

# Agenda

Meeting of Council

Tuesday, 8 December 2020

To be held via video conference  
(Zoom)

Commencing at 6.00pm

**Council:**

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

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AGENDA FOR THE MEETING OF SURF COAST SHIRE COUNCIL  
TO BE HELD VIA VIDEO CONFERENCE (ZOOM)  
ON TUESDAY 8 DECEMBER 2020 AT 6.00PM

**PRESENT:**

**OPENING:**

Council acknowledges the traditional owners of the land where we meet today and pays respect to their elders past and present and acknowledges the citizens of the Surf Coast Shire.

**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.

**APOLOGIES:**

**CONFIRMATION OF MINUTES:**

**Recommendation**

That Council notes the minutes of the Council Meeting held on 24 November 2020 and the minutes of the Special Council Meeting for Hearing Submissions held on 1 December 2020 as correct records of the meeting.

**LEAVE OF ABSENCE REQUESTS:**

**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.*

**PRESENTATIONS:**

**PUBLIC QUESTION TIME:**

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## 1. PETITIONS & JOINT LETTERS

### 1.1 Petition - State of Winchelsea after Maintenance Change

**Author's Title:** Manager Facilities & Open Space Operations      **General Manager:** Chris Pike

**Department:** Facilities & Open Space Operations      **File No:** F18/67-2

**Division:** Culture & Community      **Trim No:** IC20/1635

**Appendix:**

1. Winchelsea Tidy Petition ALL\_Redacted (D20/221175)

**Officer Conflict of Interest:**

In accordance with Local Government Act 2020 – Section 130:

Yes

No

**Status:**

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

Yes

No

**Reason:** Nil

**Reason:** Nil

### Purpose

The purpose of this report is to receive and note the petition requesting that Council:

1. Reinstate our local gardening and mowing team.
2. Tell us what standards apply to the maintenance of our lawns and gardens (including how frequently they are supposed to be attended to) and how their appearance is monitored.
3. Maintain our town at a good standard all the time, so we don't have to complain constantly.

The petition consists of 276 signatures.

### Recommendation

That Council, in accordance with its Governance Rules:

1. Receives and notes the petition requesting:
  - a) Reinstate our local gardening and mowing team.
  - b) Tell us what standards apply to the maintenance of our lawns and gardens (including how frequently they are supposed to be attended to) and how their appearance is monitored.
  - c) Maintain our town at a good standard all the time, so we don't have to complain constantly.
2. Refers the petition to the General Manager Culture and Community for consideration.
3. Requires a report on the petition be presented to the 19 January 2021 Council Meeting.

**1.1 Petition - State of Winchelsea after Maintenance Change**

**APPENDIX 1 WINCHELSEA TIDY PETITION ALL\_REDACTED**

### Keep Winchelsea tidy and smart

11/23/2020

The petitioners whose names, addresses and signatures appear hereunder, petition the Surf Coast Shire as follows:

We are very unhappy with the presentation of our town. We understand that Shire arrangements for mowing and gardening crews have recently changed and the difference is very noticeable. The dedicated local employees who used to manage gardening and mowing took pride in their work and did a great job. Now, we are part of a rotating crew arrangement. For 2-3 months the presentation of the town has been unsatisfactory and embarrassing to us. The grass in our public areas has reached 30 cm high, people have been afraid to walk in areas near the river for fear of snakes, numerous people have complained, finally a maintenance crew has blitzed the town, then the cycle starts again. This is not good enough. Our town needs to be presented well, to encourage people to stop and support our businesses and to protect our reputation. We should not have to complain before we get some action. We petition the Shire to:

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**1.1 Petition - State of Winchelsea after Maintenance Change**


27 NOVEMBER 2020

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**1.1 Petition - State of Winchelsea after Maintenance Change**

**Keep Winchelsea tidy and smart**

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**1.1 Petition - State of Winchelsea after Maintenance Change**

**Keep Winchelsea tidy and smart**

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**1.1 Petition - State of Winchelsea after Maintenance Change**

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**Keep Winchelsea tidy and smart**

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**1.1 Petition - State of Winchelsea after Maintenance Change**

**Keep Winchelsea tidy and smart**

11/26/2020

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**1.1 Petition - State of Winchelsea after Maintenance Change**

*[Handwritten signature]*

**Keep Winchelsea tidy and smart**

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11/26/2020

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**1.1 Petition - State of Winchelsea after Maintenance Change**

**Keep Winchelsea tidy and smart**

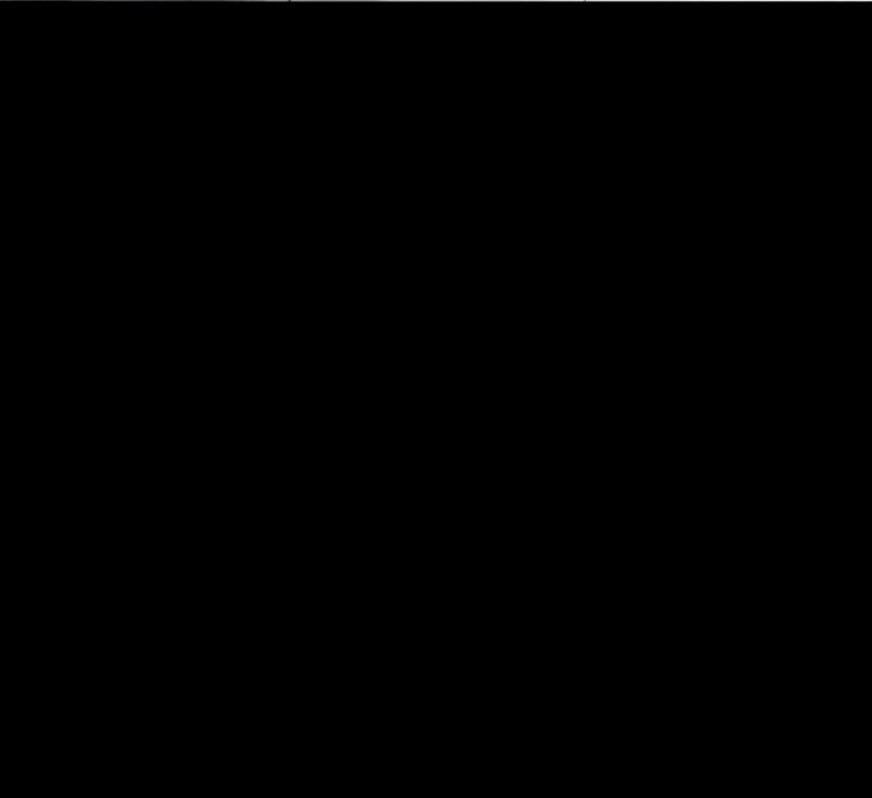
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**1.1 Petition - State of Winchelsea after Maintenance Change**

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**Keep Winchelsea tidy and smart**

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	[Redacted Content]		
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**1.1 Petition - State of Winchelsea after Maintenance Change**

**Keep Winchelsea tidy and smart**

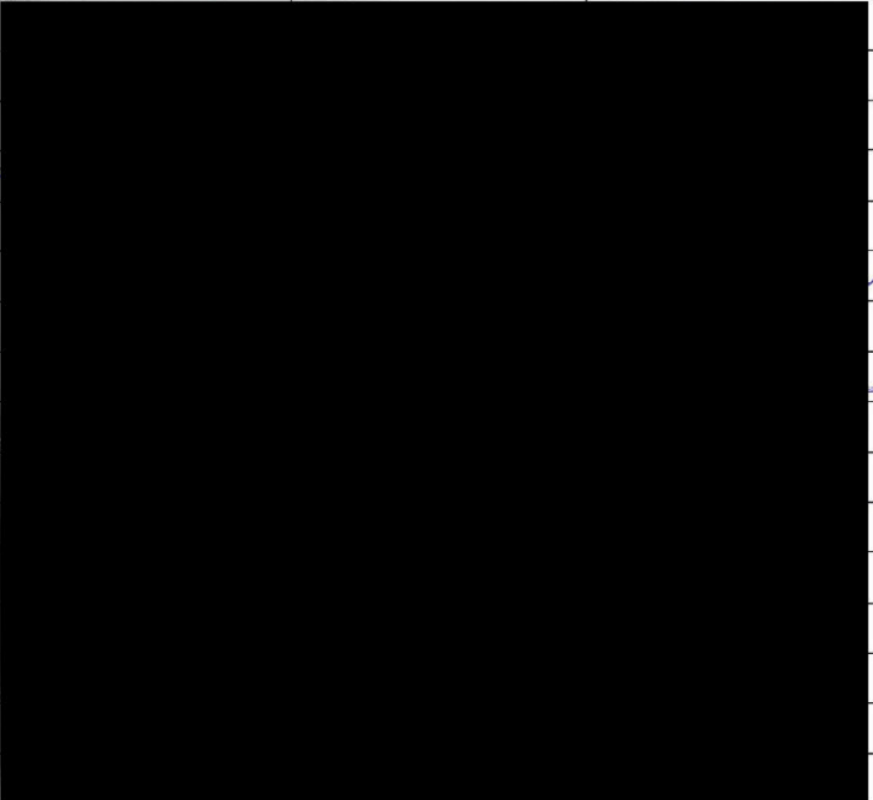
11/26/2020

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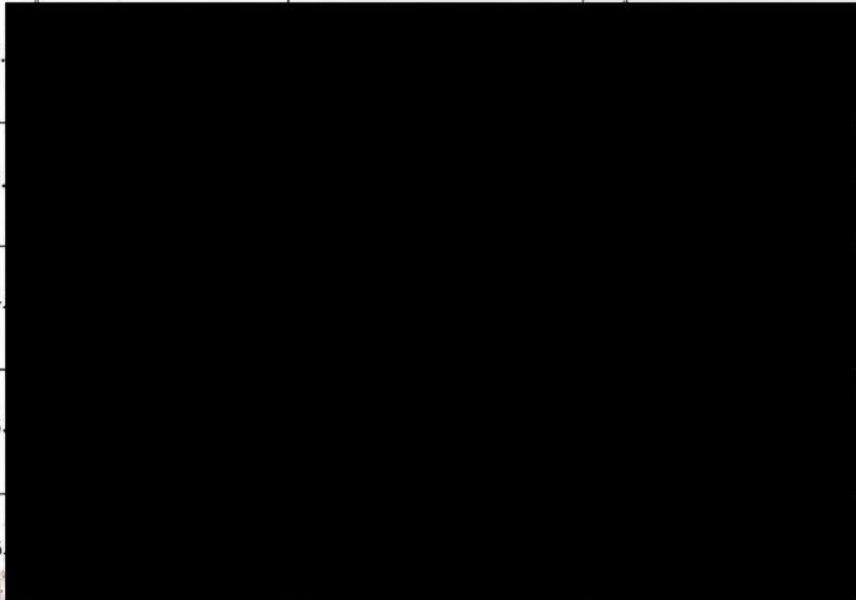
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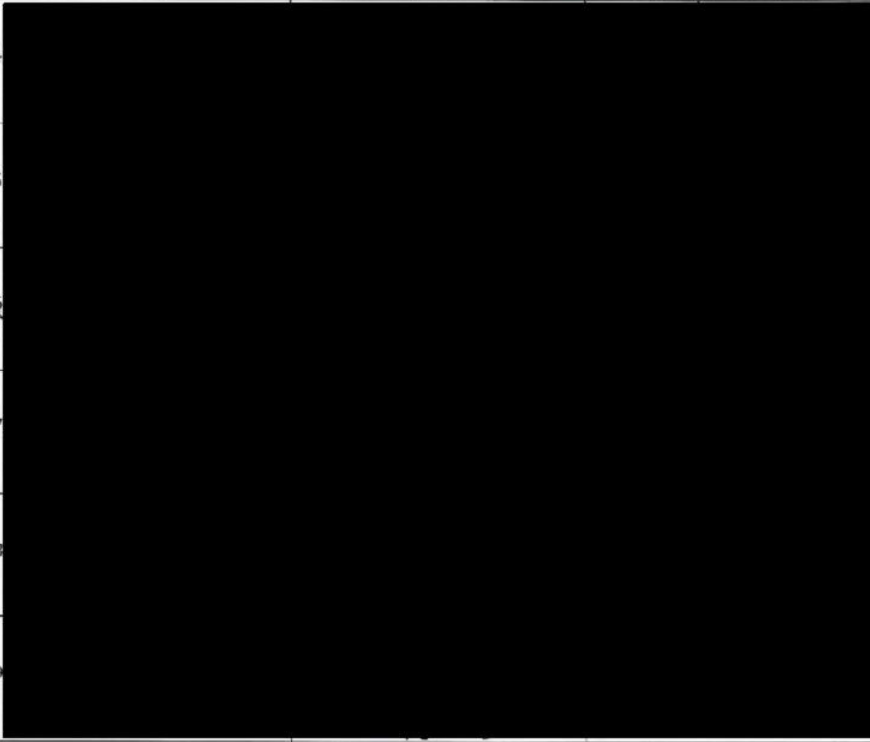
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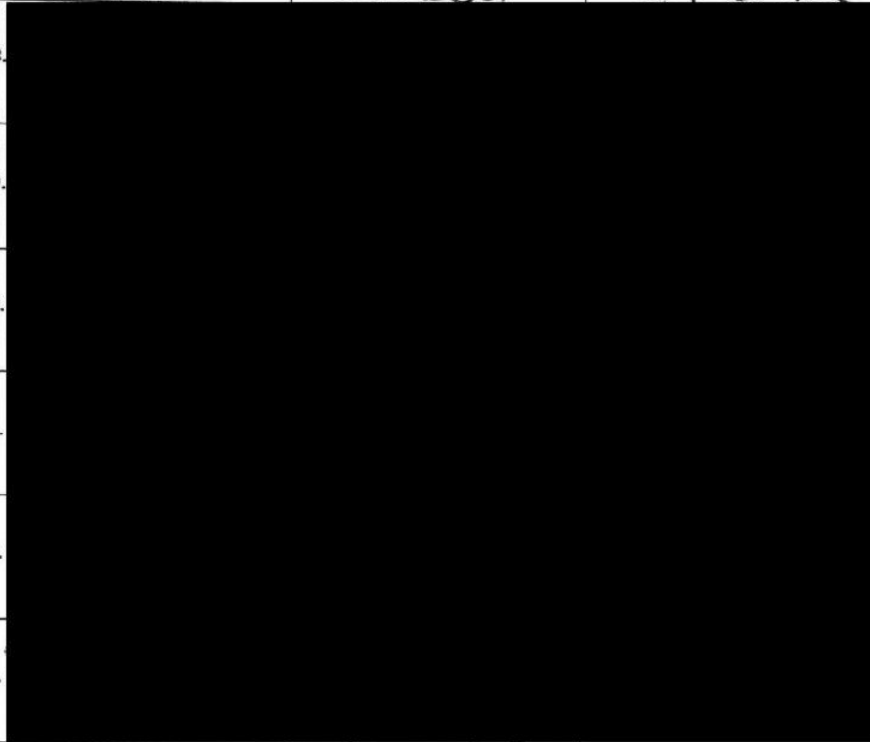
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We are very unhappy with the presentation of our town. We understand that Shire arrangements for mowing and gardening crews have recently changed and the difference is very noticeable. The dedicated local employees who used to manage gardening and mowing took pride in their work and did a great job. Now, we are part of a rotating crew arrangement. For 2-3 months the presentation of the town has been unsatisfactory and embarrassing to us. The grass in our public areas has reached 30 cm high, people have been afraid to walk in areas near the river for fear of snakes, numerous people have complained, finally a maintenance crew has blitzed the town, then the cycle starts again. This is not good enough. Our town needs to be presented well, to encourage people to stop and support our businesses and to protect our reputation. We should not have to complain before we get some action. We petition the Shire to:

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3. Maintain our town at a good standard all the time, so we don't have to complain constantly.

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**1.1 Petition - State of Winchelsea after Maintenance Change**

**Keep Winchelsea tidy and smart**

11/23/2020

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## 2. RESPONSIBLE & PLANNING AUTHORITIES

### 2.1 Planning Permit Application 20/0283 - Construct Three Storey Residential Apartment Building, Removal of Native Vegetation and Construction of Fences - 82-92 The Esplanade, Torquay

**Author's Title:** Principal Statutory Planner  
**Department:** Planning & Development  
**Division:** Environment & Development

**General Manager:** Ransce Salan  
**File No:** 20/0283  
**Trim No:** IC20/1566

**Appendix:**

Nil

**Officer Conflict of Interest:**

In accordance with Local Government Act 2020 – Section 130:

Yes

No

**Reason:** Nil

**Status:**

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

Yes

No

**Reason:** Nil

#### Purpose

The purpose of this report is to determine Planning Permit Application 20/0283 for the development of 34 apartments across four residential properties on The Esplanade Torquay. The proposal has attracted a significant level of objection from the community.

#### Summary

<b>DATE RECEIVED</b>	4/08/2020
<b>PROPERTY NUMBER</b>	118750, 118760, 118770, 118780
<b>PROPERTY ADDRESS</b>	86 – 92 The Esplanade Torquay
<b>APPLICANT</b>	AMERL Industries Pty Ltd
<b>PROPOSAL</b>	Construct a Three-storey Residential Apartment Building and Removal of Native Vegetation and Construction of Fences
<b>ZONE</b>	General Residential Zone 1
<b>OVERLAY/S</b>	Significant Landscape Overlay – Schedule 6 Design and Development Overlay – Schedule 13 Development Contributions Overlay – Schedule 2
<b>PERMIT TRIGGERS</b>	Schedule 6 to Clause 42.03-2 - Removal of vegetation Schedule 13 to Clause 43.02-2 – Buildings and works, and construction of fences.
<b>RESTRICTIVE COVENANTS</b>	Nil
<b>CURRENT USE/ DEVELOPMENT</b>	Vacant/Residential
<b>CULTURAL HERITAGE MANAGEMENT PLAN</b>	Yes
<b>OBJECTIONS</b>	58; one support
<b>STATUTORY DAYS</b>	39 on 17/11/2020

## **2.1 Planning Permit Application 20/0283 - Construct Three Storey Residential Apartment Bulding, Removal of Native Vegetation and Construction of Fences - 82-92 The Esplanade, Torquay**

### **Recommendation**

That Council, having caused notice of planning application No. 20/0283 to be given under Section 52 of the *Planning and Environment Act 1987*; and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to Refuse to Grant a Permit under the Surf Coast Planning Scheme in respect of the land known and described as 86-92 The Esplanade, Torquay for Construct a Three-storey Residential Apartment Building and Removal of Native Vegetation and Construction of Fences in accordance with the plans on the following grounds:

1. The application fails to respond to the existing and preferred neighbourhood character as evidenced by a failure to comply with the requirements and objectives of clause 43.02 – Schedule 13 relating to site coverage and landscaping, height, setbacks, spacing and fencing.
2. The height, bulk, siting and lack of landscaping of the development is not responsive to policies related to built form which encourage an appropriate response to the character of the area, including Clause 15.01-1S, Clause 15.01-2S and Clause 21.08 – Torquay Jan Juc Strategy.
3. The application fails to satisfactorily respond to the objectives and standards of clause 55 including neighbourhood character, site coverage, front fences, solar access to open space, communal open space, deep soil areas, noise attenuation.
4. The application fails to provide a satisfactory level of internal amenity for future occupants due to excessive screening and obscure glazing, shadowing of open space and windows.
5. The application has not demonstrated that residential amenity will be protected from noise generated by the proposal, particularly noise from residents and vehicles using car parking areas located close to residential boundaries.
6. The application fails to provide evidence that the existing sewage easement and infrastructure can be relocated in accordance with Barwon Water requirements.



## 2.1 Planning Permit Application 20/0283 - Construct Three Storey Residential Apartment Building, Removal of Native Vegetation and Construction of Fences - 82-92 The Esplanade, Torquay

### Report

#### Officer Conflict of Interest

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

#### Proposal

The application seeks approval for the construction of thirty-four (34) residential apartments, the construction of fences and the removal of vegetation. The application has not proposed subdivision or the consolidation of the existing lots.

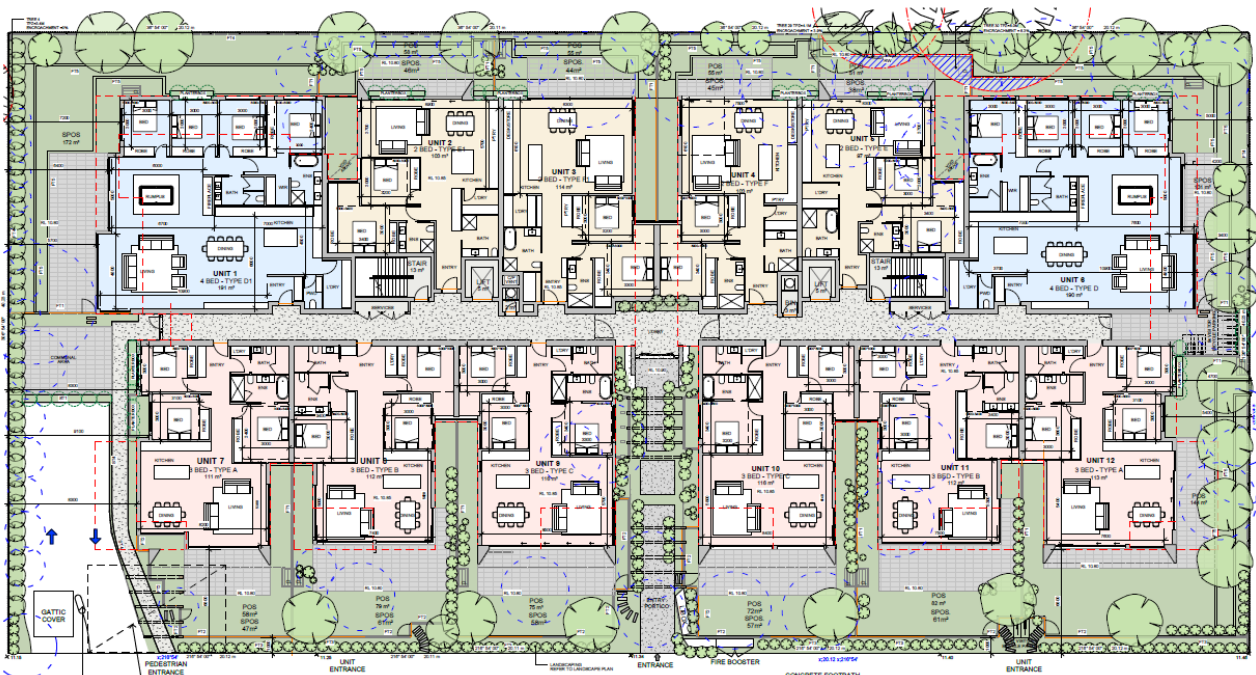
The proposal includes essentially two main buildings across four titles and over three levels with basement parking. Twelve apartments are proposed on both ground floor and first floor levels, and ten apartments on second floor level. The apartments are comprised of eight (8) x 2 bedroom dwellings, 22 x 3 bedroom dwellings, and four (4) x four bedroom dwellings.

The building would be constructed over four levels including basement parking for 66 spaces including six (6) visitor parking spaces. Parapets, 1.2m high screens, and roof top plant (including lift overruns and stair access) are located above the finished roof level.

Figure 1 – South-east (front) Elevation



Figure 2 – Ground floor



## 2.1 Planning Permit Application 20/0283 - Construct Three Storey Residential Apartment Building, Removal of Native Vegetation and Construction of Fences - 82-92 The Esplanade, Torquay

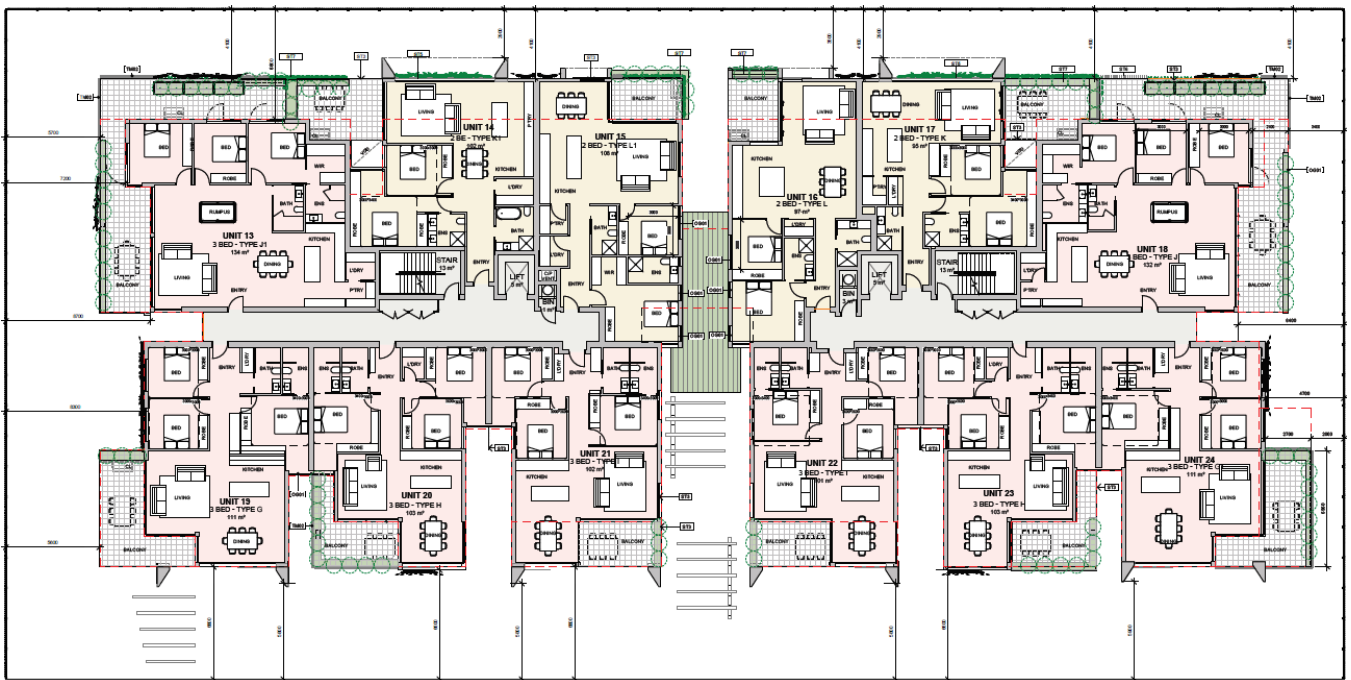
Above ground, the apartment complex is essentially broken into two “pods”, connected at apartments 3 and 4 at ground level. A central lobby provides pedestrian access from The Esplanade. An internal passage provides direct access to apartments 1 – 12, two stairwells and two lifts that abut apartments 2 and 5 and provide access to the upper floor levels. Waste chutes and service cupboards are clustered with each of the lifts/stairwells on all levels.

The rear apartments have access to ground level secluded private open space; the front apartments have direct access to open space.

The front and side boundary setbacks are varied and are described here using closest point of the building to the boundary as the reference; in many instances, the closest point is to solid external screen.

The front street setback to the building is 6.6 metres; the solid screens 5.8 metres from the front title boundary, and a bank of mailboxes (shown in figure 10 below) is located adjacent to the pedestrian walkway.

Figure 3 – First floor

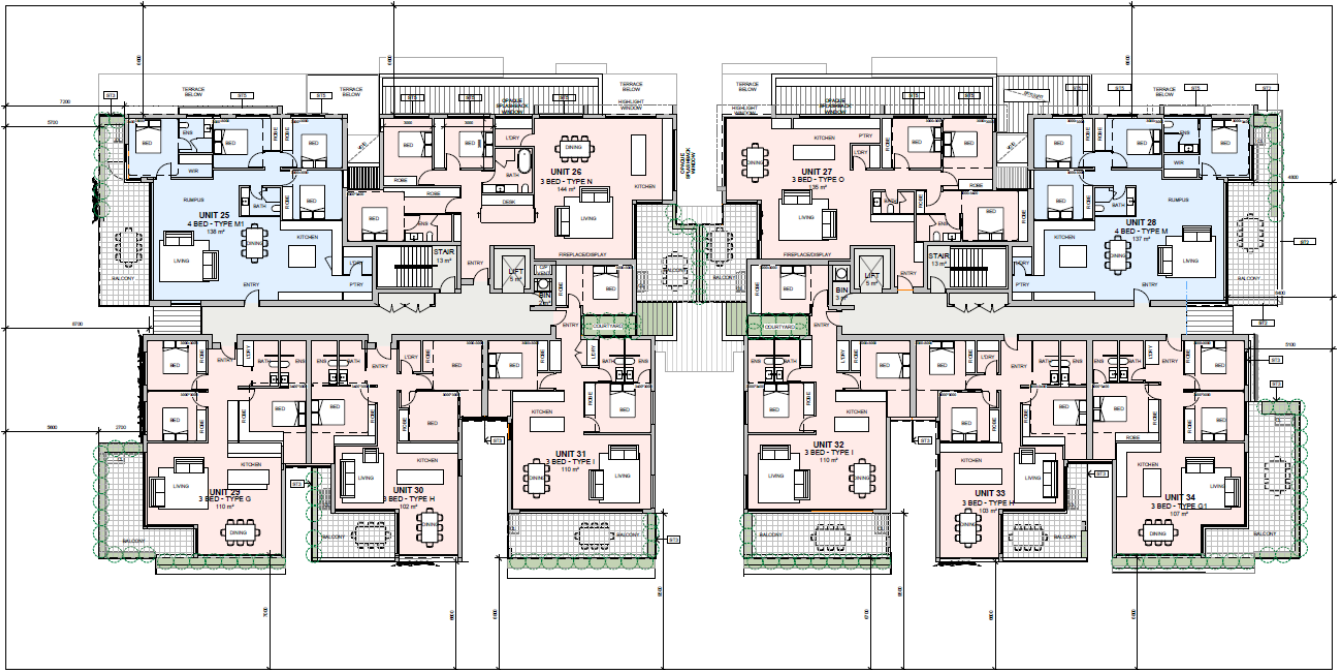


The second level (first floor) is accessed via the lift and stairwell abutting apartments 14 and 17; there is no pedestrian connection between the “pods” at the first and second floor.

The number of apartments is the greatest on this level, and open space is provided through the provision of balconies as direct access to ground level open space is not available.

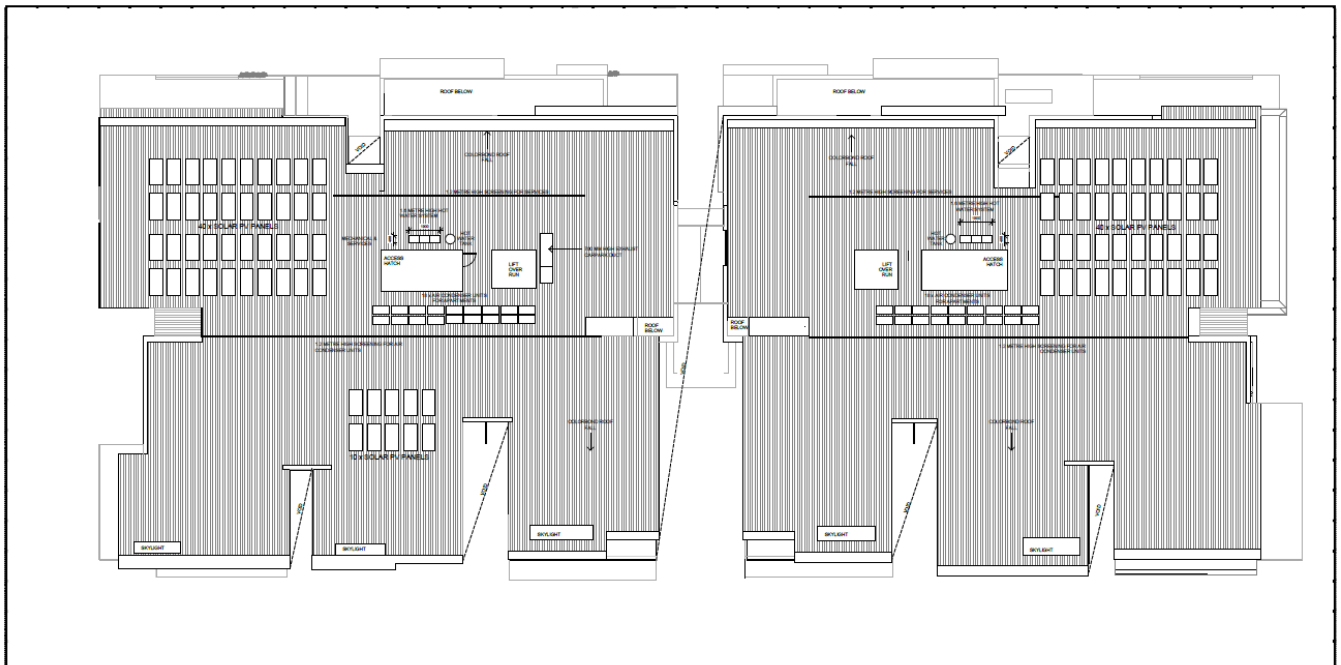
**2.1 Planning Permit Application 20/0283 - Construct Three Storey Residential Apartment Building, Removal of Native Vegetation and Construction of Fences - 82-92 The Esplanade, Torquay**

Figure 4 – Second floor



The third level (second floor) is accessed via the lift and stairwell abutting apartments 26 and 27.

Figure 5 – Roof plan

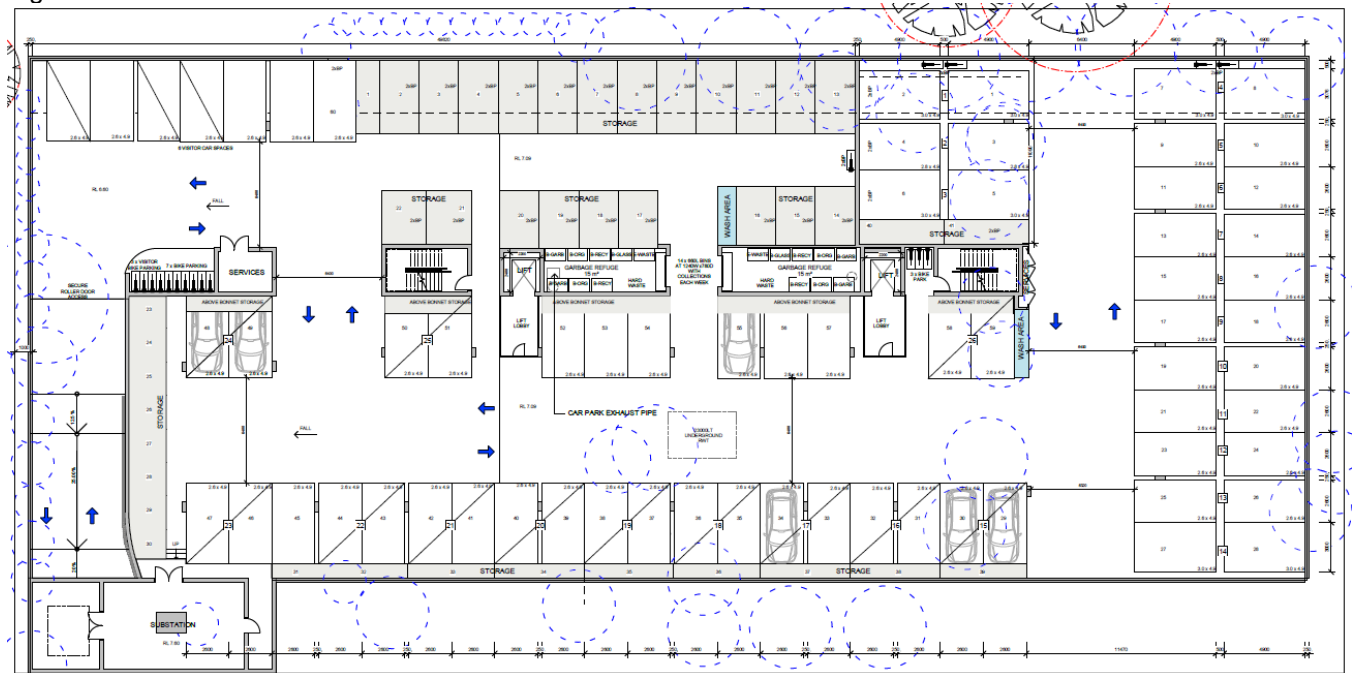


The roof plan indicates a lift overrun and an access hatch which sit 1.0 metre above the finished roof level on each pod. Other roof top infrastructure includes two 1.6 metre high (1.9m x 0.4m x 1.6mH) hot water systems, 36 air condenser units, 90 solar panels and air vents.

A central 1.2m high screen dissects the roof area, with a second 1.2m high set north on the roof for screening the plant from both front and rear of the roof on each pod.

**2.1 Planning Permit Application 20/0283 - Construct Three Storey Residential Apartment Building, Removal of Native Vegetation and Construction of Fences - 82-92 The Esplanade, Torquay**

Figure 6 – Basement level



The development includes a basement level car park with the plans indicating parking for 66 cars, including 6 visitors bays. Based on an existing ground level of RL10.85 and a FFL of the basement of RL 7.09 approximately 3.7 metres (depth) of excavated soil will be removed to construct the basement.

Vehicular access to the car park is via a ramp from The Esplanade with entering drivers able to open the roller door using an electronic card reader located in the driveway, approximately 3.0m from the front boundary. Pedestrian access is via the lift or stairwell accessed from within the building.









The basement also includes a services cupboard, parking for eighteen bicycles, the waste area, and storage lockers.


The development is proposed to be constructed using a range of materials, as indicated below.

Figure 7 – Material schedule

**2.1 Planning Permit Application 20/0283 - Construct Three Storey Residential Apartment Bulding, Removal of Native Vegetation and Construction of Fences - 82-92 The Esplanade, Torquay**

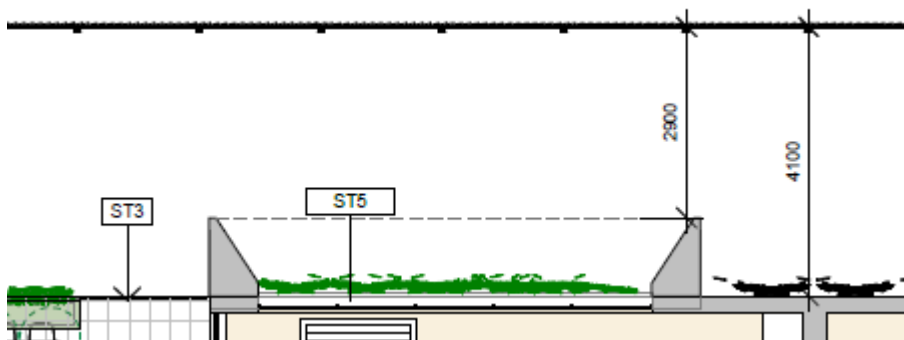
**MATERIAL SCHEDULE**

 <p><b>RC01</b></p>	 <p><b>CG01</b></p>	 <p><b>OG01</b></p>	 <p><b>TM01</b></p>
<p>WHITE CEMENT CONCRETE</p>	<p>ALL GLASS TO BE CLEAR GLASS FINISH UNLESS OTHERWISE STATED</p>	<p>OPAQUE GLASS (ALL GLASS OVERLOOKING OTHER POS TO BE OPAQUE UP TO 1700 HIGH)</p>	<p>WHITE HORIZONTAL LOUVRES</p>
 <p><b>TC01</b></p>	 <p><b>TC02</b></p>	<p>OR</p>  <p><b>TC02</b></p>	 <p><b>TM02</b></p>
<p>LIME WASHED TIMBER/COMPOSITE CLADDING</p>	<p>WHITE TIMBER/COMPOSITE SHIPLAP CLADDING</p>	<p>VERTICAL WALL CLADDING</p>	<p>VERTICAL TIMBER/COMPOSITE BATTENS</p>



GREEN WALL - CLIMBING PLANTS TO GROW ON WIRE/MESH

Figure 8– Distance from solid screen walls



The rear (north-west) boundary setback is 2.9 metres, the side (south-west) setback is 5.6 metres and side (north-east) setback is 2.0 metres.

## 2.1 Planning Permit Application 20/0283 - Construct Three Storey Residential Apartment Building, Removal of Native Vegetation and Construction of Fences - 82-92 The Esplanade, Torquay

The application includes the construction of fences forward of the building comprising of 1.5m high slat fence with some transparency (to 50% of each ground floor apartment frontage), 1.5 metre high vertical solid timber slat fence (to 50% of each ground floor apartment frontage) and solid side fences to a height of 1.8 metre. Fences also divide the open space areas between the ground level apartments, including in the front setback; these fences are 1.8m high and extend to within 1.0m of the title boundary.

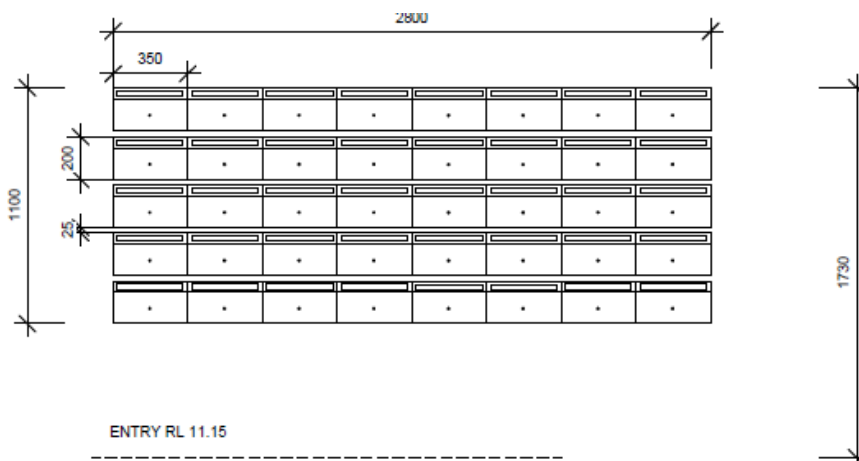
Figure 9 – Proposed Fencing Types



While new fences are proposed to all boundaries, it is only those (including on side boundaries and in the front street setback) that are over 1.0 metre in height and forward of the building that trigger a permit.

The plans provided with the application fail to show the existing levels of natural ground level on the development plans and has hindered an accurate assessment of the finished height. The proposed roof height of the building appears to be 10.03 metres (excluding screens and roof top plant). No RL's have been provided for the lift overrun.

Figure 10 – Mailboxes



## 2.1 Planning Permit Application 20/0283 - Construct Three Storey Residential Apartment Building, Removal of Native Vegetation and Construction of Fences - 82-92 The Esplanade, Torquay

### *Subject Site and Locality*

The application site is located over four properties comprising seven lots on The Esplanade in Torquay as follows:

- 86 The Esplanade: Lots 13 and 14 Block 1 on LP 00239
- 88 The Esplanade: Lots 1 and 2 on TP 092207V (formerly Lots 11 and 12 on LP 002379)
- 90 The Esplanade: Lots 9 and 10 Block 1 on LP 002379
- 92 The Esplanade: Lot 2 on PS 094525

The land lies immediately opposite the Foreshore and beach and approximately 1.0km from the Torquay town centre. The land is also located in an area of Cultural Heritage Sensitivity.



The site abuts residential lots to the north-west, north-east and south-west and these are developed with the dwellings at either single or two storey scale. To the immediate south-west is a block of attached dwellings; excepting one of the dwellings, these dwellings are single.

The rhythm of setbacks along The Esplanade is generally consistent and spacing around buildings and open back yards are features of the area. In Felix Crescent to the north-west, many of the dwellings include rear facing decks.

The Wyndham Resort is the exception in an area generally developed for housing. The resort is developed over three storeys (plus basement) and is an island site bounded by Deep Creek to the north, The Esplanade to the East, Darlan Road to the south and Riverside Drive to the west. Subsequent to the construction of the Wyndham, housing development has occurred to the immediate west.

## 2.1 Planning Permit Application 20/0283 - Construct Three Storey Residential Apartment Building, Removal of Native Vegetation and Construction of Fences - 82-92 The Esplanade, Torquay

### Permit / Site History

The history of the site includes:

Application Number	Proposal	Decision	Date
17/0374	Construction of a Residential Apartment Building (48 Apartments)	Refused	10 January 2019

### Public Notification

The application has been advertised pursuant to Section 52 of the Planning and Environment Act 1987 by:

- Sending notices to the owners and occupiers of adjoining land;
- Placing a sign on site;
- Placing a notice in the following newspapers.

### Objections

A total of 58 objections have been lodged with Council. One submission in support has been lodged. The objections can be summarised as follows:

Issue
Loss of residential amenity from: <ul style="list-style-type: none"> <li>• Overshadowing of residential properties from proposed buildings</li> <li>• Overlooking</li> <li>• Noise including from equipment, residents, vehicles</li> <li>• Change of outlook and building bulk</li> <li>• Loss of views</li> </ul>
Devaluation of property
Inconsistent with the neighbourhood character in relation to: <ul style="list-style-type: none"> <li>• Height</li> <li>• Scale</li> <li>• Setbacks</li> <li>• Landscaping area provided</li> <li>• Site coverage</li> </ul>
Visual impact of development from the Esplanade and coastal foreshore
Density of proposal not suited to this location of Torquay
Loss of vegetation
Insufficient and lack of appropriate access to parking being provided on the site
Waste removal trucks restricted from movement within carpark
Removal of existing parking within the Esplanade
Increase in traffic and impact on the function of the Esplanade
Lack of storage associated with apartments
Lack of Deep Soil Area
Appropriate drainage



## 2.1 Planning Permit Application 20/0283 - Construct Three Storey Residential Apartment Building, Removal of Native Vegetation and Construction of Fences - 82-92 The Esplanade, Torquay

Potential for future subdivision resulting in individual tenancies
Use of apartments as short stay accommodation, and the potential for ill behaviour associated with short term accommodation.
Increase in animals to the area
<p>Compliance with planning provisions:</p> <ul style="list-style-type: none"> <li>• Non consistent with Clauses 15.01 – Built Environment and 16.01 - Residential Development</li> <li>• Non consistent with Clause 21.08 – Torquay Jan Juc Strategy</li> <li>• Non consistent with Clause 22.09 – Torquay Jan Juc Residential Development and Neighbourhood Character Policy</li> <li>• Non consistent with Design and Development Overlay – Schedule 2.</li> </ul>

The objections have been provided to Council and considered in the assessment section of this report.

### Consultation

In accordance with section 223 of the *Local Government Act 1989* submitters were provided with the opportunity to be heard at the Special Council Meeting to the hear submissions.

At the at the Special Council held on 1 December 2020 the council heard submissions on this matter The council resolved to receive and note the submissions and forward to the Ordinary Council Meeting for consideration on the 8 December 2020.

The hearing of submissions resulted in an improved understanding of the application and the issues of concern, but did not result in any changes to the application.

### Referrals

The following external referrals were undertaken:

Referral Authority	Type of Referral	Advice/ Comments/ Conditions
Barwon Water	Informal	Objects

The following internal referrals were undertaken:

Department	Advice/ Comments/ Conditions
Infrastructure	Consents subject to conditions - Refer to comments in report
Waste	Consents subject to conditions
<b>Officer comment</b>	The comments of these departments have been considered in the assessment of the application.

### Relevant Planning Scheme Amendments

There are no current planning scheme amendments relevant to this application.

### Zoning

The site is zoned General Residential Zone. The purpose of which is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To encourage development that respects the neighbourhood character of the area.*
- *To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.*
- *To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.*

The use of the land and buildings and works does not require approval pursuant to the General Residential Zone.

## **2.1 Planning Permit Application 20/0283 - Construct Three Storey Residential Apartment Building, Removal of Native Vegetation and Construction of Fences - 82-92 The Esplanade, Torquay**

The zone requires a mandatory height limit of 11 metres; the height is measured to the roof. The zone also refers to a maximum of three storeys (excluding a basement).

The zone also refers to a mandatory minimum garden area with the development of dwellings.

### **Overlays**

#### Design and Development Overlay – Schedule 13

Pursuant to Clause 2.0 to Schedule 13 of the Design and Development Overlay planning approval is required for buildings and works. The schedule contains a number of preferred requirements to ensure consistency with the preferred neighbourhood character. An assessment of the application against these controls is provided later in this report.

In addition, a permit is required to construct a fence with a height more than 1.0m and with the following attributes:

- 6 metres of the front street boundary.
- 1 metre of a boundary abutting a public open space or foreshore reserve.

#### Significant Landscape Overlay – Schedule 6

Pursuant to Clause 3.0 to Schedule 6 of the Significant Landscape Overlay a permit is required in the following instances:

*Remove, destroy or lop any Bellarine Yellow Gum (Eucalyptus leucoxylon subsp. bellarinensis) or Moonah (Melaleuca lanceolata subsp. lanceolata), any exotic tree greater than 5 metres in height or native vegetation greater than 3 metres in height. This does not apply:*

- *If the vegetation is dead.*
- *If the vegetation is within 2 metres of the outer edge of the roof of a building or overhangs this area.*
- *If the vegetation is listed as an environmental weed in the incorporated document Weeds of the Surf Coast Shire (2013).*
- *To the reasonable trimming of vegetation for the purpose of maintaining its on-going health and proportion within the garden landscape.*

#### Schedule 2 to the Development Contributions Plan Overlay (DCPO2)

A DCPO does not trigger the requirement for a planning permit but it specifies that a permit granted must be consistent with and give effect to a development contributions plan.

DCPO2 specifies financial contributions to be made to development infrastructure and community infrastructure. It contains 26 charging areas with the subject site falling into area 16. Pursuant to Clause 3.0 of DCPO2 the levy payable is \$1210 for each dwelling proposed.

### **Relevant Particular Provisions**

The following Particular Provisions are relevant to the consideration of this application:

#### Clause 52.06 – Car parking

In accordance with Clause 52.06-5, the development requires a total of 60 car parks for residents; in addition to 6 visitor parking spaces.

Basement parking for a total of 66 parking spaces have been provided.

Each car parking space measures 2.6W x 4.6L and provides sufficient accessway widths to meet the design standards pursuant to Clause 52.06-9. Where tandem parking is proposed, an additional 500mm has been provided between the parks in accordance with Table 2: Minimum dimensions of car parking spaces and accessways of Clause 52.06-9.

## **2.1 Planning Permit Application 20/0283 - Construct Three Storey Residential Apartment Bulding, Removal of Native Vegetation and Construction of Fences - 82-92 The Esplanade, Torquay**

The proposed gradient of the ramp is not considered compliant with Table 3: Ramp Gradients pursuant to design standard 3- Gradients.

### Clause 53.18 – Stormwater management in urban development

This clause specifies objectives for stormwater management which must be met and standards which should be met. The required information has not been provided; limiting the ability for Infrastructure to provide an informed decision on the drainage impact of the development.

### Clause 55 – Development of two or more dwellings on a lot (including apartment standards).

An application to develop land for more than one dwelling/apartments must be assessed against the standards of Clause 55 including the apartment standards at Clause 55.07. A full assessment against the relevant standards is provided later within this report.

Generally the application is consistent with Clause 55, however fails to meet standards relating to:

- Neighbourhood Character
- Building height
- Site Coverage
- Landscaping
- Front fencing
- Solar access to open space
- Detailed design
- Deep soil areas and Canopy Trees
- Noise sources.

### ***Planning Policy Framework***

The following policies are relevant to the consideration of this application:

- 11.0-1-1S Settlement
- 11.0-1-1R Settlement – Geelong G21
- 11.02-1S Supply of urban land
- 11.03-4S Coastal settlement
- 11.03-5S Distinctive areas and landscapes
- 11.03-5R The Great Ocean Road region
- 13.05-1S Noise
- 13.07-1S Land use compatibility
- 15.01-1S Urban design
- 15.01-2S Building design
- 15.02-1S Energy and resource efficiency
- 15.01-5S Neighbourhood character
- 16.01-1S Housing supply
- 19.02 Community Infrastructure
- 19.03 Development Infrastructure

### Municipal Strategic Statement

The MSS is a statement of the key strategic planning, land use and development objectives for the municipality and the strategies and actions for achieving those objectives. The key provisions of the MSS as it relates to this application include:

- Clause 21.01 Profile and Vision
- Clause 21.02 Settlement, Built Environment, Heritage and Housing
- Clause 21.03 Environmental Management
- Clause 21.08 Torquay-Jan Juc Strategy

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These clauses outline that the Surf Coast Shire contains rich and diverse environmental, cultural and scenic landscapes including rugged coastlines, native forests, rolling to flat rural plains and many rivers, lakes and wetlands. The southern part of the Shire contains nodes of coastal townships dotted along the Great Ocean Road comprising Torquay-Jan Juc, Anglesea, Aireys Inlet, Fairhaven, Moggs Creek and Lorne. Each of these towns has its own distinct character and identity and a potential for development.

A recurring theme of the Surf Coast Shire's MSS is balancing development against the environmental qualities of the Shire which provide the foundation of its attractiveness as a place to live, to work and to visit. To achieve this Shire has adopted detailed policies for the coastal townships and their hinterland which direct new development into existing town areas and limit development in areas of high scenic, environmental and agricultural value.

The MSS identifies that Torquay-Jan Juc and Winchelsea will be the urban growth areas within the Shire. A lesser intensity of development is planned for the smaller coastal townships due to character, environmental and servicing considerations.

The Torquay-Jan Juc Strategy (Clause 21.08) describes Torquay-Jan Juc as follows:

*Torquay-Jan Juc is the main urban growth centre of the Surf Coast Shire. It is a popular destination for surfers, tourists, holiday makers and retirees, and the sea-change movement has resulted in the town becoming increasingly popular for permanent settlement by those valuing a coastal lifestyle.*

Key Issues and Influences identified include:

- *State and regional policies identifying Torquay-Jan Juc as a growth node in the Great Ocean Road and G21 regions.*
- *Balancing growth and development densities against a community desire to maintain the coastal character of Torquay-Jan Juc whilst also achieving overarching sustainability objectives. The five values identified in Sustainable Futures Plan Torquay Jan Juc 2040 (2012) to help manage this are:*
  - *Value 1: Places for People – The importance of a close knit community*
  - *Value 2: The Natural Environment – Protecting and enhancing the natural environment*
  - *Value 3: The Built Environment – Fostering the unique coastal look and feel*
  - *Value 4: Services and Infrastructure – Planning for services and infrastructure with development*
  - *Value 5: A Local Economy – Providing employment opportunities locally.*
- *Increasing housing diversity and affordability in response to socio-demographic change.*

### **21.08-2 Settlement, Built Environment and Housing**

The objective of this clause is:

*To accommodate and manage the projected population growth and demographic change of Torquay-Jan Juc in an environmentally sustainable manner that respects and celebrates the distinct surfing identity and coastal character of the town and responds to Value 1 "Places for People" and Value 3 "The Built Environment" from the Sustainable Futures Plan Torquay Jan Juc 2040 (2012)*

The relevant strategies to achieve this include:

- *Promote a range of lot sizes and housing types, including medium density development in appropriate locations, in the new growth areas and ensure good access to surrounding areas, public transport, public open space and other facilities.*
- *Provide a range of housing types, sizes and configurations at suitable densities to cater for the changing housing needs of current and future populations, taking account of the differential capacity of the various areas to accommodate housing growth and change (in accordance with Map 2 to Clause 21.08 – Torquay-Jan Juc Residential Development Framework).*

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- *Encourage a variety of well-designed medium and higher density housing types and sizes in the form of units, townhouses, terrace housing and low-rise apartments (including smaller sized dwellings with only one or two bedrooms) in Old Torquay and within walking distance of neighbourhood activity centres, ensuring such developments value add to the evolving urban character.*
- *Ensure new residential development is of a high standard and builds on the coastal character by incorporating contemporary designs, with an articulated built form and a range of visually interesting building materials, colours and façade treatments that respond to the local context and preferred character of the neighbourhood.*

### **Local Policies:**

22.09: Torquay – Jan Juc Residential Development and Neighbourhood Character Policy.

As relevant to this application, clause 22.09 sets out the following objectives:

- *To adopt a managed approach to residential development, taking account of the differential capacity of the residential areas in Torquay-Jan Juc to accommodate housing growth and change.*
- *To ensure development achieves architectural and urban design outcomes that positively contribute to the preferred future character of the residential areas of Torquay-Jan Juc, as identified in the Torquay-Jan Juc Neighbourhood Character Study & Vegetation Assessment (2006) and Torquay-Jan Juc Neighbourhood Character Study Review (2012).*
- *To recognise the need for change in urban consolidation areas while respecting the desired future character of these areas.*
- *To promote a range of housing types, sizes and configurations in appropriate locations to accommodate the future needs of Torquay-Jan Juc's growing and changing population.*
- *To ensure that landscaping and trees remain a major element in the appearance and character of Torquay-Jan Juc's residential environments.*
- *To provide greater certainty for the community and the development industry as to the preferred intensity of residential development and the future character of different areas of Torquay-Jan Juc.*

The policy goes on to reference a number of different "housing areas" with the preferred character statements varying subject to the area that a site falls within. In this instance, the application site falls within housing area 2 – General Residential (mixed density) which is described as having:

*the capacity to accommodate a moderate level of housing growth and diversity. They include the established neighbourhoods of Old Torquay north of Beach Road, Church Estate and Wombah Park/Golden Beach Estate and the newer residential subdivisions at Surf View Estate and Deep Creek/Briody Drive Estate. The established areas have a garden character consisting substantially of single and double storey detached houses in a garden setting. Throughout the areas there has been a reasonable level of new infill development, but this has largely been restricted to one and two storey detached dwellings and dispersed medium density developments, including villa units and townhouses.*

*The future character of these areas will evolve over time to contain a greater mix of housing types at a lower intensity than in urban consolidation areas, including well designed and site responsive medium density infill development (including second dwellings, dual occupancies and townhouse developments), and exhaustion of remaining vacant lots, dwelling renovations or extensions and replacement of older dwellings by new houses.*

*The balance between the built form and the garden setting will continue to be the valued key characteristic of these areas. Side setbacks on both sides maintain a sense of spaciousness around dwellings. New development will blend with the existing by respecting the older building styles and scales without replicating these, and will contribute to the garden setting and landscape character through the planting of canopy trees, in particular within front gardens.*

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### Summary of Key Issues

#### Building Height

The General Residential Zone, Clause 55 (ResCode) and Schedule 13 to the Design and Development Overlay (DDO13) each refer to building height.

The zone refers to a mandatory height limit of 11 metres; the height is measured to the roof. The zone also refers to a maximum of three storeys (excluding a basement).

Clause 55.03-2 refers to a maximum building height of 9 metres which may be increased to 10 metres where there is a significant slope.

The DDO13 refers to a preferred maximum height of 7.5 metres.

Of relevance, clause 72 defines building height as *the vertical distance from natural ground level to the roof or parapet at any point*.

As indicated in the clause 72 definition set out above, building height is calculated by reference to the main roof and in this instance, this is considered to exclude the lift overrun; the building height is therefore, 10.03 metres.

Whether or not the lift overrun and stair access should be included is clearly articulated in VCAT decision *Prahran Orrong Park Developments Pty Ltd v Stonnington CC [2017] VCAT 1021 (12 July 2017)*. In this decision, Deputy President Mark Dwyer repeats the principles set out in *Aitken Properties Pty Ltd v Hobsons Bay CC* which are:

- *Although a 'building' (as defined) includes any rooftop service installations, the 'building height' (as defined) is calculated from ground level to the roof or parapet. This height calculation thus excludes service installations or other elements above the roof or parapet.*
- *To the extent the definition of 'building height' references the vertical distance to the roof at any point, it may therefore include the highest point of any material roofed element.*
- *Service installations or elements such as a lift overrun, water tanks, screening and solar panels will not therefore, form part of the calculation of 'building height'.*
- *Despite the above, it may be the case that a particular element is of such a size or nature or type of construction, or housed in such a way, that it should be treated as a roofed element in its own right, such that the definition of building height' should be referenced to the vertical distance to the roof of that element.*

The proposed development therefore, complies with the mandatory height limit under the zone and the maximum number of storeys.

The objective of clause 55.03-2 is *to ensure that the height of buildings respects the existing or preferred neighbourhood character*. The preferred character attributes are set out in the DDO13 so it follows that the objectives of clause 55.03-2 are intrinsically linked to the DDO13.

Associated standard B7 states that:

- ***The maximum building height should not exceed the maximum height specified in the zone, schedule to the zone or an overlay that applies to the land*** [author's emphasis].
- ***If no maximum height is specified in the zone, schedule to the zone or an overlay, the maximum building height should not exceed 9 metres, unless the slope of the natural ground level at any cross section wider than 8 metres of the site of the building is 2.5 degrees or more, in which case the maximum building height should not exceed 10 metres*** [author's emphasis].
- *Change of building height between existing buildings and new buildings should be graduated.*

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In this instance, a preferred maximum height is specified in the Design and Development Overlay-Schedule 13. The preferred height against which the proposal must be measured is therefore, 7.5 metres and not 9 metres or 10 metres.

To achieve the objectives set out earlier, the DDO13 includes a number of requirements. This includes a requirement relating to building height which states that *buildings should not exceed a height of 7.5 metres above natural ground level*. The decision guidelines then go on to require decision makers to consider (inter alia) the proposed height of a development in context with its other features and the preferred character outcomes. As building height must be considered in context with the remaining neighbourhood character elements, it is not discussed at length here. However, it is relevant to emphasise that the maximum preferred height limit of 7.5 metres is the relevant height against which the proposal must be measured.

The height of the development has not been reduced from previous application 17/0374.

### Setbacks

Clauses 55.03-1 (street setback), 55.04-1 (side and rear setbacks) and the DDO13 each include minimum setback requirements although in this instance, the requirements of clause 55.03-1 are of lesser relevance as the DDO13 requires a greater street setback greater than clause 55; the side and rear setback requirements of clause 55.04-1 remain relevant and will be briefly discussed here.

The DDO13 includes that *walls of buildings should be set back from streets at least 6 metres from the front street and 3 metres from a side street on a corner lot. Porches, pergolas, balconies and verandahs may not encroach into these setbacks.* [author's emphasis].

The site is not on a corner and therefore, a 6.0m setback is required; this setback must have regard to the pergolas.

In this instance, 6.0 metre setback to the main building has been achieved; however, the solid screening walls lie forward of the building and encroach into the front setback by approximately 0.2m metres. In short, a setback of only 5.8 metres is achieved.

The DDO13 also requires side setbacks of at least *3 metres from one side boundary at ground floor level; 3 metres from both side boundaries at first floor level and 6 metres from a rear boundary abutting a public open space or foreshore reserve*. As the rear boundary of the application site does not abut public open space, the 6.0m rear setback is not relevant.

The side setback requirements of the DDO13 seek to achieve a preferred character outcome; the objective (and standard B17) of clause 55.04-1 seek to achieve both a preferred character outcome and protect the amenity of existing dwellings. The building is not a neat rectangle and therefore the proposed setbacks vary. The setbacks are measured and described in the table below from the closest point of the building to a given boundary (unless a greater setback is required having regard to another point of the building).

Orientation	Required by DDO13	Required by B17	Proposed	Point Measured
<i>Note: some calculations are based on approximate heights using level information provided</i>				
North-west (rear)	N/A	5.29 metres	2.9 metres 6.8 metres	Solid screens Roof
South-west (side)	<b>3.0 metres</b>	5.29 metres	5.6 metres 5.6 metres	Second floor balcony Roof

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North-east (side)	<b>3.0 metres</b>		<b>2.0 metres</b>	Second floor balcony
		5.29 metres	4.56 metres	Roof

As shown in the table, the application fails to meet the side setback requirements of the DDO13 on the north-east side boundary. It also fails to meet the side and rear setback standard B17 of clause 55.04-1 on the north-west (side) elevation.

The encroachment of 1.0m on the north-eastern side under DDO13 is to an open balcony which the impact of bulk is minimised, and is not considered to be fatal to the application.

Given there are four individual sites that this development would traverse, the development provides little separation between the building, which would otherwise have been achieved should the land be constructed with four individual dwellings. The development in this instance does not provide relief through the site by breaking up the pods, and it is the lack of these setbacks and visual permeability that is at odds with the objectives of DDO13.

It is noted that the setbacks proposed are an improvement on previous application 17/0374 given the reduction in the number of apartments. In addition the proposal includes articulation of the buildings along the southern elevation to give a sense of breaking up the bulk. However the only continuous break through the development is located centrally between the pods, with the upper side balconies for apartments 26 and 27 being joined. The first floor level is the only level where no built form is provided between the two pods, and this has a setback of 2.7m between each pod.

**Building site coverage**

Clause 55.03-3 seeks to ensure that *the site coverage respects the existing or preferred neighbourhood character and responds to the features of the site*. Standard B8 of that clause goes on to include that the area of the site covered by buildings should not exceed 60 per cent.

The DDO13 also includes requirements relating to site coverage and landscaping. This requirement states that *at least 50 per cent of the site should be available for the planting of vegetation. The area available for the planting of vegetation cannot include driveways, paths, decks, terraces, patios, swimming pools and tennis courts*.

The requirements of clause 55.03-3 and the DDO13 differ in their emphasis; clause 55 seeks to ensure that no more than 60 per cent of the site is covered by buildings irrespective of the area available for planting. In contrast, the DDO13 seeks to ensure that 50 percent of the site is available for the planting of vegetation irrespective of the building footprint (although it clearly follows that the footprint must be less than 50 percent of the site area). Having regard to the more stringent requirements of the DDO13, it is given greater emphasis here.

Given that the emphasis of the DDO13 is on the area available for the planting of vegetation and not just on the out of ground development on the site, the extent of coverage by the basement car park is considered relevant and this is particularly so given the apparent lack of soil depth over the basement.

Given the levels between the underside of the basement parking and ground levels there will be no soil cover over the underground car park and the area will not be suitable for planting. The basement car park has therefore, been included in the calculations of surface coverage. Based on this premise, the extent of non-plantable area is estimated to be in the order of 2,532m<sup>2</sup> or 78 percent. Should the basement parking not be included, and limited to buildings only including patios and decks, the coverage is 2,151m<sup>2</sup> or 66%.

Of further relevance to this discussion are the 'deep soil' provisions of clause 55.07-4, the objective of which is to *promote climate responsive landscape design and water management in developments to support thermal comfort and reduce the urban heat island effect*.

Associated standard B38 requires that the landscape layout and design be responsive to (inter alia) the site context and maximise deep soil areas for planting canopy trees. The standard goes on to set minimum



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requirements shown as a percentage of the site area that also has a minimum dimension and a minimum number of trees to be planted.

In this instance, the standard requires that 15% of the site area be set aside and that area must have a minimum dimension of 6.0 metres.

One large tree (defined as at least 12 metres high under the standard) must be planted for every 90m<sup>2</sup> of deep soil (or alternatively, two medium trees for each large tree). There are some alternatives to this requirement where the requirement cannot be met; however.

Based on the site area, approximately 485m<sup>2</sup> must be available for the planting of five large trees (or 10 medium trees). Having regard to the footprint of the basement car park and the minimum dimension requirements of the standard, the only suitable area is within the front setback where 315m<sup>2</sup> of land is available. It is noted that Landscape Plan TP01B\_P1 indicates 6 large trees to be planted in this location, however the plan shows 6 medium trees only; these trees achieve a mature height and width of 10m x 5m. It is therefore assumed that no large trees are proposed.

### **Fences**

The objective of clause 55.06-2 is *to encourage front fence design that respects the existing or preferred neighbourhood character*. The preferred character is articulated in the DDO13 and this position is reinforced through the decision guidelines which require decision makers to consider (inter alia) *any relevant neighbourhood character objective, policy or statement set out in this scheme*.

The DDO13 triggers a permit for fences that exceed 1.0 metres in height that are located within 6 metres of the front boundary. This means that all fences above 1.0m (including side and dividing fences) that are forward of the building require planning approval. The relevant design objective seeks to *reinforce and/or establish a low fenced or unfenced open character along the coastal boulevards and reserves*.

The decision guidelines of the DDO13 go on to require decision makers to consider whether a fence is appropriate having regard to the streetscape character and the level of compatibility of the fence with the prevailing style, scale and materials of existing fencing within the streetscape and whether it allows for openness/visual permeability between private and public areas.

As outlined in the proposal description the application includes two differing front fences of 1.5 metres; one fence is proposed to be 50% transparent. The application also includes side fences which are noted on the plans as 1.8 metre but that appear to reach 2.2 metres at the front title boundary and dividing fences that run from the building to the front boundary; these are also noted on the plans as being 1.8 metres high.

The proposed solid fence layout is at odds with the existing streetscape and poses a poor neighbourhood and streetscape character outcome having regard to the overlay.

### **Contextual neighbourhood character discussion**

A broad range of characteristics determine the character of a neighbourhood and streetscape including for example, siting, spacing and setbacks, building style, size and mass, development density, fencing, subdivision patterns, topography and views, vegetation type and cover and surrounding land use.

As mentioned earlier, the DDO13 seeks to achieve a character outcome where buildings complement the foreshore environs by minimising their visual impact as viewed from the public realm. Requirements are applied to achieve a rhythm of spacing between buildings, setbacks and scale; footprints are limited to ensure that the area available to be planted is retained so that the development may be softened by vegetation.

For development to make a positive contribution to the preferred character of the area, cues must be taken from surrounding and nearby development and regard must be given to the overlay and relevant policy; it is not considered appropriate to 'cherry pick' those neighbourhood elements to confirm a conclusion formed ahead of analysis. Genuine regard must be given to the site context and the objectives, requirements and decision guidelines of the Design and Development Overlay, Schedule 13 and this in turn must influence the design response.

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Reference has been made to the Wyndham in order to justify the height of the proposed building. Notwithstanding that in this location the Wyndham is anomalous in terms of its scale, it is also noted that at the time of its approval the Wyndham was located on an island site, bounded by Deep Creek to the north, The Esplanade to the east, Darian Road to the south and Riverside Drive to the west. In short, the context of the building differs to that of the application site which is set among double and single storey scale dwellings.

The proposed development fails on a number of local neighbourhood character elements including height, massing, footprint/landscaping, spacing, setbacks and visual permeability. Notwithstanding the excessive height in its context and the failure to provide relief by stepping in the upper levels, the continuous development across the aggregated lots is considered to be a significant failing of this development. The DDO13 is deliberate in its attempt to establish and protect a visually permeable rhythm of development along The Esplanade and therefore, irrespective of the height, this development is considered to have significant failings. Although this application is a revised proposal the earlier application 17/0374 did have spacing between the apartments when viewed from the Esplanade, and an articulated front façade. This new proposed development does not allow for visual permeability across the four lots.

In summary, the proposed development fails to respond satisfactorily to the DDO13 requirements as evidenced by a failure to meet the preferred height, side setbacks, site coverage, spacing and fence requirements. Based on the number and extent of variations, it is considered reasonable to conclude that the application indicates a lack of regard for the preferred character outcome sought by the DDO13.

If the development were to be assessed purely against the Residential Zone and Clause 55, then it is considered that the proposal would be a compatible development within this location. However DDO13 has more stringent controls to reflect the preferred character of the local area, and this application fails significantly.

### **View Sharing**

A number of the objecting parties raised concern about the loss of views which is a matter that is often considered under the scheme provisions in many of Surf Coast Shire's coastal townships.

In this instance, the DDO13 does reference view sharing in the objectives but the consideration of views is limited to those properties affected by the schedule. In simple terms and as relevant to this discussion, the DDO13 is limited to the front row dwellings on The Esplanade; a different Design and Development overlay schedule applies to those properties immediately behind the front row and beyond. The view sharing provisions may not be applied to those properties outside of the overlay (DDO13).

### **Noise**

No acoustic assessment has been provided with the application.

It is noted that in accordance with standard B40 there is no requirement for an acoustic report to be provided for the benefit, , of those within the development. The application indicates double glazing to all windows and doors.

What the application fails to identify is the impact of this development on existing residents within the area. Objecting parties have raised concern about potential noise nuisance from the proposed development including conversation noise (on balconies), traffic noise and noise from roof top appurtenances and the like.

Given the site's residential zoning, conversation noise can be reasonably expected although anecdotally speaking, this can be exacerbated when the number of units is increased, the source of the noise is higher and accommodation is short term or holiday accommodation.

Having regard to the conservative estimate in the Traffic Assessment of 204 vehicle movements per day, it is considered possible that an unacceptable noise nuisance might occur with vehicular movements.

It is also noted that visual screening is provided to the banks of air conditioners on the roof but no obvious acoustic attenuation is described. There has been no supporting information detailing the impacts of lifts and mechanical equipment on either internal residents or adjoining land owners.

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### Overlooking

The application has responded to overlooking and is considered compliant.

Differing treatment has been provided to each window or balcony that has the potential to result in overlooking. Treatments vary to ensure they blend in with the development, and provide differing external finishes.

The amount of screening/glazing proposed is of concern and is further discussed below.

### On-site amenity

An assessment of the application against the provisions of ResCode (clause 55) was undertaken and this has indicated a lack of compliance with a number of the internal amenity objectives and standards.

In light of the limited detail on elevations, it is difficult to properly ascertain the extent of obscure glazing and screening but if compliance is assumed, much of the development will be subject to some form of screening; this would provide a poor amenity outcome for future outcomes.

This is a matter that was referenced in VCAT decision *Taranto v Glen Eira CC (Red Dot) [2015] VCAT 1904* where Senior Member Anthony Liston who described living in an apartments with a high extent of obscure glazing as being *akin to living within a plastic milk bottle*. Senior Member Liston went on to say that *"if such screening measures were indeed necessary, I consider that the amenity consequences for future residents is so dire that it is doubtful that a permit should be granted"*. It is considered that the same risk exists here.

### Traffic and parking

The proposal generates a requirement for 60 resident spaces and 6 visitor spaces (ie. a total of 66 spaces); 66 spaces are provided. The visitor spaces are located closest to the ramp.

Each of the spaces has a depth of 4.9m and width of 2.6 metres. A 6.4m aisle has been provided behind the spaces and this meets the requirements of design standard 2 of clause 52.06.

It noted that all visitor spaces have been provided within the secure parking area; the application does not explain how visitors will gain ready access for parking. The application also does not explain how car spaces will be allocated thereby providing certainty that each residence will have on site parking available.

Tandem spaces are provided, and have been separated by 0.5m in accordance with the requirements of Clause 52.06-9. Although tandem parking is not considered ideal, the planning scheme considers this as a possible solution.

The application was referred to Council's Infrastructure Development and Design and Traffic teams for comment. The following concerns that could have implications for the proposal include:

#### Access:

- The gradient of the access and number of car spaces within the car park warrant the sealing of it. The gradient of the access to the basement car park is questionable as the floor level is set at RL 7.80m and the natural surface at the property boundary is approximately RL 11.20m. This takes the proposed grading access ramp of 20% to within 0.7m of the property boundary. This leaves insufficient length to transition to the footpath level on The Esplanade. Clause 52.06-9 of the planning scheme access ramps to have a maximum gradient of 1 in 10 within 5m of the property boundary. The access ramp should be redesigned to provide for this minimum requirement. A design of the access in accordance with AS2890.1-2004 and Clause 52.06-9 of the planning scheme should be required to show that vehicles can adequately enter the basement car park. This should be provided prior to the determination of the application.
- The width of the ramp to the underground car park is 5.5m which is the minimum roadway width for a two-way ramp in AS2890.1-2004. However with obstructions (walls greater than 0.15m high) on both sides, the code requires an additional 0.3m on either side of the ramp for clearance to the obstruction. This will increase the width of the ramp to 6.1m and require a redesign of the access to accommodate this increased width. As this will significantly impact on the development this issue

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should be resolved prior to the determination of any approval.

