



Agenda

Ordinary Meeting of Council
Tuesday, 22 November 2016

To be held in the
Council Chambers
1 Merrijig Drive, Torquay

Commencing at 6.00pm

Council:

Cr Brian McKiterick (Mayor)
Cr David Bell
Cr Libby Coker
Cr Martin Duke
Cr Clive Goldsworthy
Cr Rose Hodge
Cr Carol McGregor
Cr Margot Smith
Cr Heather Wellington

AGENDA FOR THE ORDINARY MEETING OF SURF COAST SHIRE COUNCIL
TO BE HELD IN THE COUNCIL CHAMBERS, 1 MERRIJIG DRIVE, TORQUAY
ON TUESDAY 22 NOVEMBER 2016 COMMENCING AT 6.00PM

PRESENT:

OPENING:

Council acknowledge the traditional owners of the land where we meet today and pay respect to their elders past and present and Council 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 note the minutes of the Ordinary meeting of Council held on 13 September 2016, and the Special meeting of Council held on 4 October 2016, and the Special meeting of Council held on 8 November 2016, as correct records of the meetings.

LEAVE OF ABSENCE REQUESTS:

CONFLICTS OF INTEREST:

Note to Councillors and Officers

Declaration of Interest

Councillors and Officers please note that in accordance with Section 77A of the Local Government Act 1989, there is an obligation to declare a conflict of interest in a matter that could come before Council.

A conflict of interest can be a direct or indirect interest in a matter.

A person has a direct interest if:

There is a reasonable likelihood that the benefits, obligations, opportunities or circumstances of the person would be directly altered if the matter is decided in a particular way.

A person has an indirect interest if the person has:

- 1. A close association whereby a "family member" of the person has a direct or indirect interest or a "relative" or member of a person's household has a direct interest in a matter;*
- 2. An indirect financial interest in the matter;*
- 3. A conflicting duty;*
- 4. Received an "applicable" gift;*
- 5. Become an interested party in the matter by initiating civil proceedings or becoming a party to civil proceedings in relation to the matter; or*
- 6. A residential amenity affect.*

Disclosure of Interest

A Councillor or Officer must make full disclosure of a conflict of interest by advising the class and nature of the interest immediately before the matter is considered at the meeting. While the matter is being considered or any vote taken, the Councillor or Officer with the conflict of interest must leave the room and notify the Chairperson that he or she is doing so.

PRESENTATIONS:

PUBLIC QUESTION TIME:

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1. OFFICE OF THE CEO

Nil

2. GOVERNANCE & INFRASTRUCTURE

2.1 Audit and Risk Committee Annual Report 2015-2016

Author's Title: Manager Governance & Risk

General Manager: Anne Howard

Department: Governance & Risk

File No: F16/145

Division: Governance & Infrastructure

Trim No: IC16/1063

Appendix:

1. Audit and Risk Committee Annual Report 2015-2016 - 8 September 2016 (D16/80071)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To receive the 2015-2016 Audit and Risk Committee Annual Report.

Summary

The Audit and Risk Committee Charter requires the Audit and Risk Committee to prepare and present an Annual Report to Council.

The Audit and Risk Committee endorsed the 2015-2016 Audit and Risk Committee Annual Report at its meeting on 8 September 2016 and it is now being provided to Council for noting.

Recommendation

That Council receive and note the 2015-2016 Audit and Risk Committee Annual Report.

2.1 Audit and Risk Committee Annual Report 2015-2016

Report

Background

The Audit and Risk Committee is delegated by Council with the responsibility to:

- Promote and monitor an ethical culture throughout the Council
- Monitor the implementation of a sound system of risk oversight and management
- Ensure Council maintains a reliable system of internal control
- Monitor and review internal and external reporting.

The Audit and Risk Committee plays a key role in effectively communicating between Council and the internal and external auditors to assist Council to fulfil its governance and oversight responsibilities in relation to these functions.

The Audit and Risk Committee Charter requires the Audit and Risk Committee to prepare and present an Annual Report to Council.

