must not intentionally misuse their position -

- to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
- to cause, or attempt to cause, detriment to the Council or another person.

### **Remuneration**

External members of the Committee will be offered remuneration for carrying out their duties. The amount is to be set by Council and Council will review remuneration every two years in line with the recruitment of membership.

### **Removal of a Member**

If the Council proposes to remove a member of the Committee it must give written notice of its intention to do so and afford the member an opportunity to be heard by Council.



## APPENDIX 1 – Local Government Act 2020 Principles

<p><b>Section 9 Overarching Governance Principles</b></p>	<ul style="list-style-type: none"> <li>a) Council decisions are to be made and actions taken in accordance with the relevant law;</li> <li>b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;</li> <li>c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;</li> <li>d) the municipal community is to be engaged in strategic planning and strategic decision making;</li> <li>e) innovation and continuous improvement is to be pursued;</li> <li>f) collaboration with other Councils and Governments and statutory bodies is to be sought;</li> <li>g) the ongoing financial viability of the Council is to be ensured;</li> <li>h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;</li> <li>i) the transparency of Council decisions, actions and information is to be ensured.</li> </ul>
<p><b>Section 101 Financial Management Principles</b></p>	<ul style="list-style-type: none"> <li>a) revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans;</li> <li>b) financial risks must be monitored and managed prudently having regard to economic circumstances;</li> <li>c) financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community;</li> <li>d) accounts and records that explain the financial operations and financial position of the Council must be kept.</li> </ul> <p>For the purposes of the financial management principles, <b>financial risk</b> includes any risk relating to the following—</p> <ul style="list-style-type: none"> <li>(a) the financial viability of the Council;</li> <li>(b) the management of current and future liabilities of the Council;</li> <li>(c) the beneficial enterprises of the Council.</li> </ul>

## 4.10 Appointment of Council Representative - Point Grey Development Community Reference Group

**Council Plan**

**Theme Seven - Accountable and Viable Council**

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

**Author’s Title:**

Coordinator Governance

**General Manager:**

Damian Waight, Acting General Manager Strategy and Effectiveness

**Division:**

Strategy and Effectiveness

**Department:**

Integrity and Governance

**Attachments:**

1. Terms of Reference - Point Grey Community Reference Group [4.10.1 - 5 pages]

**Purpose**

1. To seek Council’s appointment of a representative to the ‘Point Grey Redevelopment – Lorne, Reference Group’.

**Recommendation**

That Council appoints Cr Gary Allen as Council’s representative on the ‘Point Grey Redevelopment – Lorne, Reference Group’, in the role of ‘Councillor observer’, as described in the Terms of Reference (**Attachment 1**), for the remainder of the current Council term.

**Council Resolution**

**Moved Cr Barker, Seconded Cr Schonfelder**

That Council appoints Cr Gary Allen as Council’s representative on the ‘Point Grey Redevelopment – Lorne, Reference Group’, in the role of ‘Councillor observer’, as described in the Terms of Reference (**Attachment 1**), for the remainder of the current Council term.

CARRIED 8|0

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

### **Outcome**

2. If Council accepts this recommendation, Council will have appointed a Councillor to act as Council's representative on the 'Point Grey Redevelopment – Lorne, Reference Group' ('the Reference Group'), in response to a request from the Great Ocean Road Coast and Parks Authority (GORCAPA).

### **Key Considerations**

3. Council has received a request from GORCAPA for a Councillor representative to be appointed to the Reference Group. As this is an election year, the recommendation requests appointment for the remainder of the Council term.
4. The purpose, objectives and outcomes of the Reference Group are detailed in the Terms of Reference (**Attachment 1**).
5. The Reference Group is described within the Terms of Reference as being designed to support the '*redevelopment of Point Grey to create a unique experience for local residents and visitors, which will benefit the local economy and the Lorne and Surf Coast Shire Community*'.
6. Due to the direct impact of this project on the Surf Coast Shire municipal district, the appointment of a Council representative is considered appropriate.
7. It is noted that the request seeks an appointment of a Councillor representative in an observer capacity.

### **Background**

8. At the end of each year, a report is presented to Council to request the appointment of Councillors as representatives on various committees and other organisations for the following year. From time to time, Council representation is required in other groups and committees which are not identified in that report, and a separate report is presented to address this.

### **Options**

9. **Alternative Option 1** – That Council does not appoint Cr Allen as Council's representative on the 'Point Grey Redevelopment – Lorne, Reference Group', in the role of 'Councillor observer', as described in the Terms of Reference (**Attachment 1**), for the remainder of the current Council term.

This option is not recommended by officers as Council representation is considered to be appropriate because of this impact of the project on the environment and local residents. As the Lorne ward Councillor, Cr Allen has expressed interest in being appointed to this position. Expressions of interest were sought by the Mayor prior to this report being presented and no other expressions of interest were received.

### **Council Plan (including Health and Wellbeing Plan) Statement**

#### **Theme Seven - Accountable and Viable Council**

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

10. The appointment of the Councillor observer to this community reference group through a Council decision, provides openness and transparency in the appointment process.

### **Financial Considerations**

11. There are no financial impacts anticipated in association with this report. Participation on the Reference Group is voluntary and does not involve costs to Council.

### **Community Engagement**

12. Community engagement has not been undertaken for this report.

### **Statutory / Legal / Policy Considerations**

13. The Terms of Reference identify the *Marine and Coastal Act (2018)* and the *Great Ocean Road Environs and Protection Act (2020)* as the relevant legislation applicable to the role and functions of the Reference Group.
14. By appointing a Councillor representative to this Reference Group, Council in giving effect to the overarching governance principles as described in section 9 of the *Local Government Act 2020*, including section 9(2)(b) which states that 'priority is to be given to achieving the best outcomes for the municipal community, including future generations'.

### **Strategic Risk**

15. **Failure to maintain effective partnerships with key stakeholders**  
Inherent Risk Rating - *High*, Residual Risk Rating - *Medium*
16. GORCAPA is a key Council stakeholder in within the Surf Coast Shire region. By appointing a Councillor representative to the Reference Group, Council is demonstrating its commitment to this partnership.
17. Implementing the recommendation is not expected to result in any new risks to Council.

### **Risk Rating**

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

### **Sustainability Considerations**

19. By operating under the identified legislative framework, it is anticipated that relevant environmental and sustainability considerations will be considered and managed in the work the Reference Group does.

### **Conflict of Interest**

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

### **Confidentiality**

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

**Transparency**

**Audit and Risk Committee involvement**

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

**Councillor Briefings**

23. This item has not been presented for consideration at a Councillor briefing.



# Terms of Reference

## POINT GREY REDEVELOPMENT – LORNE, COMMUNITY REFERENCE GROUP

*February 2024*

Building upon the successes of the former Community Co-design Group (CCDG) for the Point Grey Redevelopment in Lorne, a Community Reference Group (CRG) has been formed with an expanded objective to take a precinct-wide view for the project.

Six community members join four representatives from the Lorne Aquatic and Angling Club and the previous CCDG, to inform next steps and provide community leadership and advocacy for the project.

The CRG will play a vital role in the redevelopment's success by providing input into the revised Precinct Masterplan and offering feedback on draft documents at key stages of the project.

The group's focus will be on balancing community aspirations with best practices in coastal infrastructure, guided by relevant legislation, including the *Marine and Coastal Act (2018)* and the *Great Ocean Road and Environs Protection Act (2020)*.

### 1. Purpose, objectives, project outcomes

The **purpose** of the Community Reference Group (CRG) is to play an important role in assisting the Authority to ensure the revised Precinct Masterplan and building concept(s) balances community inputs with a best practice coastal infrastructure response that is guided by all relevant legislation, including the *Marine and Coastal Act (2018)*, and *Great Ocean Road and Environs Protection Act (2020)*.

The CRG's **objectives** are to:

- a) Foster meaningful engagement – between group members, within member's networks, with the Project Team, and the wider community - to achieve project outcomes.
- b) Inform the Authority and its consultants of community values, local conditions, priorities, concerns and preferred outcomes.
- c) Assist with the sharing of information and resolving community concerns associated with the project; and where possible, mitigate and minimise local impacts.

**Project outcomes** seek to:

Redevelop Point Grey to create a unique experience for local residents and visitors, which will benefit the local economy and the Lorne and Surf Coast Shire community.

The total project budget is \$12.59 million, consisting of \$10.14 million Geelong City Deal funding, \$2 million from the Authority, and \$450,000 from the Lorne Aquatic and Angling Club.

The redevelopment will provide new and improved facilities onsite, including;

- a new Lorne Aquatic and Angling Club

- improved connectivity between the water's edge and the public space with upgraded walking paths within the project area.
- recognition of cultural heritage
- space for casual hospitality offerings, including options for coffee, takeaway and al fresco seating.

## **2. CRG Membership Charter**

The Point Grey Community Reference Group (CRG) is a dedicated voluntary advisory group, committed to providing support, advice and feedback to help inform decision-making for the Point Grey Redevelopment.

Our commitment is to approach all discussions with an open mind, giving due consideration to the merits of the information presented.

We acknowledge the significance of relying on the project's community and cultural history, environmental data, and technical information to make well-informed decisions that will shape the future of the Point Grey Redevelopment.

Inclusivity is paramount, and we will actively seek the input of the community, ensuring their views and aspirations are not only acknowledged but genuinely heard. We understand the value of diverse perspectives and are dedicated to creating an environment where community input is an integral part of our decision-making process.

In the spirit of collaboration, we pledge to maintain a respectful atmosphere during discussions. Personal considerations will not overshadow the goal of collectively advancing the Point Grey Redevelopment project.

Together, we embark on this journey, committed to the principles of openness, fairness, and community engagement, as we work collaboratively to deliver the Point Grey Redevelopment.

## **3. Roles & Responsibilities**

Working within the project negotiables, the CRG will assist and support the planning, design and delivery of the Point Grey Redevelopment project. Members will:

- a) Collaborate with Authority staff and project consultants and advise of specific concerns or questions being raised in the local community.
- b) Attend and actively participate in all meetings and workshops.
- c) Review design documentation, provide feedback and recommendations, through a community lens, at various stages throughout the design phase.
- d) Provide timely and constructive feedback to the Authority on matters that may significantly affect the project deliverables. Suggest solutions if appropriate.
- e) Discuss any other matters pertaining to Point Grey requiring local stakeholder or community input.

f) Support engagement with the broader community and key community groups to ensure that aspirations are heard and considered in the revised Precinct Masterplan and proposed building design(s). Should members choose to participate in Authority-led broader community engagement activities, the Authority will request a volunteer working with children check.

g) Members will be required to engage within their groups and the wider community to provide feedback on draft plans and designs. Raise awareness with the community of the project and the parameters that need to be considered and addressed in the Masterplan layout and any proposed buildings.

h) Advise stakeholders and the local community of Point Grey project works and progress as we reach detailed design and construction stages.

i) Project management, delivery responsibilities and decision making are the responsibility of the Authority.

#### **4. Confidentiality**

All materials provided for discussion and consideration are confidential and must be respected by members. Unless explicitly permitted, no materials will be shared with any third persons or the broader community.

#### **5. Membership and appointments**

Membership of the CRG is voluntary. Members cannot be professionally engaged to be involved with the Project or the CRG in any capacity, or paid to attend meetings, as this constitutes a conflict of interest (perceived or actual).

Members of the CRG will include:

a) Chair – project owner, Cath Olive, Director Infrastructure and Planning.

b) Project team representatives from the Authority, and its consultants.

c) Board member ‘observer’. The Authority’s Board are keenly aware of the importance of the Geelong City Deal projects. As such, a nominated Board member may attend CRG meetings, as an observer only (non-member). For Point Grey, Libby Mears, Board Chair, will attend the CRG meetings.

d) Councillor ‘observer’. Local Councils are also keenly aware of the importance of the Geelong City Deal projects and similarly, a nominated Councillor is invited to join as an observer only (non-member).

e) Four community members who have been on the project journey so far representing the Lorne Aquatic and Angling Club and the previous Community Co-Design Group members – as elected by those groups.

f) Six new community members representative of key community groups and the wider Lorne community – appointed by the Authority.

The Chair may from time to time invite other relevant parties to speak on relevant projects or issues, clarify particular matters or hear specific feedback from the CRG. The Authority may revise the Terms

of Reference and/or Code of Conduct. The Authority will review CRG membership periodically, or where members have resigned from the CRG.

#### **6. Code of Conduct**

1. Members of the CRG are expected to act in a respectful and constructive manner at all times.
2. Members are appointed to the CRG to represent their local community and/or local organisation. However, members must be independent, objective, and impartial in relation to all reference group activities.
3. Members (including observers) must, to the best of their ability:
  - a. Be part of a collaborative communication channel between the Authority, its consultants, and the community. This includes providing considered feedback in response to information shared.
  - b. Advise the Chair and/or the Authority of any concerns or issues being raised by their local community and/or organisation.
  - c. Advise the Chair and/or the Authority of any inability to attend a meeting and any intention to send a delegate in their place.
  - d. Take reasonable steps to avoid any potential, perceived or actual conflicts of interest while they are involved with the project.
  - e. Advise the Chair and/or the Authority immediately of any potential, perceived or actual conflicts of interest identified at any stage of the project.
  - f. Respect confidential or commercially sensitive information and not disseminate without express permission from the Authority. The Chair will raise this in relevant situations and members who do not wish to agree will be asked to leave the meeting for the relevant time. Sensitive information will be clearly marked as such and must not be disseminated.