### Works:

- As there is a basement car park, there will be significant excavation and cartage of materials away from the site. The haul route for this material should be required as part of a Construction Management Plan.
- There could be significant disturbance to the amenity of the adjoining properties. This must be reduced to a minimum and controlled through the Construction Management Plan.

### Traffic:

- Treatment of The Esplanade will be required to ensure the flow of traffic along the Esplanade will not be impacted.

### Drainage:

- The property does not have an underground drainage system along the frontage of the site in The Esplanade. The nearest drain is either across the road at the back of kerb or to the Side Entry Pit (SEP) in front of 82 The Esplanade at the intersection of Cowrie Road. The SEP is some 50m along The Esplanade from the western boundary of the site. Construction plans will be required for connection of the outfall from the site to the SEP at the intersection of Cowrie Road. The outfall along The Esplanade will become a council asset and will be constructed to plans and specifications approved by council. It is noted that there is a gas main located close to the proposed alignment of the outfall along The Esplanade.

Infrastructure have indicated that although the above problems exist, this can be conditioned if a permit is to be issued. The ramp access can be amended to be compliant with AS2890.1-2004 and Clause 52.06-9 of the planning scheme.

A Stormwater Management Plan should be submitted and endorsed if a permit is to issue. Infrastructure have indicated that stormwater can be achieved, and does not warrant refusal of the application.

The proposal will require widening of The Esplanade to provide a Channelised Right Turn (CHR) or Auxiliary Right-turn Treatment (AUR). Any works on The Esplanade will be at the cost of the developer. The entry and exit to the development is not considered to unreasonably impact on the function of The Esplanade.

### Construction management

No construction management plan has been provided with the application and it is considered critical that this be provided if a permit ensues. The proposed development includes a significant out of ground component and a very significant level of excavation having regard to the site context. Notwithstanding the difficulties in managing the storage of equipment and materials, the excavation will result in a high number of truck movements.

### Connection to infrastructure

It is noted that the site is dissected by a sewerage easement. An informal referral was made to Barwon Water. Barwon Water objects to the issue of permit, providing the following comments:

1. *The proposed development does not conform to Barwon Water's Asset Protection policy.*
2. *Existing sewer main transverse through number 90 The Esplanade and cannot not be re-located due to depth and the impact on 300 properties that connect to this sewer. It is also connects through to a Rising Main and sewer pump station.*

*It is recommended that the current building design be amended so it does not impact this sewer main.*



**2.1 Planning Permit Application 20/0283 - Construct Three Storey Residential Apartment Building, Removal of Native Vegetation and Construction of Fences - 82-92 The Esplanade, Torquay**

**Attachment – Design & Development Schedule 13 – Assessment**

Updated as at C66

All new dwellings (including medium density housing), buildings and works that require a permit should meet the following requirements. <i>Clause 43.02-2 combined with Schedule 13 Requirements - Buildings and works</i>		
<b>Street setback</b>	<b>Comment</b>	<b>Complies</b>
<p><i>Walls of buildings should be set back from streets at least:</i></p> <ul style="list-style-type: none"> <li>▪ <i>6 metres from the front street.</i></li> <li>▪ <i>3 metres from a side street on a corner lot.</i></li> </ul> <p><i>Porches, pergolas, balconies and verandahs may not encroach into these setbacks.</i></p>	5.8m to the external box head surrounding ground and first floor level.	No
<b>Building height</b>		
<i>Buildings should not exceed a height of 7.5 metres above natural ground level.</i>	Building height is 10.03m	No
<b>Site coverage / landscaping</b>		
<i>At least 50 per cent of the site should be available for the planting of vegetation. The area available for the planting of vegetation cannot include driveways, paths, decks, terraces, patios, swimming pools and tennis courts (whether or not these areas are pervious).</i>	Approximately 66% of the site will be covered, allowing for only 34% of the site for landscaping.	No
<b>Parking and access</b>		
<i>Garages and carports should be set back at least 1 metre behind the main building façade and should be visually compatible with the development.</i>	Basement parking	Yes
<i>Only one single width vehicle crossover should be provided to each lot.</i>	One point of entry provided. Double crossover proposed	No
<i>A driveway should be predominantly setback at least 1 metre from the side boundary it is closest to, to allow for a 1 metre landscaped buffer.</i>	1.0m width provided	Yes
<i>Garages should not exceed one third of the total building width as seen from the street.</i>	Car park entrance complies	Yes
<b>Side and rear setbacks</b>		
<i>A new building should be set back at least:</i>		
<ul style="list-style-type: none"> <li>▪ <i>3 metres from one side boundary at ground floor level.</i></li> <li>▪ <i>3 metres from both side boundaries at first floor level.</i></li> <li>▪ <i>6 metres from a rear boundary abutting a public open space or foreshore reserve.</i></li> </ul>	The pergola located on the eastern side of unit 24 is located 2.0m from the side boundary	Yes  No  N/A

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**ATTACHMENT – ASSESSMENT AGAINST CLAUSE 55** *last updated VC116*

<b>55.02 NEIGHBOURHOOD CHARACTER AND INFRASTRUCTURE</b>				
<b>55.02-1 Neighbourhood Character</b>	<b>Met?</b>	<b>Standard B1</b>	<b>Met?</b>	<b>Comments</b>
<p>To ensure that the design respects the existing neighbourhood character or contributes to neighbourhood character.</p> <p>To ensure that development responds to the features of the site and the surrounding area</p>	No	<p>The design response must be appropriate to the neighbourhood and the site.</p>	No	See discussion
		<p>The proposed design must respect the existing or preferred neighbourhood character and respond to the features of the site</p>	No	
<b>55.02-2 Residential Policy</b>	<b>Met?</b>	<b>Standard B3</b>	<b>Met?</b>	<b>Comments</b>
<p>To ensure that residential development is provided in accordance with any policy for housing in the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.</p> <p>To support medium densities in areas where development can take advantage of public transport and community infrastructure and services</p>	No	<p>An application must be accompanied by a written statement to the satisfaction of the responsible authority that describes how the development is consistent with any relevant policy for housing in the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.</p>	No	<p>A statement was provided and fails to demonstrate how the proposal is consistent with the relevant provisions.</p> <p>See discussion</p>
<b>55.02-3 Dwelling Diversity</b>	<b>Met?</b>	<b>Standard B3</b>	<b>Met?</b>	<b>Comments</b>
<p>To encourage a range of dwelling sizes and types in developments of ten or more dwellings</p>	Yes	<p>Developments of ten or more dwellings should provide a range of dwelling sizes and types, including:</p> <ul style="list-style-type: none"> <li>Dwellings with a different number of bedrooms.</li> <li>At least one dwelling that contains a kitchen, bath or shower, and a toilet and wash basin at ground floor level.</li> </ul>	Yes	<p>10 x 2 bedroom, 22 x 3 bedroom 2 x 4 bedroom.</p>
<b>55.02-4 Infrastructure</b>	<b>Met?</b>	<b>Standard B4</b>	<b>Met?</b>	<b>Comments</b>
<p>To ensure development is provided with appropriate utility</p>	Yes	<p>Development should be connected to reticulated services, including reticulated sewerage, drainage, electricity and gas, if available.</p>	Yes	<p>The application submits that this will be met.</p> <p>See discussion</p>

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<p>services and infrastructure.</p> <p>To ensure development does not unreasonably overload the capacity of utility services and infrastructure.</p>				
		<p>Development should not unreasonably exceed the capacity of utility services and infrastructure, including reticulated services and roads.</p>	Yes	As above
		<p>In areas where utility services or infrastructure have little or no spare capacity, developments should provide for the upgrading of or mitigation of the impact on services or infrastructure.</p>	Yes	As above
<b>55.02-5 Integration With The Street</b>	<b>Met?</b>	<b>Standard B5</b>	<b>Met?</b>	<b>Comments</b>
<p>To integrate the layout of development with the street</p>	Yes	<p>Developments should provide adequate vehicle and pedestrian links that maintain or enhance local accessibility.</p>	Yes	
		<p>Development should be oriented to front existing and proposed streets</p>	Yes	
		<p>High fencing in front of dwellings should be avoided if practicable</p>	Yes	
		<p>Development next to existing public open space should be laid out to complement the open space.</p>	Yes	See also character discussion

<b>55.03 SITE LAYOUT AND BUILDING MASSING</b>				
<b>55.03-1 Street Setback</b>	<b>Met?</b>	<b>Standard B6</b>	<b>Met?</b>	<b>Comments</b>
<p>To ensure that the setbacks of buildings from a street respect the existing or preferred neighbourhood character and make efficient use of the site</p>	Yes	<p>Walls of buildings should be set back from streets the distance specified below:</p> <p>There is an existing building on both the abutting allotments facing the same street, and the site is not on a corner.</p> <p>The average distance of the setbacks of the front walls of the existing buildings on the abutting allotments facing the front street or 9 metres, whichever is the lesser.</p> <p>There is an existing building on one abutting allotment facing the same street and no existing building on the other abutting allotment facing the same street, and the site is not on a corner:</p> <ul style="list-style-type: none"> <li>▪ The same distance as the setback of the front wall of the existing building on the abutting allotment facing the front street or 9 metres, whichever is the lesser.</li> </ul> <p>There is no existing building on either of the abutting allotments facing the same street, and the site is not on a corner.</p> <p>6 metres for streets in a Road Zone, Category 1, and 4 metres for other streets.</p> <p>The site is on a corner.</p> <p>Min front setback if there is a building on the abutting allotment facing the front street, the same distance as the setback of the front wall of the existing building on the abutting allotment facing the front street or 9</p>	No	<p>The site is not on a corner</p> <p>Setbacks on adjoining lots: 2.205m (to carport at 84 The Esp.) 7.746m (94 The Esp.)</p> <p>Required setback under standard = 5.0m (some encroachments allowed)</p> <p>Required setback under DD13 = 6.0m (NO encroachments) Proposed setback: = 6.0m to building = 2.0m to pergolas</p> <p>Proposed setback = 5.8m</p> <p>See also DDO13 requirements</p>



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		<p><i>metres, whichever is the lesser.</i></p> <p><i>Min front setback if there is no building on the abutting allotment facing the front street, 6 metres for streets in a Road Zone, Category 1, and 4 metres for other streets.</i></p> <p><i>Front walls of new development fronting the side street of a corner site should be setback at least the same distance as the setback of the front wall of any existing building on the abutting allotment facing the side street or 3 metres, whichever is the lesser.</i></p> <p><i>Side walls of new development on a corner site should be setback the same distance as the setback of the front wall of any existing building on the abutting allotment facing the side street or 2 metres, whichever is the lesser.</i></p>		
		<p><i>Porches, pergolas and verandahs that are &lt; 3.6m high and eaves may encroach ≤ 2.5m into the setbacks of this standard</i></p>	NA	
<b>55.03-2 Building Height</b>	<b>Met?</b>	<b>Standard B7</b>	<b>Met?</b>	<b>Comments</b>
<i>To ensure that the height of buildings respects the existing or preferred neighbourhood character</i>	No	<i>The maximum building height should not exceed 9 metres, unless the slope of the natural ground level at any cross section wider than 8 metres of the site of the building is 2.5 degrees or more, in which case the maximum building height should not exceed 10 metres.</i>	No	<p>The land is has limited fall (generally flat).</p> <p>Required: 7.5m Proposed: <b>10.03m</b></p> <p>Note: 9m referenced here is replaced by the preferred height of the DDO13 (see discussion)</p>
		<i>Changes of building height between existing buildings and new buildings should be graduated.</i>	No	
<b>55.03-3 Site Coverage</b>	<b>Met?</b>	<b>Standard B8</b>	<b>Met?</b>	<b>Comments</b>
<i>To ensure that the site coverage respects the existing or preferred neighbourhood character and responds to the features of the site</i>	No	<i>The site area covered by buildings should not exceed 60 per cent</i>	No	<p>The building site coverage is: Site Area = 3235.75m<sup>2</sup> BSC = 1969.2m<sup>2</sup> = <b>60.8%</b></p> <p>Note: the BSC calculated here excludes the pergolas, water tanks and basement car park.</p> <p>The DDO13 also has performance measures relevant to this standard.</p>
<b>55.03-4 Permeability</b>	<b>Met?</b>	<b>Standard B9</b>	<b>Met?</b>	<b>Comments</b>
<i>To reduce the impact of increased stormwater run-off on the drainage system To facilitate on-site stormwater infiltration</i>	Yes	<i>The site area covered by the pervious surfaces should be at least 20% of the site</i>	Yes	

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		<p><i>The stormwater management system should be designed to:</i></p> <ul style="list-style-type: none"> <li><i>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).</i></li> </ul> <p><i>Contribute to cooling, improving local habitat and providing attractive and enjoyable spaces.</i></p>		A permit condition requires the submission of a stormwater management plan
<b>55.03-7 Safety</b>	Met?	<b>Standard B12</b>	Met?	Comments
<p><i>To ensure the layout of development provides for the safety and security of residents and property</i></p>	Yes	<i>Entrances to dwellings should not be obscured or isolated from the street and internal accessways</i>	Yes	
		<i>Planting which creates unsafe spaces along streets and accessways should be avoided</i>	Yes	
		<i>Developments should be designed to provided good lighting, visibility and surveillance of car parks and internal accessways</i>	Yes	
		<i>Private spaces within developments should be protected from inappropriate use as public thoroughfares</i>	Yes	
<b>55.03-8 Landscaping</b>	Met?	<b>Standard B13</b>	Met?	Comments
<p><i>To encourage development that respects the landscape character of the neighbourhood</i></p> <p><i>To encourage development that maintains and enhances habitat for plants and animals in locations of habitat importance</i></p> <p><i>To provide appropriate landscaping</i></p> <p><i>To encourage the retention of mature vegetation on the site</i></p>	No	<p><i>The landscape layout and design should:</i></p> <ul style="list-style-type: none"> <li><i>Protect any predominant landscape features of the neighbourhood</i></li> <li><i>Take into account the soil type and drainage patterns of the site</i></li> <li><i>Allow for intended vegetation growth and structural protection of buildings</i></li> <li><i>In locations of habitat importance, maintain existing habitat and provide for new habitat for plants and animals</i></li> <li><i>Provide a safe, attractive and functional environment for residents</i></li> </ul>	No	<p>The application fails to respond to DDO13.</p> <p>In addition the application fails to meet the required deep soil requirements and landscape planting in accordance with 55.07-4 of the apartment standards.</p> <p>See discussion</p>
		<i>Development should provide for the retention or planting of trees, where these are part of the character of the neighbourhood</i>	No	
		<i>Development should provide for the replacement of any significant trees that have been removed in the 12 months prior to the application being made</i>	Yes	Condition on permit if one is to issue.
		<i>The landscape design should specify landscape themes, vegetation (location and species), paving and lighting</i>	Yes	

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<b>55.03-9 Access</b>	<b>Met?</b>	<b>Standard B14</b>	<b>Met?</b>	<b>Comments</b>
<i>To ensure the number and design of vehicle crossovers respects the neighbourhood character</i>	Yes	<i>The width of accessways or car spaces should not exceed:</i> <ul style="list-style-type: none"> <li>• 33% of the street frontage, or</li> <li>• if the width of the street frontage is less than 20m, 40% of the street frontage</li> </ul>	Yes	Double crossing to service all apartments
		<i>No more than one single-width crossover should be provided for each dwelling fronting a street</i>	Yes	
		<i>The location of crossovers should maximize the retention of on-street car parking spaces</i>	Yes	
		<i>The number of access point to a road in a Road Zone should be minimised</i>	N/A	
		<i>Developments must provide access for service, emergency and delivery vehicles</i>	Yes	The driveway provides access to the underground car park with "swipe-card" entry.  The car park can be accessed by smaller emergency and delivery vehicles.
<b>55.03-10 Parking Location</b>	<b>Met?</b>	<b>Standard B15</b>	<b>Met?</b>	<b>Comments</b>
<i>To provide convenient parking for resident and visitor vehicles</i>  <i>To protect residents from vehicular noise within developments</i>	Yes	<i>Car parking facilities should:</i> <ul style="list-style-type: none"> <li>• Be reasonably close and convenient to dwellings and residential buildings</li> <li>• Be secure</li> <li>• Be well ventilated if enclosed</li> </ul>	Yes	Parking is provided and compliant with the requirements of Clause 52.06. Some of the parking is provided as tandem parking which is considered impractical.
		<i>Shared accessways or car parks of other dwellings and residential buildings should be located at least 1.5m from the windows of habitable rooms. This setback may be reduced to 1m where there is a fence at least 1.5m high or where window sills are at least 1.4m above the accessway</i>	Yes	

<b>55.04 AMENITY IMPACTS</b>				
<b>55.04-1 Side And Rear Setback</b>	<b>Met?</b>	<b>Standard B17</b>	<b>Met?</b>	<b>Comments</b>
<i>To ensure that the height and setback of a building from a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings</i>	Yes	<i>A new building not on or within 150mm of a boundary should be set back from side or rear boundaries 1 metre, plus 0.3 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres.</i>	No	The greater bulk of the proposed buildings fall within the side and rear setback requirements of the relevant standard – particularly with regard to surrounding residential interfaces.  The minor projection beyond the B17 line relative to north-east side boundary is associated with the building parapet and the 2nd floor balcony to Unit 34.  DDO13 also has requirements relating to this standard.
		<i>Sunblinds, verandahs, porches, eaves, fascias, gutters, masonry chimneys,</i>	No	

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		<i>flues, pipes, domestic fuel or water tanks, and heating or cooling equipment or other services may encroach not more than 0.5m into the setbacks of this standard</i>		
		<i>Landings having an area of not more than 2sqm and less than 1m high, stairways, ramps, pergolas, shade sails and carports may encroach into the setbacks of this standard</i>	N/A	
<b>55.04-2 Wall On Boundaries</b>	<b>Met?</b>	<b>Standard B18</b>	<b>Met?</b>	<b>Comments</b>
<i>To ensure that the location, length and height of a wall on a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings</i>	Yes	<i>A new wall constructed on or within 200mm of a side or rear boundary of a lot or a carport constructed on or within 1 metre of a side or rear boundary of a lot should not abut the boundary for a length of more than:  10 metres plus 25 per cent of the remaining length of the boundary of an adjoining lot, or  Where there are existing or simultaneously constructed walls or carports abutting the boundary on an abutting lot, the length of the existing or simultaneously constructed walls or carports, whichever is the greater.</i>	Yes	No walls on boundaries proposed.
		<i>A new wall constructed on or within 200mm of a side or rear boundary of a lot or a carport constructed on or within 1m of a side or rear boundary of a lot should not abut the boundary for a length of more than:  10m plus 25% of the remaining length of the boundary of an adjoining lot, or Where there are existing or simultaneously constructed walls or carports abutting the boundary on an abutting lot, the length of the existing or simultaneously constructed walls or carports, whichever is the greater.</i>	NA	
		<i>A new wall or carport may fully abut a side or rear boundary where slope and retaining walls or fences would result in the effective height of the wall or carport being less than 2 metres on the abutting property boundary.</i>	NA	
		<i>The height of a new wall constructed on or within 200mm of a side or rear boundary or a carport constructed on or within 1 metre of a side or rear boundary should not exceed an average of 3.2 metres with no part higher than 3.6 metres unless abutting a higher existing or simultaneously constructed wall.</i>	NA	
<b>55.04-3 Daylight To Existing Windows</b>	<b>Met?</b>	<b>Standard B19</b>	<b>Met?</b>	<b>Comments</b>
<i>To allow adequate daylight into existing habitable room</i>	Yes	<i>Buildings opposite an existing habitable room window should provide for a light court to the existing window that has a</i>	Yes	

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windows		<p>minimum area of 3sqm and minimum dimensions of 1m clear to the sky. The calculation of the area may include land on the abutting lot</p> <p>Walls or carports more than 3m in height opposite an existing habitable room window should be set back from the window at least 50% of the height of the new wall if the wall is within a 55° arc from the centre of the existing window. The arc may be swung to within 35° of the plane of the wall containing the existing window Where the existing window is above ground floor level, the wall height is measured from the floor level of the room containing the window Refer to Diagram B2</p>	Yes	
<b>55.04-4 North Facing Windows</b>	<b>Met?</b>	<b>Standard B20</b>	<b>Met?</b>	<b>Comments</b>
To allow adequate solar access to existing north-facing habitable room windows	N/A	<p>If a north-facing habitable window of an existing dwelling is within 3m of a boundary on an abutting lot, a building should be setback from the boundary 1m, plus 0.6m for every metre of height over 3.6m up to 6.9m, plus 1m for every metre of height over 6.9m, for a distance of 3m from the edge of each side of the window. A north-facing window is a window with an axis perpendicular to its surface oriented north 20 degrees west to north 30 degrees east. Refer to Diagram B3</p>	NA	There are no existing north facing windows within 3.0m of the property boundary.
<b>55.04-5 Overshadow Open Space</b>	<b>Met?</b>	<b>Standard B21</b>	<b>Met?</b>	<b>Comments</b>
To ensure buildings do not significantly overshadow existing secluded private open space	Yes	<p>Where sunlight to secluded private open space of an existing dwelling is reduced, at least 75%, or 40sqm with minimum dimension of 3m, whichever is the lesser area, of the secluded private open space should receive a minimum of five hours of sunlight between 9am and 3pm on 22 September</p>	Yes	<p>Shadow diagrams have been provided, and show overshadow in relation to existing developments on adjoining properties.</p> <p>The diagram shows that the development will impact on scheduled open space located at 28,30,32,34, 36-38 and 40 Felix Crescent in the morning at 9am. It will also impact the adjoining property at 84 The Esplanade, however this is the driveway (common property to the apartment development located 84 The Esplanade and therefore does not impact private open space.</p> <p>The shadow diagrams shows that by midday, there will be no overshadowing of existing open space.</p>
		<p>If existing sunlight to the secluded private open space of an existing dwelling is less than the requirements of this standard, the amount of sunlight should not be further reduced</p>	NA	

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<b>55.04-6 Overlooking</b>	<b>Met?</b>	<b>Standard B22</b>	<b>Met?</b>	<b>Comments</b>
<i>To limit views into existing secluded private open space and habitable room windows</i>	Yes	<i>A habitable room window, balcony, terrace, deck or patio should be located and designed to avoid direct views into the secluded private open space of an existing dwelling within a horizontal distance of 9m (measured at ground level) of the window, balcony, terrace, deck or patio. Views should be measured within a 45° angle from the plane of the window or perimeter of the balcony, terrace, deck or patio, and from a height of 1.7m above the floor level</i>	Yes	From the plans provided, it appears that overlooking has been met.  However the development will result in significant amount of screening or treatment of obscure glass.  See discussion
		<i>A habitable room window, balcony, terrace, deck or patio with a direct view into a habitable room window of an existing dwelling within a horizontal distance of 9m (measured at ground level) of the window, balcony, terrace, deck or patio should be either:</i> <ul style="list-style-type: none"> <li>• <i>offset a minimum of 1.5m from the edge of one window to the edge of the other</i></li> <li>• <i>have sill heights of at least 1.7m above floor level</i></li> <li>• <i>have fixed, obscure glazing in any part of the window below 1.7m above floor level</i></li> <li>• <i>have permanently fixed external screens to at least 1.7m above floor level and be no more than 25% transparent</i></li> </ul>	Yes	Treatment has been provided to windows and balconies where overlooking would result.
		<i>Obscure glazing in any part of the window below 1.7m above floor level may be openable provided that there are no direct views as specified in this standard</i>	Yes	
		<i>Screens used to obscure a view should be:</i> <ul style="list-style-type: none"> <li>• <i>perforated panels or trellis with a maximum of 25% openings or solid translucent panels</i></li> <li>• <i>permanent, fixed and durable</i></li> <li>• <i>designed and coloured to blend with the development</i></li> </ul>	Yes	
<b>55.04-7 Internal Views</b>	<b>Met?</b>	<b>Standard B23</b>	<b>Met?</b>	<b>Comments</b>
<i>To limit views into the secluded private open space and habitable room windows of dwellings and residential</i>	Yes	<i>Windows and balconies should be designed to prevent overlooking of more than 50% of the secluded private open space of a lower-level dwelling or residential building directly below and within the same development</i>	Yes	1.8m high fences provided screening between apartments at ground level.  At first and second floor, opaque glazing is used.

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<i>buildings within a development</i>				
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**55.05 ON-SITE AMENITY AND FACILITIES**

<b>55.05-3 Daylight To New Windows</b>	<b>Met?</b>	<b>Standard B27</b>	<b>Met?</b>	<b>Comments</b>
<i>To allow adequate daylight into new habitable room windows</i>	Yes	<p>A window in a habitable room should be located to face:</p> <ul style="list-style-type: none"> <li>an outdoor space or a light court with a minimum area of 3sqm and minimum dimension of 1m clear to the sky, not including land on an abutting lot, or</li> <li>a verandah provided it is open for at least one third its perimeter, or</li> <li>a carport provided it has two or more open sides and is open for at least one third of its perimeter</li> </ul>	Yes	
<b>55.05-4 Private Open Space</b>	<b>Met?</b>	<b>Standard B28</b>	<b>Met?</b>	<b>Comments</b>
<i>To provide adequate private open space for the reasonable recreation and service needs of residents</i>	Yes	<p>A dwelling or residential building should have private open space:</p> <ul style="list-style-type: none"> <li>an area of 40sqm, with one part secluded at the side or rear with a min area of 25sqm, a min dimension of 3m and convenient access from a living room, or</li> <li>a balcony of 8sqm with a min width of 1.6m and convenient access from a living room, or</li> <li>a roof-top area of 10sqm with a min width of 2m and convenient access from a living room</li> </ul>	Yes	This standard overlaps standard B43
<b>55.05-5 Solar Access To Open Space</b>	<b>Met?</b>	<b>Standard B29</b>	<b>Met?</b>	<b>Comments</b>
<i>To allow solar access into the secluded private open space of new dwellings and residential buildings</i>	No	<i>The private open space should be located on the north side of the dwelling or residential buildings</i>	No	The private open space for the front dwellings will be shadowed for the majority of the day.
		<i>The southern boundary of secluded private open space should be set back from any wall on the north of the space at least <math>(2 + 0.9h)</math> metres, where 'h' is the height of the wall</i> Refer to Diagram B29	No	

**55.06 DETAILED DESIGN**

<b>55.06-1 Design Detail</b>	<b>Met?</b>	<b>Standard B31</b>	<b>Met?</b>	<b>Comments</b>
<i>To encourage design detail that respects the existing or</i>	No	<p>The design of buildings, including:</p> <ul style="list-style-type: none"> <li>Facade articulation and detailing,</li> <li>Window and door proportions,</li> </ul>	No	See discussion

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<i>preferred neighbourhood character</i>		<ul style="list-style-type: none"> <li>• <i>Roof form, and</i></li> <li>• <i>Verandahs, eaves and parapets, should respect the existing or preferred neighbourhood character.</i></li> </ul>		
		<i>Garages and carports should be visually compatible with the development and the existing or preferred neighbourhood character</i>	Yes	Underground parking that will not be visible from the street, beside the ramp to the parking.
<b>55.06-2 Front Fences</b>	<b>Met?</b>	<b>Standard B32</b>	<b>Met?</b>	<b>Comments</b>
<i>To encourage front fence design that respects the existing or preferred neighbourhood character</i>	No	<i>The design of front fences should complement the design of the dwelling and any front fences on adjoining properties</i>	No	See DDO13 for discussion
		<i>A front fence within 3m of a street should not exceed:</i> <ul style="list-style-type: none"> <li>• <i>Streets in a Road Zone – 2m</i></li> <li>• <i>Other Streets – 1.5m</i></li> </ul>	Yes	Front fences do not exceed 1.5m in height. The Esplanade is not a Road Zone Category 1 road.
<b>55.06-3 Common Property</b>	<b>Met?</b>	<b>Standard B33</b>	<b>Met?</b>	<b>Comments</b>
<i>To ensure that communal open space, car parking, access lanes and site facilities are practical, attractive and easily maintained</i>  <i>To avoid future management difficulties in areas of common ownership</i>	Yes	<i>Developments should clearly delineate public, communal and private areas</i>	Yes	A small area of communal open space is provided on the western side of the development. This leads into an internal walk way and lobby that will be shared.
		<i>Common property, should be functional and capable of efficient management</i>	Yes	
<b>55.06-4 Site Service</b>	<b>Met?</b>	<b>Standard B34</b>	<b>Met?</b>	<b>Comments</b>
<i>To ensure that site services can be installed and easily maintained</i>  <i>To ensure that site facilities are accessible, adequate and attractive</i>	No	<i>The design and layout of dwellings and residential buildings should provide sufficient space (including easements where required) and facilities for services to be installed and maintained efficiently and economically</i>	No	A sewerage pipe runs north-west to south-east adjacent to the south-west boundary of 90 The Esplanade. The application proposes to construct over this but has not explained how this will be managed.
		<i>Bin and recycling enclosures, mailboxes and other site facilities should be adequate in size, durable, waterproof and blend in with the development</i>	Yes	Bin enclosures are in the basement (see standard B45). Waste chutes allow disposal from all building levels.  A bank of mailboxes is provided adjacent to the footpath and pedestrian entry.
		<i>Bin and recycling enclosures should be located for convenient access</i>	Yes	
		<i>Mailboxes should be provided and located for convenient access</i>	Yes	



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<b>55.07-1 Energy efficiency</b>	<b>Met?</b>	<b>Standard B35</b>	<b>Met?</b>	<b>Comments</b>
<p>To achieve and protect energy efficient dwellings and buildings.</p> <p>To ensure the orientation and layout of development reduce fossil fuel energy use and make appropriate use of daylight and solar energy.</p> <p>To ensure dwellings achieve adequate thermal efficiency.</p>	Yes	<p>Buildings should be: Oriented to make appropriate use of solar energy. Sited and designed to ensure that the energy efficiency of existing dwellings on adjoining lots is not unreasonably reduced.</p>	Yes	
		<p>Living areas and private open space should be located on the north side of the development, if practicable.</p>	Yes	The arrangement of the apartments does not lend itself to the provision of north facing windows in all instances. Where available, living spaces have generally been oriented to the north or east.
		<p>Developments should be designed so that solar access to north-facing windows is optimised.</p>	Yes	As above
		<p>Dwellings located in a climate zone identified in Table B4 should not exceed the maximum NatHERS annual cooling load specified in the table.</p>	NA	Not applicable
<b>55.07-2 Communal open space</b>	<b>Met?</b>	<b>Standard B36</b>	<b>Met?</b>	<b>Comments</b>
<p>To ensure that communal open space is accessible, practical, attractive, easily maintained and integrated with the layout of the development.</p>	Yes	<p>Developments with 40 or more dwellings should provide a minimum area of communal open space of 2.5m<sup>2</sup> per dwelling or 250m<sup>2</sup>, whichever is lesser.</p>	Yes	Communal space is provided and is located at ground level on the south western side of the development.  Less than 40 dwellings being provided so not a requirement.
		<p>Communal open space should be located to:</p> <ul style="list-style-type: none"> <li>Provide passive surveillance opportunities, where appropriate.</li> <li>Provide outlook for as many dwellings as practicable.</li> <li>Avoid overlooking into habitable rooms and private open space of new dwellings.</li> <li>Minimise noise impacts to new and existing dwellings.</li> </ul>	Yes	
		<p>Communal open space should be designed to protect any natural features on the site.</p>	N/A	
		<p>Communal open space should maximise landscaping opportunities.</p>	No	
		<p>Communal open space should be accessible, usable and capable of efficient management.</p>	Yes	
<b>55.07-3 Solar access to communal outdoor open space</b>	<b>Met?</b>	<b>Standard B37</b>	<b>Met?</b>	<b>Comments</b>
<p>To allow solar access into communal outdoor open space.</p>	No	<p>The communal outdoor open space should be located on the north side of a building, if appropriate.</p>	No	Communal space located on the western side of the development
		<p>At least 50% or 125m<sup>2</sup>, whichever is the lesser, of the primary communal outdoor open space should receive a minimum of two hours of sunlight</p>	No	Communal open space will within the shadow of the development for a large portion of the day.

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		<i>between 9am and 3pm on 21 June.</i>		
<b>55.07-4 Deep soil areas and canopy trees</b>	<b>Met?</b>	<b>Standard B38</b>	<b>Met?</b>	<b>Comments</b>
<i>To promote climate responsive landscape design and water management in developments to support thermal comfort and reduce the urban heat island effect.</i>	<b>Yes</b>	<p><i>The landscape layout and design should:</i></p> <ul style="list-style-type: none"> <li><i>Be responsive to the site context.</i></li> <li><i>Consider landscaping opportunities to reduce heat absorption such as green walls, green roofs and roof top gardens and improve on-site storm water infiltration.</i></li> <li><i>Maximise deep soil areas for planting of canopy trees.</i></li> <li><i>Integrate planting and water management.</i></li> </ul>	<b>No</b>	<p>Aggregate land area = 3,235.75m<sup>2</sup></p> <p>Required deep soil area = 15% with a minimum dimension of 6.0m</p> <p>Deep soil area achieved is app 9.75% and fails to meet the 6.0m width.</p> <p>The landscaping plan provides discrepancies regarding the amount of large trees provided.</p> <p>The table to Clause 55.07 on the landscape plan indicates 6 large trees to be planted within the 5.5m wide area (315.15m<sup>2</sup>), however the plans indicate 6 medium trees.</p> <p>No large trees are proposed. To meet the requirement for deep soil, a total of seven medium trees are required in this area.</p>
		<i>Developments should provide the deep soil areas and canopy trees specified in Table B5.</i>	No	As above
		<p><i>If the development cannot provide the deep soil areas and canopy trees specified in Table B5, an equivalent canopy cover should be achieved by providing either:</i></p> <ul style="list-style-type: none"> <li><i>Canopy trees or climbers (over a pergola) with planter pits sized appropriately for the mature tree soil volume requirements.</i></li> <li><i>Vegetated planters, green roofs or green facades.</i></li> </ul> <p><b>SEE TABLE B5</b></p>	<b>Yes</b>	<p>The deep soil areas could be provided with a less intensive development (less basement area).</p> <p>The application includes additional planting in the form of the following:</p> <p>Other garden area (deep spoil area that does not meet the widths) = 4.03% Raised planter area = 9.39%</p> <p><b>Total = 23%</b></p>
<b>55.07-5 Integrated water and stormwater management</b>	<b>Met?</b>	<b>Standard B39</b>	<b>Met?</b>	<b>Comments</b>
<i>To encourage the use of alternative water sources such as rainwater, stormwater and recycled water.</i>	Yes	<i>Buildings should be designed to collect rainwater for non-drinking purposes such as flushing toilets, laundry appliances and garden use.</i>	Yes	The development includes 4 x 4,000L water tanks. The collected water is proposed to be used for sanitary flushing and garden use.
		<i>Buildings should be connected to a</i>	NA	Not currently available

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<p><i>To facilitate stormwater collection, utilisation and infiltration within the development.</i></p> <p><i>To encourage development that reduces the impact of stormwater run-off on the drainage system and filters sediment and waste from stormwater prior to discharge from the site.</i></p>		<p><i>non-potable dual pipe reticulated water supply, where available from the water authority.</i></p>		
		<p><i>The stormwater management system should be:</i></p> <ul style="list-style-type: none"> <li>• <i>Designed to 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) as amended.</i></li> <li>• <i>Designed to maximise infiltration of stormwater, water and drainage of residual flows into permeable surfaces, tree pits and treatment areas.</i></li> </ul>		<p>A stormwater Management Plan has not been provided. <b>This should be required if a permit ensues.</b></p>
<p><b>55.07-6 Noise impacts</b></p>	<p><b>Noise</b></p>	<p><b>Standard B40</b></p>	<p><b>Met?</b></p>	<p><b>Comments</b></p>
<p><i>To contain noise sources in developments that may affect existing dwellings.</i></p> <p><i>To protect residents from external and internal noise sources.</i></p>	<p><b>No</b></p>	<p><i>Noise sources, such as mechanical plants should not be located near bedrooms of immediately adjacent existing dwellings.</i></p>	<p><b>No</b></p>	<p>The application asserts that this standard is not applicable; no acoustic assessment or noise data has been provided with the application. The ESD report does comment that a high level of acoustic insulation will be used where required; this statement does not appear to be qualified elsewhere in the application.</p> <p>Potential noise sources include roof top plant (esp. air conditioners and HWS), vehicles (access and parking) and the internal lift.</p> <p>The roof top plant is screened from view; the noise generated from the 36 air conditioners is not articulated in the application material.</p> <p>The car park access is located immediately adjacent to 94 The Esplanade and the Traffic Assessment conservatively estimates 250 vehicle movements per day.</p> <p>The car park is located in the basement. The application does not explain whether acoustic attenuation measures will be installed, including between the car park and the ground level dwellings.</p> <p>The lift abuts living area and bedrooms on first second floor level. They also abut bathrooms and laundries on ground and first floor level. It is not known if any other measures have been implemented to reduce the associated noise.</p>

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				See discussion
		<i>The layout of new dwellings and buildings should minimise noise transmission within the site.</i>	<b>No</b>	The location of the lift and stair access immediately adjacent to dwellings is considered to be problematic.  It is recommended that noise attenuation measures be clearly articulated and installed.
		<i>Noise sensitive rooms (such as living areas and bedrooms) should be located to avoid noise impacts from mechanical plants, lifts, building services, non-residential uses, car parking, communal areas and other dwellings.</i>	<b>No</b>	As above  The application has not responded to this standard and compliance is not assumed.
		<i>New dwellings should be designed and constructed to include acoustic attenuation measures to reduce noise levels from off-site noise sources.</i>	<b>No</b>	As above
		<i>Buildings within a noise influence area specified in Table B6 should be designed and constructed to achieve the following noise levels.</i>  <ul style="list-style-type: none"> <li>• Not greater than 35dB(A) for bedrooms, assessed as an LAeq,8h from 10pm to 6am.</li> <li>• Not greater than 40dB(A) for living areas, assessed LAeq, 16h from 6am to 10pm.</li> </ul> <b>SEE TABLE B6</b>	NA	Not applicable
		<i>Buildings, or part of a building screened from noise source by an existing solid structure, or the natural topography of the land, do not need to meet the specified noise level requirements.</i>	NA	No screening
		<i>Noise levels should be assessed in unfurnished rooms with a finished floor and the windows closed.</i>	NA	
<b>55.07-7 Accessibility</b>	<b>Met?</b>	<b>Standard B41</b>	<b>Met?</b>	<b>Comments</b>
<i>To ensure the design of dwellings meets the needs of people with limited mobility.</i>	Yes	<i>At least 50 per cent of dwellings should have:</i> <ul style="list-style-type: none"> <li>• A clear opening width of at least 850mm at the entrance to the dwelling and main bedroom.</li> <li>• A clear path with a minimum width of 1.2m that connects the dwelling entrance to the main bedroom, an adaptable bathroom and the living area.</li> <li>• A main bedroom with access to an adaptable bathroom.</li> <li>• At least one adaptable bathroom that meets all the requirements of either Design A or Design B</li> </ul>	<b>Yes</b>  <b>Yes</b>	

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		specified in <b>TABLE B7.</b>								
<b>55.07-8 Building entry and circulation</b>	<b>Met?</b>	<b>Standard B42</b>	<b>Met?</b>	<b>Comments</b>						
<p>To provide each dwelling and building with its own sense of identity.</p> <p>To ensure the internal layout of buildings provide for the safe, functional and efficient movement of residents.</p> <p>To ensure internal communal areas provide adequate access to daylight and natural ventilation.</p>	Yes	<p>Entries to dwellings and buildings should:</p> <ul style="list-style-type: none"> <li>Be visible and easily identifiable.</li> <li>Provide shelter, a sense of personal address and a transitional space around the entry.</li> </ul>	Yes	The lobby is easily identifiable and provides shelter. It is a transitional space leading to the ground level dwellings, and lift lobby (and stairwell)						
		<p>The layout and design of buildings should:</p> <ul style="list-style-type: none"> <li>Clearly distinguish entrances to residential and non-residential areas.</li> <li>Provide windows to building entrances and lift areas.</li> <li>Provide visible, safe and attractive stairs from the entry level to encourage use by residents.</li> <li>Provide common areas and corridors that:                             <ul style="list-style-type: none"> <li>Include at least one source of natural light and natural ventilation.</li> <li>Avoid obstruction from building services.</li> <li>Maintain clear sight lines.</li> </ul> </li> </ul>	<p>Yes</p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p>Yes</p>	The lobby has windows; The stairs are located within a stairwell						
<b>55.07-9 Private open space above ground floor</b>	<b>Met?</b>	<b>Standard B43</b>	<b>Met?</b>	<b>Comments</b>						
<p>To provide adequate private open space for the reasonable recreation and service needs of residents.</p>	Yes	<p>A dwelling should have private open space consisting of:</p> <ul style="list-style-type: none"> <li>An area of 15m<sup>2</sup> with a minimum dimension of 3 metres at a podium or other similar base and convenient access from a living room, or</li> <li>A balcony with an area and dimensions specified in Table B8 and convenient access from a living room.</li> </ul>	Yes	<p>Ground level residents have private open space in the form of a yard.</p> <p>Rear dwellings have secluded private open space that meet the minimum area and dimension requirements.</p> <p>Front dwellings have private open space that meets the minimum area and dimension requirements but the open space is not secluded. Without the erection of fences or screens.</p> <p>First and second floor dwellings have balconies that meet the minimum area and dimension requirements.</p>						
		<table border="1"> <tr> <td>Studio or 1BR dwelling</td> <td>Min area: 8m<sup>2</sup> Min. dim:1.8m</td> </tr> <tr> <td>2BR dwelling</td> <td>Min area: 8m<sup>2</sup> Min. dim:2m</td> </tr> <tr> <td>3 or more BR dwelling</td> <td>Min area: 12m<sup>2</sup> Min. dim:2.4m</td> </tr> </table>			Studio or 1BR dwelling	Min area: 8m <sup>2</sup> Min. dim:1.8m	2BR dwelling	Min area: 8m <sup>2</sup> Min. dim:2m	3 or more BR dwelling	Min area: 12m <sup>2</sup> Min. dim:2.4m
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3 or more BR dwelling	Min area: 12m <sup>2</sup> Min. dim:2.4m									

<b>55.07-10 Storage</b>	<b>Met?</b>	<b>Standard B44</b>	<b>Met?</b>	<b>Comments</b>
To provide adequate	Yes	Each dwelling should have convenient	Yes	Storage has been provided in the

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storage facilities for each dwelling.		access to usable and secure storage space.		basement.								
		The total minimum storage space (including kitchen, bathroom and bedroom storage) should meet the requirements specified in Table B9.	Yes	An unspecified amount of storage is provided within each dwelling in the form of kitchen and bathroom cupboards and bedroom robes; it is expected that the storage indicated on the plans meets the standard.  The plans indicate that all dwellings have sufficient storage in accordance with this standard.								
		<table border="1"> <tr> <td>Studio</td> <td>Total min: 8m<sup>3</sup> In dwelling: 5m<sup>3</sup></td> </tr> <tr> <td>1BR dwelling</td> <td>Total min: 10m<sup>3</sup> In dwelling: 6m<sup>3</sup></td> </tr> <tr> <td>2BR dwelling</td> <td>Total min: 14m<sup>3</sup> In dwelling: 9m<sup>3</sup></td> </tr> <tr> <td>3 or more BR dwelling</td> <td>Total min: 18m<sup>3</sup> In dwelling: 12m<sup>3</sup></td> </tr> </table>	Studio	Total min: 8m <sup>3</sup> In dwelling: 5m <sup>3</sup>	1BR dwelling	Total min: 10m <sup>3</sup> In dwelling: 6m <sup>3</sup>	2BR dwelling	Total min: 14m <sup>3</sup> In dwelling: 9m <sup>3</sup>	3 or more BR dwelling	Total min: 18m <sup>3</sup> In dwelling: 12m <sup>3</sup>		
	Studio	Total min: 8m <sup>3</sup> In dwelling: 5m <sup>3</sup>										
	1BR dwelling	Total min: 10m <sup>3</sup> In dwelling: 6m <sup>3</sup>										
2BR dwelling	Total min: 14m <sup>3</sup> In dwelling: 9m <sup>3</sup>											
3 or more BR dwelling	Total min: 18m <sup>3</sup> In dwelling: 12m <sup>3</sup>											

55.07-11 Waste and recycling	Met?	Standard B45	Met?	Comments
<p>To ensure dwellings are designed to encourage waste recycling.</p> <p>To ensure that waste and recycling facilities are accessible, adequate and attractive.</p> <p>To ensure that waste and recycling facilities are designed and managed to minimise impacts on residential amenity, health and the public realm.</p>	Yes	<p>Developments should include dedicated areas for:</p> <ul style="list-style-type: none"> <li>Waste and recycling enclosures which are: <ul style="list-style-type: none"> <li>Adequate in size, durable, waterproof and blend in with the development.</li> <li>Adequately ventilated.</li> <li>Located and designed for convenient access by residents and made easily accessible to people with limited mobility.</li> </ul> </li> <li>Adequate facilities for bin washing. These areas should be adequately ventilated.</li> <li>Collection, separation and storage of waste and recyclables, including where appropriate opportunities for on-site management of food waste through composting or other waste recovery as appropriate.</li> <li>Collection, storage and reuse of garden waste, including opportunities for on-site treatment, where appropriate, or off-site removal for reprocessing.</li> <li>Adequate circulation to allow waste and recycling collection vehicles to enter and leave the site without reversing.</li> <li>Adequate internal storage space within each dwelling to enable the separation of waste, recyclables and food waste where appropriate.</li> </ul>	Yes	<p>The proposal includes the provision of a communal waste/bin storage area in the basement. Recyclables will be stored in a separate bin in the same area. The location of the bin storage areas is satisfactory.</p> <p>Waste can be placed in the bins either directly or via the waste chutes.</p> <p>The application provides 120Ltr stream for the 34 apartments and meet best practice.</p> <p>Council's waste department provided comment on the application, indicating the application considers waste needs fairly well.</p> <p>Bin colours are incorrect, especially now given the new 'purple lid' bin. This could be rectified via condition on permit if one was to issue.</p> <p>Swept paths of a typical waste truck are provided and indicate compliance.</p>

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		<p><i>Waste and recycling management facilities should be design and managed in accordance with a Waste Management Plan approved by the responsible authority and:</i></p> <ul style="list-style-type: none"> <li><i>Be designed to meet the best practice waste and recycling management guidelines for residential development adopted by Sustainability Victoria.</i></li> <li><i>Protect public health and amenity of residents and adjoining premises from the impacts of odour, noise and hazards associated with waste collection vehicle movements.</i></li> </ul>	<b>Yes</b>	Based on comments from Councils waste department, it is considered this is met.
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<b>55.07-12 Functional layout</b>	<b>Met?</b>	<b>Standard B46</b>	<b>Met?</b>	<b>Comments</b>				
<p><i>To ensure dwellings provide functional areas that meet the needs of residents.</i></p>	Yes	<p><i>Bedrooms should:</i></p> <ul style="list-style-type: none"> <li><i>Meet the minimum internal room dimensions specified in Table B10.</i></li> <li><i>Provide an area in addition to the minimum internal room dimensions to accommodate a wardrobe.</i></li> </ul> <table border="1"> <tr> <td><i>Main BR</i></td> <td><i>Min width: 3m</i> <i>Min. depth:3.4m</i></td> </tr> <tr> <td><i>All other BRs</i></td> <td><i>Min width: 3m</i> <i>Min. depth:3m</i></td> </tr> </table>	<i>Main BR</i>	<i>Min width: 3m</i> <i>Min. depth:3.4m</i>	<i>All other BRs</i>	<i>Min width: 3m</i> <i>Min. depth:3m</i>	Yes	
		<i>Main BR</i>	<i>Min width: 3m</i> <i>Min. depth:3.4m</i>					
<i>All other BRs</i>	<i>Min width: 3m</i> <i>Min. depth:3m</i>							
		<p><i>Living areas (excluding dining and kitchen areas) should meet the minimum internal room dimensions specified in Table B11.</i></p> <table border="1"> <tr> <td><i>Studio and 1BR dwelling</i></td> <td><i>Min width: 3.3m</i> <i>Min. area:10m<sup>2</sup></i></td> </tr> <tr> <td><i>2 or more BR dwelling</i></td> <td><i>Min width: 3.6m</i> <i>Min. area:12m<sup>2</sup></i></td> </tr> </table>	<i>Studio and 1BR dwelling</i>	<i>Min width: 3.3m</i> <i>Min. area:10m<sup>2</sup></i>	<i>2 or more BR dwelling</i>	<i>Min width: 3.6m</i> <i>Min. area:12m<sup>2</sup></i>	<b>Yes</b>	Yes
<i>Studio and 1BR dwelling</i>	<i>Min width: 3.3m</i> <i>Min. area:10m<sup>2</sup></i>							
<i>2 or more BR dwelling</i>	<i>Min width: 3.6m</i> <i>Min. area:12m<sup>2</sup></i>							

<b>55.07-13 Room depth</b>	<b>Room</b>	<b>Met?</b>	<b>Standard B47</b>	<b>Met?</b>	<b>Comments</b>
<p><i>To allow adequate daylight into single aspect habitable rooms.</i></p>		Yes	<p><i>Single aspect habitable rooms should not exceed a room depth of 2.5 times the ceiling height.</i></p> <p><i>The depth of a single aspect, open plan, habitable room may be increased to 9m if all the following requirements are met:</i></p> <ul style="list-style-type: none"> <li><i>The room combines the living area, dining area and kitchen.</i></li> <li><i>The kitchen is located furthest from the window.</i></li> <li><i>The ceiling height is at least 2.7m</i></li> </ul>	Yes	<p>The ceiling height is 2.7m.</p> <p>2.7m x 2.5 = 6.75m</p> <p>Therefore, room depth should not exceed 6.75m for single aspect rooms (or 9m subject to conditions – see dot points).</p> <p>Complies</p>

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		<p>measured from finished floor level to finished ceiling level. This excludes where services are providing above the kitchen.</p> <p>The room depth should be measured from the external surface of the habitable room window to the rear wall of the room.</p>		
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<b>55.07-14 Windows</b>	<b>Met?</b>	<b>Standard B48</b>	<b>Met?</b>	<b>Comments</b>
To allow adequate daylight into new habitable room windows.	No	Habitable rooms should have a window in an external wall of the building.	Yes	
		A window may provide daylight to a bedroom from a smaller secondary area within the bedroom where the window is clear to the sky.	Yes	
		The secondary area should be: <ul style="list-style-type: none"> <li>A minimum width of 1.2m</li> <li>A maximum depth of 1.5 times the width, measured from the external surface of the window.</li> </ul>	No	Not all secondary areas meet this requirement. Depth in excess of 1.5m

<b>55.07-15 Natural ventilation</b>	<b>Met?</b>	<b>Standard B49</b>	<b>Met?</b>	<b>Comments</b>
To encourage natural ventilation of dwellings. To allow occupants to effectively manage natural ventilation of dwellings.	Yes	The design and layout of dwellings should maximise openable windows, doors or other ventilation devices in external walls of the building, where appropriate.	Yes	The application is compliant. All windows or doors relied on are openable. This is indicated on plans.
		At least 40% of dwellings should provide effective cross ventilation that has: <ul style="list-style-type: none"> <li>A maximum breeze path through the dwelling of 18m.</li> <li>A minimum breeze path through the dwelling of 5m.</li> <li>Ventilation openings with approximately the same area.</li> </ul>	Yes	Breezeway paths are well above 5.0m and less than 18m.  100% of apartments meets the requirements.
		The breeze path is measured between the ventilation openings on different orientations of the dwelling.		As above



**3. OFFICE OF THE CEO**

Nil

#### 4. GOVERNANCE & INFRASTRUCTURE

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

**Author's Title:** Coordinator Management Accounting      **General Manager:** John Bertoldi

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

**Division:** Governance & Infrastructure      **Trim No:** IC20/1638

**Appendix:**

Nil.

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

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

Yes

No

**Reason:** Nil

**Status:**

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

Yes

No

**Reason:** Nil

#### Purpose

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

#### Summary

The project budget adjustments relating to December 2020 are included in this report. All figures in this report are exclusive of GST.

#### Recommendation

That Council:

1. Ratifies the Project Budget Adjustments outlined in Tables 1 to 3 in this report.
2. Approves the net changes to cash reserves resulting from the project budget adjustments listed in this report:

Funding Sources	Transfers From/ (To) Reserve
Developer Contributions Reserve	10,000
<b>Grand Total</b>	<b>10,000</b>

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

##### Report

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

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

##### **Background**

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

##### **Discussion**

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

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

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Streetlight Replacement - Non Standard Streetlights	Developer Contributions Reserve	Annual allocation to non-standard streetlight replacement. Scope to budget therefore no contingency. Project Management funded through core streetlight replacement program.	10,000

**Table 2 – For Council Ratification – New Projects**

N/A

The following project closures, detailed in Table 3, have been endorsed at an Executive Management Team meeting.

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

Project Name	Funding Source	Basis for Variation	Project Allocation \$
Stage 2C Surf Coast Shire Heritage Study	Project Savings Account	Scope complete and savings can be returned to source. Life of Project cost \$29,680.	(320)
Pedestrian Safety in Torquay Surf Precinct	Project Savings Account	Scope complete and savings can be returned to source. Life of Project Cost \$210,371.	(18,154)

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

**Table 4 – Accumulated Unallocated Cash Reserve Movement**

<b>Accumulated Unallocated Cash Reserve</b>	<b>2020-21 \$'000</b>	<b>2021-22 \$'000</b>	<b>2021-22 \$'000</b>	<b>2023-24 \$'000</b>
Opening Balance	2,434	2,541	3,461	4,490
Budgeted Annual Surplus/(Deficit)	78	920	1,029	(177)
Transfer for Projects Funded in Prior Year	234	-	-	-
Net Allocations During Year	(206)	-	-	-
New Allocations Proposed	-	-	-	-
<b>Closing Balance *</b>	<b>2,541</b>	<b>3,461</b>	<b>4,490</b>	<b>4,313</b>

<b>Accumulated Unallocated Cash Reserve</b>	<b>2020-21 \$'000</b>
<b>Net Allocations During Year</b>	
Event Funding	(155)
PS Amendment Heritage Study Stage 2C	(20)
Geelong Fast Rail Advocacy	(3)
Anglesea Motor Yacht Club Contribution	(28)
<b>Net Allocations (From)/To</b>	<b>(206)</b>
<b>New Allocations Proposed</b>	
N/A	
<b>Total New Net Allocations (From)/To</b>	<b>-</b>

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

#### **Council Plan**

Theme 5 High Performing Council

Objective 5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives

Strategy 5.1.1 Establish long-term financial principles and incorporate into the long-term financial plan

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

*Local Government Act 2020 – LGA 2020*

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

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

Risk Assessment	No
Communication	No
Human Rights Charter	No

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

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

##### ***Public Transparency***

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

##### ***Financial Management***

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

##### ***Service Performance***

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

##### ***Risk Assessment***

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

##### ***Options***

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

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

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

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

##### ***Conclusion***

It is recommended that Council approve the Project Budget Adjustments and Cash Reserve Transfers for December 2020.

## 4.2 Council Representation on Various Committees and Regional/Peak Organisations

**Author's Title:** Acting Coordinator Governance

**General Manager:** John Bertoldi

**Department:** Governance & Risk

**File No:** F18/221-2

**Division:** Governance & Infrastructure

**Trim No:** IC20/1505

**Appendix:**

Nil

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

**Status:**

In accordance with Local Government Act 2020 – Section 130:

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

### Purpose

The purpose of this report is to appoint Council delegates to various committees and regional/peak organisations.

### Summary

Council delegates are appointed to a number of committees and organisations on an annual basis. Delegates are appointed to committees and organisations with legislated purposes, those established by Council to provide specific advice, and to other committees and organisations that are established for the benefit of the municipal community.

Delegates are responsible for reporting back to Council in regard to any actions or outcomes that arise at the meetings. Substitute delegates (subs) can be nominated to represent Council when the delegate is unavailable.

### Recommendation

That Council:

1. Nominates and appoints delegates to the various committees and regional/peak organisations for 2021 as allocated below:

Committees/organisation with legislated purpose	2021 Delegates
Audit & Risk Committee	Cr Schonfelder Cr Barker
Municipal Association of Victoria (MAV)	Cr Schonfelder Cr Hodge (sub)
Committees established to provide specific advice to Council	2021 Delegates
All Abilities Advisory Committee	Cr Hodge Cr Bodsworth (sub)
Barwon South West Waste and Resource Recovery Group (LG Forum)	Cr Bodsworth Cr Gazzard (sub)
Bells Beach Committee	Cr Bodsworth Cr Barker
Chief Executive Officer Employment Matters Committee	All Councillors
Positive Ageing Advisory Committee	Cr Allen

#### 4.3 Surf Coast Shire Annual Report 2019-20

<b>Corporations with local government representation</b>	<b>2021 Delegates</b>
Geelong Regional Library Corporation (GRLC)	Cr Pattison Cr Gazzard (sub)
Great Ocean Road Regional Tourism Inc. (GORRT)	CEO
G21 Geelong Region Alliance Ltd - Board of Directors	Cr Stapleton (as Mayor)
<b>Other organisations/committees</b>	<b>2021 Delegates</b>
Anglesea Community Impact Advisory (CIAC)	Cr Bodsworth
Hinterland Community Impact Advisory Committee (CIAC)	Cr Schonfelder
Lorne Community Impact Advisory Committee (CIAC)	Cr Allen
Torquay Community Impact Advisory Committee (CIAC)	Cr Hodge Cr Barker
Australian Local Government Association (ALGA)	Cr Stapleton (as Mayor)
Rural and Peri-Urban Advisory Committee (COGG)	Cr Barker
<b>G21 Pillars</b>	<b>2021 Delegates</b>
G21 Arts and Culture Pillar	Cr Stapleton Cr Schonfelder (sub)
G21 Economic Development Pillar	Cr Schonfelder Cr Pattison (sub)
G21 Education and Training Pillar	Cr Allen
G21 Environment Pillar	Cr Gazzard
G21 Health and Wellbeing Pillar	General Manager Culture and Community
G21 Planning and Services Pillar	Cr Pattison
G21 Sport and Recreation Pillar	Cr Bodsworth Cr Hodge (sub)
G21 Transport Pillar	Cr Hodge Cr Barker (sub)

- Notes that Councillors appointed as delegates must ensure that their input into decision making on these committees and/or regional/peak organisations is consistent with Council's view on such matters.

### 4.3 Surf Coast Shire Annual Report 2019-20

#### **Report**

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

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

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

Each year Councillors are nominated as delegates to represent Council at the meetings of various committees and organisations.

Delegates are expected to represent Council and its views, engage with different groups that represent, advocate and provide for the community and to report any findings and recommendations back to Council.

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

Below is a brief description of the various committees and organisations that appoint Council delegates.

<b>Committees/organisation with legislated purpose</b>	<b>Description</b>
Audit & Risk Committee	The Audit and Risk Committee plays a key role in assisting Council to fulfil its governance responsibilities in relation to financial reporting, internal control, compliance with legislative requirements, risk management systems, ethical accountability and the internal and external audit functions. Two Councillors must be appointed to the Audit and Risk Committee.
Municipal Association of Victoria (MAV)	The MAV promotes efficiency in municipal government functions throughout the State of Victoria and protect the interests, rights and privileges of municipal corporation. Functions include advocacy, capacity building, networking, policy development, professional development and awareness.
<b>Committees established to provide specific advice to Council</b>	<b>Description</b>
All Abilities Advisory Committee (AAAC)	The AAAC's objectives are to advise Council on opportunities to improve access and inclusion for people of all abilities that reside in and visit the Surf Coast Shire. The committee advocates for improved access and inclusion and promotes participation for people of all abilities in community activities.
Bells Beach Committee	The Bells Beach Committee provides appropriate advice and recommendations about the Bells Beach Surfing Recreation Reserve to Council.
Chief Executive Officer Employment Matters Committee	The CEO Employment Matters Committee is responsible for reviewing the performance of the CEO. A CEO review is conducted annually and the committee may be required to meet on several occasions whilst finalising a review process.
Positive Ageing Advisory Committee	The Positive Ageing Advisory Committee considers Council's future role in providing services, programs and facilities to older people, within the context of the federal government's Aged Care Reforms and changing community needs.
Barwon South West Waste and Resource Recovery Group (BSWRRG) (LG Forum)	The BSWRRG finds innovative ways to reduce and recycle waste and plans for the future waste and recycling needs of the Barwon South West region.



### 4.3 Surf Coast Shire Annual Report 2019-20

<b>Corporations with local government representation</b>	<b>Description</b>
Geelong Regional Library Corporation (GRLC)	The Geelong Regional Library Corporation provides library and information services to residents and visitors across the Geelong region on behalf of member councils. The network comprises of a central library, 16 community libraries, two mobile libraries and a website. It provides free, universal access to lifelong learning, reading and discovery.
Great Ocean Road Regional Tourism Inc. (GORRT)	GORRT facilitates, promotes and advocates for the sustainable development (product, infrastructure and industry), marketing and management of tourism for the region.
G21 Geelong Region Alliance Ltd - Board of Directors	G21 is the formal alliance of government, business and community organisations working together to improve the lives of people within the Geelong region across five municipalities – Colac Otway, Golden Plains, Greater Geelong, Queenscliff and Surf Coast. G21 supports the delivery of projects that benefit the region across municipal boundaries and is a platform for the region to speak with one voice to all levels of government.
<b>Other Organisations/Committees</b>	<b>Description</b>
Community Impact Advisory Committee (CIAC)	Individual CIACs are in place for the townships of Lorne, Anglesea, Torquay and the Hinterlands. Their purpose is to facilitate better integrated planning to enhance community safety in relation to events and during peak visitor times.
Australian Local Government Association (ALGA)	The ALGA represents local government on national bodies and ministerial councils, provides submissions to government and parliamentary inquiries, raises the profile and concerns of local government at the national level and provides forums for local government to guide the development of national local government policies.
Rural and Peri-Urban Advisory Committee (COGG)	The role of this City of Greater Geelong (COGG) committee is to strengthen and support commitment to the wellbeing and sustainability of rural and peri-urban constituency in the area.
G21 Pillars	There are eight G21 pillar groups based on the region's key priorities including arts, heritage and culture, economic development, education and training, environment, health and wellbeing, planning and service, sport and recreation and transport.

#### **Council Plan**

Theme 5 High Performing Council

Objective 5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives

Strategy 5.1.4 Build on relationships with agencies and key stakeholders for the benefit of the community

### 4.3 Surf Coast Shire Annual Report 2019-20

**Reporting and Compliance Statements:**  
*Local Government Act 2020 – LGA 2020*

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

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

The participation of Council delegates on committees and organisations promotes collaboration between Councils, statutory bodies, committees and corporations. Such collaboration encourages outcomes that are beneficial for the municipal community at large.

**Policy/Relevant Law**

Councillors that are appointed to represent Council on committees and organisations must ensure that their input to decision making is consistent with Council's view on such matters.

**Community Engagement**

Nominating Councillors as delegates on different committees and organisations provides Council with the opportunity to engage with different areas of the community, which promotes a comprehensive and broad understanding of community needs and requests.

**Communication**

Delegates are required to report back to Council in regard to the actions and discussions of each committee.

**Risk Assessment**

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

**Options**

Option 1 – Appoint Councillors to be Council delegates for 2021

This option is recommended as involvement with various committees and organisations provides an important opportunity for community engagement, is important in Council's role of representing the community and assists Council with some of its key responsibilities and decision making.

Option 2 – Do not appoint Councillors to be Council delegates for 2021

This option is not recommended by officers.

**Conclusion**

Councillors are nominated annually as delegates to various committees and organisations to represent Council and its views, to engage with different groups that represent, advocate and provide for the community, and to enable compliance with key responsibilities.

#### 4.3 Surf Coast Shire Annual Report 2019-20

**Author's Title:** Coordinator Risk Management & Legal Services      **General Manager:** John Bertoldi

**Department:** Governance & Risk

**File No:** F17/969-3

**Division:** Governance & Infrastructure

**Trim No:** IC20/1603

**Appendix:**

1. Surf Coast Shire Council Annual Report 2019-20 Final (D20/189693)

**Officer Conflict of Interest:**

In accordance with Local Government Act 2020 – Section 130:

Yes

No

**Reason:** Nil

**Status:**

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

Yes

No

**Reason:** Nil

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**Purpose**

The purpose of this report is to present the Surf Coast Shire Annual Report 2019-20 to Council.

**Summary**

The Surf Coast Shire Annual Report 2019-20 (the report) has been prepared in accordance with the *Local Government Act 1989* (the Act) and the *Local Government (Planning and Reporting) Regulations 2014* (the Regulations). Future annual reports will be prepared in accordance with s.98 of the *Local Government Act 2020*.

This report details the significant achievements of Council during 2019-20 in delivering on the Council Plan 2017-21, as adopted in June 2017, together with the challenges and the key directions for 2020-21.

Section 133 of the Act requires Council to submit a copy of the annual report to the Minister for Local Government within 3 months of the end of each financial year. Due to the impact of COVID-19 an extension was granted to 30 November 2020 for this year only. A copy of the report was forwarded to the Minister electronically on 25 November 2020.

**Recommendation**

That Council receives and notes the Surf Coast Shire Annual Report 2019-20.

## 4.3 Surf Coast Shire Annual Report 2019-20

### Report

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

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

#### **Background**

Each year Council prepares an Annual Report that details Council's achievements and results from the previous financial year, as required by Section 131 of the *Local Government Act 1989* (the Act).

The report is Council's statutory document for providing transparency and accountability to the community on Council's performance in delivering on the Budget and the Council Plan.

#### **Discussion**

The Surf Coast Shire Annual Report 2019-20 has been prepared in accordance with the *Local Government Act 1989* (the Act) and the *Local Government (Planning and Reporting) Regulations 2014* (the Regulations) as detailed below:-

1. Section 131 of the *Local Government Act 1989* (the Act) specifies that the report must contain the following in respect of the financial year reported on:-
  - a) a report of operations of the Council;
  - b) an audited performance statement;
  - c) audited financial statements;
  - d) a copy of the auditor's report on the performance statement, prepared under section 132;
  - e) a copy of the auditor's report on the financial statements under Part 3 of the *Audit Act 1994*;
  - f) any other matter required by the regulations.
2. Section 133 of the Act requires that
  - 1) A Council must submit the annual report to the Minister—
    - a) within 3 months after the end of the financial year reported on; or
    - b) within any longer period permitted by the Minister in a particular case;
    - c) The Minister for Local Government has approved an extension of the date from 30 September 2020 to 30 November 2020 – Refer Local Government Victoria Bulletin 26/2020.
  - 2) After the annual report has been submitted to the Minister, the Council must give public notice that the annual report has been prepared and can be inspected on the Council's website.
  - 3) Hard copies will not be available due to COVID-19 restrictions.
3. Section 134 of the Act requires that
  - 1) A Council must consider the annual report at a meeting of the Council.
  - 2) The meeting—
    - a) must be held as soon as practicable but within the time required by the regulations, after the Council has sent the annual report to the Minister;
    - b) must be advertised at least 14 days before the meeting is held in a public notice that states—
      - (i) that the annual report will be discussed at the meeting; and
      - (ii) the place from which copies of the annual report can be obtained before the meeting;
    - c) must be kept open to the public while the annual report is discussed.
4. Part 4 of the *Local Government (Planning and Reporting) Regulations 2014* specifies what needs to be included in the Report of Operations.

Many of the performance indicators contained in the Annual Report will be reported through the State Government's Know Your Council Website. This provides an opportunity for people to conveniently view the data, including that of previous years and other similar Councils. All notable variances or trends to previous years are supported by a comment to give the reader improved understanding of drivers or issues impacting the indicators.

Five performance indicators are viewed as worthy of further comment, including:

1. Aquatic Facilities - Utilisation of aquatic facilities

### 4.3 Surf Coast Shire Annual Report 2019-20

- a. The downturn in attendee numbers at the Winchelsea Pool can in part be attributed to a milder than seasonal summer with average temperatures of 23.6C where the two previous seasons averaged 26C.
- b. Pool operations were not impacted by the coronavirus pandemic.
2. Food Safety - Food safety assessments
  - a. Result for 2019 down on previous year due to staff absences, prioritising response to complaints and poor performing businesses.
  - b. Staff resources also reallocated to Moriac Wastewater Project, Caravan Park registrations and Mosquito Management in Anglesea.
  - c. The number of registered food premises increased from 693 to 726.
3. Governance - Councillor attendance at Council meetings
  - a. Council conducted ten Ordinary meetings and five Special Council meetings during 2019-2020, one less meeting than during 2018-2019.
  - b. The March 2020 Council meeting was cancelled due to the coronavirus pandemic.
  - c. One Councillor position was vacant for three meetings during the by-election in the Anglesea Ward.
  - d. There was 100% councillor attendance at ten of the fifteen Council meetings.
4. Roads
  - a. Cost of sealed local road resealing – The increase in cost for local road resealing is due to works undertaken on asphalt roads compared to spray seal roads in previous years. Asphalt is \$25 per square metre compared to spray seal at \$6 per square metre.
  - b. Cost of local road reconstruction - The increase in cost for local road reconstruction is due mainly to one large project (Fischer Street reconstruction) where the cost was \$183.3 per square metre.
5. Statutory Planning - Time taken to decide planning applications
  - a. There were a number of large complex applications that took longer to process and pushed out the median number of days taken to decide planning permits.

#### Council Plan

Theme	5 High Performing Council
Objective	5.2 Ensure that Council decision-making is balanced and transparent and the community is involved and informed
Strategy	Nil

#### Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

<b>Implications</b>	<b>Applicable to this Report</b>
<b>Governance Principles</b> (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
<b>Policy/Relevant Law</b> (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
<b>Environmental/Sustainability Implications</b> (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
<b>Community Engagement</b> (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes
<b>Public Transparency</b> (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
<b>Strategies and Plans</b> (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes
<b>Financial Management</b> (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
<b>Service Performance</b> (Consideration of Service Performance Principles under s.106 of LGA 2020)	Yes
Risk Assessment	Yes
Communication	Yes
Human Rights Charter	Yes

### 4.3 Surf Coast Shire Annual Report 2019-20

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

The Annual Report provides information about current performance against the Council Plan, its initiatives and key strategic activities. The report includes the financial and performance statements.

The Annual Report identifies Council's achievements on behalf of the community and the challenges faced.

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

The Annual Report 2019-2020 was prepared in accordance with Section 131 of the *Local Government Act 1989* (the Act) and the *Local Government (Planning and Reporting) Regulations 2014* (the Regulations). It is a requirement that the report is provided to the Minister by 30 September each year however the Minister has extended the date to 30 November 2020 for this year only.

#### **Environmental/Sustainability Implications**

The Annual Report is a public document and will be available on Council's website to view or download. Hardcopy reports are normally only printed for public exhibition purposes. Hardcopies will not be available due to COVID-19 restrictions. This approach is also in keeping with Council's commitment to the principles of environmental leadership.

#### **Community Engagement**

Section 133 of the Act requires Council to make copies of the Annual Report available for inspection by members of the public. Advertisements will be placed in local media advising that the 2019-20 Annual Report is available on Council's website only.

The report as presented will be available on Council's website [www.surfcoast.vic.gov.au](http://www.surfcoast.vic.gov.au) from 25 October 2020.

#### **Public Transparency**

Council is committed to transparent reporting and accountability to the community. The Annual Report is the primary means of advising the Surf Coast Shire Council community about Council's operations and performance during the financial year.

The report seeks to describe the breadth of our services and operations, governance and management processes, and the responsibilities fulfilled by our Councillors, Executive Management Team and employees. Our aim is to provide residents, ratepayers, state and federal governments, and other key stakeholders with an open, accurate account of our performance during 2019-20.

#### **Strategies/Plans**

One of the Overarching Governance Principles in s.9 of the *Local Government Act 2020* is that the municipal community is to be engaged in strategic planning and strategic decision making. In June 2017 Council integrated the Council and Health and Wellbeing Plans to form the "Council Plan (incorporating the Health and Wellbeing Plan) 2017-21".

The Annual Report provides information about current performance against the Council Plan and the initiatives and key strategic activities of the budget.

#### **Financial Management**

Preparation of the Annual Report has been funded within the 2019-20 Budget and incorporates the Financial Statement and Performance Statement.

#### **Service Performance**

Council's performance for the 2019-20 year has been reported against each theme to demonstrate how Council performed in delivery against the Council Plan 2017-21. Performance has been measured as follows:

- Results achieved in relation to the strategic indicators in the Council plan
- Progress in relation to the major initiatives identified in the budget
- Services funded in the budget and the persons or sections of the community who are provided those services
- Results against the prescribed service performance indicators and measures.

### **4.3 Surf Coast Shire Annual Report 2019-20**

#### ***Risk Assessment***

There is a reputational risk for Council if it does not comply with its statutory obligations.

#### ***Communication***

Appropriate public notices have been issued advising of the Council meeting at which the 2019-20 Annual Report will be considered pursuant to Section 134 of the Act, as well as advising the general public where the Annual Report can be viewed.

#### ***Human Rights Charter***

Surf Coast Shire Council considers the Charter of Human Rights and Responsibilities in the delivery of services and development of the Council and other plans and strategies.

#### ***Options***

Option 1 – Council notes the Annual Report, subject to changes, at the Ordinary Council Meeting scheduled for 8 December 2020.

This option is not recommended by officers, other than for minor changes or typographical corrections, as there is limited time for changes to be reviewed and incorporated in time to enable Council to meet its statutory obligations.

Option 2 – Council notes the Annual Report as prepared at the Ordinary Council Meeting scheduled for 8 December 2020.

This option is recommended by officers as the document has been prepared with significant input and review. Noting at this meeting will meet Council's statutory obligations.

#### ***Conclusion***

The Surf Coast Shire Council Annual Report 2019-20 is presented to Council to provide transparency to the community and to fulfil statutory obligations.