Discussion

The Chair of the Audit and Risk Committee, Mr Brian Keane, prepared the Audit and Risk Committee Annual Report for 2015-2016 which was endorsed by the Committee at its meeting on 8 September 2016. The Committee now provides the report to Council for information.

The Annual Report for 2015–2016 is attached at Appendix 1.

Financial Implications

Not Applicable

Council Plan

Theme 2 Governance

Objective 2.2 High performing accountable organisation

Policy/Legal Implications

Section 139 of the Local Government Act 1989, provides that Council must establish an audit committee. The Audit Committee Charter and Work Plan mandate that an annual report outlining the Committee's activities are to be provided to Council.

Officer Direct or Indirect Interest

No officer involved in the compilation of this report has a conflict of interest.

Risk Assessment

The Audit and Risk Committee complements the risk methodologies of Council.

Social Considerations

Not applicable.

Community Engagement

Not applicable.

Environmental Implications

Not applicable.

Communication

Not applicable.

Conclusion

The Audit and Risk Committee endorsed the 2015-2016 Audit and Risk Committee Annual Report at its 8 September 2016 meeting. It is therefore recommended that Council receive and note the 2015-2016 Audit and Risk Committee Annual Report and notes the work of the Committee during that time.

2.2 Council Representation on Various Committees and Regional/Peak Organisations

Author's Title: Team Leader Governance

General Manager: Anne Howard

Department: Governance & Risk

File No: F12/2042

Division: Governance & Infrastructure

Trim No: IC16/1213

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To appoint Council delegates to various Committees and regional/peak organisations.

Summary

There are a number of Committees to which Council delegates are appointed on an annual basis, including regional/peak organisations and internal Advisory Committees.

Delegates are responsible for reporting back to Council in regard to any actions or outcomes from the meetings. Substitute delegates are also nominated to represent Council where the delegate is unavailable.

The list showing the 2016 Councillor delegates is provided for information. Council is now required to nominate delegates to the various committees and organisations for 2017.

Organisation/Committee	2016 Delegates	2017 Delegates
Municipal Association of Victoria (MAV)	Cr Fisher Cr Smith (Sub)	Cr Coker
Victorian Local Governance Association (VLGA)	Cr McKiterick	Cr Wellington
Australian Local Government Association (ALGA)	Cr Hodge	Cr McKiterick
Geelong Regional Library Corporation (GRLC)	Cr Smith Cr Fisher (Sub)	Cr Smith
Geelong Heritage Centre Collection Advisory Committee	Cr Smith	Cr Smith
Barwon South West Waste and Resource Recovery Group	Cr Bell	Cr Bell
Great Ocean Road Regional Tourism Inc. (GORRT)	Cr Goldsworthy	CEO
G21 Geelong Region Alliance Ltd - Board of Directors	Cr Hodge	Cr McKiterick (Mayor)
Audit & Risk Committee	Cr Smith Cr McKiterick	Cr Goldsworthy Cr Smith
Chief Executive Officer Employment Matters Committee	Cr Smith Cr Hodge Cr Bell Cr McGregor	Cr McKiterick (Mayor) Cr Goldsworthy Cr McGregor Cr Wellington
Municipal Emergency Management Planning Committee	Cr Smith Cr Coker	Cr Duke Cr Coker (Sub)
All Abilities Advisory Committee (formerly Advisory Committee on Disability)	Cr Wellington Cr Hodge	Cr Wellington
Tourism Reference Group	Cr Goldsworthy	Cr Goldsworthy
Hearing of Submissions Committee	All Councillors	All Councillors
Bells Beach Committee	Cr Bell	Cr Bell

2.2 Council Representation on Various Committees and Regional/Peak Organisations

	Cr Fisher	Cr Duke
Lorne Community Impact Advisory Committee (CIAC)	Cr Goldsworthy	Cr Goldsworthy
Anglesea Community Impact Advisory (CIAC)	Cr Coker Cr Smith (Sub)	Cr Coker Cr Smith (Sub)
Torquay Community Impact Advisory Committee (CIAC)	Cr Bell Cr Fisher	Cr Bell Cr Duke (Sub)
Hinterland Community Impact Advisory Committee (CIAC)	Cr Wellington Cr McGregor	Cr McGregor Cr Wellington (Sub)
Community Chef	Cr Smith	Cr Smith
25% by 2020 Renewable Energy Task Force	Cr Bell Cr McGregor Cr Smith	Cr Smith Cr Bell Cr Coker