In addition, members must refrain from:

- g. Identifying themselves in any forum as employees or representatives of the Authority or its consultants.
  - h. Speaking to the media on behalf of the CRG without first seeking consent from the Chair and the Authority.
  - i. Posting images on social media of information provided to the CRG without express permission from the Authority.
4. If a member of the CRG disregards or breaches this Code of Conduct, the Chair may direct them to step down.

#### **7. Term of CRG and proposed meeting schedule**

The CRG was formed in December 2023 and is tasked with working within several parameters, including budget, time, site limitations, planning and statutory consents, project negotiables and grant

funding requirements. The Authority anticipates that the Masterplan and Urban Design Framework for the Precinct will be finalised during the second half of 2024. Building design proposals ready for planning permit submission are anticipated to be ready by early 2025.

To reach this position, the following draft meeting schedule is proposed:

<b>Timeframe</b>	<b>Meeting</b>
<b>December 2023</b>	1 x introductory welcome meeting for new members to greet one another
<b>February 2024</b>	1 x CRG induction
<b>April – August 2024</b>	3 x CRG meetings/workshops + 2 x community consultation sessions (noting, these sessions may vary)
<b>September – December 2024</b>	1 x CRG meeting
<b>March – July 2025</b>	1 x Planning Permit outcome information session + 1 'Principal Project Requirements' presentation and review meeting

Following the permit application submission, meetings of the CRG will be on an as-needs basis.

**Motion**

**Moved Cr Schonfelder, Seconded Cr Stapleton**

That standing orders be suspended for 15 minutes at 8:01pm.

CARRIED 8|0

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

**Motion**

**Moved Cr Bodsworth, Seconded Cr Stapleton**

That standing orders be resumed at 8:15pm.

CARRIED 8|0

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

## 4.11 All Abilities Advisory Committee Appointment of Members

### Council Plan

#### 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 Seven - Accountable and Viable Council

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

**Author's Title:**

Access and Inclusion Officer

**General Manager:**

Gail Gatt, General Manager Community Life

**Division:**

Community Life

**Department:**

Age Youth and Access

**Attachments:**

Nil

### Purpose

1. For Council to consider the appointments of five new members to the All Abilities Advisory Committee.

### Recommendation

That Council:

1. Acknowledges the All Abilities Advisory Committee members who have resigned or reached the end of their tenure, and thanks them for their contribution; and
2. Appoints Carole Morrow, Cheryl Middleton, Jo Klemke, Liz Conning and Penny Cilento to the All Abilities Advisory Committee for a three year term.

### Council Resolution

#### Moved Cr Hodge, Seconded Cr Bodsworth

That Council:

1. Acknowledges the All Abilities Advisory Committee members who have resigned or reached the end of their tenure, and thanks them for their contribution; and
2. Appoints Carole Morrow, Cheryl Middleton, Jo Klemke, Liz Conning and Penny Cilento to the All Abilities Advisory Committee for a three year term.

CARRIED 8|0

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

### **Outcome**

2. If Council accepts this recommendation, Council will ensure the All Abilities Advisory Committee remains an effective source of advice and advocacy for Council to continue improving access and inclusion in the Surf Coast Shire, by supporting the broadest possible representation of people with disability from across the Shire.

### **Key Considerations**

3. The All Abilities Advisory Committee (AAAC) is a voluntary committee which requires regular recruitment due to periodic resignations and completion of terms.
4. Due to a number of resignations the Committee had an opening of up to six vacancies as of August 2023. The completion of tenure for two long-standing members will occur as of June 2024 which will result in further vacancies on the Committee.
5. Officers conducted an expression of interest process for new members in February 2024, which was widely promoted in ads and media releases in local print media, on the Council volunteer webpage, Council social media channels, the Surf Coast Shire Access and Inclusion newsletter, and emails to a wide range of community groups and networks.
6. Through the expression of interest process, Council received seven applications, with five proceeding to the interview stage, all of which are recommended for appointment.
7. Two of the seven applicants withdrew their application prior to the interview stage.
8. The expression of interest process sought to ensure the broadest possible representation of people with disability from across the Shire. It was successful in this by:
  - 8.1. Increasing the total number of committee members. This was essential as there were only two ongoing members beyond June 2024. If all new members are endorsed, the Committee will be at 7 community members total from June 2024.
  - 8.2. Increasing the diversity of representation in the committee including a more diverse range of ages, a more equal gender balance, and diverse geographic locations including Torquay and surrounds which were under-represented (current members represent Deans Marsh, Gnarwarre, Winchelsea and Anglesea).
  - 8.3. Continuing to prioritise people with a strong connection to our Shire. All five recommended applicants live or work in Surf Coast Shire.
  - 8.4. Continuing to prioritise people with lived experience of disability. As the Terms of Reference (2021-24) states: "*Community members with lived experience of disability will be prioritised, including people with disability, carers and family members*". Four recommended applicants are people with disability, and one is a carer.



9. The table below summarises all recommended applicants for the AAAC:

Name	Location	Recommend for appointment
Carole Morrow	Torquay	Yes
Cheryl Middleton	Bellbrae	Yes
Jo Klemke	Amrstrong Creek (works in Torquay)	Yes
Liz Conning	Jan Juc	Yes
Penny Cilento	Torquay	Yes

10. The candidates were assessed against the following selection criteria;

- 10.1. High level understanding of the barriers to access and inclusion for people with disability in the Surf Coast Shire (lived experience is preferred).
- 10.2. Ability to acknowledge and celebrate the positive contribution of people with disability to our community.
- 10.3. Strong connection to Surf Coast Shire (i.e. live, work, volunteer, study here).
- 10.4. Ability to work well in a group setting, including: the ability to listen well, compromise, and provide constructive feedback and ideas.
- 10.5. Ability to commit to 3-4 hours every month for attending meetings, reading documents, responding to occasional emails.

11. The AAAC is a voluntary Committee and as such financial impacts on Council are minimal.

12. The committee itself is an important source of community engagement for Council and aligns with *the Local Government Act 2020* Community Engagement Principles and Council's Community Engagement Policy SCS-017.

### **Background**

13. The All Abilities Advisory Committee (AAAC) has been advising Council on access and inclusion matters since 2002 and appointments were last made to the Committee in July 2022.

14. The AAAC provides valuable advice to Council to help improve access and inclusion outcomes for people across the Surf Coast Shire.

15. The AAAC *Terms of Reference (2021-24)* allows for up to 12 community individuals to be members on the Committee, including community and service representatives, in addition to a Councillor, the Access and Inclusion Officer, and the Aged, Youth and Access Coordinator.

16. According to the *Terms of Reference (2021-24)*, terms of three years can be renewed twice, for a total of nine years. Prior to 2021, there was no limit to the renewal of terms. At the time of the new Terms of Reference being implemented, the agreement was made that all current members could complete one more three-year term, commencing July 2021. Hence all members who were part of the Committee at that time are now completing their tenure or deciding if they will apply for renewal.

**Ongoing members:**

Timothy Harte (Chair) (started August 2022) - Gnarwarre

Alex Edwards (Deputy Chair) (started August 2022) – Anglesea

**Resignations:**

Miranda Millen (resigned June 2023)

Emmanuel Pimentel (resigned August 2023)

Michael Chan (resigned August 2023)

**End of tenure (2024):**

Richard Porter (started June 2005)

Caroline Maplesdon (started June 2002)

Mark Modra (started January 2021) – Winchelsea

Thomas Byrnes (started August 2020) – Deans Marsh

**Options**

17. **Alternative Option 1** – Council does not appoint the recommended candidates who applied to be on the committee.

This option is not recommended by officers as the recruitment panel have assessed the candidate's position to make a strong contribution to the committee in terms of lived experience of disability, connection to the Surf Coast Shire, and passion and knowledge about access and inclusion issues.

18. **Alternative Option 2** – Council appoints a candidate from outside the expression of interest process.

This option is not recommended by officers as this would not use a fair, open and merit-based approach to appoint an important advisory committee of Council.

**Council Plan (including Health and Wellbeing Plan) Statement**

**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 Seven - Accountable and Viable Council**

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

19. The AAAC is a well-respected source of advice and advocacy that aids Council in being aware of, and responding to, the needs of people with disability and carers in the Surf Coast Shire.

### **Financial Considerations**

20. The Committee is voluntary and is supported by officers. There are only minor costs associated with the Committee's operation and these are funded from existing adopted budgets.

### **Community Engagement**

21. The committee itself is an important source of community engagement for Council and aligns with the *Local Government Act 2020* Community Engagement Principles and Council's Community Engagement Policy SCS-017. It has a clearly defined objective and scope outlined in its Terms of Reference (2021-24). Members have access to objective, relevant and timely information via key documents shared prior to meetings, and presentations from officers during committee meetings. Participants are able to provide meaningful and informed feedback and officers are available to provide support to address any access requirements for each individual member. Members are informed at each meeting about Council's response to their advice.
22. The appointment of new members increases Council's adherence to the Community Engagement Principles under the *Local Government Act 2020*, as it ensures members of the committee are representative of people with disability and their carers who are most affected by the access and inclusion issues that the committee provides advice on.
23. There was no public community engagement undertaken with the actual appointment of members of the Committee, as that would be inappropriate in a confidential expression of interest process.

### **Statutory / Legal / Policy Considerations**

24. It is a requirement under the *Victorian Disability Act 2006* for Councils to have a disability action plan. The AAAC has played a pivotal role in developing Council's various disability action plans over many years, and has been active in assisting Council to implement them. Currently our action plan sits under the 10-year *Access and Inclusion Strategic Plan*. The AAAC Terms of Reference (2021-24) outlines the role and function of the Committee in advising and advocating to Council to promote participation and improve access and inclusion for people with disability in Surf Coast Shire.

24.1. *Victorian Disability Act 2006*

24.2. *Surf Coast Access and Inclusion Strategic Plan 2014-2024.*

24.3. *AAAC Terms of Reference (2021-24)*

25. A Gender and Equity Impact Assessment was not conducted on the recruitment process for the All Abilities Advisory Committee, as the process was not new or being reviewed. However a GEIA will be conducted on the Committee as a whole when the AAAC Terms of Reference are reviewed later in 2024, which may result in recommendations relating to future recruitment.

### **Strategic Risk**

26. **Failure to deliver outcomes in line with community needs**

Inherent Risk Rating - *Serious*, Residual Risk Rating - *High*

27. By appointing five new members to the All Abilities Advisory Committee, Council will ensure the Committee remains an effective source of advice and advocacy for Council by supporting the broadest possible representation of people with disability from across the Shire.
28. The All Abilities Advisory Committee is a long standing committee that has been working with Council for over 20 years. All applicants went through a rigorous recruitment process including expression of interest, interview, and reference checks. All successful applicants will also have Working With Children Checks.

### **Risk Rating**

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

### **Risk Appetite**

30. We must value and enable community to foster a thriving, connected, healthy municipality even if this means Council has less influence and control.

### **Sustainability Considerations**

31. There are no major sustainability implications relating to this report.

### **Conflict of Interest**

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

### **Confidentiality**

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

### **Transparency**

**Audit and Risk Committee involvement**

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

**Councillor Briefings**

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

Councillor Briefing Date: 09 April 2024

<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>N</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 to access and request information through a number of mechanisms to understand matters being presented at a Council Meeting.

## 4.12 T24-017 Construction of Intersection, Bristol Road-Surf Coast Highway, Torquay

<b>Council Plan</b>	<b>Theme Seven - Accountable and Viable Council</b>
<b>Author's Title:</b>	Strategy 18 - Establish a sustainable financial position.
<b>General Manager:</b>	Project Manager
<b>Division:</b>	Chris Pike, General Manager Placemaking and Environment
<b>Department:</b>	Strategy and Effectiveness
<b>Attachments:</b>	Strategy and Program Delivery
	Nil

### Purpose

1. To seek Council approval to award Contract T24-017 Construction of intersection Bristol Road-Surf Coast Highway, Torquay.

### Recommendation

That Council:

1. Awards contract T24-017 Construction of Intersection Bristol Road-Surf Coast Highway, Torquay to [REDACTED] for the lump sum amount of [REDACTED] (ex-GST).
2. Authorises the Chief Executive Officer to execute contract documents on behalf of Council.

### Council Resolution

**Moved Cr Schonfelder, Seconded Cr Hodge**

That Council:

1. Awards contract T24-017 Construction of Intersection Bristol Road-Surf Coast Highway, Torquay to Fulton Hogan Industries Pty Ltd (ABN 54000538689) for the lump sum amount of \$1,752,881.52 (ex-GST).
2. Authorises the Chief Executive Officer to execute contract documents on behalf of Council.

CARRIED 7|1

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

### **Outcome**

2. The award of the Contract will allow Council to upgrade the intersection of Bristol Road and the Surf Coast Highway to improve road network safety and traffic management. Based on past project experience, expertise, project risks and project-specific methodology including traffic management, the award of the contract to the recommended tenderer is expected to deliver the best value for money outcome for Council.