**4.3 Surf Coast Shire Annual Report 2019-20**

**APPENDIX 1 SURF COAST SHIRE COUNCIL ANNUAL REPORT 2019-20 FINAL**



### 4.3 Surf Coast Shire Annual Report 2019-20

Strategic Indicator	Timing	Actual 30 June 2017	Actual 30 June 2018	Actual 30 June 2019	Target 30 June 2020	Actual 30 Jun 2020	Comment
							and, in some instances, reflects a lot of hard work completed over multiple years.
8. Increase in the number of digital transactions with Council including	Twice yearly	To be developed	To be developed				New Forms tool procured to allow work flow. All external Customer facing forms converted to digital format and payments functionality added to 95% of transactions. Work continues on remaining payments and internal forms design is progressing well. DocuSign procured and implemented to allow digital signatures
a. self- service transactions (number of on-line forms available)			38	N/A	30	116	
b. Completion of forms			1,111	N/A	TBC	2,469	
9. Increased performance rating for Customer Service in the Annual Community Satisfaction in Local Government Survey	Annual	Overall performance 2017 = 61	69	77	>61 (life of plan)	76	Council significantly outperforms the State-wide and Large Rural averages on

4.3 Surf Coast Shire Annual Report 2019-20

SURF COAST SHIRE COUNCIL

# Annual Report 2019 - 2020

Merrijig roundabout

Changing Place, Anglesea

Australia Day 2020

Race Torquay

Cafe Support program

Winchelsea Entrance Sculptures

Barwon River pathway, Winchelsea

Stage 4 Restrictions hit

socially distanced Council meeting

Coombes Road resurfacing

ANZAC Day 2020

MORIAC WELCOMES COVID SAFE VISITORS

#NotTheSurfCoastArtsTrail

Businesses adapt to COVID-19

Indoor Stadium, Torquay

Stribling Reserve upgrade, Lorne

**Surf COAST SHIRE**

surfcoast.vic.gov.au

### 4.3 Surf Coast Shire Annual Report 2019-20

**Council offices:**

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Victoria 3228  
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PO Box 350  
Torquay Vic 3228

### **4.3 Surf Coast Shire Annual Report 2019-20**

## 4.3 Surf Coast Shire Annual Report 2019-20

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## 4.3 Surf Coast Shire Annual Report 2019-20

### Introduction

#### About this Annual Report

Council is committed to transparent reporting and accountability to the community.

The Surf Coast Shire Council Annual Report 2019-20 is the primary means of advising the Surf Coast Shire Council community about Council's operations and performance during the financial year.

The report seeks to describe the breadth of our services and operations, our governance and management processes, and the responsibilities fulfilled by our councillors, Executive Management Team and employees.

Our aim is to provide our residents, ratepayers, state and federal governments, and other key stakeholders with an open, accurate account of our performance during 2019-20.

An online version of this report is available at [www.surfcoast.vic.gov.au](http://www.surfcoast.vic.gov.au).

## 4.3 Surf Coast Shire Annual Report 2019-20

### Mayor's message

I am pleased to present Surf Coast Shire Council's 2019-20 Annual Report on behalf of my fellow councillors.

It reflects upon a year of extraordinary achievement – dominated in the last quarter by our response to the complex challenges of the COVID-19 pandemic, but also featuring maintaining of Council services and facilities and advancing of significant works and projects.

We saw progress on many important projects around our wards during the year.

They included in Anglesea opening of a new Changing Places all access facility, and improvements at Ellimatta Reserve. In Lorne we saw the \$6.5 million Stribling Reserve Pavilions Redevelopment Project progress and approval of the \$10 million Point Grey redevelopment.

In Winchelsea we saw the installation of Winchelsea township's beautiful entrance sculptures and building of a Changing Places all-access facility. And in Torquay we have seen our Wurdi Baierr multipurpose stadium take shape, and important progress on establishment of a new cultural facility and library.

Council also received a total of \$30 million pledged by Australian and Victorian governments for a Torquay Aquatic and Health Centre.

Council maintained its valued active role as member of the G21 Geelong Region Alliance during the year and appreciated opportunities to advocate on behalf of our beautiful region.

We also maintained our commitment to environment with formal declaration of a Climate Emergency and endorsement of a three-part Climate Emergency

Response Plan including strategic corporate and community-focused actions.

Arrival of the pandemic during March significantly changed the way Council staff worked, with most transitioning to working from home, while others adjusted to using COVIDSafe practices in public-facing and outdoor roles.

Many Council services and facilities were affected by restrictions but the fact that services continued so seamlessly was great testimony to the skill and dedication of our staff.

Councillors also successfully adjusted to historic firsts, conducting meetings initially outdoors and then via video.

In June our Chief Executive Officer Keith Baillie announced he would be leaving us after 51/2 years in the role. I congratulate and thank Keith for having inspired and instigated many positive changes within our organisation and made such a significant contribution to community life.

At the same time I congratulate General Manager Governance and Infrastructure Anne Howard for her appointment as Acting CEO.

And finally with our four-year Council term drawing to a close I thank and congratulate my fellow councillors and wish them well for the future.

Good luck to our new councillors and Council for the term ahead representing our truly wonderful region and community.

**Cr Rose Hodge**  
Mayor  
Surf Coast Shire Council

## 4.3 Surf Coast Shire Annual Report 2019-20

### CEO's message

#### I am pleased to introduce Council's 2019-20 Annual Report.

Again we have strived to realise our purpose of helping of community and environment to thrive. Though the 2019-20 year ultimately presented extraordinary challenges due to the impact of the COVID-19 pandemic, we can be proud of the way we have adapted to circumstances, maintained operations and continued to support our community.

From March we had a majority of staff worked from home, while others continued in regular or modified roles observing workplace COVID-safe measures.

Council meetings also shifted, from the chambers to outdoors, and then to online.

Council's community-focused response to the pandemic included establishing of Community Support and Economic Support teams and a Recovery Assistance Grants program. Our Economic Support Team responded to 419 community requests for support at 100% completion rate.

Our COVID-19 community support allocation for 2019-20 was \$400,000, and a further \$1.7 million was allocated for 2020-21.

We moved forward with major projects including Lorne's Stribling Reserve lighting upgrade and pavilions redevelopment, building of Torquay's Wurdi Baierr multi-purpose stadium and installation of Winchelsea's entrance sculptures.

Council also completed its feasibility study for completion of a Surf Coast Aquatic and Health Centre, and determined a preferred funding strategy.

Council maintained a healthy financial position despite the impact of the pandemic, recording a surplus of \$9.9 million, with cash and investments of \$66.8 million up from \$54.5 million the previous year. Much of the cash held by Council is allocated to specific purposes, such as rehabilitation of Council's landfill or delivering projects under Developer Contribution Plans.

The pandemic reduced Council's financial position by \$700,000, including the \$400,000 community support allocation.

Our projects spend of \$24.5m in the year equated to 110% of our target.

We shared an outline of Our Financial Story with the community, illustrating challenges involved with maintaining our \$800 million in community assets, and meeting community expectations in the face of increasing cost pressures.

With a large portion of Council assets ageing, we will need to start allocating more funds to asset renewal, or service levels may reduce.

To help create greater financial capacity Council will continue to use developer contributions and seek government grants to help fund new projects. These projects will still create long-term costs for Council for operating and renewal.

We will also review what is delivered to the community and at what cost to ensure we can afford to deliver services and initiatives into the future.

We have maintained strong focus on our customer experience program, and measured significant increase in customer requests while improving our response times.

During 2019-20 we recorded 29,219 customer requests, an increase of 12,748 on last year, as well as 60,000 calls through our call centre.

We responded to 96 per cent of customer requests within our target time frame, a 10 per cent improvement on last year.

During pandemic working from home arrangements our Customer Service Team has responded to an average of almost 200 voicemails a day.

The 2019-20 year was the last of the Council's four-year term.

I congratulate councillors for their achievements and community service and particularly acknowledge retiring councillors Clive Goldsworthy, Margot Smith and Brian McKitterick.

And finally, thanks to our dedicated staff for continued improvement and achievement during a year marked by significant organisational and personal challenges.

**Anne Howard**  
Acting Chief Executive Officer



## 4.3 Surf Coast Shire Annual Report 2019-20

Surf Coast Shire Council

### Snapshot of Council

The Surf Coast Shire is located in south-western Victoria, 1.5 hours from Melbourne, 20 minutes south of Geelong and the official start of the iconic Great Ocean Road.

The Surf Coast is blessed with unique environments – coast and hinterland: towns and villages with their own culture and lifestyles; world class surfing destinations; businesses servicing local, national and international markets; a history of innovation and entrepreneurship; and a strong visitor economy. It is, more than ever, a place where people want to live, work and visit.

The charm and values of a coastal lifestyle make it, more than ever, a place where people want to live, work, visit and experience an exceptional quality of life.

The shire is home to ten distinct townships; Aireys Inlet, Anglesea, Bellbrae, Deans Marsh, Fairhaven, Jan Juc, Lorne, Moriac, Torquay and Winchelsea. Each of these townships has a keen sense of community, a unique identity and a strong desire to protect and nurture the environment. There is also a significant rural population including farming and rural/residential communities.

Torquay is at the start of the Great Ocean Road and is the fastest growing location within the municipality, with census data showing that Torquay and neighbouring Jan Juc's population increased by 3,244 people (23.7%) from 2011 to 2016 (Census of Population and Housing 2011 and 2016). This represents an average annual population change of 4.35% per year over the period.

Torquay and Jan Juc continue to attract a large number of young families to the shire given the coastal lifestyle and ease of commuting to Geelong and Melbourne. There is a growing number of small businesses & entrepreneurs attracted to enjoy a coastal lifestyle thanks to improved technology and internet capabilities.

Winchelsea has been identified as a town that is also capable of supporting substantial residential growth and is the principal agricultural centre of the shire. Duplication of the Princes Highway together with access to good physical and community

infrastructure support Winchelsea's position as our secondary growth centre within the shire.

Lorne, in the south-west of the shire, is another iconic destination. Bordered by Loutit Bay, the Great Ocean Road and the Great Otway National Park, this town is a scenic and recreational wonderland. Smaller coastal towns of Anglesea and Aireys Inlet offer magnificent seaside and bushland experiences, while the hinterland villages of Deans Marsh and Moriac maintain strong links to the land, which consists of productive agriculture, rural land and tourist businesses. Rural landscapes in the hinterland are highly valued by the community and are an important element in its economic future.

The Surf Coast economy is unique and it's growing. Powered by sectors including surfing, tourism, construction and small business, it supports over 3,500 businesses which drive an economy estimated to be worth over \$1.3 billion annually. A rise in home-based, innovative and creative businesses has led to the Surf Coast being recognised as the fifth largest lifestyle-lead innovation hotspot in Australia.

### Population

Location and lifestyle continue to contribute to the Surf Coast Shire being one of the fastest growing municipalities in Victoria.

Between 2001 and 2019 the population of the Surf Coast Shire grew from 20,872 to 33,456 with a 3.7% growth rate between 2018 and 2019. The latest Australian Bureau of Statistics (ABS) Regional Population Growth figures released 25 March 2020 list Surf Coast Shire as the eighth fastest growing Council in Victoria behind five city Councils and two shire Councils (Cardinia 4.7% and Mitchell 4.0%)

Between 2016 and 2036, the population for Surf Coast Shire is forecast to increase by 15,272 persons to 45,717 (50.16% growth), at an average annual change of 2.5%

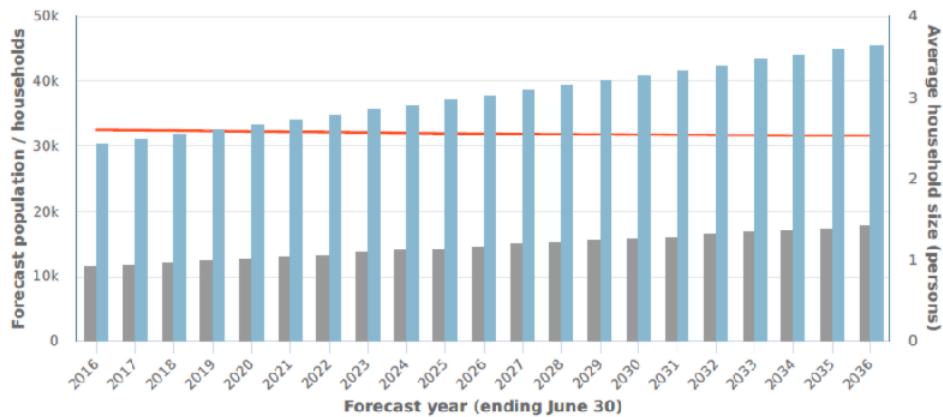
By the end of 2021 the shire's population is forecast to grow to 34,230, with a further 11,487 people forecast to live in Surf Coast Shire by 2036. (Forecast.id.com.au).

### 4.3 Surf Coast Shire Annual Report 2019-20

#### Forecast population, households and average household size

Surf Coast Shire

— Average household size ■ Occupied private dwellings ■ Total population



Population and household forecasts, 2016 to 2036, prepared by .id the population experts, June 2018.



Census and forecasts population data is available on the Surf Coast Shire Council website and includes community profile data for all Surf Coast Shire townships (go to About us/About the shire).

#### Economy

Prior to COVID-19 the Surf Coast was growing at a rate above the State average. Primary sectors that contribute to the economy include surfing, tourism, construction, retail and health. In the Hinterland, the agriculture sector plays an increasingly important role. Over 3,500 businesses support the Surf Coast economy that was estimated to be worth over \$1.3 billion annually before the COVID-19 down turn.

A rise in home-based, innovative and creative businesses has led to the Surf Coast being recognised as the fifth largest lifestyle-lead innovation hotspot in Australia. There are now over 2,000 business operating from or at home on the Surf Coast (a rise of 53% over the past 5 years). Traditional and emerging sectors of agriculture and health complement to create a distinctly different economy to that of Geelong and surrounding regions.

Over a five year period, the Gross Regional Product of the Surf Coast Shire grew by an average of 4.77%. This is higher than the average growth for the G21 region (3.43%), Victoria (3.07%) and Australia (2.9%).

The total employment estimate for the Surf Coast in early 2020 was 9,293 jobs. The sectors with the largest impact in terms of jobs and output were:

Accommodation and food services – 16.0% of all jobs, 9.5% output

Construction – 14.5% of jobs, 23% of total output

Rental, hiring and real estate services is one of our highest performing sectors, but accounts for very few jobs – 1.9% jobs, 13.5% output

Retail is one of the largest employers but ranked seventh in output – 12.2% jobs, 5.1% output

Agriculture represents the fifth largest sector in terms of output, and the seventh largest employer – 5.9% jobs, 6.5% output.

Since the advent of COVID-19 it is estimated the economy has contracted by 6.3%, with the loss over 1,000 jobs.

As a tourism destination and with many businesses in accommodation, hospitality and creative industry, the Surf Coast was identified as being in the top 13 of 535 LGA's in terms of percentage of businesses applying for JobKeeper.

The close proximity to Geelong and Melbourne results in many residents travelling to these centres for work. Approximately 37% of all employment people in Surf Coast work in Geelong, with another 12% working in Melbourne. Jobs held by these people tend to be in areas of finance, health, education and professional services.

### 4.3 Surf Coast Shire Annual Report 2019-20

In contrast, employees imported into the Surf Coast tends to be more part time and hospitality focused.

Employment structures between males and females also differs. Approximately 64% of males work in full time roles. These roles tend to be in areas such as Engineering, Architecture, Building, Management & Commerce. In contrast approximately 34 percent of females are in full time employment with roles tending to be in Health, Education, Social work, Cultural management & Commerce.

Within the Surf Coast there are three distinct sub economies – Torquay, Coast (Anglesea to Lorne area) and Hinterland. In the Torquay economy Construction (14%), Tourism (13%) and retail (13%) comprise the major sectors. In the Coast economy Tourism is far more dominant (22%) followed by Construction (15%) and Retail (11%). Employment in the Hinterland is dominated by Agriculture (39%), Construction (19%) and Education (8%).

The significant construction sector is supported by the growth of several Geelong suburbs and Torquay.

#### Visitation and part time populations

The Surf Coast's beaches, natural attractions, major events and outdoor activities make it a renowned tourism region in Victoria.

During 2019, the Surf Coast Shire attracted just over 3 million visitors, generating over \$543 million in tourism expenditure. It is estimated that over \$67.2 million in wages and salaries is attributed to tourism in the shire each year. While domestic day trippers are the most common type of visitor (58%), domestic overnight visitors contribute the highest spend (71%). International overnight visitor numbers are small (51,506) but growing. In 2019, China became our largest source of international visitors. Even so, their contribution to overall visitor expenditure was very small. Since the advent of COVID-19 it is estimated there has been a loss of over 1.1 million visitors (estimated to expend approximately \$180 million) to the Surf Coast. This figure will dramatically increase as the summer months approach.

The Surf Coast Shire was home to over 200 events, festivals and markets in 2019, attracting over 240,000 attendees, and seen by a global audience of over 40 million. Headline events such as the Rip Curl Pro, Cadel Evans Road Race and Race Torquay, Pier to Pub, Surf Coast Century and Amy's Gran Fondo help inject an estimated \$100 million into the economy each year.

In addition to the growing permanent population, part time and visitor populations are significant in the Surf Coast. Typically 47% of properties in the Surf Coast Shire are owned by people residing outside the shire, with 26% of holiday home owners intending to move permanently to the shire in the future. During peak visitation periods, the population of the Surf Coast Shire is estimated to nearly triple, from its usual population of 29,402 to over 86,000. COVID-19 is expected to create a shift in the structure of permanent versus part time houses with many families seeking to make the Surf Coast their primary place of residence

#### Age structure

The Surf Coast Shire has a younger age profile in 2016 compared to the Geelong G21 Region.

In 2016, 24.3% of our population was in the younger age groups (0 to 17) and 24.3% was aged 60 years or older, compared with 22.2% and 24.8% respectively for the Geelong G21 Region (Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016).

Between 2016 and 2036, the age structure forecasts for the Surf Coast Shire indicate a 21.3% increase in population under working age (0 to 17) and a 47.5% increase in population of retirement age (over 60 years). This change in age demographic is likely to result in a number of service related challenges.

#### Births

New births are also contributing to Council's increasing population. In 2017 there were around 330 births in the Surf Coast Shire (Australian Bureau of Statistics, *Registered Births*). Between 2017 and 2026 it is projected that there will be a further 4,091 births (forecast .id).

#### Dwellings and households

The total number of dwellings in the Surf Coast Shire increased by 1,594 between 2011 and 2016 (Australian Bureau of Statistics, Census of Population and Housing). It is anticipated that residential development will grow by an additional 379 dwellings each year until 2036 (forecast .id).

In 2016, 33.7% of all households in the Surf Coast Shire were couples with children, 28.8%, were couples without children, 7.6% were one parent families, 0.7% were other families, 2.7% were group households, 19.8% were lone persons, 4% were other not classified households and 2.6% were visitor-only households. (Australian Bureau of Statistics, Census of Population).

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Over \$2.25 billion of building and construction activity has taken place in the Surf Coast Shire in the past 10 years. Of this, approximately \$1.5 billion has occurred in Torquay/Jan Juc. Since 2004 only the regional cities of Geelong, Bendigo and Ballarat have had greater construction activity than the Surf Coast Shire. Construction activity in Torquay/Jan Juc alone is greater than 50% of Victoria's regional cities.

### Education

In the Surf Coast Shire, 50% of people aged over 15 years had completed Year 12 schooling (or equivalent) as of 2011 (compared to 38% in the G21 Region), increasing from 45% in 2006. The proportion of residents who have post-school qualifications has also increased from 47% in 2006 to 54% in 2011 (Australian Bureau of Statistics, Census of Population and Housing).

### Employment

The Surf Coast Shire is strongly influenced by the impact of tourism and surfing. Total employment in the municipality was estimated at just over 9,200 jobs in early 2020 with major employers including Rip Curl, Barwon Health and the Surf Coast Shire. Other major employers include the major resorts of Mantra, RACV, Cumberland and Peppers. There is also a range of mid-level employers such as the Great Ocean Road Chocolaterie, pubs, supermarkets and schools. The status of employment on the Surf Coast will be monitored closely over the next 12 – 18 months as part of recovery from COVID-19. As mentioned above, by June 2020 it was estimated that over 1,000 jobs had already been lost due to the pandemic.










## 4.3 Surf Coast Shire Annual Report 2019-20

### Councillors

The Council was elected to provide leadership for the good governance of the municipal district and the local community. On 22 October 2016 the Surf Coast Shire Council community elected this Council for a four year term.

The municipality is divided into four wards and ensures that communities have local representation in Council.

The nine councillors are the elected representatives of all residents and ratepayers across the shire. They have a responsibility for setting the strategic direction for the municipality, developing policy, identifying service standards and monitoring performance across the organisation. The councillors are listed below.

<b>Anglesea Ward</b>	
 <p><b>Cr Margot Smith</b> Elected: 2012, 2016 Mayor: 2014-15 P. 5261 0852 M. 0400 271 574 msmith@surfcoast.vic.gov.au</p>	 <p><b>Cr Tony Revell</b> Elected: 2019 M. 0427 337 558 trevell@surfcoast.vic.gov.au</p>
<b>Torquay Ward</b>	
 <p><b>Cr David Bell</b> Elected: 2012, 2016 Mayor: 2017-18 P. 5261 0859 M. 0409 626 614 dbell@surfcoast.vic.gov.au</p>	 <p><b>Cr Martin Duke</b> Elected: 2016 P. 5261 0856 M. 0409 806 073 mduke@surfcoast.vic.gov.au</p>
 <p><b>Cr Rose Hodge - Mayor</b> Elected: 2004, 2008, 2012, 2016 Mayor: 2006-07, 2013-14, 2015-16, 2018-19, 2019-20 P. 5261 0857 M. 0407 552 025 rhodge@surfcoast.vic.gov.au</p>	 <p><b>Cr Brian McKiterick</b> Elected: 2008, 2012, 2016 Mayor: 2011-12, 2016-17 P. 5261 0851 M. 0428 570 094 bmckiterick@surfcoast.vic.gov.au</p>
<b>Lorne Ward</b>	
 <p><b>Cr Clive Goldsworthy</b> Elected: 2012, 2016 P. 5261 0854 M. 0400 756 854 cgoldsworthy@surfcoast.vic.gov.au</p>	
<b>Winchelsea Ward</b>	
 <p><b>Cr James McIntyre</b> Elected: 2019 M. 0400 169 741 jmcintyre@surfcoast.vic.gov.au</p>	 <p><b>Cr Heather Wellington</b> Elected: 2012, 2016 P. 5261 0853 M. 0417 542 967 hwellington@surfcoast.vic.gov.au</p>

## 4.3 Surf Coast Shire Annual Report 2019-20

### The year in review

#### Highlights, challenges and the year ahead

See the *Our Performance* section for more performance related information.

## 4.3 Surf Coast Shire Annual Report 2019-20

### Theme: Community wellbeing

*Create an inclusive community where everyone can participate and contribute.*

#### Highlights:

- Providing assistance to the community-led Deans Marsh community action planning process
- Progressing the design and commencement of work to redevelop Stribling Reserve netball and main pavilions
- Worked with community groups to develop eight community initiatives as part of the Community Projects Development Program
- Rapid establishment of three place based community support teams to help the community during the COVID-19 pandemic.
- Established a COVID-19 Recovery Assistance Grant program.
- Delivered successful community events, supported by technology to mark NAIDOC Week, International Women's Day, IDAHOBIT Day, Volunteers Week, Children's Week, Seniors Week and International Day of People with a Disability
- Celebrated the achievements of our community volunteers at the 2020 Australia Day Awards
- Delivered the 2019 Surf Coast Arts Trail supported with a new digital trail map.
- Installed large scale sculptures by artists Matthew Harding and Benjamin Storch at the eastern and western approaches to Winchelsea
- Adopted *Creative Places 2019-2021* Surf Coast Shire Council's new Arts Strategy
- Established PORTAL a new multi discipline arts website designed to support local creative practitioners and to showcase work during the COVID 19 shutdown
- Free programmed skills development for artists through the Elevate Series of workshop video resources
- Opened new Changing Places facilities in Winchelsea and Anglesea to support people with high support needs.
- Enhancing childhood immunisation services to provide free childhood flu vaccinations.
- Conducted a feasibility study to determine the location and scope of a Cultural Facility and Library in Torquay. Updated the Surf

Coast Shire Municipal Emergency Management Plan.

- Township strategic fuel break (APZ) expansion investigation project completed. Partnered with DELWP, CFA and Parks Vic.
- 'Landscaping for Bushfire' workshop for landscapers and TAFE students, included teachers and staff from schools and representatives from fire agencies.
- 31 bushfire education engagement opportunities reaching over 750 individuals.
- A large printed engagement and education program for bushfire safety, using mail outs and printed and digital media.
- Clearer signage for bushfire Neighbourhood Safer Places. Included a link on the signage to a Simple Chinese version.
- Surf Coast Shire Council leading a State grant funding to update and develop multi-agency township operational response bushfire plans.
- We undertook an extensive bushfire fuel reduction programs including 7 joint bushfire fuel reduction programs with community an issued 194 Fire Prevention Notices for the 2019 – 2020 season.
- Planned and delivered a joint Shire and agency Emergency Relief Exercise.

#### Challenges:

- Adjustment of services in light of COVID-19 pandemic and gaining early insights into the challenges for the community.
- Planning for the implementation of the Victorian Government's commitment to increase the provision of three year old kindergarten programs
- Transitioning aged care services to new providers.
- COVID considerations - face to face engagement need to be modified.
- Message fatigue – enormous amount of bushfire messaging around last year's Black Summer. Followed by 'Be COVID safe', community safety messaging is at an all time high. Cut through messaging will be crucial while also recognising communities'

### 4.3 Surf Coast Shire Annual Report 2019-20

potential for weariness and saturation of safety messages.

#### **The year ahead:**

- Completion of an audit of Council facilities to determine priority order of works required to support all abilities access
  - Adoption of the Community Development Policy and Action Plan
  - Adoption of a new Community Engagement Policy in keeping with requirements of the Local Government Act 2020.
  - Concept design the Cultural Facility and Library Project
  - Adoption of the Age Friendly Communities Strategy and Action Plan
  - Development of a revised Early Years Strategy and Action Plan
- Complete the transition of Commonwealth Home Support Program services to new providers
  - Transition Section 86 Committees of Management to Community Asset Committees.
  - COVID considerations - face to face engagement need to be modified.
  - Message fatigue – enormous amount of bushfire messaging around last year's Black Summer. Followed by 'Be COVID safe', community safety messaging is at an all time high. Cut through messaging will be crucial while also recognising communities' potential for weariness and saturation of safety messages.



## 4.3 Surf Coast Shire Annual Report 2019-20

### Theme: Environmental leadership

#### *Preserve and enhance the natural environment*

##### Highlights:

- 130kW of additional solar capacity was installed on Council facilities including Torquay and Winchelsea depots, Anglesea Landfill and Torquay Civic Office.
- Declaration of climate emergency was made at Council's August 2019 meeting, with a commitment to take action locally.
- Corporate environmental sustainability targets were developed, including 100% renewable energy, net zero greenhouse gas emissions, zero waste, sustainable water use and responsible land management.
- An emissions inventory was developed for council's operations.
- Climate Emergency Short Term Corporate Action Plan was developed and many actions have been completed.
- Climate Emergency Long Term Corporate Action Plan is in progress, with inputs from across all of Council's operations and services.
- Council's role and approach to a Climate Emergency Community Response was endorsed and is underway.
- The Towards Environmental Leadership website was relaunched with a suite of local stories and resources to celebrate and encourage local environmental action.
- Community groups including Surf Coast Youth 4 Climate, ANGAI, Repair Café Surf Coast, community gardens, Plastic Wise groups and others have continued to be supported.
- The Local Food Program delivered new live and virtual workshops sharing skills for growing, making and preserving food.
- A commitment was made to change to a four bin kerbside waste collection service, including Food Organics and Garden Organics (FOGO) and a separate bin for glass.
- 30 households were involved in the trial of a purple-lid bin for separating glass.
- Worked with volunteer groups to support revegetation projects along the Barwon River, Jan Juc Creek, Painkalac Creek, Deep Creek and Spring Creek, aimed at

improving the resilience and quality of these remnants over the longer term

- Created opportunities for local schools, kindergartens and businesses to become involved in environmental activities on Council land such as weeding and rubbish removal.
- Protected remnant vegetation communities and native fauna on Council reserves through extensive weed and rabbit control programs.
- Anglesea streetscape beautification project delivered in partnership with the local community with new plantings in high profile locations including the riverbank and shopping precincts

##### Challenges:

- COVID-19 delayed work and engagement on the Climate Emergency Response.
- COVID-19 has caused the cancellation of all face-to-face consultation and engagement for the foreseeable future.
- The state's recycling industry experienced major disruption and challenges.
- COVID-19 caused delay in rolling out the shire-wide FOGO service and additional bin for collecting glass.

##### The year ahead:

- Installing additional solar at Council facilities and an upgrade to solar monitoring systems.
- Developing strategies to achieve 100% renewable energy and net zero emissions targets.
- Increasing knowledge about climate change threats and solutions across council's workforce.
- Implementing the Climate Emergency Long Term Corporate Plan.
- Supporting a Climate Emergency Community Response and actions.
- Continuing to deliver the Local Food Program.
- Continuing to support environmental groups to connect, share knowledge and hold events/activities.
- Changing the kerbside waste service to a four bin system including FOGO and a separate bin for glass.

#### **4.3 Surf Coast Shire Annual Report 2019-20**

## 4.3 Surf Coast Shire Annual Report 2019-20

### Theme: Balancing growth

*Provide for growth whilst ensuring the intrinsic values and character of the shire are retained*

#### Highlights:

- Statutory Planning was the best performing service in the Peri-urban group of Councils for the second year in row
- Completion of the Surf Coast Aquatic and Health Centre Feasibility Study and determination of a preferred model and funding strategy
- Progression of the construction of the Surf Coast Multi-Purpose Indoor Stadium and named Wurdi Baierr Stadium (big gathering space).
- Completion of key recreation projects including Yuurrok Soccer Pitch (Banyul Warri Fields), Winchelsea Netball Pavilion Upgrade and Stribling Reserve Sports Lighting and Electronic Scoreboard
- Completing review of Torquay Jan Juc Developer Contribution Plan
- Council officers participated in the working group and steering committee for the State Government Distinctive Areas and Landscapes Project; providing information and local knowledge input. The project will determine permanent settlement boundaries for Torquay/Jan Juc and height, density and location of urban growth.
- Council officers participated in the working groups for the Armstrong Creek to Torquay transit corridor project being progressed by the Department of Transport.
- The Torquay Jan Juc Retail and Employment Land Strategy was commenced with a draft background report prepared. The strategy will consider land supply and demand and give direction on the role of Torquay's industrial and commercial areas in the future.
- Two rezoning and subdivision plans were prepared for Moriac and Winchelsea for low density residential subdivisions in accordance with the adopted structure plans for those towns; creating a total of 115 new lots.
- Two background reports on bushfire and economics were prepared for the Lorne Structure Plan, which is on hold pending

the community's work on accommodation and increasing the permanent population of Lorne.

#### Challenges:

- Need for certainty regarding long anticipated Distinctive Areas and Landscapes
- Reactivating projects postponed by the Covid-19 pandemic such as planning scheme amendment to implement the Winchelsea town centre urban design guidelines
- Considering coastal towns in the context of the DELWP Strategic Framework Plan for the Great Ocean Road and new Great Ocean Road Authority.

#### The year ahead:

- Continue to advocate for funding to deliver the Surf Coast Aquatic & Health Centre.
- Commence a \$2.1m redevelopment of the Grant Pavilion to increase the number of change rooms and umpires rooms and provide the Surf Coast Football Club with a club room.
- Completion of key projects at Mt Moriac Reserve – new Equestrian pavilion, new AFL lighting, new netball lighting and second oval drainage – and commencement of the new netball and tennis pavilion redevelopment.
- Completion and opening of Wurdi Baierr Stadium.
- Developing a revised Torquay Jan Juc Developer Contribution Plan and proceeding this through a Planning Scheme Amendment
- Continue structure planning for Lorne and Moriac
- Complete the Retail and Employment land strategy for Torquay
- Implementation of the Distinctive Areas and Landscapes directions for Torquay/Jan Juc
- Complete a planning scheme amendment to implement the Rural Hinterland Futures

### 4.3 Surf Coast Shire Annual Report 2019-20

Strategy to give direction on tourism uses  
in rural areas

- Commence a planning scheme  
amendment to implement the Heritage

Study Stage 2C to protect our important  
historical properties

## 4.3 Surf Coast Shire Annual Report 2019-20

### Theme: Vibrant economy

*Support innovative, sustainable businesses and activities that create jobs and are valued by the community and visitors*

#### Highlights:

- Secured \$500,000 towards the Connecting Torquay Town Centre project under the Victorian Government's Regional Infrastructure Fund.
- Completion of the annual business barometer survey with one hundred and thirty five Surf Coast businesses responding.
- Worked with Building, Planning, Customer Service, Local Laws, Health to develop a Business Concierge service for businesses requiring cross departmental assistance. The service is designed to provide a quality customer experience and a first point of contact for the whole of business permit approvals process with Council.
- Council collaborated with Small Business Victoria to bring their Small Business bus to the Surf Coast to assist small business operators with confidential one-to-one mentoring service in Torquay, Anglesea and Winchelsea
- The Surf Coast Shire Agribusiness Network hosted a number of workshops including 'Poultry, Pests, Plants and Industrial Hemp – Biosecurity Basics' to support and improve the skills of lifestyle farmers in sustainable land management, biosecurity and animal welfare.
- Council assisted the futureAUS conference in September 2019. Over the week, there were 6 events and 160+ innovators in Torquay to discuss innovation.
- Council partnered with Business in Heels to bring Mentor Mornings to the Surf Coast. Business in Heels is a networking forum designed to empower women in business to help them reach their true potential as fast as possible.

#### Covid-19 Related Business Support

- Surf Coast businesses were surveyed to help understand their needs and provide the right type of support at the advent of COVID-19. Almost 400 businesses were contacted with feedback playing a key role in the provision of support.
- Responded to 419 requests for support with a 100% completion rate.
- An expanded Business Concierge process has run successfully during Covid-19 in collaboration with Health, Planning, Building & Local Laws to help provide assistance to businesses. The new service has assisted over 50 new businesses understand the permits they might need and the process to obtain them.
- A new website, BuySurfCoast.com.au, promoted local businesses operating during COVID-19 restrictions to over 5,100 visitors and connected with over 650 local businesses since it went live on 27 March 2020. A new Inspired By Surf Coast Buy Local campaign has now been launched.
- A 1:1 Specialist Advice Program assisted 26 businesses by connecting them with local business experts for advice on marketing, accounting, legal and business planning. The program provided a \$200 subsidy to support COVID-19 affected businesses and achieved a customer Satisfaction rating of 9/10.
- 110 CovidSafe Sticker Packs provided to businesses across the Surf Coast to support social distancing and capacity requirements. The sticker packs were designed for retail and hospitality businesses.

Introduction of Covid-19 support package, including \$0.4 million of support in 2019-20 and \$1.768 million of budgeted support in 2020-21. Included in 2019-20 was \$0.3 million of business fees and charges refunded to support our local economy.

## 4.3 Surf Coast Shire Annual Report 2019-20

### Events

- The 2020/21 Event Grants Program was released in September 2020, with 28 proposals received and assessed for consideration by Council in January 2020. Council approved funding of 13 Major and 9 Community Events, to a total value of \$78,000.
- From July 2019 to March 2020, Council's Events team supported the delivery of some 50 events throughout the region, including Amy's Gran Fondo, the Surf Coast Century, Wonderfalls Trail Run, Sprint Series Adventure Race, Great Victorian Bike Ride, Afterglow Night Trail Run, Roo Run, Rock to Ramp, Mountain to Surf, Pier to Pub, Nightjar, Kite Wave Nationals and Aireys Open Mic Music Festival.
- Council played a significant role in hosting the inaugural Towards Zero Race Torquay, as part of the four-day Cadel Evans Great Ocean Road Race cycling festival which ran from 30 January to 2 February 2020.
- Following the Victorian Premier's declaration of a State of Emergency on 16 March 2020, all events scheduled to the end of June 2020 were either postponed or cancelled. This included major events such as the Rip Curl Pro, Great Ocean Road Running Festival and Surf Coast Trail Marathon, as well as numerous community events including the Deans Marsh Festival and Love Winter in Aireys program.

### VICs & Australian National Surfing Museum

- The Australian National Surfing Museum (ANSM) featured in a new online exhibition launched by Google called *Australia: Great Sporting Land*. The launch saw the ANSM featured alongside other significant sports such as the AFL, NRL and Bradman Museum. The launch was the culmination of 2 years with Google.
- Secured the donation of a large part of Quiksilver's historic collection- a collection of 45 historic surfboards and extensive photographic archive. The donation shows the recognition within the industry that the ANSM is the home for Australia's most significant surfing collections.
- 2019 marked the Centenary of the commencement of construction for the Great Ocean Road. To mark this anniversary, the Lorne Visitor Information team worked with the

Lorne Historical Society to develop and install a temporary exhibition on the building of the road in the Great Ocean Road Story space. The exhibition opened on 18 September and coincided with the 100 Year Celebration project led by Great Ocean Road Regional Tourism.

- The Waves and Wheels Exhibition opened on 20 December at the Australian National Surfing Museum. 'Waves and Wheels – A Celebration of Surfaris' celebrates the wave-chasing adventures of surfers around our coastline through a colourful presentation of stories, images, artefacts, objects, music and surf film footage dating back more than 60 years.
- Developed a virtual tour and commentary for the ANSM to suit curriculum requirements for schools and offer a service while they cannot travel. Students also have the opportunity to ask questions from ANSM staff. This program is now being offered directly to schools for Terms 3 and 4.

### Challenges:

- Recovery phase of COVID-19 and continued support of heavily impacted businesses.
- Ensuring visitation returns at the right time with expenditure maximised
- Business stability as key Federal and State assistance programs end.
- Supporting mass participation events with COVID-19 requirements Balancing host community sentiment with the need to encourage visitation

### The year ahead:

- Continued support for business community associated with COVID-19
- Continued delivery of the COVID-19 Recovery Support Grants
- Completion of the 10 year Economic Development Strategy
- Launch of the new Surf Coast Events brand and website
- Reopening of our Visitor Information Centres and ANSM
- Re-establishment of our significant events calendar
- Inspired By Surf Coast Campaign to support local businesses
- Collaborative marketing campaigns with Great Ocean Road Regional Tourism

## 4.3 Surf Coast Shire Annual Report 2019-20

### Theme: High performing Council

#### *Deliver valued services to the community*

#### Highlights:

- Registered and completed 29,211 customer requests in Council's primary customer request management system. 96% of requests were completed within the allocated timeframe.
- Introduction of real time customer feedback to improve understanding of service performance through the eyes of the customer
- Complaint Handling Policy and Procedure updated to aligned with Victorian Ombudsman's recommendations
- Virtual Council and Hearing of Submissions meetings, including livestreaming
- Submission to the Victorian Government's Rating System review
- Agile workforce and workplace response to COVID restrictions including shift to working from home model with high reliance on technology.
- Converted all customer facing forms to digital format and added electronic payment facilities
- Rolled out new functionality to enable Council to work remotely enabling Council business to continue during Covid-19 pandemic
- Launched a portal to enable Councillors to access information centrally.
- Achieving annual target over savings through the combined efforts of the Business Improvement Program, Digital Transformation Program and Business Case initiatives
- Substantial reforms associated with Positive Ageing services

- Delivered a strong result of for capital and operational projects despite the challenges of Covid-19 – record spend of \$24.5m and 110% of Spend Target following adjustments for savings, cancelled and deferred projects.

#### Challenges:

- Some service changes to meet long-term financial plan savings targets not readily accepted by service users.
- Continuing equipment renewals during restrictions
- Cost pressures on resources to support remote working
- Supporting the organization in a modified working arrangement
- Realisation of savings in corporate overheads associated with reforms

#### The year ahead:

- Council elections and induction of new Councillors
- Implementation of Local Government Act 2020
- Deliver a number of new initiatives from the Digital Transformation Program including Live Customer Chat, Electronic signatures and mobile applications for field staff
- Continued improvement of the customer experience through process improvements, improved technology and staff development
- Adapting workplaces and practices to cope with easing COVID-19 restrictions and the 'new normal'

## 4.3 Surf Coast Shire Annual Report 2019-20

# Financial overview

## Summary

Surf Coast Shire Council's financial position continued to be healthy 2019-20, despite impact of the Covid-19 pandemic. This is evidenced by:

- Cash and investments of \$66.8m (up from \$54.5m last year)
- \$97.3m in revenue (\$101.0m last year)
- \$21.2m in borrowings (\$16.3m last year)
- Income Statement surplus of \$9.9m (\$20.9m in 2018-19)
- Accumulated Unallocated Cash Reserve balance of \$2.4m.

The Coronavirus Pandemic had an impact of reducing Council's financial position by \$0.7 million. This included \$0.4 million that Council allocated in its financial assistance package, and \$0.3 million of other variances.

Detailed information relating to Council's financial performance is included in the Annual Financial and Performance Statements, which are included in this report.

## How Council's Financial Framework works

The Council Plan 2017-2021 outlines Council's strategy and commitment to achieve its vision of "an engaged, innovative, and sustainable community". Whilst our strategies and plans are aimed at achieving this vision, Council must also meet the principles of sound financial management, as outlined in section 136 of the Local Government Act 1989.

To ensure we can deliver on our vision, Council uses revenue raised via rates and other means for the provision of community services, supplying the community with new assets and maintaining existing assets to an acceptable standard.

Council delivers a number of services to the community every year, including:

- kindergartens and early year education programs
- libraries and school crossings
- community health programs and initiatives
- community education and social planning
- community emergency management
- maintenance of public open space and community assets
- waste management and recycling
- road maintenance
- environmental projects, including Council's Environmental Leadership program
- economic development
- planning and development
- local law enforcement

Council also delivers a significant number of projects every year, including the delivery of new community assets, the renewal of existing assets, the coordination of environmental and community initiatives, and various community events.



### 4.3 Surf Coast Shire Annual Report 2019-20

#### Financial sustainability and challenges

This year the Council declared a rate increase of 2.5% to comply with the state government's Fair Go Rates legislation. A cap on rates represents a significant financial constraint to local government. Council prepares a 10 year financial plan to ensure financial challenges and responsibilities are recognised. Our current challenges include:

- Responding to the Coronavirus pandemic and its economic and wellbeing impacts to businesses and residents of the shire
- Heavy reliance on rate revenue in a rate-capped environment, and government grants as our main sources of income, and limited access to other revenue sources
- Significant upheaval in the waste industry
- Increasing costs related to maintaining assets
- The costs of providing new assets in growth areas
- Increased costs in delivering services for a population that is growing
- Competing community priorities
- The implementation of a new Local Government Act

Council continues to invest in initiatives to mitigate these challenges, including our Business Improvement Program, Program Management Office, and Digital Transformation Program.

#### Operating performance

Council's operations delivered a net surplus of \$9.9m, \$8.2m lower than budget. This was mainly due to:

- Amortisation of Council's Landfill Airspace (\$4.2m) and leased assets (\$0.5m), under newly-introduced accounting treatments for these items
- Costs of refinancing Council's borrowings portfolio (\$2.5m)
- Higher asset write-off costs (\$2.1m)

Although Council incurred costs in refinancing its portfolio of borrowings, the net income was a significant reduction in interest costs which will lead to a net positive outcome for Council over the life of the portfolio.

The net surplus is generated to fund non-operating activities, including the provision of new infrastructure and the renewal of existing community assets. The net surplus also includes funds tied to specific purposes, such as our waste and recycling programs, and non-cash items such as depreciation.

Table 1: Key Results for 2019-20

(\$'000)	Budget	Actual	\$ Variance	% Variance
<b>Revenue</b>	93,341	97,312	3,971	4%
<b>Expenditure</b>	75,175	87,363	(12,188)	(16%)
<b>Net Surplus</b>	18,166	9,949	(8,217)	(45%)
<b>Recurrent EBITDA Result</b>	15,956	19,508	3,552	22%
<b>Cash and Investments</b>	54,662	66,766	12,104	22%
<b>Borrowings</b>	18,527	21,170	2,643	14%
<b>Net Assets</b>	855,793	842,986	(12,807)	(1%)
<b>Rates and Charges revenue</b>	54,335	54,922	587	1%
<b>Capital Expenditure</b>	25,354	21,219	(4,135)	(16%)
<b>Accumulated unallocated Cash</b>	2,503	2,435	(68)	(3%)

### 4.3 Surf Coast Shire Annual Report 2019-20

Council remains heavily dependent on rates as its major revenue source, with ratepayers contributing more than 56% of Council's total income in 2019-20. If non-cash items and capital grants are removed from the equation, rates and charges account for 69% of adjusted revenue.

Figure 1: How we spent \$100 of Rates Revenue in 2019-20

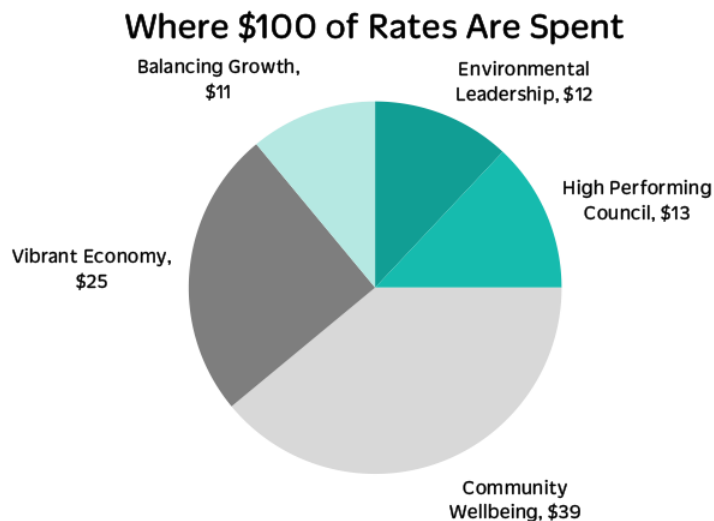


Figure 1 above shows the split of Council expenditure on Council Plan themes.

**Community wellbeing** had a higher actual spend to budget due to good progress on:

- Surf Coast Multi-Purpose Stadium project, recently named Wurdi Baierr stadium
- Mt Moriac Reserve Equestrian Pavilion Redevelopment and Mt Moriac Reserve Netball Lighting Upgrade

**Balancing growth** spend was lower than budget mainly due to:

- Incomplete Pathway projects being carried forward to the 2020-21 financial year, including Camp Road Pathway Anglesea, Cape Otway Road Pathway Moriac, and Deans Marsh Pathways
- A number of projects that were delivered with savings, including:
  - South Beach Road renewal and upgrade
  - The Esplanade renewal - Bell Street to Gilbert Street
  - Regional Bike Route Horseshoe Bend Rd (PC03) widening
  - Fischer Street renewal - Beach Road to Darian Road
  - Winchelsea Town Centre traffic management.

**Vibrant economy** was generally on plan, but was impacted by:

- Torquay Town Centre Project Stage 1 – Gilbert Street Beautification carried forward to 2020-21.
- Production of Janjucetus Skeleton was cancelled.

#### Capital Expenditure Summary

### 4.3 Surf Coast Shire Annual Report 2019-20

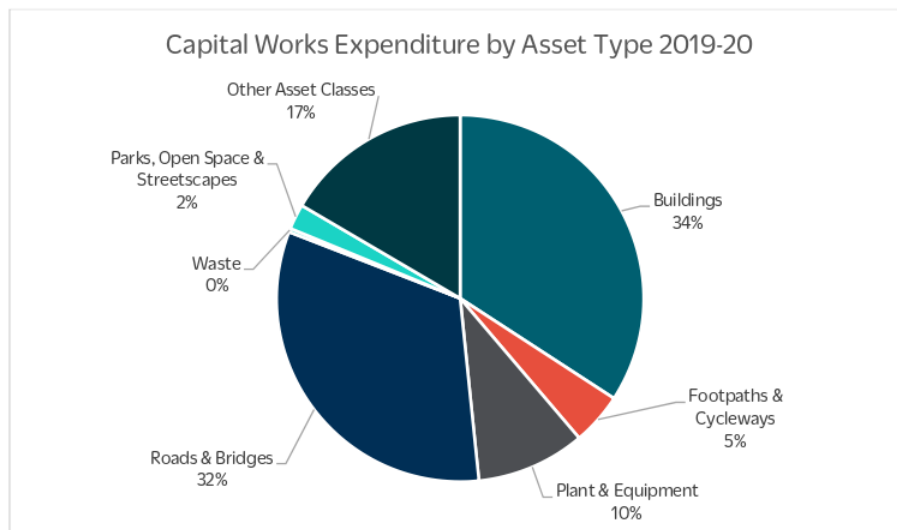
Expenditure on significant projects in 2019-20 included:

- Surf Coast Multi-Purpose Stadium (\$6.0 million)
- South Beach Road upgrade (\$1.4 million)
- Coombes Road Widening (\$0.8 million)
- Fisher Street upgrade (\$0.7 million)
- Messmate Road upgrade (\$0.6 million)
- Mt Moriac Reserve Equestrian Pavilion (\$0.6 million)
- Gnarwarre Road Culvert upgrade (\$0.4 million)
- Mt Moriac Reserve Lighting and Drainage (\$0.4 million)
- Digital Transformation Program (\$0.4 million)
- Mt Moriac Reserve Netball Courts (\$0.2 million)

Table 2: Capital Spend by Expenditure Type 2019-20

Capital Spend Type	Budget (\$'000)	Actual (\$'000)
<b>New assets</b>	9,694	9,906
<b>Renewal of existing assets</b>	9,360	6,144
<b>Expansion of existing assets</b>	13	569
<b>Upgrade of existing assets</b>	6,287	4,600
<b>Total</b>	<b>25,354</b>	<b>21,219</b>

Figure 2: Capital Spend by Expenditure Type 2019-20



## 4.3 Surf Coast Shire Annual Report 2019-20

### Projects to be completed

Significant incomplete capital projects as at 30 June 2020 are listed below by ward. Unspent project funds have been carried forward to the 2020-21 financial year to maintain the unspent component of each project budget.

Table 3: Significant unspent project funds carried forward to 2020-21

Ward	Project (Funds)
<b>Anglesea Ward</b>	<ul style="list-style-type: none"> <li>Anglesea Transfer Station e-waste facilities (\$0.44m)</li> <li>Coogoorah Park Playground (\$0.17m)</li> <li>Camp Road Pathway (\$0.14m)</li> </ul>
<b>Lorne Ward</b>	<ul style="list-style-type: none"> <li>Stribling Reserve Pavilions Redevelopment (\$6.6m)</li> <li>Deans Marsh Pathways (\$0.4m)</li> <li>Deans Marsh Playground (\$0.2m)</li> </ul>
<b>Torquay Ward</b>	<ul style="list-style-type: none"> <li>Surf Coast Multi-purpose Indoor Stadium (\$6.7m)</li> <li>South Beach Road upgrade (\$0.4m)</li> <li>Fisher St Renewal (\$0.2m)</li> </ul>
<b>Winchelsea Ward</b>	<ul style="list-style-type: none"> <li>Horseshoe Bend Rd Culvert (\$1.1m)</li> <li>Coombes Road Widening (\$0.9m)</li> <li>Forest Road upgrade (\$0.4m)</li> <li>Winchelsea Pathways (\$0.4m)</li> </ul>

### Working Capital

Working capital (current assets/current liabilities) at the end of the financial year was \$49.5m or 291%, which is slightly lower than the budgeted position of 383%. Working capital is an indicator of an organisation's ability to meet its financial commitments over the coming 12 months.

### Borrowings

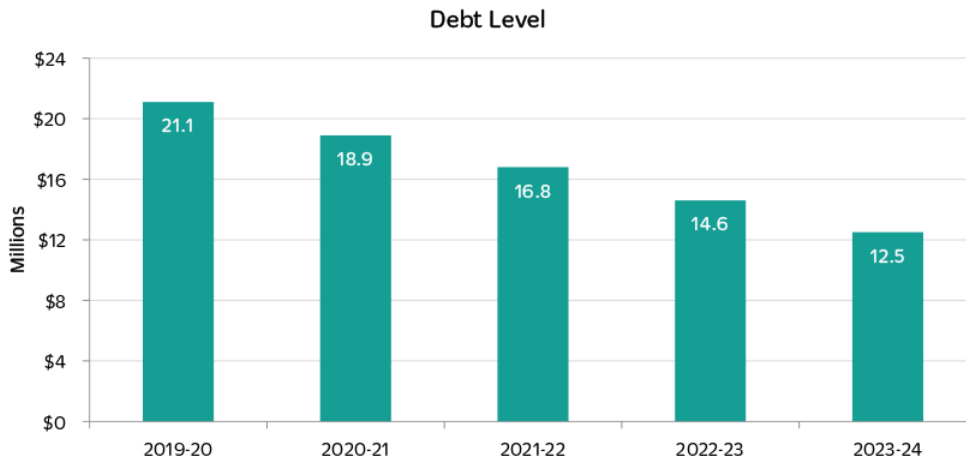
Borrowings increased in 2019-20 by \$4.9m. Council continues to maintain a responsible debt level relative to its rate revenue base. A number of loans in the portfolio were re-financed in 2019-20, achieving a significantly lower average interest rate over the life of portfolio.

Council's debt strategy is outlined in the 2020-21 annual budget. It focuses on responsible use of debt levels and compliance with the sound financial management principles outlined in the Local Government Act 1989.

No new borrowings have been budgeted in the 2020-21 financial year.

### 4.3 Surf Coast Shire Annual Report 2019-20

Figure 3: Debt management plan 2019-20 to 2023-24



### Cash Position

Figure 4: Cash position as at 30 June 2020

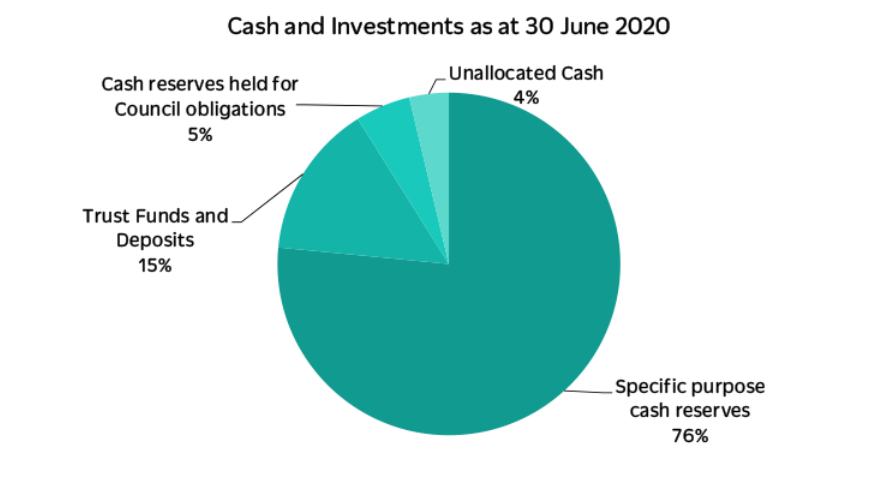


Table 4: Cash position compared to budget

	Budget (\$'000)	Actual (\$'000)
<b>Cash flows from operating activities</b>	22,852	32,084
<b>Cash flows from investing activities</b>	(24,891)	(26,878)
<b>Cash flows from financing activities</b>	1209	723
<b>Net increase/(decrease in cash held)</b>	<b>(830)</b>	<b>5,929</b>
<b>Cash and Investments at start of year</b>	45,491	54,527
<b>Net movement for the year</b>	9,171	12,239
<b>Cash and investments at end of year</b>	54,662	66,766

### 4.3 Surf Coast Shire Annual Report 2019-20

Council's cash and investment balance of \$66.8m does not represent discretionary cash. In fact, only \$2.4m is available as unallocated cash. The remainder is held for either statutory or contractual reasons, or has been allocated by Council for specific purposes.

Our allocated reserves cater for items such as:

- Anglesea Landfill, including capital works and site rehabilitation and aftercare to comply with EPA standards after the landfill has reached capacity
- unspent funding for projects that are yet to be completed
- replacement programs for our plant and equipment assets.

#### **What's in store for next year?**

The 2020-21 budget outlines Council's priorities for the next financial year, and is guided by Council's purpose, to help the shire's community and environment to thrive.

Council will deliver \$31 million of capital works in 2020-21, which includes major projects already underway, such as the Surf Coast Multi-Purpose Stadium and the Stribling Reserve Redevelopment.

We have also allocated a further \$2.8m for non-capital projects in 2020-21, including \$1.0 million allocation to Council's Covid-19 support package (bringing the total value of the package to \$2.2 million), the continued delivery of our Environmental Leadership program, and other important

## 4.3 Surf Coast Shire Annual Report 2019-20

### Description of operations

Surf Coast Shire Council is responsible for more than 100 services, from family and children's services, traffic regulation, open space, youth facilities, waste management and community building; to matters concerning business development, planning for appropriate development and ensuring accountability for Council's budget.

This broad range of community services and infrastructure for residents support the wellbeing and prosperity of our community.

Council's vision, strategic objectives and strategies to further improve services and facilities are described in our Council Plan (incorporating the Health and Wellbeing Plan) 2017-21 and the associated budget and are reported upon in this document.

The delivery of services, facilities, support and advocacy to achieve the themes in Council's Council Plan is measured by a set of service performance indicators and measures.

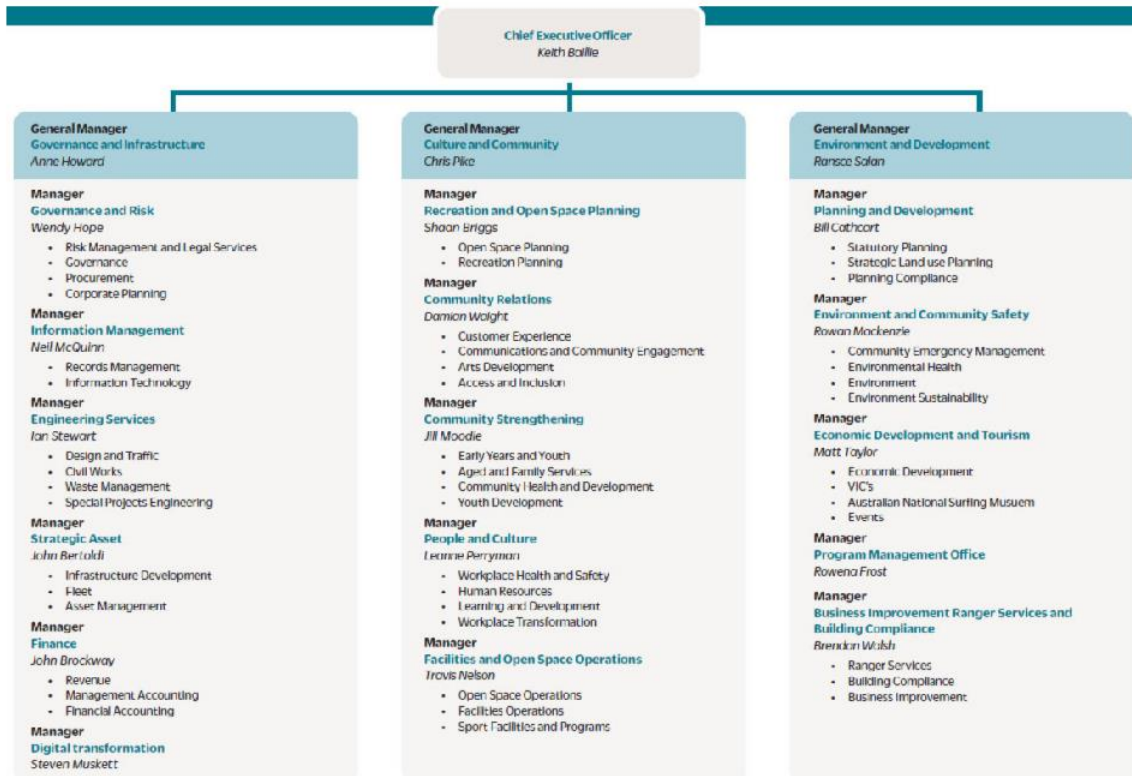
Refer to the section on Our Performance for more information about Council services.

## 4.3 Surf Coast Shire Annual Report 2019-20

# Our organisation

## Organisational structure

A chart setting out the organisational structure of the Council is shown below.



Updated 14



## 4.3 Surf Coast Shire Annual Report 2019-20

### Executive Management Team

Council is the governing body that appoints a Chief Executive Officer (CEO). The CEO has responsibility for the day to day management of operations in accordance with the strategic directions of the Council Plan. The CEO and three general managers form the Executive Management Team (EMT) and lead the organisation. Details of the CEO and the senior officers reporting directly to the CEO are set out below.

#### **Keith Baillie**

##### **Chief Executive Officer**

*Bachelor of Economics, Master of Business Administration (Local Government), Fellow Australian Institute of Company Directors, Fellow CPA Australia, Fellow Local Government Professionals*

Keith commenced in January 2015 after eight years as CEO with the Shire of Campaspe. Previous roles include Executive Manager Corporate Services at John Sands Australia and various management roles in information technology and project management within the private sector. Keith came to local government via a wide range of community volunteering roles.

#### **Anne Howard**

##### **General Manager Governance and Infrastructure**

*Bachelor of Engineering (Civil), Master of Infrastructure Engineering, Master Business Administration*

Anne joined the Surf Coast Shire in March 2016. Anne's diverse responsibilities since joining local government in 2001 have included economic development and tourism, corporate and community planning, strategic planning, asset management and the program management office. Prior to this Anne's private industry experience includes environmental consulting, project management and delivery of environmental health infrastructure in remote aboriginal communities.

#### **Chris Pike**

##### **General Manager Culture and Community**

*Bachelor of Town Planning, Postgraduate Diploma in Town Planning, Postgraduate Diploma in Business Administration*

Chris was appointed in October 2013. His diverse career spans community sector roles in the United Kingdom and state and local government roles in Australia. Chris previously worked with the City of Port Phillip in various management roles, across community services, economic development and corporate planning functions.

#### **Ransce Salan**

##### **General Manager Environment and Development**

*Bachelor of Applied Science (Environmental Health), Graduate Diploma of Management, Master of Business Administration with majors in Local Government and Marketing, Postgraduate studies in Urban Living, Architecture and Urban Design, member of PIA (Planning Institute of Australia) and has been a Certified Practising Planner, Building Surveyor and Environmental Health Officer throughout his career.*

Ransce joined Surf Coast Shire Council in May 2017. He previously worked with Nillumbik Shire Council as General Manager Environment and Planning, and with Devonport City Council in Tasmania as Director of Planning and Environment. Other local government roles include Group Manager Development and Natural Resources at Eurobodalla Shire in New South Wales, Divisional Manager of Sustainable Development at Eurobodalla and Manager Sustainability at Kogarah Council in Sydney.

## 4.3 Surf Coast Shire Annual Report 2019-20

### Council staff

#### Workplace culture

Our People and Culture Strategy is focused on helping our people and organisation to thrive, and in turn, align the actions and behaviour of our people with the Organisation Purpose and Direction. This is enabled by Our Approach – a series of behavioural commitments that expand on Council's previous set of values.

Throughout 2019 -2020, we continued to improve the employee experience with a focus on building the capability of leadership at all levels and identifying and removing the barriers to people doing their best.

#### COVID-19 Response

We rapidly responded to adapt our work to respond to the new challenges presented by the COVID-19 pandemic – work that will continue both in the immediate and longer-term – while ensuring that we continue to progress our People & Culture strategy.

Following the introduction of stage 3 restrictions in early April we transitioned the majority of our office-based employees to work from home. This was achieved over a one-week period which was enabled by the previous investment made in enabling work to be completed in a more flexible and mobile manner as well as the maturity of our processes and systems to enable connectivity and productivity. New processes and systems were introduced to support remote working including:

- Virtual meetings via Zoom which replaced in-person meetings
- Electronic and digital signatures
- Online workflows

Some employees were redeployed from areas where service demand reduced to assist with those services experiencing a higher than usual demand due to COVID-19, and to establish new community and business support teams.

At the same time we have a large proportion of our workforce that remained in the field and we have continued to support these employees both with health and safety aspects including PPE and COVID-Safe procedures but also in relation to changing service requirements and wellbeing.

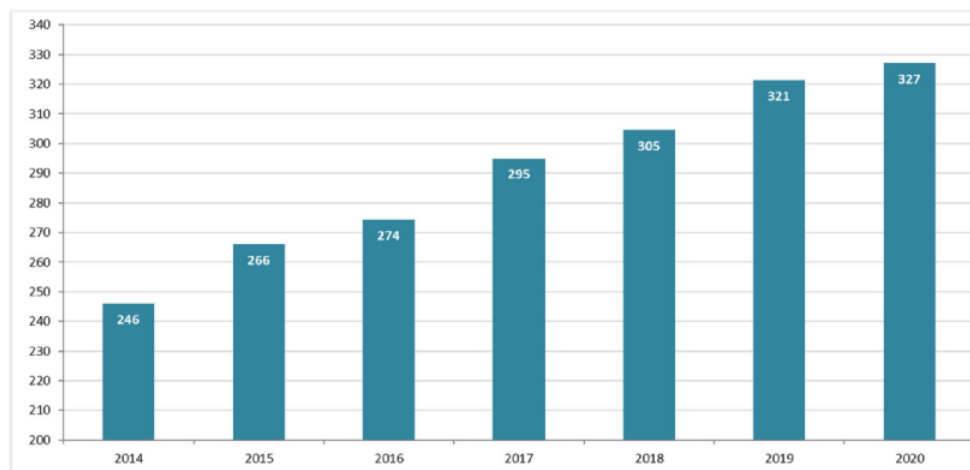
We have supported our people through the provisions of our industrial relations framework which includes Council's Enterprise Agreement. Flexibility has been embraced at all levels of the organisation and our people have been able to manage both home schooling commitments alongside their work commitments by adjusting hours and/or taking leave. We established a daily communication to employees to provide information relating to Council's COVID-19 response. We conducted regular pulse checks and consulted with our people regarding the development of COVIDSafe Workplace Plans and plans for future ways of working both with and beyond COVID.

#### Our Workforce

The total number of full-time equivalent (FTE) employees increased 1.80 per cent during 2019-20, with Figure 5 showing how our FTE numbers have increased by 33 per cent over the past seven years. This reflects the transition of local kindergarten services to Council, the establishment of a program management office and digital transformation team as well as increased capacity to deliver services across all areas of Council.

### 4.3 Surf Coast Shire Annual Report 2019-20

Figure 5: Total number of FTE employees 2014-2020\*



\*Excludes casual employees

Table 5: FTE numbers by employment type and gender 2016-2020

Structure	2015-16	2016-17	2017-18	2018-19	2019-20
Permanent full time male	119.00	123.00	134.00	132.00	136.00
Permanent full time female	65.00	65.00	65.00	77.00	67.00
Permanent part time male	13.31*	13.71*	17.21*	18.32*	17.07*
Permanent part time female	77.00*	93.24*	88.32*	94.00*	107.05*
<b>Total</b>	<b>274.31</b>	<b>294.95</b>	<b>304.53</b>	<b>321.32</b>	<b>327.12</b>
Casual - male	15**	14**	9**	9**	10.00**
Casual - female	85**	57**	56**	55**	60.00**

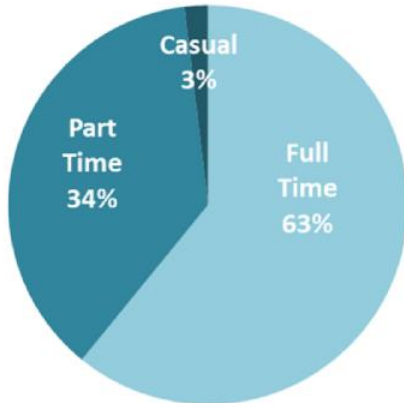
\*Part-time hours equated to FTE.

\*\*Headcount – not counted towards FTE.

In terms of workforce composition, we employ a high proportion of part-time and casual employees (Figure 6 - headcount).

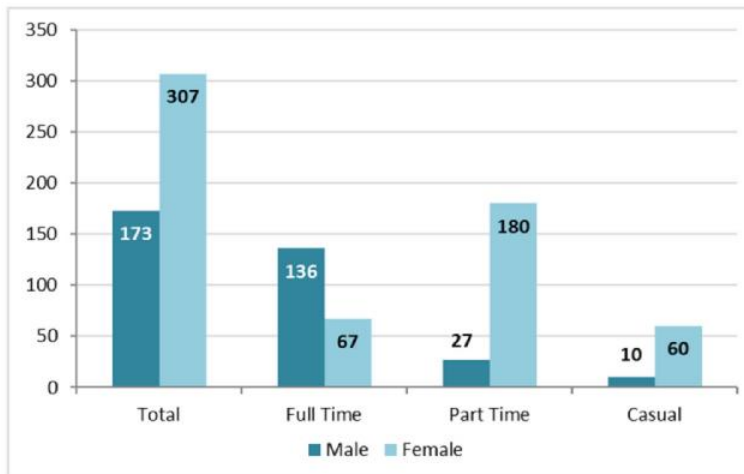
### 4.3 Surf Coast Shire Annual Report 2019-20

Figure 6: Percentage of employees by employment type 2019-20



Although women make up 54 per cent of our total workforce, Figure 7 shows 67 per cent of full-time roles are filled by men, while women fill 86 per cent of part-time and 80 per cent of casual roles. We continue to focus on gender equity, including providing opportunities for all employees to work flexibly to enable them to achieve their goals both in and outside of their working lives.

Figure 7: Headcount number of employees by employment type and gender 2019-20



### 4.3 Surf Coast Shire Annual Report 2019-20

Figure 8: FTE employees by division 2019-20

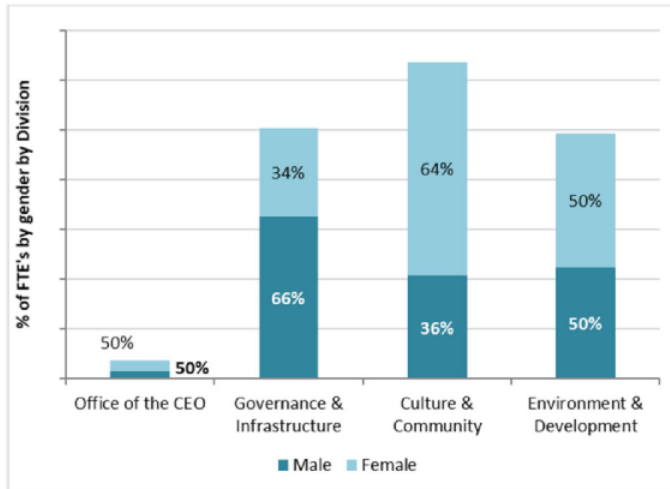


Table 6: Divisional breakdown of FTE employees by employment type and gender 2019-20

Gender	Office of the CEO	Governance and Infrastructure	Community and Culture	Environment and Development	Total
Permanent full-time male	3	60	34	39	136
Permanent full-time female	3	15	23	26	67
Permanent part-time male	0	5.17	6.48	5.42	17.07
Permanent part-time female	1.26	20.29	58.46	27.04	107.05
Casual male	0	0	0.95	0.33	1.28
Casual female	0	0.08	4.25	0.75	5.08
<b>Total Including casual employees</b>	<b>7.26</b>	<b>100.54</b>	<b>127.14</b>	<b>98.54</b>	<b>333.48</b>

Table 7: Employment bands of FTE by employment type and gender 2019-20

Structure	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	All other	Total
Permanent full time - female	0.00	0.00	2.00	15.00	8.00	18.00	14.00	5.00	5.00	67.00
Permanent full time - male	0.00	1.00	32.00	7.00	25.00	23.00	27.00	6.00	15.00	136.00
Permanent part time - female	2.73	5.35	3.59	26.48	15.39	21.59	6.98	0.80	24.14	107.05
Permanent part time - male	0.69	2.88	2.47	1.21	2.77	4.07	0.63	0.84	1.49	17.05

### 4.3 Surf Coast Shire Annual Report 2019-20

Structure	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	All other	Total
Casual - female	0.84	0.70	1.76	1.25	0.06	0.00	0.00	0.00	0.48	5.09
Casual - male	0.07	0.52	0.11	0.00	0.57	0.00	0.00	0.00	0.00	1.27
<b>Total</b>	<b>4.33</b>	<b>10.45</b>	<b>41.93</b>	<b>50.94</b>	<b>51.79</b>	<b>66.66</b>	<b>48.61</b>	<b>12.64</b>	<b>46.11</b>	<b>333.46</b>

#### Workplace Diversity

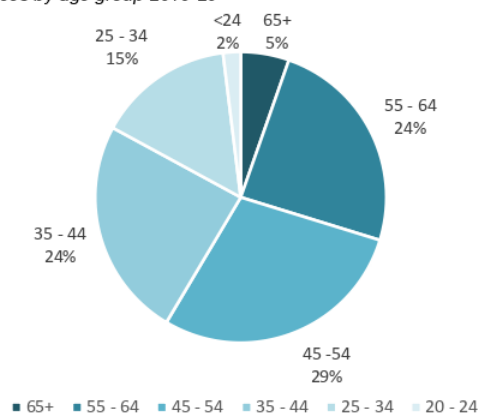
Our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation and to eliminate all forms of discrimination continues to be demonstrated through the implementation of our Workplace Diversity Commitment.

Our internally focussed Workplace Diversity Commitment builds on the commitment made to our community through Council's *Accessible and Inclusive Surf Coast Shire Strategic Plan (2014-2024)* to build healthy, well-connected communities where everyone can participate. This commitment has four focus areas – valuing uniqueness gender equity, young people and people with disability.

#### Young people

Fifty-eight per cent of our current workforce falls into the age category of 45 years and over (Figure 9), presenting several challenges in terms of workforce planning, career development and succession planning. These continue to be addressed as part of several strategic workforce planning initiatives.

Figure 9: Employees by age group 2019-20



We hosted a number of university and high school students with a variety of different types of placements as indicated in Table 8.

University students assisted officers with projects being completed in the People & Culture, Early Years (Kindergartens) and Maternal and Child Health teams.

Nine students undertook structured work experience programs with Council, three more than the previous financial year. The majority of these programs rotate students through multiple work areas of Council's operations ensuring that students broaden their knowledge of the services Council delivers whilst gaining practical knowledge to help direct their future careers.

Council also doubled the amount of apprentices/trainees employed in the previous year with two apprentices being employed in the works teams.

### 4.3 Surf Coast Shire Annual Report 2019-20

Table 8: Work placements hosted in 2019 - 20

Type of placement	Number of students hosted
Internship (university)	6
Work experience (high school)	9
VCAL	3
Apprenticeship/Traineeship	4

#### Recruitment trends

We appointed people to 62 job vacancies in 2019-20. The majority of recruitment activity occurred in the first three quarters of the year with significant slowing due to the slowing employment market as a result of COVID-19.

We received 1,119 applications for vacancies which is a decrease in the amount of applications on the previous year. This decrease reflects the decline in recruitment activity that occurred once COVID-19 impacted upon our people and decreased Council's turnover rate. On average 18 applications were received per role.

An overview of recruitment trends for the past ten years is included in Table 9.

Table 9: Recruitment trends 2010-19

	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Recruitment processes	N/A	55	70	65	64	70	91	81	99	62
Applications received	N/A	906	1,360	1,633	1,201	1,083	1,654	1,245	2,149	1,119

#### Child Safe Organisation

Council is required to comply with the Child Safe Standards and Reportable Conduct Scheme that have been introduced as part of the Victorian Government's response to the Betrayal of Trust Inquiry. The Child Safe Standards are compulsory minimum standards under the Child Wellbeing and Safety Act 2005 that apply to organisations that provide services to children, such as ours.

The standards were introduced to drive cultural change in organisations so that protecting children from abuse is embedded in the everyday thinking and practice of leaders, officers and volunteers.

Council maintains a leadership position on this legislation by:

- requiring all employees to gain a Working With Children Check (WWCC)
- requiring all employees and volunteers to complete either an online or face to face training module on the Child Safe Standards and the Reportable Conduct Scheme
- requiring all contractors and volunteers with direct contact with children to gain a Working With Children Check ( WWCC).