G21 Pillars	2016 Delegates	2017 Delegates
G21 Economic Development Pillar	Cr McGregor	Cr McGregor
G21 Transport Pillar	Cr Hodge	Cr Coker
G21 Arts and Culture Pillar	Cr Smith	Cr Smith
G21 Planning and Services Pillar	Cr Bell	Cr Bell
G21 Health and Wellbeing Pillar	Cr McGregor	Cr Smith
G21 Education and Training Pillar	Cr Coker	Cr Duke
G21 Environment Pillar	Cr Fisher	Cr McGregor
G21 Sport and Recreation Pillar	Cr Hodge	Cr Hodge

Recommendation

That Council nominate and appoint delegates to the various Committees and regional/peak organisations for 2017 as below:

Organisation/Committee	2016 Delegates	2017 Delegates
Municipal Association of Victoria (MAV)	Cr Fisher Cr Smith (Sub)	Cr Coker
Victorian Local Governance Association (VLGA)	Cr McKitterick	Cr Wellington
Australian Local Government Association (ALGA)	Cr Hodge	Cr McKitterick
Geelong Regional Library Corporation (GRLC)	Cr Smith Cr Fisher (Sub)	Cr Smith
Geelong Heritage Centre Collection Advisory Committee	Cr Smith	Cr Smith
Barwon South West Waste and Resource Recovery Group	Cr Bell	Cr Bell
Great Ocean Road Regional Tourism Inc. (GORRT)	Cr Goldsworthy	CEO
G21 Geelong Region Alliance Ltd - Board of Directors	Cr Hodge	Cr McKitterick (Mayor)
Audit & Risk Committee	Cr Smith Cr McKitterick	Cr Goldsworthy Cr Smith
Chief Executive Officer Employment Matters Committee	Cr Smith Cr Hodge Cr Bell Cr McGregor	Cr McKitterick (Mayor) Cr Goldsworthy Cr McGregor Cr Wellington
Municipal Emergency Management Planning Committee	Cr Smith Cr Coker	Cr Duke Cr Coker (Sub)
All Abilities Advisory Committee (formerly Advisory Committee on Disability)	Cr Wellington Cr Hodge	Cr Wellington
Tourism Reference Group	Cr Goldsworthy	Cr Goldsworthy
Hearing of Submissions Committee	All Councillors	All Councillors
Bells Beach Committee	Cr Bell Cr Fisher	Cr Bell Cr Duke

2.2 Council Representation on Various Committees and Regional/Peak Organisations

Lorne Community Impact Advisory Committee (CIAC)	Cr Goldsworthy	Cr Goldsworthy
Anglesea Community Impact Advisory (CIAC)	Cr Coker Cr Smith (Sub)	Cr Coker Cr Smith (Sub)
Torquay Community Impact Advisory Committee (CIAC)	Cr Bell Cr Fisher	Cr Bell Cr Duke (Sub)
Hinterland Community Impact Advisory Committee (CIAC)	Cr Wellington Cr McGregor	Cr McGregor Cr Wellington (Sub)
Community Chef	Cr Smith	Cr Smith
25% by 2020 Renewable Energy Task Force	Cr Bell Cr McGregor Cr Smith	Cr Smith Cr Bell Cr Coker

G21 Pillars	2016 Delegates	2017 Delegates
G21 Economic Development Pillar	Cr McGregor	Cr McGregor
G21 Transport Pillar	Cr Hodge	Cr Coker
G21 Arts and Culture Pillar	Cr Smith	Cr Smith
G21 Planning and Services Pillar	Cr Bell	Cr Bell
G21 Health and Wellbeing Pillar	Cr McGregor	Cr Smith
G21 Education and Training Pillar	Cr Coker	Cr Duke
G21 Environment Pillar	Cr Fisher	Cr McGregor
G21 Sport and Recreation Pillar	Cr Hodge	Cr Hodge

2.2 Council Representation on Various Committees and Regional/Peak Organisations

Report

Background

There are a number of Committees which Councillors are appointed to as delegates on an annual basis, including a number of regional/peak organisations, as well as internal advisory committees.