### **Key Considerations**

3. A public tender process was conducted in accordance with Council's Procurement Policy.
4. A total of seven suppliers submitted tenders for this contract.
5. One tender was identified as being non-conforming and was removed from further consideration.
6. Each submission was assessed against pre-determined evaluation criteria, including price and non-price criteria.
7. The contract will be a fixed lump sum for the scope of works.
8. The value of the contract exceeds officers' delegated authorities and therefore requires a decision by Council.

### **Background**

9. The construction of these intersection works is to enable Council to deliver critical infrastructure as a requirement of the Torquay Jan Juc Development Contributions Plan (TJJDCP).
10. The works comprise the construction of a signalised intersection at the junction of the Surf Coast Highway and Bristol Road allowing direct access to and left and right egress from Bristol Road to the Surf Coast Highway and the Torquay local road network. The intersection will also include signalised pedestrian crossing points across the Surf Coast Highway improving safety for both pedestrians and cyclists.
11. Council has sought tenders from experienced civil engineering contractors to ensure that the project is properly managed to minimise disruption to what is a critical section of the local road network.

### **Options**

12. **Alternative Option 1** – Award Contract T24-017 Construction of Intersection Bristol Road-Surf Coast Highway, Torquay to another tenderer.

This option is not recommended as the officer recommendation is the result of considerable tender due diligence and recommendation is in accordance with evaluation criteria and conditions of tender communicated to tenderers. Any decision that is not in accordance with the formal conditions of tender may compromise good governance and probity standards.

13. **Alternative Option 2** – Do not award the contract as per the recommendations in this report.

This option is not recommended by officers as Council has tested the market to find the most acceptable tender. The option of running a new tender process is unlikely to generate improved value for money resulting from cost escalations due to delay and it being unlikely that market conditions will change in a short time.

### **Council Plan (including Health and Wellbeing Plan) Statement**

#### **Theme Seven - Accountable and Viable Council**

Strategy 18 - Establish a sustainable financial position.

#### **Financial Considerations**

14. The successful tender falls within the budget for these works. Council has sufficient funds and resources to deliver the project.
15. A full description of the 'Financial and Resource Impact Analysis' is provided as part of Confidential Tender Evaluation Summary that has been issued to Councillors.

#### **Community Engagement**

16. Initial community engagement was completed in 2021 seeking input from the community into the intersection works and in response to feedback received several changes were made to the project.
17. Letters were mailed out in late February 2024 to impacted residents adjacent to the site notifying of the works and potential impacts to ingress and egress.

#### **Statutory / Legal / Policy considerations**

18. This tender was conducted accordance with the requirements of section 108 of the *Local Government Act 2020* and Council's Procurement Policy.

#### **Strategic Risk**

19. **Failure to plan and deliver infrastructure which keeps pace with growth**  
Inherent Risk Rating - *Serious*, Residual Risk Rating - *High*
20. Implementation of these works will assist in addressing identified risk by improving the condition of existing infrastructure and providing new road network safety treatments to help keep pace with current and forecast growth.

#### **Risk Rating**

21. The project has a risk rating of low and can be managed at department level.

#### **Risk Appetite**

22. We will manage and support population growth in the Municipality, but not at the expense of the most important elements of our environment or the unique heritage and character of the different areas of our Shire.



**Sustainability Considerations**

23. Tenderers were asked to submit sustainable options for asphalt, however due to the nature of the strength requirements, a sustainable alternative was not available.

**Conflict of Interest**

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

**Confidentiality**

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

**Audit and Risk Committee involvement**

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

**Council Briefings:**

27. A briefing on the contract was not provided.

## **Tender Details**

### ***Invitation to Tender***

28. Council issued an open tender T24-017 Construction of Intersection Bristol Road-Surf Coast Highway, Torquay to identify and appoint a suitably qualified and experienced contractor to undertake works.

*Table 1 Invitations to Tender*

<b>Medium</b>	<b>Date Advertised</b>
Council eTendering Portal (Tenderlink)	10 February 2024

### ***Evaluation Panel***

29. A Tender Evaluation Panel comprising of three voting members assessed all tender submissions received.

### ***Evaluation Criteria***

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

*Table 3 Mandatory Evaluation Criteria*

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

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

*Table 4 Comparative Criteria*

<b>Comparative Criteria</b>	<b>Weighting</b>
Financial Assessment	50%
Experience and Staff	25%
Capacity, Systems & Methodology	20%
Local Content	5%

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

## 4.13 Project Budget Adjustments and Cash Reserve Transfers - April 2024

<b>Council Plan</b>	<b>Theme Seven - Accountable and Viable Council</b>
<b>Author's Title:</b>	Strategy 18 - Establish a sustainable financial position.
<b>General Manager:</b>	Acting Coordinator Management Accounting
	Damian Waight, Acting General Manager Strategy and Effectiveness
<b>Division:</b>	Strategy and Effectiveness
<b>Department:</b>	Finance
<b>Attachments:</b>	Nil

### Purpose

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

### Recommendation

That Council approves the project budget adjustments outlined in Tables 1 to 6 of this report, with the net changes to cash reserves summarised below:

Funding Sources	Transfers From/ (To) Reserve \$
Waste Reserve	(35,138)
Asset Renewal Reserve	50,000
<b>Grand Total</b>	<b>14,862</b>

### Council Resolution

**Moved Cr Allen, Seconded Cr Bodsworth**

That Council approves the project budget adjustments outlined in Tables 1 to 6 of this report, with the net changes to cash reserves summarised below:

Funding Sources	Transfers From/ (To) Reserve \$
Waste Reserve	(35,138)
Asset Renewal Reserve	50,000
<b>Grand Total</b>	<b>14,862</b>

CARRIED 7|1

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

### **Outcome**

2. This report regularly brings decisions to Council about material changes to project budgets and provides visibility about CEO approved project changes. Material project budget transfers or new projects endorsed by the Executive Management Team which not yet approved by Council are presented for approval. This process ensures that Councillors decide on changes and are kept informed; whilst allowing for smooth project delivery. The report also provides transparency for the community.

### **Key Considerations**

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

### **Background**

5. The project budget adjustments presented in this report relate to the 2023-24 financial year. All figures in this report are exclusive of GST.
6. The following project adjustments, detailed in Table 1, are projects that require adjustments to their approved budgets to allow achievement of project scope and objectives, or there is a request to adjust project scope. The project adjustments in Table 1 have been endorsed by the Executive Management Team.

**Table 1 - Projects Requiring Adjustment**

Project Name	Funding Source	Basis for Variation	Project Allocation / (Saving) \$
Park Furniture Renewal	Asset Renewal Reserve	Funding to be returned to reserve as the Parks and Open Space Condition Audit completed in August 2023 identified fewer assets requiring intervention. As the nominated assets had not degraded as significantly as anticipated it is recommended to return funds to the Renewal Reserve. Current program budget \$193,873	(100,000)
Heavy Plant Renewal	Project Account	Reallocate funds from Heavy Plant Renewal program to Light Fleet Renewal program following recommendation from Open Space officers to reduce the size of the replacement vehicle from a small truck to a utility. A utility, with high specification fit out for signage, will ensure better utilisation and flexibility, and enable the team to work more productively in urban areas.	(70,000)
Light Fleet Renewal			70,000
Electric Vehicle Charging Infrastructure	Grant Funded	Additional grant funding from Department of Energy, Environment and Climate Action to install faster electric vehicle charging stations. Initial funding supported four 22 kW stations increased funding allows to upgrade charging capacity to 50kW. Current life of project budget \$154,000.	273,022
Anglesea Resale Shed Improvements	Project Savings Account	Increased scope and cost of materials including asphaltting, storage space and installing new shelving. Current life of project budget \$37,290.	20,000
Development of Concept Plans for a Safe Cycling Corridor Torquay	Grant Funded	Transport Accident Commission (TAC) grant funding reduced due to project management ineligible for funding. Current life of project budget \$30,000.	(4,000)

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

**Table 2 – New Projects**

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Moriac Greenfields Reserve Stage 2	Grant Funded	Grant funding from Department of Energy, Environment and Climate Action to deliver Stage 2 upgrades to the Moriac Greenfields Reserve delivering improved drainage infrastructure and providing pathway link to Hendy Main Road. Stage 1 - completed March 2024 - delivered fitness equipment, park benches and pathway.	470,000

Project closures detailed in Table 3 have been endorsed at an Executive Management Team meeting.

**Table 3 – Closed Projects**

Project Name	Funding Source	Basis for Variation	Project Allocation / (Savings) \$
Winchelsea Transfer Station Shed Relocation	Waste Reserve	Project closed as the completion of other projects at the site have resulted in this project no longer being required. Life of project cost \$2,062.	(35,138)
Development of Concept Plans for a Safe Cycling Corridor Torquay	Grant Funded	Scope complete. Life of project cost \$26,000.	0

Table 4 contains projects that have been endorsed under Council delegation by the Chief Executive Officer.

**Table 4 – CEO Approved Transfers**

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Mount Moriac Reserve Pavilion - Floor Replacement	Asset Renewal Reserve	Funds required to rectify damage to a portion of the hardwood timber substructure at the Mt Moriac Pavilion caused by bora (wood boring insects). This transfer of funds has been approved by the CEO to expedite the project. There is an urgency to reopen this part of the pavilion to support football/netball season functions.	150,000

Table 5 contains corrections or adjustments to prior reports presented to Council.

**Table 5 – Corrections to Prior Reports**

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

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

Accumulated Unallocated Cash Reserve	2023-24	2024-25	2025-26	2026-27
	\$'000	\$'000	\$'000	\$'000
Opening Balance	7,157	7,691	7,242	6,189
Budgeted Annual Surplus/(Deficit)	625	(449)	(1,053)	(1,545)
Net Allocations During Year (From)/To	(91)	-	-	-
New Allocations Proposed (From)/To	-	-	-	-
<b>Closing Balance *</b>	<b>7,691</b>	<b>7,242</b>	<b>6,189</b>	<b>4,644</b>

Accumulated Unallocated Cash Reserve	2023-24 \$'000
<b>Net Allocations During Year (From)/To</b>	
New Stretcher Access - Stribling Reserve Pavilions, Lorne	(14)
Stribling Reserve Pavilions Redevelopment, Lorne	(11)
LRCIP Phase 2 - Lorne School Traffic Management Improvement Stage 2	(55)
Christmas Carols Event Funding - Aireys Inlet & Anglesea	(1)
Tiny Houses on Wheels Pilot	(10)
<b>Net Allocations (From)/To</b>	<b>(91)</b>
<b>New Allocations Proposed (From)/To</b>	
Nil	
<b>Total New Net Allocations (From)/To</b>	<b>-</b>

\*Note: Includes budgeted annual surplus/(deficit) as per Adopted Budget 2023-24.

### **Options**

7. **Alternative Option 1** – Not approve transfers as recommended.

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

### **Council Plan (including Health and Wellbeing Plan) Statement**

#### **Theme Seven - Accountable and Viable Council**

Strategy 18 - Establish a sustainable financial position.

### **Financial Considerations**

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

### **Community Engagement**

9. Community engagement was not undertaken on the content of this report. Many projects are subject to community engagement on scope and project completion is regularly communicated to community members involved in projects and the wider community. This report contributes to public transparency by ensuring that the allocation and movement of project funds is made available to the community.

### **Statutory / Legal / Policy Considerations**

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

### **Risk Assessment**

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

### **Conflict of Interest**

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

### **Confidentiality**

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

### **Transparency**

#### **Audit and Risk Committee involvement**

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

### **Councillor Briefings**

16. This item was not presented at a Councillor Briefing.



## 4.14 Councillor Expenses and Attendance at Meetings - January 2024 to March 2024 Quarter

### Council Plan

### Theme Seven - Accountable and Viable Council

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

### Author's Title:

Acting Governance Officer

### General Manager:

Damian Waight, Acting General Manager Strategy and Effectiveness

### Division:

Strategy and Effectiveness

### Department:

Integrity and Governance

### Attachments:

1. Councillor Expenses Summary Between 1 January 2024 to 31 March 2024 [**4.14.1** - 1 page]
2. Councillor Attendance at Meetings for March Quarter 2024 [**4.14.2** - 1 page]

### Purpose

1. To present a report of Councillor allowances, expenses and attendance at meetings for the March 2024 quarter.

### Recommendation

That Council:

1. Notes the Councillor Allowances and Expenses Summary for the March 2024 quarter (**Attachment 1**); and
2. Publishes the Councillor Allowances and Expenses Summary (**Attachment 1**) on Council's website; and
3. Notes the Councillor Attendance at Meetings Summary for the March 2024 quarter (**Attachment 2**).

### Council Resolution

#### Moved Cr Schonfelder, Seconded Cr Stapleton

That Council:

1. Notes the Councillor Allowances and Expenses Summary for the March 2024 quarter (**Attachment 1**); and
2. Publishes the Councillor Allowances and Expenses Summary (**Attachment 1**) on Council's website; and
3. Notes the Councillor Attendance at Meetings Summary for the March 2024 quarter (**Attachment 2**).