### 4.3 Surf Coast Shire Annual Report 2019-20

#### Employee achievements recognised

Recognising and celebrating our employees' achievements is vital to our workplace culture. In 2019-20, 55 of our people reached significant service milestones. Due to the COVID-19 pandemic the Recognition of Service Awards ceremony has been delayed to occur until late 2020, if possible. A snapshot of these areas across all divisions where milestones were reached are shown in Table 10.

Table 10: Employee Recognition of Service Awards 2019-20

Length of Service (years)							
Division	5	10	15	20	25	35	40
Culture and Community	10	5	4	1	2		
Environment and Development	7	6	5		1		
Governance and Infrastructure	5	3	2			3	1
Office of the CEO							

#### Learning and development

An ongoing focus on building capability in 2019 – 20 saw our Learning and Development team deliver a program of strategic and effective development to enable people to do their best.

We delivered a variety of different programs through online, face to face and experiential learning mediums across the topics of leadership, productivity, mental health, resilience and occupational violence and aggression. In addition, many individuals participated in informal role specific training and development opportunities.

Face-to-face learning ceased in March due to COVID-19 and alternative methods of learning and development continue to be promoted including Council's online learning system, Litmos as well as online delivery of a variety of curated webinars and/or online workshops.

#### Leadership development

Our leadership journey has included half-yearly people leader forums with people from all levels of leadership coming together to explore various elements of employee engagement and develop actions and interventions. Senior management have continued their development through a 360 degree feedback process with ongoing coaching to provide insight and enhance their leadership styles. Frontline and emerging leaders have participated in highly experiential development programs including coaching, emotional intelligence, character strengths awareness, difficult conversations, and leadership development.

#### Further study supported

We encourage employees to participate in accredited further education programs, which enhance their respective roles and future career opportunities, while offering added value to the organisation.

During 2019 - 2020, our professional development program supported a small number of employees who made applications for higher education studies. This included financial assistance towards study costs and, in some cases, granting study leave to attend lectures and exams.

#### Workplace health and safety

The Wellbeing, Health and Safety Strategy 2019 – 21 was launched to specify key objectives aligned to the identified focus areas and the strategy principles of promotion, prevention and support. These focus areas were established by the Leadership Team through analysis of reporting and industry data to ensure a coordinated effort to achieve Council's vision and targets.



## 4.3 Surf Coast Shire Annual Report 2019-20

### COVID-19 Response

COVID-19 has seen Council adapt and demonstrate its culture and resilience in ways never before seen.

Council has responded to the requirement to maintain a safe workplace by:

- undertaking risk assessments of activities that are required to be performed in the field and cannot be completed from home,
- providing ergonomic training and support to Council's workforce who have transitioned to working from home,
- sourcing and distributing a stockpile of appropriate PPE to employees and providing appropriate instruction on the effective use of PPE,
- developing a COVIDSafe Workplace framework and plans to support ongoing operation and service delivery throughout the pandemic ,and
- implementing COVIDSafe practices within all workplaces.

### Wellbeing

*We will create a positive workplace that enables employees to maintain and improve their own wellbeing.*

Although already identified as a key strategic goal, a sharpened focus on mental health resources, tools and support were established at an early stage during the pandemic and continues to be maintained. The wellbeing resources that are being made available to our people include:

- promotion of our Employee Assistance Program
- online wellbeing app with learning resources to support wellbeing goals
- facilitation of online webinars to assist with stress management
- establishing additional avenues for connection online
- scheduled check-ins with vulnerable employees
- additional training for leaders to manage remote teams
- encouragement of people to remain active and include physical activity onto their daily routine and participation in virtual fitness programs

All employees have been invited to participate in a wellbeing initiative to measure how the workforce is managing with the changing working environment. These results will be used to provide appropriate support to our teams in a rapidly changing work environment.

### Occupational violence & aggression

*We will promote a zero tolerance approach to violence and aggression by the public towards Council staff who are performing their roles.*

Occupational violence and aggression (OVA) continues to be a significant issue across the local government sector and managing and preventing this issue remains a major focus for the organisation. Additional training was delivered to customer facing employees during the 2019 – 20 financial year. Specific risk mitigation controls for the management of occupational violence and aggression risks have been implemented for customer facing employees who continue to deliver services during the COVID-19 pandemic

### Manual handling

*We will prevent manual handling injuries from occurring and support injured workers in their recovery.*

Manual handling remained a focus in the 2019 – 20 financial year, due to the COVID-19 pandemic some components of Council's manual handling program have been postponed into the 2020 -21 financial year. The program identified high intensity manual handling roles within the organisation; and incumbents working with an occupational rehabilitation provider to implement work and personal strategies to maintain their physical health. The lowest number of manual handling injuries since the program was launched was recorded in the 2019 – 20 financial year.

### Vehicle safety

*We will actively work with Council's contractors to identify improvement opportunities and mitigate risk of injury.*

### 4.3 Surf Coast Shire Annual Report 2019-20

Council has implemented a digital system for inspections of plant and equipment with real time tracking of defects. This initiative has been supported with a variety of training programs for vehicle and plant operators on safe equipment use and handling.

#### Contractor management

*We will promote a culture of safe driving to manage the risk of serious vehicle incidents,*

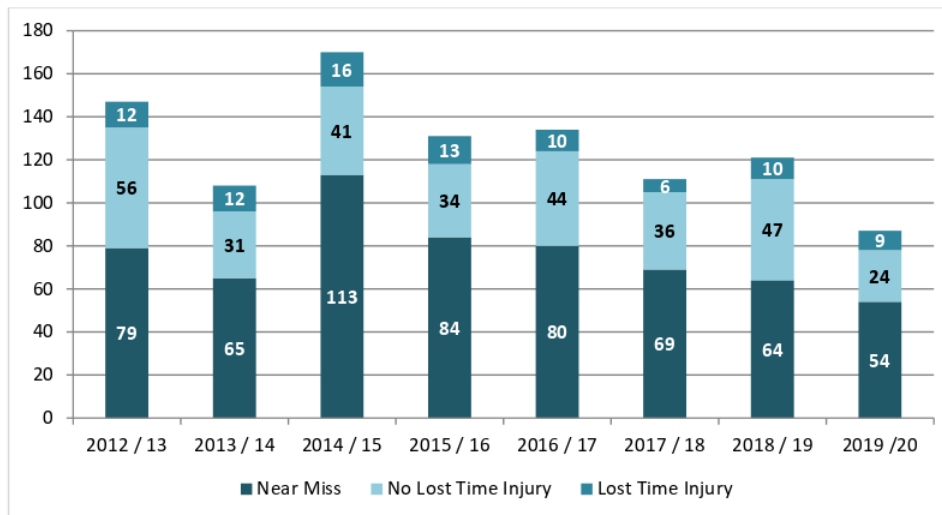
Engagement with contractors was enhanced in the 2019 -20 financial year with significant enhancements to Councils contractor management system. Council’s contractors are audited at scheduled intervals determined by the risk profile of their activities. Council officers have delivered a bespoke system to maintain contractor details and ensure they continue to meet the requirements of Councils robust safety management system. No contractors recorded a lost time injury while performing works on behalf of Council during the 2019 – 20 financial year.

#### Our safety culture and performance

Council’s Leadership Group affirmed its dedication to the **promotion** of safe and healthy work practices, **prevention** of injuries, and **support** for employees who experience a wellbeing or health challenge through continued safety management system accreditation. Surf Coast remains one of the few non-metropolitan shires to undertake this accreditation process, indicating our commitment to employee, contractor and volunteer health and safety.

Addressing recommendations arising from the 2020 AS 4801 and OHSAS 18001 certification surveillance audit is a focus; with accreditation to the new international standard for safety management systems (ISO45001) in early 2021 a priority.

Nine lost time injuries were reported for the year with all workers returning to full hours within the financial year. This result demonstrates the implementation of effective injury management strategies and will have an ongoing impact on premium for the next three workers compensation insurance cycles. Proactive injury management performance over the past three years has resulted in a 22 per cent reduction in workers compensation insurance premium costs for 2020 – 21 in addition to a 23 per cent reduction in 2019 -20.



### 4.3 Surf Coast Shire Annual Report 2019-20

#### Our volunteers

Volunteers are integral to our organisation and our community. Council continues its commitment to offering meaningful volunteer opportunities and creating an environment where volunteers can thrive. During 2019-20, over 170 people volunteered their time and skills to help Council deliver important services to community members and visitors. From mid-March through to the end of June 2020 volunteers were asked to Stay Safe at Home in line with COVID-19 restrictions, this resulted in a decrease of approximately 36% in the number of volunteer hours and the estimated economic value of volunteers based on 2018-19 figures.

Volunteer numbers for the year included:

- Delivered meals – 18
- Visitor Information Centres – 85
- Café Support Program – 4
- Section 86 committees – 64

Table 11: Economic value of volunteer services 2019-20

Volunteer service	Total volunteer hours	Estimated economic value*
<b>Visitor Information Centres</b>	6,591	\$229,960
<b>Delivered Meals</b>	350	\$12,212
<b>Café Support Program</b>	147	\$5,129
<b>Section 86 Committees</b>	2,685	\$93,662
<b>Total</b>	<b>9,773</b>	<b>\$340,963</b>

\*Economic value is calculated according to the formula and hourly rate specified in the G21 Geelong Region Alliance Volunteering Strategy (2012).

### 4.3 Surf Coast Shire Annual Report 2019-20

## Report of operations

For the year ended 30 June 2020

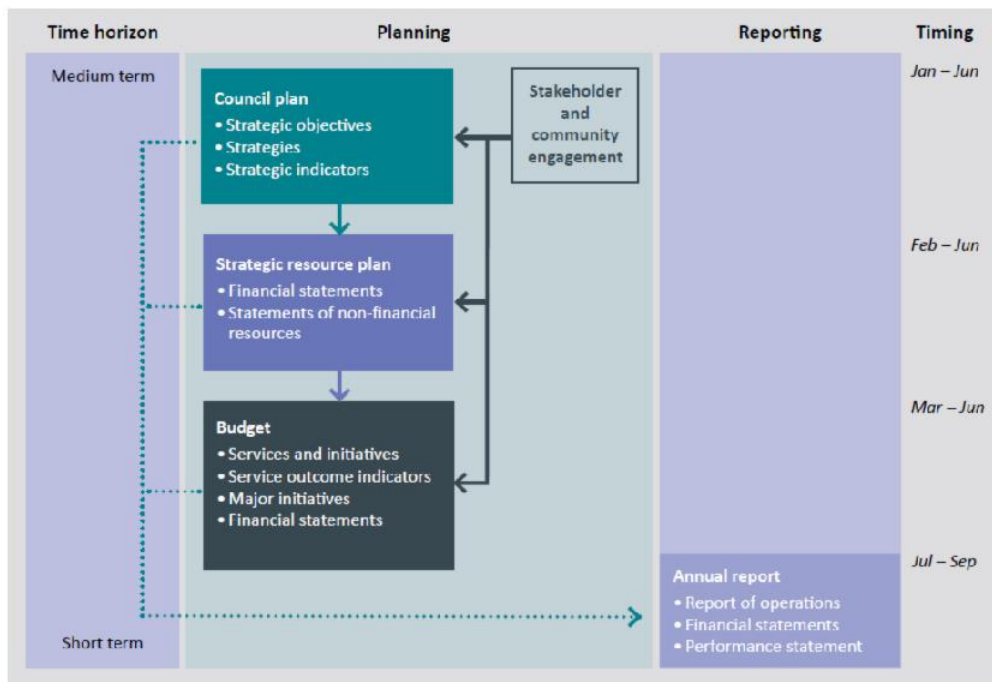
### Our performance

#### Planning and accountability framework

The planning and accountability framework is found in part 6 of the Local Government Act 1989 (the Act). The Act requires councils to prepare the following planning and reporting documents:

- A council plan within the six months after each general election or by 30 June, whichever is later
- A strategic resource plan for a period of at least four years and include this in the council plan
- A budget for each financial year
- An annual report in respect of each financial year.


The following diagram shows the relationships between the key planning and reporting documents that make up the planning and accountability framework for local government. It also shows that there are opportunities for community and stakeholder input and feedback at each stage of the planning and reporting cycle.



## 4.3 Surf Coast Shire Annual Report 2019-20

### Council plan

The Council Plan 2017-21 includes themes, strategic objectives, strategies for achieving these for the four year period, strategic indicators for monitoring achievement of the strategic objectives and a strategic resource plan. The following are the five themes as detailed in the Council Plan.

Theme	Council's Commitment	Strategic Objectives
<b>1. Community wellbeing</b> 	We will create an inclusive community where everyone can participate and contribute	<ul style="list-style-type: none"> <li>▪ Support people to participate in and contribute to community life</li> <li>▪ Support people to be healthy and active</li> <li>▪ Improve community safety</li> <li>▪ Provide support for people in need</li> </ul>
<b>2. Environmental wellbeing</b> 	We will preserve and enhance the natural environment	<ul style="list-style-type: none"> <li>▪ Drive the use of renewable energy</li> <li>▪ Improve the re-use of resources</li> <li>▪ Support local food production</li> <li>▪ Retain and enhance rural land for appropriate and sustainable uses</li> </ul>
<b>3. Balancing growth</b> 	We will provide for growth whilst ensuring the intrinsic values and character of the shire are retained	<ul style="list-style-type: none"> <li>▪ Ensure infrastructure is in place to support existing communities and provide for growth</li> <li>▪ Strengthen township boundaries and support unique township character</li> <li>▪ Understand and manage the impact of population and visitation growth in neighbouring municipalities and our own shire</li> </ul>
<b>4. Vibrant economy</b> 	We will support innovative, sustainable businesses and activities that create jobs and are valued by the community and visitors	<ul style="list-style-type: none"> <li>▪ Support the creation and retention of jobs in existing and new businesses to meet the needs of a growing community</li> <li>▪ Facilitate high quality events throughout the year</li> <li>▪ Strengthen the vitality of town centres</li> <li>▪ Support key industry sectors such as surfing, tourism, home based, construction and rural businesses</li> </ul>
<b>5. High performing Council</b> 	We will deliver valued services to the community	<ul style="list-style-type: none"> <li>▪ Ensure Council is financially sustainable and has the capability to deliver strategic objectives</li> <li>▪ Ensure that Council decision making is balanced and transparent and the community is involved and informed</li> <li>▪ Provide quality customer service that is convenient, efficient, timely and responsive</li> <li>▪ Ensure the community has access to the services they need</li> </ul>



## Strategic indicators

The Council Plan includes 10 strategic indicators that work across the themes, strategic objectives and strategies of the plan to demonstrate Council's performance in delivery on the plan.

Strategic Indicator		Timing	Actual 30 June 2017	Actual 30 June 2018	Actual 30 June 2019	Target 30 June 2020	Actual 30 Jun 2020	Comment
1.	Improvements in overall quality of life and reported on the following cohorts:- People under 25 People over 65 People with disabilities	Annual	To be developed	To be developed	Describing the Surf Coast Liveable = 96% agree Attractive = 88% agree Safe = 87% agree Has potential = 84% agree Exciting = 55% agree	Describing the Surf Coast Liveable = 96% agree Attractive = 88% agree Safe = 87% agree Has potential = 84% agree Exciting = 55% agree	Not available	Decision was taken not to collect this data in the Local Government Victoria 2020 Community Satisfaction Survey as it was deemed unlikely that results would change significantly in a single year.
2.	25% of energy is from renewable sources by 2020	Annual	6%	12%	12%	25% (indexed by 6% annually)	14.1% (to the end of May 2020)	The Surf Coast Shire now has the highest per capita residential rooftop solar uptake at 21.4% households in the Barwon South West region (region average 17.1%). Prior to our program commencing Surf Coast was below the State average.

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Strategic Indicator		Timing	Actual 30 June 2017	Actual 30 June 2018	Actual 30 June 2019	Target 30 June 2020	Actual 30 Jun 2020	Comment
3.	An increase in housing in Winchelsea and Moriac	Annual	<u>Lots per year</u> Moriac = 1 Winchelsea = 5  <u>Housing starts</u> Moriac = 1 Winchelsea = 14	<u>Lots per year</u> Moriac = 1 Winchelsea = 28  <u>Housing starts</u> Moriac = 5 Winchelsea = 31	<u>Lots per year</u> Moriac = 0 Winchelsea = 45  <u>Housing starts</u> Moriac = 3 Winchelsea = 59	<u>Lots per year</u> Moriac = 2 Winchelsea = 24  <u>Housing starts</u> Moriac = 3 Winchelsea = 25	<u>Lots per year</u> Moriac = 54 Winchelsea = 52  <u>Housing starts</u> Moriac = 47 Winchelsea = 37	Growth in the release of residential lots and an increase in housing starts across both townships indicates strong demand in both townships.
4.	Maintain satisfaction in planning for population growth in Torquay / Jan Juc (Annual Community Satisfaction Survey)	Annual	Population Growth 2017 = Surf Coast 51 2017 = Torquay 50	Surf Coast 49 Torquay 47	Surf Coast 48 Torquay 41	Surf Coast 51 Torquay 50	Surf Coast 49 Torquay 43	The decline in satisfaction with planning for population growth in Torquay is not well understood and requires investigation during the development of the Community Vision and Council Plan in 2021. The state government's Distinctive Areas and Landscapes project commenced in 2020 providing the primary focus for the planning of future growth in Torquay.



4.3 Surf Coast Shire Annual Report 2019-20

Strategic Indicator		Timing	Actual 30 June 2017	Actual 30 June 2018	Actual 30 June 2019	Target 30 June 2020	Actual 30 Jun 2020	Comment
5.	Increased access to public transport including trains, public buses and community buses.	Annual	To be developed	To be developed	To be developed	Develop baseline	To be developed	Attendance to G21 Transport Pillar every two months. Completion of additional bus shelter (total of four). Improvements in public transport timetables such as the Anglesea to Waurn Ponds. With upcoming upgrades to Waurn Ponds station potential for addition future improvements linking Waurn Ponds and Armstrong Creek to the Surf Coast.
6.	Rolling median unemployment rate for the shire does not exceed 3.5%	Twice yearly	Sept. 2017 2.5%	2.43%	2.27%	=/<3.5%	1.9%	The most recent small area labour market data available is to December 2019, the average unemployment in the Surf Coast was 1.9% in 2018-19. Since December 2019 the unemployment

4.3 Surf Coast Shire Annual Report 2019-20

Strategic Indicator		Timing	Actual 30 June 2017	Actual 30 June 2018	Actual 30 June 2019	Target 30 June 2020	Actual 30 Jun 2020	Comment
								rate has changed significantly. The 'Weekly Payroll Jobs and Wages in Australia, Week ending 13 June 2020' produced by the Australian Bureau of Statistics (ABS) reports an unemployment rate of 9.4% for the Warrnambool and South West (SA4 region) which includes the Surf Coast Shire. The corresponding percentage for the Geelong region was 7.9%. The actual result is likely to be higher taking into account under-employment particularly for young people and female workers.
7.	Meet the financial benefits targets in the long term financial plan	Annual	\$453,000	\$550,000	\$642,710	\$550,000	\$600,164	The Business Improvement Program achieved an annual savings tally of \$600,164 which exceeds the annual target of \$550,000 across the three savings programs. This is an excellent result

4.3 Surf Coast Shire Annual Report 2019-20

Strategic Indicator		Timing	Actual 30 June 2017	Actual 30 June 2018	Actual 30 June 2019	Target 30 June 2020	Actual 30 Jun 2020	Comment
								customer service by 6 and 8 points respectively with results exceeding target by 15 points.
10.	80% of planning permit applications are determined within 60 statutory days by the end of the term of the plan	Twice yearly	PPARS result 71.02%	80%	84%	80%	81%	Council continues to achieve consistent performance in determining planning permits within the statutory 60 days and has improved its performance over the last four years.

Legend

Work in progress	Met or exceeded	Not met
N/A = No result available	N/R = Not reported	YTD = Year-do-date
		TBC – To be confirmed

## Community wellbeing

This Council Plan theme represents an inclusive community where everyone can participate and contribute. As a result, Council is committed to the following strategic objectives:

- Support people to participate in and contribute to community life
- Support people to be healthy and active
- Improve community safety
- Provide support for people in need

### Major Initiatives

The following statement reviews the progress of Council in relation to major initiatives identified in the 2019-20 budget.

Major Initiatives	Progress
Stribling Reserve Pavilions Redevelopment	Demolition work required on the netball and main pavilion has been completed ahead of schedule by taking advantage of the low usage during the COVID-19 pandemic. The netball pavilion construction is on track to complete by December 2020 and construction of the main pavilion is due to commence early next year following a detailed design process and is expected to be completed by November 2021. The replacement netball and main pavilions will bring far-reaching benefits to the community. This project has evolved through a great community partnership with a community led governance model that includes representatives from Stribling Reserve Committee of Management (Project Owner), Lorne Football and Netball Club, Lorne P-12 College and Council.
Positive Ageing Transition	<p>The Australian Government is changing the way aged and disability services will be delivered in the future. The government plans to increase consumer choice to ensure services are efficient and cost-effective. The changes mean councils will not automatically be the provider of aged services in their area. Surf Coast Shire Council has been investigating how the changes could impact on the services it provides. The July 2018 Council meeting marked the completion of the Positive Ageing service review and at the Council meeting on 25 June 2019, Council adopted the Reform Readiness Plan (available on the Council website).</p> <p>Council has been working with the Positive Ageing Advisory Committee. This community-based committee provided input and recommendations into the planning stages of Council strategies, plans and policies that relate to older people. Since December 2019, Positive Ageing services have been transitioning to the Commonwealth and State Government elected providers. This transition is scheduled to conclude on the 30 September 2020.</p>

### 4.3 Surf Coast Shire Annual Report 2019-20

## Service Performance

This section outlines the activities and initiatives for Council services and key strategic activities.

Description of Services Provided	Classification	2019-20 Budget \$'000	2019-20 Actual \$'000
<b>Communications, Community Engagement and Advocacy</b>			
This service is responsible for coordinating Council communications, including liaising with media, formulating media releases, preparing publications and delivering digital communication. The unit also provides support to the Mayor and Councillors in regards to media matters. Council's community engagement and advocacy activity is led and supported by the unit. As a result of the COVID-19 pandemic, Community Engagement required additional resources during 2019-20, resulting in increased recurrent expenditure.	<b>Recurrent</b>		
	<b>Operations</b>	1,017	1,123
	Expenditure	250	250
	Overheads	-	-
	Revenue	<b>1,267</b>	<b>1,373</b>
	<b>Operating Projects</b>	-	-
	Expenditure	-	-
	Revenue	-	-
		-	-
	<b>Capital</b>		
<b>Community Emergency Management</b>			
This service assists community and Council to plan for, respond to and recover from all potential emergencies and their consequences. This includes coordinating arrangements for the utilisation and implementation of Council resources in response to emergencies and arrangements for the provision of assistance to the community during recovery from emergencies. 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 under the CFA Act and community resilience outreach programs with high risk communities. The 2019-20 recurrent variance to budget is a result of secondment of staff to provide assistance to fire affected councils.	<b>Recurrent</b>		
	<b>Operations</b>	600	580
	Expenditure	153	153
	Overheads	-	(24)
	Revenue	<b>753</b>	<b>709</b>
	<b>Operating Projects</b>	240	224
	Expenditure	(240)	(240)
	Revenue	-	(16)
		-	-
	<b>Capital</b>		
<b>Community Health and 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. The 2019-20 recurrent expenditure was impacted by COVID-19 with the deferment of the second round of the Small Grants Program. Operational project grant funding was secured during 2019-20 for initiatives such as Free from Violence Program, Alcohol and Drug Action Plan 2018-2021 and the VicHealth Walk	<b>Recurrent</b>		
	<b>Operations</b>	550	505
	Expenditure	102	102
	Overheads	(56)	(63)
	Revenue	<b>596</b>	<b>544</b>
	<b>Operating Projects</b>	-	39
	Expenditure	-	(41)
	Revenue	-	(2)
		-	-
	<b>Capital</b>		

### 4.3 Surf Coast Shire Annual Report 2019-20

Description of Services Provided	Classification	2019-20 Budget \$'000	2019-20 Actual \$'000	
to School - Healthy Eating and Active Living Action Plan 2018 – 2021.				
<b>Early Years and Youth</b>				
<p>This service aims to support families, children and young people to achieve their full potential. This is achieved through the provision of family oriented support services including kindergartens, toy libraries, <b>maternal and child health</b>, youth development programs, family day care and occasional care programs. The unit also supports playgroups, visiting specialists and the provision of access to facilities and services. Revenue in this area is generated mainly from government grants received and user service fees. During 2019-20, additional State and Commonwealth grant funding was provided to Council as a result of COVID-19. New operational project funding was also secured during 2019-20 for Maternal and Child Health and Early Years initiatives. The unspent project funding has been carried forward into 2020-21. Capital spend at kindergartens included new project works as a result of successful grant funding applications.</p>	<b>Recurrent Operations</b>	3,862	3,956	
	Expenditure	901	901	
	Overheads	(2,843)	(2,946)	
	Revenue	<b>1,920</b>	<b>1,911</b>	
	<b>Operating Projects</b>	72	90	
	Expenditure	(72)	(165)	
	Revenue	-	(75)	
	<b>Capital</b>	-	<b>56</b>	
	<b>Facilities &amp; Open Space Operations</b>			
	<p>This service manages a wide range of Council facilities and associated infrastructure (e.g. indoor sports facilities, kindergartens, recreation, early years, public toilets, community halls). It is responsible for managing and programming several sports and multi-purpose community facilities including <b>aquatic facilities</b> that provide a source of income through user fees. The unit also maintains and develops Council's parks and open space assets (e.g. recreation reserves, playgrounds, skate parks, trees, nature reserves). In 2019-20 recurrent facility and sports program revenue and expenditure was impacted by COVID-19 restrictions, with employee vacancies also contributing to the variance. The operational project for the Winchelsea Health Club 24/7 Access has been carried forward into 2020-21. Capital projects in progress have been carried forward into 2020-21 including Deans Marsh Memorial Park Playground.</p>	<b>Recurrent Operations</b>	7,562	7,372
Expenditure		(315)	(315)	
Overheads		(375)	(319)	
Revenue		<b>6,872</b>	<b>6,738</b>	
<b>Operating Projects</b>		50	-	
Expenditure		-	-	
Revenue		<b>50</b>	-	
<b>Capital</b>		<b>1,467</b>	<b>1,488</b>	
<b>Library and Arts Development</b>				
<p>This service provides a varied program of arts and cultural activities. Council develops policies and strategies to facilitate art practice often in partnership with community members. The 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. Operational projects undertaken during 2019-20 included the Pop Up Art Space and the Arts Community Strengthening Contribution. The Torquay Cultural Hub (inc. Library) Feasibility Study capital project was completed but not capitalised, whilst the adopted budget capital allocation for the Anglesea Hall Sound Doctor</p>		<b>Recurrent Operations</b>	894	883
	Expenditure	37	37	
	Overheads	(3)	-	
	Revenue	<b>928</b>	<b>920</b>	
	<b>Operating Projects</b>	59	45	
	Expenditure	(4)	(3)	
	Revenue	<b>55</b>	<b>42</b>	
	<b>Capital</b>	<b>100</b>	-	

### 4.3 Surf Coast Shire Annual Report 2019-20

Description of Services Provided	Classification	2019-20 Budget \$'000	2019-20 Actual \$'000	
Seeking Matching Contribution has been carried forward into 2020-21.				
<b>Positive Ageing</b>				
Over the past three years, preparations have been made to support the transition of in-home aged care service delivery to alternative providers. This transition to new service providers is progressing. Once the transition is completed during 2020-21, the Positive Ageing team will continue to provide local in-home assessment services and support, along with Aged Friendly strategic initiatives. Revenue in this area is generated through user fees and charges and government grants. During 2019-20, as a result of lower service demand and progressive transition, recurrent operational revenue and associated expenditure was reduced. The operating project to transition the Positive Ageing service will continue into 2020-21.	<b>Recurrent Operations</b>	2,921	2,419	
	Expenditure	576	576	
	Overheads	(2,210)	(1,818)	
	Revenue	<b>1,287</b>	<b>1,177</b>	
	<b>Operating Projects</b>	203	175	
	Expenditure	-	-	
	Revenue	<b>203</b>	<b>175</b>	
	<b>Capital</b>	-	-	
	<b>Recreation and Open Space Planning</b>			
	This service plans for the development and management of Council facilities with a primary focus on recreation and multi-purpose facilities. It is responsible for assessing community-led recreation project proposals and delivering numerous recreation and open space projects. Delivery of carried forward capital projects during 2019-20 contributed to the capital spend variance, led by the Surf Coast Multi-Purpose Stadium project, recently named Wurdi Baierr stadium.	<b>Recurrent Operations</b>	979	982
Expenditure		227	227	
Overheads		(58)	(51)	
Revenue		<b>1,148</b>	<b>1,158</b>	
<b>Operating Projects</b>		107	103	
Expenditure		-	(14)	
Revenue		<b>107</b>	<b>89</b>	
<b>Capital</b>		<b>6,820</b>	<b>8,040</b>	

### 4.3 Surf Coast Shire Annual Report 2019-20

#### Service performance indicators

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

REPORT OF OPERATIONS					
Service Performance Indicators	Results	Results	Results	Results	Comments
Service / indicator / measure	2017	2018	2019	2020	
<b>Libraries</b> <b>Utilisation</b> LB1 <i>Physical library collection usage</i>  [Number of physical library collection item loans / Number of physical library collection items]  <b>Resource standard</b>	8.94	8.60	8.64	6.26	The definition for this indicator was changed in 2019/20 and cannot be compared against the result from previous years. Indicator includes physical collection items only (previously included eCollections).  <i>Note: From 2019-20, this indicator measures the performance of physical library items as a subset of the wider library collection.</i>
LB2 <i>Recently purchased library collection</i>	76.80%	76.89%	79.12%	78.94%	Purchasing of new collection items continued throughout COVID-19, meaning there was no marked effect due to COVID-19 on this indicator.
[Number of library collection items purchased in the last 5 years / Number of library collection items] x100  <b>Libraries</b> <b>Service cost</b> LB3 <i>Cost of library service</i>  [Direct cost of the library service / Number of visits]  <b>Participation</b>	\$5.36	\$5.84	\$6.33	Retired in 2020	This measure was replaced by LB5 from 1 July 2019.



### 4.3 Surf Coast Shire Annual Report 2019-20

REPORT OF OPERATIONS						
Service Performance Indicators		Results	Results	Results	Results	Comments
Service / indicator / measure		2017	2018	2019	2020	
LB4	<p><i>Active library borrowers in municipality</i></p> <p>[Number of active library borrowers in the last three years / The sum of the population for the last three years] x100</p>	19.43%	18.77%	18.78%	18.19%	<p>The indicator measures activity as loans of library collection items. It does not capture other library activity such as children and youth programs, digital literacy programs and literary events, the use of public internet computers, using facilities such as meeting rooms or study areas, or using services such as Wi-Fi, or in library use of collections.</p> <p>All GRLC library branches were closed from Thu 19 March - Mon 8 June due to COVID-19. Libraries reopened on Tue 9 June with shorter opening hours and limits on the number of library users who could enter the library in line with social distancing requirements. Loans of physical collection items was not available during this closure period and continues to be impacted following reopening.</p>
LB5	<p><b>Service cost</b></p> <p><i>Cost of library service per population</i></p> <p>[Direct cost of the library service / Population]</p>	New in 2020	New in 2020	New in 2020	\$20.74	<p>The definition for this indicator was changed in 2019-20 and cannot be compared against the result from previous years. Indicator now represents operational cost per capita, not cost per visit, resulting in a very different figure from previous years</p> <p><i>Note: This measure is replacing the previous 'LB3 Cost of library service' indicator which measured based on number of visits, see retired measures.</i></p>
MC1	<p><b>Maternal and Child Health (MCH)</b></p> <p><b>Satisfaction</b></p> <p><i>Participation in first MCH home visit</i></p>	98.4%	96.8%	96.1%	Retired in 2020	This measure was replaced by MC6 from 1 July 2019.

### 4.3 Surf Coast Shire Annual Report 2019-20

REPORT OF OPERATIONS					
Service Performance Indicators	Results	Results	Results	Results	Comments
Service / indicator / measure	2017	2018	2019	2020	
<p>MC2 <i>[Number of first MCH home visits / Number of birth notifications received] x100</i></p> <p><b>Service standard</b></p> <p><i>Infant enrolments in the MCH service</i></p>	99.07%	102.41%	99.44%	100.86%	<p>The percentage of infants enrolled into the MCH service can be higher than birth notifications as 'infants' are age 0-1 year, therefore some families have moved into the municipality after the birth of the child. The CDIS system will pick the child up in one municipality only when running this report, with one council showing an increase and the other council showing a decrease.</p>
<p>MC3 <i>[Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] x100</i></p> <p><b>Service cost</b></p> <p><i>Cost of the MCH service</i></p> <p><i>[Cost of the MCH service / Hours worked by MCH nurses]</i></p>	\$82.62	\$85.54	\$77.56	\$76.36	
<p>MC4 <i>Participation in the MCH service</i></p> <p><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></p> <p><b>Participation</b></p>	78.42%	77.40%	77.70%	76.74%	<p>The service has increased due to delivering Department Health &amp; Human Service (DHHS) funded programs such as increased 'Enhanced' funding, the new Sleep and Settling initiative. Council also increased staff levels for the service after the 2018 year, so the results are now demonstrating that increase.</p> <p>COVID 19 delayed visits for some older children as parents chose not to have phone consults (which replaced all non-essential face to face visits from April to July).</p>
<p>MC5 <i>Participation in the MCH service by Aboriginal children</i></p>	81.25%	94.12%	90.91%	85.71%	<p>COVID 19 delayed visits for some older children as parents chose not to have phone consults (which</p>

### 4.3 Surf Coast Shire Annual Report 2019-20

REPORT OF OPERATIONS						
Service Performance Indicators		Results	Results	Results	Results	Comments
Service / indicator / measure		2017	2018	2019	2020	
	[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					replaced all non-essential face to face visits from April to July).
MC6	<p><b>Satisfaction</b></p> <p><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>	New in 2020	New in 2020	New in 2020	93.71%	The percentage of infants enrolled in the MCH service who participated in 4-week Key Age and Stage visit. This is a new indicator and replaces 'MC1 Participation in first MCH home visit'.

## 4.3 Surf Coast Shire Annual Report 2019-20

### Environmental leadership

This Council Plan theme represents preserving and enhancing the natural environment. As a result, Council is committed to the following strategic objectives:

- Drive the use of renewable energy
- Improve the re-use of resources and support local food production
- Retain and enhance rural land for appropriate and sustainable uses

#### Major Initiatives

The following statement reviews the progress of Council in relation to major initiatives identified in the 2018-19 budget.

Major Initiatives	Progress
Solar Power at Anglesea Landfill	As part of Council's Solar Installations On Council Buildings program, a 15kW solar system has been installed at the Anglesea transfer station on the roof of the community resale centre. This system was completed as part of the broader program which included installing a total of a 135kW solar capacity at four Council sites and is expected to reduce electricity costs by more than \$22,000 per annum. This works helps to advance on Council's corporate target of procuring 100 per cent of operational electricity usage from renewable sources.
Solid Waste Management Strategy	This initiative was deferred in the December 2019 Council Meeting, with the project funds returned to the Waste Reserve until other waste projects) are undertaken.

#### Service Performance

This section outlines the activities and initiatives for Council services and key strategic activities.

Description of Services Provided	Classification	2019-20 Adopted \$'000	2019-20 Actual \$'000
<b>Environment</b>			
This service ensures that Council complies with Victorian and Commonwealth Government legislative requirements regarding 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 pest plant and animal management, sustainability, environmental leadership and climate change are also delivered. The unit provides expertise in the management of Council's many nature reserves (including the world famous Bells Beach Surfing Recreation Reserve), rural roadsides and also some waterways. The unit provides specialist environmental and sustainability advice internally to Council and externally to community groups, local businesses, agencies and members of the public. 2019-20 capital spend reflects delivery of the ongoing Towards Environmental Leadership program.	<b>Recurrent Operations</b>		
	Expenditure	998	1,001
	Overheads	291	291
	Revenue	-	(2)
		<b>1,289</b>	<b>1,290</b>
	<b>Operating Projects</b>		
	Expenditure	388	404
	Revenue	(6)	(35)
		<b>382</b>	<b>369</b>
		<b>Capital</b>	<b>232</b>
<b>Waste Management</b>			
The Waste Management function involves management of Council's landfill and transfer stations, <b>waste collection</b> including kerbside rubbish collection and street cleaning and maintenance of street litter	<b>Recurrent Operations</b>		
	Expenditure	6,861	7,497
	Overheads	299	299

### 4.3 Surf Coast Shire Annual Report 2019-20

Description of Services Provided	Classification	2019-20 Adopted \$'000	2019-20 Actual \$'000
bins. The Waste Management unit has a strong focus on community education and waste services planning. Revenue in this area is generated mainly from garbage collection fees and the municipal waste charge. Council's 2019-20 recurrent operations was impacted by the sudden closure of recycling contractor SKM. The wide-ranging impacts resulted in once off State Government grant support during this period and also resulted in increased waste disposal revenue due to additional landfill volumes. The recurrent expenditure was then impacted by increased procurement, material and service costs. New operational projects were incorporated during 2019-20, including the Shire Wide Food Organics and Green Organics project and the Fourth Kerbside Bin project. Capital spend was higher than budget due to projects carried forward from 2018-19.	Revenue	(10,530)	(11,161)
		<b>(3,370)</b>	<b>(3,365)</b>
	<b>Operating Projects</b>		
	Expenditure	182	462
	Revenue	-	(20)
	<b>Capital</b>	<b>184</b>	<b>311</b>

### 4.3 Surf Coast Shire Annual Report 2019-20

#### Service performance indicators

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

REPORT OF OPERATIONS						
Service Performance Indicators		Results				Comments
Service / indicator / measure		2017	2018	2019	2020	
WC1	<b>Waste Collection</b> <b>Satisfaction</b> <i>Kerbside bin collection requests</i> [Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x1000	88.94	107.46	144.62	169.94	The number of collection requests received in 2019-20 increased by 21% on 2018-19 results. Seventy percent of the increase was related to requests for repairs or replacement of garbage bins. The number of households receiving a household collection service was comparable with previous years at 3% increase.
	<b>Service standard</b> <i>Kerbside collection bins missed</i> [Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000	4.39	6.30	10.84	10.81	
WC3	<b>Service cost</b> <i>Cost of kerbside garbage bin collection service</i> [Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]	\$86.36	\$83.54	\$85.57	\$88.29	No comment provided as there is no material variation.

### 4.3 Surf Coast Shire Annual Report 2019-20

REPORT OF OPERATIONS						
Service Performance Indicators		Results				Comments
Service / indicator / measure		2017	2018	2019	2020	
WC4	<p><i>Cost of kerbside recyclables collection service</i></p> <p>[Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]</p> <p><b>Waste diversion</b></p>	\$30.92	\$31.49	\$45.26	\$58.69	<p>The large increase in recycling expenses continued from the previous financial year with recycling facility closures within Victoria resulting in an additional \$290k of expenses in the 2019-20 financial year, up to \$1.12m.</p> <p>Closure of SKM resulted in recyclables collected being deposited to landfill.</p>
WC5	<p><i>Kerbside collection waste diverted from landfill</i></p> <p>[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100</p>	54.76%	55.06%	52.97%	48.99%	

## 4.3 Surf Coast Shire Annual Report 2019-20

### Balancing growth

This Council Plan theme represents providing for growth whilst ensuring the intrinsic values and character of the Shire are retained. As a result, Council is committed to the following strategic objectives:

- Ensure infrastructure is in place to support existing communities and provide for growth
- Strengthen township boundaries and support unique township character
- Understand and manage the impact of population and visitation growth in neighbouring municipalities and our own Shire.

### Major Initiatives

The following statement reviews the progress of Council in relation to major initiatives identified in the 2019-20 budget.

Major Initiatives	Progress
Winchelsea Precinct Structure Plan	Preliminary work has been completed to inform development of a precinct structure plan. The project remains on hold due to the current pandemic.

### Service Performance

This section outlines the activities and initiatives for Council services and key strategic activities.

Description of Services Provided	Classification	2019-20 Adopted \$'000	2019-20 Actual \$'000
<b>Asset Management</b>			
This service is responsible for integrated and prioritised capital works planning. This includes development and implementation of asset management plans for planning for the expansion of Council's asset portfolio for the needs of a growing population, as well as planning the renewal management of Council's existing Infrastructure. In addition, the function manages and maintains Council's fleet portfolio as well as subdivision design approval and works inspections. 2019-20 recurrent revenue was favourable due to higher subdivision supervision fees and permit volumes. Recurrent expenditure was favourable due to high use of heavy plant on maintenance and capital programs. Capital spend reflects the timing of heavy, light and small plant replacement programs.	<b>Recurrent Operations</b>		
	Expenditure	969	783
	Overheads	(612)	(612)
	Revenue	<u>(679)</u>	<u>(795)</u>
		<b>(322)</b>	<b>(624)</b>
	<b>Operating Projects</b>		
	Expenditure	35	49
	Revenue	<u>-</u>	<u>-</u>
		<b>35</b>	<b>49</b>
	<b>Capital</b>	<b>1,924</b>	<b>1,084</b>
<b>Engineering Services</b>			
This service is responsible for the design of capital and renewal infrastructure projects relating to road and drainage 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 also oversee traffic management, street lighting upgrades and public transport infrastructure improvements throughout the shire. Revenue in this area is generated mainly from government grants and user service fees. 2019-20 recurrent expenditure was favourable due to employee vacancies. Pathway capital projects are progressing and have been carried forward into 2020-21, whilst some capital spend was expensed.	<b>Recurrent Operations</b>		
	Expenditure	1,323	1,144
	Overheads	293	293
	Revenue	<u>(65)</u>	<u>(71)</u>
		<b>1,551</b>	<b>1,366</b>
	<b>Operating Projects</b>		
	Expenditure	110	76
	Revenue	<u>-</u>	<u>-</u>
		<b>110</b>	<b>76</b>
	<b>Capital</b>	<b>2,229</b>	<b>893</b>



### 4.3 Surf Coast Shire Annual Report 2019-20

Description of Services Provided	Classification	2019-20 Adopted \$'000	2019-20 Actual \$'000
<b>Planning &amp; Development</b>			
<p>This service is responsible for strategic and <b>statutory planning</b> and planning compliance. It is responsible for monitoring Council's planning scheme, developing land use policy and preparing and processing amendments to the Planning Scheme. 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. Recurrent expenditure during 2019-20 was favourable due to employee vacancies. In progress Strategic Planning operating projects have been carried forward into 2020-21.</p>	<b>Recurrent Operations</b>		
	Expenditure	3,557	3,316
	Overheads	891	891
	Revenue	<u>(842)</u>	<u>(825)</u>
		<b>3,606</b>	<b>3,382</b>
	<b>Operating Projects</b>		
	Expenditure	165	44
	Revenue	<u>-</u>	<u>(2)</u>
		<b>165</b>	<b>42</b>
	<b>Capital</b>	-	-

### 4.3 Surf Coast Shire Annual Report 2019-20

#### Service performance indicators

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

REPORT OF OPERATIONS						
Service Performance Indicators		Results				Comments
Service / indicator / measure		2017	2018	2019	2020	
	<b>Animal Management</b>					
	<b>Timeliness</b>					
AM1	<i>Time taken to action animal management requests</i> [Number of days between receipt and first response action for all animal management requests / Number of animal management requests]	1.00	1.00	1.00	1.00	Council continues to initiate responses to animal management requests same day.
	<b>Service standard</b>					
AM2	<i>Animals reclaimed</i>  [Number of animals reclaimed / Number of animals collected] x100	91.07%	90.85%	77.02%	57.48%	These figures were significantly skewed by one situation in 2019-20 where 22 cats that were unregistered and free roaming at one address where impounded and taken to the Geelong Animal Welfare Society – they had no owner to reclaim them.
	<b>Service cost</b>					
AM3	<i>Cost of animal management service</i>  [Direct cost of the animal management service / Number of registered animals]	\$57.03	\$42.93	\$78.00	Retired in 2020	This measure was replaced by AM6 from 1 July 2019.
	<b>Health and safety</b>					
AM4	<i>Animal management prosecutions</i>  [Number of successful animal management prosecutions]	0	0	0	Retired in 2020	This measure was replaced by AM7 from 1 July 2019.
AM5	<i>Animals rehomed</i>  [Number of animals rehomed / Number of animals collected] x100	New in 2020	New in 2020	New in 2020	0.00%	Council does not rehome animals. All unclaimed animals are referred to the Geelong Animal Welfare Society.  <i>Note: New measure for 2019-20 financial year.</i>

### 4.3 Surf Coast Shire Annual Report 2019-20

REPORT OF OPERATIONS						
Service Performance Indicators		Results				Comments
Service / indicator / measure		2017	2018	2019	2020	
	<b>Service cost</b>					
AM6	<p><i>Cost of animal management service per population</i></p> <p>[Direct cost of the animal management service / Population]</p>	New in 2020	New in 2020	New in 2020	\$12.17	<p>The overall expenses in Animal Management declined by \$70k mainly in staff allowances, and contract expenses; while there was an increase in the population of 1200.</p> <p><i>Note: This measure is replacing previous 'AM3 Cost of animal management service' which was based on cost per number of registered animals, refer above.</i></p>
AM7	<p><b>Health and safety</b></p> <p><i>Animal management prosecutions</i></p> <p>[Number of successful animal management prosecutions / Number of animal management prosecutions] x 100</p>	New in 2020	New in 2020	New in 2020	0.00%	<p>There were no animal management prosecutions during 2019-20.</p> <p><i>Note: This measure is replacing previous 'AM4 Animal management prosecutions' which was a measure of number, not proportion.</i></p>
	<b>Statutory Planning</b>					
	<b>Timeliness</b>					
SP1	<p>Time taken to decide planning applications</p> <p>[The median number of days between receipt of a planning application and a decision on the application]</p>	48.00	48.00	63.00	76.00	<p><u>There were a number of large complex applications in the year that took longer to process and pushed out the median number of days taken to decide planning permits.</u></p>
	<b>Service standard</b>					
SP2	<p>Planning applications decided within required time frames</p> <p>[(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of</p>	71.02%	78.73%	83.93%	80.88%	<p><u>The improvement in service performance is due to IT system improvements, allocation of resources and training provided over a 5 year period as part of a Planning Customer Service Program.</u></p>

### 4.3 Surf Coast Shire Annual Report 2019-20

REPORT OF OPERATIONS						
Service Performance Indicators		Results				Comments
Service / indicator / measure		2017	2018	2019	2020	
	planning application decisions made] x100					
	<b>Service cost</b>					
SP3	Cost of statutory planning service	\$1,141.63	\$1,480.98	\$2,909.65	\$2,716.98	<i>The decrease is driven by a reduction in overall expenses in the Statutory Planning department of \$40k, mainly attributed to a \$30k reduction in legal fees. Total planning permit applications increased from 532 to 573.</i>
	[Direct cost of the statutory planning service / Number of planning applications received]					
	<b>Decision making</b>					
SP4	Council planning decisions upheld at VCAT	80.95%	50.00%	46.15%	80.00%	<i>During 2019-20 Council received a total of 573 planning applications. Of these 10 matters were referred to VCAT for review. This is the lowest number over the last four years, however the impact of COVID restrictions saw a number of matters deferred by VCAT until after the reporting period. Due to the variable nature of matters it is difficult to use percentages reported as a reflection of Council's performance.</i>
	[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					

## 4.3 Surf Coast Shire Annual Report 2019-20

### Vibrant economy

This Council Plan theme represents supporting innovative, sustainable businesses and activities that create jobs and are valued by the community and visitors. As a result, Council is committed to the following strategic objectives:

- Support the creation and retention of jobs in existing and new businesses to meet the needs of a growing community
- Facilitate high quality events throughout the year
- Strengthen the vitality of town centres
- Support key industry sectors such as surfing, tourism, home-based construction, and rural businesses

### Major Initiatives

The following statement reviews the progress of Council in relation to major initiatives identified in the 2019-20 budget.

Major Initiatives	Progress
Torquay / Jan Juc Retail and Employment Land Strategy	The strategy will determine the capacity and strategic merit of Torquay/Jan Juc's retail and employment areas, informing the need to review the activity centre hierarchy and guiding policy for existing and future retail and employment land. A draft background report has been prepared by consultants Urban Enterprise, prior to development of a draft strategy.

### Service Performance

This section outlines the activities and initiatives for Council services and key strategic activities.

Description of Services Provided	Classification	2019-20 Adopted \$'000	2019-20 Actual \$'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. Recurrent revenue was favourable during 2019-20 as a result of private works contributions (offset in expenditure), additional dust suppression funding and volume of legal point of discharge applications. Higher levels of recurrent expenditure was incurred for drainage and road maintenance works. Capital projects currently being delivered have been carried forward into 2020-21.	<b>Recurrent</b>		
	<b>Operations</b>	4,434	4,976
	Expenditure	563	563
	Overheads	(33)	(57)
	Revenue	<b>4,964</b>	<b>5,482</b>
	<b>Operating</b>	-	-
	<b>Projects</b>	-	-
Expenditure	-	-	
Revenue	<b>8,583</b>	<b>8,016</b>	
	<b>Capital</b>		
<b>Building Compliance &amp; Local Laws</b>			
These diverse services support the economy through overseeing issue and 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 ensure that all pedestrians are able to cross the road safely. It also provides	<b>Recurrent</b>		
	<b>Operations</b>	2,009	2,139
	Expenditure	689	689
	Overheads	(1,664)	(1,644)
Revenue	<b>1,034</b>	<b>1,184</b>	

### 4.3 Surf Coast Shire Annual Report 2019-20

Description of Services Provided	Classification	2019-20 Adopted \$'000	2019-20 Actual \$'000
<p><b>animal management</b> 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 issuance of infringement notices. During 2019-20, recurrent expenditure was impacted by parking infringement bad and doubtful debts, and additional local law enforcement over weekends. Capital spend included the unbudgeted Parking Overstay Detection System.</p>	<p><b>Operating Projects</b> Expenditure Revenue <b>Capital</b></p>	<p>- - - -</p>	<p>- - 64</p>
<p><b>Economic Development &amp; Tourism</b></p> <p>The Economic Development and Tourism service has a focus of working with business, residents and visitors to create a prosperous place for the Surf Coast. The service is responsible for business engagement and support, grants administration, tourism marketing, visitor information, event facilitation and the Australia National Surfing Museum. It includes supporting existing business, attracting new business, providing economic data, grants administration, developing business profiles and contributing to local trader groups. Tourism development functions include promoting the conference market, product development and marketing and funding Great Ocean Road Regional Tourism. The service also facilitates a range of small to internationally recognised events via our event liaison team and provides an event grants funding program. Four visitor centres, the Australian National Surfing Museum (ANSM) and Great Ocean Road Heritage Centre service and distribute information to visitors and tell nationally significant stories. 2019-20 recurrent income and expenditure was impacted by COVID-19 restricting events, and the operations at the Australian National Surfing Museum and Visitor Information Centres. Capital spend was a result of the Winchelsea Sculptures project carried forward from 2018-19.</p>	<p><b>Recurrent Operations</b> Expenditure Overheads Revenue <b>Operating Projects</b> Expenditure Revenue <b>Capital</b></p>	<p>2,578 542 (595) 2,525 213 - - -</p>	<p>2,457 542 (454) 2,545 252 10 262 132</p>
<p><b>Environmental Health</b></p> <p>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 (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; Public health emergency response; and Childhood and School Immunisation Services. Revenue is generated mainly from health registration fees. Councils COVID-19 Support Package reduced recurrent revenue as Council provided reimbursements to businesses for a number of Environmental Health permits.</p>	<p><b>Recurrent Operations</b> Expenditure Overheads Revenue <b>Operating Projects</b> Expenditure Revenue <b>Capital</b></p>	<p>659 188 (313) 534 - - -</p>	<p>689 188 (205) 672 46 (29) 17 -</p>
<p><b>Gherang Gravel Pits</b></p> <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. 2019-20 recurrent operations reflect increased extraction rates, leading to higher revenue and higher associated royalty payments.</p>	<p><b>Recurrent Operations</b> Expenditure Overheads Revenue</p>	<p>156 9 (455) (290)</p>	<p>328 9 (1,005) (668)</p>

**4.3 Surf Coast Shire Annual Report 2019-20**

Description of Services Provided	Classification	2019-20 Adopted \$'000	2019-20 Actual \$'000
	<b>Operating</b>	-	-
	<b>Projects</b>	-	-
	Expenditure	-	-
	Revenue	-	-
	<b>Capital</b>	-	-

### 4.3 Surf Coast Shire Annual Report 2019-20

#### Service performance indicators

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

REPORT OF OPERATIONS						
Service Performance Indicators	Results	Results	Results	Results	Comments	
Service / indicator / measure	2017	2018	2019	2020		
<b>Aquatic Facilities</b>						
<b>Service standard</b>						
AF2	<i>Health inspections of aquatic facilities</i>	1.00	1.00	1.00	0.00	Unable to conduct inspection in April due to COVID-19 pandemic.
	[Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities]					
<b>Service cost</b>						
AF4	<i>Cost of indoor aquatic facilities</i>	\$0.00	\$0.00	\$0.00	Retired in 2020	This measure was replaced by AF7 from 1 July 2019.
	[Direct cost of indoor aquatic facilities less income received / Number of visits to indoor aquatic facilities]					
AF5	<i>Cost of outdoor aquatic facilities</i>	\$8.13	\$6.89	\$6.17	Retired in 2020	This measure was replaced by AF7 from 1 July 2019.
	[Direct cost of outdoor aquatic facilities less income received / Number of visits to outdoor aquatic facilities]					
<b>Utilisation</b>						
AF6	<i>Utilisation of aquatic facilities</i>	0.23	0.26	0.30	0.19	The downturn in attendee numbers at the Winchelsea Pool can in part be attributed to a milder than seasonal summer. The average temp in the 2019/20 season was 23.6C compared to 2017/18 and 2018/19 seasons with average temperatures of 26C. The pool was able to run for its normal season and was not impacted by the COVID-19 pandemic.
	[Number of visits to aquatic facilities / Municipal population]					
<b>Service cost</b>						



### 4.3 Surf Coast Shire Annual Report 2019-20

REPORT OF OPERATIONS						
Service Performance Indicators		Results	Results	Results	Results	Comments
Service / indicator / measure		2017	2018	2019	2020	
AF7	<p><i>Cost of aquatic facilities</i></p> <p>[Direct cost of aquatic facilities less income received / Number of visits to aquatic facilities]</p>	New in 2020	New in 2020	New in 2020	\$8.93	<p>New indicator - no comparison data.</p> <p><i>Note: From 2020, this measure replaced two previous measures: 'AF4 Cost of indoor aquatic facilities' and 'AF5 Cost of outdoor aquatic facilities', refer above.</i></p>
FS1	<p><b>Food Safety</b></p> <p><b>Timeliness</b></p> <p><i>Time taken to action food complaints</i></p> <p>[Number of days between receipt and first response action for all food complaints / Number of food complaints]</p>	2.07	1.63	2.02	1.18	Result due to improved staff reporting.
FS2	<p><b>Service standard</b></p> <p><i>Food safety assessments</i></p> <p>[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</p>	107.04%	98.62%	99.34%	86.08%	Result for 2019 down on previous year due to staff absences, prioritising response to complaints and poor performing businesses. Staff resources also re-allocated to Moriac Wastewater Project, Caravan Park registrations and Mosquito Management in Anglesea. The number of registered food premises increased from 693 to 726.
FS3	<p><b>Service cost</b></p> <p><i>Cost of food safety service</i></p> <p>[Direct cost of the food safety service / Number of food premises registered or</p>	\$510.29	\$440.41	\$500.97	\$561.79	There was an overall cost increase for Food Safety of \$18k in the 2019-20 financial year, mainly attributed to staff wages; while the number of registered food premises increased from 693 to 726.

### 4.3 Surf Coast Shire Annual Report 2019-20

REPORT OF OPERATIONS						
Service Performance Indicators		Results	Results	Results	Results	Comments
Service / indicator / measure		2017	2018	2019	2020	
FS4	<p>notified in accordance with the Food Act 1984]</p> <p><b>Health and safety</b></p> <p><i>Critical and major non-compliance outcome notifications</i></p> <p>[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</p>	99.37%	98.84%	95.00%	100.00%	Prioritising resources to address poor performing businesses.
R1	<p><b>Roads</b></p> <p><b>Satisfaction of use</b></p> <p><i>Sealed local road requests</i></p> <p>[Number of sealed local road requests / Kilometres of sealed local roads ] x100</p>	39.51	40.03	35.31	45.65	The number of requests last year was lower than average. At the start of the Covid 19 restrictions the number of complaints increased (third quarter 50% higher than average) which impacted on our year end result.
R2	<p><b>Condition</b></p> <p><i>Sealed local roads maintained to condition standards</i></p> <p>[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100</p>	100.00%	100.00%	99.85%	99.83%	A very small number of defects were not responded to in the agreed timeframe. Overall a very pleasing result.
R3	<p><b>Service cost</b></p> <p><i>Cost of sealed local road reconstruction</i></p> <p>[Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]</p>	\$29.78	\$69.39	\$48.08	\$90.90	The increase in cost for local road reconstruction is due mainly to one large job - Fischer Street Reconstruction - which was \$183.3 per square metre.

### 4.3 Surf Coast Shire Annual Report 2019-20

REPORT OF OPERATIONS						
Service Performance Indicators		Results	Results	Results	Results	Comments
Service / indicator / measure		2017	2018	2019	2020	
R4	<p><b>Service Cost</b></p> <p><i>Cost of sealed local road resealing</i></p> <p>[Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]</p>	\$6.38	\$6.95	\$7.19	\$24.83	The increase in cost for local road resealing is high proportion of works undertaken resurfacing roads with asphalt compared to spray seal roads in previous years. Asphalt is approx. \$25 per square metre compared to spray seal at approx. \$6 per square metre.
R5	<p><b>Satisfaction</b></p> <p><i>Satisfaction with sealed local roads</i></p> <p>[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]</p>	61.00	59.00	60.00	58.00	The index score of 58 in the 2020 Community Satisfaction Survey conducted by JWS on behalf of Surf Coast Shire Council was 2 points lower than in 2019.

### 4.3 Surf Coast Shire Annual Report 2019-20

## High performing Council

This Council Plan theme represents delivering valued services to the community. As a result, Council is committed to:

- Ensuring Council is financially sustainable and has the capability to deliver strategic objectives
- Ensuring that Council decision-making is balanced and transparent and the community is involved and informed
- Providing quality customer service that is convenient, efficient, timely and responsive
- Ensuring the community has access to the services they need

### Major Initiatives

The following statement reviews the progress of Council in relation to major initiatives identified in the 2019-20 budget.

Major Initiatives	Progress
Digital Transformation	<p>During 2019-20, the program has delivered 22 projects, twelve of which have provided efficiency savings as part of our contribution to improving capacity and reducing operating costs. Eight have improved access to Council services for customers, for example the conversion of forms to digital formats with electronic payment facilities and the new online Kindergarten Enrolment facility. Two have been instrumental in allowing Council to function effectively during COVID-19. The program will continue into 2020-21 with a focus on:</p> <p><b>Customer Access</b> Introducing multi-channel access for the customer via the web. Completing a review of Council's service delivery, with the intention of making all services digital.</p> <p><b>Master Data Management System</b> Creating a uniform set of data to enable a single customer view.</p> <p><b>Payments</b> Merging and simplifying Council's many payment methods, improving efficiency and reducing costs.</p> <p><b>Digital Forms</b> Complete the conversion of Council's internal and external facing forms to a digital format.</p>
Centralised Compliance Framework	<p>Council is developing a centralised compliance framework, policy and system to prioritise and track key compliance requirements of Council. Template documents are currently being prepared.</p>

### 4.3 Surf Coast Shire Annual Report 2019-20

#### Service Performance

This section outlines the activities and initiatives for Council services and key strategic activities.

Description of Services Provided	Classification	2019-20 Adopted \$'000	2019-20 Actual \$'000	
<b>Business Improvement</b>				
This service leads Council's efforts to identify and implement business improvement opportunities in order to deliver financial, service and other benefits. In particular, realising 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>	160	160	
	Expenditure	73	73	
	Overheads	-	-	
	Revenue	<b>233</b>	<b>233</b>	
	<b>Operating Projects</b>	120	129	
	Expenditure	-	-	
	Revenue	<b>120</b>	<b>129</b>	
	Revenue	-	-	
	<b>Capital</b>			
<b>Corporate Planning</b>				
This service coordinates the development of organisational policy, strategy and systems, and provides support in the areas of corporate planning, performance measurement and reporting. As a Council support service, \$0.6 million is distributed as a corporate overhead to the primary services within Council. 2019-20 recurrent revenue was favourable due to 2016 Council election and 2019 by-elections non-voter fine revenue forwarded by State Government, whilst recurrent expenditure was favourable due to a restructure (offset in Councillors, Council Support and Executive Services).	<b>Recurrent Operations</b>	600	526	
	Expenditure	(600)	(600)	
	Overheads	-	(15)	
	Revenue	-	<b>(89)</b>	
	<b>Operating Projects</b>	-	-	
	Expenditure	-	-	
	Revenue	-	-	
	<b>Capital</b>			
<b>Customer Experience</b>				
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 and face-to-face enquiries.	<b>Recurrent Operations</b>	836	846	
	Expenditure	250	250	
	Overheads	-	-	
	Revenue	<b>1,086</b>	<b>1,096</b>	
	<b>Operating Projects</b>	-	-	
	Expenditure	-	-	
	Revenue	-	-	
	<b>Capital</b>			
<b>Councillors, Council Support &amp; Executive Services</b>				
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. Recurrent expenditure was unfavourable due to a restructure (offset partially in Corporate Planning).	<b>Recurrent Operations</b>	2,202	2,384	
	Expenditure	1,434	1,434	
	Overheads	-	(1)	
	Revenue	<b>3,636</b>	<b>3,817</b>	
	<b>Operating Projects</b>	-	-	
	Expenditure	-	-	
	Revenue	-	-	

### 4.3 Surf Coast Shire Annual Report 2019-20

Description of Services Provided	Classification	2019-20 Adopted \$'000	2019-20 Actual \$'000
	Revenue	-	-
	<b>Capital</b>		
<b>Digital Transformation</b>			
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, but recognises that some of the back-office support functions provide corporate services to this DT function. The recurrent operations reflects \$0.13 million of distributed corporate overheads. The Digital Transformation capital program is progressing with a number of initiatives delivered benefiting customers and the organisation during 2019-20. The program will continue into 2020-21.	<b>Recurrent Operations</b>	-	-
	Expenditure	134	134
	Overheads	-	-
	Revenue	<b>134</b>	<b>134</b>
	<b>Operating Projects</b>	-	-
	Expenditure	-	-
	Revenue	<b>738</b>	<b>838</b>
	<b>Capital</b>		
<b>Financial Management</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 in regard to 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. This function 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, \$1.43 million is distributed as a corporate overhead to primary services within Council. As part of Council's COVID-19 Support Package, debt collection was put on hold. This timing item has impacted the 2019-20 recurrent revenue.	<b>Recurrent Operations</b>	2,505	2,521
	Expenditure	(1,426)	(1,426)
	Overheads	(786)	(741)
	Revenue	<b>293</b>	<b>354</b>
	<b>Operating Projects</b>	-	-
	Expenditure	-	-
	Revenue	-	-
	<b>Capital</b>		
<b>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, \$0.5 million is distributed as a corporate overhead to the primary services within Council. Favourable recurrent expenditure occurred during 2019-20 as a result of reduced property, advertising and consultant costs.	<b>Recurrent Operations</b>	495	461
	Expenditure	(495)	(495)
	Overheads	-	-
	Revenue	-	<b>(34)</b>
	<b>Operating Projects</b>	53	109
	Expenditure	<b>53</b>	<b>109</b>
	Revenue	-	<b>8</b>
	<b>Capital</b>		
<b>Information Services</b>			
This service includes two main sections, Information Technology (incl. Geospatial Information systems) and Records Management. The Information Technology area supports the organisations requirements for computer services (incl. provision, support, maintenance, licencing and infrastructure), communications (fixed, mobile and data) and geospatial mapping facilities for	<b>Recurrent Operations</b>	3,337	3,065
	Expenditure	(3,337)	(3,337)
	Overheads	-	-
	Revenue	-	<b>(272)</b>

### 4.3 Surf Coast Shire Annual Report 2019-20

Description of Services Provided	Classification	2019-20 Adopted \$'000	2019-20 Actual \$'000
council and external uses. The Records Management area manages document compliance (incl. creating, capturing, classifying and archival maintenance), and processing of incoming and outgoing correspondence. The Information Services unit 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, \$3.34 million is distributed as a corporate overhead to the primary services within Council. During 2019-20, recurrent expenditure was favourable due to reductions in technology support and postage expenditure, with remote working also providing some benefits in reduced photocopying.	<b>Operating Projects</b>	-	-
	Expenditure	-	-
	Revenue	105	154
	<b>Capital</b>		
<b>People &amp; Culture</b>			
This service is responsible for supporting the organisation with strategic and operational human resources management and includes learning and development and occupational health and safety. The activities of the unit include developing and implementing strategies, policies and procedures that promote high level human resources and industrial relations services. The unit also supports the organisation in attracting new staff, retaining existing staff and the ongoing development of the skills within Council's work force. As a Council support service, \$1.35 million is distributed as a corporate overhead to the primary services within Council. During 2019-20, recurrent expenditure was impacted by COVID-19 Safe Workplace implementation costs. The capital project for Agile Working has been carried forward into 2020-21, with some expenditure expensed during 2019-20.	<b>Recurrent Operations</b>	1,353	1,391
	Expenditure	(1,353)	(1,353)
	Overheads	-	(3)
	Revenue	-	35
	<b>Operating Projects</b>	-	-
	Expenditure	-	-
	Revenue	227	-
	<b>Capital</b>		
<b>Program Management Office</b>			
This service provides leadership, analysis and support for 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, Project Delivery Process and Program Status Reporting for all capital and operational projects. The \$0.8 million net cost comprises corporate overheads, community project management and project sponsor support. The capital allocation comprises community project management support, which was not capitalised during 2019-20.	<b>Recurrent Operations</b>	20	21
	Expenditure	887	887
	Overheads	-	2
	Revenue	907	910
	<b>Operating Projects</b>	-	-
	Expenditure	-	-
	Revenue	51	-
	<b>Capital</b>		
<b>Project Management Team</b>			
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. During 2019-20, high recovery of project management effort on projects resulted in favourable recurrent expenditure.	<b>Recurrent Operations</b>	(59)	(115)
	Expenditure	59	59
	Overheads	-	-
	Revenue	-	(56)
	<b>Operating Projects</b>	-	-
	Expenditure	-	-
	Revenue	-	-
	<b>Capital</b>		

### 4.3 Surf Coast Shire Annual Report 2019-20

Description of Services Provided	Classification	2019-20 Adopted \$'000	2019-20 Actual \$'000
<b>Risk Management &amp; Legal Services</b>			
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, \$0.75 million is distributed as a corporate overhead to the primary services within Council. Favourable recurrent expenditure occurred during 2019-20 as a result of lower insurance costs.	<b>Recurrent Operations</b>	711	691
	Expenditure	(711)	(711)
	Overheads	(23)	(14)
	Revenue	(23)	(34)
	<b>Operating Projects</b>	40	23
	Expenditure	40	23
	Revenue	-	-
	<b>Capital</b>		

#### Service performance indicators

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

REPORT OF OPERATIONS						
Service Performance Indicators		Results				Comments
Service / indicator / measure		2017	2018	2019	2020	
G1	<b>Governance</b>					
	<b>Transparency</b> <i>Council decisions made at meetings closed to the public</i> [Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public / Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors ] x100	14.73%	20.07%	14.80%	14.81%	Eight confidential decisions were subsequently made public representing 22.22% of all confidential decisions made.
G2	<b>Consultation and engagement</b> <i>Satisfaction with community consultation and engagement</i> Community satisfaction rating out of 100 with how Council has performed on	59.00	57.00	58.00	59.00	The index score of 59 in the 2020 Community Satisfaction Survey conducted by JWS on behalf of Surf Coast Shire Council



### 4.3 Surf Coast Shire Annual Report 2019-20

REPORT OF OPERATIONS						
Service Performance Indicators		Results				Comments
Service / indicator / measure		2017	2018	2019	2020	
	community consultation and engagement					was 1 point higher than in 2019.
G3	<p><b>Attendance</b></p> <p><i>Councillor attendance at council meetings</i></p> <p>[The sum of the number of Councillors who attended each ordinary and special Council meeting / (Number of ordinary and special Council meetings) × (Number of Councillors elected at the last Council general election)] x100</p>	81.48%	85.32%	72.92%	92.59%	Council conducted 10 ordinary meetings and 5 special council meetings during 2019-20, one less meeting than during 2018-19. The March 2020 Council meeting was cancelled due to the outbreak of COVID-19. Due to the by-election in the Anglesea Ward one Councillor position was vacant for 3 meetings. Overall there was 100% councillor attendance at 10 of the 15 Council meetings.
G4	<p><b>Service cost</b></p> <p><i>Cost of elected representation</i></p> <p>[Direct cost of the governance service / Number of Councillors elected at the last Council general election]</p>	\$44,888.45	\$42,876.44	\$42,941.50	\$43,300.66	No comment provided as there is no material variation.
G5	<p><b>Satisfaction</b></p> <p><i>Satisfaction with council decisions</i></p> <p>[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]</p>	53.00	52.00	54.00	55.00	The index score of 55 in the 2020 Community Satisfaction Survey conducted by JWS on behalf of Surf Coast Shire Council was 1 point higher than in 2019.

## 4.3 Surf Coast Shire Annual Report 2019-20

# Report of Operations

For the year ended 30 June 2019

## Governance, management and other information

### Governance

Surf Coast Shire Council is constituted under the Local Government Act 2020 (the Act) to provide leadership for the good governance of the municipal district and the local community.

Together the councillors, as 'Council', form Surf Coast Shire's governing body. This is a public statutory body constituted under the Act. As such, Council is recognised as a single entity and councillors only have authority to make decisions collectively as Council at formally constituted Council meetings.

As a statutory body, Surf Coast Shire Council is one of 79 Victorian councils deriving its role, powers and functions primarily from the Act. The Act repeals sections of the Local Government Act 1989 over a 2 year period from its commencement in March 2020, however 1989 Act is not repealed and remains active unless inconsistent with, or repealed by, the new Act or other relevant legislation. It should be noted that the information collated in this report largely pre-dates the new Act, as is from the 2019-20 financial year.

In accordance with section 8 of the Act, the role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community. In order to provide good governance, Council must adhere to the following principles:

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

Council is committed to effective and sustainable forms of democratic and corporate governance, as these principles are key to ensuring that Council and its administration meet the community's priorities. The community has opportunities to provide input into Council's decision-making processes including community consultation, and the ability to make relevant submissions to delegated committees of Council. Council's formal decision-making processes are conducted through Council meetings and where delegated in accordance with the Act. This power may be delegated under sections 63-64 of the Act to delegated committees, and under section 11 of the Act to the Chief Executive Officer, through Instruments of Delegation. The Chief Executive Officer may delegate these powers to members of Council staff and members of community asset committees in accordance with section 47 of the Act.

### 4.3 Surf Coast Shire Annual Report 2019-20

#### Attendance at meetings of Council and councillor briefing sessions

Table 12 Councillor meeting attendance 1 July 2019 to 30 June 2020

	Ordinary Council Meetings	Special Council Meetings	Hearing of Submissions Committee Meetings	Councillor Briefings and Assembly of Councillors
<b>Total meetings held (FY)</b>	<b>10</b>	<b>5</b>	<b>9</b>	<b>75</b>
<b>Cr David Bell</b>	10	4	6	70
<b>Cr Martin Duke</b>	10	5	9	70
<b>Cr Clive Goldsworthy</b>	9	5	8	65
	#4 Approved leave of absence for 1		#4 Approved leave of absence for 1	
<b>Cr Rose Hodge</b>	10	5	8	71
<b>Cr James McIntyre</b>	8	4	6	47
	#5 Approved leave of absence for 1		#5 Approved leave of absence for 1	#1 - Not appointed for 1 #5 Approved leave of absence for 1
<b>Cr Brian McKiterick</b>	10	4	7	52
<b>Cr Tony Revell</b>	8	4	7	59
	#2 - Not appointed for 2	#2 - Not appointed for 1	#2 - Not appointed for 2	#2 - Not appointed for 13
<b>Cr Margot Smith</b>	9	5	9	68
<b>Cr Heather Wellington</b>	10	5	8	25
	#3 Approved leave of absence for 1			
#1 - <b>Cr James McIntyre</b> was appointed as a Councillor on 2 July 2019.				
#2 - <b>Cr Tony Revell</b> was appointed as a Councillor on 6 September 2019.				
#3 - At the Ordinary Meeting of Council held on 10 December 2019, Council resolved to grant <b>Cr Heather Wellington</b> a leave of absence from Council for the period of 18 December 2019 to 12 January 2020 inclusive.				
#4 - At the Ordinary Meeting of Council held on 21 January 2020, Council resolved to grant <b>Cr Clive Goldsworthy</b> a leave of absence from Council for the period of 11 February 2020 to 7 March 2020 inclusive.				
#5 - At the Ordinary Meeting of Council held on 25 February 2020, Council resolved to grant <b>Cr James McIntyre</b> a leave of absence from Council for the period of 20 February 2020 to 16 March 2020 inclusive.				
#6 - In accordance with Requirement One of the Minister's Good Practice Guideline, each Councillor must be seen and heard in order to be an active member of the meeting. <b>Cr James McIntyre</b> did not have video enabled but could hear and see the meeting.				

## 4.3 Surf Coast Shire Annual Report 2019-20

### Committees of Council

The Act allows councils to establish one or more committees of Council consisting of:

- councillors
- Council staff
- other persons
- any combination of the above

The below is a list of committees established by Council that operated in 2018-19.

#### Advisory Committees

- All Abilities Advisory Committee
- Audit and Risk Committee
- Bells Beach Committee
- Chief Executive Officer Performance Review Committee
- Municipal Emergency Management Planning Committee

#### Section 86 Committees

- Anderson Roadknight Reserve Committee of Management
- Anglesea Bike Park Committee of Management
- Connewarre Reserve and Hall Committee on Management
- Deans Marsh Community Hall and Memorial Reserve Committee of Management
- Eastern Reserve Committee of Management
- Globe Theatre Committee of Management
- Hearing of Submissions Committee
- Modewarre Hall and Reserve Committee of Management
- Stribling Reserve Committee of Management

#### Council representation on committees and peak bodies

Councillors are assigned to represent Council on formal committees, community groups, external working parties and peak bodies. They also participate in a range of community activities and regularly engage with the community, which helps to inform Council decisions and actions.

Councillor assignments for 2019-20 were as shown in Table 15.