Delegates represent Council at the meetings of these Committees and organisations and are responsible for reporting back to Council in regard to any actions or outcomes from the meetings. Substitute delegates are also nominated to represent Council at those meetings where the delegate may be unavailable.

The list showing the 2016 Councillor delegates is provided for information. Council is required to nominate delegates to the various committees and organisations for 2017.

Discussion

Below is a brief description of the various Committees and regional/peak organisations that require appointed Councillor delegates.

Municipal Association of Victoria (MAV)

The MAV was formed in 1879 and the Municipal Association Act 1907 anointed the MAV the official voice of local government in Victoria.

The purpose of the MAV is defined under the Municipal Association of Victoria Act 1907 and states:
The Municipal Association of Victoria was established to promote the efficient carrying out of municipal government throughout the State of Victoria and to watch over and protect the interests, rights and privileges of municipal corporations. (Municipal Association Act, 1907)

The MAV performs six key functions:

1. Advocacy: representation of the needs and interests of the sector with other levels of government and with other key stakeholders
2. Capacity Building: working actively with councils to support them to improve how they operate in communities, particularly where there is significant change or new requirements
3. Networking: coordination, hosting and/or sponsorship of opportunities for the sector (or parts of the sector with common interests) to come together to share knowledge and experiences and plan responses
4. Policy development: setting of standards for the sector and developing the policies and the sector-wide regulations and codes needed in order to deliver service enhancement; financial and economic health; and social capital.
5. Professional Development: human resources support and training and education programs to develop the understandings and skills of both councillors and staff
6. Awareness raising: research and analysis leading to information dissemination and awareness raising promotions and campaigns.

Victorian Local Governance Association (VLGA)

The VLGA is a unique peak body for councillors, community leaders and local governments working to build and strengthen their capacity to work together for progressive social change.

The VLGA Board manages the business and affairs of the Association and sets and oversees policy on behalf of and in accordance with the wishes of the membership. It has the power to perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Association. The Board is elected for a two-year term at its February Meeting. All VLGA individual members, member community groups and Councillors from member Councils are eligible to vote.

The Board consists of the President, three Vice-Presidents, a Treasurer, the Executive Officer (ex-officio) and six ordinary members, two of which are elected Councillors from member local governments. The President, Treasurer and two of the Vice Presidents are Councillors from member local governments. The President, Vice Presidents, Treasurer, Public Officer with the Executive Officer comprise the Officer Bearers of the Association that between Board Meetings may act as an Executive, with the same powers as the Board. 57 Local Councils are Members of VLGA.

2.2 Council Representation on Various Committees and Regional/Peak Organisations

Australian Local Government Association (ALGA)

The Australian Local Government Association is the national voice of local government, representing more than 609 councils across the country. In structure, ALGA is a federation of state and territory local government associations. Since 2001, membership has included the Government of the Australian Capital Territory (uniquely in Australia, the ACT Government combines both state and local government functions).

ALGA members:

- ACT Government
- Australian Capital Territory
- Local Government and Shires Associations of New South Wales
- Local Government Association of Northern Territory
- Local Government Association of Queensland
- Local Government Association of South Australia
- Local Government Association of Tasmania
- Municipal Association of Victoria
- Western Australian Local Government Association

Key activities include representation of local government on national bodies and ministerial councils, providing submissions to government and parliamentary inquiries, raising the profile and concerns of local government at the national level and providing forums for local government to guide the development of national local government policies.

As one of Australia's three spheres of government, local government is represented by ALGA on the Council of Australian Governments (COAG). This peak government body brings together the Prime Minister, state premiers, territory chief ministers and the ALGA President to develop responses to issues of concern to all three spheres of government.