CARRIED 8|0

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

### **Outcome**

2. If Council accepts this recommendation, it will ensure compliance with SCS-001 Councillor Entitlements, Expenses and Facilities Policy. The publication of these records provides transparent, accountable, and open communication of Council information.

### **Key Considerations**

3. Councillor allowances and expenses are defined in the *Local Government (Planning and Reporting) Regulations 2020* by the following categories:
  - 3.1. Travel expenses; and
  - 3.2. Professional development expenses; and
  - 3.3. Expenses to support the performance of the role.
4. Any contributions paid by Councillors towards phone and internet usage are also included in the summary. It should be noted that some payments are included at the time they are paid rather than when the expense is incurred.
5. Council reports on Councillor attendance at meetings in its annual report, as well as quarterly to Council. Councillor attendance is recorded for Council meetings (including Special Council meetings for hearing submissions) as well as other meetings held under the auspices of Council (e.g. Councillor briefings).

### **Background**

6. The *Local Government Act 2020* (the Act) outlines that the Mayor and Councillors are paid an allowance and are provided with the appropriate tools and support to enable them to properly undertake their statutory obligations.
7. The Act requires councils to adopt and maintain a policy in relation to the reimbursement of expenses to councillors.

8. The Councillor Entitlements, Expenses and Facilities Policy (SCS-001) outlines the level of resources and support that is provided to Councillors to enable them to effectively carry out official duties.

### **Options**

9. **Alternative Option 1** – That Council does not note or publish quarterly summary of Councillor allowances and expenses.

This option is not recommended by officers as it limits public access to Councillor reporting and does not align with Council's policy and best practice reporting.

### **Council Plan (including Health and Wellbeing Plan) Statement**

#### **Theme Seven - Accountable and Viable Council**

### **Financial Considerations**

10. Councillor allowances and reimbursement of expenses are included in the annual budget and managed in accordance with the Act and Council's Councillor Entitlements, Expenses and Facilities Policy.

### **Community Engagement**

11. No community engagement has been undertaken on this report as it relates to a statement of expenses and attendance.

### **Statutory / Legal / Policy Considerations**

12. The *Local Government (Planning and Reporting) Regulations 2020* requires Council to disclose the details of allowances and expenses for each Councillor, divided into certain defined categories in its annual report.
13. Council resolved to make Councillor allowances and expenses available to the public through quarterly reporting to Council and to publish these reports on Council's website.
14. Councillor allowances and reimbursement of expenses are managed in accordance with the Act and Council's Councillor Entitlements, Expenses and Facilities Policy.

### **Strategic Risk**

15. **Failure to meet Councils Governance and Compliance obligations**  
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
16. This report aligns with government regulations, meet's Council's policy and provides clear, accurate information to the community. It mitigates the risk of Council not being seen as transparent and open with community members regarding allowances and meeting attendance.

**Risk Rating**

17. Risk rating is low as controls are in place to capture expenditure and attendance which includes an approval process before reporting.

**Risk Appetite**

18. The risk appetite statement is not applicable to this report.

**Sustainability Considerations**

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

**Conflict of Interest**

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

**Confidentiality**

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

**Transparency**

**Audit and Risk Committee involvement**

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

**Councillor Briefings**

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

Surf Coast Shire Council Councillor Expenses Summary Between 1 January 2024 to 31 March 2024					
Councillor	Allowances (\$)	Travel (\$)	Professional Development (\$)	Expenses to Support the Performance of the Role (\$)	Total (\$)
Cr Adrian Schonfelder	7,461	186	680	186	8,513
Cr Gary Allen	7,461	157	-	186	7,804
Cr Heather Wellington	7,461	-	-	186	7,647
Cr Kate Gazzard	7,461	-	-	186	7,647
Cr Libby Stapleton	7,461	818	1,290	1,645	11,214
Cr Liz Pattison *	23,923	632	571	186	25,313
Cr Mike Bodsworth ^	11,962	9	-	186	12,157
Cr Paul Barker ^^	5,900	-	-	186	6,086
Cr Rose Hodge	7,461	380	759	186	8,786
<b>Total</b>	<b>86,548</b>	<b>2,183</b>	<b>3,301</b>	<b>3,134</b>	<b>95,166</b>

**Notes:**

\* Cr Liz Pattison (Mayor period: 11/2022 - present).

^ Cr Mike Bodsworth (Deputy Mayor period: 11/2022 - present).

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

Allowance figures include superannuation.

Figures exclude GST.

Information presented is preliminary as the figures presented are subject to Council's annual external independent audit.

**2023-24 Councillor Attendance - Council Meetings, Special Council Meetings for Hearing Submissions and meetings held under the auspices of Council – Quarterly**

<b>March Quarter 2024</b>			
	<b>Council Meetings Scheduled by Resolution</b>	<b>Other Council Meetings*</b>	<b>Meetings Held Under the Auspices of Council**</b>
<b>Total meetings held (in quarter)</b>	<b>2</b>	<b>0</b>	<b>10</b>
<b>Cr Rose Hodge</b>	2	0	9
<b>Cr Heather Wellington</b>	2	0	1
<b>Cr Gary Allen</b>	2	0	9
<b>Cr Paul Barker</b>	2	0	1
<b>Cr Mike Bodsworth</b>	2	0	9
<b>Cr Kate Gazzard</b>	2	0	8
<b>Cr Liz Pattison</b>	2	0	9
<b>Cr Libby Stapleton</b>	2	0	10
<b>Cr Adrian Schonfelder</b>	2	0	10

\* Note - Includes Special Council Meetings for Hearing Submissions and Council meetings not scheduled by Council resolution.

\*\* Meetings held under the auspices of Council generally refer to Councillor Briefings.

## 4.15 s6 Instrument of Delegation Update

### Council Plan

### Theme Seven - Accountable and Viable Council

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

### Author's Title:

Coordinator Governance

### General Manager:

Damian Waight, Acting General Manager Strategy and Effectiveness

### Division:

Strategy and Effectiveness

### Department:

Integrity and Governance

### Attachments:

1. Updates - s6 Instrument of Delegation [4.15.1 - 1 page]
2. s6 Instrument of Delegation - Council to Members of Staff [4.15.2 - 135 pages]

### Purpose

1. The purpose of this report is to present the s6 Instrument of Delegation from Council to members of Council staff, which has been reviewed and updated.

### Recommendation

That Council, in the exercise of the powers conferred by the legislation referred to in the attached s6 Instrument of Delegation (**Attachment 2**):

1. Delegates to the members of Council staff holding, acting in, or performing the duties of the officers or positions referred to in that Instrument, the powers, duties and functions set out in the Instrument, subject to the conditions and limitations specified in that Instrument; and
2. Authorises the Chief Executive Officer to execute the s6 Instrument of Delegation; and
3. Approves the s6 Instrument of Delegation to come into force immediately upon execution; and
4. Notes that upon execution of this instrument, the previous s6 Instrument of Delegation is revoked.

## Council Resolution

### Moved Cr Hodge, Seconded Cr Barker

That Council, in the exercise of the powers conferred by the legislation referred to in the attached s6 Instrument of Delegation (**Attachment 2**):

1. Delegates to the members of Council staff holding, acting in, or performing the duties of the officers or positions referred to in that Instrument, the powers, duties and functions set out in the Instrument, subject to the conditions and limitations specified in that Instrument; and
2. Authorises the Chief Executive Officer to execute the s6 Instrument of Delegation; and
3. Approves the s6 Instrument of Delegation to come into force immediately upon execution; and
4. Notes that upon execution of this instrument, the previous s6 Instrument of Delegation is revoked.

CARRIED 8|0

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

### Outcome

2. Council's ability to delegate to members of Council staff is provided for under many of the Acts and Regulations applicable to Council's activities. This process allows Council to operate effectively by delegating certain powers, duties and functions to enable staff to perform applicable parts of their roles without having to take each matter to Council for a resolution.

### Key Considerations

3. Council's Instruments of Delegation are updated periodically to reflect changes in legislation, as well as changes to roles and organisational structure.
4. When relevant, managers of the affected areas are consulted or advised prior to the Instrument being presented to Council.
5. The changes to the instrument are listed below, and more detail is provided in **Attachment 1**.
  - 5.1. *Planning and Environment Act 1987 – s 125(1)*: Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.
  - 5.2. *Planning and Environment Act 1987 – s 149B*: Power to apply to the Tribunal for a declaration.
  - 5.3. *Residential Tenancies (Caravan Parks and Moveable Dwelling Registration and Standards) Regulations 2020*: Power to determine where certificate of transfer of registration is displayed.

### Background

6. Prior to the implementation of the *Local Government Act 2020*, Council had the power to delegate to Council staff in accordance with section 98 of the *Local Government Act 1989*. An equivalent provision does not exist in the new Act, however there are provisions under each Act within the Instrument which allow Council to delegate directly to staff. These sections are displayed under each Act within the Instrument.
7. Council's delegations are derived from the Maddocks Lawyers Instruments of Delegation package and the templates have been thoroughly vetted and reviewed by local government lawyers



### **Options**

8. **Alternative Option 1** – That Council does not adopt the Instrument of Delegation as attached.

This option is not recommended by officers as the updates outlined in **Attachment 1** have been provided by external lawyers and reviewed by officers.

### **Council Plan (including Health and Wellbeing Plan) Statement**

#### **Theme Seven - Accountable and Viable Council**

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

### **Financial Considerations**

9. This report contains to the Instrument of Delegation which have no expected financial impacts.

### **Community Engagement**

10. Community engagement has not been undertaken for this report

### **Statutory / Legal / Policy Considerations**

11. Section 11 of the *Local Government Act 2020* allows Council to delegate certain matters to the CEO, however does not address delegations from Council to members of staff. The below sections of legislation identify the mechanisms by which Council is authorised to delegate the items in the S6 Instrument of Delegation. This eliminates any concern that Council's ability to delegate to staff has not been taken into account under section 11 of the Act.

12. The relevant provisions enabling delegation are as follows:

- 12.1. *Domestic Animals Act 1984 - s41A(4)*
- 12.2. *Environment Protection Act 1970 - s53M(8)*
- 12.3. *Food Act 1984 - s58A*
- 12.4. *Heritage Act 2017 - s116(3)*
- 12.5. *Planning and Environment Act 1987 - s188*
- 12.6. *Residential Tenancies Act 1997 - s524(2)*
- 12.7. *Road Management Act 2004 - s118(1)*

### **Strategic Risk**

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

14. The risks associated with not delegating certain powers and duties include a slowing of Council's operations and Council meetings being overwhelmed with day to day decisions. This would ultimately result in the community not being serviced adequately.
15. By effectively utilising its powers to delegate, Council can ensure that day to day operations continue unhindered, allowing the Council to focus on strategic decision making for the Surf Coast Shire municipality.

#### **Risk Rating**

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

#### **Risk Appetite**

17. This item does not relate to any of Council's appetite statements

#### **Sustainability Considerations**

18. Sustainability considerations are not materially applicable to this report.

#### **Conflict of Interest**

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

#### **Confidentiality**

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

#### **Transparency**

#### **Audit and Risk Committee involvement**

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

#### **Councillor Briefings**

21. This item was not presented at a Councillor briefing

## S6 Instrument of Delegation - Changes

Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
Planning and Environment Act 1987	s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	CSLUP, CPC, CSP, MIP, GMPME, MPCo	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.
Planning and Environment Act 1987	s 149B	Power to apply to the Tribunal for a declaration.	CSLUP, CPC, CSP, PStAP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 15(3)	Power to determine where certificate of transfer of registration is displayed	CEH, EHO	



Surf Coast Shire

## Instrument of Delegation

S6 Instrument of Delegation – Council to Members of Council Staff



## S6 Instrument of Delegation – Council to Members of Council Staff

### Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. records that references in the Schedule are as follows:

Abbreviation	Position
AOPD	Administration Officer Planning and Development
AOPlan	Administrative Officer
APO	Asset Protection Officer
BI	Building Inspector
BS	Building Surveyor
CEO	Chief Executive Officer
CRMg	Compliance Resolution Manager
CEng	Construction Engineer
CCO	Coordinator Civil Operations
CDT	Coordinator Design & Traffic
CDE	Coordinator Development Engineering
CEH	Coordinator Environmental Health
CFA	Coordinator Financial Accounting
CPC	Coordinator Planning Compliance
CRS	Coordinator Ranger Services
CSP	Coordinator Statutory Planning
CSLUP	Coordinator Strategic/Land Use Planning
CWM	Coordinator Waste Management
CSO	Customer Services Officer and Team Leader
DE	Development Engineer
EHO	Environmental Health Officer
GMCL	General Manager Community Life



Abbreviation	Position
GMSE	General Manager Strategy and Effectiveness
GMPME	General Manager Place Making and Environment
IDO	Infrastructure Development Officer
MAE	Manager Assets and Engineering
MCSa	Manager Community Safety
MF	Manager Finance
MIP	Manager Integrated Planning
MPCo	Manager Planning and Compliance
MBS	Municipal Building Surveyor
ND	Not Delegated
PPO	Para Planning Officer
PIO	Planning & Investigations Officer
PAO	Planning Administration Officer
PCSASO	Planning Customer Service and Administration Support Officer
PO	Planning Officer
PPIO	Principal Investigations Officer
PStaP	Principal Statutory Planner
PStrP	Principal Strategic Planner
PSO	Project Support Officer
PropO	Property Officer
SPIO	Senior Planning & Development Investigations Officer
SP	Statutory Planner
SPP	Senior Statutory Planner
SAM	Strategic Asset Manager
TLPPS	Team Leader Para Planning and Subdivisions
TLRS	Team Leader Ranger Services
VSP	VicSmart Planner

3. declares that:

3.1. this Instrument of Delegation is authorised by a resolution of Council passed on 23 April 2024, and



3.2. the delegation:

- 3.2.1. comes into force immediately upon signing of this Instrument of Delegation;
- 3.2.2. remains in force until varied or revoked;
- 3.2.3. is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
- 3.2.4. must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

3.3. the delegate must not determine the issue, take the action or do the act or thing:

- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
- 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a:
  - (a) policy; or
  - (b) strategy adopted by Council;
- 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

Executed by the Chief Executive Officer on behalf of the Surf Coast Shire Council pursuant to the Council resolution dated 23 April 2024.