Table 15: Councillor assignments 2019-20

Committee/peak body	2019 Delegates	2020 Delegates
<b>Advisory Committee Representation</b>		
<b>All Abilities Advisory Committee</b>	Cr Hodge	Cr Hodge
<b>Audit and Risk Committee</b>	Cr Goldsworthy Cr McGregor #2 Cr McKiterick#3	Cr Goldsworthy Cr Duke
<b>Bells Beach Committee</b>	Cr Bell Cr Duke	Cr Bell Cr Duke

### 4.3 Surf Coast Shire Annual Report 2019-20

Committee/peak body	2019 Delegates	2020 Delegates
<b>Chief Executive Officer Employment Matters Committee</b>	All Councillors	All Councillors
<b>Hearing of Submissions Committee</b>	All Councillors	All Councillors
<b>Municipal Emergency Management Planning Committee</b>	Cr Duke Cr McKiterick (Sub)	Cr Duke Cr Revell (Sub)
<b>Positive Ageing Advisory Committee</b>	Cr Smith Cr Duke (Sub)	Cr Smith
<b>Other Organisations/Committees</b>		
<b>Anglesea Community Impact Advisory (CIAC)</b>	Cr Smith Vacant (Sub)	Cr Revell Cr Smith (Sub)
<b>Hinterland Community Impact Advisory Committee (CIAC)</b>	Vacant Cr Goldsworthy (Sub)	Cr McIntyre Cr Goldsworthy (Sub)
<b>Lorne Community Impact Advisory Committee (CIAC)</b>	Cr Goldsworthy	Cr Goldsworthy
<b>Torquay Community Impact Advisory Committee (CIAC)</b>	Cr Duke Cr McKiterick (Sub)	Cr Duke Cr Bell (Sub)
<b>Australian Local Government Association (ALGA)</b>	Cr Hodge (Mayor)	Cr Hodge (Mayor)
<b>Barwon South West Waste and Resource Recovery Group</b>	Cr Bell	Cr Bell
<b>Geelong Heritage Centre Collection Advisory Committee</b>	Cr Smith	Cr Smith Cr Revell (Sub)
<b>Geelong Regional Library Corporation (GRLC)</b>	Cr Smith	Cr Smith Cr Revell (Sub)
<b>Great Ocean Road Regional Tourism Inc. (GORRT)</b>	CEO	CEO
<b>G21 Geelong Region Alliance Ltd - Board of Directors</b>	Cr Hodge (Mayor)	Cr Hodge (Mayor)
<b>Municipal Association of Victoria (MAV)</b>	Cr McKiterick Cr Duke (Sub)	Cr McKiterick Cr Duke (Sub)
<b>Rural and Peri-Urban Advisory Committee (COGG)</b>	Cr Bell Vacant (Sub)	Cr Bell Cr McIntyre (Sub)
<b>25% by 2020 Renewable Energy Task Force</b>	Cr Duke Cr Smith Vacant	Cr Duke Cr Smith Cr Revell
<b>Victorian Local Governance Association (VLGA)</b>	Not required by Council	
<b>G21 Pillars</b>		
<b>G21 Arts and Culture Pillar</b>	Cr Smith	Cr Smith

### 4.3 Surf Coast Shire Annual Report 2019-20

Committee/peak body	2019 Delegates	2020 Delegates
<b>G21 Economic Development Pillar</b>	Coordinator Business & Tourism	Coordinator Business & Tourism
<b>G21 Education and Training Pillar</b>	Cr McGregor #2 Cr Hodge #3	Manager Community Strengthening
<b>G21 Environment Pillar</b>	Cr Bell	Cr Bell Cr Duke (Sub)
<b>G21 Health and Wellbeing Pillar</b>	Manager Community Strengthening	Cr Revell Manager Community Strengthening
<b>G21 Planning and Services Pillar</b>	Cr Bell	Cr Bell
<b>G21 Sport and Recreation Pillar</b>	Cr Hodge Cr McKiterick (Sub)	Cr McIntyre Cr Hodge (Sub)
<b>G21 Transport Pillar</b>	Cr Duke	Cr Duke
<b>Notes:</b>		
#1 Cr Coker resigned effective 27 May 2019		
#2 Cr McGregor resigned effective 12 June 2019		
#3 Various nominations and appointments to replace Cr Coker and Cr McGregor at the June 2019 Council Meeting		

#### Code of conduct

The Act requires councils to develop and approve a Councillor Code of Conduct within 12 months after each general election. On 24 January 2017, Council adopted a revised Councillor Code of Conduct which is designed to:

- assist councillors to maintain the highest standards of conduct and behaviour as well as provide a means to deal with problems they may encounter
- attract the highest level of confidence from Council's stakeholders
- assist the mayor and councillors to discharge the responsibilities of their public office appropriately
- provide an avenue of complaint about Councillor behaviour

In addition to setting out the Councillor Conduct Principles, the Code also outlines:

- Other conduct definitions under the Act, such as those relating to misuse of position, improper direction, breach of confidentiality and conflict of interest.
- Roles and relationships.
- Dispute resolution procedures.

#### Conflict of interest

Councillors are elected by the residents and ratepayers to act in the best interests of the community. This is a position of trust that requires councillors to act in the public interest. When a council delegates its powers to a council officer or a committee, the committee or officer also needs to act in the public interest.

A conflict of interest occurs when a personal or private interest might compromise the ability to act in the public interest. A conflict of interest exists even if no improper act results from it.

Council has a comprehensive procedure in place to accommodate the disclosure of conflicts of interest. Declaration of a conflict of interest is a standard agenda item for all Council and Committee meetings.

### 4.3 Surf Coast Shire Annual Report 2019-20

While the procedures vary depending on the particular role and circumstances, in general they involve disclosing the relevant interests in a specific way and then stepping aside from the relevant decision-making process or from the exercise of the public duty. A register is maintained to record all disclosed conflict of interests.

#### **Councillor allowances**

In accordance with Section 74 of the Local Government Act 1989, councillors are entitled to receive an allowance while performing their duty as a councillor. The mayor is also entitled to receive a higher allowance.

The Victorian Government sets the upper and lower limits for all allowances paid to councillors and Mayors. Councils are divided into three categories based on the income and population of each council. In this instance Surf Coast Shire Council is recognised as a category two council.

Councils are required to review allowance levels by 30 June in the year following a general election and the allowance level determined remains in effect for the full term of the Council.

Allowance levels are subject to annual automatic adjustments that are announced in the Victorian Government Gazette by the Minister for Local Government. A council can only undertake a further review of its allowance level during its term if:

- the limits set by the Government for any of the categories are changed;
- a council's category status was changed after an annual assessment found extraordinary movements in its population and revenue figures; or
- a council makes a successful submission to a Local Government Panel to have its category changed on the basis of an exceptional circumstances case.

#### **Councillor expenses**

In accordance with Section 75 of the Act, Council is required to reimburse a councillor for expenses incurred while performing their duties as a councillor. Council is also required to adopt and maintain a policy in relation to the reimbursement of expenses for councillors. The policy provides guidance for the reimbursements of expenses and the provision of resources, facilities and other support to the mayor and councillors to enable them to discharge their duties.

During the reporting period Council continued with quarterly reporting of councillor expenses at ordinary Council meetings and has developed a page on its website to view this information.

Council's Annual Report also includes details of expenses paid by Council, including reimbursement of expenses for each councillor and member of a Council committee.

The details of the allowances and expenses including reimbursement of expenses for each councillor paid by the Council for the 2019-20 year are set out in Table 16.

Table 16: Councillor Payment Summary - 1 July 2019 to 30 June 2020

Surf Coast Shire Council											
Councillor Payment Summary Between 1 July 2019 to 30 June 2020											
Councillor	Allowance (\$)	Expenses Reimbursed					Items Provided			Contributions	Total (\$)
		Travel & Parking (\$)	Child Care (\$)	Car Mileage (\$)	Conferences, Events & Training (\$)	Other Expenses	Motor Vehicle (\$)	Mobile Phone (\$)	Internet (\$)	By Councillors (\$)	
Cr Brian McKitterick	28,709	50	-	643	617	750	-	376	219	-	31,364
Cr Clive Goldsworthy	28,709	-	-	4,039	-	541	-	376	219	20	33,864
Cr David Bell	28,709	-	-	1,106	337	550	-	376	219	-	31,297
Cr Heather Wellington	28,709	-	-	7,180	41	-	-	376	219	-	36,525
Cr James McIntyre	28,059	-	-	1,692	-	-	-	376	219	-	30,346
Cr Margot Smith	28,709	-	-	4,318	426	6	-	376	219	-	34,055
Cr Martin Duke	28,709	-	-	73	1,019	-	-	376	219	-	30,397
Cr Rose Hodge*	88,867	682	-	-	640	30	9,195	376	219	355	99,654
Cr Tony Revell	23,293	-	-	771	-	-	-	314	192	-	24,570
<b>Total</b>	<b>312,474</b>	<b>732</b>	<b>-</b>	<b>19,822</b>	<b>3,081</b>	<b>1,877</b>	<b>9,195</b>	<b>3,324</b>	<b>1,941</b>	<b>375</b>	<b>352,071</b>

Notes:

\* Cr Rose Hodge (Mayor period: 08/11/2018 - Present).

Car mileage reimbursement includes remote area travel allowance.

Allowance figures include superannuation.

Other expenses include items such as Australian Institute of Company Directors memberships and other expenditure incurred in carrying out councillor duties.

Figures exclude GST.



## Management

Council has implemented a number of statutory and better practice items to strengthen its management framework. Having strong governance and management frameworks leads to better decision making by Council. The Act requires Council to undertake an assessment against the prescribed governance and management checklist and include this in its report of operations. Council's Governance and Management Checklist results are set out in the section below. The following items have been highlighted as important components of the management framework.

### Audit and Risk Committee

As a formally appointed advisory committee, the Audit and Risk Committee reports to Council and provides appropriate advice and recommendations relevant to its Charter. This enables Council to:

1. Display well-informed, efficient and effective decision-making.
2. Promote and monitor an ethical culture, and comply with any relevant code of conduct.
3. Implement a sound system of risk oversight and management.
4. Implement an effective and efficient internal control system.
5. Protect Council's assets.
6. Protect against litigation and claims.
7. Protect against fraud.
8. Comply with applicable legislation, regulations, standards and policies.
9. Demonstrate quality internal and external reporting.
10. Display effective communications between Council and the internal and external auditors, and provide timely responses to matters arising from audits.

The Committee considers and promotes multiple complex and strategically important corporate matters on a quarterly basis.

Key areas discussed by the Committee over the course of this year included compliance and controls, risk management (including a framework in which to measure and track mitigation), digital transformation strategy, internal audit reports, policy reviews, and financial, management and performance reporting.

### Internal audit

Council's internal audit function provides independent and objective assurance that appropriate processes and controls are in place across Council. A risk based three-year Strategic Internal Audit Plan (SIAP) is revised annually to ensure the audit resources remain focused on the appropriate areas. The review process considers Council's risk framework, the Council Plan, the impact of any change on operations, systems or the business environment, prior audit coverage, outcomes and management input. The SIAP is reviewed and approved by the Audit and Risk Committee annually.

Council's internal auditors, NTT Pty Ltd, attend each Audit and Risk Committee meeting to report on the status of the SIAP and to provide an update on the implementation of audit recommendations and findings of completed reviews. All audit issues identified are risk rated. Recommendations are assigned to the responsible officer and progress is tracked through an Outstanding Issues and Actions report that is provided to the Audit Committee at each meeting. Quality assurance is measured through satisfaction surveys for each review and the annual Audit Committee self-assessment.

The SIAP for 2019-20 was completed with the following reviews being conducted:

- Governance Review
- Waste Management
- Depot Management
- Digital Transformation
- Procure to Pay
- Follow up Audit for the previous financial year.

### 4.3 Surf Coast Shire Annual Report 2019-20

#### **External audit**

Council is externally audited by the Victorian Auditor-General's Office. For the 2019-20 year the annual external audit of Council's Financial Statements and Performance Statement was conducted by the Victorian Auditor-General's representative. The external auditors provide written and verbal updates to the Audit and Risk Committee relating to the annual audit plan, audit reports and other matters of note. The external audit management letter and responses are also provided to the Audit and Risk Committee.

#### **Risk management**

Council has adopted a Risk Management Framework and Policy in line AS/NZS 31000 guidelines. The Risk Management Framework and Policy address items such as:

- risk management culture and branding
- communication and training
- best practice in risk management
- responsibilities of and to internal and external stakeholders
- risk registers and risk management software
- the Council planning cycle, budget cycle and annual audit cycle

#### **Managing risk**

The management of risk is an integral part of the organisation's strategic management and planning. Our approach to risk is supported by a robust framework, risk register and associated processes based on the international standard for risk management, AS/NZS ISO 31000:2018.

Key achievements during 2019-20 included:

- A comprehensive review of Council's strategic and emerging risks was completed in 2019 with a follow up review scheduled for later in 2020.
- A business continuity exercise comprising how Council's Pandemic Plan would be enacted was undertaken with the Leadership Group in March, 2020, to check that arrangements outlined will support the continued provision of essential services and operational activities if an interruption event occurs.

### 4.3 Surf Coast Shire Annual Report 2019-20

#### Governance and management checklist

The following are the results in the prescribed form of Council's assessment against the prescribed governance and management checklist.

Governance and Management Items	Assessment	
1. <b>Community engagement policy</b> (Policy outlining Council's commitment to engaging with the community on matters of public interest)	Policy Date of operation of current policy: 26 September 2017	<input checked="" type="checkbox"/>
2. <b>Community engagement guidelines</b> (Guidelines to assist staff to determine when and how to engage with the community)	Guidelines Date of operation of current guidelines: 27 August 2018	<input checked="" type="checkbox"/>
3. <b>Strategic Resource Plan</b> (Plan under Section 126 of the <i>Local Government Act 1989</i> outlining the financial and non-financial resources required for at least the next four financial years)	Adopted in accordance with Section 126 of the Act Date of adoption: 23 June 2020	<input checked="" type="checkbox"/>
4. <b>Annual budget</b> (Plan under Section 130 of the <i>Local Government Act 1989</i> setting out the services to be provided and initiatives to be undertaken over the next 12 months, and the funding and other resources required)	Adopted in accordance with Section 130 of the Act Date of adoption: 23 June 2020	<input checked="" type="checkbox"/>
5. <b>Asset management plans</b> (Plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Plans Dates of operation of current plans: Roads - 29 April 2010 Drainage - 10 July 2006 Parks - 23 May 2006 Fleet - 6 July 2006 Building - 2 February 2006 Waste - 22 October 2012	<input checked="" type="checkbox"/>
6. <b>Rating strategy</b> (Strategy setting out the rating structure of Council to levy rates and charges)	Strategy Date of operation of current strategy: 25 June 2019	<input checked="" type="checkbox"/>
7. <b>Risk policy</b> (Policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Policy Date of operation of current policy: 23 October 2018	<input checked="" type="checkbox"/>
8. <b>Fraud policy</b> (Policy outlining Council's commitment and approach to minimising the risk of fraud)	Policy Date of operation of current policy: 26 February 2019	<input checked="" type="checkbox"/>
9. <b>Municipal emergency management plan</b> (Plan under Section 20 of the <i>Emergency Management Act 1986</i> for emergency prevention, response and recovery)	Prepared and maintained in accordance with Section 20 of the Act Date of preparation: 24 January 2017	<input checked="" type="checkbox"/>

### 4.3 Surf Coast Shire Annual Report 2019-20

Governance and Management Items	Assessment	
10. <b>Procurement policy</b> (policy under Section 186A of the <i>Local Government Act 1989</i> outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Prepared and approved in accordance with Section 186A of the Act Date of approval: 26 May 2020	<input checked="" type="checkbox"/>
11. <b>Business continuity plan</b> (Plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster)	Plan Date of operation of current plan: 5 March 2020	<input checked="" type="checkbox"/>
12. <b>Disaster recovery plan</b> (Plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Plan Date of operation of current plan: 1 October 2018	<input checked="" type="checkbox"/>
13. <b>Risk management framework</b> (Framework outlining Council's approach to managing risks to Council's operations)	Framework Date of operation of current framework: 31 May 2017	<input checked="" type="checkbox"/>
14. <b>Audit and Risk Committee</b> (Advisory committee of Council under Section 139 of the <i>Local Government Act 1989</i> whose role is to oversee the integrity of Council's financial reporting, processes to manage risks to Council's operations and for compliance with applicable legal, ethical and regulatory requirements)	Established in accordance with Section 139 of the Act Date of establishment: 11 December 2018	<input checked="" type="checkbox"/>
15. <b>Internal audit</b> (Independent accounting professionals engaged by Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Engaged Date of engagement of current provider: 23 April 2018	<input checked="" type="checkbox"/>
16. <b>Performance reporting framework</b> (A set of indicators measuring financial and non-financial performance, including the performance indicators referred to in Section 131 of the <i>Local Government Act 1989</i> )	Framework Date of operation of current framework: 1 July 2014	<input checked="" type="checkbox"/>
17. <b>Council Plan reporting</b> (Report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Report Reporting dates: 25 February 2020	<input checked="" type="checkbox"/>
18. <b>Financial reporting</b> (Quarterly statements to Council under Section 138 of the <i>Local Government Act 1989</i> comparing budgeted revenue and expenditure with actual revenue and expenditure)	Statements presented to Council in accordance with Section 138(1) of the Act Statement presentation dates: 12 September 2019 22 October 2019 21 January 2020 28 April 2020	<input checked="" type="checkbox"/>

### 4.3 Surf Coast Shire Annual Report 2019-20

Governance and Management Items	Assessment	
19. <b>Risk reporting</b> (Six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring, and risk minimisation strategies)	Reports Report dates: 10 December 2019 23 June 2020	<input checked="" type="checkbox"/>
20. <b>Performance reporting</b> (Six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in Section 131 of the <i>Local Government Act 1989</i> )	Reports Report dates: 22 October 2019 25 February 2020	<input checked="" type="checkbox"/>
21. <b>Annual report</b> (Annual report to the community, under Sections 131, 132 and 133 of the <i>Local Government Act 1989</i> , containing a report of operations and audited financial and performance statements)	Considered at a meeting of Council in accordance with Section 134 of the Act Date of consideration: 22 October 2019	<input checked="" type="checkbox"/>
22. <b>Councillor Code of Conduct</b> (Code under Section 76C of the <i>Local Government Act 1989</i> setting out the conduct principles and the dispute resolution processes to be followed by councillors)	Reviewed in accordance with Section 76C of the Act Date reviewed: 24 January 2017	<input checked="" type="checkbox"/>
23. <b>Delegations</b> (A document setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)	Reviewed in accordance with Section 98(6) of the Act Date of review: Instruments of Delegation Adopted by Council: <ul style="list-style-type: none"> <li>• S5 Council to CEO 23/05/2017</li> <li>• S6 Council to staff 23/04/2019</li> <li>• C4 Council to Hearing of Submissions Committee 26/04/2017</li> <li>• C4 Council to Deans Marsh Community Hall and Memorial Reserve Committee of Management 24/07/2018</li> <li>• C4 Council to Stribling Reserve Committee of Management 26/09/2017</li> <li>• C4 Council to Modewarre Hall and Reserve Committee of Management 26/09/2017</li> <li>• C4 Council to Globe Theatre Committee of Management 26/09/2017</li> <li>• C4 Council to Eastern Reserve Committee of Management 26/09/2017</li> <li>• C4 Council to Connewarre Reserve Committee of Management 26/09/2017</li> <li>• C4 Council to Anglesea Bike Park Committee of Management 26/09/2017</li> <li>• C4 Council to Anderson Roadknight Reserve Committee of Management 26/09/2017</li> </ul>	<input checked="" type="checkbox"/>

### 4.3 Surf Coast Shire Annual Report 2019-20

Governance and Management Items	Assessment	
	Instruments of Delegation reviewed and signed by the CEO: <ul style="list-style-type: none"> <li>• S7 CEO to staff 6/12/2019</li> <li>• S7a CEO to staff – Children’s Services 26/03/2019</li> <li>• S7b CEO to staff - Disability Services 26/03/2019</li> <li>• S12 Municipal Building Surveyor 2/03/2020</li> <li>• S13 CEO to staff 26/03/2019</li> <li>• S13a CEO to staff - Disability Services 26/03/2019</li> <li>• S13b CEO to staff - Disability Services 26/03/2019</li> <li>• S14 CEO to staff - VicSmart Applications 26/03/2019</li> </ul>	
24. <b>Meeting procedures</b> (A local law governing the conduct of meetings of Council and special committees)	Meeting procedures local law made in accordance with Section 91(1) of the Act Date local law made: 28 May 2019	<input checked="" type="checkbox"/>
I certify that this information presents fairly the status of Council’s governance and management arrangements.		
<b>Anne Howard</b> Acting Chief Executive Officer Dated: September 2020	<b>Cr Rose Hodge</b> Mayor Dated: September 2020	

### **4.3 Surf Coast Shire Annual Report 2019-20**

## Performance Statement



## 4.3 Surf Coast Shire Annual Report 2019-20

# Performance Statement

For the year ended 30 June 2020

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### Description of municipality

Surf Coast Shire is located in south-western Victoria, 120km from Melbourne, 21km south of Geelong and covers 1,560 square kilometres.

Its proximity to the Princes Highway and Geelong Ring Road provides convenient road access to enhance the shire's appeal as a lifestyle, holiday, tourist and business destination.

Residents enjoy a high-quality lifestyle combining coastal, bushland and rural elements across nine distinct townships: Aireys Inlet, Anglesea, Deans Marsh, Fairhaven, Jan Juc, Lorne, Moriac, Torquay and Winchelsea.

Surf Coast Shire has been recognised as one of Victoria's fastest growing municipalities for more than a decade. The combination of lifestyle and proximity to Melbourne has seen the permanent population grow from 20,872 in 2001 to an estimated 33,456 in 2019.

Surf Coast Shire's economy continued to experience strong growth during the first half of the 2019-20 financial year with the top employment sectors including tourism, the surfing industry, accommodation and food services, and construction and retail trade, with an average unemployment rate of 1.9% as at December 2019. The Covid-19 Pandemic has seen a significant impact on these industries since March 2020 and will continue to provide challenges into 2021. Data is not yet available to determine the full extent of the impact on the local economy.

In April 2020 Council allocated \$2.168 million to its Covid-19 response package. The response package includes support for local businesses and community groups, and a new Covid-19 hardship policy for ratepayers. The outbreak of COVID-19 has impacted the delivery of some services during the year including health inspections at aquatic facilities and the provision of library and maternal and child health services. It also provided an opportunity to introduce new technology and programs to support the community such as live streaming of Council meeting and the COVID Community Support Team.

The demands on Council to deliver essential infrastructure and community services will continue to increase in line with the needs of Surf Coast Shire's rapidly growing, changing community.



## Sustainable Capacity Indicators

For the year ended 30 June 2020

Indicator / measure	Results				Material Variations
	2017	2018	2019	2020	
<b>Population</b>					
<i>Expenses per head of municipal population</i> [Total expenses / Municipal population]	\$2,164.33	\$2,253.61	\$2,525.44	\$2,612.92	No comment provided as there is no material variation.
<i>Infrastructure per head of municipal population</i> [Value of infrastructure / Municipal population]	\$12,763.54	\$17,768.52	\$18,017.77	\$17,229.50	No comment provided as there is no material variation.
<i>Population density per length of road</i> [Municipal population / Kilometres of local roads]	29.08	29.66	30.04	30.94	No comment provided as there is no material variation.
<b>Own-source revenue</b>					
<i>Own-source revenue per head of municipal population</i> [Own-source revenue / Municipal population]	\$1,821.58	\$1,920.44	\$1,980.93	\$1,982.51	No comment provided as there is no material variation.
<b>Recurrent grants</b>					
<i>Recurrent grants per head of municipal population</i> [Recurrent grants / Municipal population]	\$391.69	\$321.48	\$245.76	\$288.26	The increase is due to recurrent grants growing by \$1.7m in the 2019-20 financial year, which is predominately due to the 2018-19 financial year not having road to recovery funding included as two years were received in the 2017-18 financial year.
<b>Disadvantage</b>					
<i>Relative socio-economic disadvantage</i> [Index of Relative Socio-economic Disadvantage by decile]	10.00	10.00	10.00	10.00	No comment provided as there is no material variation.
<b>Workforce turnover</b>					
<i>Percentage of staff turnover</i> [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	6.98%	9.13%	11.87%	10.2%	There was a net increase of 15 employees for the financial year, with 57 new staff and 42 departures. This % of turnover is consistent with the previous years based on total staff numbers.

### 4.3 Surf Coast Shire Annual Report 2019-20

#### Definitions

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
  - (b) non-monetary asset contributions; and
  - (c) contributions to fund capital expenditure from sources other than those referred to above
- "infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

### 4.3 Surf Coast Shire Annual Report 2019-20

#### Service Performance Indicators

For the year ended 30 June 2020

Service / indicator / measure	Results				Material Variations
	2017	2018	2019	2020	
<b>Aquatic facilities</b> <b>Utilisation</b>					
<i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	0.23	0.26	0.30	0.19	The downturn in attendee numbers at the Winchelsea Pool can in part be attributed to a milder than seasonal summer. The average temp in the 2019-20 season was 23.6 <sup>c</sup> compared to 2017-18 and 2018-19 seasons with average temperatures of 26 <sup>c</sup> . The pool was able to run for its normal season and was not impacted by the COVID-19 pandemic.
<b>Animal management</b> <b>Health and safety</b>					
<i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	New in 2020	New in 2020	New in 2020	0%	There were no animal management prosecutions during 2019-20.
<b>Food safety</b> <b>Health and safety</b>					
<i>Critical and major non-compliance outcome notifications</i> [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	99.37%	98.84%	95.00%	100.00%	Resources were prioritised to address poor performing businesses resulting in an improved result.
<b>Governance</b> <b>Satisfaction</b>					
<i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	53.00	52.00	54.00	55.00	The index score of 55 in the 2020 Community Satisfaction Survey conducted by JWS on behalf of Surf Coast Shire Council was 1 point higher than in 2019.

4.3 Surf Coast Shire Annual Report 2019-20

Service / indicator / measure	Results				Material Variations
	2017	2018	2019	2020	
<b>Libraries</b>					
<b>Participation</b>					
<i>Active library borrowers in municipality</i> [Number of active library borrowers in the last three years / The sum of the population for the last three years] x100	19.43%	18.77%	18.78%	18.19%	The indicator measures activity as loans of library collection items. It does not capture other library activity such as children and youth programs, digital literacy programs and literary events, the use of public internet computers, using facilities such as meeting rooms or study areas, or using services such as wi-fi, or in library use of collections. All Geelong Regional Library Corporation (GRLC) library branches were closed from 19 March to 8 June 2020 due to COVID-19. Libraries reopened on 9 June with shorter opening hours and limits on the number of library users who could enter the library in line with social distancing requirements. Loans of physical collection items was not available during this closure period and continues to be impacted following reopening.
<b>Maternal and child health</b>					
<b>Participation</b>					
<i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	78.42%	77.40%	77.70%	76.74%	COVID 19 delayed visits for some older children as parents chose not to have phone consults which replaced all non-essential face to face visits from April to 30 June 2020.
<i>Participation in the MCH service by Aboriginal children</i> [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	81.25%	94.12%	90.91%	85.71%	COVID 19 delayed visits for some older children as parents chose not to have phone consults which replaced all non-essential face to face visits from April to 30 June 2020.
<b>Roads</b>					
<b>Satisfaction</b>					
<i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	61.00	59.00	60.00	58.00	The index score of 58 in the 2020 Community Satisfaction Survey conducted by JWS on behalf of Surf Coast Shire Council was 2 points lower than in 2019.

4.3 Surf Coast Shire Annual Report 2019-20

Service / indicator / measure	Results				Material Variations
	2017	2018	2019	2020	
<b>Statutory Planning</b>					
<b>Decision making</b>					
<i>Council planning decisions upheld at VCAT</i> [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	80.95%	50.00%	46.15%	80.00%	During 2019-20 Council received a total of 573 planning applications. Of these 10 matters were referred to VCAT for review. This is the lowest number over the last four years, however the impact of COVID restrictions saw a number of matters deferred by VCAT until after the reporting period. Due to the variable nature of matters it is difficult to use percentages reported as a reflection of Council's performance.
<b>Waste Collection</b>					
<b>Waste diversion</b>					
<i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	54.76%	55.06%	52.97%	48.99%	Closure of SKM Recycling resulted in recyclables collected being deposited to landfill.

### 4.3 Surf Coast Shire Annual Report 2019-20

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#### Definitions

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"active library member" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the Act

"CALD" means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English

"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the *Food Act 1984*

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

"WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act 2004*.

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4.3 Surf Coast Shire Annual Report 2019-20

**Financial Performance Indicators**

For the year ended 30 June 2020

Dimension / indicator / measure	Results				Forecasts				Material Variations
	2017	2018	2019	2020	2021	2022	2023	2024	
<b>Efficiency</b>									
<i>Expenditure level</i>									
<i>Expenses per property assessment</i> [ Total expenses / Number of property assessments]	\$3,096.18	\$3,243.52	\$3,644.70	\$3,790.73	\$3,631.71	\$3,512.11	\$3,560.22	\$3,704.38	No comment provided as there is no material variation.
<i>Revenue level</i>									
<i>Average rate per property assessment</i> [General rates and Municipal charges / Number of property assessments]	New in 2020	New in 2020	New in 2020	\$2,032.57	\$2,049.46	\$2,097.64	\$2,131.90	\$2,165.29	New indicator - no comparison data.
<b>Liquidity</b>									
<i>Working capital</i>									
<i>Current assets compared to current liabilities</i> [Current assets / Current liabilities] x100	269.83%	357.70%	418.26%	291.67%	338.40%	281.80%	323.31%	313.99%	Councils current assets increased by \$14m to \$75.3m due to increases in cash and term deposits of \$12m and receivables of \$2m. This was offset by an increase of \$11m to current liabilities to \$25.8m, due to increases to payables of \$2.4m, trust funds of \$5.6m, loans of \$1m and provisions of \$1m.
<i>Unrestricted cash</i>									
<i>Unrestricted cash compared to current liabilities</i> [Unrestricted cash / Current liabilities] x100	-82.94%	-136.88%	-171.15%	-75.23%	-77.38%	-43.91%	-50.17%	-62.74%	At the end of the financial year, Council had \$55m in "Other Financial Assets", which is not included in this calculation. These funds represent Council's term deposits with an original maturity of over 90 days, and an increase of \$6m on the previous year if the calculation included Other Financial Assets, the ratio for 2019-20 would read 138%.
<b>Obligations</b>									

4.3 Surf Coast Shire Annual Report 2019-20

Dimension / indicator / measure	Results				Forecasts				Material Variations
	2017	2018	2019	2020	2021	2022	2023	2024	
<b>Loans and borrowings</b> <i>Loans and borrowings compared to rates</i> [Interest and principle repayments on Interest bearing loans and borrowings / Rate revenue] x100	31.34%	34.78%	31.14%	38.56%	33.45%	28.28%	23.64%	19.36%	New borrowings were taken out by Council in 2020 as council funded the Stribling Reserve Pavilion redevelopment and the refinancing of Council's debt portfolio. No new borrowings have been forecast for the next 4 years.
<b>Loans and borrowings</b> <i>Loans and borrowings repayments compared to rates</i> [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	3.58%	3.44%	3.95%	31.55%	4.51%	4.22%	3.99%	3.78%	During 2020 Council refinanced its existing loan portfolio and increased the principal amount, this involved the payment of break fees but resulted in lower interest rates and a net saving to council over the life of the loan.
<b>Indebtedness</b> <i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities / Own source revenue] x100	46.72%	45.18%	42.99%	46.74%	43.73%	34.07%	29.25%	24.74%	No new borrowings have been forecast over the next 4 years.
<b>Asset renewal and upgrade</b> <i>Asset renewal and upgrade compared to depreciation</i> [Asset renewal and upgrade expense / Asset depreciation] x100	New in 2020	New in 2020	New in 2020	67.02%	119.99%	86.99%	75.25%	64.53%	New indicator - no comparison data.
<b>Operating position</b> <i>Adjusted underlying result</i> <i>Adjusted underlying surplus (or deficit)</i> [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100	6.70%	1.36%	-9.88%	-8.98%	-10.61%	-4.06%	-3.81%	-3.71%	Negative underlying results in the next four years are mainly due to lower non-cash contributions from developers and lower capital grants than in the previous four years.



4.3 Surf Coast Shire Annual Report 2019-20

Dimension / indicator / measure	Results				Forecasts				Material Variations
	2017	2018	2019	2020	2021	2022	2023	2024	
<b>Stability</b>									
<b>Rates concentration</b>									
Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x100	67.48%	69.35%	70.54%	68.44%	72.92%	72.59%	72.70%	70.89%	No comment provided as there is no material variation.
<b>Rates effort</b>									
Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.33%	0.34%	0.29%	0.28%	0.28%	0.29%	0.29%	0.30%	No comment provided as there is no material variation.
<b>Retired measures</b>									
<b>Service / indicator / measure</b>									
<b>Animal Management</b>									
<b>Health and safety</b>									
Animal management prosecutions [Number of successful animal management prosecutions]	0	0	0	Retired in 2020					This measure was replaced by AM7 from 1 July 2019.
<b>Efficiency</b>									
<b>Revenue level</b>									
Average residential rate per residential property assessment [Residential rate revenue / Number of residential property assessments]	\$2,150.50	\$2,181.09	\$2,056.67	Retired in 2020					This measure was replaced by E4 from 1 July 2019.
<b>Obligations</b>									
<b>Asset renewal</b>									
Asset renewal compared to depreciation [Asset renewal expenses / Asset depreciation ] x 100	43.71%	37.25%	43.44%	Retired in 2020					This measure was replaced by O5 in 1 July 2019.

### 4.3 Surf Coast Shire Annual Report 2019-20

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#### Definitions

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"population" means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant" means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

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## Other Information

For the year ended 30 June 2020

### 1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and *Local Government (Planning and Reporting) Regulations 2014*.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

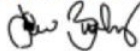
The forecast figures included in the performance statement are those adopted by council in its strategic resource plan on 23 June 2020 and which forms part of the council plan. The strategic resource plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan can be obtained by contacting council.

### 4.3 Surf Coast Shire Annual Report 2019-20

## Certification of the Performance Statement

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In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014.



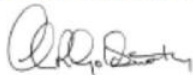
John Brockway CPA  
Principal Accounting Officer  
Dated: 15 September 2020

In our opinion, the accompanying performance statement of the Surf Coast Shire Council for the year ended 30 June 2020 presents fairly the results of council's performance in accordance with the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014.

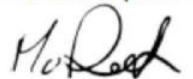
The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the Local Government (Planning and Reporting) Regulations 2014 to certify this performance statement in its final form.



Cr Clive Goldsworthy  
Councillor  
Dated: 15 September 2020



Cr Martin Duke  
Councillor  
Dated: 15 September 2020



Anne Howard  
Acting Chief Executive Officer  
Dated: 15 September 2020

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## 4.3 Surf Coast Shire Annual Report 2019-20



Victorian Auditor-General's Office

### Independent Auditor's Report

#### To the Councillors of Surf Coast Shire Council

<b>Opinion</b>	<p>I have audited the accompanying performance statement of Surf Coast Shire Council (the council) which comprises the:</p> <ul style="list-style-type: none"><li>• description of municipality for the year ended 30 June 2020</li><li>• sustainable capacity indicators for the year ended 30 June 2020</li><li>• service performance indicators for the year ended 30 June 2020</li><li>• financial performance indicators for the year ended 30 June 2020</li><li>• other information and</li><li>• certification of the performance statement.</li></ul> <p>In my opinion, the performance statement presents fairly, in all material respects, the performance of the council for the year ended 30 June 2020 in accordance with the performance reporting requirements of Part 6 of the <i>Local Government Act 1989</i>.</p>
<b>Basis for Opinion</b>	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Standards on Assurance Engagements. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the performance statement</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. I and my staff are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the performance statement in Victoria and have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
<b>Councillors' responsibilities for the performance statement</b>	<p>The Councillors are responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the <i>Local Government Act 1989</i> and for such internal control as the Councillors determines is necessary to enable the preparation and fair presentation of the statement of performance that is free from material misstatement, whether due to fraud or error.</p>
<b>Auditor's responsibilities for the audit of the performance statement</b>	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion.</p> <p>Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance Engagements will always detect a material misstatement when it exists.</p>

### 4.3 Surf Coast Shire Annual Report 2019-20

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Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance statement.

As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of performance statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the overall presentation, structure and content of the performance statement, including the disclosures, and whether performance statement represents the underlying events and results in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

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MELBOURNE  
24 September 2020



Santhu Chummar

*as delegate for the Auditor-General of Victoria*

## 4.3 Surf Coast Shire Annual Report 2019-20

### Statutory information

The following information is provided in accordance with legislative and other requirements applying to Council.

#### Documents available for public inspection

Following is a summary of the documents available for public inspection, in accordance with Section 12 of the *Local Government (General) Regulations 2015* and Section 325 of the *Local Government Act 2020*. Inspection of these documents can be arranged by contacting the Coordinator Governance on (03) 5261 0600.

A Council must make available for public inspection documents containing the following prescribed matters:

- a) A document containing details of overseas or interstate travel (other than interstate travel by land for less than three days) undertaken in an official capacity by any councillor or member of staff in the previous 12 months, including:
  - (i) the name of the councillor or member of staff;
  - (ii) the dates on which the travel began and ended;
  - (iii) the destination of the travel;
  - (iv) the purpose of the travel; and
  - (v) the total cost of the travel, including accommodation costs.
- b) The agendas for, and minutes of, ordinary and special meetings held in the previous 12 months, which are kept under Section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under Section 89 of the Act and are confidential information within the meaning of Section 77(2) of the Act.
- c) The minutes of meetings of special committees established under Section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under Section 89 of the Act and are confidential information within the meaning of Section 77(2) of the Act.
- a) A register of delegations kept under Sections 87(1) and 98(4) of the Act, including the date on which the last review took place under Sections 86(6) and 98(6), respectively, of the Act.
- b) A document containing details of all leases involving land, which were entered into by the Council as lessor, including the lessee and the terms and the value of the lease.
- c) A register maintained under Section 224(1A) of the Act of authorised officers appointed under that section.
- d) A list of donations and grants made by the Council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.

More information, is available at the [documents available for public inspection page](#) on Council's website at [www.surfcoast.vic.gov.au](http://www.surfcoast.vic.gov.au)

#### Publications

In addition to the statutory documents that Council must make available for public inspection, Council also publishes a range of other documents on the website including budgets, reports, strategies, plans and policies. These are available to view or download from the website and can be made available in hardcopy on request. Fees may be applicable for inspecting and making copies of certain documents.

More information, is available at the [policies, plans, strategies and reports](#) page on Council's website at: [www.surfcoast.vic.gov.au](http://www.surfcoast.vic.gov.au)

### 4.3 Surf Coast Shire Annual Report 2019-20

Council also regularly invites community input during the development of various plans and strategies. These opportunities are advertised on the website and in local newspapers.

#### Best Value Principles

In accordance with Section 208B(f) of the *Local Government Act 1989*, the organisation must report, at least once every year, on what has been done to realise best value principles.

Our regular business planning and performance processes encompass best value principles and continuous improvement. Council's efforts in business improvement and service efficiency are led by both the Business Improvement and Digital Transformation departments, which during 2019-20 have consolidated and built on our best value approach.

#### Contacts Valued at \$100,000 or more

In accordance with section 131(3)(a)(v) of the *Local Government Act 1989* (the Act), the Annual report, report of operations must contain any information required by the regulations.

Regulation 14 of the Local Government (Planning and Reporting) Regulations 2014, lists the following additional requirements:

- (ca) a list of contracts entered into by Council valued at \$100,000 (or such higher amount fixed in accordance with section 186(1) of the Act) or more of a kind specified in section 186(5)(a) and (c) of the Act;
- (cb) a list of contracts entered into by Council valued at \$100,000 (or such higher amount fixed in accordance with section 186(1) of the Act) or more if the Council did not engage in a competitive process before entering into the contact and it is not of a kind specified in section 18 (5) or (5A) of the Act.

#### Contracts - Local Government Act Section 186

Contracts entered into with a value of \$150,000 or more for goods or services of \$200,000 or more for works without engaging in a competitive process:

Contractor	Type of Contract	Comment/Reason
Direct Recruitment	Temporary staff	New contract and system now implemented which will bring Council into compliance for the next financial year.
Civica Pty Ltd	Integrated IT system	Legacy system, updates and maintenance therefore 'sole source' arrangement

#### Continuous improvement and Best Value Principles

We continue to pursue improvement as a core part of how we go about our business on a day-to-day basis and in our operational and strategic planning.

While continuous improvement in local government is mandated in the Best Value Principles contained in the Victorian Local Government Act 1989, we also recognise it as fundamental to improving community outcomes.

We work hard at creating a workplace culture where employees are constantly thinking about how things can be done better and are encouraged to suggest opportunities for improvement.

Although continuous improvement is a collective organisational responsibility, the Business Improvement department along with the Digital Transformation program, have led Council's efforts in this area.

The Digital Transformation program is a multi-year funded program aimed at implementing technology solutions and improving work processes to achieve the following goals, closely linked to continuous improvement and best value:



### 4.3 Surf Coast Shire Annual Report 2019-20

- Improve our customer experiences and meet their expectations
- Build our capability and provide staff with the tools they need to do their best
- Ensure financial viability into the future.

The Business Improvement team was developed to prepare for revenue challenges, such as rate capping, and aims to deliver organisation-wide service efficiencies by setting and pursuing targeted benefits, which will contribute to our long-term financial plan.

With a strong focus on financial gains, including reducing costs and increasing non-rate revenue, the Business Improvement program is underpinned by the principles shown in Table 17.

The Council Plan 2017-21 commits the organisation to an ongoing service review program to support continuous improvement in delivering the highest quality, best value services that the community needs.

Table 17: Business Improvement program guiding principles

Principle	Intention
<b>Governance</b>	Clarifies approval and delivery mechanisms, reporting arrangements and key outcomes.
<b>Community</b>	Highlights how we will communicate with our community.
<b>Value</b>	Focuses on creating value through the program's delivery, including how business improvement opportunities are identified and prioritised.
<b>Collaboration</b>	Focuses on working with partners, staff and other providers.
<b>Transparency</b>	Highlights transparent governance processes and open communication in developing and delivering the program, and reporting our progress.

In 2019-20, the team achieved \$600,164 in recurrent operational savings through the completion of the endorsed Business Improvement program and identified Business Case projects. These saving have been incorporated in the 2020-21 operating budget.

*This program, endorsed annually by Council, will continue to strive to deliver organisational efficiencies that Council can depend on to ensure long-term financial sustainability.*

### Carers recognition

The *Carers Recognition Act 2012* was developed to formally recognise, promote and value the role of carers. It provides a legislative framework and principles to support organisations in better understanding and responding to their responsibilities in relation to employees and clients in care relationships.

In recognising our responsibilities under the Act, we have implemented a range of measures to ensure:

- employees, clients and others in care relationships have an awareness and understanding of care relationship principles; and
- services and care plans are developed and delivered to reflect these principles.

During 2019-20, we provided a range of services and supports to strengthen the capacity of carers to maintain a care role and caring relationships This included:

- The Assessment process requires the active input of both the client and their carer, and recognises carers as individuals with their own wishes, needs and circumstances.
- Care planning considers the availability and capacity of the carer within their caring role when planning and prioritising a range of services to support people to remain living at home.
- Service provision supports care relationships by allowing carers to take a break from their usual caring responsibilities, thus enabling them to participate in community, social and other activities.
- Ongoing monitoring and review of individual situations and care relationships facilitates referrals to the other carer specific programs outside of our funded services.

### 4.3 Surf Coast Shire Annual Report 2019-20

- Café style support is a model of service delivery that offers social support to a person and their carer at the same time, in the same place, in a community setting such as a café or a community venue.

Relevant carer information and advice is provided on an ad hoc basis during communication with individuals, or more formally through newsletters, pamphlets and presentations at events and activities.

#### Child Safe Standards

Child Safe Standards are intended to improve the way organisations prevent and respond to child abuse, by embedding the protection of children into everyday thinking and practice.

As a Category 1 organisation, Council continued to work on this key issue. The key focus during 2019-20 has been to:

- Review and revise the Child Safe Organisation Management Policy to align with the National Principles for Child Safe Organisations
- Revise and implement the Working with Children Check and Criminal History Check procedure
- Development of a revised Child Safe reporting process and revised Child Safe Standards fact sheet
- Rolled out training (either online or face to face) for all staff and some volunteers
- Update procedures and documents where external organisations or individuals provide a service on behalf of Council or in a Council facility or receive a Council grant to ensure third parties are aware of Council's commitment to child safety.
- Ensure recruitment processes embed child safety is at the forefront of recruiting officers minds

Present regular updates on child safety to the Leadership group and business units.

#### Disability Act 2006

The Victorian Disability Act 2006 aims to reaffirm and strengthen the rights and responsibilities of people with disability, which includes recognising the role that government and community support plays in achieving this.

Under the Act, local councils and other public sector bodies are required to develop their own disability action plans, which set out how they will:

- remove barriers faced by people with disability in accessing goods, services and facilities;
- remove barriers faced by people with disability in obtaining and maintaining employment;
- promote the inclusion and participation in the community of people with disability; and
- achieve changes in attitudes and practices, which discriminate against people with disability.

Surf Coast Shire Council is committed to access and inclusion for all people and to build healthy, well connected communities where everyone can participate. These outcomes are reflected in our Council Plan: 2017-20 and throughout our Accessible and Inclusive Surf Coast Shire: Strategic Plan 2014-24.

During 2019-20, in addition to progressing actions from our ongoing Disability Action Plan, Council sought to ensure our Covid19 emergency response and recovery was inclusive of people with disability and prioritised their needs given they are one of the most vulnerable groups in our community.

The past year marked a number of achievements including:

- Two adult Changing Places officially opened in Anglesea and Winchelsea for people with high support needs.
- Applied Universal Design principles in planning and delivering projects such as Stribling Reserve Pavilions Redevelopment, Mt Moriac Equestrian Pavilion and Winchelsea Kinder Upgrade.
- Continued to work with the All Abilities Advisory Committee to provide advice on Council projects and policy including strong collaboration in two submissions to the National Transport Commission on barriers to the safe use of Personalised Mobility Devices and Motorised Mobility Devices.

### 4.3 Surf Coast Shire Annual Report 2019-20

- Delivered a community event and communications campaign for International Day of People with a Disability featuring disability advocate Jax Jacki Brown and a performance by the local all abilities music group The Rockheads.

Developed a short-term Covid19 Disability Action Plan for May – December 2020, to guide the work of Council in responding to the needs of people with disability during the pandemic.

#### Domestic Animals Act 1994

According to the *Domestic Animals Act 1994*, Council is required to prepare a Domestic Animal Management Plan (DAMP) at four yearly intervals and evaluate its implementation in the annual report.

In 2018-19 Council continued to maintain a high standard of animal management according to legislative requirements and worked to deliver the objectives of the 2017 – 21 plan by:

- ensuring Animal Management Officers (AMOs) were appropriately trained in all aspects of responsible animal management;
- encouraging responsible dog and cat ownership and registration of domestic animals
- reducing public and environmental nuisance caused by dogs and cats resulting in a reduction in animal management requests
- promoting the effective management of dogs and cats through community engagement activities and the identification of dangerous or menacing dogs and restricted breeds, and
- minimising the risk of attacks by dogs on people and animals through increased reporting.

Council adopted the current Domestic Animal Management Plan 2017–21 in April 2017 following an extensive community engagement process.

Developed according to the requirements and responsibilities of the Domestic Animals Act 1994 (Section 68A), Surf Coast Shire Council Community Amenity Local Law No. 1 of 2011 and other relevant policies, it outlines a range of domestic animal management strategies, actions and recommendations. These aim to balance animal management and community interests, while providing scope to accommodate new requirements. The need to address animal safety and wellbeing during a disaster is covered by the plan's *Disaster Planning for Pets within Surf Coast Shire* section.

Important issues identified during the consultation period and identified in the plan include:

- dog behaviour
- threats to wildlife and stock
- dog litter
- responsible pet ownership
- enforcement
- population growth of permanent domestic animals in the shire
- holiday home owners travelling with pets
- proximity of Geelong's Armstrong Creek growth area

The 2017-21 plan explains how people, dogs and cats in the Surf Coast Shire can live together in safety and harmony, and outlines how Council will:

- promote responsible pet ownership
- respond to its obligations under the Domestic Animal Act, and protect the community and environment.

#### Equal Opportunity Act 2010

- In keeping with our legislative requirements under the *Equal Opportunity Act 2010*, we have an Equal Employment Opportunity Program in place to eliminate discrimination and promote equal opportunity in relation to employment matters.

### 4.3 Surf Coast Shire Annual Report 2019-20

- The program focuses on ensuring fair, equitable and non-discriminatory consideration is given to all job applicants and employees regardless of race, colour, sex, marital status, parenthood, physical and mental impairment, age, religious or political affiliation, gender identity and sexual orientation. This includes providing a workplace free from bullying and harassment.

Information about the program's outcomes during 2019-20 is addressed in this section under 'Workplace Diversity' in *Council Staff*.

#### Food Act Ministerial directions

In accordance with section 7E of the *Food Act 1984*, Council is required to publish a summary of any Ministerial Directions received during the financial year in its annual report. No such Ministerial Directions were received by Council during the financial year.

#### Freedom of information

In accordance with section 7(4AA)(a) and 7(4AA)(b) of the Freedom of Information Act 1982 (the Act), Council is required to publish certain statements in its Annual Report or separately, such as on its website, concerning its functions and information available.

Council provides the following summary of the application and operation of the Freedom of Information Act 1982.

##### The objectives of the Act are to:

- extend as far as possible the right of the community to access information, noting that access may be limited by exemptions, e.g. to protect essential public interests and private and business affairs;
- ensure public bodies publish information concerning the documents they hold;
- provide an opportunity for people to request inaccurate, incomplete, out-of-date or misleading information in their personal records to be amended;
- provide an opportunity for people to appeal against a decision that does not grant access to the information or amendment of a personal record.

Access to documents may be obtained as detailed in section 17 of the Act as follows, by application, which should:

- be in writing;
- identify as clearly as possible the document being requested;
- be accompanied by the appropriate application fee, although the fee may be waived under certain circumstances.

The application fee is currently \$29.60. Access charges may also apply once documents have been processed and a decision is made (e.g. photocopying).

More information, including an application form, is available on the [Freedom of Information page](#) on Council's website at <https://www.surfcoast.vic.gov.au>

Principal Officer: Keith Baille CEO

Table 18: Freedom of information requests and outcomes 2019-20

Requests received	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
<b>Personal requests</b>	6	14	4	0	0	0
<b>Non-personal requests</b>	4	2	5	19	19	21
<b>Total requests</b>	10	16	9	19	19	21
<b>Requests transferred from another agency</b>	0	0	0	0	0	1

### 4.3 Surf Coast Shire Annual Report 2019-20

Request outcomes						
Access granted in full	3	0	2	3	2	2
Access granted in part	1	9	5	8	6	13
Access denied in full	1	0	0	2	2	3
Other						
Withdrawn	3	0	1	0	1	3
Not proceeded with	0	1	0	3		0
Act does not apply	0	2	0	0	2	0
Not processed	0	0	0	2	4	0
No documents	0	0	1	1		1
Outside the Act	0	3	0	0		2
Not yet finalised	2	1	0	0	2	1
Outcomes of requests outstanding from previous reporting period						
All requests outstanding	0	0	0	0	0	4

### Privacy and Data Protection Act 2014

Under the *Privacy and Data Protection Act 2014*, Council is required to comply with the privacy principles relating to the collection, management and use of an individual's personal information. We achieve this through the implementation of our privacy policy and related procedures, coordinated by the Privacy Officer. Information about the privacy policy is published on the website and is also available upon request.

During 2019-2020 Council received 58 requests relating to information privacy matters. These concerned information provided in relation to the collection, use and disclosure of an individual's personal information, as outlined in the Act, for:

- land ownership information requests,
- rates and property ownership information requests from government agencies, or
- personal information in the form of audio recordings (recorded during the 18 Feb 2020 Hearing of Submissions)

Table 19: Information privacy requests and outcomes 2019-20

Requests received	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Requests for property owner details under the <i>Fences Act 1968</i>	199	297	236	226	324	300
Requests for property owner details – building protection work	12	40	13	76	36	22
Personal requests	33	21	33	40	58	53
Non-personal requests	7	19	13	31	20	5
<b>Total information privacy requests</b>	<b>40</b>	<b>40</b>	<b>46</b>	<b>71</b>	<b>78</b>	<b>58</b>
Requests transferred from another agency	0	0	0	0	0	0

### 4.3 Surf Coast Shire Annual Report 2019-20

#### Public Interest Disclosures Act 2012

The *Public Interest Disclosures Act 2012 (Protected Disclosure Act 2012 prior to January 2020)* aims to ensure openness and accountability in government by encouraging people to disclose improper conduct within the public sector and provide protection for people who make disclosures.

In accordance with Section 69 of the Act, the organisation must include information in the Annual Report about how to access procedures established under Part 9 of the Act, and about the number and types of protected disclosures investigated during the financial year.

Procedures on how to make a disclosure are publicly available on Council's website at:

<https://www.surfcoast.vic.gov.au/About-us/Council/Policies-plans-strategies-and-reports/Public-Interest-Disclosures>

During 2019-20:

- no disclosure was made to officers appointed to receive disclosures
- no disclosure was referred to the Independent Broad-based Anti-corruption Commission (IBAC)
- no disclosed matter was referred by the Ombudsman to Council
- no disclosed matter was referred to the Ombudsman for investigation
- no investigation was taken over by the Ombudsman from Council
- no requests were made to the Ombudsman to investigate disclosed matters under the Public Interest Disclosures Act 2012
- there were no disclosed matters that Council declined to investigate
- there were no disclosed matters that were substantiated on investigation and no action/s required to be taken on completion of an investigation.

#### Road Management Act Ministerial direction

In accordance with section 22 of the *Road Management Act 2004*, a Council must publish a copy or summary of any Ministerial direction in its annual report. No such Ministerial Directions were received by Council during the financial year.

#### Infrastructure and development contributions

In accordance with section 46GM and 46QD of the Planning and Environment Act 1987, a council that is a collecting or development agency must prepare and give a report to the Minister for Planning on infrastructure and development contributions including levies and works in kind. The report must be published in a council's annual report. For the 2019-20 year Council had no Infrastructure Contributions Plans. The following information about development contributions is disclosed.

Annexure  
**MINISTERIAL REPORTING REQUIREMENTS**

**Table 1 - Total DCP levies received in 2019-20**

DCP name and year approved	Levies received in 2019-20 financial year (\$)
Torquay/Jan Juc DCP, approved 2011	1,750,968
Briody Drive West Upgrade DCP, approved 2012	-
<b>Total</b>	<b>1,750,968</b>

**Table 2 - DCP land, works, services or facilities accepted as works-in-kind in 2019-20**

DCP name and year approved	Project Description	Item Purpose	Project Value
NIL - no DCP land, works, services or facilities accepted as works-in-kind in 2019-20			
<b>Total</b>			<b>-</b>

**Table 3 - Total DCP contributions received and expended to date ( for DCPs approved after 1 June 2016 )**

DCP name and year approved	Total Levies Expended (\$)	Total Works-in-Kind Accepted (\$)	Total DCP Contributions received (levies and works-in-kind)
NIL - No DCP's approved after 1 June 2016			
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Table 4 - Land, works, services or facilities delivered in 2019-20 from DCP levies Collected**

DCP name and year approved	Project Description	DCP funds expended (\$)	Works-in-Kind Accepted (\$)	Council's Contribution	Other Contributions	Total Project Expenditure (\$)	Percentage of Item delivered
Torquay/Jan Juc DCP, approved 2011	Fischer Street Parking - Design (RD07)	14,065	-	-	-	14,065	2%
Torquay/Jan Juc DCP, approved 2011	Widen Coombes Road and Rehabilitation (RD11)	-	-	802,166	830,000	802,166	1%
Torquay/Jan Juc DCP, approved 2011	South Beach Road Upgrade (RD09)	-	-	2,092,485	-	2,092,485	95%
Torquay/Jan Juc DCP, approved 2011	Surf Coast Hwy / Coombes Rd Intersection (RD03)	-	-	3,183	-	3,183	0%
Torquay/Jan Juc DCP, approved 2011	Yuurok Soccer Pitch & Lighting (DR02)	-	-	123,359	188,992	123,359	100%
Torquay/Jan Juc DCP, approved 2011	Upgrade Grass Tree Park (DR05)	-	-	1,031	-	1,031	96%
Torquay/Jan Juc DCP, approved 2011	Upgrade Deep Creek linear reserve (DR06)	-	-	116,300	-	116,300	75%
Torquay/Jan Juc DCP, approved 2011	Surf Coast Multi-Purpose Indoor Stadium (CY03)	-	-	6,401,728	750,000	6,401,728	50%
Torquay/Jan Juc DCP, approved 2011	Coombes Road Widening - Design (RD11)	-	-	11,200	-	11,200	95%
Torquay/Jan Juc DCP, approved 2011	Construct Regional Bike Route through Torquay (PC03)	-	-	183,117	-	183,117	100%
<b>Total</b>		<b>14,065</b>	<b>-</b>	<b>9,734,567</b>	<b>1,768,992</b>	<b>9,748,632</b>	

Note: Total Project Expenditure represents data for the 2019-20 financial year only. Where balances are in negative, further expenditure has been or will be incurred in other reporting periods.

## Financial performance report





### 4.3 Surf Coast Shire Annual Report 2019-20

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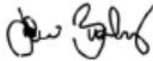
## 4.3 Surf Coast Shire Annual Report 2019-20

Surf Coast Shire  
2019/2020 Financial Report

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### Certification of the Financial Statements

In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.



John Brockway CPA  
Principal Accounting Officer  
Date : 15 September 2020  
Torquay

In our opinion the accompanying financial statements present fairly the financial transactions of Surf Coast Shire Council for the year ended 30 June 2020 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.



Cr Clive Goldsworthy  
Councillor  
Date : 15 September 2020  
Torquay



Cr Martin Duke  
Councillor  
Date : 15 September 2020  
Torquay



Anne Howard  
Acting Chief Executive  
Officer  
Date : 15 September 2020  
Torquay

## 4.3 Surf Coast Shire Annual Report 2019-20



### Independent Auditor's Report

#### To the Councillors of Surf Coast Shire Council

<b>Opinion</b>	<p>I have audited the financial report of Surf Coast Shire Council (the council) which comprises the:</p> <ul style="list-style-type: none"><li>• balance sheet as at 30 June 2020</li><li>• comprehensive income statement for the year then ended</li><li>• statement of changes in equity for the year then ended</li><li>• statement of cash flows for the year then ended</li><li>• statement of capital works for the year then ended</li><li>• notes to the financial statements, including significant accounting policies</li><li>• certification of the financial statements.</li></ul> <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the council as at 30 June 2020 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 6 of the <i>Local Government Act 1989</i> and applicable Australian Accounting Standards.</p>
<b>Basis for Opinion</b>	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's <i>APES 110 Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
<b>Councillors's responsibilities for the financial report</b>	<p>The Councillors of the council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Local Government Act 1989</i>, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Councillors are responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

### 4.3 Surf Coast Shire Annual Report 2019-20

**Auditor's responsibilities for the audit of the financial report**

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Councillors
- conclude on the appropriateness of the Councillors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE  
24 September 2020



Sanchu Chummar

*as delegate for the Auditor-General of Victoria*

### 4.3 Surf Coast Shire Annual Report 2019-20

**Surf Coast Shire**  
**2019/2020 Financial Report**

**Comprehensive Income Statement**  
**For the Year Ended 30 June 2020**

	Note	2020 \$'000	2019 \$'000
<b>Income</b>			
Rates and charges	3.1	54,922	52,285
Statutory fees and fines	3.2	2,333	2,575
User fees	3.3	6,754	7,683
Grants - operating	3.4	9,065	8,643
Grants - capital	3.4	5,129	6,802
Contributions - monetary	3.5	3,874	6,081
Contributions - non monetary	3.5	12,786	16,970
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	3.6	349	(16)
Share of net profits (or loss) of associates	6.3	107	(25)
Other Income	3.7	1,993	43
<b>Total Income</b>		<b>97,312</b>	<b>101,041</b>
<b>Expenses</b>			
Employee costs	4.1	(33,375)	(31,715)
Materials and services	4.2	(24,886)	(24,995)
Depreciation	4.3	(16,031)	(14,608)
Amortisation - intangible assets	4.4	(4,154)	(3,880)
Amortisation - right of use assets	4.5	(583)	-
Bad and doubtful debts	4.6	(127)	(192)
Borrowing costs	4.7	(3,528)	(1,089)
Finance costs - leases	4.8	(66)	-
Other expenses	4.9	(4,814)	(3,527)
<b>Total expenses</b>		<b>(87,363)</b>	<b>(80,106)</b>
<b>Surplus/(deficit) for the year</b>		<b>9,949</b>	<b>20,935</b>
<b>Other comprehensive income</b>			
<b>Items that will not be reclassified to surplus or deficit in future periods</b>			
Net asset revaluation increment/(decrement)	9.1	(12,350)	14,425
<b>Total comprehensive result</b>		<b>(2,401)</b>	<b>35,360</b>

The above comprehensive income statement should be read in conjunction with the accompanying notes.

### 4.3 Surf Coast Shire Annual Report 2019-20

Surf Coast Shire  
2019/2020 Financial Report

#### Balance Sheet As at 30 June 2020

	Note	2020 \$'000	2019 \$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	5.1	11,766	5,837
Trade and other receivables	5.1	7,088	5,129
Other financial assets	5.1	55,000	48,690
Inventories	5.2	311	309
Non-current assets classified as held for sale	6.1	290	232
Other assets	5.2	798	1,015
<b>Total current assets</b>		<b>75,253</b>	<b>61,212</b>
<b>Non-current assets</b>			
Trade and other receivables	5.1	50	86
Investments in associates	6.3	538	431
Property, infrastructure, plant and equipment	6.2	789,241	792,817
Right-of-use assets	5.9	678	-
Intangible assets	5.2	33,831	28,628
<b>Total non-current assets</b>		<b>824,538</b>	<b>821,942</b>
<b>Total assets</b>		<b>899,791</b>	<b>883,154</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	5.3	5,839	3,421
Trust funds and deposits	5.3	9,499	3,827
Provisions	5.6	7,150	6,176
Interest-bearing liabilities	5.4	2,149	1,032
Lease liabilities	5.9	444	-
Unearned Income	5.3	720	-
Other Liabilities	5.5	-	179
<b>Total current liabilities</b>		<b>25,801</b>	<b>14,635</b>
<b>Non-current liabilities</b>			
Provisions	5.8	11,537	12,214
Interest-bearing liabilities	5.4	19,021	15,252
Lease liabilities	5.9	446	-
<b>Total non-current liabilities</b>		<b>31,004</b>	<b>27,466</b>
<b>Total liabilities</b>		<b>56,805</b>	<b>42,101</b>
<b>Net assets</b>		<b>842,986</b>	<b>841,053</b>
<b>Equity</b>			
Accumulated surplus		470,465	460,836
Reserves	9.1	372,521	380,217
<b>Total Equity</b>		<b>842,986</b>	<b>841,053</b>

The above balance sheet should be read in conjunction with the accompanying notes.

### 4.3 Surf Coast Shire Annual Report 2019-20

**Surf Coast Shire**  
**2019/2020 Financial Report**

**Statement of Changes in Equity**  
**For the Year Ended 30 June 2020**

2020	Nota	Accumulated		Asset	Other
		Total \$'000	Surplus \$'000	Revaluation Reserves \$'000	Reserves \$'000
Balance at beginning of the financial year		841,053	460,636	329,036	51,181
Adjustment to opening accumulated surplus : Recognition of previously unrecognised assets		4,334	4,334	-	-
Impact of change in accounting policy - AASB 15 Revenue from Contracts with Customers	10	-	-	-	-
Impact of change in accounting policy - AASB 1058 Income of Not-for-Profit Entities	10	-	-	-	-
Impact of change in accounting policy - AASB 16 Leases	5.9	-	-	-	-
Adjusted Opening balance		<u>845,387</u>	<u>465,170</u>	<u>329,036</u>	<u>51,181</u>
Surplus/(deficit) for the year		9,949	9,949	-	-
Net asset revaluation increment/(decrement)	6.2	(12,350)	-	(12,350)	-
Transfers to other reserves	9.1	-	(49,285)	-	49,285
Transfers from other reserves	9.1	-	44,631	-	(44,631)
<b>Balance at end of the financial year</b>		<b><u>842,986</u></b>	<b><u>470,465</u></b>	<b><u>316,686</u></b>	<b><u>55,835</u></b>

2019		Accumulated		Asset	Other
		Total \$'000	Surplus \$'000	Revaluation Reserves \$'000	Reserves \$'000
Balance at beginning of the financial year		805,693	448,220	314,611	42,862
Surplus/(deficit) for the year		20,935	20,935	-	-
Net asset revaluation increment/(decrement)	6.2	14,425	-	14,425	-
Transfers to other reserves	9.1	-	(49,413)	-	49,413
Transfers from other reserves	9.1	-	41,094	-	(41,094)
<b>Balance at end of the financial year</b>		<b><u>841,053</u></b>	<b><u>460,636</u></b>	<b><u>329,036</u></b>	<b><u>51,181</u></b>

The above statement of changes in equity should be read in conjunction with the accompanying notes.

### 4.3 Surf Coast Shire Annual Report 2019-20

*Surf Coast Shire  
2019/2020 Financial Report*

#### Statement of Cash Flows For the Year Ended 30 June 2020

	Note	2020 Inflows/ (Outflows) \$'000	2019 Inflows/ (Outflows) \$'000
<b>Cash flows from operating activities</b>			
Rates and charges		53,843	51,213
Statutory fees and fines		2,264	2,517
User fees		7,061	7,778
Grants - operating		9,520	9,269
Grants - capital		5,475	7,049
Contributions - monetary		3,874	6,061
Interest received		1,268	1,238
Trust funds and deposits taken		10,371	7,427
Net GST refund		3,177	3,246
Employee costs		(32,155)	(30,973)
Materials and services		(27,739)	(32,215)
Short-term, low value and variable lease payments		(196)	-
Trust funds and deposits repaid		(4,699)	(6,464)
<b>Net cash provided by/(used in) operating activities</b>	9.2	<b>32,084</b>	<b>26,163</b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equipment		(21,222)	(17,410)
Proceeds from sale of property, infrastructure, plant and equipment		654	1,052
Payments for investments		(87,960)	(73,190)
Proceeds from sale of investments		81,650	69,520
<b>Net cash provided by/(used in) investing activities</b>		<b>(26,878)</b>	<b>(20,028)</b>
<b>Cash flows from financing activities</b>			
Finance costs		(3,534)	(1,089)
Proceeds from borrowings		18,674	-
Interest paid - lease liability		(59)	-
Repayment of borrowings		(13,788)	(978)
Repayment of lease liabilities		(570)	-
<b>Net cash provided by/(used in) financing activities</b>		<b>723</b>	<b>(2,067)</b>
Net increase (decrease) in cash and cash equivalents		5,929	4,068
Cash and cash equivalents at the beginning of the financial year		5,837	1,769
<b>Cash and cash equivalents at the end of the financial year</b>	5.1(a)	<b>11,766</b>	<b>5,837</b>
Financing arrangements	5.7		
Restrictions on cash assets	5.1		

The above statement of cash flow should be read in conjunction with the accompanying notes.



### 4.3 Surf Coast Shire Annual Report 2019-20

*Surf Coast Shire  
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#### Statement of Capital Works For the Year Ended 30 June 2020

	Note	2020 \$'000	2019 \$'000
<b>Property</b>			
Land		8	1,480
<b>Total land</b>		<u>8</u>	<u>1,480</u>
Buildings		7,419	2,939
<b>Total buildings</b>		<u>7,419</u>	<u>2,939</u>
<b>Total property</b>		<u>7,427</u>	<u>4,419</u>
<b>Plant and equipment</b>			
Plant, machinery and equipment		1,046	1,490
Fixtures, fittings and furniture		-	-
Computers and telecommunications		1,035	624
<b>Total plant and equipment</b>		<u>2,081</u>	<u>2,114</u>
<b>Infrastructure</b>			
Roads		7,062	5,474
Bridges		-	229
Footpaths and cycleways		985	342
Drainage and sewerage		1,043	280
Recreational, leisure and community facilities		1,956	1,988
Waste management		70	1,500
Parks, open space and streetscapes		482	960
Off street car parks		103	74
<b>Total infrastructure</b>		<u>11,711</u>	<u>10,877</u>
<b>Total capital works expenditure</b>		<u>21,219</u>	<u>17,410</u>
<b>Represented by:</b>			
New asset expenditure		9,906	6,412
Asset renewal expenditure		6,144	6,345
Asset expansion expenditure		569	496
Asset upgrade expenditure		4,600	4,157
<b>Total capital works expenditure</b>		<u>21,219</u>	<u>17,410</u>

The above statement of capital works should be read in conjunction with the accompanying notes.

## 4.3 Surf Coast Shire Annual Report 2019-20

Surf Coast Shire  
2019/2020 Financial Report

### Notes to the Financial Report For the Year Ended 30 June 2020

#### OVERVIEW

##### Introduction

The Surf Coast Shire was established by an Order of the Governor in Council on 09 March 1994 and is a body corporate. The Council's main office is located at 1 Merrig Drive, Torquay.

##### Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the *Australian Accounting Standards (AAS)*, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989*, and the *Local Government (Planning and Reporting) Regulations 2014*.

##### Significant accounting policies

###### (\*) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.6)
- the determination of landfill provisions (refer to Note 5.6)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of AASB 15 Revenue from Contracts with Customers or AASB 1058 Income of Not-for-Profit Entities (refer to Note 3)
- the determination, in accordance with AASB 16 Leases, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.9)
- other areas requiring judgements

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation (except where transitional requirements of AASB 15 Revenue from Contracts with Customers, AASB 16 Leases and AASB 1058 Income of Not-for-Profit Entities do not require restatement of comparatives under the modified retrospective approach adopted by the Council), and disclosure has been made of any material changes to comparatives.

## 4.3 Surf Coast Shire Annual Report 2019-20

Surf Coast Shire  
2019/2020 Financial Report

Notes to the Financial Report  
For the Year Ended 30 June 2020

### Note 1 Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$100,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

#### 1.1 Income and expenditure

	Budget 2020 \$'000	Actual 2020 \$'000	Variance 2020 \$'000	Variance 2020 %	Ref
<b>Income</b>					
Rates and charges	54,335	54,922	587	1%	1
Statutory fees and fines	2,012	2,333	321	16%	2
User fees	7,111	6,754	(357)	-5%	3
Grants - operating	5,824	8,065	3,241	56%	4
Grants - capital	6,046	5,129	(917)	-15%	5
Contributions - monetary	3,838	3,874	36	1%	
Contributions - non monetary	12,850	12,786	(64)	0%	
Net gain/(loss) on disposal of property,	265	349	84	32%	
Share of net profits/(losses) of associates and joint	-	107	107	-	
Other income	1,060	1,993	933	88%	6
<b>Total income</b>	<b>93,341</b>	<b>97,312</b>	<b>3,971</b>	<b>4%</b>	
<b>Expenses</b>					
Employee costs	32,926	33,375	(449)	-1%	7
Materials and services	23,412	24,886	(1,474)	-6%	8
Bad and doubtful debts	90	127	(37)	-41%	
Depreciation	14,842	16,031	(1,189)	-8%	9
Amortisation - intangible assets	-	4,154	(4,154)	-	10
Amortisation - Right of use assets	-	583	(583)	-	11
Borrowing costs	1,031	3,528	(2,497)	-242%	12
Finance costs - Leases	-	65	(65)	-	
Other expenses	2,874	4,614	(1,740)	-61%	13
<b>Total expenses</b>	<b>75,175</b>	<b>87,363</b>	<b>(12,188)</b>	<b>-16%</b>	
<b>Surplus/(deficit) for the year</b>	<b>18,166</b>	<b>9,949</b>	<b>(8,217)</b>	<b>-45%</b>	

### 4.3 Surf Coast Shire Annual Report 2019-20

Surf Coast Shire  
2019/2020 Financial Report

Notes to the Financial Report  
For the Year Ended 30 June 2020

(i) Explanation of material variations

Variance	Item	Explanation
1	Rates and charges	Supplementary Rates and Garbage Charges higher than budgeted \$559K
2	Statutory Fees and Fines	Higher subdivision and plan checking fees \$140k, Higher Building inspection fees \$130k.
3	User Fees	Higher revenues from Gherang Gravel Pits based on higher extraction rates \$589k, Higher volumes a landfill (higher gate fees) \$388k, offset by lower positive ageing service revenue due to service restructure (\$483k) lower business health, food, and other registration fees mainly due to Covid-19 Support Package (\$338k), lower Kindergarten enrolment fees due to State Government Covid-19 response plan (\$209k), lower revenue from leisure centres and facility closures due to Covid-19 (\$168k), and lower debt collection revenue due to Covid-19 response package (\$66k)
4	Grants - operating	Variance includes Victorian Grants Commission pre-payment of 2020-21 allocation \$2,470k, higher kindergarten grants as part of State Government Covid-19 response \$317k, unbudgeted other State Government Covid-19 response grants \$135k, unbudgeted State Government recycling support grants \$124k, and higher positive ageing service grants \$112k.
5	Grants - Capital	Stribling Reserve Pavilions Redevelopment grant budgeted but not yet received (\$3,275k) offset by additional grants recognised for Surf Coast Multi-Purpose Stadium \$750k, Horseshoe Bend Road Upgrade \$476k, Mt Moriac Reserve Oval Lighting and Drainage \$200k, Yurrock Soccer Pitch & Lighting \$189k, and Stribling Reserve Lighting Upgrade \$170k, Ellimatta Reserve Car Park \$145k, plus various other project funding received \$428k.
6	Other Income	Higher than budgeted Landfill Rehabilitation Provision adjustment \$637k, Additional recognition of volunteer service hours that would be otherwise purchased (under new accounting standards - offset in other expenses) \$249k
7	Employee costs	Lower Recurrent employee costs \$620k, driven mainly by vacancies, lower service provision, and delayed recruitment \$1,192k and workcover premium savings \$208k, offset by higher employee leave costs (\$322k) and higher demand for Early Years and Open Space services (\$233k), recognition of volunteer service hours that would be otherwise purchased (\$249k) and Covid-19 Response wages (\$145k). Recurrent cost variances are offset by higher than budgeted expensed capital labour (\$861k), and higher operating project costs (\$110k)
8	Materials and services	Higher Recurrent Materials and Services costs (\$660k), driven mainly by higher maintenance costs for road, drainage, facilities and and recreation assets (\$814k), higher waste service operating costs (\$580k), and higher royalty fees for the Gherang Gravel Pits (\$113k), offset by savings in Information technology \$270k, and savings related to Covid-19 cancelled or deferred expenditure \$132k. Expensed capital works were also higher than budgeted (\$880k)
9	Depreciation	Higher than budgeted due to the recognition of landfill assets at 30 June 2019 (not budgeted) (\$834k), higher depreciation on road assets (\$605k) due to revaluation of assets and higher replacement costs, and higher depreciation on recreation asset (\$205k), offset by lower depreciation on Plant and Equipment \$526k due to lower fleet turnover.
10	Amortisation - Intangible assets	Amortisation of Landfill Airspace Asset first recognised at 30 June 2019 (unbudgeted) (\$4,154k)
11	Amortisation - Right of use assets	Amortisation of Right of Use Assets under revised accounting standard AASB16 (new treatment method for leases - unbudgeted) (\$583k)
12	Borrowing costs	Costs associated with refinancing Council's Loan portfolio to achieve savings over the life of the portfolio (\$2,497k)
13	Other expenses	Higher asset write offs (\$2,144k), offset by lower lease expenditure \$379k.