The Association's policies are determined by the ALGA Board, consisting of two representatives from each of the member associations and two from the ACT Government.

Each state is represented on the Board by a maximum of two Directors appointed by the members based in that state. In addition, the President is an independent Director.

Geelong Regional Library Corporation

The Geelong Regional Library Corporation (GRLC) was formed under the provisions of Section 196 of the Local Government Act, 1989 on 4 March 1997 to provide library services within the municipal districts: Borough of Queenscliff, City of Greater Geelong, Golden Plains Shire and Surf Coast Shire.

The Geelong Regional Library Corporation is governed by the Regional Library Board whose responsibilities and authorities are similar to those applying to councils and includes policy, strategic and corporate planning and service evaluation. Board meetings are held regularly and are advertised and open to public attendance. Representation on the Board is determined by the Regional Library Agreement established by the member Councils.

Geelong Heritage Centre Collection Advisory Committee

The Geelong Heritage Centre's archive collection is a unique recorded history of Geelong and the Bellarine, the Golden Plains, the Surf Coast, the Borough of Queenscliff and beyond.

The purpose of the Geelong Heritage Centre Collection Advisory Committee is to provide Heritage Centre collection related advice and recommendations to the GRLC Board.

A key role is to make decisions about new collection donation offers (acquisitions) as well as deaccessioning of the collection - by the Heritage Centre (with specific reference to the guidelines for such contained in the GHC Collection and Acquisitions Policy).

The Manager, Geelong Heritage Centre presents advice and reports to the Geelong Regional Library Corporation (GRLC) Board and other bodies on behalf of the Advisory Committee as required.

2.2 Council Representation on Various Committees and Regional/Peak Organisations

Barwon South West Waste and Resource Recovery Group

The Environment Protection Act in 2014 established the Barwon South West Waste and Resource Recovery Group to deliver waste and resource recovery planning, procurement, education and project functions in the Barwon South West waste and resource recovery region. This replaced the former Barwon Regional Waste Management Group. This newly formed group requires each member Council to nominate a Councillor as their representative to the Forum and a staff member as an Advisory Member. The Forum is to be established to support the effective operation of the Barwon South West Waste and Resource Recovery Group.

The group has membership of nine councils being:

Borough of Queenscliff, City of Greater Geelong, Colac Otway Shire Council, Corangamite Shire Council, Glenelg Shire Council, Moyne Shire Council, Southern Grampians Shire Council, Surf Coast Shire Council and Warrnambool City Council.

Great Ocean Road Regional Tourism Inc.

Great Ocean Road Regional Tourism Inc. (GORRT) was formed in October 2013. GORRT was formed following the City of Greater Geelong pulling of the Geelong Otway Tourism and in response to Tourism Victoria pursuing the formation of a regional tourism body for the Barwon South West region. The following Councils are members of GORRT: Surf Coast Shire, Colac Otway Shire, City of Warrnambool, Moyne Shire and Corangamite Shire. GORRT has been formed as a company limited by guarantee and will have five reps from each member Council, five skills based reps and an independent chair.

G21 Geelong Region Alliance Ltd - Board of Directors

The G21 Geelong Region Alliance Ltd is a company limited by guarantee with objectives to foster and undertake actions that will support sustainable growth and development in the Geelong region.

G21 is the alliance of a variety of independent organisations with a shared vision for the Geelong region. The Alliance includes the Borough of Queenscliff, City of Greater Geelong, Colac Otway Shire, Golden Plains Shire, Surf Coast Shire and more than 150 community and business organisations committed to securing a bright and sustainable future for the region.

The G21 Geelong Region Alliance Ltd Constitution (17 September, 2012) requires member Councils to appoint 1 Councillor and 1 Council Officer as Directors on the Board. Historically Council's representatives on the G21 Board have been the Mayor and CEO.

G21 is a unique, award winning model of regional community capacity building that provides:

- A forum to discuss 'big picture' regional issues across interest groups and municipalities.
- Delivery of projects that benefit the region and cross municipal borders.
- A platform for the region to speak with one voice to all levels of government.