.....  
*Robyn Seymour - Chief Executive Officer*

.....  
Dated

Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	CRS, TLRS, GMCL, MCSa	Council may delegate this power to a Council authorised officer

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	CEH, EHO	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	CEH, EHO	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food,	CEH, EHO	If s 19(1) applies



Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	or for any other specified purpose, or for the use of any specified equipment or a specified process		Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	CEO, CEH	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	CEO, CEH, EHO	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	CEO, CEH, EHO	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	CEH, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	CEH, EHO	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	CEH, EHO	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	CEH, EHO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	CEH, EHO	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	CEH, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	CEH, EHO	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	CEH, EHO	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	CEH, EHO	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	ND	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	CEH, EHO	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	CEH, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	ND	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	CEH	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	CEH, EHO	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	CEH	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	CEH	Where Council is the registration authority
	Power to register or renew the registration of a food premises	CEH, EHO	Where Council is the registration authority  Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	CEH, EHO	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	CEH	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	CEH, EHO	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	CEH	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	CEH, EHO	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	CEH, EHO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	CEH, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	CEH, EHO	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	CEH, EHO	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	CEH, EHO	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	CEH, EHO	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	CEH, EHO	Where Council is the registration authority  not exceeding the prescribed time limit defined under s 38E(5)

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38E(4)	Duty to register the food premises when conditions are satisfied	CEH, EHO	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	CEH, EHO	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	CEH, EHO	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	CEH, EHO	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	CEH, EHO	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	CEH, EHO	



Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 39A	Power to register, or renew the registration of a food premises despite minor defects	CEH, EHO	Where Council is the registration authority  Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	CEH, EHO	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	CEH, EHO	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	CEH	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	CEH, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40D(1)	Power to suspend or revoke the registration of food premises	CEH	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	CEH, EHO	
s 40F	Power to cancel registration of food premises	CEH, EHO	Where Council is the registration authority
s 43	Duty to maintain records of registration	CEH, EHO	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	CEH, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	CEH, EHO	Where Council is the registration authority
s 45AC	Power to bring proceedings	CEH, EHO	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	CEH, EHO	Where Council is the registration authority

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	CEO, GMPME	Must first obtain Executive Director's written consent

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

Local Government Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	CSLUP, CSP, MIP, GMPME, MPCo	If authorised by the Minister

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, SPP, PropO, PStrP, TLPPS, MIP, GMPME, MPCo	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	CSLUP, CSP, MIP, GMPME, MPCo	
s 8A(5)	Function of receiving notice of the Minister's decision	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	CSLUP, CSP, MIP, GMPME, MPCo	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	CSLUP, CSP, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	CSLUP, CSP, MIP, GMPME, MPCo	
s 12B(1)	Duty to review planning scheme	CSLUP, CSP, MIP, GMPME, MPCo	
s 12B(2)	Duty to review planning scheme at direction of Minister	CSLUP, CSP, MIP, GMPME, MPCo	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	CSLUP, CSP, MIP, GMPME, MPCo	
s 14	duties of a Responsible Authority as set out in s 14(a) to (d)	PO, CSLUP, CPC, CSP, PPIO, PIO, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, VSP, SPP,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PStrP, TLPPS, CRMg, MIP, GMPME, MPCo	
s 17(1)	Duty of giving copy amendment to the planning scheme	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 17(2)	Duty of giving copy s 173 agreement	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	PO, CSLUP, PAO, AOPD, PCSASO, AOPlan, PPO, SPP,	Until the proposed amendment is approved or lapsed



Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PStrP, TLPPS, MIP, GMPME, MPCo	
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or  Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	CSLUP, CSP, PStaP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	Where Council is a planning authority

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 21(2)	Duty to make submissions available in accordance with public availability requirements	PO, CSLUP, CSP, PStaP, PSO, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	Except submissions which request a change to the items in s 22(5)(a) and (b) Except those referred to a Hearing of Submissions Committee.
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	MIP, GMPME, MPCo	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	CSLUP, CSP, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	CSLUP, CSP, MIP, GMPME, MPCo	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	CSLUP, CSP, PStaP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	During the inspection period

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 27(2)	Power to apply for exemption if panel's report not received	CSLUP, CSP, PStaP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 28(1)	Duty to notify the Minister if abandoning an amendment	CSLUP, CSP, MIP, GMPME, MPCo	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 30(4)(a)	Duty to say if amendment has lapsed	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 30(4)(b)	Duty to provide information in writing upon request	CSLUP, CSP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 32(2)	Duty to give more notice if required	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 33(1)	Duty to give more notice of changes to an amendment	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 36(2)	Duty to give notice of approval of amendment	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 38(5)	Duty to give notice of revocation of an amendment	CSLUP, CSP, PStaP, PSO, VSP, SPP,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PStrP, TLPPS, MIP, GMPME, MPCo	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 40(1)	Function of lodging copy of approved amendment	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	ND	Where Council is a responsible public entity and is a planning authority  Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of councils
s 46AW	Function of being consulted by the Minister	CSLUP, CSP, MIP, GMPME, MPCo	Where Council is a responsible public entity

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy  Power to endorse the draft Statement of Planning Policy	CSLUP, CSP, MIP, GMPME, MPCo	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency



Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 46GP	Function of receiving a notice under s 46GO	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 46GR(2)	Power to consider a late submission  Duty to consider a late submission if directed to do so by the Minister	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution  Power to specify the manner in which the payment is to be made	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	Where Council is the development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	MF, MIP, GMPME, MPCo, GMSE	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	MF, MIP, GMPME, MPCo, GMSE	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GY(1)	Duty to keep proper and separate accounts and records	MF, MIP, GMPME, MPCo, GMSE	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	MF, MIP, GMPME, MPCo, GMSE	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	MF, MIP, GMPME, MPCo, GMSE	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	MF, MIP, GMPME, MPCo, GMSE	Where the Council is the planning authority  This duty does not apply where Council is also the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	Where Council is the collecting agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	MF, MIP, GMPME, MPCo, GMSE	Where Council is the development agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts	MF, MIP, GMPME, MPCo, GMSE	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	that are to be forwarded to a development agency under s 46GZ(5)		
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	MF, MIP, GMPME, MPCo, GMSE	Where Council is the collecting agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	MF, MIP, GMPME, MPCo, GMSE	Where Council is the development agency specified in the approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency



Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	MF, MIP, GMPME, MPCo, GMSE	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	CSLUP, CSP, GMPME, MPCo	<p>If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>
s 46GZ(9)	Function of receiving the fee simple in the land	MF, MIP, GMPME, MPCo, GMSE	Where Council is the development agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	MF, MIP, GMPME, MPCo, GMSE	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	MF, CSLUP, CSP, MIP, GMPME, MPCo	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	MF, GMSE	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	MF, MIP, GMPME, MPCo, GMSE	If the VPA is the collecting agency under an approved infrastructure contributions plan  Where Council is a development agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	MF, MIP, GMPME, MPCo, GMSE	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	MF, MIP, GMPME, MPCo, GMSE	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	MF, MIP, GMPME, MPCo, GMSE	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	MF, MIP, GMPME, MPCo, GMSE	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	MF, MIP, GMPME, MPCo, GMSE	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	MF, MIP, GMPME, MPCo, GMSE	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	MF, MIP, GMPME, MPCo, GMSE	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	MF, MIP, GMPME, MPCo, GMSE	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	s 46GZF(3)(a) function of receiving proceeds of sale	MF, MIP, GMPME, MPCo, GMSE	Where Council is the collection agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	MF, MIP, GMPME, MPCo, GMSE	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	MF, MIP, GMPME, MPCo, GMSE	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	MF, MIP, GMPME, MPCo, GMSE	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	MF, MIP, GMPME, MPCo, GMSE	Where Council is a collecting agency or development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	MF, PropO, MIP, GMPME, MPCo, GMSE	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	MF, CSLUP, CSP, MIP, GMPME, MPCo, GMSE	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	CSLUP, CSP, MIP, GMPME, MPCo	
s 46Q(1)	Duty to keep proper accounts of levies paid	MF, CFA, CSLUP, CSP, IDO, DE, CEng, MIP, GMPME, MPCo, GMSE	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	MF, CFA, CSLUP, CSP, IDO, DE, CEng, MIP, GMPME, MPCo, GMSE	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	CEO, MF, SAM, CFA, CSLUP, CSP, IDO, DE, CEng, MIP, GMPME, MPCo, GMSE	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	MF, CFA, CSLUP, CSP, MIP, GMPME, MPCo, GMSE	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	MF, CFA, CSLUP, CSP, MIP, GMPME, MPCo, GMSE	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister



Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	CSLUP, CSP, MIP, GMPME, MPCo	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	MF, SAM, CFA, CSLUP, CSP, MIP, GMPME, MPCo, GMSE	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	MF, SAM, CFA, CSLUP, CSP, MIP, GMPME, MPCo, GMSE	
s 46QD	Duty to prepare report and give a report to the Minister	MF, MIP, GMPME, MPCo, GMSE	Where Council is a collecting agency or development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	ND	
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	ND	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	ND	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	ND	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46Y	Duty to carry out works in conformity with the approved strategy plan	ND	
s 47	Power to decide that an application for a planning permit does not comply with that Act	PO, CSLUP, CPC, CSP, PPIO, SPIO, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, CRMg, MIP, GMPME, MPCo	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	PO, CSLUP, CPC, CSP, PPIO, SPIO, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, CRMg, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 50(4)	Duty to amend application	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 50(5)	Power to refuse to amend application	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, MPCo	
s 50(6)	Duty to make note of amendment to application in register	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 50A(1)	Power to make amendment to application	PO, CSLUP, CSP, PStaP, VSP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	PO, CSLUP, CSP, PStaP, VSP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 50A(4)	Duty to note amendment to application in register	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	PO, CSLUP, CSP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	PO, CSLUP, CSP, PStAP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	PO, CSLUP, CSP, PStAP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	PO, CSLUP, CSP, PStAP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 52(3)	Power to give any further notice of an application where appropriate	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP,	



Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 54(1)	Power to require the applicant to provide more information	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 54(1B)	Duty to specify the lapse date for an application	PO, CSLUP, CSP, PStaP, VSP, SPP,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PStrP, TLPPS, MIP, GMPME, MPCo	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, MPCo	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, MPCo	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	CSLUP, CSP, MIP, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment or Manager Planning and Compliance.
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 57A(5)	Power to refuse to amend application	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 57A(6)	Duty to note amendments to application in register	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 57B(1)	Duty to determine whether and to whom notice should be given	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 57C(1)	Duty to give copy of amended application to referral authority	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 58	Duty to consider every application for a permit	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 58A	Power to request advice from the Planning Application Committee	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 60	Duty to consider certain matters	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 60(1A)	Duty to consider certain matters	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	PO, CSLUP, CSP, PStaP, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	<p>The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006</p> <hr/> <p>Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment, Manager Planning and Compliance or</p>

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>Coordinator Statutory Planning or the Principal Statutory Planner.</p> <p>LIMITATIONS:</p> <p>The Planning Officer, Vicsmart and Fast Track Planner and Senior Statutory Planner's authority to determine the application where the application has been subject to public notice and there are no objections, or an exemption from public notice under the planning scheme exists and the intended decision is to grant a permit or grant a permit with conditions must have the written support of the Principal Statutory planner or Coordinator Statutory Planning or Manager Planning and Compliance, or General Manager Placemaking and Environment.</p> <p>The Planning Officer, Vicsmart and Fast Track Planner and Senior Statutory Planner's authority to determine an application where the application has not been subject to public notice requires the written support of the Coordinator Statutory Planning or Manager Planning</p>

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>and Compliance, or General Manager Placemaking and Environment.</p> <p>The authority to determine to approve an application with one objection is limited to the Coordinator Statutory Planning and the Manager Planning and Compliance and the General Manager Placemaking and Environment</p> <p>The authority to determine an application with two or more objections is limited to the Planning and Compliance and the General Manager Placemaking and Environment</p> <p>The authority to determine to refuse an application is limited to the Planning and Compliance and the General Manager Placemaking and Environment.</p>



Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from the General Manager Placemaking and Environment, Manager Planning and Compliance or Coordinator Statutory Planning, or Principal Statutory Planner.
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CSP, GMPME, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from the General Manager Placemaking and Environment, Manager Planning Compliance, or Coordinator Statutory Planning.
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	CSLUP, CSP, MIP, GMPME, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment, Manager Planning and Compliance or Coordinator Statutory Planning.