### 4.3 Surf Coast Shire Annual Report 2019-20

Surf Coast Shire  
2019/2020 Financial Report

Notes to the Financial Report  
For the Year Ended 30 June 2020

Note 1 Performance against budget (cont'd)

1.2 Capital works

	Budget 2020 \$'000	Actual 2020 \$'000	Variance 2020 \$'000	Variance 2020 %	Ref
<b>Property</b>					
Land	-	8	8	-	
Buildings	8,863	7,419	(1,544)	-17%	1
<b>Total Property</b>	<b>8,863</b>	<b>7,427</b>	<b>(1,536)</b>	<b>-17%</b>	
<b>Plant and Equipment</b>					
Plant, machinery and equipment	1,920	1,046	(874)	-46%	2
Fixtures, fittings and furniture	205	-	(205)	-100%	3
Computers and telecommunications	1,719	1,035	(684)	-40%	4
<b>Total Plant and Equipment</b>	<b>3,844</b>	<b>2,081</b>	<b>(1,763)</b>	<b>-46%</b>	
<b>Infrastructure</b>					
Roads	6,581	7,062	481	7%	5
Bridges	1,311	-	(1,311)	-100%	6
Footpaths and cycleways	1,148	995	(153)	-13%	
Drainage and sewerage	182	1,043	861	473%	7
Recreational, leisure and community facilities	1,780	1,956	176	10%	
Waste management	-	70	70	-	
Parks, open space and streetscapes	1,545	482	(1,063)	-69%	8
Off street car parks	-	103	103	-	
<b>Total Infrastructure</b>	<b>12,547</b>	<b>11,711</b>	<b>(836)</b>	<b>-7%</b>	
<b>Total Capital Works Expenditure</b>	<b>25,354</b>	<b>21,219</b>	<b>(4,135)</b>	<b>-16%</b>	
<b>Represented by:</b>					
New asset expenditure	9,694	9,906	212	2%	
Asset renewal expenditure	9,360	6,144	(3,216)	-34%	
Asset expansion expenditure	13	569	556	4277%	
Asset upgrade expenditure	6,287	4,600	(1,687)	-27%	
<b>Total Capital Works Expenditure</b>	<b>25,354</b>	<b>21,219</b>	<b>(4,135)</b>	<b>-16%</b>	

### 4.3 Surf Coast Shire Annual Report 2019-20

Surf Coast Shire  
2019/2020 Financial Report

Notes to the Financial Report  
For the Year Ended 30 June 2020

(i) Explanation of material variations

Variance Ref	Item & Explanation
1	Lower than budgeted expenditure due to unfinished projects carried forward to 2020-21, mainly related to the Surf Coast Multi-Purpose Stadium (\$1,538k) and Mt Moriac Reserve Female Friendly Facilities upgrades (\$394k). This is partially offset by higher spend on other capital works projects \$388k, including the Winchelsea Tea Rooms \$216k.
2	Plant, Machinery, and Equipment replacements deferred due to pandemic (\$874k).
3	Lower than budgeted expenditure mainly related to unfinished Activity Based Working project carried forward to 2020-21 (\$205k).
4	Lower than budgeted expenditure due to unfinished Digital Transformation projects carried forward to 2020-21 (\$958k), partially offset by higher spend on software and other equipment \$274k.
5	Higher Spend on roads projects mainly due to items not budgeted but carried forward from 2018-19 including the The Esplanade - \$550k and Fisher Street upgrade \$722k, and additional funding received for blackspot projects \$198k, offset by incomplete projects carried forward to 2020-21 including Coombas Rd Widening (\$237k), South Beach Road (\$441k), and Messmate Road project delivered under budget (\$219k).
6	Gnarwarne Culvert Replacement (\$984k) budgeted under Bridges category but costed to Roads assets, and unfinished projects carried forward to 2020-21 (\$327k), including: a) Barwon Park Road bridge (\$200k) b) Pollocksford Road bridge (\$90k)
7	Expenditure is higher than budget mainly due to drainage works associated with Road and Footpath upgrades, including Horseshoe Bend Road \$663k and Wink Pop pathways \$98k.
8	Lower Spend on Parks, open space and streetscapes mainly due to the deferral of the Torquay Town Centre project to 2020-21 (\$1,000k).

## 4.3 Surf Coast Shire Annual Report 2019-20

*Surf Coast Shire  
2019/2020 Financial Report*

### **Notes to the Financial Report For the Year Ended 30 June 2020**

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**Note 2 Analysis of Council results by program**

Council delivers its functions and activities through the following programs:

**2 (a) Chief Executive Office**

The role of the CEO is to take responsibility for leading and managing the organisation to ensure implementation of the goals and strategies endorsed by Council. In doing so, the CEO creates a climate for good democratic governance and promotion of the principles of fairness, equality, openness, accountability and transparency within the organisation to assist Councillors to govern effectively, as required under the *Local Government Act (1989)*.

**Culture and Community**

The Culture and Community Division provides human resources, organisation development, workplace health and safety, communications, community engagement, arts development, rural access, customer service, recreation planning, open space planning, small grants, aged and family services, early years, youth development, community health and development, facility maintenance, parks and open spaces, sports programs, facility management and internal events coordination.

**Environment and Development**

The Environment and Development Division provides statutory and strategic land use planning, economic development, environment, public health, emergency management, local laws and other regulatory services, business improvement and program management.

**Governance and Infrastructure**

The Governance and Infrastructure Division provides services including risk management and legal services, procurement and contracts, corporate planning, records management, information technology, design and traffic services, civil works, waste management, development engineering, fleet, finance and digital transformation.

### 4.3 Surf Coast Shire Annual Report 2019-20

**Surf Coast Shire**  
**2019/2020 Financial Report**

**Notes to the Financial Report**  
**For the Year Ended 30 June 2020**

**2 (b) Summary of revenues, expenses, assets and capital expenses by program**

	Income	Expenses	Surplus/ (Deficit)	Grants included in income	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2020</b>					
Chief Executive Office	1	2,433	(2,432)	-	-
Culture and Community	6,457	21,875	(15,418)	4,281	108,505
Environment and Development	4,007	15,659	(11,652)	467	579
Governance and Infrastructure	86,847	47,396	39,451	9,446	790,707
	97,312	87,363	9,949	14,194	699,791

	Income	Expenses	Surplus/ (Deficit)	Grants included in income	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2019</b>					
Chief Executive Office	1	1,815	(1,814)	-	-
Culture and Community	7,210	21,451	(14,241)	4,579	111,483
Environment and Development	5,519	15,563	(10,044)	581	505
Governance and Infrastructure	88,311	41,277	47,034	10,285	771,166
	101,041	80,106	20,935	15,445	883,154



## 4.3 Surf Coast Shire Annual Report 2019-20

Surf Coast Shire  
2019/2020 Financial Report

Notes to the Financial Report  
For the Year Ended 30 June 2020

Note 5 Funding for the delivery of our services	2020	2019
3.1 Rates and charges	\$'000	\$'000

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is the total market value of the land and buildings and other improvements.

The valuation base used to calculate general rates for 2019/20 was \$19,167 million (2018/19 \$17,433 million).

General rates	41,453	39,504
Municipal charge	4,882	4,560
Waste management charge	7,881	7,454
Special rates and charges	24	-
Supplementary rates and rate adjustments	728	592
Interest on rates and charges	144	175
<b>Total rates and charges</b>	<b>64,922</b>	<b>62,285</b>

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2020, and the valuation will first apply in the rating year commencing 1 July 2020.

Annual rates and charges are recognised as revenue when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

### 3.2 Statutory fees and fines

Infringements and costs	782	846
Building Services	327	245
Town planning fees	889	745
Land information certificates	38	41
Subdivision fees	410	596
Other statutory fees and fines	86	102
<b>Total statutory fees and fines</b>	<b>2,333</b>	<b>2,575</b>

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

### 3.3 User fees

Aged and health services	402	837
Leisure centre and recreation	581	843
Child care/children's programs	831	814
Building Services	24	54
Registration and other permits	452	730
Waste management services	3,166	2,884
Royalties	805	718
Gravel pits	200	182
Lease rentals	44	79
Other fees and charges	480	542
<b>Total user fees</b>	<b>6,754</b>	<b>7,683</b>
<b>User fees by timing of revenue recognition</b>		
User fees recognised over time	840	-
User fees recognised at a point in time	5,914	-
<b>Total user fees</b>	<b>6,754</b>	<b>-</b>

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

### 4.3 Surf Coast Shire Annual Report 2019-20

<i>Surf Coast Shire</i> 2019/2020 Financial Report	<b>Notes to the Financial Report</b> For the Year Ended 30 June 2020	
<b>3.4 Funding from other levels of government</b>	<b>2020</b>	<b>2019</b>
Grants were received in respect of the following :	<b>\$'000</b>	<b>\$'000</b>
<b>Summary of grants</b>		
Commonwealth funded grants	8,012	9,558
State funded grants	8,182	5,887
<b>Total grants received</b>	<b>14,194</b>	<b>15,445</b>
<b>(a) Operating grants</b>		
<b>Recurrent - Commonwealth Government</b>		
Financial Assistance Grants	4,778	4,493
Community safety	245	-
Home and community care	1,151	984
Other	62	51
<b>Recurrent - State Government</b>		
Home and community care	280	321
School crossing supervisors	62	54
Maternal and child health	341	310
Kindergartens	1,481	1,484
Environmental planning	26	-
Youth Services	102	103
Other	55	128
<b>Total recurrent operating grants</b>	<b>8,593</b>	<b>7,926</b>
<b>Non-recurrent - Commonwealth Government</b>		
Recreation	-	30
Other	-	15
<b>Non-recurrent - State Government</b>		
Waste Management	125	-
Environmental planning	20	283
Buildings	7	-
Recreation	3	7
Kindergartens	252	25
Maternal and child health	13	-
Other	52	377
<b>Total non-recurrent operating grants</b>	<b>472</b>	<b>717</b>
<b>Total operating grants</b>	<b>9,065</b>	<b>8,643</b>
<b>(b) Capital grants</b>		
<b>Recurrent - Commonwealth Government</b>		
Roads to recovery	1,051	-
<b>Total recurrent capital grants</b>	<b>1,051</b>	<b>-</b>
<b>Non-recurrent - Commonwealth Government</b>		
Recreation	80	140
Arts and Culture	78	-
Buildings	-	950
Roads	567	2,826
Other	-	289
<b>Non-recurrent - State Government</b>		
Buildings	10	1,585
Roads	2,682	725
Recreation	660	363
Waste Management	107	50
Other	4	104
<b>Total non-recurrent capital grants</b>	<b>4,078</b>	<b>6,802</b>
<b>Total capital grants</b>	<b>5,129</b>	<b>6,802</b>
<b>(c) Unspent grants received on condition that they be spent in a specific manner</b>		
<b>Operating</b>		
Balance at start of year	247	688
Received during the financial year and remained unspent at balance date	221	225
Received in prior years and spent during the financial year	(243)	(644)
<b>Balance at year end</b>	<b>225</b>	<b>247</b>
<b>Capital</b>		
Balance at start of year	2,506	482
Received during the financial year and remained unspent at balance date	1,355	2,343
Received in prior years and spent during the financial year	(2,289)	(329)
<b>Balance at year end</b>	<b>1,582</b>	<b>2,506</b>
Grant income is recognised at the point in time when the council satisfies its performance obligations as specified in the underlying agreement.		

### 4.3 Surf Coast Shire Annual Report 2019-20

<i>Surf Coast Shire</i> 2019/2020 Financial Report	Notes to the Financial Report For the Year Ended 30 June 2020	
	2020	2019
	\$'000	\$'000
<b>3.5 Contributions</b>		
Monetary	3,574	8,061
Non-monetary	12,786	18,970
<b>Total contributions</b>	<u>16,660</u>	<u>23,051</u>
<i>Contributions of non monetary assets were received in relation to the following asset classes.</i>		
Land	1,219	2,263
Buildings	-	197
Roads	6,265	7,908
Other infrastructure	6,302	6,602
<b>Total non-monetary contributions</b>	<u>12,786</u>	<u>14,970</u>
Monetary and non monetary contributions are recognised as revenue when Council obtains control over the contributed asset.		
<b>3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>		
Proceeds of sale	654	1,051
Written down value of assets disposed	(305)	(1,057)
<b>Total net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>	<u>349</u>	<u>(18)</u>
The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.		
<b>3.7 Other Income</b>		
Interest	1,107	1,344
Future landfill rehabilitation adjustment	837	(1,301)
Volunteer Services	249	-
<b>Total other Income</b>	<u>1,893</u>	<u>43</u>
Interest is recognised as it is earned. Other Income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income. During 2019/20 Council recognised volunteer services for the first time.		
<b>Note 4 The cost of delivering services</b>		
<b>4.1 Employee costs</b>		
Wages and salaries	29,307	27,665
WorkCover	516	716
Superannuation	2,796	2,609
Fringe benefits tax	152	167
Volunteer Services	249	-
Other	355	558
<b>Total employee costs</b>	<u>33,375</u>	<u>31,715</u>
<b>(a) Superannuation</b>		
Council made contributions to the following funds:		
<b>Defined benefit fund</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	37	41
<b>Employer contributions payable at reporting date.</b>	<u>37</u>	<u>41</u>
<b>Accumulation funds</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	1,577	1,584
Employer contributions - other funds	1,144	951
<b>Employer contributions payable at reporting date.</b>	<u>2,721</u>	<u>2,535</u>
Refer to Note 9.3 for further information relating to Council's superannuation obligations.		
<b>4.2 Materials and services</b>		
Contract payments - Buildings	1,522	1,241
Contract payments - Open Space	818	651
Contract payments - Roads	939	794
Contract payments - Strategic Asset Management	584	268
Contract payments - Waste	3,888	3,575
Contract payments - Other	299	252
General maintenance	317	254
Utilities	1,178	1,213
Office administration	938	868
Information technology	940	1,161
Insurance	883	685
Consultants	1,516	2,079
Fuel	624	676
Grants, contributions and sponsorship	1,477	1,440
Materials	1,215	1,406
Sub-contractors	5,430	5,373
Royalties	1,574	1,489
Other	1,344	1,560
<b>Total materials and services</b>	<u>24,886</u>	<u>24,995</u>

### 4.3 Surf Coast Shire Annual Report 2019-20

<i>Surf Coast Shire</i> 2019/2020 Financial Report	Notes to the Financial Report For the Year Ended 30 June 2020	
	2020	2019
	\$'000	\$'000
<b>4.3 Depreciation</b>		
Property	3,373	3,099
Plant and equipment	1,623	1,495
Infrastructure	11,135	10,014
<b>Total depreciation</b>	<b>16,031</b>	<b>14,608</b>
<i>Refer to note 5.2(a), 5.6 and 6.2 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.</i>		
<b>4.4 Amortisation - Intangible assets</b>		
Landfill air space	4,154	3,960
<b>Total amortisation - Intangible assets</b>	<b>4,154</b>	<b>3,960</b>
<b>4.5 Amortisation - Right of use assets</b>		
Fleet	277	-
Property	79	-
IT equipment	6	-
Waste	221	-
<b>Total amortisation - right of use assets</b>	<b>583</b>	<b>-</b>
<i>Refer to note 5.9 for a more detailed breakdown of amortisation charges and accounting policy.</i>		
<b>4.6 Bad and doubtful debts</b>		
Infringement debtors	125	170
Rates debtors	1	22
Other debtors	1	-
<b>Total bad and doubtful debts</b>	<b>127</b>	<b>192</b>
<b>Movement in provisions for doubtful debts</b>		
Balance at the beginning of the year	120	75
Provisions recognised/(used) during the year	15	45
<b>Balance at end of year</b>	<b>135</b>	<b>120</b>
<i>Provision for doubtful debt is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.</i>		
<b>4.7 Borrowing costs</b>		
Interest - Borrowings	3,528	1,069
<b>Total borrowing costs</b>	<b>3,528</b>	<b>1,069</b>
<i>Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council.</i>		
<b>4.8 Finance Costs - Leases</b>		
Interest - Lease Liabilities	65	-
<b>Total finance costs</b>	<b>65</b>	<b>-</b>
<b>4.9 Other expenses</b>		
Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	28	55
Auditors' remuneration - Internal	119	105
Councillors' allowances	312	308
Operating lease and rentals	338	649
Assets written-off / Impaired	3,817	2,412
<b>Total other expenses</b>	<b>4,614</b>	<b>3,527</b>
<b>Note 5 Our financial position</b>		
<b>5.1 Financial assets</b>		
<b>(a) Cash and cash equivalents</b>		
Cash on hand	4	3
Cash at bank	11,762	5,834
<b>Total cash and cash equivalents</b>	<b>11,766</b>	<b>5,837</b>
<i>Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.</i>		
<b>(b) Other financial assets</b>		
Term deposits - current	55,000	48,690
<b>Total other financial assets</b>	<b>55,000</b>	<b>48,690</b>
<b>Total financial assets</b>	<b>55,000</b>	<b>48,690</b>
<i>Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.</i>		
<b>Total cash and cash equivalents and other financial assets</b>	<b>66,766</b>	<b>54,527</b>
<i>Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:</i>		
- Trust funds and deposits (Note 6.3)	9,496	3,827
<b>Total restricted funds</b>	<b>9,496</b>	<b>3,827</b>
<b>Total unrestricted cash and cash equivalents and other financial assets</b>	<b>57,270</b>	<b>50,700</b>
<b>Intended allocations</b>		
<i>Although not externally restricted the following amounts have been allocated for specific future purposes by Council:</i>		
- Council Allocated reserve as per Note 9.1(b) excluding Accumulated Unallocated Cash	53,400	50,096
<b>Total funds subject to intended allocations</b>	<b>53,400</b>	<b>50,096</b>

### 4.3 Surf Coast Shire Annual Report 2019-20

*Surf Coast Shire  
2019/2020 Financial Report*

**Notes to the Financial Report  
For the Year Ended 30 June 2020**

	<b>2020</b>	<b>2019</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>(c) Trade and other receivables</b>		
<b>Current</b>		
<i>Statutory receivables</i>		
Rates debtors	4,055	2,436
Special rate assessment	22	14
Infringement debtors	644	560
Provision for doubtful debts - infringements	(135)	(120)
<i>Non statutory receivables</i>		
Net GST receivable	701	369
Other debtors	1,801	1,870
<b>Total current trade and other receivables</b>	<u>7,088</u>	<u>5,129</u>
<b>Non-current</b>		
<i>Statutory receivables</i>		
Special rate scheme	50	66
<b>Total non-current trade and other receivables</b>	<u>50</u>	<u>66</u>
<b>Total trade and other receivables</b>	<u>7,138</u>	<u>5,195</u>

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

**(j) Ageing of receivables**

The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:

Current (not yet due)	1,518	1,444
Past due by up to 30 days	83	150
Past due between 31 and 180 days	200	276
<b>Total trade and other receivables</b>	<u>1,801</u>	<u>1,870</u>

### 4.3 Surf Coast Shire Annual Report 2019-20

Surf Coast Shire 2019/2020 Financial Report	Notes to the Financial Report For the Year Ended 30 June 2020	
<b>5.2 Non-financial assets</b>	<b>2020</b>	<b>2019</b>
<b>(a) Inventories</b>	<b>\$'000</b>	<b>\$'000</b>
Inventories held for distribution	258	252
Inventories held for sale	53	57
<b>Total inventories</b>	<b>311</b>	<b>309</b>
<p>Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.</p>		
<b>(b) Other assets</b>		
Prepayments	300	268
Accrued income	488	749
<b>Total other assets</b>	<b>788</b>	<b>1,017</b>
<b>(c) Intangible assets</b>		
Landfill air space	33,931	28,628
<b>Total intangible assets</b>	<b>33,931</b>	<b>28,628</b>
	<b>Landfill</b>	
<b>Gross carrying amount</b>	<b>\$'000</b>	
Balance at 1 July 2019	72,208	
Revaluation	14,592	
<b>Balance at 30 June 2020</b>	<b>86,798</b>	
<b>Accumulated amortisation and impairment</b>		
Balance at 1 July 2019	43,578	
Amortisation expense	4,154	
Revaluation	5,236	
<b>Balance at 30 June 2020</b>	<b>52,967</b>	
<b>Net book value at 30 June 2019</b>	<b>28,628</b>	
<b>Net book value at 30 June 2020</b>	<b>33,831</b>	
<p>Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is calculated on a units of use basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation methods are reviewed at least annually, and adjustments made where appropriate.</p>		
<b>5.3 Payables</b>	<b>2020</b>	<b>2019</b>
<b>(a) Trade and other payables</b>	<b>\$'000</b>	<b>\$'000</b>
Trade payables	3,863	1,863
Accrued expenses	1,858	1,522
<b>Total trade and other payables</b>	<b>5,721</b>	<b>3,385</b>
<b>(b) Trust funds and deposits</b>		
Refundable deposits	9,491	3,808
Fire services levy	-	19
Other refundable deposits	8	3
<b>Total trust funds and deposits</b>	<b>9,499</b>	<b>3,829</b>
<b>(c) Unearned income</b>		
Grants received in advance - capital	153	-
Grants received in advance - operating	27	-
Rates received in advance	540	-
<b>Total unearned income</b>	<b>720</b>	<b>-</b>

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

**Purpose and nature of items**

**Refundable deposits** - Deposits are taken by council as a form of security in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

**Fire Services Levy** - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

### 4.3 Surf Coast Shire Annual Report 2019-20

Surf Coast Shire 2019/2020 Financial Report	Notes to the Financial Report For the Year Ended 30 June 2020		
<b>5.4 Interest-bearing liabilities</b>	<b>2020</b>	<b>2019</b>	
	<b>\$'000</b>	<b>\$'000</b>	
Current			
Borrowings - secured *	2,140	1,023	
Borrowings - unsecured	9	9	
	<u>2,149</u>	<u>1,032</u>	
Non-current			
Borrowings - secured *	18,021	15,243	
Borrowings - unsecured	-	9	
	<u>18,021</u>	<u>15,252</u>	
<b>Total</b>	<b><u>21,170</u></b>	<b><u>16,284</u></b>	
* Borrowings are secured by Council's general rates.			
(a) The maturity profile for Council's borrowings is:			
Not later than one year	2,149	1,022	
Later than one year and not later than five years	8,864	7,939	
Later than five years	10,357	7,313	
	<u>21,170</u>	<u>16,284</u>	
Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.			
The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.			
<b>6.5 Other Liabilities</b>	<b>2020</b>	<b>2019</b>	
	<b>\$'000</b>	<b>\$'000</b>	
Home Care packages	-	173	
	<u>-</u>	<u>173</u>	
<b>6.6 Provisions</b>			
	<b>Employee</b>	<b>Landfill</b>	<b>Total</b>
	<b>\$ '000</b>	<b>\$ '000</b>	<b>\$ '000</b>
<b>2020</b>			
Balance at beginning of the financial year	6,947	11,443	18,390
Additional provisions/(reduction in provisions)	3,036	(1,041)	1,994
Amounts used	(2,211)	(10)	(2,221)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	121	403	524
<b>Balance at the end of the financial year</b>	<b><u>7,892</u></b>	<b><u>10,795</u></b>	<b><u>18,687</u></b>
<b>2019</b>			
Balance at beginning of the financial year	6,282	10,141	16,423
Additional provisions/(reduction in provisions)	2,843	(134)	2,709
Amounts used	(2,544)	-	(2,544)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	258	1,436	1,694
<b>Balance at the end of the financial year</b>	<b><u>6,847</u></b>	<b><u>11,443</u></b>	<b><u>18,390</u></b>

### 4.3 Surf Coast Shire Annual Report 2019-20

Surf Coast Shire 2019/2020 Financial Report	Notes to the Financial Report For the Year Ended 30 June 2020										
	2020 \$'000	2019 \$'000									
<b>(a) Employee provisions</b>											
Current provisions expected to be wholly settled within 12 months											
Annual leave	2,173	1,830									
Long service leave	440	775									
	<u>2,613</u>	<u>2,605</u>									
Current provisions expected to be wholly settled after 12 months											
Annual leave	595	382									
Long service leave	3,822	3,148									
	<u>4,417</u>	<u>3,530</u>									
Total current employee provisions	<u>7,100</u>	<u>6,135</u>									
Non-current											
Long service leave	792	832									
Total non-current employee provisions	<u>792</u>	<u>832</u>									
Aggregate carrying amount of employee provisions:											
Current	7,100	6,115									
Non-current	792	832									
Total aggregate carrying amount of employee provisions	<u>7,892</u>	<u>6,947</u>									
<p>The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.</p> <p>Wages and salaries and annual leave Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.</p> <p>Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.</p> <p>Long service leave Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability.</p> <p>Key assumptions:</p> <table border="1" style="width: 100%;"> <tr> <td>- discount rate</td> <td style="text-align: right;">1.003%</td> <td style="text-align: right;">1.006%</td> </tr> <tr> <td>- inflation rate</td> <td style="text-align: right;">1.093%</td> <td style="text-align: right;">2.500%</td> </tr> <tr> <td>- settlement period</td> <td style="text-align: right;">5.35 years</td> <td style="text-align: right;">5.52 years</td> </tr> </table>			- discount rate	1.003%	1.006%	- inflation rate	1.093%	2.500%	- settlement period	5.35 years	5.52 years
- discount rate	1.003%	1.006%									
- inflation rate	1.093%	2.500%									
- settlement period	5.35 years	5.52 years									
<b>(b) Landfill restoration</b>											
	2020 \$'000	2019 \$'000									
Current	60	61									
Non-current	10,245	11,382									
	<u>10,305</u>	<u>11,443</u>									
<p>Council is obligated to restore the Anglesea Landfill site to a particular standard. The forecast life of the site is based on current estimates of remaining capacity and the forecast rate of fill. The provision for landfill restoration has been calculated based on the present value of the expected cost of work to be undertaken. The expected cost of work has been estimated based on current understanding of work required to restore the site to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.</p> <p>Key assumptions:</p> <table border="1" style="width: 100%;"> <tr> <td>- discount rate</td> <td style="text-align: right;">0.687%</td> <td style="text-align: right;">1.311%</td> </tr> <tr> <td>- inflation rate</td> <td style="text-align: right;">1.281%</td> <td style="text-align: right;">2.210%</td> </tr> <tr> <td>- final settlement year (estimated completion of Site aftercare)</td> <td style="text-align: right;">2058</td> <td style="text-align: right;">2057</td> </tr> </table>			- discount rate	0.687%	1.311%	- inflation rate	1.281%	2.210%	- final settlement year (estimated completion of Site aftercare)	2058	2057
- discount rate	0.687%	1.311%									
- inflation rate	1.281%	2.210%									
- final settlement year (estimated completion of Site aftercare)	2058	2057									
<b>5.7 Financing arrangements</b>											
	2020 \$'000	2019 \$'000									
The Council has the following financing arrangements in place as at the end of the financial year:											
Bank overdraft	2,300	2,300									
Credit card facilities	100	100									
Other facilities	21,170	18,284									
Total facilities	<u>23,570</u>	<u>18,684</u>									
Used facilities	(21,185)	(18,304)									
Unused facilities	<u>2,385</u>	<u>3,380</u>									



### 4.3 Surf Coast Shire Annual Report 2019-20

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#### 5.8 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
		\$'000	\$'000	\$'000	
<b>2020</b>					
<b>Operating</b>					
Garbage collection	4,283	2,306	634	-	7,433
Consultancies	111	3	-	-	114
Other	953	147	135	4	1,239
<b>Total</b>	<b>6,367</b>	<b>2,456</b>	<b>969</b>	<b>4</b>	<b>8,796</b>
<b>Capital</b>					
Construction	12,078	-	-	-	12,078
Consultancies	18	-	-	-	18
Other	890	-	-	-	890
<b>Total</b>	<b>12,987</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,987</b>
<b>2019</b>					
<b>Operating</b>					
Garbage collection	3,058	2,471	2,464	-	8,013
Consultancies	130	96	-	-	226
Other	1,234	805	104	-	2,233
<b>Total</b>	<b>4,422</b>	<b>3,452</b>	<b>2,568</b>	<b>-</b>	<b>10,472</b>
<b>Capital</b>					
Construction	1,211	14	-	-	1,225
Consultancies	-	-	-	-	-
Other	500	-	-	-	500
<b>Total</b>	<b>2,211</b>	<b>14</b>	<b>-</b>	<b>-</b>	<b>2,225</b>

### 4.3 Surf Coast Shire Annual Report 2019-20

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#### 5.9 Leases

##### Policy applicable before 1 July 2019

As a lessee, Council classifies leases as operating or finance leases based on its assessment of whether the lease transferred significantly all of the risks and rewards incidental to ownership of the underlying asset to Council.

Operating lease payments, including any contingent rentals, were recognised as an expense in the comprehensive income statement on a straight-line basis over the lease term, except where another systematic basis is more representative of the time pattern of the benefits derived from the use of the leased asset. The leased asset was not recognised in the balance sheet.

All incentives for the agreement of a new or renewed operating lease were recognised as an integral part of the net consideration agreed for the use of the leased asset, irrespective of the incentive's nature or form or the timing of payments.

In the event that lease incentives were received to enter into operating leases, the aggregate cost of incentives were recognised as a reduction of rental expense over the lease term on a straight-line basis, unless another systematic basis was more representative of the time pattern in which economic benefits from the leased asset were consumed.

##### Policy applicable after 1 July 2019

Council has applied AASB 16 Leases using a modified retrospective approach with the cumulative effect of initial application recognised as an adjustment to the opening balance of accumulated surplus at 1 July 2019, with no restatement of comparative information. The council applied the approach consistently to all leases in which it is a lessee.

On transition to AASB 16 Leases, Council elected to apply the practical expedient to 'grandfather' the assessment of which transactions are leases. The council has applied this practical expedient to all of its contracts and therefore applied AASB 16 Leases only to contracts that were previously identified as leases.

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments;
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Council has elected to apply the temporary option available under AASB 16 Leases which allows not-for-profit entities to not measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

Right-of-Use Assets	Fleet \$'000	Property \$'000	IT equipment \$'001	Waste \$'000	Total \$'000
Balance at 1 July 2019	430	467	23	236	1,176
Additions	285	-	-	-	285
Amortisation charge	(227)	(158)	(6)	(144)	(535)
Balance at 30 June 2020	488	311	17	112	878

Lease Liabilities	\$'000
Maturity analysis - contractual undiscounted cash flows	\$'000
Less than one year	444
One to five years	397
More than five years	59
Total undiscounted lease liabilities as at 30 June:	890

Lease liabilities included in the Balance Sheet at 30 June:	
Current	444
Non-current	446
Total lease liabilities	890

##### Short-term and low value leases

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

Expenses relating to:	\$'000
Short-term leases	-
Leases of low value assets	52
Total	52
Variable lease payments (not included in measurement of lease liabilities)	-

##### Non-cancellable lease commitments - Short-term and low-value leases

Commitments for minimum lease payments for short-term and low-value leases are payable as follows:

Payable:	
Within one year	52
Later than one year but not later than five years	-
Total lease commitments	52

### 4.3 Surf Coast Shire Annual Report 2019-20

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For the Year Ended 30 June 2020

**I. Leases classified as operating leases under AASB 117 Leases**

At transition, lease liabilities were measured at the present value of the remaining lease payments, discounted at Council's incremental borrowing rate as at 1 July 2019. Right-of-use assets are measured at an amount equal to the lease liability, adjusted by the amount of any prepaid or accrued lease payments. Council applied this approach to all applicable leases.

Council used the following practical expedients when applying AASB 16 Leases to leases previously classified as operating leases under AASB 117 Leases:

- Applied a single discount rate to a portfolio of leases with similar characteristics.
- Adjusted the right-of-use assets by the amount of AASB 137 Provisions, Contingent Liabilities and Contingent Assets onerous contract provision immediately before the date of initial application, as an alternative to an impairment review.
- Applied the assumption not to recognise right-of-use assets and liabilities for leases with less than 12 months of lease term.
- Used hindsight when determining the lease term if the contract contains options to extend or terminate the lease.

**II. Leases previously classified as finance leases**

For leases that were classified as finance leases under AASB 117 Leases, the carrying amount of the right-of-use asset and the lease liability at 1 July 2019 are determined at the carrying amount of the lease asset and lease liability under AASB 117 Leases immediately before that date.

Council is not required to make any adjustments on transition to AASB 16 Leases for leases in which it acts as a lessor, except for a sub-lease. Council accounted for its leases in accordance with AASB 16 Leases from the date of initial application.

**Impact on financial statements**

On transition to AASB 16 Leases, Council recognised an additional \$1,178,803.59 of right-of-use assets and \$1,178,803.59 of lease liabilities, recognising the difference in retained earnings.

When measuring lease liabilities, Council discounted lease payments using its incremental borrowing rate at 1 July 2019. The weighted-average rate applied is 3.75%.

	2019
	\$'000
Operating lease commitment at 30 June 2019 as disclosed in Council's financial statements	1,592
Discounted using the incremental borrowing rate at 1 July 2019	(212)
Finance lease liability recognised as at 30 June 2019	1,380
- Recognition exemption for:	
short-term leases	(32)
leases of low-value assets	(218)
- Recognition of additional leases and adjustment to opening balances as at 1 July 2020	47
- Extension and termination options reasonably certain to be exercised	-
- Residual value guarantees	-
- Lease liabilities recognised as at 1 July 2019	1,178

<b>Note 5 Assets at message</b>	<b>2020</b>	<b>2019</b>
	\$'000	\$'000

**6.1 Non-current assets classified as held for sale**

Cost of acquisition	230	232
<b>Total non-current assets classified as held for sale</b>	<b>230</b>	<b>232</b>

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of its carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

4.3 Surf Coast Shire Annual Report 2019-20

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Notes to the Financial Report  
For the Year Ended 30 June 2020

6.2 Property, infrastructure, plant and equipment  
Summary of property, infrastructure, plant and equipment

	At Fair Value 1 July 2019		Additions \$'000	Contributions \$'000	Revaluation \$'000	Depreciation \$'000	Disposal \$'000	At Fair Value 30 June 2020		
	\$'000	\$'000						Write-off \$'000	Transfers \$'000	
Property	283,613	839	1,219	-	-	(3,373)	-	(10)	(183)	283,525
Plant and equipment	5,988	1,475	1,475	-	-	(1,523)	(73)	(18)	28	5,578
Infrastructure	503,526	8,864	8,864	(1,587)	(21,707)	(11,135)	-	(3,777)	1,716	489,054
Work in progress	2,308	10,041	-	-	-	-	-	(12)	(1,852)	11,083
	797,754	21,219	12,768	-	(21,707)	(15,031)	(73)	(5,817)	(290)	789,241

Summary of Work in Progress

	Opening WIP		Additions \$'000	Write-off \$'000	Transfers \$'000	Closing WIP \$'000
	\$'000	\$'000				
Property	363	6,568	-	-	(89)	6,873
Plant and equipment	466	603	-	-	(89)	1,043
Infrastructure	2,057	2,817	(12)	(1,725)	-	3,187
Total	2,986	10,041	(12)	(1,832)	-	11,083

4.3 Surf Coast Shire Annual Report 2019-20

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Notes to the Financial Report  
For the Year Ended 30 June 2020

(a) Property

	Land - specialised	Land - non specialised	Land Under Roads	Total Land specialised	Buildings - specialised	Buildings - non specialised	Total Buildings	Work-in-progress	Total Property
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2019	102,362	5,794	53,990	211,726	98,947	12,628	111,775	363	323,884
Accumulated depreciation at 1 July 2019	-	-	(2)	(2)	(23,784)	(4,795)	(28,579)	-	(28,580)
Recognition of previously unrecognised assets	102,362	5,794	53,990	211,726	95,163	8,032	73,195	363	285,304
Accumulated depreciation on previously unrecognised assets	-	-	-	-	136	-	136	-	136
	102,362	5,794	53,990	211,726	65,276	8,032	73,307	363	286,416
Movements in fair value									
Additions	-	-	-	-	602	237	839	6,898	7,427
Contributions	85	-	363	1,219	-	-	-	-	1,219
Revaluation	-	-	-	-	-	-	-	-	-
Disposal	-	-	(2)	(2)	(14)	-	(14)	-	(16)
Write-off	(132)	-	-	(132)	(283)	213	(82)	(86)	(282)
Transfers	-	-	-	-	-	-	-	-	-
Impairment losses recognised in operating result	724	-	361	724	323	450	773	6,490	8,348
Movements in accumulated depreciation	-	-	-	-	(2,982)	(901)	(3,873)	-	(3,873)
Depreciation	-	-	-	-	-	-	-	-	-
Accumulated depreciation of disposals	-	-	-	-	6	-	6	-	6
Accumulated depreciation of write offs	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	(19)	20	1	-	1
Transfers	-	-	-	-	(2,985)	(971)	(3,956)	-	(3,956)
At fair value 30 June 2020	103,098	5,794	53,991	212,811	69,405	13,726	112,833	6,873	332,367
Accumulated depreciation at 30 June 2020	-	-	-	-	(29,602)	(5,167)	(41,990)	-	(41,989)
	103,098	5,794	53,991	212,811	62,663	8,111	70,714	6,873	290,378

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Notes to the Financial Report  
For the Year Ended 30 June 2020

(b) Plant and Equipment

	Plant machinery and equipment	Fitures fittings and fixtures	Computers and telecoms	Work in progress	Total plant and equipment
At 1 July 2019	\$788	\$700	\$700	\$700	\$700
Accumulated depreciation at 1 July 2019	6,090	1,475	3,543	496	13,504
	(3,716)	(921)	(2,772)	-	(7,409)
	4,364	554	771	466	6,155
<b>Movements in the value</b>					
Additions	1,046	-	429	606	2,081
Disposal	(651)	-	-	-	(651)
Withdrawal	(9)	-	(192)	-	(192)
Transfers	-	-	28	(29)	28
	390	-	268	577	1,235
<b>Movements in accumulated depreciation</b>					
Depreciation	(1,087)	(149)	(289)	-	(1,525)
Accumulated depreciation of disposals	578	-	175	-	753
Accumulated depreciation of write offs	4	-	-	-	4
	(905)	(149)	(113)	-	(1,167)
At 30 June 2020	6,470	1,475	3,809	1,043	14,797
Accumulated depreciation at 30 June 2020	(4,221)	(1,069)	(2,895)	-	(8,185)
	4,348	408	924	1,043	6,823



### 4.3 Surf Coast Shire Annual Report 2019-20

Surf Coast Shire  
2019/2020 Financial Report

#### Notes to the Financial Report For the Year Ended 30 June 2020

**Acquisition**

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

**Asset recognition thresholds and depreciation periods**

		Depreciation Period	Threshold Limit
			\$'000
<b>(a) Property</b>			
Heritage Buildings		100 - 150 years	5
Buildings - Complex	Structure	100 years	5
	Roof	50 years	5
	Fit Out	25 years	5
	Services	20 years	5
Buildings - Simple		40 years	5
<b>(b) Plant and Equipment</b>			
Plant, machinery and equipment		2 - 15 years	1
Fixtures, fittings and furniture		3 - 10 years	1
Computers and telecommunications		3 - 10 years	1
<b>(c) Infrastructure</b>			
Formation		NA	5
Sealed Road Pavements	High Traffic	90 years	5
	Low Traffic	100 years	5
	Concrete	40 years	5
Unsealed Road Pavements	High Traffic	16 years	5
	Low Traffic	20 - 25 years	5
Seals	Spray Seal	15 - 18 years	5
	Asphalt	25 - 30 years	5
Road Shoulders	Unsealed Pavement	50 years	5
Road Kerb and Channel		70 years	5
Traffic Control Devices		25 - 80 years	5
Bridges and Major Culverts	Major Culverts	25 - 80 years	5
	Timber Bridges	40 years	5
	Other Bridges	80 - 140 years	5
Footpaths and Cycleways	Concrete	65 years	5
	Asphalt	30 years	5
	Brick	50 years	5
	Gravel	20 years	5
Drainage and Sewerage	Drainage	80 - 150 years	5
	Sewerage	80 years	5
	Septic Tanks	30 years	5
	Wetlands and WSUD	10 - 80 years	5
Recreation, leisure and community facilities		10 - 50 years	5
Parks, Open Spaces and streetscapes		10 - 50 years	5
Off Street car parks	Sealed Pavement	100 years	5
	Unsealed Pavement	20 years	5
	Seals	15 - 30 years	5
Waste Management		Units of Use	5
Leased Assets		2 - 45 years	5



### 4.3 Surf Coast Shire Annual Report 2019-20

*Surf Coast Shire  
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**Notes to the Financial Report  
For the Year Ended 30 June 2020**

*Land under roads*

Council recognises land under roads it controls at fair value.

*Depreciation*

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed above and are consistent with the prior year unless otherwise stated.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

*Repairs and maintenance*

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

*Valuation of land and buildings*

Valuation of land were undertaken by a qualified independent valuer, Opteon as at 31 December 2018. The valuation of land is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement. Valuation of Building assets has been determined in accordance with a valuation undertaken by independent valuers, Opteon and Preston Rowe Paterson and componentised costs by Rawlinson's as at 31 March 2019.

Market conditions are changing and there is significant market uncertainty due to Covid-19 notwithstanding real estate markets are less volatile than financial markets. It is too early to fully quantify the extent of the impact on the economy and real estate market. These valuations are current at the date of valuation.

Specialised land is valued at fair value using site values adjusted for engloba (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

The date of the current valuation is detailed in the following table.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2020 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of Valuation
Land	-	5,784	-	31/12/2018
Specialised land	-	-	153,086	31/12/2018
Land Under Roads	-	-	53,941	30/06/2018
Buildings	-	8,111	62,603	31/03/2019
Total	-	13,895	289,630	

### 4.3 Surf Coast Shire Annual Report 2019-20

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#### Valuation of Infrastructure

Valuation of Road and Bridge assets has been determined in accordance with a valuation undertaken by independent valuer, Pavement Management Services, Pitt and Sherry and the Strategic Asset Manager, Mr John Bertoldi B E (Civil) as at 1 July 2019. Valuation of Footpath assets has been determined in accordance with a valuation undertaken by Infrastructure Management Group as at 30 June 2018. Valuation of Recreation and Parks and Open Space has been determined in accordance with a valuation undertaken by the Strategic Asset Manager, Mr John Bertoldi B E (Civil) as at 30 June 2018. Valuation of Drainage has been determined in accordance with a valuation undertaken by the Strategic Asset Manager, Mr John Bertoldi B E (Civil) as at 1 July 2018.

The date of the current valuation is detailed in the following table.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2020 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of Valuation
Roads	-	-	345,900	1/07/2019
Bridges	-	-	2,729	1/07/2019
Footpaths and cycleways	-	-	25,863	30/06/2018
Drainage and sewerage	-	-	73,481	1/07/2018
Recreational, leisure and community facilities	-	-	16,185	30/06/2018
Parks, open space and streetscapes	-	-	11,110	30/06/2018
Off street car parks	-	-	9,936	1/07/2019
Waste management	-	-	3,850	NA
<b>Total</b>	-	-	<b>489,054</b>	

#### Description of significant unobservable inputs into level 3 valuations

**Specialised land and land under roads** is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$0.02 and \$3,113.72 per square metre.

**Specialised buildings** are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs is calculated on a square metre basis and ranges from \$107 to \$8,577 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 20 years to 150 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

**Infrastructure assets** are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 10 years to 150 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

	2020 \$'000	2019 \$'000
<b>Reconciliation of specialised land</b>		
Parks and reserves	110,788	110,118
Public use	36,871	36,816
Waste	417	417
Car Parks	5,010	5,011
<b>Total specialised land</b>	<b>153,086</b>	<b>162,362</b>

### 4.3 Surf Coast Shire Annual Report 2019-20

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Notes to the Financial Report  
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6.3 Investments in associates	2020	2019
	\$'000	\$'000
<b>(a) Investments in associates</b>		
Investments in associates accounted for by the equity method are:		
- Geelong Regional Library Corporation	536	431
<b>Geelong Regional Library Corporation</b>		
<b>Background</b>		
The Geelong Regional Library Corporation (GRLC) was formed under the provisions of sections 196 and 197 of the Local Government Act, 1989 on 4 March 1997 to provide library services within the local government areas of: Borough of Queenscliffe, City of Greater Geelong, Golden Plains Shire and Surf Coast Shire. Council holds 4.01% (2019, 3.75%) of equity in the corporation. Council has one director on the Board of seven. Council has the ability to influence rather than control its operations.		
<b>Fair value of Council's investment in Geelong Regional Library Corporation</b>	<u>536</u>	<u>431</u>
<b>Council's share of accumulated surplus(deficit)</b>		
Council's share of accumulated surplus(deficit) at start of year	431	457
Reported surplus(deficit) for year	107	(26)
Council's share of accumulated surplus(deficit) at end of year	<u>536</u>	<u>431</u>
<b>Movement in carrying value of specific investment</b>		
Carrying value of investment at start of year	431	457
Share of surplus(deficit) for year	107	(26)
Carrying value of investment at end of year	<u>536</u>	<u>431</u>

Associates are all entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.

**Committees of management**

All entities controlled by Council that have material revenues, expenses, assets or liabilities, such as committees of management, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full. The following special committees are not included in this financial report as their aggregate income is immaterial and they prepare their own financial reports separately:

- Deans Marsh Public Hall and Memorial Park Committee of Management
- Stribling Reserve Committee of Management
- Anderson Roadknight Reserve Committee of Management
- Eastern Reserve Committee of Management
- Modewarre Memorial Hall and Reserve Committee of Management
- Connewarre Reserve Committee of Management
- Globe Theatre Committee of Management
- Anglesea Bike Park

### 4.3 Surf Coast Shire Annual Report 2019-20

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Notes to the Financial Report  
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	2020	2019
	No.	No.
<b>Note 7 People and relationships</b>		
<b>7.1 Council and key management remuneration</b>		
<b>(a) Related parties</b>		
<i>Parent entity</i>		
Surf Coast Shire is the parent entity.		
<i>Subsidiaries and Associates</i>		
Interests in associates are detailed in Note 6.3.		
<b>(b) Key management personnel</b>		
Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:		
<b>Councillors</b>		
Councillor Rose Hodge - Mayor		
Councillor Clive Goldsworthy		
Councillor David Bell		
Councillor Martin Duke		
Councillor Brian McKierick		
Councillor James McIntyre (08/07/2019 to current)		
Councillor Tony Ravell (09/09/2019 to current)		
Councillor Margot Smith		
Councillor Heather Wellington		
<b>Key management personnel</b>		
Chief Executive Officer - Keith Ballie		
Anne Howard - General Manager Governance & Infrastructure		
Chris Pike - General Manager Culture & Community		
Ransce Selan - General Manager Environment & Development		
<b>Total number of Councillors</b>	9	9
<b>Total of Chief Executive Officer and other key management personnel</b>	4	4
<b>Total number of key management personnel</b>	13	13
<b>(c) Remuneration of key management personnel</b>	<b>2020</b>	<b>2019</b>
	<b>\$'000</b>	<b>\$'000</b>
Total remuneration of key management personnel was as follows:		
Short-term benefits	1,251	1,212
Post-employment benefits	89	85
Long-term benefits	22	22
<b>Total</b>	<b>1,362</b>	<b>1,319</b>
The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:		
	<b>2020</b>	<b>2019</b>
	<b>\$'000</b>	<b>\$'000</b>
\$20,000 - \$29,999	8	7
\$30,000 - \$39,999	-	1
\$70,000 - \$79,999	-	1
\$90,000 - \$99,999	1	-
\$210,000 - \$219,999	-	1
\$230,000 - \$239,999	1	2
\$240,000 - \$249,999	2	-
\$310,000 - \$319,999	-	1
\$320,000 - \$329,999	1	-
	<b>13</b>	<b>13</b>

### 4.3 Surf Coast Shire Annual Report 2019-20

<i>Surf Coast Shire 2019/2020 Financial Report</i>	<b>Notes to the Financial Report For the Year Ended 30 June 2020</b>	
	<b>2020</b>	<b>2019</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>(d) Senior officer remuneration</b>		
A senior officer is an officer of Council, other than key management personnel, who:		
a) has management responsibilities and reports directly to the Chief Executive; or		
b) whose total annual remuneration exceeds \$151,000		
The number of Senior Officers are shown below in their relevant income bands:		
	<b>2020</b>	<b>2019</b>
Income Range:	<b>No.</b>	<b>No.</b>
\$151,000 - \$159,999	11	4
\$160,000 - \$169,999	2	-
	<u>13</u>	<u>4</u>
Total Remuneration for the reporting year for Senior Officers included above, amounted to	2,037	614
<b>7.2 Related party disclosure</b>	<b>2020</b>	<b>2019</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>(a) Transactions with related parties</b>		
During the period Council entered into the following arms length transactions with related parties:		
Contributions are paid by the Surf Coast Shire Council to the Geelong Regional Library Corporation. Please refer to details in Note 6.3	763	771
Employee expenses includes a staff member who is a related party of a member of Key Management Personnel. The employee does not report to KMP and was paid in accordance with the Surf Coast Shire Enterprise Agreement at the standard rate for the job they performed.	87	104
Purchase of goods and services under normal trading terms	3	10
Payment of community grants under normal trading terms	4	5
Fees for the use of Council facilities & fleet under normal trading terms	10	14
Reimbursement in relation to expenses for Council run programs	-	3
Community group contribution to Capital Works	33	-
All of the above transactions were at arms length and in the normal course of Council business		
<b>(b) Outstanding balances with related parties</b>		
There are no balances outstanding at the end of the reporting period in relation to transactions with related parties		
<b>(c) Loans to/from related parties</b>		
There are no loans in existence at balance date that have been made, guaranteed or secured by the council to a related party.		
<b>(d) Commitments to/from related parties</b>		
There are no commitments in existence at balance date that have been made, guaranteed or secured by the council to a related party.		

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#### Note 8 Managing uncertainties

##### 8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the balance sheet, but are disclosed and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

##### (a) Contingent assets

###### Operating lease receivables

Future minimum rentals receivable under non-cancellable operating leases are as follows:

	2020 \$'000	2019 \$'000
Not later than one year	79	99
Later than one year and not later than five years	254	291
Later than five years	311	348
	<u>644</u>	<u>738</u>

##### (b) Contingent liabilities

###### Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

###### Future superannuation contributions

There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2020. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ended 30 June 2020 are \$37,129.10.

###### Landfill

Council operates a landfill at Anglesea. Council will have to carry out site rehabilitation works in the future. At balance date Council provided a Bank Guarantee to State of Victoria - Environment Protection Authority. The guarantee provides financial assurances up to \$545,000 for remedial action as defined in section 3.1 EPA Publication 777 Determination of financial assurance for Landfills, September 2001.

###### MAV Liability Mutual Insurance Scheme

Council is a member of MAV's Liability Mutual Insurance Scheme. Council has obligations under the scheme to make additional contributions in an insurance year in the event where the scheme has an overall financial deficit. MAV consider in the very unlikely occurrence of the scheme making a call on members, they do not believe that this would exceed \$2m across all members. The magnitude of the call would be around 10 per cent of the annual contribution made by Council.

##### (c) Guarantees for loans to other entities

Council has provided contract performance guarantees. The details and extent of Council exposure at the reporting date are as follows:

	2020 \$'000	2019 \$'000
Contract Performance:		
Department of Minerals and Energy	20	20
Department of Energy and Resources	50	50
	<u>70</u>	<u>70</u>

The amount disclosed for financial guarantees in this note is the nominal amount of the underlying loan that is guaranteed by the Council, not the fair value of the financial guarantee.

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that the right will be exercised.

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### 8.2 Change in accounting standards

The following new AAS's have been issued that are not mandatory for the 30 June 2020 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

#### **AASB 1059 Service Concession Arrangements: Grantors (AASB 1059) (applies 2020/21 for LG Sector)**

AASB 1059 addresses the accounting for a service concession arrangement by a grantor that is a public sector entity by prescribing the accounting for the arrangement from the grantor's perspective. It requires the grantor to:

- recognise a service concession asset constructed, developed or acquired from a third party by the operator, including an upgrade to an existing asset of the grantor, when the grantor controls the asset;
- reclassify an existing asset (including recognising previously unrecognised identifiable intangible assets and land under roads) as a service concession asset when it meets the criteria for recognition as a service concession asset;
- initially measure a service concession asset constructed, developed or acquired by the operator or reclassified by the grantor at current replacement cost in accordance with the cost approach to fair value in AASB 13 Fair Value Measurement. Subsequent to the initial recognition or reclassification of the asset, the service concession asset is accounted for in accordance with AASB 116 Property, Plant and Equipment or AASB 138 Intangible Assets, as appropriate, except as specified AASB 1059;
- recognise a corresponding liability measured initially at the fair value (current replacement cost) of the service concession asset, adjusted for any other consideration between the grantor and the operator; and
- disclose sufficient information to enable users of financial statements to understand the nature, amount, timing and uncertainty of assets, liabilities, revenue and cash flows arising from service concession arrangements.

Based on the Council's current assessment, there is expected to be no impact on the transactions and balances recognised in the financial statements as the Council is not a grantor in a service concession arrangement.

#### **AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material (applies 2020/21 for LG Sector)**

The Standard principally amends AASB 101 Presentation of Financial Statements and AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors. The amendments refine the definition of material in AASB 101. The amendments clarify the definition of material and its application by improving the wording and aligning the definition across AASB Standards and other publications. The impacts on the local government sector are expected to be minimal.

#### **AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework (applies 2020/21 for LG Sector)**

This Standard sets out amendments to Australian Accounting Standards, Interpretations and other pronouncements to reflect the issuance of the Conceptual Framework for Financial Reporting (Conceptual Framework) by the AASB. The impacts on the local government sector are expected to be minimal.

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### 8.3 Financial instruments

#### (a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes to the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

#### (b) Market risk

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

##### Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements due to the effect of Covid-19 pandemic have impacted Council's interest revenue for the financial year.

#### (c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council has exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- council have a policy for establishing credit limits for the entities Council deal with;
- council may require collateral where appropriate; and
- council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the releasable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.



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### (d) Liquidity risk

Liquidity risk includes the risk that, as a result of council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 6.1(c), and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

### (e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of + 0.25% and - 0.25% in market interest rates (AUD) from year-end rates of 0.25%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

## 8.4 Fair value measurement

### Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable;

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

### Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 2 to 3 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

### Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

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#### 8.5 Events occurring after balance date

After Balance date Victoria saw a second wave of Covid-19, resulting in the introduction of stage 4 restrictions in Metropolitan Melbourne, and the re-introduction of stage 3 restrictions in regional Victoria.

Under State Government guidance, Council has closed facilities to the public, including recreational facilities and libraries. Council's customer service centre is also closed to the public. Transfer stations and other essential services remain operational with physical distancing and Covid-safe work plans in place. As a result, it is expected that Council will see reductions in revenues and increasing expenditure as it responds to these challenges.

Council's 2020-21 budget includes a response package allocation of \$1.768 million (on top of the \$0.4 million provided in 2019-20) in order to support the community, and is made up of:

1. \$185,000 in waived penalty interest of rates and sundry debts in 2020-21
2. \$323,000 in waived business fees in 2020-21
3. \$260,000 (total) in rate rebates to businesses in 2020-21
4. \$1,000,000 COVID-19 Support allocation in 2020-21, including a community grants program.

Due to the significant uncertainty surrounding the Covid-19 second wave and the government's response to this, it is not possible to estimate the full impact on Council's operations, financial position and cashflows at this point in time. We do not consider it practicable to provide a quantitative or qualitative estimate of the potential impact of the Covid-19 second wave at this time.

Council will continue to monitor and report on the non-financial and financial impacts of Covid-19 on its operations. As the second wave of Covid-19 occurred after 30 June 2020 its impact is considered an event that is indicative of conditions that arose after the reporting period, and as such, no adjustments have been made to the financial statement balances as at 30 June 2020 for any further impacts.

#### Note 9 Other matters

	Balance at beginning of reporting period \$'000	Increment (decrement) \$'000	Balance at end of reporting period \$'000
<b>9.1 Reserves</b>			
(a) Asset revaluation reserves			
<b>2020</b>			
<b>Property</b>			
Land	108,321	-	108,321
Buildings	29,449	-	29,449
	<u>137,770</u>	<u>-</u>	<u>137,770</u>
<b>Infrastructure</b>			
Furniture and equipment	32	-	32
Roads	134,870	(20,285)	114,685
Bridges	2,667	(774)	1,893
Footpaths and cycleways	9,988	-	9,988
Drainage and sewerage	29,762	-	29,762
Recreational, leisure and community facilities	7,871	-	7,871
Parks, open space and streetscapes	2,371	-	2,371
Offstreet car parks	2,360	(648)	1,712
Other infrastructure	1,245	9,357	10,602
	<u>191,286</u>	<u>(12,350)</u>	<u>178,936</u>
<b>Total asset revaluation reserves</b>	<b>329,056</b>	<b>(12,350)</b>	<b>316,686</b>
<b>2019</b>			
<b>Property</b>			
Land	102,773	5,548	108,321
Buildings	35,776	(5,327)	29,449
	<u>138,549</u>	<u>(779)</u>	<u>137,770</u>
<b>Infrastructure</b>			
Furniture and equipment	32	-	32
Roads	134,870	-	134,870
Bridges	2,667	-	2,667
Footpaths and cycleways	9,988	-	9,988
Drainage and sewerage	15,678	14,084	29,762
Recreational, leisure and community facilities	7,871	-	7,871
Parks, open space and streetscapes	2,371	-	2,371
Offstreet car parks	2,360	-	2,360
Library	125	(125)	-
Other infrastructure	-	1,245	1,245
	<u>178,062</u>	<u>16,204</u>	<u>181,266</u>
<b>Total asset revaluation reserves</b>	<b>314,611</b>	<b>14,425</b>	<b>329,036</b>

The asset revaluation reserve is used to record the fair value movement of Council's assets over time.

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	Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
<b>(b) Other reserves</b>				
<b>2020</b>				
<b>Allocated</b>				
Open space	2,332	329	(165)	2,496
Main drainage	210	-	-	210
Home care packages	179	-	(179)	-
Developer contributions	728	251	(269)	690
Airey's Inlet aged care units	313	9	(10)	312
Waste	9,250	3,460	(3,240)	9,470
Gravel pits	2,618	997	(966)	2,650
Defined benefits superannuation	1,074	50	-	1,124
Carried forward capital works	22,047	18,281	(22,047)	18,281
Carried forward operational projects	1,480	4,151	(1,480)	4,151
Adopted strategy implementation	4,603	4,049	(2,776)	5,876
*Asset renewal	1,269	9,633	(8,540)	2,362
*Torquay Jan Juc Developer Contributions	3,384	4,705	(3,161)	4,908
Winchelsea Infrastructure plan	649	221	-	870
Accumulated unallocated cash	1,085	3,149	(1,799)	2,435
Sub-total Allocated Reserves	51,181	49,285	(44,631)	55,835
<b>Total other reserves</b>	<b>51,181</b>	<b>49,285</b>	<b>(44,631)</b>	<b>55,835</b>
<b>2019</b>				
<b>Allocated</b>				
Plant replacement	366	994	(1,365)	5
Open space	1,550	1,177	(365)	2,332
Main drainage	210	-	-	210
Home care packages	253	-	(74)	179
Developer contributions	3,251	2,885	(3,846)	2,290
Airey's Inlet aged care units	303	10	-	313
Waste	6,401	3,796	(947)	9,250
Gravel pits	1,943	675	-	2,618
Defined benefits superannuation	974	100	-	1,074
Carried forward capital works	12,798	22,047	(12,798)	22,047
Carried forward operational projects	1,350	1,460	(1,350)	1,460
Adopted strategy implementation	5,838	2,758	(3,969)	4,603
Asset renewal	985	7,285	(7,006)	1,264
Developer contributions council allocation	1,470	3,882	(3,550)	1,802
Winchelsea infrastructure plan	154	495	-	649
Accumulated unallocated cash	5,018	1,851	(5,784)	1,085
Sub-total Allocated Reserves	42,882	49,413	(41,094)	51,181
<b>Total other reserves</b>	<b>42,882</b>	<b>49,413</b>	<b>(41,094)</b>	<b>51,181</b>

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**(b) Other reserves (cont)**

Councils allocated reserves contain funds that have been resolved by Council to be used in a particular manner or an obligation by either an Act or contractual agreement that limits the use of the funds.

Reserve	Purpose
Open Space reserve	To provide improved recreational facilities for the Surf Coast Shire, both of an active and passive nature. Council has an obligation to hold these funds under the Subdivision Act 1988
Main drainage reserve	To hold developer contributions for main drainage works at a later point than the initial development. They are tied to works within the catchment area from which funds were derived. Council has an obligation to hold these funds under the Planning and Environment Act 1987
Alreys Inlet units reserve	The funding source for the maintenance of social housing for disadvantaged low income earners. Four social housing units currently exist in Alreys Inlet. Council has an obligation to hold these funds under the Housing Act 1983
Developer contributions reserve	To hold funds contributed by developers for specific works associated with subdivisions. Funds are contributed for infrastructure (footpaths, fencing, streetscapes etc) where it is deemed that these works should occur at a later point than the initial development. Funds are also held in this account for the Torquay/Jan Juc DCP. Funds collected are specifically identified for projects via s173 agreement or the Developer Contribution Plan
Waste reserve	To ensure that the full cost of the waste function is met by the waste charges (garbage charge and fee income from landfill) and that surpluses and deficits on an annual basis can be covered without any adverse impact on the balance of Council's budget.
Gravel pits reserve	To provide funding for road improvements for Council roads.
Defined benefits reserve	To reserve funds for future Defined Benefits Superannuation funding calls arising from shortfalls in the Local Government Defined Superannuation Benefits Fund
Carried forward capital works reserve	To act as a mechanism to carry over funding for capital works that are still in progress at year end.
Carried forward operational projects reserve	To act as a mechanism to carry over funding for new initiatives that are still in progress at year end.
Adopted strategy reserve	To provide funding for projects in line with approved strategies adopted by Council and is funded from operations or grants received.
Asset renewal reserve	To provide funding based on the Asset Renewal Funding Strategy.
Home care packages reserve	To meet Council's obligation under Commonwealth legislation to carry any unspent individual client funds into future periods.
Accumulated unallocated cash reserve	To separately identify Council's Unallocated Cash.
Developer contributions Council	To provide Council allocated funding based on the Winchelsea Infrastructure needs.

\* During 18/20 Council renamed the Developer contributions Council allocation reserve to the Torquay Jan Juc developer contribution reserve and moved \$1,561,658.12 of Torquay Jan Juc contributions from the Developer contributions reserve to the newly named Torquay Jan Juc Developer contributions reserve.

\* During 18/20 Council combined the Plant reserve with the Asset renewal reserve.

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	2020	2019
	\$'000	\$'000
<b>9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)</b>		
Surplus/(deficit) for the year	9,949	20,935
Depreciation	16,031	14,808
Amortisation - intangibles	4,154	3,980
Amortisation - right of use	583	-
Profit/(loss) on disposal of property, infrastructure, plant and equipment	(349)	18
Assets Written off	3,817	2,412
Finance costs	3,528	1,089
Finance costs - leases	65	-
Contributions - Non-monetary assets	(12,766)	(16,970)
Share of net profits/(losses) of Geelong Regional Library Corporation	(107)	25
<i>Change in assets and liabilities:</i>		
(Increase)/decrease in trade and other receivables	(1,944)	(549)
(Increase)/decrease in prepayments	(43)	10
(Increase)/decrease in accrued income	260	(394)
Increase/(decrease) in trade and other payables	2,418	(1,788)
Increase/(decrease) in other liabilities	(179)	(74)
Increase/(decrease) in unearned income	720	-
(Increase)/decrease in inventories	(2)	(57)
Increase/(decrease) in provisions	297	1,957
Increase/(decrease) in trust funds and deposits	5,872	963
Net cash provided by/(used in) operating activities	<b>32,064</b>	<b>26,163</b>

#### 9.3 Superannuation

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in Comprehensive Income Statement when they are made or due.

##### Accumulation

The Fund's accumulation categories receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2020, this was 9.5% as required under Superannuation Guarantee (SG) legislation).

##### Defined Benefit

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

##### Funding arrangements

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

A triennial actuarial review is currently underway for the Defined Benefit category as at 30 June 2020 and is expected to be completed by 31 December 2020

As at 30 June 2019, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 107.1%. The financial assumptions used to calculate the VBIs were:

Net investment returns	6.0% pa
Salary information	3.5% pa
Price inflation (CPI)	2.0% pa

Vision Super has advised that the estimated VBI at June 2020 was 104.6%.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2019 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

## 4.3 Surf Coast Shire Annual Report 2019-20

Surf Coast Shire  
2019/2020 Financial Report

Notes to the Financial Report  
For the Year Ended 30 June 2020

### Employer contributions

#### Regular contributions

On the basis of the results of the 2017 full actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2020, this rate was 9.5% of members' salaries (9.5% in 2019/2019). This rate will increase in line with any increases in the SG contribution rate and reviewed as part of the 30 June 2020 triennial valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

#### Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

#### The 2019 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2019 and the last full actuarial investigation was conducted as at 30 June 2017.

The Fund's actuarial investigations identified the following for the Defined Benefit category of which Council is a contributing employer:

		2019	2017
		\$m	\$m
A VBI surplus	\$	151.3	\$ 69.8
A total service liability surplus	\$	233.4	\$ 193.5
A discounted accrued benefits surplus	\$	268.7	\$ 228.8

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2019.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2019.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2019.

Council was notified of the 30 June 2020 VBI during August 2020 (2019: August 2020).

#### The 2020 triennial actuarial investigation

A triennial actuarial investigation is being conducted for the Fund's position as at 30 June 2020. It is anticipated that this actuarial investigation will be completed by 31 December 2020. The financial assumptions for the purposes of this investigation are:

	2020	2017
	Triennial	Triennial
	Investigation	Investigation
Net investment return	5.5% pa	6.5% pa
Salary inflation	2.5% pa	3.5% pa
	for the first two years	
	and 2.75% pa thereafter	
Price inflation	2.0% pa	2.5% pa

### 4.3 Surf Coast Shire Annual Report 2019-20

Surf Coast Shire  
2019/2020 Financial Report

Notes to the Financial Report  
For the Year Ended 30 June 2020

#### 10 Change in accounting policy

Council has adopted AASB 15 Revenue from Contracts with Customers, AASB 16 Leases and AASB 1058 Income of Not-for-Profit Entities, from 1 July 2019. This has resulted in changes in accounting policies and adjustments to the amounts recognised in the financial statements.

Due to the transition methods chosen by Council in applying these standards, comparative information throughout these financial statements has not been restated to reflect the requirements of the new standards except in relation to contracts that were not complete at 1 July 2019. The transition impact of these are detailed below.

##### a) AASB 15 Revenue from Contracts with Customers - Impact of Adoption

AASB 15 Revenue from Contracts with Customers applies to revenue transactions where Council provides services or goods under contractual arrangements.

Council adopted AASB 15 Revenue from Contracts with Customers using the modified (cumulative catch up) method. Revenue for 2019 as reported under AASB 118 Revenue is not adjusted, because the new standard is only applied from the date of initial application.

AASB 15 Revenue from Contracts with Customers requires revenue from contracts with customers to be recognised as Council satisfies the performance obligations under the contract.

##### b) AASB 16 Leases

AASB 16 Leases requires right of use assets and related liabilities for all lease agreements to be recognised on the balance sheet. The Statement of Comprehensive Income is to separately recognise the amortisation of the right of use asset, and the finance costs relating to the lease. Council has elected to adopt the modified (cumulative catch up) method under the standard and as such has not adjusted 2019 disclosures. The transition impact of these are detailed below.

##### c) AASB 1058 Income of Not-for-Profit Entities

AASB 1058 Income of Not-for-Profit Entities applies to income received where no contract is in place. This includes statutory charges (such as rates) as well as most grant agreements.

Council adopted AASB 1058 Income of Not-for-Profit Entities using the modified (cumulative catch up) method. Income for 2019 is not adjusted, because the new standard is only applied from the date of initial application.

AASB 1058 Income of Not-for-Profit Entities requires income to be recognised as Council satisfies the performance obligations.

##### d) Transition impacts

The following table summarises the impact of transition to the new standards on retained earnings at 1 July 2019.

	2019 \$'000
Retained earnings at 30 June 2019	841,053
Revenue adjustment - impact of AASB 15 Revenue from Contracts with Customers	-
Retained earnings at 1 July 2019	841,053

Council adopted the practical expedient of deeming the lease asset to be equal in value to the lease liability at 1 July 2019. As such there was no impact on retained earnings on the adoption of AASB 16 Leases.

The following table summarises the impacts of transition to the new standards on Council's balance sheet for the year ending 30 June 2019.

	As reported 30 June		
	2019 \$'000	Adjustments \$'000	Post adoption \$'000
<b>Assets</b>			
Right of use assets	-	-	-
<b>Liabilities</b>			
Lease liability - current	-	-	-
Lease liability - non-current	-	-	-

### 4.3 Surf Coast Shire Annual Report 2019-20

*Surf Coast Shire  
2019/2020 Financial Report*

**Notes to the Financial Report  
For the Year Ended 30 June 2020**

#### **11 Impact of COVID 19 pandemic on Surf Coast Shire Council's operations and 2019-20 financial report:**

On 11 March 2020, COVID 19 was declared as a global pandemic by world health organisation. Since then, various measures are taken by all three levels of Government in Australia to reduce the spread of COVID-19. This crisis and measures taken to mitigate it has impacted council operations in the following areas for the financial year ended 30 June 2020:

- In response to significant decrease in demand / government directive amidst the COVID-19 outbreak, the leisure centre facilities and community centres were closed. These closures resulted in a net increases in expenses of \$143,000.
- Council activated its Covid response package in April 2020. This resulted in an increase in expenses of \$400,000 for 2019/2020.
- Council incurred additional net losses due to the impact of Covid 19 of \$168,000 for extra materials and services, community response (including business support), salary and wages, offset by savings in deferred expenditure, cancelled events and programs
- Financial impact from deferral of rates interest free period is \$ 50,000 (included in the response package of \$400,000). This has also resulted in the debtor balance as at 30 June 2020 to increase by \$ 1.6 million compared to last year.



#### 4.4 Quay Road Closures

**Author's Title:** Acting General Manager Governance and Infrastructure      **General Manager:** Anne Howard

**Department:** Governance and Infrastructure

**File No:** F20/610

**Division:** Governance & Infrastructure

**Trim No:** IC20/1601

**Appendix:**

1. Quay Petitions Summary (D20/221674)

**Officer Conflict of Interest:**

In accordance with Local Government Act 2020 – Section 130:

Yes

No

**Status:**

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

Yes

No

**Reason:** Nil

**Reason:** Nil

#### Purpose

The purpose of this report is to respond to the following petitions and Notice of Motion as submitted to the 24 November 2020 Council Meeting:

- Petition Requesting Review and Immediately Reverse Decision to Install Quay2 Roadblocks – Hand Written
- Petition Requesting Review and Immediately Reverse Decision to Install Quay2 Roadblocks – Change.Org on line
- Petition Requesting Council to Cul-de-sac Marine Drive, Torquay
- Notice of Motion - Quay 2 Road Closures

#### Summary

In July 2020 Council implemented road closures within the Quay and Quay 2 developments in Torquay North. These closures were introduced to support the release of land in the Quay 2 estate prior to the completion of key infrastructure connecting the estate to the Surf Coast Highway. The closures were designed to avoid unplanned and undesirable traffic impacts on local roads to the east and south of the Quay 2 development.

A large number of residents living, particularly in the Quay 2 development, have expressed their opposition to the road closures since their installation. Council has continued to monitor traffic volumes within the surrounding streets and, informed by the new information, recently re-opened Centreside Drive to through traffic. Council also developed a re-opening strategy for the remaining three roads and issued this via letters and its website, along with other relevant information. Ongoing monitoring and gathering of new information means that Council can now consider whether further changes are appropriate. The new information also enables Council to consider the recent petitions and Notice of Motion.

The additional information supports officers' recommendation to maintain a staged approach to opening the network, but that bringing forward proposed openings would be now appropriate. It is also identified that some of the initial assumptions around traffic volumes and movements are reflected through traffic count data and indicates that the network needs re-modelling to better support further decision-making.

#### Recommendation

That Council:

1. Notes the recently measured traffic data varies significantly from the forecasts in the 2012 traffic study, with implications for Quay and Quay 2 estates as well as the broader Torquay North road network.
2. Undertakes a new traffic study and modelling for Torquay North which will:
  - 2.1 Inform the timing of re-opening of roads between the Quay and Quay 2 estates;
  - 2.2 Assist in identifying interim or longer-term traffic mitigation works to support effective operation of the network; and
  - 2.3 Inform traffic planning for the wider Torquay North area, in particular where land development is

#### 4.4 Quay Road Closures

still to occur.

3. Allocates \$30,000 from the Accumulated Unallocated Cash Reserve to undertake the Traffic Study and modelling outlined in item 2.
4. Notes that traffic volumes are increasing as COVID-19 restrictions are lifting and will be further impacted in Torquay North in 2021 due to some key traffic generators in the area, notably the schools, new stadium and Council offices.
5. Supports the re-opening of Inshore Drive in December 2020 to assist in distribution of traffic associated with Quay 2 and surrounding areas.
6. Notes that there has been no opportunity for proactive communication to residents within Inshore Drive prior to its opening.
7. Continues to monitor traffic within the Quay / Quay 2 area and identify mitigation works that might need to be considered as part of Council's Budget 2021-22.
8. Determines to not permanently cul-de-sac Marine Drive based on there being insufficient data identifying the need for this action.
9. Maintains the road closures in Marine Drive and Glengarry Drive pending the outcome of the Traffic Study as outlined in Item 2 or the opening of the intersection of Rosser Boulevard with the Surf Coast Highway, whichever is first.

## 4.4 Quay Road Closures

### Report

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

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

#### ***Background***

This report has been prepared in response to the following items presented at the 24 November 2020 Council meeting:

- Petition Requesting Review and Immediately Reverse Decision to Install Quay2 Roadblocks – Hand Written
- Petition Requesting Review and Immediately Reverse Decision to Install Quay2 Roadblocks – Change.Org on line
- Petition Requesting Council to Cul-de-sac Marine Drive, Torquay
- Notice of Motion - Quay 2 Road Closures

The request/proposition of each of these petition is attached.

The information sought through the Notice of Motion is largely available via Council's website which continues to be updated as new data and information becomes available. This information is also included in this report to address the Council decision of 24 November 2020.

#### *Why Council introduced the road closures:*

The changes were introduced by Council to support the release of land in the QUAY2 estate prior to the completion of key infrastructure connecting the estate to the Surf Coast Highway. The closures were designed to avoid unplanned and undesirable traffic impacts on local roads to the east and south of the QUAY2 development.