Formed in 2002, the heart of G21 is a series of Pillar Groups representing priority interest areas of the Region including: Arts and Culture, Economic Development, Environment, Health & Wellbeing, Education and Training, Sport & Recreation, Planning and Services, Water Panel, and Transport.

The Pillar Groups range in size from 12 to 25 people and include representatives from diverse business, community and government organisations from all parts of the Region.

The first major achievement of G21 was the development of the Geelong Region Strategic Plan in 2003. Developed through extensive consultation with the G21 Pillars, the Strategic Plan identified twenty-four key projects that needed to happen to enable the Geelong Region to take full advantage of the opportunities presented in the 21st Century. Since its launch in November 2003, twenty-one of the Projects are now underway or complete and are presented in the G21 Region Report 2005.

In conjunction with the Board, there are 8 consultative forums that operate under the G21 banner. Known as the G21 Pillars, they include the Economic Development Pillar, Transport Pillar, Arts and Culture Pillar, Planning and Services Pillar, Health and Wellbeing Pillar, Education and Training Pillar, Environment Pillar, and the Sport and Recreation Pillar. Each Pillar includes a range of skills-based, community and Council appointed members.

2.2 Council Representation on Various Committees and Regional/Peak Organisations

Audit & Risk Committee

The Audit & Risk Committee is a formally appointed Advisory Committee of Council and is responsible to that body. The Audit & Risk Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Audit & Risk Committee does not have any management functions and is therefore independent of management. The Audit & Risk Committee does not have any role in relation to issues normally addressed by Council or a subcommittee of Council, which may have delegated powers and financial management responsibilities in relation to budgets, financing decisions and expenditure priorities. The Audit & Risk Committee is a separate activity and acts independently of Council and does not have any role in relation to financial management issues or have an executory role or powers.

The Committee's role is to report to Council and provide appropriate advice and recommendations relevant to its charter in order to facilitate decision making by the Council in relation to the discharge of its responsibilities. The Audit & Risk Committee plays a key role in assisting Council to fulfil its governance and overseeing responsibilities in relation to financial reporting, internal control, risk management systems, ethical accountability and the internal and external audit functions.

The Audit & Risk Committee consists of:

- Two Councillors
- Four suitably qualified independent representatives

The Chief Executive Officer, Director Corporate Services and Council's Internal Auditor are not members but should attend meetings in an advisory capacity.

Chief Executive Officer Employment Matters Committee

The CEO Employment Matters Committee shall soon be a statutory requirement under a new section of the Local Government Act 1989, being section 94AA. Council currently has a CEO Performance Committee that has the responsibility for reviewing the performance of the CEO and providing details of the review to Council. The CEO Employment Matters Committee shall replace the current CEO Performance Committee

The committee is referenced within the CEO's contract of employment as follows:

"6.1 Annual Performance Review

The Officer's performance must be reviewed annually no later than each anniversary of the commencement date of this Agreement, by a committee of the Council appointed for that purpose. The Council committee must comprise at least the Mayor and two other councillors."

The CEO Performance Committee is also responsible for developing guidelines to conduct the review of the CEO, in consultation with the Officer, as will the CEO Employment Matters Committee. The CEO performance review is conducted annually and the committee may be required to meet on several occasions whilst finalising a review process.

Municipal Emergency Management Planning Committee

Pursuant to Section 21 of the Emergency Act 1986, Council must appoint a municipal emergency planning committee constituted by persons appointed by the municipal council being members and employees of the municipal council, response and recovery agencies and local community groups involved in emergency management issues. Subject to regulations, a municipal emergency planning committee may determine its own procedures.

Councillor Delegates: 1 Councillor

All Abilities Advisory Committee

Formerly the Advisory Committee on Disabilities (ACoD). The Committee's vision is a "Surf Coast where people of all abilities are considered valuable members of our vibrant, healthy and diverse Surf Coast community. We will assist and support Surf Coast Shire as an organisation and community to embed inclusiveness of people of all abilities in Surf Coast life". Council has supported this Committee by appointed a delegate to attend in the past.