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	CSLUP, CSP, MIP, GMPME, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment, Manager Planning and Compliance or Coordinator Statutory Planning.
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CSLUP, CSP, MIP, GMPME, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment or Manager Planning and Compliance.
s 62(1)	Duty to include certain conditions in deciding to grant a permit	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment, Manager Planning and Compliance or Coordinator Statutory Planning.

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(2)	Power to include other conditions	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment, Manager Planning Planning and Compliance or Coordinator Statutory Planning.
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment, Manager Planning and Compliance or Coordinator Statutory Planning.
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment, Manager Planning and Compliance or Coordinator Statutory Planning.

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment, Manager Planning and Compliance or Coordinator Statutory Planning.
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment, Manager Planning and Compliance or Coordinator Statutory Planning.
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment, Manager Planning and Compliance or Coordinator Statutory Planning.

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment, Manager Planning and Compliance or Coordinator Statutory Planning.
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment, Manager Planning and Compliance or Coordinator Statutory Planning.
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	This provision applies also to a decision to grant an amendment to a permit - see s 75

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64(3)	Duty not to issue a permit until after the specified period	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	This provision applies also to a decision to grant an amendment to a permit - see s 75A

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	



Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 69(1A)	Function of receiving application for extension of time to complete development	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 69(2)	Power to extend time	CSLUP, CSP, PStaP, SPP, PStrP, TLPPS, MIP, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment, Manager Planning and Compliance or Coordinator Statutory Planning, or Principal Statutory Planner.
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 71(1)	Power to correct certain mistakes	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 71(2)	Duty to note corrections in register	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 73	Power to decide to grant amendment subject to conditions	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	<p>Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment, Manager Planning and Compliance or Coordinator Statutory Planning or the Principal Statutory Planner.</p> <p>LIMITATIONS:</p>

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>The Planning Officer, Vicsmart and Fast Track Planner and Senior Statutory Planner's authority to determine the application where the application has been subject to public notice and there are no objections, or an exemption from public notice under the planning scheme exists and the intended decision is to grant a permit or grant a permit with conditions must have the written support of the Principal Statutory planner or Coordinator Statutory Planning or Manager Planning and Compliance, or General Manager Placemaking and Environment.</p> <p>The Planning Officer, Vicsmart and Fast Track Planner and Senior Statutory Planner's authority to determine an application where the application has not been subject to public notice requires the written support of the Coordinator Statutory Planning or Manager Planning and Compliance, or General Manager Placemaking and Environment.</p> <p>The authority to determine to approve an application with one objection is limited to the Coordinator Statutory</p>

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>Planning and the Manager Planning and Compliance and the General Manager Placemaking and Environment</p> <p>The authority to determine an application with two or more objections is limited to the Manager Planning and Compliance and the General Manager Placemaking and Environment</p> <p>The authority to determine to refuse an application is limited to the Manager Planning and Compliance and the General Manager Placemaking and Environment.</p>
s 74	Duty to issue amended permit to applicant if no objectors	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 83	Function of being respondent to an appeal	PO, CSLUP, CSP, PStaP, VSP, SPP,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PStrP, TLPPS, MIP, GMPME, MPCo	
s 83B	Duty to give or publish notice of application for review	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CSLUP, CSP, MIP, GMPME, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment, Manager Planning and Compliance or Coordinator Statutory Planning.
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	CSP, PStaP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 84(6)	Duty to issue permit on receipt of advice within 3 working days	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 84AB	Power to agree to confining a review by the Tribunal	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 86	Duty to issue a permit at order of Tribunal within 3 working days	PO, CSLUP, CSP, PStaP, VSP, PStrP, MIP, GMPME, MPCo	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CSLUP, CPC, CSP, CRMg, MIP, GMPME, MPCo	



Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	CSLUP, CPC, CSP, PStaP, PStrP, CRMg, MIP, GMPME, MPCo	
s 91(2)	Duty to comply with the directions of VCAT	CSLUP, CPC, CSP, SPIO, PStaP, PStrP, CRMg, MIP, GMPME, MPCo	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	CSLUP, CPC, CSP, PStaP, PStrP, CRMg, MIP, GMPME, MPCo	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	CSO, CSLUP, CPC, SPP, TLPPS, CRMg, MIP, GMPME, MPCo	
s 93(2)	Duty to give notice of VCAT order to stop development	CSLUP, CPC, CSP, PPIO, SPIO, PStaP, SPP, PStrP, TLPPS,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		CRMg, MIP, GMPME, MPCo	
s 95(3)	Function of referring certain applications to the Minister	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 95(4)	Duty to comply with an order or direction	CSLUP, CSP, PStaP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CSLUP, CSP, PStaP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CSLUP, CSP, MIP, GMPME, MPCo	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CSLUP, CSP, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 96F	Duty to consider the panel's report under s 96E	ND	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996)	ND	
s 96H(3)	Power to give notice in compliance with Minister's direction	PO, CSLUP, CSP, PStaP, PAO, AOPD,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 96J	Duty to issue permit as directed by the Minister	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	PO, CSLUP, CSP, PStaP, VSP, SPP,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PStrP, TLPPS, MIP, GMPME, MPCo	
s 97C	Power to request Minister to decide the application	MIP, GMPME, MPCo	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	PO, CSLUP, CSP, PSO, VSP, SPP, TLPPS, MIP, GMPME, MPCo	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	PO, CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	PO, CSLUP, CSP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, TLPPS, MIP, GMPME, MPCo	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	PO, CSLUP, CSP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, TLPPS, MIP, GMPME, MPCo	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	CSLUP, CPC, CSP, SPP, TLPPS, CRMg, MIP, GMPME, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment, Manager Planning and Compliance or Coordinator Statutory Planning.
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	CSLUP, CPC, CSP, PPIO, SPIO, SPP, TLPPS, CRMg, MIP, GMPME, MPCo	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CSLUP, CPC, CSP, PPIO, SPIO, PStaP, SPP, PStrP, TLPPS, CRMg, MIP, GMPME, MPCo	
s 97Q(4)	Duty to comply with directions of VCAT	CSLUP, CPC, CSP, SPIO, TLPPS, CRMg, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CSLUP, CPC, CSP, PPIO, SPIO, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, SPP, PStrP, TLPPS, CRMg, MIP, GMPME, MPCo	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CSLUP, CSP, PStaP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 101	Function of receiving claim for expenses in conjunction with claim	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	



Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 103	Power to reject a claim for compensation in certain circumstances	CSLUP, CSP, MIP, GMPME, MPCo	
s.107(1)	function of receiving claim for compensation	CSLUP, CSP, PStaP, PStrP, MIP, GMPME, MPCo	
s 107(3)	Power to agree to extend time for making claim	CSLUP, CSP, MIP, GMPME, MPCo	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	CSLUP, CSP, PStaP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 114(1)	Power to apply to the VCAT for an enforcement order	CSLUP, CPC, CSP, PPIO, SPIO, PStaP, PSO, SPP, TLPPS, CRMg, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CSLUP, CPC, CSP, PPIO, SPIO, PStaP, PSO, SPP, TLPPS, CRMg, MIP, GMPME, MPCo	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CSLUP, CPC, CSP, PPIO, SPIO, SPP, TLPPS, CRMg, MIP, GMPME, MPCo	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CSLUP, CPC, CSP, CRMg, MIP, GMPME, MPCo	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CSLUP, CPC, CSP, CRMg, MIP, GMPME, MPCo	Except Crown Land

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
S 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	CSLUP, CPC, CSP, MIP, GMPME, MPCo	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.
s 129	Function of recovering penalties	CSLUP, CPC, CSP, CRMg, MIP, GMPME, MPCo	
s 130(5)	Power to allow person served with an infringement notice further time	CSLUP, CPC, CSP, CRMg, MIP, GMPME, MPCo	
s 149A(1)	Power to refer a matter to the VCAT for determination	CSLUP, CPC, CSP, PPIO, PStAP, SPP, PStrP, TLPPS, CRMg, MIP, GMPME, MPCo	
s 149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	CSLUP, CPC, CSP, PStAP, SPP, PStrP,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		TLPPS, CRMg, MIP, GMPME, MPCo	
S 149B	Power to apply to the Tribunal for a declaration.	CSLUP, CPC, CSP, PStaP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B)power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	CSLUP, CSP, MIP, GMPME, MPCo	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	CSLUP, CPC, CSP, PStaP, SPP, PStrP, TLPPS, CRMg, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 171(2)(g)	Power to grant and reserve easements	CSLUP, CSP, MIP, GMPME, MPCo	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	GMPME	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	GMPME	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	GMPME	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	CEO, GMPME, MPCo, MIP	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	GMPME, MPCo, MIP	Where Council is the relevant responsible authority
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	PO, CSLUP, CPC, CSP, PPIO, SPIO, PIO, PStAP, VSP, SPP, PStrP, TLPPS, CRMg, MIP, GMPME, MPCo	
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	PO, CSLUP, CSP, PPIO, SPIO, PStAP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 o Part 9	GMPME, MPCo, MIP	Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment.
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, GMPME, MPCo, MIP	
s 178A(1)	Function of receiving application to amend or end an agreement	PO, CSLUP, CSP, PIO, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	CEO, GMPME, MPCo, MIP	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	GMPME, MPCo, MIP	
s 178A(5)	Power to propose to amend or end an agreement	GMPME, MPCo, MIP	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	CSLUP, CSP, MIP, GMPME, MPCo	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	CSLUP, CSP, MIP, GMPME, MPCo	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	PO, CSLUP, CPC, CSP, SPIO, PIO, PStaP, SPP, PStrP, TLPPS, CRMg, MIP, GMPME, MPCo	



Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178C(4)	Function of determining how to give notice under s 178C(2)	CSLUP, CPC, CSP, PStaP, SPP, PStrP, TLPPS, CRMg, MIP, GMPME, MPCo	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	GMPME, MPCo, MIP	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	GMPME, MPCo, MIP	If no objections are made under s 178D  Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	GMPME, MPCo, MIP	If no objections are made under s 178D  Must consider matters in s 178B

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(2)(c)	Power to refuse to amend or end the agreement	GMPME, MPCo, MIP	If no objections are made under s 178D  Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	GMPME, MPCo, MIP	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	GMPME, MPCo, MIP	After considering objections, submissions and matters in s 178B <hr/>
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	GMPME, MPCo, MIP	After considering objections, submissions and matters in s.178B <hr/>
s 178E(3)(d)	Power to refuse to amend or end the agreement	GMPME, MPCo, MIP	After considering objections, submissions and matters in s 178B

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	GMPME, MPCo, MIP	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	GMPME, MPCo, MIP	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	GMPME, MPCo, MIP	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CEO, GMPME, MPCo, MIP	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	PO, CSLUP, CPC, CSP, PStaP, VSP, SPP, PStrP, TLPPS, CRMg, MIP, GMPME, MPCo	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	PO, CSLUP, CPC, CSP, SPIO, VSP, SPP, TLPPS, CRMg, MIP, GMPME, MPCo	
s 181	Duty to apply to the Registrar of Titles to record the agreement	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	PO, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 182	Power to enforce an agreement	PO, CSLUP, CSP, PIO, VSP, SPP, TLPPS, MIP, GMPME, MPCo	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	PO, CSLUP, CSP, PIO, VSP, SPP, TLPPS, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	GMPME, MPCo, MIP	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	GMPME, MPCo, MIP	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	PO, GMED, MPD, CSLUP, CSP, PIO, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	PO, GMED, MPD, CSLUP, CSP, PIO, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 184G(2)	Duty to comply with a direction of the Tribunal	PO, GMED, MPD, CSLUP, CSP, VSP, SPP, TLPPS, MIP, GMPME, MPCo	
s 184G(3)	Duty to give notice as directed by the Tribunal	PO, GMED, MPD, CSLUP, CSP, VSP, SPP, TLPPS, MIP, GMPME, MPCo	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	CSLUP, CSP, PStaP, PAO, AOPD, PCSASO, AOPlan, PPO, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	
s 198(1)	Function to receive application for planning certificate	PO, GMED, MPD, CSLUP, CSP, VSP, SPP, TLPPS, MIP, GMPME, MPCo	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 199(1)	Duty to give planning certificate to applicant	PO, GMED, MPD, CSLUP, CSP, VSP, SPP, TLPPS, MIP, GMPME, MPCo	
s 201(1)	Function of receiving application for declaration of underlying zoning	PO, GMED, MPD, CSLUP, CSP, VSP, SPP, TLPPS, MIP, GMPME, MPCo	
s 201(3)	Duty to make declaration	PO, GMED, MPD, CSLUP, CSP, PStaP, VSP, SPP, PStrP, TLPPS, MIP, GMPME, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment, Manager Planning and Compliance or Coordinator Statutory Planning or Principal Statutory Planner.
	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	PO, GMED, MPD, CSLUP, CPC, CSP, PPIO, SPIO, PIO, PStaP, VSP, SPP,	Delegation will be exercised after written support for the intended decision has been obtained from a more senior



Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PStrP, TLPPS, CRMg, MIP, GMPME, MPCo	officer, being the General Manager Placemaking and Environment, Manager Planning and Compliance, Coordinator Statutory Planning, Coordinator Planning Compliance or Principal Statutory Planner.
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	PO, GMED, MPD, CSLUP, CPC, CSP, SPIO, PIO, PStaP, VSP, SPP, PStrP, TLPPS, CRMg, MIP, GMPME, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment, Manager Planning and Compliance, Coordinator Statutory Planning, Coordinator Strategic Land Use Planning, Principal Statutory Planner , Principal Strategic Planner
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	PO, GMED, MPD, CSLUP, CPC, CSP, PStaP, VSP, SPP, PStrP, TLPPS, CRMg, MIP, GMPME, MPCo	<b>LIMITATIONS:</b> Delegated power to approve development plans is limited to the Manager Planning and Compliance, Coordinator Strategic Land Use Planning where there are no unresolved submissions objecting to the plan. Approval of minor amendments to development plans previously approved by Council resolution where there

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>were submissions objecting to the plan and the new plan makes no significant change to the plan that would require public notice of that change.</p> <p>Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment or Manager Planning and Compliance.</p> <p>Planning Officer, Vicsmart and fast track planner and Senior Statutory Planner's authority to determine an application where the intended decision is to approve secondary consents require the written support of the Principal Statutory Planner, or Coordinator Statutory Planning or Manager Planning and Compliance, or General Manager Placemaking and Environment.</p>
	Power to give written authorisation in accordance with a provision of a planning scheme	PO, GMED, MPD, CSLUP, CPC, CSP,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		PStaP, VSP, SPP, PStrP, TLPPS, CRMg, MIP, GMPME, MPCo	Delegation will be exercised after written support for the intended decision has been obtained from a more senior officer, being the General Manager Placemaking and Environment, Manager Planning and Compliance, or Coordinator Statutory Planning, or Principal Statutory Planner.
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	GMED, MPD, CSLUP, CSP, SPP, TLPPS, MIP, GMPME, MPCo	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	GMED, MPD, CSLUP, CSP, SPP, TLPPS, MIP, GMPME, MPCo	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CEH, EHO, MBS, BS, BI	
s 522(1)	Power to give a compliance notice to a person	CEH, EHO, MBS, BS, BI	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	CEO	
s 525(4)	Duty to issue identity card to authorised officers	CEO	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	CEH, EHO, MBS, BS, BI	
s 526A(3)	Function of receiving report of inspection	CEH, EHO	

<b>Residential Tenancies Act 1997</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CEH, EHO, MBS, BS, BI	

<b>Road Management Act 2004</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	GMPME, MAE	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	GMPME, MAE	
s 11(9)(b)	Duty to advise Registrar	GMPME, MAE	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	GMPME, MAE	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	GMPME, MAE	Where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	PropO, GMPME, MAE	Where Council is the coordinating road authority
s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	PropO, GMPME, MAE	Power of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	GMPME, MAE	Duty of coordinating road authority where it is the discontinuing body

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission	GMPME, MAE	Function of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	PropO, GMPME, MAE	Duty of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies
s 12(10)	Duty to notify of decision made	PropO, GMPME, MAE	Duty of coordinating road authority where it is the discontinuing body  Does not apply where an exemption is specified by the regulations or given by the Minister

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	GMPME, MAE	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	GMPME, MAE	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	GMPME, MAE	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	GMPME, MAE	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	MAE	



Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 15(2)	Duty to include details of arrangement in public roads register	MAE	
s 16(7)	Power to enter into an arrangement under s 15	MAE	
s 16(8)	Duty to enter details of determination in public roads register	MAE	
s 17(2)	Duty to register public road in public roads register	MAE	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	MAE	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	MAE	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	MAE	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	MAE	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	MAE	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	MAE	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	MAE	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(4)	Duty to specify details of discontinuance in public roads register	MAE	
s 19(5)	Duty to ensure public roads register is available for public inspection	MAE	
s 21	Function of replying to request for information or advice	MAE	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	MAE	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	GMPME	
s 22(5)	Duty to give effect to a direction under s 22	GMPME	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40(1)	Duty to inspect, maintain and repair a public road.	CCO, MAE	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	CCO, MAE	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	CCO, MAE	
s 42(1)	Power to declare a public road as a controlled access road	MAE	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	MAE	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	GMPME, MAE	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	CDT, GMPME, MAE	Where Council is the coordinating road authority  If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	CDT, GMPME, MAE	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	GMPME, MAE	
s 49	Power to develop and publish a road management plan	GMPME, MAE	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 51	Power to determine standards by incorporating the standards in a road management plan	GMPME, MAE	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	GMPME, MAE	
s 54(2)	Duty to give notice of proposal to make a road management plan	GMPME, MAE	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	GMPME, MAE	
s 54(6)	Power to amend road management plan	GMPME, MAE	
s 54(7)	Duty to incorporate the amendments into the road management plan	GMPME, MAE	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	GMPME, MAE	
s 63(1)	Power to consent to conduct of works on road	CCO, CDE, APO, IDO, DE, CEng, MAE	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	CCO, MAE	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	MAE	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	MAE	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	MAE	Where Council is the coordinating road authority
s 67(3)	Power to request information	MAE	Where Council is the coordinating road authority
s 68(2)	Power to request information	MAE	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	CEO	
s 72	Duty to issue an identity card to each authorised officer	CEO	
s 85	Function of receiving report from authorised officer	MAE	



Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 86	Duty to keep register re s 85 matters	MAE	
s 87(1)	Function of receiving complaints	MAE	
s 87(2)	Duty to investigate complaint and provide report	MAE	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	GMPME	
s 112(2)	Power to recover damages in court	CCO, MAE	
s 116	Power to cause or carry out inspection	CCO, MAE	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 119(2)	Function of consulting with the Head, Transport for Victoria	GMPME, MAE	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	GMPME, MAE	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	CCO, MAE	
s 121(1)	Power to enter into an agreement in respect of works	CDT, GMPME, MAE	
s 122(1)	Power to charge and recover fees	CDT, GMPME, MAE	
s 123(1)	Power to charge for any service	CDT, GMPME, MAE	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	MAE	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	ND	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	ND	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	CDT, MAE	
sch 2 cl 5	Duty to publish notice of declaration	CDT, MAE	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	CDT, MAE	Where Council is the infrastructure manager or works manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	CDT, MAE	Where Council is the infrastructure manager or works manager
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	CCO, MAE	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	MAE	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	MAE	Where Council is the infrastructure manager or works manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	CDE, APO, IDO, DE, CEng, MAE	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	CDE, APO, IDO, DE, CEng, MAE	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	CCO, CDE, APO, IDO, DE, CEng, MAE	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	MAE	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	MAE	Where Council is the works manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 13(2)	Power to vary notice period	MAE	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	MAE	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	CDE, APO, IDO, DE, CEng, MAE	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	CDE, APO, IDO, DE, CEng, GMPME, MAE	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	CDE, APO, IDO, DE,	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		CEng, GMPME, MAE	
sch 7 cl 16(6)	Power to set reasonable conditions on consent	CDE, APO, IDO, DE, CEng, GMPME, MAE	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	CDE, APO, IDO, DE, CEng, GMPME, MAE	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	CDE, APO, IDO, DE, CEng, MAE	Where Council is the coordinating road authority
sch 7 cl18(1)	Power to enter into an agreement	CDE, APO, IDO, DE, CEng, MAE	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch7 cl 19(1)	Power to give notice requiring rectification of works	CDE, APO, IDO, DE, CEng, MAE	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	CDE, MAE	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	CDE, MAE	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	CDT, MAE	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	CDT, MAE	Where Council is the responsible road authority



<b>Road Management Act 2004</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	CDT, MAE	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	CDT, MAE	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

<b>Planning and Environment Regulations 2015</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	PO, CSLUP, CSP, VSP, SPP, TLPPS, MIP, GMPME, MPCo	where Council is not the planning authority and the amendment affects land within Council's municipal district; or  where the amendment will amend the planning scheme to designate Council as an acquiring authority.

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	PO, CSLUP, CSP, PAO, AOPD, PCSASO, AOPlan, PPO, PSO, VSP, SPP, TLPPS, MIP, GMPME, MPCo	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available in accordance with the public availability requirements	PO, CSLUP, CSP, VSP, SPP, TLPPS, MIP, GMPME, MPCo	where Council is the responsible authority
r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	PO, CSLUP, CSP, VSP, SPP, TLPPS, MIP, GMPME, MPCo	where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	PO, CSLUP, CSP, VSP, SPP, TLPPS, MIP, GMPME, MPCo	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

<b>Planning and Environment (Fees) Regulations 2016</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	CSLUP, MIP, GMPME	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	CSP, GMPME, MPCo	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	CSLUP, CSP, MIP, GMPME, MPCo	

<b>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r 7	Function of entering into a written agreement with a caravan park owner	CEH, EHO, MBS, BS, BI	
r 10	Function of receiving application for registration	CEH, EHO	

<b>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r 11	Function of receiving application for renewal of registration	CEH, EHO	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	CEH, EHO	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CEH	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	CEH, EHO	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CEH	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	CEH, EHO	
r 12(4) & (5)	Duty to issue certificate of registration	CEH, EHO	
r 14(1)	Function of receiving notice of transfer of ownership	CEH, EHO	

<b>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r 14(3)	Power to determine where notice of transfer is displayed	CEH, EHO	
r 15(1)	Duty to transfer registration to new caravan park owner	CEH, EHO	
r 15(2)	Duty to issue a certificate of transfer of registration	CEH, EHO	
r 15(3)	Power to determine where certificate of transfer of registration is displayed.	CEH, EHO	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	CEH	
r 17	Duty to keep register of caravan parks	CEH	
r 18(4)	Power to determine where the emergency contact person's details are displayed	CEH, EHO	
r 18(6)	Power to determine where certain information is displayed	CEH, EHO	
r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	CEH, EHO	

<b>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r 22(2)	Duty to consult with relevant emergency services agencies	CEH, EHO	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	CEH, EHO	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	CEH, EHO	
r 25(3)	Duty to consult with relevant floodplain management authority	CEH, EHO	
r 26	Duty to have regard to any report of the relevant fire authority	CEH, EHO	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	CEH, EHO	

<b>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	CEH, EHO, MBS, BS	
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	CEH, EHO, MBS, BS	
r 41(4)	Function of receiving installation certificate	CEH, EHO, MBS, BS	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	MBS, BS	
sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	MBS, BS	

<b>Road Management (General) Regulations 2016</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r 8(1)	Duty to conduct reviews of road management plan	MAE	
r 9(2)	Duty to produce written report of review of road management plan and make report available	MAE	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	MAE	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	MAE	
r 13(1)	Duty to publish notice of amendments to road management plan	MAE	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	MAE	



<b>Road Management (General) Regulations 2016</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r 16(3)	Power to issue permit	MAE	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	CDT, MAE	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	MAE	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	MAE	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	CCO, CWM, MAE	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	MAE	Where Council is the responsible road authority

<b>Road Management (General) Regulations 2016</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	MAE	

<b>Road Management (Works and Infrastructure) Regulations 2015</b>			
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	MAE	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	MAE	Where Council is the coordinating road authority

## 4.16 Conflict of Interest Records

### Council Plan

### Theme Seven - Accountable and Viable Council

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

### Author's Title:

Acting Governance Officer

### General Manager:

Damian Waight, Acting General Manager Strategy and Effectiveness

### Division:

Strategy and Effectiveness

### Department:

Integrity and Governance

### Attachments:

1. Conflict of Interest Record - Councillor Briefings - 19 March 2024 [4.16.1 - 1 page]
2. Conflict of Interest Record - Additional Councillor Briefings - 19 March 2024 [4.16.2 - 1 page]
3. Conflict of Interest Record - Councillor Briefings - 26 March 2024 [4.16.3 - 1 page]
4. Conflict of Interest Record - Councillor Briefings - 9 April 2024 [4.16.4 - 2 pages]

### Purpose

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

### Recommendation

That Council notes the conflict of interest records as presented in **Attachments 1 to 4** for the following meetings:

1. Conflict of Interest Record - Councillor Briefings - 19 March 2024.
2. Conflict of Interest Record - Additional Councillor Briefings - 19 March 2024.
3. Conflict of Interest Record - Councillor Briefings - 26 March 2024.
4. Conflict of Interest Record - Councillor Briefings - 9 April 2024.

### Council Resolution

#### **Moved Cr Stapleton, Seconded Cr Schonfelder**

That Council notes the conflict of interest records as presented in **Attachments 1 to 4** for the following meetings:

1. Conflict of Interest Record - Councillor Briefings - 19 March 2024.
2. Conflict of Interest Record - Additional Councillor Briefings - 19 March 2024.
3. Conflict of Interest Record - Councillor Briefings - 26 March 2024.
4. Conflict of Interest Record - Councillor Briefings - 9 April 2024.