Rosser Boulevard and Merrijig Drive, as collector roads, are considered the most suitable roads to support access into the QUAY2 estate while construction traffic volumes are high and while Rosser Boulevard/ Surf Coast Highway intersection planning and construction works are underway.

The developer of QUAY2 will construct traffic signals to connect Rosser Boulevard with the Surf Coast Highway and Coombes Road. This intersection is planned to take more than half of all traffic moving in, out and through QUAY2. The intersection is expected to be ready in mid-2021.

Council considered three main sources of information:

- The 2012 study that informed the planning of the development and road network;
- Feedback and requests from multiple stakeholders; and
- Data about QUAY2 development rates, particularly housing construction.

The 2012 study indicated that when fully developed, about 11,600 vehicles per day (vpd) will move in, out and through the development, of which 6,800 vpd (almost 60%) would come and go via Rosser Boulevard at the new intersection with the highway.

Council was also approached over time by multiple stakeholders with varying views, including:

- People who were buying into QUAY2 in 2020 and who were distressed by any potential delays to the release of titles
- The QUAY2 developer who was seeking to promptly progress their development
- Local members of parliament, on behalf of the QUAY2 developers and purchasers, seeking Council's prompt release of QUAY2 titles
- Community members, mainly from the Quay development, making submission to the 2020-21 budget process and expressing concern about local roads being impacted by the QUAY2 development
- Petitioners and residents who had contacted Council over the previous 18-24 months raising concerns about the QUAY2 traffic impacts on local roads.

Analysis of Council's spatial data as at 6 April 2020 identified the following with respect to this development:

#### 4.4 Quay Road Closures

- 452 residential lots had been created through previous stages
- 357 building permits for dwellings had been issued (ie. 79% of lots created had permits)
- 254 properties had occupancy certificates, (ie. 56% of lots created were occupied or ready for occupancy)

The QUAY2 developer advised that most properties achieve occupancy in about eight months from building permit and approvals. Based on Council development data and advice from the developer, it was assumed that the balance of building permits may reach occupancy by the end of 2020, representing 64% or approximately two-thirds of the total planned development. Without the impacts of COVID-19 restrictions, it was estimated that significant volumes of traffic would move in, out or through QUAY2 by the end of 2020 without the benefit of the Rosser Boulevard connection to the highway.

It has been repeatedly stated during queries regarding the closures that Council's decision to implement the road closures was not based on complaints alone but on a number of factors as outlined above.

The following is some data on complaints received. It should however be noted particularly prior to the closures the number of complaints is difficult to quantify as until recently Council did not have a centralise system for tracking such complaints. A recent check of our Customer Request Management (CRM) System based on a search of key words shows approximately 20 registered service requests relating to the matter (although there may be more) in addition there are have been a number of letters and 1 petition submitted to the 27 February 2018 Council meeting with 26 signatories. Council traffic engineers have also indicated they have had phone calls which are not registered in the CRM system but to which they have responded to over recent years.

Over the last few years Council has implemented an improved system for capturing any queries either via phone, email or letter and these have been registered in our CRM System. A review of the CRM's received since the road closures indicate we have received CRM's from 8 separate individuals in support of the closures and from 75 separate individuals in opposition to the closures. Many of these individuals, both in support and opposition, have contacted Council on multiple times to express their views. In addition there were further contact from ratepayers enquiring on the reasons for the closures but who did not express a positive or negative view.

The content of complaints prior to the closures where primarily around matters such as:

- Speeding, particularly around the "pirate park"
- High levels of traffic and specifically construction traffic to and from Quay 2.

The content of complaints post implementation of the closures where primarily around matters such as:

- Lack of consultation around the closures
- Impact on access, having to drive the long way around barriers
- Drivers driving around the barriers onto nature strips and people private property
- Increased traffic on some streets
- Felt Council were listening to vocal minority calling for closures
- Impacting property values
- Did not feel that there was an issue with traffic
- Concerns with emergency services being delayed due to the barriers.

#### **Discussion**

The recent traffic counts show that about 4,748 vehicles per day (vpd) are on the access roads entering and leaving QUAY2. Volumes on Merrijig Drive have been increasing steadily since October 2019 (2,298 vpd estimated only) to prior to the closures (3,730 vpd) and to 4,748vpd recently. There was a significant drop in traffic when the closures where put in place (3,189 vpd) which coincided with the strictest of the lockdown measures. Regional Roads Victoria have indicated that a reduction in traffic volume of 30%-40% is not unexpected at this time.

Merrijig Drive, particular west of Rosser Boulevard, and Rosser Boulevard seem to be managing the traffic increases well as these are both collector roads which are designed to take higher traffic volumes. The most heavily impacted streets are the three smaller streets being Scott and Hunter Avenues and presumably McLean Street. These have all had significant increases in traffic volumes.

#### 4.4 Quay Road Closures

Figure 1 - Traffic data

Roads that provide access in/out of QUAY2	October 2019 (or before)	1/06/2020 (before Closures put in place)	Aug/Sep 2020 (Once Closures in Place)	Oct/Nov 2020 (Once Centreside Dr Closure Removed)
Rosser Boulevard	810	1,283	1,650	2,178
Marine Drive	490	743	(road closed - 246**)	(road closed)
Scott Avenue	100*	302	599	954
McLean Street	120*	240*	220	253
Hunter Avenue	125*	378	720	707
Centreside Drive (when opened)	653	784	(road closed - 543**)	(road reopened) 658
<b>Total estimated volumes of traffic moving in, out or through QUAY2 on connecting streets</b>	<b>2,298</b>	<b>3,730</b>	<b>3,189</b>	<b>4,748</b>
*This is an estimated volume based on assumed traffic generation per lot developed (taken from comparison of aerial imagery).				
** October prior to removal of Centreside Drive barriers. Not included in Totals				
<b>Merrijig Drive</b>	<b>October 2019 (or before)</b>	<b>Jun-20</b>	<b>Sep-20</b>	<b>Nov-2020</b>
Merrijig Drive (west end)	9,572	Not Available	7,554	10,739
Merrijig Drive	6,541	Not Available	6,640	8,256

Following the review in early October 2020 of traffic data and feedback from residents and emergency services Council proposed the following approach to refining, and in time removing, the road closures.

##### Step 1: Removal of road closure on Centreside Drive

It is proposed that this barrier be removed on Wednesday 21 October 2020. Re-opening Centreside Drive will allow re-distribution of traffic from the north-east part of QUAY2 across Hunter, Scott and Centreside but is unlikely to be an attractive route for much of the QUAY2 estate that can be serviced by more direct routes through Rosser Boulevard and Merrijig Drive. This removal took place on the 21 October. Council has not received any negative feedback at this point regarding the removal from residents within Centreside Drive.

##### Step 2: Removal of road closure on Inshore Drive

It is proposed that Inshore Drive will be opened when 50% of residences within Stages 14, 15 and 16 of the QUAY2 development are constructed. These stages of the development are those that are most likely to access the south via Inshore Drive. Waiting until this area is well-established will avoid high volumes of construction traffic from using the local roads while the construction of new residences gets underway in these stages.

##### Step 3: Removal of road closures on Marine and Glengarry Drives

It is proposed that these two streets will be opened when 75% of residences within Stages 14, 15 and 16 of the QUAY2 development are constructed. At this point of development there would be expected to be significantly less construction traffic within the estate as a whole, as these are the final stages of

#### 4.4 Quay Road Closures

the primary QUAY2 development. This will reduce the impact of this traffic on the areas of concern around the “pirate park” as well as streets to the south of the estate through Glengarry Drive.

If the traffic signals at the intersection of the Surf Coast Highway, Rosser Boulevard and Coombes Road is completed before steps 2 or 3 triggers are reached, the barriers will be removed.

It is difficult to get a clear picture of traffic numbers due to the current environment with Covid and the changing status of travel restrictions. What can be noticed is as follows:

- With the lifting of restrictions there has been an increase of 20-30% of traffic along Merrijig Drive
- It is difficult to conclude at this point if the removal of the barrier in Centreside Drive has impacted traffic use along Scott, McLean and Hunter as traffic has increased by 27% and 13% along Scott and McLean respectively which is not to different from the increases in total traffic along Merrijig and dropped slightly on Hunter.
- Scott and Hunter Avenues continue to take higher traffic volumes than initially expected
- Despite road closure signage some construction traffic continues to attempt to access Quay 2 via Inshore Drive from the east
- The removal of the barrier on Centreside Drive has had little impact on traffic within Centreside Drive.

From reviewing the data and feedback the option of bringing forward Step 2 of Council's staged approach with an early opening of Inshore Drive could be considered. Inshore Drive is considered to be a collector road and designed to take higher traffic volumes than Marine and Glengarry Drive. The impacts of the opening would need to be monitored and may require some temporary mitigation works to be undertaken to improve traffic flows.

At this point in time there has not been significant progress on the construction of residences within Stages 14, 15 and 16 of Quay 2 as can be seen in the table below.

*Figure 2 – Status of development in Stages 14, 15 and 16 of QUAY2*

	No. of Lots	No. of Lots with Occupancy Permit	%	Building Permits Applications (excl Occupancy Permits)
Stage 14	27	9	33	9
Stage 15	38	0	0	1
Stage 16	46	0	0	24
<b>Total</b>	<b>111</b>	<b>9</b>	<b>8</b>	<b>34</b>

Of 111 Lots within Stages 14, 15 and 16 only 9 have currently been completed. A further 34 properties have either received or have applied for building permits (waiting on more specific info on this). Based on an average construction period of approximately 9 months it would be expected that 50% of residences being constructed (ie 56) would likely be October to November 2021. Followed by 75% complete early 2022.

Recent conversations with the developer undertaking the construction of the intersection at Coombes Road, Rosser Boulevard and the Surf Coast Highway indicates an expected completion date of December 2021, subject to Department of Transport approvals.

#### Marine Drive

In February 2018 a joint letter was submitted to Council requesting that Council investigate road safety concerns raised by residents on Marine Drive, Torquay. The concerns focused on the increased traffic volumes and speed of vehicles accessing the newly developing Quay 2 estate via Marine Drive.

Council acknowledged their concerns and outlined the construction process of the proposed subdivision works and advised that this area may receive initial traffic increase due to newly opened roads. However, as the subdivision developed further, traffic movements and behaviour would change and vehicles would use the more appropriate road to carry any traffic increases.

Council proposed a staged approach to address resident concerns including collection of traffic data on Marine Drive pre and post opening of the new road extension, and assessment of data with predicted flows

#### 4.4 Quay Road Closures

for this road as outlined in the original overall development plan. Council also planned to educate road users once the road is open through placement of Council's mobile advisory speed trailer in the street area, providing residents with 50 km/hr bin stickers and improved pedestrian warning measures through signage. Should safety or speeding issues arise from the new road extension, then Council will request Victorian police to undertake enforcement at a local level.

If the above measures were not effective Council would then then investigate the need for physical measures to reduce speed and safety concerns. This would involve preparing a local area traffic management plan for the precinct and investigation of the option of vertical or horizontal deflection measures.

The continued increased traffic through Marine Drive was one of several inputs to the road closures implemented in July 2020.

The most recent petition submitted to the November 2020 Council meeting continues to raise similar concerns around road safety along the eastern portion of Marine Drive, Anchor Lane and Beachcomber Lane to those raised prior to the July 2020 road closures. This petition requested that Marine Drive be permanently closed.

The road network within the Quay 2 estate is not yet completed with two critical components outstanding that will support planned traffic flow through the estate, being the signalised intersection at Rosser Boulevard and the Surf Coast Highway (expected late 2021) and the completion of Inshore Drive (date yet to be confirmed). This has meant that the traffic flows throughout the estate have not been able to settle in line with the overall traffic plan for the estate. Officers recognise that having these two critical links incomplete would likely lead to undesirable traffic volumes at Anchor Lane and Beachcomber Lane, if the road closures were to be removed. However, it is felt that a full road closure would not be appropriate as the Marine Drive being connection is a part of the overall road network design and it's permanent closure would likely have a negative impact on surrounding roads. A study of the road network to look at alternative treatments as outlined in the initial joint letter response would be an appropriate action for officers to undertake in response to the submitted petition.

The traffic modelling that the development plan for Quay 2 and much of Torquay North is based on was initially undertaken in the early 2000's and had minor updates when required for developments as they have progressed over the past 20 years. As developments such as Quay 2 have come on line some of the shortcomings of these plans have become apparent as they haven't adequately taken into account factors such as the developments north of Torquay (Armstrong Creek and Mt Duneed) and the increased traffic accessing Coombes Road due to the Geelong Ring Road. Updated traffic modelling to take into account these factors would assist in:

- assessing the impacts on Marine Drive to identify the most appropriate method to treat residents' concerns whether this is a cul-de-sac, other traffic calming measures or to take no action
- identify necessary temporary traffic works that Council should put in place until the missing section of Inshore Drive is completed to improve traffic flow on local streets which will be used to link the eastern end of Inshore Drive with Rosser Boulevard
- better inform traffic planning for the wider Torquay North.

#### **Council Plan**

Theme 3 Balancing Growth

Objective 3.2 Ensure infrastructure is in place to support existing communities and provide for growth

Strategy Nil

Theme 5 High Performing Council

Objective 5.2 Ensure that Council decision-making is balanced and transparent and the community is involved and informed

Strategy Nil

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

*Local Government Act 2020 – LGA 2020*

<b>Implications</b>	<b>Applicable to this Report</b>
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#### 4.4 Quay Road Closures

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

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

Through the acceptance of these petitions and Notice of Motion and presentation of relevant information to Council it is aimed to achieve the best outcome for the community.

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

Council has powers under the Local Government Act to install temporary road closures.

#### **Environmental/Sustainability Implications**

Not Applicable

#### **Community Engagement**

Council has received petitions as submitted by community members.

#### **Public Transparency**

Petitions were received and noted at the 24 November Council Meeting in accordance with Council's Governance Rules

#### **Strategies/Plans**

Not Applicable

#### **Financial Management**

Dependent on the resolved actions as follows:

- Either removal or retaining of the road closure would have minimal financial impact funded through existing operational budgets
- Placement of a permanent cul-de-sac in Marine Drive would require a funding allocation of \$100,000 to \$150,000 subject to design investigation
- A traffic study into Torquay North would cost approximately \$30,000.

#### **Service Performance**

Council officers have considered the feedback provided by residents as well as data obtained through traffic counts in the preparation of this report.

#### **Risk Assessment**

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



#### 4.4 Quay Road Closures

##### **Communication**

The outcome will be posted on Council's website on a dedicated page previously created for the Quay road closures. In addition the first named petitioner on each petition will be notified.

##### **Human Rights Charter**

Not Applicable

##### **Options**

Option 1 – Maintain the existing staged approach to the opening of Inshore, Marine and Glengarry Drives.

This option is not recommended by officers as they believe that an early reopening of Inshore Drive is a feasible option for consideration

Option 2 – Remove the road closures on Inshore, Marine and Glengarry Drives

This option is not recommended by officers as it is felt that the traffic measures currently in place are having the desired effect of reducing traffic impact on roads outside the Quay 2 development and particularly believe that there will be a negative impact on Marine and Glengarry Drives if the closures are removed at this time

Option 3 – Remove the road closures on Inshore, and Glengarry Drives and support the construction of a permanent cul-de-sac in Marine Drive.

This option is not recommended by officers as it is felt that the traffic measures currently in place are having the desired effect of reducing traffic impact on roads outside the Quay 2 development. Furthermore this option does not allow for the investigation into if a permanent cul-de-sac in Marine Drive is an appropriate treatment.

Option 4 – Amend the existing staged approach bringing forward the opening of Inshore Drive to prior to Christmas 2020 and alter the proposed openings of Glengarry and Marine Drive subject to provision of further information.

This option is recommended by officers as it is felt that the traffic measures currently in place are having the desired effect of reducing traffic impact on roads outside the Quay 2 development. It is however believed that bringing forward the opening of Inshore Drive is an appropriate measure at this point in time. It is also recommended that this option proceed in conjunction with Option 5.

Option 5 - Undertake a revised traffic study of Torquay North and report back to Council once complete with recommendations on further actions.

This option is recommended by officers as it is felt that this will assist in providing advice on how best to proceed with traffic management measures in Marine Drive as well as assessing the impact of the opening of Inshore Drive and assist in better informing traffic planning for the wider Torquay North. It is also recommended that this option proceed in conjunction with Option 4.

##### **Conclusion**

The traffic measures that have been put in place are currently managing the traffic throughout the Quay / Quay 2 developments. It is felt that it would be appropriate to bring forward the opening of Inshore Drive. This however needs to be continually monitored to ensure the road network continues to function adequately and safely. This monitoring is to be through regular traffic counts and visual inspections. In addition it is felt that a traffic study and modelling of the whole of Torquay North is warranted to assist in assessing the impact on the local network in Quay 2 as well as planning for the continued growth in Torquay North.

#### **4.4 Quay Road Closures**

##### **APPENDIX 1 QUAY PETITIONS SUMMARY**

Petition Requesting Review and Immediately Reverse Decision to Install Quay2 Roadblocks – Hand Written

**Review and Immediately Reverse Decision to install Quay 2 Roadblocks**

The petitioners whose names, addresses and signatures appear hereunder, petition the Surf Coast Shire Council and councillors to immediately:

1. Review the Traffic Management plan Quay & Quay 2 prior to and/or immediately after the next scheduled Council meeting;
2. Roadblocks to be removed and consideration to reinstall roadblocks is not made until an updated traffic management assessment is completed along with the consideration of all other traffic safety measures to be implemented before roadblocks are reinstalled (for example, temporary speed bumps); and
3. Initiate community consultation before proceeding with any further decisions to impose unreasonable restrictions on Quay 2 residents, pursuant to the Council's own Community Engagement Policy document SCS-017 and in accordance with the Local Government Act principles and objectives.

We the undersigned demand the Surf Coast Shire Council review the decision to impose unreasonable restrictions on Quay 2 Residents, by imposing overburdensome Traffic Management policies Quay and Quay 2 Estates, Torquay 3228, Victoria outlined in Council's correspondence dated 1 July 2020 (annexed hereto your reference AH:JB:12.0281F:D20/107294). The signatories are extremely concerned this unreasonable intervention in the freedom of movement is a breach of the Road Management Regulations and Local Government Act which must be addressed immediately.

Petition Requesting Review and Immediately Reverse Decision to Install Quay2 Roadblocks – Change.Org on line

**change.org**

Recipient: Surf Coast Shire Council

Letter: Greetings,

Review and Immediately Reverse Decision to install Quay 2 Roadblocks

## 4.4 Quay Road Closures

Petition Requesting Council to Cul-de-sac Marine Drive, Torquay

### PETITION TO SURF COAST SHIRE COUNCIL TO CUL-DE-SAC MARINE DRIVE

I (We) as a homeowner(s) and residents on Marine Drive, Anchor Lane, Beachcomber Lane, Bombora Street and Offshore Drive submit this petition to Council to construct a permanent vehicular Marine Drive cul-de-sac at The Quay/Quay2 estate boundary on Marine Drive for the following reasons:

- Permanent traffic safety on above Secondary Access Streets (under Council Permit No 02/0363&0338)  
*Permanent traffic control measures to ensure our neighborhood streets always function as intended. These streets were master-planned by Intrapac and approved by Council in 2002 as narrowed traffic-calmed 'Secondary Access' (local neighbourhood) streets with surrounding wider Council master-planned community thoroughfares (eg, Inshore Drive, etc) to carry higher vehicles/day volumes between Surf Coast Highway, Quay2 estate, Torquay town centre and beaches (detailed on pgs 2-10). Intrapac, the master-planning developer of both The Quay & Quay2 intentionally piecemeal-connected the two very different Marine Drives between these two estates to obtain Quay2 development permit approval (Council Permit No 12/0281 – this did not conform to decades-long Council planning strategies, recorded development road network obligations, development plan and progressing subdivision plans – beginning with Council's 2002 Permit No 02/0363&0338 & first Plan of Subdivision PSS08353K for The Quay Display Village - 2004. "AT NO TIME since 1996 Council and State planning discussions began and official documentation adopted, has there been an alternate throughfare connection of Marine Drive to SCH discussed or officially adopted, or included into Council-issued Permit No 02/0363&0338) for The Quay Estate.*
- "Walk-To" Pirate Park hijacked as a 'Roundabout'  
*An additional 1400 vehicles/day (more if Inshore Drive is not completed), from the Quay's2 Marine Drive connection would create a busy unplanned 'Roundabout' using local neighbourhood streets of Marine Drive, Offshore Drive, Beachcomber Lane, Anchor Lane (with six intersection spokes and children's playground in the middle). Intrapac intentionally constructed an inappropriate Quay2 centralised thoroughfare Marine Drive boulevard connection for 1800 vehicles/day traffic to SCH to distribute Quay2's and Torquay community traffic– completely failing the 'Torquay North Daily Vehicle Projection Upon Build Out' adopted by Council in 2012 for Quay2 estate Development Permit No 12/0281). Pirate Park was included in Council's 2002 Permit No 02/0363&0338 for The Quay estate.*
- Retain Safe Children's Play Area  
*Safeguard the Pirate Park Children's Play Area that Intrapac had long master-planned and strategically positioned on the western side of the Pirate Park adjacent to quiet local neighbourhood streets away from Fischer Street's planned by Intrapac for 2100 vehicles/day.*
- Pedestrian Safety  
*Local neighbourhood streets were designed to ensure pedestrian safety. Increased traffic movements would seriously compromise the safety of the main users of the Pirate Park who are families with young children, grandparents with pre-school children, slightly older unattended children on scooters and skateboards through to teenagers on mountain bikes- many with limited road sense.*
- Council Obligations  
*It is the Council's obligation to ensure that our traffic-calmed streets continue to function as planned per VicRoads & Austroads standards and Council's Municipal Roads Register for the safety of all local users.*
- Developer Obligations  
*The ratepayers and residents must not suffer a loss of safety, amenity or incur financial expense due to the Developer's failure to acquire ownership of land for which they have been given 2002 & 2012 Council permits to sub-divide.*

## 4.4 Quay Road Closures

- Cul-de-Sac proven to manage high-volume vehicular movements  
*To stop unsafe high-volume vehicular movements, yet allow safe pedestrian passages on existing footpaths existing Council approved cul-de-sac have proved to be successful on streets under the same SurfCoast Planning Scheme (during the same time period) including South Beach Estate and its boundary with The Sands (see photos), Wombah Park and Jan Juc.*

### SUMMARY OF OUR REASONS FOR SIGNING

(Background information incl Council-adopted diagrams, maps & definitions on following pages through P 10)

I (We), and our neighbourhood oppose and will not agree to the reclassification of our streets, allowing them to become community thoroughfare roads due to the overall Torquay road network failure caused by Intrapac.

Our neighbourhood now requires a Marine Drive cul-de-sac in order to maintain the master-planned road safety for pedestrians and motorists. There is no need to create a 'Pirate Park Roundabout' when there are already the three collector roundabouts at Inshore, Centreside and Merrijig Drives.

I (We) hold both Council and Intrapac fully responsible for the construction of the Marine Drive cul-de-sac to current Quay2 Design Guidelines kerbing, landscaping with visibly open fencing and / or bollards retaining our master-planned community character funded by Intrapac as mitigation for its required traffic management obligations for The Quay & Quay2 estates.

### APPROVED NEARBY SURF COAST PLANNING SCHEME CUL-DE-SACS

(similar to proposed Marine Drive cul-de-sac)

St Annes Drive and Island Drive



Bollards & Footpath - Surfriider Ct



## 4.4 Quay Road Closures

### COUNCIL-ADOPTED ROAD NETWORK PLANS FOR TORQUAY

(APPLICABLE OBLIGATIONS TO THE QUAY (2002) & QUAY2 (2012) ESTATES)

1. Torquay and Jan Juc Structure Plan, 2007, final – inclusive of past and updated Transportation network diagrams illustrating Inshore Drive's full connection to Surf Coast Highway-Coombes Road, Map Plan 4.4 (pg 82 - vehicles/day); Map 5.1 (pg 91- Collector Road designation); Map 5.4 (pg 100 – Collector Street designation); Table 5.1 (pg 102 – Collector Streets & Local Streets, stated as such:
  - Collector Streets: 'Predominantly Residential Frontage. Provide major connections between neighbourhoods and activity centres. Typically 2-lane undivided with widened kerbside for cyclists.'
  - Local Streets: 'Local environment is dominant. High amenity streetscapes should promote pedestrian and social activity. Safe for cyclists.'
2. Developer's Development Plan & Traffic Management Obligations per Council-approved Permit No 02/0363&0338 for The Quay Estate (59ha) incorporating 1996 Comprehensive Strategy and 1997 Overlay Development Plans
3. No notice of changing 'Secondary Access' street designation of Nautical Rise (re-named to Marine Drive above Pirate Park - 2013) to still unplanned Quay2's Marine Drive that became it's estate major connector
4. Council's long-standing Municipal 'Public Roads Register' recording our streets as local neighbourhood 'Secondary Access Roads', the lowest vehicles/day local street classification  
<https://www.surfcoast.vic.gov.au/Property/Roads/About-our-road-network> (per VicRoads standards below)

'VicRoads TEM Vol 3 Part 27 Functional & Road Management Definitions, Administration and Responsibilities (including Austroads Road Management Act 2004 Definitions).

5. Austroads definition: 'Local Roads', which provide direct access to abutting land uses and which contribute to the overall functioning of areas bounded by arterial roads or other barriers. The basic function is to provide a good environment in which is to live or conduct a business and enable vehicular access to abutting land, and
6. VicRoads 'Smart Roads' definition: These (streets) have a greater emphasis on access rather than mobility. (They) provide connections between the local networks and provide access directly to the end destinations.

### DECISIONS TO PURCHASE LAND (based on above Council plans & Developer documents)

My (Our) decision to purchase was based upon noting these above officially adopted road network Council designation recordings our local neighbourhood streets were in a master-planned road network surrounded by community thoroughfares designated as 'Secondary Collector' & 'Primary Access Roads' in Council's 'Road Register Network'; in addition to multiple party legally binding obligations as per Development Plan & Traffic Management Obligations per Council-approved Permit No 02/0363&0338, and information contained within our Contract of Sale Section 32 (Sale of Land Act 1962) documents. documents specific to our neighbourhood included within our Contract of Sale Section 32 (Sale of Land Act 1962) documents, I (We) therefore subsequently purchased our land and home's location on our local neighbourhood street in the final Plans of Subdivision. Furthermore, my (our) inspection of the neighbourhood appeared to conform to all documents cited above.

### SECTION 32 NON-DISCLOSURE BY DEVELOPER

Now we just learn that Intrapac knew before The Quay Estate's Permit No 02/0363&0338 (2002) that it had no land ownership and control of (Quay2/Stage 17 property) to fully complete The Quay & Quay2's Inshore Drive's 2100 vehicles/day through to Surf Coast Highway for unknown years, if ever. Although Intrapac knew of this probable failure, it never publicly disclosed the problem nor included it in any Contract of Sale Section 32 documentation to all land/home purchasers in The Quay from the very first block sold on Quay Boulevard 2004.

## 4.4 Quay Road Closures

### **PERMANENT TRAFFIC SAFETY ON SECONDARY ACCESS STREETS**

Because of Inshore Drive's road network connectivity failure and required traffic management obligations for Quay2, The Quay and overall Torquay community, Intrapac intentionally piecemeal planned Quay2's Marine Drive (a centralised estate connector boulevard) into The Quay's Marine Drive (a local neighbourhood street) to gain Council's Quay2 development 2012 approval (Permit No 12/0281).

For decades, Intrapac, the master-planning developer of The Quay and Quay2 estates, knew the Inshore Drive's non-completion problem existed and never provided any Section 32 disclosures since 2004. It unilaterally planned high traffic volumes of fast-moving motorists directly headed towards Pirate Park's Children's Play Area built in 2008 - that it had strategically positioned on the opposite side of thoroughfare Fischer Street (master-planned by Intrapac for 2100 vehicles/day). To safeguard our children, Intrapac master-planned low vehicle count and traffic-calmed streets with curved intersections of Marine Drive, Offshore Drive, Anchor Lane and Beachcomber Lane for our children's safety. This children's play area was fully completed 4 years before the Quay2 development plan approval in 2012.

So now I (we) are left with two distinctly different road functioning Marine Drive's (one in The Quay and one in Quay2) – that should never have been connected. These now connected Marine Drives have completely different master-planned estate road network patterns, traffic flows and management. And this has created an unplanned 'Pirate Park Roundabout' with very dangerous vehicles movements, numbers and a playground in the middle.

### **"WALK-TO" PIRATE PARK HIJACKED AS A 'ROUNDAABOUT'**

Pirate Park was designed as a local walk-to neighbourhood recreation area for near-by residents (including unattended children, disabled and persons), which is highly accessed by them on a daily basis with few using cars to access the area. Pirate Park has also become the centre of events that attract visitors from the wider community. These have included groups, crowds and will continue to do so with our neighbourhood Easter, Halloween, Christmas festivities with adjacent outdoor film nights, and other family or community celebrations. This park area was never master-planned to become the middle of a community throughfare connector and distributor.

Our park's location, was master-planned to be surrounded by local traffic calmed narrowed, one-way and low traffic volume neighbourhood streets and intersections to increase social interaction as noted in above VicRoads and Austroads definitions, and registered in Council's 'Municipal Road Register.'

Vehicular traffic must be kept minimised for the safety of all pedestrians. So much of the park's pedestrian traffic is comprised of families with young children in their care (often toddlers on foot, babies in prams and balance learning bikes), grandparents with pre-school children, slightly older children on scooters and skateboards through to teenagers on mountain bikes. The younger groups have limited road sense and older or disabled residents have great difficulty in negotiating vehicle traffic safely at the 6 intersections. Intentionally allowing a Marine Drive connection between The Quay & Quay2 adds unintended vehicle volumes that already has proven to be very dangerous.

The Council and Intrapac should take immediate action to permanently minimise vehicle numbers and restrict vehicle movement around the Pirate Park. A Marine Drive cul-de-sac, as proposed, would solve this situation.

Intrapac, the master-planning developer of both The Quay & Quay2, must be held accountable for its incompetent designing of a major traffic road (Quay2's Marine Drive, a centralised estate boulevard) to terminate at its own previously master-planned traffic calmed curved T-Intersection at the children's playground in The Quay (that is blinded with parked vehicles on-street and nature strip – brought to Council's attention). Intrapac has deliberately disregarded decades-long traffic management obligations and compromised the safety of local neighbourhood pedestrians and the Torquay community and – just to get its Quay2 estate development approval in 2012.

## 4.4 Quay Road Closures

Pirate Park and the children's play area was fully completed 4 years before the Quay2 development plan approval in 2012. Intrapac intentionally substituted Marine Drive as major Quay2 estate boulevard connector in place of a fully connected Inshore Drive, and has endangered the park and play area to be located in the middle of a 'Pirate Park Roundabout' with 6 complex intersections at Pirate Park (that were always intended for traffic calming).

### DISINGENOUS STREET NAME CHANGE

After Intrapac gaining Quay2 development approval (Permit #12/0281), representatives then had a 2013 meeting with upper Nautical Rise (now Marine Drive in The Quay) residents saying the street name of Nautical Rise was confusing above Pirate Park, and proposed John Pettavel Drive. Residents were baffled by name change proposal, receiving no indication that Quay2 streets were to be named after WWI veterans. Residents said John Pettavel Drive name was also confusing and did not fit within The Quay street naming theme. Eventually Marine Drive was agreed, but residents had no idea of Intrapac's Quay2 major vehicle/day change intentions.

Something felt disingenuous to our residents. Even whilst Quay2's Marine Drive construction, looking through the fence, it appeared as though Quay2's Marine Drive would match the intent of quieter Nautical Rise in The Quay. Proof of this name change remains with all utilities still servicing this street as Nautical Rise in The Quay.

### ANGER AT LACK OF COMMUNICATION

It's important to note multiple bullying attacks on Marine Drive in The Quay (driving around barriers, vandalizing and moving barriers, stealing signage), but not on Inshore nor Centreside Drives. This clearly illustrates Intrapac promised a main centralised collector and thoroughfare boulevard promised to Quay2 residents, but never consulted our long-established residents of its intentions to use our neighbourhood in The Quay. Even when we looked through the fence during Quay2 Marine Drive's construction, it appeared to mirror quiet Nautical Rise east of Pirate Park.



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## 5. ENVIRONMENT & DEVELOPMENT

### 5.1 Domestic Animal Management Plan - Annual Review

**Author's Title:** Manager Business Improvement

**General Manager:** Ransce Salan

**Department:** Business Improvement

**File No:** F16/940

**Division:** Environment & Development

**Trim No:** IC20/1611

**Appendix:**

1. DAMP Performance Reporting - 2019-20 (D20/213709)

**Officer Conflict of Interest:**

**Status:**

In accordance with Local Government Act 2020 –  
Section 130:

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

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#### Purpose

The purpose of this report is to communicate the outcome of the review the Domestic Animal Management Plan (DAMP) 2017–21 as required under S.68A(3)(a) *Domestic Animals Act*.

#### Summary

Council adopted the DAMP for 2017-21 in April 2018. The objectives of the DAMP are to ensure Council complies with its obligations under the *Domestic Animals Act* in relation to:

- Staffing
- Registration and Identification programs and strategies
- Nuisance Management
- Dog attacks and Dangerous Dogs
- Domestic Animal Businesses
- Domestic animal overpopulation and euthanasia.

The DAMP identifies a range of actions for domestic animal management and provision of reports and statistical information. The purpose of the review of the DAMP gives Council the opportunity to monitor the progress of actions and arrange further improvements to promote and facilitate responsible animal management programs on a regular basis.

The annual review of the DAMP has been conducted for the 2019-20 year. The DAMP remains current and Council officers continue to progress the actions listed in it. No changes to the current document are proposed.

A current summary of performance against actions listed in the DAMP is provided at Appendix 1 for information.

#### Recommendation

That Council:

1. Notes the completion of the 2019-20 review of the Domestic Animal Management Plan 2017-21.
2. Notes that the Domestic Animal Management Plan 2017-21 remains current and officers continue to progress the actions listed in the Plan.

## 5.1 Domestic Animal Management Plan - Annual Review

### Report

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

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

#### **Background**

The DAMP 2017-21 sets out an overall framework and a method for evaluating animal control services provided by Council to give effect to the requirements of the *Domestic Animals Act 1994*.

Council has a number responsibilities regarding domestic animal management in accordance with the *Domestic Animals Act 1994*. These include:

- Develop a domestic animal management plan that promotes responsible pet ownership and the welfare of dogs and cats in the community, and protects the community and the environment from nuisance dogs and cats.
- Identify a method of evaluating whether the animal management services provided by Council are adequate and outline the training programs for their Authorised Officers to ensure these Officers are capable in administering and enforcing the provisions of the Act.
- Provide information on the day to day operation of Council, the current programs Council has in place and the policies Council has adopted in relation to the following standards of animal management:
  - to promote and encourage the responsible ownership of dogs and cats
  - to ensure that people comply with this Act, the regulations and any related legislation
  - to minimise the risk of attacks by dogs on people and animals
  - to address any over-population and high euthanasia rates for dogs and cats
  - to encourage the registration and identification of dogs and cats
  - to minimise the potential for dogs and cats to create a nuisance
  - to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with the Act and the Regulations.
- Identify the current Local Laws and Orders made under the Act and provide a review of these to determine if they are effective. Similarly Council must identify any other specific animal management issues within their municipal district.
- Review the plan annually and publish an evaluation of the implementation of their plan in the Council's annual report. The plan, including new initiatives, is required to be fully reviewed every four years.

The actions contained in the DAMP address these issues and reflects Councils' desire to achieve balance and harmony across the Surf Coast community. The DAMP provides the Surf Coast Shire with a strategic framework and delivers policy direction and action plans for animal management over the four year period.

#### **Discussion**

Council's DAMP is required to be reviewed under S.68A of the *Domestic Animals Act 1994*. The DAMP is reviewed annually with a new DAMP required to be prepared every four years. Community consultation regarding the next DAMP will need to commence in April/May 2021.

The annual review of the DAMP has been conducted for the 2019-20 year. The DAMP remains current and Council officers continue to progress the actions listed in the plan. No changes to the current document are proposed.

A current summary of performance against actions listed in the DAMP is provided at Appendix 1 for information.

Key actions of note undertaken in 2019-20 include:

- A survey seeking community feedback on the desire and demand for a purpose built dog park in Torquay;
- Targeted education to residents bordering the Great Otway National Park regarding the impact poorly managed domestic animals can have on native wildlife;

## 5.1 Domestic Animal Management Plan - Annual Review

- Continued use of the All-Terrain Vehicle to conduct more frequent beach patrols with the Great Ocean Road Coast Committee;
- Recruitment of a new Ranger that lowers the team age profile and improves the teams position regarding succession planning;
- Continued use of Council's digital media channels and local print media to promote key messages regarding responsible pet ownership.

### Council Plan

Theme 5 High Performing Council  
Objective 5.4 Ensure the community has access to the services they need  
Strategy 5.4.1 Review Council-delivered services to ensure they are of high quality and delivering best value

### Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

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

### Policy/Relevant Law

The DAMP is a requirement of the *Domestic Animal Act 1994*, with an annual review period and a new plan to be developed every four years.

### Environmental/Sustainability Implications

Environmental considerations were canvassed and discussed during the development of the DAMP.

### Community Engagement

The draft DAMP was exhibited for 14 days in 2017. A community survey attracted 424 responses. A staff survey was completed by 45 Council employees. A community workshop was held with 35 people from within the community when developing the DAMP.

### Public Transparency

The DAMP is accessible through Council's website. The summary of performance against actions listed in the DAMP is provided with this report and is publically available.

### Strategies/Plans

The DAMP sets out an overall framework and a method for evaluating animal control services provided by Surf Coast Shire to give effect to the requirements of the Act and the regulations.

## 5.1 Domestic Animal Management Plan - Annual Review

### **Financial Management**

Activities relating to the implementation of the DAMP are incorporated in the current operating budget.

### **Service Performance**

A current summary of performance against actions listed in the DAMP is provided at Appendix 1 for information.

### **Risk Assessment**

Failure to review the DAMP is a breach of the *Domestic Animals Act 1994*.

### **Communication**

The DAMP is accessible through Council's website. The summary of performance against actions listed in the DAMP is provided with this report and is publically available

### **Options**

#### Option 1 – Council note completion of the annual review of the DAMP 2017–21

This option is recommended by officers as it complies with *Domestic Animals Act* S.68A(3)(a)

#### Option 2 – a second option is not provided for consideration

### **Conclusion**

The annual review of the DAMP has been conducted for the 2019-20 year. The DAMP remains current and Council officers continue to progress the actions listed in the plan. No changes to the current document are proposed.

**5.1 Domestic Animal Management Plan - Annual Review**

**APPENDIX 1 DAMP PERFORMANCE REPORTING - 2019-20**

Action	Status	Comment
<b>Our People</b>		
Update the individual training plans for Local Laws Officers annually.	Complete and ongoing	One Ranger due to complete Cert 4 Government Compliance and Animal Management April 2021. Two Rangers currently enrolled in Cert 4 Government Investigations - expected completion date end 2021. 4 staff to attend Animal Welfare Victoria - Animal Management Training 8/9 December 20. All staff to attend internal manual handling training December 20.
Implement the individual training plans for Local Laws Officers.		
Complete a succession plan for the Local laws Team	Complete and ongoing	Appointment of permanent Council employee, from Parks and Open Space team, to casual Ranger position for summer period 20/21 to enhance knowledge and competencies of Ranger duties and functions. Recent recruitment efforts have notably reduced the teams average age.
Form a community reference group to assist with domestic animal management with clear charter to: <ul style="list-style-type: none"> <li>Raise community awareness</li> <li>Establish a program to strengthen working relationships between Local Laws Officers and the community</li> <li>Examine the practicality of a Pet Watch program</li> </ul>	Withdrawn	With proactive ongoing liaison with vet services, animal welfare organisations, domestic animal businesses and community volunteer organisations it was decided that there was limited benefit in establishing a formalised committee/group.
Develop service agreements with other land managers (GORCC) for Council to provide an increased compliance and enforcement presence on coastal land on a fee for service basis.	Complete and ongoing	Joint GORCC/SCS patrols to continue summer period 20/21 - pending COVIDsafe arrangements. Updated MOU to be provided.
Secure the planned progressive increased resources to provide additional patrols and vehicles throughout the year and during seasonal peak times with a business case based on 5% growth in registrations	Complete and ongoing	Purchased ATV for joint patrols. Joint GORCC/SCS patrols to continue summer period 20/21 - pending covid safe arrangements. Updated MOU to be provided. Ongoing.
<b>Registration and Identification</b>		
<b>Education and promotion</b>		
In conjunction with Council's Communications and Community Engagement Team, issue press releases to all local media outlets promoting pet registration prior to the renewal period as part of developing an overall annual comms plan for the DAMP	Complete and ongoing	Media release circulated prior to registration due date.
Publicise the microchipping program	Complete and ongoing	All animals required to be microchipped prior to being registered.
Continue to provide 12 months free registration for animals adopted from pounds and animal shelters.	Complete	Ongoing initiative
Conduct a door knock and phone campaign to follow up overdue registrations	Complete and ongoing	Follow up enquiries identified unregistered animals.
Door knock permanent residential properties in proximity to Great Otway National Park boundary to ensure cats and dogs are registered and constrained to properties and review effectiveness to determine if this should be an ongoing program	Complete	Brochure developed and sent to 700 residents bordering the Great Otway National Park re responsible pet ownership near National Parks and protection of native fauna. April 2020.
Introduce online registration forms and processes to ensure it is easy for pet owners to register aligned with online rate payment service and use of social media to promote when registrations are due.	Complete	On line registration and payment now available.
Review registration fees annually to achieve no net increase in cost of delivering the planned service over the next four years to fund the increasing demands on the service and a fair sharing of the costs between registered animal owners and the wider community	Complete and ongoing	For annual review as part of budget development
<b>Nuisance Management</b>		
<b>Education and communication</b>		
Adopt the "Pick up the Poo" School program to raise awareness (in partnership with the community).	Withdrawn	Ranger Team has commenced education sessions with local kindergarten regarding responsible pet ownership and safety awareness around animals. This will be ongoing.
Make better use of cost effective communication processes such as social media to engage the community.	Complete and ongoing	Continue to utilise SCS digital media channels to communicate animal management issues. Continue to engage with local media outlets.
Ensures all persons making a request for service (CRM) get feedback on the action that has been taken.	Complete and ongoing	Ranger Services staff to provide follow up and feedback on CRM's received. Rangers attended to 794 animal related CRM's for the calendar year to date with an on time completion rate of 99.1%.
Establish the annual "Poo Muster" program, "Snap it, Pin it, Pack it" to gather annual data on the amount and location of dog waste on our paths and public spaces	Not yet commenced	Ranger Team, with Facilities and Open Space Team, will focus efforts on reducing animal waste on sporting grounds in 2021. Look to partner with junior sporting clubs to address this issue.
Conduct a feasibility study into the development of a major dog park off leash area for the high pressure areas (Torquay foreshore)	Complete	On line community survey conducted in 2020 - 228 respondents. Desire for facility is clear, though not currently an urgent community need - adequate off lead options available. Expect subject to be discussed again in as part of community consultation to be conducted with 2021 DAMP.
Provide information to the community about preventing threats to native flora and fauna by dogs and cats.	Complete and ongoing.	Ongoing use of social and print media regarding responsible pet ownership. Mail out conducted to 700 residents adjoining Great Otway National Park re issue. Use of cat cages provided free to local community groups.
Review extending the provision of dog litter bag dispensers and disposal bins in parks and beach car park area across the Shire.	Complete	Discussion with Manager Facilities and Open Space Operations and outdoor team completed. This is not an action that is supported at this time. Council to continue to provide information to dog owners about taking responsibility for their animals.
<b>Compliance activities</b>		
Review and improve dog barking investigation and enforcement policy and procedures. Shift focus to neighbours and communities working together to achieve harmony.	Complete	Adopted Environmental Health format of reporting and investigating nuisance/noise complaints. Website updated and process outlined on site.
Review the Barking dog Work instruction (CS-Wi-126) to update the process to current best practice	Complete	Processes refined and website updated.
Targeted patrols of the popular public areas including peak usage times introducing efficiency measures: <ul style="list-style-type: none"> <li>Mountain bikes access for path network</li> <li>A small all-terrain vehicle capable of covering beach areas effectively each week</li> </ul>	Complete and ongoing	ATV purchased and joint SCS/GORCC patrols for summer peak periods will be ongoing. Mountain Bike purchase and patrols currently being investigated.
Continue to provide a citronella collar hire service to help manage barking dogs	Complete and ongoing	Audit and replenishment of citronella collar stocks undertaken
Increase the number of cat traps for hire by 25 % in the first year to catch wandering and stray cats	Complete	A further 3 cages purchased and available for hire
Pro-actively trap on Council bushland reserves prior to cat breeding season and humanely destroy feral cats.	Not yet commenced	Project to be developed in conjunction with Environment team.

5.1 Domestic Animal Management Plan - Annual Review

Provide a 24-hour service for the collection of dogs, nuisance animals, stray animals and dog attack investigations.	Complete and ongoing	After hours service continuing for Ranger call out for appropriate tasks.
Continue to return identified dogs at large to their owners as a priority response, first offence warning to apply	Complete and ongoing	Registered and identifiable dogs found at large returned without penalty on the first occasion.
<b>Dog attacks and dangerous dogs</b>		
<b>Education and promotion</b>		
Raise awareness of risk of dog attacks in the home, in the street, on walking paths and in parks and how to reduce these risks through: <ul style="list-style-type: none"> <li>• Returning registered dogs to their homes as soon as practicable reducing the opportunity for an attack to take place</li> <li>• Distribution of brochures, factsheets and other material developed by Agriculture Victoria and/or Council,</li> <li>• Including information with registration renewals</li> <li>• Actively promoting the Domestic Animals Branch State Government Responsible Pet Ownership (RPO) Schools Programs (<a href="http://www.agriculture.vic.gov.au/pets/community-and-education">www.agriculture.vic.gov.au/pets/community-and-education</a>) which address living with dogs and minimising risk of dog attacks, and the 'We Are Family' from pregnancy to pre-school Program (<a href="http://www.agriculture.vic.gov.au/pets/community-and-education/responsible-pet-ownership-for-children/we-are-family-for-expectant-parents">www.agriculture.vic.gov.au/pets/community-and-education/responsible-pet-ownership-for-children/we-are-family-for-expectant-parents</a>)</li> <li>• Providing information to vets, pet shops, breeders, shelters, etc., to display and/or hand out</li> <li>• Council's social media (Facebook, Twitter)</li> </ul>	Complete and ongoing	All at large registered dogs returned home where possible as soon as possible. Rangers conduct annual Domestic Animal Business Audits and disseminate appropriate State Government literature and information. Ranger Team has commenced information sessions with local kindergartens highlighting responsible pet ownership and safety around dogs. Ongoing and regular use of social and print media to highlight responsible pet ownership and domestic animal related issues. Ongoing.
Promote and encourage the reporting of dog attacks whether on public or private property and provide the community with information on how to report dog attacks – if they are bitten or witness an attack on a person or animal.	Complete and ongoing	Ongoing and regular use of social and print media to highlight responsible pet ownership and domestic animal related issues. Ongoing provision of 24 hour call out capability for reported dog attacks. Ongoing.
Continually look for opportunities to improve signage in public spaces that are off-leash areas, areas in which dogs are required to be effectively controlled/on-leash, and areas in which dogs are prohibited across all public land with responsible agencies.	Complete and ongoing	Ongoing liaison with GORCC. Signage issues identified in update of Dog Regulations. GORCC in the process of updating signage at key foreshore access points. Ongoing.
Promote and encourage effective confinement, socialisation and control of dogs.	Complete and ongoing	Ongoing and regular use of social and print media to highlight responsible pet ownership and domestic animal related issues. Ongoing.
Report outcomes of major dog attack prosecutions to local media, being sensitive to victims, to raise awareness in the community of the need to report dog attacks, and Council's action in relation to attacks.	Not yet commenced	Not yet tested - no major dog attack prosecutions during the reporting period.
Provide information that enables community members to recognise dangerous, menacing and restricted breed.	Not yet commenced	Merits of community information on this topic to be considered. Very small population of dangerous or restricted breeds in the Shire. Community information likely better off being concentrated on areas such as responsible pet ownership. Ongoing provision of 24 hour call out capability for dogs found at large and dog attacks.
Promote the dangerous dogs hot line (1300 101 080). After hours phone Surf Coast Shire Council (5261 0600) and speak to the after-hours service provider.	Complete	Continue to provide after hours service for the collection of contained animals and investigation of serious dog attacks. Ongoing as required.
Provide owners of dangerous, menacing and restricted breed dogs with information that details their obligations under the Act.	Complete and ongoing	As required under the Domestic Animals Act in each case. Ongoing - Audit conducted of Victorian Declared Dog register - one only "menacing" dog registered within SCS - 2020. Ongoing as required.
Improve public awareness of prosecutions involving declared dogs through the media to raise awareness.	Not yet commenced	Not yet tested - no declared dog prosecutions during the reporting period.
<b>Compliance activities</b>		
Review the current work procedure to improve dog attack investigation. Support with the development of a process and policy framework to guide decisions and ensure legal compliance.	Complete	Ensure all staff appropriately trained and provide guidance and instruction in relation to investigation protocols and procedures. Investigations conducted in accordance with the provisions of Domestic Animals Act.
Develop a specific declaration procedure for: <ul style="list-style-type: none"> <li>• Dangerous dogs</li> <li>• Menacing dogs</li> <li>• Restricted breed dogs</li> </ul> based on best practice by keeping the victim informed	Complete	Declarations in accordance with provisions of Domestic Animals Act S.34 to 41 I.
Conduct regular patrols to make sure declared menacing and dangerous dogs owners are meeting their obligations	Complete and ongoing	Annual inspections undertaken.
Conduct annual audit of information provided to Victorian Declared Dog Registry to ensure it is current	Complete and ongoing	Ongoing - 2020 Audit conducted of Victorian Declared Dog register - one only "menacing" dog registered within SCS.
Investigate use of Calgary model with the aim of getting the model in place in 4 years	Complete	Not considered appropriate model for SCS.
Patrol public spaces to monitor dog behaviours and compliance with being on lead	Complete and ongoing	Patrols to focus as part of daily duties. Proactive, ongoing patrols of public spaces, parks, walking tracks within SCS. Respond to community reports of breaches. Ongoing.
<b>Domestic Animal Businesses</b>		
<b>Education and promotion</b>		
Provide all Domestic Animal Businesses with a copy of the code of practice	Complete and ongoing	Annual audits conducted and recorded current literature disseminated.
Hold Agriculture Victoria fact sheets at the Council office and distribute them to Domestic Animal Businesses as required	Complete and ongoing	Current literature distributed as required.
<b>Compliance activities</b>		
Conduct annual inspections of all Domestic Animal Businesses located in the Shire and audit sites	Complete and ongoing	Annual audits conducted and recorded. 2020 audits conducted.
Conduct random patrols to identify unregistered Domestic Animal Businesses	Complete and ongoing	Rangers to respond to reports of unregistered DAB's as received
<b>Domestic Animal Population and Euthanasia</b>		
<b>Education and promotion</b>		
Promote "Saving A life" to encourage the adoption of impounded dogs and cats	Complete and ongoing	Information provided by social and print media and SCS website. Ongoing relationship with Geelong Animal Welfare Society.
Provide accessible information explaining the need to keep animals confined within the owner's premises to prevent straying and potential euthanasia.	Complete and ongoing	Information provided by social and print media and SCS website.

**5.1 Domestic Animal Management Plan - Annual Review**

Provide the first year of registration free for animals adopted from a pound or shelter	Complete and ongoing	Ongoing.
<b>Compliance activities</b>		
Investigate other regional providers for services including registration, return home and rehoming and the potential for a further section 84Y agreement to provide for further opportunities.	Not yet commenced	Unlikely to be other regional providers for these services. Fulsome review to be completed in 2021.
Hire out traps to the community to catch wandering cats	Complete and ongoing	Cat trap supply increased and available for hire. Cat traps made available free to community groups ( ANGAIR and Sands Body Corp ) to assist in trapping of roaming and feral cats.
Issue infringement notices for wandering dogs and trespassing cats	Complete and ongoing	Respond to complaints and provided proactive patrols
<b>Annual Review, Reporting and Performance Management</b>		
Report on animal management service standards with annual reporting of achievements against the standards	Complete and ongoing	Report to Governance Dept for reporting period.
Undertake an annual review of the DAMP in November	Complete and ongoing	Review complete for 2020 - to Council for noting in December.
Prepare an annual report on the implementation of the DAMP and publish it in Council's annual report	Complete and ongoing	Report to Governance Dept for reporting period.
Develop a format for the publication of DAMP implementation	Complete and ongoing	As per this document
Develop an annual communication plan to coordinate the delivery of the educational aspects of the DAMP and report on the delivery and effectiveness of the initiatives through the DAMP Implementation plan	Complete and ongoing	As per this document



## 6. CULTURE & COMMUNITY

### 6.1 Quarterly Report - Community Project Development - December 2020

**Author's Title:** Community Project Development Officer  
**General Manager:** Chris Pike  
**Department:** Recreation & Open Space Planning  
**File No:** F16/1580-3  
**Division:** Culture & Community  
**Trim No:** IC20/1605  
**Appendix:**

1. Community Project Proposal Master List - December 2020 (D20/111613)

**Officer Conflict of Interest:**

In accordance with Local Government Act 2020 – Section 130:

Yes

No

**Reason:** Nil

**Status:**

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

Yes

No

**Reason:** Nil

#### Purpose

The purpose of this report is to receive the December 2020 Community Project Development recommendations.

#### Summary

Four community project proposals were referred for detailed investigation at the 23 June 2020 Council Meeting. The Community Project Development Quarterly Report (September 2020) was deferred due to a longer investigation period as a result of COVID-19 related restrictions and respecting competing community priorities during this time.

Recommendations relating to all four of these proposals are provided for Council's consideration:

- CPP56: Moriac and District Lions Park Upgrade – *Feasible*
- CPP57: Surf Coast Tennis Club/Torquay Community Men's Shed Facility (renamed Spring Creek Community Hub) Design – *Feasible (but noting HOLD point)*
- CPP58: Jan Juc Cricket Club Deck Extension – *Feasible*
- CPP59: Winchelsea Arboretum Trail – *Feasible*

The Community Project Proposal Master List currently includes six outstanding project proposals. Five new community project proposals were registered in the July to September 2020 quarter and no proposals were registered in the October to December 2020 quarter. Only one of these proposals has progressed to inclusion in the Master List. The remaining four proposals were referred either to relevant departments for action (two proposals) or to current or upcoming Council grant programs (including the COVID-19 Recovery Assistance Program and a future round of the Small Grants Program).

Three of the highest ranked community project proposals from the current Master List have been recommended to proceed to the detailed investigation stage in the January to March 2021 quarter.

#### Recommendation

That Council:

1. Affirms the feasibility of the following project proposals and refers them to Council's future project prioritisation and budget processes including consideration for grant opportunities alongside other eligible projects:
  - 1.1 Moriac and District Lions Park Upgrade Proposal (CPP56) with a total estimated project budget of \$160,400 (excluding GST) with a staged delivery option, noting this proposal's eligibility for funding via Council's Open Space Reserve Fund and 2020/21 Moriac Streetscape Project.
  - 1.2 Jan Juc Cricket Club Deck Extension Proposal (CPP58) with a total estimated project budget of \$135,500 (excluding GST) and a funding breakdown that proposes a community sourced contribution (cash and in-kind) of 50% or \$67,750 (excluding GST) leaving a shortfall of \$67,750 (excluding GST) that includes a proposed \$11,000 contribution from the 2021/22 Asset Renewal program for stair access replacement.
  - 1.3 Winchelsea Arboretum and Tree Trail Proposal (CPP59) with a total estimated project budget for Stage 1 of \$270,500 (excluding GST) with a staged delivery option for prioritised short term

## 6.1 Quarterly Report - Community Project Development - December 2020

actions and noting a funding strategy that proposes contributions from Council's Streetscape Planting Program (pending continuation beyond 2020/21), the Open Space Reserve Fund, relevant State and Federal grants, community sourced contributions and community in kind support.

2. Affirms the feasibility of the Spring Creek Community Hub Proposal (CPP57) with a total project cost estimate of \$2,140,000 (excluding GST) but noting a proposal hold point to allow further social infrastructure and Council planning work to be completed (including new Council Plan, Health & Wellbeing Plan, Age Friendly Strategy and Shire wide social infrastructure needs assessment) before referring to Council's future project prioritisation and budget processes including consideration for grant opportunities and advocacy alongside other eligible projects.
3. Refers the following project proposals from the Community Project Proposal Master List for investigation in the January to March 2021 quarter:
  - 3.1 Deans Marsh Community Hall - Multipurpose Space (CPP60)
  - 3.2 Anglesea Bingley Parade / Agnes Lane - Park Facilities Upgrade (CPP61)
  - 3.3 Deans Marsh community - Priority Pathways #2 (CPP62)
4. Allocates \$14,500 from the Project Savings Account for the detailed investigation of project proposals referred for investigation in the January to March 2021 quarter.
5. Notes that \$250 is to be returned to the Project Savings Account following the completion of the investigation of the Jan Juc Cricket Club Deck Extension Proposal (CPP58) and the Winchelsea Arboretum Trail Proposal (CPP59).

## 6.1 Quarterly Report - Community Project Development - December 2020

### Report

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

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

#### **Background**

The Community Project Development Officer role exists to improve Council's ability to respond to community project ideas and to ensure that projects seeking Council support and / or funding are appropriately assessed, scoped and prioritised.

The Community Project Development Officer has worked on a total of four project proposals in the July – December 2020 period. These proposals are:

- CPP56 - Moriac and District Lions Park Upgrade
- CPP57 - Surf Coast Tennis Club/Torquay Community Men's Shed Facility (renamed Spring Creek Community Hub) Design
- CPP58 - Jan Juc Cricket Club Deck Extension
- CPP59 - Winchelsea Arboretum Trail.

The Community Project Development Quarterly Report (September 2020) was deferred due to a longer investigation period as a result of COVID-19 related restrictions and respecting competing community priorities during this time.

#### **Discussion**

The key findings and recommendations relating to the following four community project proposals referred by Council in June 2020 are presented in the summary table below:

- CPP56 - Moriac and District Lions Park Upgrade
- CPP57 - Surf Coast Tennis Club/Torquay Community Men's Shed Facility (renamed Spring Creek Community Hub) Design
- CPP58 - Jan Juc Cricket Club Deck Extension
- CPP59 - Winchelsea Arboretum Trail.

CPP56	Moriac and District Lions Park Upgrade Proposal – FEASIBLE
<b>Proposal Description</b>	<ul style="list-style-type: none"> <li>• To enhance the Moriac and District Lions Park site at the town's entrance by adding visual appeal, facility upgrades, new infrastructure and planting to attract more visitors, add interest and also support the many Lions Park and adjacent Moriac Store visitors.</li> </ul>
<b>Background Information</b>	<ul style="list-style-type: none"> <li>• The Moriac Community Network presented a Moriac Township Beautification Project petition (with 117 signatures) to Council in November 2019. This Lions Park upgrade proposal was a key element and priority of this petition.</li> <li>• The Moriac Community Network is an incorporated resident advocacy group championing community project priorities, fundraising for community projects and causes and organising social events in Moriac and surrounds.</li> <li>• Community opinion that the Moriac and District Lions Park:               <ul style="list-style-type: none"> <li>○ looks tired, uninviting and sparse – needs brightening up, adding life and 'soul'</li> <li>○ is used constantly by locals and tourists as a bus stop, toilet stop, picnic area, social space and bike parking area</li> <li>○ has some safety issues with crossing points and car parking.</li> </ul> </li> <li>• Moriac and District Lions Park is located on part of 570 Cape Otway Road on land owned by VicTrack and zoned as Public Use Zone – Schedule 4 (Transport) as distinct from the VicTrack (transport zone) corridor.</li> <li>• Council lease the Lions Park site from VicTrack, with Council being responsible for repairs and maintenance of the existing infrastructure on the site. Park upgrades, in keeping with the intended park use, will be permitted.</li> <li>• An upgrade to existing infrastructure (bollards and car parking) or new features proposed for the southern edge of the park will require Regional Roads Victoria</li> </ul>

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	<p>approval. The parking along Cape Otway Road, services both the Lions Park and the Moriac Store opposite.</p> <ul style="list-style-type: none"> <li>• The Modewarre and Moriac CFA (also under a lease with VicTrack) manage the access roadway (to the fire station) that runs along the park's north edge and also the car parking areas to the park's north. The local CFA also manage and maintain the noticeboard within the Lions Park site.</li> <li>• No planning overlays affect the area where the Lions Park is located.</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>• Members of the Moriac Community Network and also general community who have an interest, have formed a working group to progress this proposal.</li> <li>• The Moriac Community Network communicate regularly to residents via newsletter (electronic and mailbox drop) and Facebook, hence there is broad awareness of this proposal being investigated.</li> <li>• Various Council staff have been consulted about this project proposal.</li> <li>• Consultation has occurred with land owner, VicTrack and also Regional Roads Victoria and the Modewarre and Moriac CFA. In principle support has been obtained from these organisations for the proposed works.</li> <li>• Regional Roads Victoria have confirmed that accident data at the intersection is low and therefore no short term upgrade works are planned.</li> <li>• The Moriac Structure Plan review will commence early in 2021 and will include Cape Otway Road Australia (CORA) planning team engagement to determine if any potential railway station site developments are proposed that may impact on the Lions Park site and usage.</li> </ul>
<b>Key Findings</b>	<ul style="list-style-type: none"> <li>• The Moriac Community Network believe that the proposed Moriac and District Lions Park Upgrade is important as it will:             <ul style="list-style-type: none"> <li>○ enhance the entrance into Moriac township so it is more visible and appealing</li> <li>○ improve the facilities in the park to support visitation</li> <li>○ encourage tourists to stop, to use facilities and to visit nearby businesses</li> <li>○ provide a more conveniently located noticeboard with directions, tourist and fire information</li> <li>○ lead to more organised car parking at the site and a safer road crossing from the store to the park.</li> </ul> </li> <li>• The proposed Lions Park upgrade features include:             <ul style="list-style-type: none"> <li>○ improvements to car parking areas and pedestrian access (in consultation with Regional Roads Victoria and Modewarre and Moriac CFA)</li> <li>○ park edge definition via bollards and a concrete edge strip</li> <li>○ improving the appearance and functionality of the picnic shelter and adding picnic tables</li> <li>○ relocating and upgrading the noticeboard, including provision of tourist and historical information</li> <li>○ an upgraded rubbish bin plus provision of a recycling bin</li> <li>○ improving functionality, signage and appearance of the public toilets</li> <li>○ adding a feature artwork on the site, symbolic of the area / district</li> <li>○ bike parking</li> <li>○ feature trees / new planting with option for irrigation</li> <li>○ functional and attractive lighting</li> <li>○ drink fountain.</li> </ul> </li> </ul>
<b>Potential funding partners</b>	<ul style="list-style-type: none"> <li>• Potential funding opportunities include:             <ul style="list-style-type: none"> <li>○ Open Space Reserve Fund (Moriac) – \$96,000 currently available and considered an appropriate spend for part funding of relevant park upgrade works and supported Moriac Community Network representatives.</li> <li>○ \$10,000 allocation to renew the Lions Park noticeboard in Council's 2020/21 Asset Renewal Program (this work can proceed once investigation findings have been received)</li> <li>○ Relevant works components could be funded from Council's 2020/21 Moriac</li> </ul> </li> </ul>

## 6.1 Quarterly Report - Community Project Development - December 2020

	<p>Streetscape Project (\$40,000 available and engagement with community on priority planting will proceed once investigation findings have been received)</p> <ul style="list-style-type: none"> <li>○ Community sourced contributions and in kind support to be further explored.</li> </ul>
<b>Officer Summary / Recommendation</b>	<ul style="list-style-type: none"> <li>• Total project cost estimate \$160,400 excluding GST (including project management and contingency) with a staged delivery option</li> <li>• Proposed future funding model is via Council's Open Space Reserve Fund, with other Council contributions for specific components via the 2020/21 Asset Renewal program and 2020/21 Moriac Streetscape Project. Potential for community sourced contributions and community in kind support.</li> </ul>

CPP57	Spring Creek Community Hub Proposal – FEASIBLE (WITH HOLD POINT)
<b>Proposal Description</b>	<ul style="list-style-type: none"> <li>• A multi-use facility with some shared amenities and bookable spaces to service Torquay Community Men's Shed, Surf Coast Tennis Club, Torquay Lions and Rotary Clubs, Danawa Community Garden and the wider community.</li> </ul>
<b>Background Information</b>	<ul style="list-style-type: none"> <li>• In 2018, the Torquay Community Men's Shed sought Council support to determine feasible new shed siting options, with a new shed desired by 2022.</li> <li>• In March 2019, the Surf Coast Tennis Club submitted a proposal for an extension to their existing facility to provide appropriate change facilities, amenities and a larger social space to accommodate a growing membership base, meet DDA requirements and bring the facility in line with Tennis Australia's facility standards.</li> <li>• In June 2020, Council affirmed: <ul style="list-style-type: none"> <li>○ the feasibility of the Torquay Community Men's Shed Future Expansion Proposal (CPP55) following an investigation that found that the current Men's Shed (Price St) is too small (at 172.5m<sup>2</sup>) to support a current membership of 85. In comparison, the facility at Winchelsea is 225m<sup>2</sup>, the Anglesea facility is 265m<sup>2</sup> and the Lorne facility is 385m<sup>2</sup>. The current facility size (with no option for expansion) impacts on the range of activities that can be offered on site (5 days/week). Limited space for project work and socialising, plus insufficient storage space for completed items, is impacting on the quality of participation and enjoyment. Given the current membership and servicing a growing community, the Victorian Men's Shed Association (VMSA) suggest that the optimal shed size is 500m<sup>2</sup>, with membership projected to be 150 by 2025 (with a suitably sized shed to support that growth).</li> <li>○ support for further design / costing investigation (leading to this CPP57 investigation) for a shared facility (Surf Coast Tennis Club and Torquay Community Men's Shed) at Spring Creek Recreation Reserve.</li> </ul> </li> <li>• The VMSA vision is <i>"for all Victorian men to be happy and healthy contributors within their local community"</i>, highlighting the importance of a Men's Shed for men's health and wellbeing, providing social connectivity, emotional support, friendship and an opportunity to contribute to their community.</li> <li>• A move to a bigger purpose built shed would allow this Men's Shed group to: <ul style="list-style-type: none"> <li>○ increase membership, with potential for more activity leaders / managers</li> <li>○ open extra days (a range of existing and new activities offered on site)</li> <li>○ offer a more welcoming facility</li> <li>○ provide an inclusive facility to accommodate all abilities and needs.</li> </ul> </li> <li>• This high profile Spring Creek Recreation Reserve site is currently occupied by: <ul style="list-style-type: none"> <li>○ Surf Coast Tennis Club: <ul style="list-style-type: none"> <li>▪ has a membership base of 760 (November 2020)</li> <li>▪ 50% of their members based at this facility (built in 1982)</li> <li>▪ this club is the biggest tennis club in the Geelong region</li> <li>▪ noting the current tennis pavilion would be demolished to allow for a new multi-purpose facility.</li> </ul> </li> <li>○ Lions and Rotary Clubs' storage shed:</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>▪ 84m2 shed (currently at storage capacity), adjacent to the tennis facility</li> <li>▪ fully funded by these 2 groups in 2014/15</li> <li>▪ there over 200 volunteers between the 2 groups, who raise \$100,000 annually for the local community</li> <li>▪ noting the current storage shed would be demolished to allow for a new multi-purpose facility.</li> <li>○ Danawa Community Garden, located on a 3,400m2 area east of the tennis courts and with a membership that has increased 50% in the last 12 months.</li> <li>○ A large gravel car park services the existing site with potential capacity for 37 vehicles that could be achieved with better car park organisation via signage.</li> </ul>
<p><b>Engagement</b></p>	<ul style="list-style-type: none"> <li>• Key Stakeholders involved in this investigation include: <ul style="list-style-type: none"> <li>○ Torquay Community Men’s Shed who support the concept of a partly shared multi-purpose facility, with the opportunity to broaden activities offered and for greater connectivity to other community groups.</li> <li>○ Surf Coast Tennis Club who look forward to being able to support their growing membership base and also plan for the hosting of regional tennis tournaments in a suitable flexible facility and with additional facility options on site to support the varying requirements of a major event of this type.</li> <li>○ Torquay Lions and Rotary Clubs who have increasing storage needs and their inclusion in the project ensures future storage needs are considered and with potential to access amenities and meeting rooms in the proposed facility.</li> <li>○ Danawa Community Garden who are well located to be able to utilise this facility for winter activities and workshops and for records storage.</li> </ul> </li> <li>• Liaison with relevant Council staff who have specific site history and expertise.</li> <li>• The VMSA provided advice on current and best practice Men’s Shed facility provision. Potential funding opportunities were discussed with both the VMSA and the Department of Health and Human Services (DHHS).</li> <li>• The Department of Environment, Land, Water and Planning (DELWP), Corangamite Catchment Management Authority (CCMA) and Barwon Water have been engaged in site related discussions and will continue to be updated.</li> <li>• Liaison with other Council’s with experiences of similar groups sharing facilities and seeking advice on facility management and operational arrangements.</li> <li>• Community awareness of project is limited to key stakeholders with intended broader engagement put on hold until project priority is understood. A Communication and Engagement Plan has been drafted which includes sharing information with: <ul style="list-style-type: none"> <li>○ other Spring Creek Recreation Reserve user groups (including Torquay Football Netball Club, Torquay Cricket Club and 1st Torquay Scout Group)</li> <li>○ Price Street Precinct users</li> <li>○ surrounding residents and the general community.</li> </ul> </li> </ul>
<p><b>Key Findings</b></p>	<ul style="list-style-type: none"> <li>• Four18 Architecture was engaged to prepare a concept design for this facility and to provide a Quantity Surveyor (QS) estimate.</li> <li>• This new multi-purpose facility with a proposed design mix of ‘shareable’ and ‘secure’ spaces, <b>is feasible</b> but is <b>challenging financially</b> with a project cost estimate of \$2,140,000 exclusive GST (including project management and contingencies). A design and construct methodology may offer some cost efficiencies over a traditional method of engaging a detailed design and then tendering construction.</li> <li>• A 780m2 (plus outdoor undercover spaces) building footprint concept is designed to sit aesthetically and functionally on the site (following demolition of the existing Surf Coast Tennis Club and the Torquay Lion’s and Rotary clubs’ storage shed).</li> <li>• The proposed site has been significantly disturbed over time and while allowances have been made in the QS estimate for a Cultural Heritage Management Plan, there is potential that a due diligence exercise will be advised.</li> <li>• Engagement with DELWP, CCMA, Barwon Water and relevant Council officers resulted in no ‘red flags’ related to this site location.</li> </ul>

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- The new facility concept includes the following key spaces:
  - secure Torquay Community Men's Shed space (256m<sup>2</sup>) with workshop, storage and office area
  - bookable Maker's Space and Common Room area (92m<sup>2</sup>) adjacent to the Men's Shed workshop area (with ability to be divided into separate spaces) and with an adjacent undercover outdoor area
  - secure Surf Coast Tennis Club spaces (55m<sup>2</sup>) including meeting room, office, storage, canteen and officials room
  - bookable social space (99m<sup>2</sup>) adjacent to the tennis facilities and close to an undercover outdoor area offering good viewing of tennis courts
  - shared facilities (150m<sup>2</sup>) including male, female and accessible toilets/ change rooms, kitchen facility to suit cooking classes, first aid room and foyer
  - a secure and expanded (106m<sup>2</sup>) Lions / Rotary Club storage shed with sink/tea station
  - externally accessed toilet close to the Lions/ Rotary Club shed (also proposed to be used by Danawa Community Garden members and with some Tennis Club use)
  - secure Community Workshop space (22m<sup>2</sup>) unallocated to a specific group but to accommodate future community use / needs
  - secure storage cupboard within the facility for Danawa Community Garden.
- The new facility concept includes the following design features:
  - pre-fabricated, gable roofed shed areas (less cost).
  - timber design features at the southern end providing undercover outdoor spaces that enhance building aesthetics
  - a 'modern industrial' look and feel.
- The new facility concept achieves the following:
  - Men's Shed activity spaces (including shared spaces) will meet the VMSA recommended 500m<sup>2</sup> space requirement to accommodate membership growth and ensure long term sustainability at the site
  - designed to encourage access and inclusion for all abilities
  - meets minimum Tennis Australia community tennis facility standards
  - a flexible design that can accommodate multiple activities at one time, maximising the utilisation rate
  - key user group compatibility, allowing group independence and a functional mix of secure spaces with shared bookable spaces
  - co-locating compatible facilities results in consolidated and shared use (rather than duplication) of key infrastructure such as car parks, access pathways, toilets and kitchen facilities;
  - the site available will not accommodate multiple, single purpose buildings and is not supported strategically, would result in a larger construction cost and higher overall operational, maintenance and life cycle costs
  - provision of some future proofing to allow for:
    - current groups to expand / support membership and to explore regional opportunities (eg. regional networking and a regional tennis tournament);
    - future group support – with greater capacity for existing and new community group connections and use of the broader reserve.
- Proposed governance and operational modelling:
  - whilst key stakeholder groups have given in-principle support for the proposed multi-purpose facility concept and are open to the sharing of some spaces (to be managed by a booking system), the collaborative development of a Memorandum of Understanding is essential at this planning stage (and before any potential detailed design work is undertaken) to help with understanding of management and operational issues and principles
  - booking options or models for shared spaces and more detailed understanding of how each group proposes to use each space will be required.

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	<ul style="list-style-type: none"> <li>• Investigation into options and costs for re-purposing the existing Men's Shed in Price St is a required planning task.</li> <li>• The alternatives to this consolidated multi-purpose facility proposal (estimated at \$2,140,000) are:             <ul style="list-style-type: none"> <li>○ construction of a new stand alone (500m2) Torquay Community Men's Shed (including associated infrastructure) is estimated to be \$1,200,000 at this or an alternative site. Noting the previous CPP55 investigation deemed Spring Creek Recreation Reserve the most suitable location</li> <li>○ if built as a separate building, the site fit of a stand alone Torquay Community Men's Shed facility would be problematic, as it would need to allow for the expansion of the current tennis facility and also would need to work around the current Lions / Rotary Shed without impeding access</li> <li>○ construction of a suitable fit for purpose stand alone (approximately 300m2) facility for the Surf Coast Tennis Club is estimated to be \$900,000</li> <li>○ noting that we would predict less tolerance for stand alone buildings from DELWP who will be required to give land owner consent</li> <li>○ noting that there is likely to be greater funding opportunities available for a multi-purpose community hub as described, compared to stand alone facilities in close proximity to one another.</li> </ul> </li> </ul>
<p><b>Potential funding partners</b></p>	<p>Funding partners (added to a likely Council contribution) may include:</p> <ul style="list-style-type: none"> <li>• Sport and Recreation Victoria Local Sports Infrastructure Fund (potential opportunity to be explored under the Strategic Facilities / Pavilions category - \$800,000) – specifically related to the tennis facility redevelopment</li> <li>• DHHS Victorian Government Strengthening Men's Shed Program (although more applicable for refurbishment/extension projects with grants capped at \$80,000 - \$100,000) or an alternative program more aligned to new shed developments in growth areas (to be further explored with DHHS)</li> <li>• Building Better Regions Fund to be further explored</li> <li>• Further potential State or Federal Community Infrastructure Stimulus Funding</li> <li>• Opportunity for Council and Clubs to advocate to State and Federal government with elections for both levels of government due in 2021</li> <li>• Community and other locally sourced contributions:             <ul style="list-style-type: none"> <li>○ noting a pledge of approximately \$50,000 from the Surf Coast Tennis Club towards upgraded facilities for their club</li> <li>○ potential in kind contributions from the Torquay Community Men's Shed for equipment relocation and set up plus potential raised garden bed construction</li> <li>○ Rotary/Lions (who fully funded their shed) could resell the shed shell (estimated value \$10K), proposed here for demolition</li> <li>○ noting impact of COVID-19 on community fundraising.</li> </ul> </li> </ul>
<p><b>Officer Summary / Recommendation</b></p>	<ul style="list-style-type: none"> <li>• Total project cost estimate \$2,140,000 excluding GST (including project management and contingency) for a consolidated multi-purpose facility with this being the preferred option (A) but challenging financially.</li> <li>• An alternative (B) prioritising a stand alone new Men's Shed and delaying the tennis facility redevelopment is not preferred due to site space limitations, having to build around existing facilities, there would be a greater overall cost (construction, operational, maintenance and life cycle), duplication of facilities, reduced capacity to attract funding, unlikely to be supported by land owner (DELWP) and less likely to be tolerated by the broader community.</li> <li>• Opportunity to endorse feasibility of option A but noting a proposal hold point to allow further social infrastructure and Council planning work to be completed (including new Council Plan, Health &amp; Wellbeing Plan, Age Friendly Strategy and Shire wide social infrastructure needs assessment) before referring to Council's future project prioritisation and budget processes including consideration for grant opportunities alongside other eligible projects.</li> </ul>



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CPP58	Jan Juc Cricket Club Deck Extension Proposal – FEASIBLE
<b>Proposal Description</b>	<ul style="list-style-type: none"> <li>A Jan Juc Cricket Club proposal for a new deck construction to the front of existing clubrooms, creating a functional outdoor social space and maximising oval viewing capacity.</li> </ul>
<b>Background Information</b>	<ul style="list-style-type: none"> <li>The Club has out grown their existing social space with growth of juniors and greater venue based family social interactions taking place.</li> <li>The investigation was able to complement a club funded (in kind) concept design with a site feature and level survey, preliminary structural engineering drawings for the deck, footings, handrail and retaining wall and also the preparation of a preliminary opinion of probable cost for the deck and associated works.</li> <li>Site inspections via Council's Asset Management Unit have found the front steps from the existing outdoor terrace to be in need of replacement and also a structural assessment of the existing retaining wall is underway.</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>The Jan Juc Cricket Club has contacted and sought letters of support from the Torquay Tigers Football Club, Surf Coast Suns Football Club, Surf Coast Soccer, Torquay Board Riders and personal trainers.</li> <li>Engagement of other reserve stakeholders – Jan Juc Playgroup and Surf Coast Tennis Club will also be undertaken.</li> <li>Various Council staff have been consulted about this project proposal.</li> </ul>
<b>Key Findings</b>	<ul style="list-style-type: none"> <li>The expanded versatile outdoor space will have the capacity to hold 80 - 100 people, supporting cricket participation and spectating and enhancing community venue hire opportunities.</li> <li>The club is hoping to complete this project in time for the 2021/22 cricket season (pending funding being available).</li> <li>Scope of works to include:               <ul style="list-style-type: none"> <li>detailed design including further structural engineering advice</li> <li>building permit and allowance for a Due Diligence Report (cultural heritage)</li> <li>soil report and underground services scan</li> <li>construction of new deck, railing and steps (including associated site set up and site rectification works), noting the club preference for an eco-deck / mod wood product</li> <li>upgrade to the retaining wall</li> <li>soft landscape of upper terrace</li> <li>associated deck furniture.</li> </ul> </li> <li>The design proposes step access from the side of the deck, better positioned to link to the concrete pathway connecting the pavilion's car park to the oval.</li> <li>Additional investigation into the upgrade of this connecting pathway to meet DDA compliance, deemed it to not be feasible due to length of path required and impact on existing native vegetation.</li> <li>The deck construction will also address site maintenance challenges in mowing the steep slope either side of the existing steps which exit from the front of the deck. The new deck will come further forward on the site and eliminate the steep part of the slope.</li> </ul>
<b>Potential funding partners</b>	<ul style="list-style-type: none"> <li>Pledged 50% Jan Juc Cricket Club contribution (cash and in-kind) and funding options via local funding partners.</li> <li>The project is likely not to rate highly for Sport and Recreation Victoria Community Cricket facility grants.</li> <li>\$11,000 is proposed from Council's 2021/22 Asset Renewal program for replacement of the front steps. A new deck would eliminate these front steep steps. This financial contribution will enable new step access to be constructed as part of the new deck asset development.</li> <li>Potential request for consideration by Council for an additional future budget contribution, pending the outcome of their fundraising efforts.</li> </ul>

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	<ul style="list-style-type: none"> <li>The Club is keen to directly manage this project (which would be considered if they were able to fully fund the project via club and other community initiated contributions) or as a minimum be able to recommend and use club-based contractors / registered builders. This model of delivery is being trialled by the Recreation Planning team to deliver performance spaces in Deans Marsh and Bob Pettitt Reserve and a deck extension at Anglesea Cricket Club. The club appear to have the skills required to manage this project delivery.</li> </ul>
<p><b>Officer Summary / Recommendation</b></p>	<ul style="list-style-type: none"> <li>Total Project Cost estimate \$135,500 excluding GST (including project management and contingency) for design and construction of the deck and associated works.</li> <li>Proposed funding breakdown includes club (cash and in-kind) contribution of 50% or \$67,750 (excl GST) with funding shortfall of \$67,750 (excl GST) that includes a proposed \$11,000 contribution from the 2021/22 Asset Renewal program for stair access replacement. Opportunity for Council to refer proposal to a future project prioritisation and budget process including consideration for grant opportunities alongside other eligible projects.</li> </ul>

CPP59	Winchelsea Arboretum Trail Proposal – FEASIBLE
<p><b>Proposal Description</b></p>	<ul style="list-style-type: none"> <li>Develop a ‘modern’ Arboretum (outdoor museum of trees) in Winchelsea, with existing and proposed walking and cycling trails linking ‘mini arboreta’ sites.</li> <li>A diverse range of remarkable current and future tree plantings (both indigenous and introduced) proposes to transform Winchelsea over time, enhancing health and wellbeing, creating cooler streetscapes and attracting visitors to a unique, beautiful and colourful ‘tree’ town.</li> </ul>
<p><b>Background Information</b></p>	<ul style="list-style-type: none"> <li>The Winchelsea Arboretum / Tree Trail Committee (a sub-committee of Growing Winchelsea) has been established to lead this proposal.</li> <li>These community champions have a love of trees, a desire to create a great future for Winchelsea, beautifying the town and creating a legacy with locals of all ages, planting for the future.</li> <li>The community’s long term vision for this proposal is that “each tree planted is an investment in our environment, our wellbeing, our connection to the outdoors and our community” (<i>Michelle Stocks, November 2020</i>).</li> <li>Four investigation quadrants have been established (Barwon Park, Winchelsea Common, Golf Course and Railway Station) within a 2km radius from the town centre. Each quadrant has been assessed (via a thorough on ground inspection and desk top investigation) and information collated on existing significant trees or clusters of trees, existing pathways, potential future planting sites and missing pathway links that could further enhance and provide connectivity to the ‘tree walk’ or ‘arboretum trail’.</li> <li>Strategic planning documents that support and strengthen this idea include: <ul style="list-style-type: none"> <li>Winchelsea Township Study (1995)</li> <li>Surf Coast Shire indigenous planting guide (2003)</li> <li>Winchelsea Structure Plan 2021 (2008)</li> <li>Surf Coast Shire Pathways Strategy (2012)</li> <li>Growing Winchelsea Final Report (2015)</li> <li>Streetscape and Landscaping Policy - Surf Coast Planning Scheme (2018)</li> <li>Rural Hinterland Futures Strategy (2019)</li> <li>Winchelsea Integrated Water Management Plan (2019)</li> </ul> </li> <li>An arboretum trail also has great synergies with the G21 (Geelong Region Alliance) – Arts Heritage &amp; Culture, Economic Development, Environment, Health &amp; Wellbeing, Sport &amp; Recreation, Transport, Planning &amp; Services, Education &amp; Training.</li> <li>The great work of the local Landcare group is acknowledged, with ongoing work in</li> </ul>

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	<p>regenerating the area along the Barwon River being of enormous benefit to the town. Landcare in partnership with the Surf Coast Shire are continuing with further riverside planting.</p> <ul style="list-style-type: none"> <li>Recent and further proposed pathways along the river provide the community with great opportunity to appreciate past and future planting works.</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>As a Growing Winchelsea subcommittee, the Winchelsea Arboretum and Tree Trail group are aware of the history behind some but not all of the town's tree plantings but hope to complete this process with the support and assistance of numerous stakeholders.</li> <li>To date the group has sought support, advice and encouraged the involvement of the following key community enablers: <ul style="list-style-type: none"> <li>Upper Barwon Landcare Network/Barwon Rivercare</li> <li>Winchelsea Landcare</li> <li>Winchelsea Historical Society</li> <li>Winchelsea Lions Club</li> </ul> </li> <li>Pending the proposal endorsement, the group proposes to seek the direction of Council in involving Traditional Owners, Gulidjan and Gadabanud peoples of Eastern Maar and the Wadawurrung, together with local community groups, capturing stories related to local plantings and sensitively connecting indigenous and settler history.</li> <li>Other community groups, businesses and the general community will be engaged as the proposal progresses.</li> <li>On line and site meetings (where possible) have been held with external agencies, land owners and managers (learning about their planting or other related plans that will complement and strengthen this proposal) including: <ul style="list-style-type: none"> <li>Barwon Park Committee including the National Trust</li> <li>Winchelsea Cemetery including Geelong Cemetery Trust</li> <li>VicTrack plus VLine staff and the keep Australia Beautiful Stationeers Program</li> <li>Corangamite Catchment Management Authority, supporting Landcare works along waterways</li> <li>Deans Marsh Frogwood Arboretum (acknowledging land owner James Maund for sharing valuable insights)</li> <li>Barwon Water with great opportunity for connecting new sites with recycled water.</li> </ul> </li> <li>Other groups and agencies still to be engaged are DELWP, Powercor, VicRoads (Regional Roads Victoria), Hesse Rural Health, Deakin University and Greening Australia.</li> <li>Various Council staff have been consulted and have shown great interest in this project proposal and it's synergies with existing planning related to the environment, planting, water management and pathways.</li> </ul>
<b>Key Findings</b>	<ul style="list-style-type: none"> <li>The following guiding principles have been developed for the Winchelsea Arboretum Trail proposal: <ul style="list-style-type: none"> <li>Winchelsea has great 'bones' for an arboretum trail and it is important to preserve and promote existing remarkable trees as well as developing a broader outdoor museum of trees, adding interesting new plantations and transforming the town in the process</li> <li>a gradual evolution of the concept 'Growing Greening Winchelsea' is expected with the aim of creating a beautiful and unique 'tree town', valued by locals and known / remembered and revisited for the trees – like the Camperdown avenue of elms, the colourful Bright and Beechworth townships</li> <li>having a large site for the development of an arboretum is an issue but small arboreta (highlighting existing and planning for future possibilities) linked by trails is achievable in Winchelsea</li> <li>this is a township place making / connection project, supporting people's</li> </ul> </li> </ul>

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	<p>interests and often deep and enduring links to trees (not shrubs, fruit trees or flowers)</p> <ul style="list-style-type: none"> <li>○ adding trees to the fabric of the town encouraging local community groups to ‘champion’ new planting at sites of interest</li> <li>○ telling a story about Winchelsea, linking these sites of interest, learning about the town while walking or cycling along existing and planned trails</li> <li>○ Winchelsea will get hotter and drier and the project will help to create cooler streetscapes.</li> </ul> <ul style="list-style-type: none"> <li>● Proposed criteria for tree selection and planting (drafted for further stakeholder engagement): <ul style="list-style-type: none"> <li>○ safe (not thorny, spiky, poisonous) and allergen free</li> <li>○ non-invasive</li> <li>○ suitable for the climate; soil type, salinity, moisture and the location they are planned for – site specific and considering surrounding infrastructure</li> <li>○ clusters of the same plantings in an area – not random</li> <li>○ robust species with good longevity and commonly known for being structurally sound</li> <li>○ a good balance of indigenous and introduced or exotic trees</li> <li>○ unique species that will create interest</li> <li>○ low flammability.</li> </ul> </li> <li>● Potential tree selection themes (drafted for further stakeholder engagement) include: <ul style="list-style-type: none"> <li>○ trees from around the world or from as many different countries as possible – particularly those countries linked to the settlers of Winchelsea – Vietnam, England, Lebanon etc (and great for those who cannot travel far from home)</li> <li>○ links to Winchelsea History - Cobb and Co coach, Barwon Park etc</li> <li>○ great Australian trees - mountain ash, flowering gums, lemon scented gums (noting there is a local 15-20 year old existing plantation)</li> <li>○ a ‘grow together / live and work together’ theme – useful trees (creating dyes, tanning, making boats, mattresses)</li> </ul> </li> <li>● Stage 1 (short term actions) have been developed and costed and will lay the foundation for a range of medium and longer term proposals requiring further definition and scoping. The proposed Stage 1 scope includes: <ul style="list-style-type: none"> <li>○ site investigations and site specific planting plans for short term planting (focusing on avenue planting along key routes and at site ready locations)</li> <li>○ investigations to educate medium and long term planting actions</li> <li>○ marketing and promotion (trail head and site specific signage, QR codes, photography, maps and website information)</li> <li>○ site planting (2 phases of planting with 125 advanced trees to be planted in each phase)</li> <li>○ watering program (2 year establishment phase)</li> <li>○ formative pruning (2 year establishment phase)</li> <li>○ communications and engagement.</li> </ul> </li> </ul>
<p><b>Potential funding partners</b></p>	<p>Broad funding and development opportunities include:</p> <ul style="list-style-type: none"> <li>○ referral to future Council budget processes, noting proposed funding options include Council’s Streetscape Planting Program (pending continuation beyond 2020/21) and Open Space Reserve Fund where appropriate;</li> <li>○ State and Federal grants targeting those focused on: <ul style="list-style-type: none"> <li>▪ land care, climate change and shade initiatives</li> <li>▪ economic investment / tourism (potentially through Regional Development Victoria)</li> </ul> </li> <li>○ community sourced contributions including in kind support</li> <li>○ targeted opportunities to influence developers with treed themes to developments</li> <li>○ When Council owned or managed land is being developed, this project could</li> </ul>

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	guide type and number of trees.
<b>Officer Summary / Recommendation</b>	<ul style="list-style-type: none"> <li>Total Stage 1 (short term actions) estimate is \$270,500 excluding GST (including project management and contingency)</li> <li>Opportunity for Council to refer this Stage 1 proposal to future project prioritisation/budget process, noting proposed funding options include Council's Streetscape Planting Program (pending continuation beyond 2020/21), Open Space Reserve Fund where appropriate, State and Federal grants, community sourced contributions including in kind support</li> <li>Further medium to longer term actions to be developed and scoped via planning and investigation to be undertaken during Stage 1, building on the momentum and outcomes delivered in Stage 1.</li> </ul>

### Review of the Community Project Proposal Master List (refer attached D20/111613)

The Community Project Proposal Master List currently includes 6 outstanding project proposals. At the end of each quarter and following the Council Meeting resolution, each project proposal submitter is provided with a status update.

Proposals that are yet to progress into the investigation stage are reviewed at this time and submitters are invited to provide an update about their proposal. Officers provide advice to submitters as to how their proposal can be strengthened or alternatively a proposal may be withdrawn if it is no longer relevant or required.

### New community project proposals received

77 new project proposals (average 5 per quarter) have been registered via Council's on-line registration process since February 2017. As each new project proposal is submitted online, it is assessed by the Community Project Development Officer together with relevant Council Service Managers. The Community Project Proposal Assessment Matrix determines where the proposal sits in priority order within the Master List.

Five new community project proposals were registered in the July to September 2020 quarter and no proposals were registered in the October to December 2020 quarter. Only one of these proposals has progressed to inclusion in the Community Project Proposal Master List. The remaining four proposals were referred either to relevant departments for action (two proposals) or to current or upcoming Council grant programs including the COVID-19 Recovery Assistance Program and a future Small Grants Program.

### Prioritised community project proposals to be recommended for further investigation (January to March 2021)

The 6 outstanding community project proposals in the current Community Project Proposal Master List are presented in a prioritised order of highest to lowest when assessed against the priority assessment matrix.

Three of the highest ranked community project proposals from the current Master List have been recommended to proceed to the detailed investigation stage (January to March 2021 quarter) including:

- Deans Marsh Community Hall - Multipurpose Space (CPP60)*  
(Score 58 / MEDIUM)  
A 2020 proposal for renewal and revitalisation of the hall with indoor and undercover space improvements to increase usage and diversity of activities. Will align with kitchen asset renewal project.
- Anglesea Bingley Parade / Agnes Lane - Park Facilities Upgrade (CPP61)*  
(Score 48 / LOW)  
A 2019 proposal for a park facilities upgrade with picnic tables, seats and drinking fountain to support community and visitor use at a busy picnic and canoe launch site.
- Deans Marsh community - Priority Pathways #2 (CPP62)*  
(Score 43 / LOW)  
A 2018 proposal to provide further opportunities for safe walking and cycling loops (safe routes to school and for health and wellbeing); noting Priority Pathways #1 funded in 2019/20.

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Recommendations relating to these projects are expected to be presented to Council in March 2021.

### **Council Plan**

Theme	1 Community Wellbeing
Objective	1.1 Support people to participate in and contribute to community life
Strategy	1.1.1 Develop and implement a program to support communities of place and interest, and to provide opportunities for them to identify and achieve their community aspirations
Theme	3 Balancing Growth
Objective	3.2 Ensure infrastructure is in place to support existing communities and provide for growth
Strategy	3.2.6 Advocate for supporting infrastructure
Theme	4 Vibrant Economy
Objective	4.3 Strengthen the vitality of town centres
Strategy	4.3.1 Identify and support the economic and social drivers of town centres within the shire
Theme	4 Vibrant Economy
Objective	4.4 Support key industry sectors such as surfing, tourism, home-based, construction and rural businesses
Strategy	4.4.1 Work with key stakeholders to encourage visitors to stay longer and spend more in the shire
Theme	5 High Performing Council
Objective	5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives
Strategy	5.1.3 Develop innovative funding partnerships with community, business and government

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

*Local Government Act 2020 – LGA 2020*

<b>Implications</b>	<b>Applicable to this Report</b>
<b>Governance Principles</b> (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
<b>Policy/Relevant Law</b> (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
<b>Environmental/Sustainability Implications</b> (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
<b>Community Engagement</b> (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes
<b>Public Transparency</b> (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes
<b>Strategies and Plans</b> (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes
<b>Financial Management</b> (Consideration of Financial Management Principles under s.101 of LGA 2020)	Yes
<b>Service Performance</b> (Consideration of Service Performance Principles under s.106 of LGA 2020)	Yes
Risk Assessment	Yes
Communication	Yes
Human Rights Charter	Yes

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

This report demonstrates application to the following relevant governance principles under s.9 of the *Local Government Act 2020*:

- **Innovation** and **continuous improvement** are being pursued by responding to and assessing community initiated project ideas, working with the community to appropriately scope and cost a proposal to a project or grant ready stage and with a well-defined funding strategy.

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- A detailed proposal investigation, completed in collaboration with the community and relevant stakeholders, ensures that proposals being considered by Council have considered current and ongoing **financial viability**.
- During the thorough proposal investigation phase, regional, state and national **plans, policies, guidelines and standards** are taken into account when considering proposed project scope and design.

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

Specifically relevant to community proposals investigated in the last quarter and those proposals being recommended for investigation in the next quarter, relevant policies / laws that have been and will be considered include:

- MPP-019 Non-recurrent Grants
- MPP-032 Asbestos Management
- MPP-034 Open Space Reserve Fund
- Surf Coast Planning Scheme
- Disability Discrimination Act (1992) / Victorian Disability Act (2006)
- Australian Standards and Building Code of Australia

### ***Environmental/Sustainability Implications***

The contents of this report do not raise any adverse environmental sustainability implications.

Where development is being proposed, minimising social, environmental and climate impacts is a high priority.

All of the community proposals recommended in this report as feasible and including those being recommended for detailed investigation, have potential to impact positively on sustainability:

- **Economic** – Moriac and District Lions Park Upgrade (CPP56); Spring Creek Community Hub (CPP57); Jan Juc Cricket Club Deck Extension (CPP58) ; Winchelsea Arboretum Trail (CPP59)
- **Social** – Moriac and District Lions Park Upgrade (CPP56); Spring Creek Community Hub (CPP57); Jan Juc Cricket Club Deck Extension (CPP58) ; Winchelsea Arboretum Trail (CPP59)
- **Environmental** – Moriac and District Lions Park Upgrade (CPP56); Spring Creek Community Hub (CPP57); Jan Juc Cricket Club Deck Extension (CPP58) ; Winchelsea Arboretum Trail (CPP59)
- **Climate change** - Moriac and District Lions Park Upgrade (CPP56); Jan Juc Cricket Club Deck Extension (CPP58) ; Winchelsea Arboretum Trail (CPP59)

### ***Community Engagement***

Regular and ongoing communication and engagement with community is undertaken during the assessment of project proposals and during the proposal investigation and scoping stage.

### ***Public Transparency***

The Community Project Development Officer role and process is aimed at creating partnerships, providing support to communities, giving feedback on community project ideas, facilitating community strengthening and supporting prioritised projects to get to a project ready stage. Recommendations being presented to Council on behalf of communities are drafted for community group review before being finalised.

### ***Strategies/Plans***

The community are involved in the project proposal planning phase where an assessment of need, benefit, stakeholders, scope and community sourced investment is determined.

During the planning phase, any relevant strategies or plans (community, Council, agency, State or Federal Government) are considered and form part of the project summary and strategic justification.

### ***Financial Management***

#### Completed Project Proposal Investigations:

The following project proposals include financial recommendations to be referred to Council's future project prioritisation and budget processes including consideration for future grant opportunities alongside other eligible projects:

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1. The Moriac and District Lions Park Upgrade Proposal (CPP56) with a total estimated project budget of \$160,400 excluding GST (including project management and project contingency) with a staged delivery option, noting this proposal's eligibility for funding via Council's Open Space Reserve Fund and with contributions via Council's 2020/21 Asset Renewal budget (\$10,000 for replacement noticeboard) and from the 2020/21 Moriac Streetscape Project budget (with potential to fund up to \$40,000 of priority works).
2. The Spring Creek Community Hub Proposal (CPP57) with a total project cost estimate of \$2,140,000 excluding GST (including project management and project contingency) has a proposal hold point to allow further social infrastructure and Council planning work to be completed.
3. The Jan Juc Cricket Club Deck Extension Proposal (CPP58) with a total estimated project budget of \$135,500 excluding GST (including project management and project contingency) and a funding breakdown that proposes a community sourced contribution (cash and in-kind) of 50% or \$67,750 (excluding GST) leaving a shortfall of \$67,750 (excluding GST) that includes a proposed \$11,000 contribution from the 2021/22 Asset Renewal program for existing stair access replacement.
4. The Winchelsea Arboretum and Tree Trail Proposal (CPP59) with a total estimated project budget for Stage 1 of \$270,500 excluding GST (including project management and project contingency) with a staged delivery option for prioritised short term actions and noting a funding strategy that proposes contributions from Council's Streetscape Planting Program (pending continuation beyond 2020/21), the Open Space Reserve Fund, relevant State and Federal grants, community sourced contributions and community in kind support.

### New Project Proposal Investigations

It is proposed that \$14,500 in costs will be associated with the feasibility investigation of three project proposals that are proposed to be funded from the Project Savings Account including:

- \$10,000 for the investigation of the Deans Marsh Community Hall - Multipurpose Space Proposal (CPP60)
- \$1,500 for the investigation of the Anglesea Bingley Parade/ Agnes Lane Park Facilities Upgrade Proposal (CPP61)
- \$3,000 for the further investigation of the Deans Marsh community - Priority Pathways #2 Proposal (CPP62)

### Return of Unspent Investigation Funds

Just over a three year period from November 2016 to December 2020, a total of \$134,500 has been allocated for the detailed investigation of a total of 59 community project proposals.

Investigation funds unspent are returned to the funding source and to date, a total of \$26,838 has been returned. This includes \$250 to be returned to Project Savings Account via the December 2020 Transfer Table Report as follows:

Project Proposal	Budget	Actual	Variance
CPP58 – Torquay Football and Cricket Change Room Upgrade Proposal	\$2,000	\$1,810	\$190
CPP59 - Winchelsea Arboretum Trail Proposal	\$1,000	\$940	\$60
<b>Total Return to Project Savings Account</b>			<b>\$250</b>

### **Service Performance**

The investigation of community project proposals that propose renewal, improvement, upgrade or replacement of a Council asset, consider the current life of an asset or asset component and the timing of any relevant asset renewal or replacement expenditure. Opportunities are sought where Council budgets such as this can align as potential funding leverage / partnership projects, providing good value for investment and resulting in outcomes that meet changing community needs.

Responding to community led initiatives often involves the facilitation of discussions between community and relevant service managers and providers. This often results in greater awareness of issues and concerns, reduced community frustration and a more collaborative and efficient outcome.



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Proposal investigations often involve a thorough assessment via the engagement of professional expertise, including architects, landscape architects, structural engineers, quantity surveyors and other subject matter experts.

### **Risk Assessment**

The Moriac and District Lions Park Upgrade Proposal (CPP56) recommendation proposes improvements to pedestrian access and car parking (that will be further guided by Regional Roads Victoria) and also upgrades to park infrastructure that will improve shade, shelter and access to facilities.

The Spring Creek Community Hub proposal (CPP57) has the potential to positively impact the health and wellbeing of current and potential Men's Shed members. The current Price Street precinct site is not considered fit for purpose to accommodate the current activities and projected needs of this group. Current issues to be addressed by a larger purpose built facility at a new location are crowded work spaces, activities having to be conducted off site and lack of suitable storage for projects in progress. These issues are impacting on the safe, friendly and inclusive environment that the shed aims to be, creating stress for current leaders and members and impacting on membership growth.

The Spring Creek Community Hub proposal (CPP57) also addresses the current and future needs of the Surf Coast Tennis Club, currently operating in a facility that does not meet current DDA requirements or Tennis Australia fit for purpose facility guidelines.

The Jan Juc Cricket Club Deck Extension proposal (CPP58) will address replacement of access stairs at the end of their asset life, will improve access onto and off a new expanded deck area and also improve the ability for maintenance of the turf area to the front of the proposed deck.

The Winchelsea Arboretum Trail proposal (CPP59) involves the planting of advanced trees, leading to the gradual greening plan for the township. To improve the chance for the planted trees to survive, a 2 year watering and formative pruning program has been proposed.

### **Communication**

A Community Project Development page is available on Council's website, providing information about the process for registering community project proposals. A link to the online Community Project Proposal Registration Form is available from the webpage.

All proposal applicants are contacted following a proposal registration to clarify project details. Further engagement is undertaken with applicants for those proposals that are referred for detailed investigation.

There is regular communication with submitters of project proposals waiting in the Community Project Proposal Master List about ways in which proposals can be strengthened against assessment criteria.

Quarterly reports are presented to Council with recommendations relating to proposals referred for detailed investigation and endorsing new projects be investigated in the next quarter.

### **Human Rights Charter**

A Human Rights Impact Assessment has been undertaken and concludes that the contents of this report are compatible with the Victorian Charter of Human Rights and Responsibilities.

Specifically, the following can be noted:

- Recognition and equality before the law – accessible and female friendly / unisex change and toilet facilities leads to greater participation equality via the Spring Creek Community Hub Proposal (CPP57); and
- Cultural rights - protection of cultural heritage places is valued via the acknowledgement that an assessment of cultural heritage impact will be required for the Spring Creek Community Hub proposal (CPP57), the Jan Juc Cricket Club Deck Extension proposal (CPP58) and potentially for the Winchelsea Arboretum Trail proposal (CPP59).

### **Options**

Option 1 – Accept the Community Project Development recommendations as identified in this report

## 6.1 Quarterly Report - Community Project Development - December 2020

This option is recommended by officers as it is supported by comprehensive feasibility investigation into each community project proposal and provides clear direction regarding Council's level of support for each project.

### Option 2 – Do not accept the Community Project Development recommendations as identified in this report and consider alternative motions

This would involve reaching different conclusions on the:

- suitability of projects to progress for future funding (e.g. do not progress projects for future funding consideration)
- timing of the allocation of funding (i.e. allocate funding now rather than consider funding at a later date)
- project proposals nominated for future investigation.

This option is not recommended by officers as:

- project proposals have been comprehensively assessed for their feasibility and alignment with Council and community objectives
- funding timing recommendations have considered Council's current and future financial capacity and the preferred practice of considering project funding through the annual budget process
- project proposals have been nominated for investigation based on a robust prioritisation ranking methodology.

### **Conclusion**

A Community Project Development process has been established to provide transparency in how new community project proposals are registered, assessed and prioritised for investigation. The process supports the Community Project Development Officer to create partnerships, respond to community project ideas, facilitate community strengthening and support prioritised projects to get to a project ready stage.

Three of the highest ranked proposals from the Community Project Proposal Master List have been recommended to proceed to detailed investigation stage.

**6.1 Quarterly Report - Community Project Development - December 2020**

**APPENDIX 1 COMMUNITY PROJECT PROPOSAL MASTER LIST - DECEMBER 2020**



# Community Project Proposal Master List

As at 11 November 2020 (since last reporting cut off 12 May 2020 and noting no September Report)

OUTSTANDING PROPOSALS			INVESTIGATION \$	RATING
Dec 2019	Anglesea	Anglesea Resale Centre - Bicycle Recycle/Repair/Resell Space (ON HOLD)	\$0K	66
June 2020 NEW	Winchelsea	Deans Marsh Public Hall - Multipurpose Space	\$10K	58
Dec 2017	Anglesea	Anglesea Bowls Club Mens Shed Carpark Upgrade (ON HOLD)	\$10K	57
Jan 2019	Anglesea	Anglesea Riverbank Bingley Pde/ Agnes Lane - Park Facilities	\$1.5K	48
Feb 2018	Winchelsea	Deans Marsh Priority Pathways#2	\$3K	43
Feb 2018	Torquay	Djila Tjarri Skate Bowl Shelter (ON HOLD)	\$1K	43
<b>TOTAL</b>			<b>6</b>	

<b>HIGH</b>	Proposals rated 60+ out of 100
<b>MEDIUM</b>	Proposals rated 50-59/100
<b>LOW</b>	Proposals rated <50/100

CURRENTLY UNDER INVESTIGATION	
CPP56	Moriac Lions Park Upgrade Proposal
CPP57	Surf Coast Tennis Club / Torquay Men's Shed Facility Design
CPP58	Jan Juc Cricket Club Deck Extension
CPP59	Winchelsea Arboretum Trail
<b>TOTAL</b>	<b>4</b>

INVESTIGATION COMPLETE (STILL TO BE FUNDED)	
CPP13	Deep Crk Res multi-use Tennis area
CPP14	Mt Moriac Res Oval 1 goal net
CPP25*	Torquay Football Club - relocate interchange boxes plus behind goal netting (18/19 budget -funded goal netting only)
CPP26	Torquay Tigers Cricket Club - new shed for turf roller (investigation by Service Manager with CPP01)
CPP40	Spring Valley Park -ball games area
CPP44	Kalkarra Park Playspace - basketball pad extension
CPP53	Torquay Football and Cricket Club - Unisex Change Room Upgrade
CPP54	Anglesea Historical Society Building Modification/Extension
CPP55	Torquay Men's Shed - Future Expansion (now linked to CPP57)
<b>TOTAL</b>	<b>9</b> CPP25 included in this total

INVESTIGATION COMPLETE (PROJECT IN PROGRESS)	
CPP01	Torquay Cricket Club Practice Facility Upgrade / Stage 2 Design
CPP24	Nautical Rise Res Indigenous Garden (Stage 1 underway)
CPP27	Torquay Quay Reserve Public Toilet (project underway)
CPP28	Great Ocean Views Res Activation (project underway)
CPP29	Anglesea Hall Sound, Lighting and Projection (project underway)
CPP30	Deans Marsh Priority Pathways #1 (project underway)
CPP31	1st Tqy Scouts storage extension (project underway)
CPP33	Torquay & District Historical Signs (project underway)
CPP35	Deans Marsh Reserve shelter / outdoor stage (project underway)
CPP36	Helen Mary Kininmonth Kinder - Playground Rejuvenation (part completed and projects underway)
CPP37	Bob Pettitt Reserve Outdoor Performance Space (project underway)
CPP38	Surf Coast Soccer New Pavilion (project underway)
CPP39	Wurdale Reserve Plan Stage 2 (project underway)
CPP41	Deans Marsh Fitness Element Installation (project underway)
CPP42	Zeally Sands Playground upgrade (project underway)
CPP43	Anglesea Community Resale Shed Verandah Extension (carried f/w 20/21)
CPP46	Torquay Tennis pathway between courts (project underway)
CPP47	Anglesea Art House car park and landscape works (Stage 1 complete)
CPP48	Anglesea & District War Memorial (project underway)
CPP49	Sea to Tree Long Distance Horse Trail (Stage 1 audit funded)
CPP50	Anglesea Community Precinct Signage Upgrade (project underway)
CPP51	BMX Track for Ocean Acres Reserve (project underway)
CPP52	Moriac Greenfields Nature and Fitness Trail (project underway)
<b>TOTAL</b>	<b>23</b>

PROJECT DELIVERED OR PROPOSAL CLOSED	
CPP02	Ellimatta Res/ Anglesea Netball Additional Carpark
CPP03	Lorne Historical Society Front Facade Project
CPP04	Hesse St Reserve Winchelsea Scouts and Tennis Shared Facility
CPP05	Jan Juc Kinder Play Space Expansion
CPP06	Anglesea Football Club Training Lights Upgrade
CPP07	Stribling Res Stadium Ventilation
CPP08	Mt Moriac Res Equestrian Clubroom Redevelopment
CPP09	Anglesea Mens Shed - repurpose / refit 2 storage spaces
CPP10	Wurdale Hall - History Board
CPP11	Lorne Skate Shelter
CPP12	Hill Top Reserve Vegetation Barrier
CPP15	Quay Reserve shelter
CPP16	Freshwater Crk old Tennis Clubroom
CPP17	Anglesea Rec & Sports Club - power
CPP18	Anglesea Rec & Sports Club - new boat platform
CPP19	Anglesea Netball Club -additional netball shelters
CPP20	Anglesea Pre School Basket Swing
CPP21	Torquay Pre School Garden Plan
CPP22	Anglesea to Waurm Ponds Bus Service (Achieved Stage 1 and Council to continue to advocate to T for V)
CPP23	Connewarre & District Riding Club Dressage Arenas (refer Stage 2 to ROSP)
CPP25*	Torquay Football Club - relocate player interchange boxes and behind goal barrier netting (goal netting component is complete)
CPP32	Newling Reserve Playground Inclusive Basket Swing
CPP34	SC Soccer - Storage Enclosure for Goals
CPP45	Freshwater Creek Riding Club - additional fencing/ground works
<b>TOTAL</b>	<b>23</b> CPP25 not included in this total

6.1 Quarterly Report - Community Project Development - December 2020



# Community Project Proposal Master List

As at 11 November 2020 (since last reporting cut off 12 May 2020 and noting no September Report)

## PROPOSALS NOT INVESTIGATED

DECLINED / REFERRED AT INITIAL PROPOSAL FILTER	
COMPLETE	Anglesea Historical-Bathing Box (pre Feb 2017)
COMPLETE	Bellbrae Tennis Club – Seating (pre Feb 2017)
DECLINED	All Aboard container and garden
COMPLETE	Lorne Men’s Shed Flagpole
Service Manager	Connewarre Reserve 1 Million Trees
Service Manager	Connewarre Reserve Walking Path
Small Grants	Connewarre & District Riding Club Equitation Park
COMPLETE	Torquay Historical Society Bathing Box
COMPLETE	Anglesea Transfer Station Store Shed
COMPLETE	Deans Marsh Hall curtain sign
COMPLETE	Anglesea Seniors /Lions Garden
Service Manager	Spring Creek Res drainage erosion rectification
COMPLETE	Anglesea flagpole / street light art installations
DECLINED	Seaview Res Basketball Pad
DECLINED	Growing Winch Storage Fees
Service Manager	Winch Bowls Club Internal and external painting
DECLINED	Deep Creek Bridge Artwork
Referred GORCC	Tqy Bowls Club Tesla Charging Station
DECLINED	Torquay Skate Park Lighting
Service Manager	Hill Top Reserve – Additional play equipment
Service Manager	Winchelsea Mens Shed - Car Park
Service Manager	Great Ocean Views Reserve - basketball court
Service Manager	Winch Community House - Solar Roof Panels
Service Manager	Deans Marsh Gathering Space Proposal (NEW)
SCS COVID Grant	Deans Marsh Farm Gate Art (NEW)
Small Grants	Winchelsea Girl Guides Replace Storage Shed (NEW)
Service Manager	Eastern Reserve Perimeter Pathway (NEW)
<b>TOTAL</b>	<b>27 (post Feb 2017) – (4 added since last report)</b>

REFERRED/RESOLVED PRIOR TO INVESTIGATION	
Service Manager	Torquay Bowls Club – Masterplan Priorities
Small Grants	Anglesea Community Garden seat
Service Manager	Mt Moriac Res lighting –Oval 1,2, Netball Crt 3
Service Manager	Coogoorah Park - Noticeboard Refurb / Content
Not required	Hill Top Res - shelter battens / wind protection
COMPLETE	Connewarre Reserve Viewing Mound
COMPLETE	Soundproofing Torquay Men’s Shed
Small Grants	Anglesea Netball Club – Shade sail
Not required	Torquay Parwan Pitch FlagPole
Resolved	Torquay Women’s Shed
Small Grants	Aireys Inlet Community Garden Seat (Future App)
Not required	Torquay Tennis - Storage Container
Not required	Torquay Grant Pavilion - Kiosk Window
Not required	Downhill Bike Tracks/ Jumps
Refer Master List	Torquay Tennis Clubrooms - Male Toilet Refurbish
Not supported	Winchelsea Skate Park - Light Installation
Not supported	Djila Tjarri Skate Bowl – Permanent Lighting
Service Manager	Anglesea Skate Park - Stage 3 extension
Service Manager	Winchelsea Railway Station Redevelopment
Service Manager	Mt Moriac Reserve - Gym Facility Construction
Service Manager	Wurdale Hall Reserve Development Stage 3
Service Manager	Anglesea Netball Club – Existing carpark sealing
Service Manager	Anglesea Netball Club – Viewing deck
Service Manager	Winchelsea Township Cultural Heritage Facility
Service Manager	Bicycle /horse riding track Winchelsea to Inverleigh
Service Manager	Anglesea Skatepark Extension (Referral Nov 2020 to Asset Renewal and Service Manager Investigation)
CLOSED	Western District Quarter Horse Association - Arena Surface Repair (Mt Moriac Reserve) (Club relocated)
Service Manager	Bob Pettitt Reserve Soccer Goal Nets and Linemarking (Referral Nov 2020 to Service Manager / Grants)
Service Manager	Grossmans Ridge Playground Upgrade (2 proposals) (Referral Nov 2020 to Playground Strategy)
<b>TOTAL</b>	<b>29 (4 added since last report)</b>

## 6.2 Council Events Calendar 2021

**Author's Title:** Manager Community Relations

**Department:** Community Relations

**Division:** Culture & Community

**Appendix:**

1. Council Events Calendar 2021 (D20/184094)

**Officer Conflict of Interest:**

In accordance with Local Government Act 2020 –  
Section 130:

Yes

No

**Reason:** Nil

**General Manager:** Chris Pike

**File No:** F18/236-2

**Trim No:** IC20/1615

**Status:**

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

Yes

No

**Reason:** Nil

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### Purpose

The purpose of this report is to determine the Council Events Calendar 2021.

### Summary

Council adopts an annual calendar of events to recognise campaigns and causes that align with Council objectives. The calendar provides clarity about the events and causes that Council supports and identifies the resources required to deliver these events.

Priority areas of the Council Plan 2017-2021, incorporating the Health and Wellbeing Plan, have informed the selection of causes recommended for support in 2021. The selection of these events does not diminish the importance of causes not included in Council's program. The framework and the number of events does however guide resource allocation.

Adoption of this calendar helps determine which causes to support and how to manage these activities appropriately.

Council receives requests to fly flags in support of topics or sections of the community. These requests are often not related to events in the calendar. There are benefits in adopting a flag flying calendar in the future which follows a similar process as establishing this events calendar.

### Recommendation

That Council

1. Adopts the Council Events Calendar 2021 as attached at Appendix 1.
2. Receives a report at a future Council meeting to consider a calendar to fly flags in support of causes on particular dates of significance.

## 6.2 Council Events Calendar 2021

### **Report**

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

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

#### ***Background***

Council can consider supporting many worthwhile causes by conducting events or awareness raising activities. Council applies a coordinated approach, establishing a calendar to improve the management of these initiatives.

Confirming an annual calendar provides clarity to our community about which causes Council is involved in. It also improves internal coordination of these activities and planning for the resourcing requirements to run the events.

2020 presented the opportunity for new approaches in delivering Council events. Most events in 2020 were delivered online which delivered a number of benefits including larger audiences due to the ability to reach people in any location and flexibility around timing by showing recorded versions after the event.

Over recent years, Council has received 10 requests to fly flags in support of topics or sections of our community. Some requests are received for the same dates every year.

These requests are assessed under Council's Flag Policy, SCS-035. Previously, there has not been a calendar adopted to determine the topics and dates that flags are flown. There are benefits adopting a calendar which determines which flags are flown on which dates by following a similar process used to establish this event calendar.

#### ***Discussion***

The proposed 2021 events calendar includes a framework to guide allocation of resources, which is described in Appendix 1. The proposed 2021 calendar includes four Level 1 events, six Level 2 events and three Level 3 events. The Cadell Evans Great Ocean Road Race Welcome Wave event has featured in the calendar in previous years however this event is not proceeding due to the COVID-19 pandemic.

Events in the proposed calendar have been selected based on links to the Council Plan incorporating the Health and Wellbeing Plan 2017-21.

The proposed calendar includes social causes for which Council has previously demonstrated its support. The calendar identifies the strategic link to the Council Plan for each proposed initiative.

The level of planning and staff resources required has also informed the selection of proposed events. Level 1 events require significant input of staff time across multiple business units in their planning and delivery. Level 1 events may require more the 50 hours of officer time to plan and deliver. Level 2 events generally can be managed at a department level and in consultation and cooperation with other service providers or agencies. Level 3 initiatives will require lower levels of resourcing and may not involve a significant event.

The number of events proposed is based on Council's ability to deliver the program within existing resources. Should the number or scale of events in the calendar increase, consideration would need to be given to either increasing staff resources to support delivery of events or reducing other work priorities and projects.

This framework and event management approach applies to the awareness raising events and causes included in the attached 2021 calendar. Citizenship ceremonies, festivals and community events are not included in this calendar and are subject to their own process and management criteria. This calendar does not include events delivered by external specialist event providers such as the Falls Festival, Amy's Grand Fondo, etc.

Officers will continue to identify and pursue partnerships with community organisations for particular Council events in keeping with our organisation direction of being a constructive partner that values the strengths of others.

## 6.2 Council Events Calendar 2021

There is still some uncertainty about physical events and when large gatherings of people can occur under the State Government's road map to COVID Normal. Given this uncertainty and the success of online events in 2021, it is likely that online events will feature in 2021.

A number of events in the calendar pose challenges.

- Some community members see the need for Council to do more for topics in the calendar and that they perceive an awareness raising event as inadequate or inappropriate.
- A number of community members provide feedback that Council should not deliver some events because the particular topic is not something that they themselves support or they believe it is not the core business of Council.
- Costs for events are increasing, however the budget for each event level has remained the same for approximately 5 years.

From time to time Council receives requests to fly flags in recognition of awareness raising days/weeks. Whilst Council has a Flag Policy, there is an opportunity to consider a calendar to fly flags in recognition of causes of significance to the community at an upcoming meeting.

### Council Plan

Theme 1 Community Wellbeing

Objective 1.1 Support people to participate in and contribute to community life

### Reporting and Compliance Statements:

Local Government Act 2020 – LGA 2020

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

### Environmental/Sustainability Implications

All events are delivered following relevant Council events and environment policies including the Plastic Wise Events and Market Policy.

### Community Engagement

The Council Events Calendar 2021 is based on the strategies in the Council Plan incorporating the Health and Wellbeing Plan 2017-21 which was informed by community engagement in early 2017. Given the events in the calendar are linked to the Council Plan, the selection of which events to include in the calendar was not the subject of community engagement.



## 6.2 Council Events Calendar 2021

Community members have provided mixed feedback over recent years referred to in the discussion section of this report.

### **Public Transparency**

Adopting the events calendar via a Council decision provides visibility to community members about which events and causes will be supported in 2021.

### **Strategies/Plans**

The events included in the proposed calendar have links to the Council Plan incorporating the Health and Wellbeing Plan 2017-21.

### **Financial Management**

The cost to deliver the events in the proposed calendar is \$33,500. The 2020-21 Council budget has funds allocated to events until June 30. Events that fall after this date will require funds allocated in the 2021-22 Council Budget.

Officer costs attributable to the management of the events included on the calendar is estimated at \$20,000.

### **Risk Assessment**

The establishment of an event calendar linked to Council's strategic direction clearly articulates the rationale for the selection of events. It provides a framework for management of managing events. This mitigates the risk of Council supporting events and causes that are not linked to Council objectives or over committing resources by adding more events.

### **Communication**

The events calendar will be communicated via Council's website. Local media may also report on the adopted Calendar.

Each event or activity will have a communication component to promote the event or raise awareness on each topic.

### **Options**

#### Option 1 – Adopt the proposed 2021 calendar of events

This option is recommended by officers as the events proposed in the calendar align to the objectives in the Council Plan and can be delivered within existing resources.

#### Option 2 – Adopt a different 2021 calendar of events

This option is not recommended by officers as the proposed events are aligned to the Council Plan. A different calendar of events may not align as closely and any additional events would require additional resource allocation.

#### Option 3 – Do not adopt a calendar of events

This option is not recommended by officers as this would reduce clarity and remove the framework which helps manage the amount of resources allocated to events.

### **Conclusion**

While there are many worthwhile causes that Council may choose to support, it is useful to link the selection of these particular awareness raising causes with Council's strategic plans. The proposed schedule and scale of events is for 2021, and is subject to annual review.

Adopting a calendar of awareness raising events provides clarity regarding which campaigns are supported in 2021. This allows for appropriate planning and resource allocation.

**6.2 Council Events Calendar 2021**

**APPENDIX 1 COUNCIL EVENTS CALENDAR 2021**



## Proposed Council Events Calendar 2021

Date	Event	Level (See event level framework)	Link to Council Plan 2017-21
26 January	Australia Day	2	<b>Strategic Objective</b> - Support people to participate in and contribute to community life
8 March	International Women's Day	1	<b>Strategy 12</b> - Contribute to the delivery of the Strategic Plan for prevention and addressing violence against women and children in the G21 region
March / April	Rip Curl Pro Civic Event	1	<b>Strategic Objective</b> - Support key industry sectors such as surfing
April (Dates TBC)	National Youth Week	2	<b>Strategy 10</b> – Work in partnership with community and agencies to improve young people and families' access to the services and support they need.
17 May	IDAHOBIT Day	3	<b>Strategic Objective</b> - Support people to participate in and contribute to community life
17-23 May	National Volunteer Week	1	<b>Strategy 2</b> - Support high levels of volunteering
4-11 July	NAIDOC Week	2	<b>Strategic Objective</b> - Support people to participate in and contribute to community life
October	Mental Health Awareness Week	3	<b>Strategic Objective</b> - Provide support for people in need
October	Seniors' Festival	2	<b>Strategy 11</b> – Pursue Age Friendly City Status
October	Children's Week	2	<b>Strategy 10</b> – Work in partnership with community and agencies to improve young people and families' access to the services and support they need.
November	Fire Action Week	3	<b>Strategy 9</b> - Community resilience to prepare for emergencies
November	Barwon Month of Action – Prevention of Violence Against Women	1	<b>Strategy 12</b> - Contribute to the delivery of the Strategic Plan for prevention and addressing violence against women and children in the G21 region
3 December	International Day of People with a Disability	2	<b>Strategy 13</b> – Implement the Accessible and Inclusive Surf Coast Shire strategic plan.

*(This calendar is updated annually and adopted by Council. Events may vary each year)*

KEY: Event Level Framework		
Level	Allocated budget	Example of activities <i>(Guided by the event allocated budget)</i>
Level 1 Events	\$5,000	<ul style="list-style-type: none"> <li>Substantial Event / Activity – Larger scale community gathering e.g.; breakfast, afternoon teas.</li> <li>Significant communication campaign.</li> <li>Use of Banyul Warri Fields Billboard and Pond flag pole provided it meets the conditions of the Flag Policy.</li> <li>High level of staff and community involvement.</li> </ul>
Level 2 Events	\$2,000	<ul style="list-style-type: none"> <li>Smaller event/Business unit level activity. Could involve other service providers.</li> <li>Local communication campaign.</li> <li>Promotion by organisations.</li> </ul>
Level 3 Events	\$500	<ul style="list-style-type: none"> <li>Small scale communications.</li> <li>Counter sales of ribbons, pens etc.</li> <li>May include small scale community gathering.</li> </ul>

### 6.3 New Appointment to the All Abilities Advisory Committee

**Author's Title:** Access and Inclusion Officer

**General Manager:** Chris Pike

**Department:** Community Relations

**File No:** F18/88-2

**Division:** Culture & Community

**Trim No:** IC20/1431

**Appendix:**

Nil

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

**Status:**

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

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

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#### **Purpose**

The purpose of this report is to appoint a new member to the All Abilities Advisory Committee (AAAC) for a three year term ending 31 December 2023.

#### **Summary**

The All Abilities Advisory Committee advises Council on access and inclusion matters which improves access and inclusion outcomes for people with disability in Surf Coast Shire.

Following a number of resignations from the committee since the last recruitment round in 2018, Council Officers conducted an expression of interest process for five new members in June 2020.

There was a very strong response with 24 community members expressing an interest in joining the committee. 10 applicants were shortlisted for an interview, five were recommended by the interview panel, and four were endorsed by Council in August 2020, after one recommended applicant was unable to continue at a late stage in the process.

One final applicant has been recommended by the selection panel. This will bring the committee membership to its full capacity at 15. This is expected to position the committee to continue its valuable advisory role to Council.

#### **Recommendation**

That Council appoints Mark Modra to the All Abilities Advisory Committee for a three year term ending 31 December 2023.

### 6.3 New Appointment to the All Abilities Advisory Committee

#### **Report**

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

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

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

The AAAC has been advising Council on access and inclusion matters since 2002. The committee has provided valuable advice to Council which has helped improve access and inclusion for people with disability in Surf Coast Shire.

The AAAC Terms of Reference (2018) allows for up to 15 individuals on the committee, including community and service representatives, a Councillor, the Access and Inclusion Officer, and the Manager Community Relations. As of January 2020, the committee had 10 members, due to a number of resignations since the last recruitment round in 2018.

In February 2020, committee members and officers agreed that committee membership should be at its maximum capacity to ensure the broadest possible representation of people with disability from across the shire. It was also agreed recruitment was required to address underrepresented cohorts including people with disability (then only 1 member), young people, and residents from areas outside Torquay.

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

Officers conducted an expression of interest process for new members in June 2020, which was promoted in local print media, Council communication channels and through networks.

Council's Acting Manager Community Relations, Access and Inclusion Officer, and the Deputy Chair of the AAAC conducted the process to shortlist and interview the candidates.

24 community members expressed an interest to be appointed to the AAAC, and 10 applicants were shortlisted for an interview based on the details of their expression of interest, lived experience of disability, connection to the Surf Coast Shire, and demographic factors including age, gender and location of residence.

Interviews were conducted in July 2020, with interviewees assessed based on their lived experience of disability, potential contribution to the committee, and the selection criteria outlined below:

- High level understanding of access and inclusion issues for people with disability (lived experience is preferred).
- Passion for advocating to improve access and inclusion for people with disability.
- Strong connection to Surf Coast Shire (i.e. live, work, volunteer, study here).
- Ability to work well in a group setting, including: the ability to listen well, compromise, and provide constructive feedback and ideas.
- Ability to commit to 3-4 hours every two months for attending meetings, reading documents, responding to occasional emails.

The recruitment panel recommended that the following candidates be offered a position on the committee, and these were endorsed at the Council's August 2020 meeting:

<b>Applicant</b>	<b>Location</b>
1. Courtney Griffin	Torquay
2. Kate Toholka	Torquay
3. Thomas Byrnes	Deans Marsh
4. Lauren Smith	Torquay

### 6.3 New Appointment to the All Abilities Advisory Committee

A fifth candidate received strong support from the panel however late in the process officers were informed they were unable to participate. There was insufficient time for the panel to confer and recommend a fifth appointee and so a vacancy remained for a short period.

The recruitment panel met in October 2020 to find a final member for the committee. The panel recommends that the following candidate be offered a position on the committee:

Applicant	Location
5. Mark Modra	Winchelsea

Other candidates interviewed had valuable lived experience, but could not be accommodated within the total membership of the committee. In some instances the panel prioritised candidates with disability over carers with similar interview scores. This was to address the underrepresentation of people living with a disability.

Those not interviewed (14) were also very worthy applicants but unfortunately insufficient positions were available on the committee on this occasion to accommodate them.

#### **Council Plan**

Theme 1 Community Wellbeing  
Objective 1.1 Support people to participate in and contribute to community life  
Strategy 1.1.2 Facilitate and support high levels of volunteering in the community

Theme 1 Community Wellbeing  
Objective 1.4 Provide support for people in need  
Strategy 1.4.4 Implement the Accessible and Inclusive Surf Coast Shire Strategic Plan

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

*Local Government Act 2020 – LGA 2020*

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

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

Increasing the number of people with lived experience of disability on the All Abilities Advisory Committee enhances the committee's representation of people with disability and their carers from across the Shire.

### **6.3 New Appointment to the All Abilities Advisory Committee**

This will improve the quality of advice given to Council by the committee, leading to improved access and inclusion outcomes for the community.

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

It is a requirement under the *Victorian Discrimination Act 2006* for Councils to develop a Disability Action Plan. The AAAC has played a role in developing Council's plan and is active in assisting Council to implement it.

#### ***Community Engagement***

The community has not been engaged on the appointment of this committee.

The committee itself is an important community engagement tool for Council, and aligns with the *Local Government Act 2020* Community Engagement Principles. It has a clearly defined objective and scope outlined in its Terms of Reference 2018 (Principle 1). Members have access to objective, relevant and timely information via key documents shared prior to meetings, and presentations from officers during committee meetings (Principle 2). 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 (Principle 4). Members are informed at each meeting about Council's response to their advice (Principle 5).

The appointment of new members increases Council's adherence to Community Engagement Principle 3, as it ensures that members of the committee are representative of the people with disability and their carers who are most affected by the access and inclusion issues that the committee provides advice on.

#### ***Public Transparency***

The application process for membership of the All Abilities Advisory Committee was made through an open expression of interest process and the invitation to apply was communicated widely. The outcome of this report will be made public once applicants have been contacted. The new committee membership will be promoted via Council's communication channels.

#### ***Financial Management***

The AAAC is supported by Officers. There are only minor costs associated with the Committee's operation and these are funded from existing adopted budgets.

#### ***Service Performance***

Increased representation of people with lived experience of disability on the AAAC will improve the quality of advice given to Council about access and inclusion issues across the Shire. This will increase Council's ability to provide equitable, responsive and accessible services which meet the needs of people with disability and their carers.

#### ***Risk Assessment***

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

An open, merit-based process has been conducted to manage risks associated with appointing the new members to the committee. The risk of not using this process is that Council may receive advice of lower quality on access and inclusion matters.

#### ***Communication***

The outcome of the selection process will be communicated directly to the applicant. Details of the new committee membership will be communicated through Council's communication channels.

#### ***Human Rights Charter***

A review of human rights has been undertaken using Council's Impact Assessment Tool as a guide. The appointment of new members to the committee is compliant with the *Human Rights Charter 2006* and no human rights have been negatively impacted.

### **6.3 New Appointment to the All Abilities Advisory Committee**

#### ***Options***

##### Option 1 – Council appoints the new member to the All Abilities Advisory Committee as recommended

This option is recommended by officers as it has been informed by a merit based approach, and candidates have been assessed against stated selection criteria.

##### Option 2 – Council appoints another candidate who applied to be on the committee

This option is not recommended by officers as the recruitment panel believes the candidate who has been selected is positioned to make the strongest contribution to the committee in terms of lived experience of disability, connection to Surf Coast Shire, and passion and knowledge about access and inclusion issues.

##### Option 3 – 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.

#### ***Conclusion***

The All Abilities Advisory Committee is a high functioning committee which provides valuable advice to Council on improving access and inclusion outcomes for people in Surf Coast Shire. Appointing the recommended new candidate should ensure Council continues to receive excellent advice to improve access and inclusion for people with disabilities.



#### 6.4 Torquay/Jan Juc COVID-19 Recovery Shuttle Bus Initiative

**Author's Title:** General Manager Culture & Community **General Manager:** Anne Howard

**Department:** Culture & Community

**File No:** F16/1579-3

**Division:** Culture & Community

**Trim No:** IC20/1642

**Appendix:**

Nil

**Officer Conflict of Interest:**

In accordance with Local Government Act 2020 – Section 130:

Yes

No

**Status:**

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

Yes

No

**Reason:** Nil

**Reason:** Nil

#### Purpose

The purpose of this report is to consider the introduction of a free shuttle bus service in Torquay/Jan Juc for the coming peak season as a component of Council's COVID-19 recovery program.

#### Summary

Council has experience of running shuttle buses in the 2000s. Initiatives were discontinued in 2009.

The purpose of a shuttle bus service is to aid COVID-19 recovery of the Torquay/Jan Juc community by:

- Reducing congestion.
- Improving the ability of residents and visitors to get around town in summer.
- Providing a convenient link to beaches and businesses and encouraging expenditure.

It is unknown if there is enough time to successfully establish a service by, or shortly after, 26 December 2020. If one can be established there are several options available to Council. Costs stated are estimates and have not been market tested.

	7 days a week	Weekends only
Three bus service	\$135,000	\$75,000
Two bus service	\$95,000	\$55,000
One bus service	\$55,000	\$35,000

To provide the best chance of success at a least a two bus service should be established. This provides a minimum frequency for users to attempt to deliver Council the benefits it seeks.

#### Recommendation

That Council:

1. Seeks to establish a free bus shuttle service for the 2020-21 peak season (26 December 2020 – 26 January 2021) in Torquay/Jan Juc to reduce congestion, improve the movement of people around town and improve visitation to beaches and businesses.
2. Allocates \$95,000 from the COVID-19 Support Allocation to fund the free shuttle bus initiative in Torquay/Jan Juc.
3. Notes that based on best estimates of cost this allocation may support the establishment of a two bus service for 7 days a week for the duration of the stated period.
4. Authorises the General Manager, Culture and Community to negotiate the best possible service within the allocated funds to achieve Council's objectives.
5. Receives a report by 31 March 2021 evaluating the initiative.
6. Notes that should the General Manager, Culture and Community deem that it is not possible to safely, properly and effectively establish a free shuttle bus service in Torquay/Jan Juc in accordance with Council's stated objectives for a majority of the stated period, the initiative will be cancelled and the funds returned to source.

## 6.4 Torquay/Jan Juc COVID-19 Recovery Shuttle Bus Initiative

### Report

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

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

#### **Background**

Councillors have requested a report on the delivery of a shuttle bus initiative to operate in the coming peak season in the Torquay and Jan Juc area.

Council ran a Shuttle Bus program in Torquay for three years from 2006-07 to 2008-09 (fee for use) and for eight years in Lorne from 2000-01 to 2007-08 (free). These were ceased due to high cost (e.g. driver costs doubled), low demand, not enough frequency with available budget, and lack of partnership/sponsorship support. The Torquay shuttle was succeeded by a rerouted and extended public transport service (Routes 50 and 51) and also the emergence of private commercial offerings (e.g. Ride the Wave).

#### **Discussion**

The purpose of a shuttle bus service is to aid COVID-19 recovery of the Torquay/Jan Juc community by:

- Reducing congestion
- Improving the ability of residents and visitors to get around town in summer
- Providing a convenient link to beach and businesses and encouraging expenditure.

The following assumptions are applicable to provide the best chance of success:

- Free service
- 10am to 6pm, 7 days a week from 26/12/20 to 26/1/21
- 20-24 seater with driver (via commercial bus company) potentially with trailer for surfboards/larger bags (Note – accessibility for all not possible on such buses)
- Passengers U/12 to be accompanied by an adult
- Not competing with or undercutting other services (e.g. public bus service).
- Complement existing public bus services (Routes 50 and 51) by connecting to other parts of Torquay/Jan Juc.
- Continuous circuit (approx 30-40 minute loop) via beaches and main shopping precincts between Jan Juc and The Sands.
- Bus stops to be a mix of existing official stops and temporary stops (note temporary stops may not be able to be authorised in available timeframe)
- For one bus and driver \$40,000 - \$45,000 plus additional expense if trailer included.
- Market the service heavily to residents and visitors – would need to be outsourced to a marketing company due to insufficient in-house capacity (estimated cost \$10,000 - \$20,000 for the initial set up of marketing collateral such as webpage, social media, fliers, PR, signs for bus stops and signs on buses)
- At least two buses running simultaneously (see below).

#### Number of buses

One of the keys to success is the frequency of service (based on historical experience users tend to have a 5-10 min wait tolerance):

- A three bus option would have three buses moving around the set circuit continuously every 10 -15 mins (rather than 30-40 mins) thus reducing wait time.
- A two bus option extends the wait time closer to 20 minutes.
- A one bus option has a wait time of 30-40 minutes.

As you reduce the number of buses running you encounter the following issues:

- Wait time extends and acts as a disincentive for users
- Pent up demand can slow the bus/prevent use for those waiting if full up
- Buses frequency will be affected by the chosen route and the likelihood of encountering congested traffic.

#### Other operators

There are two known operators in place:

#### 6.4 Torquay/Jan Juc COVID-19 Recovery Shuttle Bus Initiative

- PTV Bus Route 50 and 51 is a 7 day per week service to and from Geelong with numerous stops around Torquay and Jan Juc and 23 - 25 timetabled services between the 2 services each way on weekdays (6am-8pm) with these services being reduced slightly on weekends.
- Ride The Wave bus uses a summer timetable.

Competitive neutrality tests have not been undertaken due to the short-term nature of this proposal and the purpose of covid-recovery initiatives being based on public interest outcomes.

##### Timing challenges

Key lead-time risks that may prevent the initiative from proceeding in the available time:

- Planning the route (may require PTV sign-off)
- Agreement of bus stops, particularly temporary bus stops which will require risk assessment and approval by PTV. NOTE – Officers have been unable to engage PTV on this issue prior to the development of the report
- Engagement of service provider
- Engagement of marketing consultant and development of marketing collateral

##### COVID-19 considerations

At the time of writing it appears that tourist operators can run enclosed buses with a maximum of 20 passengers. It is unclear what safety regimes are required including regular cleaning and the recording of passenger details.

##### Potential partners

There is insufficient time to seek interest from businesses to co-contribute and this would be against the COVID-19 recovery intention of the initiative.

The Great Ocean Road Coast and Parks Authority – GORCAPA - (formerly the Great Ocean Road Coast Committee - GORCC) has just been formally established. It is unknown if a co-contribution is possible. Staff at GORCC/GORCAPA have been consumed with the transition and thus unavailable for discussions on a possible partnership.

##### Proposed options

	7 days a week	Weekends only
Three bus service	\$135,000	\$75,000
Two bus service	\$95,000	\$55,000
One bus service	\$55,000	\$35,000

##### Assumptions

- 26 Dec to 26 Jan
- \$40,000 per bus for 7 days a week for entire period
- \$20,000 per bus for Saturday & Sunday service (noting higher wage costs on weekends and five weekends in the period)
- \$15,000 fixed cost for marketing regardless of option
- Free bus service

Project coordination will be in-house and will require a reshuffling of priorities in the short-term.

A method of assessing the use of and impact of the service will need to be developed. It is unlikely that the direct impact on businesses will be able to be assessed as it will prove difficult to isolate the impact of the bus service on turnover.

##### **Council Plan**

Theme 4 Vibrant Economy

Objective 4.3 Strengthen the vitality of town centres

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

Local Government Act 2020 – LGA 2020

<b>Implications</b>	<b>Applicable to this Report</b>
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#### 6.4 Torquay/Jan Juc COVID-19 Recovery Shuttle Bus Initiative

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

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

This initiative seeks to assist with community and business recovery from a difficult 2020. The benefits will be concentrated in Torquay/Jan Juc.

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

It is unclear if PTV or other permissions will be required.

#### **Environmental/Sustainability Implications**

The introduction of a shuttle bus has the potential to reduce private vehicle use.

#### **Community Engagement**

No community engagement has been undertaken in the preparation of this report.

#### **Financial Management**

The funding for this initiative is proposed to be sourced from the COVID-19 Support Allocation. \$502,000 of the \$1 million allocation has been allocated to various recovery initiatives at the time of writing. \$498,000 remains unallocated.

#### **Service Performance**

The service would be limited to Torquay and Jan Juc.

Given the limited time available to plan the initiative, it will not be possible to test the supplier market to determine best value for money. An experienced supplier will be selected based on their ability to meet Council's brief in the time window available.

#### **Risk Assessment**

There are health and safety implications associated with this report in so much as the service would be delivered by a contractor on behalf of Council. Therefore Council's WHS officers will provide safety oversight using Council's contractor management processes. COVID Safe plans will be required.

Council's capacity to deliver a shuttle service to meet objectives within the budget and time available is yet to be tested and will not be known until the planning is undertaken in coming weeks. It is possible that challenges will be encountered that prevent the initiative from proceeding.

It is unknown how successful a shuttle service will be in achieving Council's objectives.

Businesses, particularly hospitality and retail are expected to be very busy this summer with high visitation from Victorian residents holidaying closer to home. There is widespread concern about the economic consequences of the traditionally quieter off-peak season for local businesses in 2021.

#### **6.4 Torquay/Jan Juc COVID-19 Recovery Shuttle Bus Initiative**

It is unclear how effective a shuttle bus will be in encouraging use by residents/visitors and reducing congestion.

##### **Communication**

It is proposed to engage external assistance, if available, to market the service. Council's communications channels will be used where possible to promote the initiative.

##### **Options**

Option 1 – Seek to establish a two bus service, 7 days a week (cost estimate \$95,000)

This option is recommended by officers to provide a best value opportunity to achieve Council's objectives.

Option 2 – Seek to establish a two bus service for weekends only (cost estimate \$55,000)

This option is not recommended by officers as it does not seek to maximise the benefits to the local community and businesses by operating for as many days as possible.

Option 3 – Seek to establish some other variation of buses, time periods, user charges and/or locations

This option is not recommended by officers as these may come at a greater cost to Council, may not be viable and may not achieve Council's objectives.

Option 4 – Do not seek to establish a shuttle bus service in the stated period

This option is not recommended by officers as it does not seek to support the recovery of the Torquay/Jan Juc community and businesses

##### **Conclusion**

A shuttle bus service in the peak season in Torquay/Jan Juc is not fully tested but may provide benefits in aiding the Torquay/Jan Juc community and businesses to recover from the pandemic.

**7. REPORTS FOR NOTING**

Nil

**8. URGENT BUSINESS**

Nil

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## 9. PROCEDURAL BUSINESS

### 9.1 Conflict of Interest Records

**Author's Title:** Acting Coordinator Governance

**General Manager:** John Bertoldi

**Department:** Governance & Risk

**File No:** F18/225-2

**Division:** Governance & Infrastructure

**Trim No:** IC20/1617

**Appendix:**

1. Conflict of Interest Record - Meetings Conducted Under the Auspices of Council - Councillor Briefings - 24 November 2020 (D20/218979)
2. Conflict of Interest Record - Meetings Conducted Under the Auspices of Council - Councillor Briefings - 1 December 2020 (D20/222294)

**Officer Conflict of Interest:**

In accordance with Local Government Act 2020 – Section 130:

Yes

No

**Reason:** Nil

**Status:**

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

Yes

No

**Reason:** Nil

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### Purpose

The purpose of this report is to receive and note any conflict of interest records received since the previous Council meeting.

### Summary

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

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

Meetings held under the auspices of Council may include (but are not limited to) Councillor briefings or forums, advisory committee meetings, public consultations and site meetings (including meetings the Council arranges jointly with other organisations).

These records replace the previous requirements for assemblies of councillors under the *Local Government Act 1989*.

### Recommendation

That Council receives and notes the conflict of interest records for the following meetings:

- Councillor Briefings – 24 November 2020
- Councillor Briefings – 1 December 2020



**9.1 Conflict of Interest Records**

**APPENDIX 1 CONFLICT OF INTEREST RECORD - MEETINGS CONDUCTED UNDER THE AUSPICES  
OF COUNCIL - COUNCILLOR BRIEFINGS - 24 NOVEMBER 2020**



## 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
<b>Responsible Officer:</b> Chief Executive Officer
<b>Date:</b> 24 November 2020
<b>In Attendance:</b> Yes (✓) No (X)

Councillors		Officers	
Cr. Gary Allen	✓	Acting Chief Executive Officer – Anne Howard	✓
Cr. Paul Barker	✓	Acting General Manager Governance & Infrastructure – John Bertoldi	✓
Cr. Mike Bodsworth	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Kate Gazzard	✓	General Manager Culture & Community - Chris Pike	✓
Cr. Rose Hodge	✓	Governance Officer – Liberty Nash	✓
Cr. Liz Pattison	✓	Manager Finance – John Brockway	✓
Cr. Adrian Schonfelder	✓		
Cr. Libby Stapleton	✓		
Cr. Heather Wellington	X		

<b>MEETING COMMENCED</b>	3:25pm	<b>MEETING CONCLUDED</b>	4:22pm
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<b>Matters considered at the meeting</b>
1. Monthly Finance Report - October 2020
2. Agenda Review - 24 November 2020 Council Meeting

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> Anne Howard
To be completed on conclusion of session and provided to Governance Officer.		

**Governance Rules, Chapter 3, Clause 3**

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

- 3.2. The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—
- a) reported at a meeting of the Council; and
  - b) incorporated in the minutes of that Council meeting.

**Auspices of the Council**

- Any meeting that is organised, sponsored or otherwise facilitated by the council should be treated as an 'auspiced' meeting. Council auspiced meetings may include, but are not limited to:
- regular councillor briefings or forums,
  - other briefing meetings,
  - committees other than a delegated or community asset committee (such as advisory committees),
  - public consultations, and
  - site meetings (incl. meetings the council arranges jointly with other organisations).

**9.1 Conflict of Interest Records**

**APPENDIX 2 CONFLICT OF INTEREST RECORD - MEETINGS CONDUCTED UNDER THE  
AUSPICES OF COUNCIL - COUNCILLOR BRIEFINGS - 1 DECEMBER 2020**



## 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
<b>Responsible Officer:</b> Chief Executive Officer
<b>Date:</b> 1 December 2020
<b>In Attendance:</b> Yes (✓) No (X)

Councillors	✓	Officers	✓
Cr. Gary Allen	✓	Acting Chief Executive Officer – Anne Howard	✓
Cr. Paul Barker	✓	Acting General Manager Governance & Infrastructure – John Bertoldi	✓
Cr. Mike Bodsworth	✓	General Manager Environment & Development - Ransce Salan	✓
Cr. Kate Gazzard	✓	General Manager Culture & Community - Chris Pike	✓
Cr. Rose Hodge	✓	Governance Officer – Liberty Nash	✓
Cr. Liz Pattison	✓	Manager Business Improvement & Ranger Services – Brendan Walsh	✓
Cr. Adrian Schonfelder	✓	Manager Planning & Development – Bill Cathcart	✓
Cr. Libby Stapleton	✓	Manager Recreation & Open Space Planning – Shaan Briggs	✓
Cr. Heather Wellington	x	Manager Community Relations – Damian Waight	✓
		Manager Environment & Community Safety	✓
		Manager Economic Development – Matt Taylor	✓
		Coordinator Strategic Land Use Planning – Karen Hose	✓
		Coordinator Statutory Planning – David Simon	✓
		Coordinator Social Infrastructure & Open Space Planning – Kristin Davies	✓
		Coordinator Communications & Community Engagement – Darryn Chiller	✓
		Principal Strategic Planner – Michelle Warren	✓
		Principal Statutory Planner – Ben Schmied	✓
		Principal Statutory Planner – Bianca Wilkin	✓
		Community Project Development Officer – Nicky Angus	✓

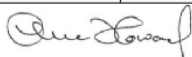
<b>MEETING COMMENCED</b>	10:03am	<b>MEETING CONCLUDED</b>	3:47pm
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Matters considered at the meeting
1. External Presentation - Barwon South West Waste & Resources Recovery Group Update
2. Governance Quarterly Report – 1 July 2020 – 30 September 2020
3. 4 Bin Kerbside Waste System
4. Domestic Animal Management Plan – Annual Review
5. External Presentation – Distinctive Areas and Landscapes Project and Spring Creek Urban Growth Area
6. Distinctive Areas and Landscapes Project and Spring Creek Urban Growth Area Update (confidential)
7. Planning Permit Application 19/0110 – 1440 Inverleigh-Winchelsea Road Inverleigh – Use and Production for Intensive Animal Production (Sheep Production and Dairy)
8. Planning Permit Application 18/0274 – Mixed Use Development – 85 Geelong Road Torquay
9. Planning Permit 20/283 – 86-92 The Esplanade Torquay – Construction of 3 Storey Residential Apartments and Removal of Native Vegetation
10. Community Project Development Quarterly Report (December 2020)
11. State Budget 2020-2021 Update
12. Councillor COVID-19 Update

**9.1 Conflict of Interest Records**



13. Council 2021 Event Calendar
14. Local Planning Policy Framework Translation
15. Reports Coming to December Council Meeting
16. New Appointment to All Abilities Advisory Committee
17. Councillor updates

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> Anne Howard		
To be completed on conclusion of session and provided to Governance Officer.		

**Governance Rules, Chapter 3, Clause 3**

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

**Auspices of the Council**

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

**10. NOTICE OF MOTIONS**

Nil

**11. CLOSED SECTION**

Nil