CARRIED 8|0

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

### **Outcome**

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

### **Key Considerations**

4. The *Local Government Act 2020* (the Act) outlines requirements for Councillors to declare and manage conflicts of interests. Councillors disclosing conflicts of interests and following the prescribed requirements promote transparency in decision-making.
5. The attached conflict of interest records are prepared in accordance with the Act and Council's Governance Rules. The Act outlines that the procedure for disclosing conflicts must be included within the Governance Rules and Chapter 3 of these Rules prescribes that a record of any meeting held under the auspices of Council must be kept and presented to the next possible Council meeting.
6. Publication of these records is an important part of the overall management of conflicts of interest. By making these records publicly available, the community is made aware that interests are recorded and managed effectively. This helps Councillors perform their roles in a way that meets the requirements of legislation and is consistent with community expectation.

### **Background**

7. Conflict of interest records are required to be presented to Council in accordance with the *Local Government Act 2020* and Council's Governance Rules.
8. Council notes these conflict of interest records monthly. Declaring conflicts of interest helps Councillors comply with legal requirements and meet community expectation.
9. These records replace the previous requirement under the *Local Government Act 1989* to present an Assembly of Councillors to Council.

### **Options**

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

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

## **Council Plan (including Health and Wellbeing Plan) Statement**

### **Theme Seven - Accountable and Viable Council**

#### **Financial Considerations**

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

#### **Community Engagement**

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

#### **Statutory / Legal / Policy Considerations**

14. These records are published in accordance with section 131 of the *Local Government Act 2020*.

#### **Strategic Risk**

15. **Failure to meet Councils Governance and Compliance obligations**  
Inherent Risk Rating - *Serious*, Residual Risk Rating – *Medium*

#### **Risk Rating**

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

#### **Risk Appetite**

17. The Risk Appetite statement is not applicable to this report.

#### **Sustainability Considerations**

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

#### **Conflict of Interest**

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

#### **Confidentiality**

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

#### **Transparency**

#### **Audit and Risk Committee involvement**

21. This report has not been presented to the Audit and Risk Committee.

**Councillor Briefings**

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

File No F18/225-4  
Trim Reference Record Number



## Conflict of Interest Record

### Meetings conducted under the auspices of Council

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

<b>Description of Meeting:</b> Councillor Briefings #3
<b>Responsible Officer:</b> Chief Executive Officer
<b>Date:</b> Tuesday 19 March 2024
<b>In Attendance:</b> Yes (✓) No (X)

Councillors		Officers	
Cr. Liz Pattison, Mayor	✓	Chief Executive Officer - Robyn Seymour	✓
Cr. Mike Bodsworth, Deputy Mayor	✓	General Manager Place Making & Environment - Chris Pike	✓
Cr. Gary Allen	✓	Acting General Manager Strategy & Effectiveness - Damian Waight	X
Cr. Paul Barker	X	General Manager Community Life - Gail Gatt	✓
Cr. Kate Gazzard	✓	Acting Executive Manager - Strategic Projects & Partnerships – Jake Brown	✓
Cr. Rose Hodge	✓	Acting Manager Community Support – Jarrod Westwood	✓
Cr. Adrian Schonfelder	✓		
Cr. Libby Stapleton	✓	<b>External Presenters</b>	
Cr. Heather Wellington	X	Vanessa Schernickau (CEO - GRLC)	✓
		David Semmens (Director Community Experience - GRLC)	✓

<b>MEETING COMMENCED</b>	10:30 AM	<b>MEETING ADJURNED</b>	11:00 AM
<b>MEETING COMMENCED</b>	11:10 AM	<b>MEETING ADJURNED</b>	12:10 PM
<b>MEETING COMMENCED</b>	12:55 PM	<b>MEETING CONCLUDED</b>	2:30 PM

Matters considered at the meeting		
G21 Future Presentation - Confidential		
Strategic Conversations: Geelong Regional Library Corporation (GRLC) Presentation		
Strategic Conversations: Library Services Strategy		
Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
Nil.		
<b>Responsible Officer Signature:</b>		<b>Print Name:</b> 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 (incl. include meetings the council arranges jointly with other organisations).

File No F18/225-4  
Trim Reference Record Number



## Conflict of Interest Record Meetings conducted under the auspices of Council

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

<b>Description of Meeting:</b> Additional Councillor Briefings – Briody Drive West Development Plan
<b>Responsible Officer:</b> General Manager Placemaking and Environment
<b>Date:</b> Tuesday 19 March 2024
<b>In Attendance:</b> Yes (✓) No (X)

Councillors		Officers	
Cr. Liz Pattison, Mayor	✓	Chief Executive Officer - Robyn Seymour	✓
Cr. Mike Bodsworth, Deputy Mayor	x	General Manager Place Making & Environment - Chris Pike	✓
Cr. Gary Allen	x	Acting General Manager Strategy & Effectiveness - Damian Waight	X
Cr. Paul Barker	✓	General Manager Community Life - Gail Gatt	x
Cr. Kate Gazzard	✓	Acting Executive Manager - Strategic Projects & Partnerships – Darryn Chiller	x
Cr. Rose Hodge	x	Kate Sullivan, Manager Integrated Planning	✓
Cr. Adrian Schonfelder	x	Tim Waller, Coordinator Strategic Planning	✓
Cr. Libby Stapleton	x	Sam Natt, Principal Strategic Planner	✓
Cr. Heather Wellington	✓	Ronan Corcoran, Coordinator Stormwater Infrastructure	✓

<b>MEETING COMMENCED</b>	2:45 PM	<b>MEETING CONCLUDED</b>	3:40 PM
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<b>Matters considered at the meeting</b>		
Additional Briefings: Briody Drive West Development Plan		
<b>Councillor Conflict of Interest Disclosures</b>		
<b>Councillor</b>	<b>Left Meeting (Y/N)</b>	<b>Classification and nature of interest(s) disclosed</b>
Nil.		
<b>Responsible Officer Signature:</b>		<b>Print Name:</b> Chris Pike
To be completed on conclusion of session and provided to Governance Officer.		

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File No F18/225-4  
Trim Reference Record Number



## Conflict of Interest Record Meetings conducted under the auspices of Council

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

<b>Description of Meeting:</b> Councillor Briefings #4
<b>Responsible Officer:</b> Chief Executive Officer
<b>Date:</b> Tuesday 26 March 2024
<b>In Attendance:</b> Yes (✓) No (X)

Councillors		Officers	
Cr. Liz Pattison, Mayor	✓	Chief Executive Officer - Robyn Seymour	✓
Cr. Mike Bodsworth, Deputy Mayor	✓	General Manager Place Making & Environment - Chris Pike	✓
Cr. Gary Allen	✓	Acting General Manager Strategy & Effectiveness - Damian Waight	✓
Cr. Paul Barker	X	General Manager Community Life - Gail Gatt	✓
Cr. Kate Gazzard	✓	Acting Executive Manager - Strategic Projects & Partnerships – Darryn Chiller	✓
Cr. Rose Hodge	✓	Manager Integrity and Governance – Jake Brown	✓
Cr. Adrian Schonfelder	✓	Coordinator Governance – Liberty Nash	✓
Cr. Libby Stapleton	✓		
Cr. Heather Wellington	X		

<b>MEETING COMMENCED</b>	9:30 AM	<b>MEETING CONCLUDED</b>	11:00 AM
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<b>Matters considered at the meeting</b>
Agenda Review
Councillor Topics

**Councillor Conflict of Interest Disclosures**

Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
Nil.		

<b>Responsible Officer Signature:</b>	<b>Print Name:</b> 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—

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Trim Reference Record Number



## Conflict of Interest Record Meetings conducted under the auspices of Council

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

<b>Description of Meeting:</b> Councillor Briefing #2
<b>Responsible Officer:</b> Chief Executive Officer Robyn Seymour
<b>Date:</b> 9 April 2024
<b>In Attendance:</b> Yes (✓) No (X)


Councillors		Officers	
Cr. Liz Pattison, Mayor	X	Chief Executive Officer - Robyn Seymour	✓
Cr. Mike Bodsworth, Deputy Mayor	✓	General Manager Place Making & Environment - Chris Pike	✓
Cr. Gary Allen	✓	Acting General Manager Strategy & Effectiveness – Damian Waight	✓
Cr. Paul Barker	X	General Manager Community Life - Gail Gatt	✓
Cr. Kate Gazzard	✓	Acting Executive Manager - Strategic Projects and Partnerships – Darryn Chiller	✓
Cr. Rose Hodge	✓	Manager Integrity and Governance - Jake Brown	✓
Cr. Adrian Schonfelder	✓	Governance Officer - Jess Menzel	✓
Cr. Libby Stapleton	✓	Acting Governance Officer – Candace Martin-Burgers	✓
Cr. Heather Wellington	X	Acting Manager Community Strengthening – Abby Ellery	✓
		Environment Officer Biodiversity – Leanne Rolfe	✓
<b>External Presenters</b>		Community Project Development Officer – Nicky Angus	✓
Ridgeline Trail – Shauna Burford	✓	Manager Assets and Engineering – John Bertoldi	✓
Ridgeline Trail – Graeme Stockton	✓	Coordinator Stormwater Infrastructure – Ronan Corcoran	✓
Ridgeline Trail – Perry Mills	✓	Stormwater Infrastructure Engineer – Edwin Saldanha	✓
Winchelsea Arboretum Trail Group – Naida Hutton	✓	Principal Strategic Planner – Travis Ferrari	✓
Winchelsea Arboretum Trail Group – Kerry Butcher	✓	Coordinator Strategic Planning – Tim Waller	✓
Winchelsea Arboretum Trail Group – Rod Taylor	✓	Manager Integrated Planning – Kate Sullivan	✓
DesignFlow – Jason Sonneman	✓	Manager Finance – Gabby Spiller	✓
DesignFlow – Robin Allison	✓	Management Accountant – Megan Falla	✓
Chair Community Reference Group Karaaf Program – Jeff Rigby	✓	Principal Statutory Planner – Ben Schmied	✓
		Coordinator Statutory Planning – Jacqueline Randles	✓
		Manager Planning and Compliance – Dee Gomes	✓
		Principal Statutory Planning – Jennifer Davidson	✓
		Coordinator Social Infrastructure and Open Space Planning – Kristin Davies	✓
		Open Space Planner - Brendan Walsh	✓
		Coordinator Governance – Liberty Nash	✓
		Manager Technology and Information – Michael Dean	✓
		Digital Transformation Program Director – Steve Muskett	✓
		Business Analyst Project Manager – Theresa Mischkulnig	✓



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	Manager Environment and Sustainability – Jane Spence	✓
	Principal Statutory Planner – Bianca Wilkins	✓

<b>MEETING COMMENCED</b>	10:01am	<b>MEETING ADJOURNED</b>	12:02pm
<b>MEETING RESUMED</b>	12:29pm	<b>MEETING ADJOURNED</b>	1:41pm
<b>MEETING RESUMED</b>	2:05pm	<b>MEETING CONCLUDED</b>	3:31pm

<b>Matters considered at the meeting</b>		
C138 Planning Scheme Amendment Winchelsea Industrial Estate		
Councillor Draft Budget Report Review Discussion		
Planning Permit Application 23/0048 – Use and Development of the Land for a Supermarket and Six Dwellings – 2A Princes Terrace Jan Juc		
VCAT Appeal – Planning Permit 21/0333 – Amended Plans Retirement Village – Cypress Lane, Torquay		
Integrated Social Infrastructure and Open Space Plan – Draft for Community Consultation		
Reports Coming to April Council Meeting		
Procurement of the CRM Project		
Future Commitment to G21		
Councillor Topics		
<b>Councillor Conflict of Interest Disclosures</b>		
<b>Councillor</b>	<b>Left Meeting (Y/N)</b>	<b>Classification and nature of interest(s) disclosed</b>
Nil.		
<b>Responsible Officer Signature:</b>		<b>Print Name:</b> Robyn Seymour
To be completed on conclusion of session and provided to Governance Officer.		

**Governance Rules, Chapter 3, Clause 3**

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## 5 Closed Section

### 5.1 Closed Section

### 5.2 Closure of Meeting to the Public

#### Resolution

##### **Moved Cr Allen, Seconded Cr Stapleton**

That Council, pursuant to section 66(1) and 66(2) 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:

##### **Customer Relationship Management (CRM) Procurement**

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.

##### **Gherang Quarries, Renewal of Crown Land Leases**

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.

##### **Torquay Hockey Pitch – Project Update**

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.

CARRIED 8|0

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

The following Council resolution from confidential agenda item 2.2 Gherang Quarries, renewal of Crown Land leases has been deemed to be no longer confidential:

#### Resolution

##### **Moved Cr Barker, Seconded Cr Bodsworth**

That Council:

1. Proceeds with the renewal of existing Crown Land leases, WA46 and WA51, upon provision of a lease renewal offer from Department of Environment, Energy and Climate Action in late 2024.
2. Authorises the Chief Executive Officer to execute the lease agreements.
3. Deems this resolution no longer confidential.

## **6 Urgent Business**

Nil.

## **7 Close of Meeting**

The Council Meeting - 23 April 2024 closed at 8:55 pm.