2.2 Council Representation on Various Committees and Regional/Peak Organisations

The Committee's Objectives are:

1. Advise Council on opportunities to improve access and inclusion for people of all abilities that reside in and visit the Surf Coast Shire.
2. Advocate for improved access and inclusion, and promote participation for people of all abilities in Surf Coast Shire community activities.

Tourism Reference Group

The Tourism Reference Group is partnered with Council to provide input into a range of action items that will promote visitation to the Surf Coast.

The TRG includes up to a total of 15 members as below:

- Surf Coast Shire Councillor (1)
- Local Trader Group representatives (5) comprising
 - Torquay Commerce and Tourism Association
 - Business & Tourism Anglesea
 - Growing Winchelsea Inc.
 - Aireys Inlet Tourism & Traders Association
 - Lorne Business and Tourism Association

Hearing of Submissions

To hear and report to Council on submissions received by Council in accordance with section 223 of the Local Government Act 1989 or other publicly exhibited matters.

Membership: All Councillors

Quorum: 5 Councillors

Bells Beach Committee

The objective of the Bells Beach Committee is to provide appropriate advice and recommendations to Council relating to:

- Implementation of the Bells Beach Surfing Recreation Reserve Coastal Management Plan 2015-18 and the Bells Beach Surfing Recreation Reserve Implementation Plan 2015-18
- Designs and plans associated with the implementation of the above plans; and
- Consultation and engagement to collect the views of reserve users on implementation of the above plans.

The Bells Beach Committee consists of:

- One impartial Chair
- Two Surf Coast Shire Councillors
- One Wathaurung Aboriginal Corporation (Registered Aboriginal Party) representative –subject to staff availability
- One Surfing Victoria representative
- Five community representatives

2.2 Council Representation on Various Committees and Regional/Peak Organisations

Community Impact Advisory Committees (CIAC)

Torquay, Lorne and Anglesea with proposal to establish a Hinterland Committee Currently CIAC is a forum with no Statutory Status within Surf Coast Shire. Minutes of CIAC meetings are not circulated to Councillors and the chairing of CIAC is inconsistent, i.e. Torquay CIAC is chaired by Cr Rose Hodge whilst the Lorne and Anglesea CIAC are chaired by an Officer.

In Winchelsea, there is no CIAC group that meets, largely due to the lower number of events held and that pass through the area. However, in light of the new Council plan and the Events Strategy that discusses greater opportunities for the Hinterland area, it is advisable to explore the establishment of a Winchelsea CIAC that accords with the Terms of Reference. A discussion about the agency capacity to fulfil a Winchelsea CIAC would need to be held to ensure that this model can work with agency commitment.

The following are recommendations to strengthen the function of CIAC within Council's advisory structure:

- Explore the possibility of CIAC to be a sub-committee of the MEMPC.
- Distribution of CIAC minutes to Council for information via Council Meeting Agendas.
- Provide for 1 x per annum Winchelsea based CIAC leading up to the Spring events season.

Community Chef

Community Chef commenced production in November 2010. The grand vision of the founding councils was to create an organisation with the capability to address the shortcomings of the legacy Meals on Wheels sector that had operated, largely unchanged, since the 1950's. The Advisory Committee provides Community Chef the opportunity to engage with each council, gaining valuable insights into areas where there were opportunities to refine the product and service offering.

25% by 2020 Renewable Energy Task Force

The Surf Coast Shire 25% by 2020 Renewable Energy Task Force will work in partnership with Council, the community and industry leaders to fulfil its role in achieving the State Government's proposed renewable energy target of at least 25% by 2020 - for our municipality.

Financial Implications

Not applicable.

Council Plan

Theme 2 Governance
Objective 2.5 Enhanced community engagement

Policy/Legal Implications

Not applicable.

Officer Direct or Indirect Interest

No person associated with the drafting of this report has a conflict of interest.

Risk Assessment

Not applicable.

Social Considerations

Not applicable.

Community Engagement

Involvement with regional and industry based committees provides Council with the opportunity to consider issues that may have broader impact than just the Council area, and can assist Council to hear the views of a wider community.

Environmental Implications

Not Applicable.

Communication

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

2.2 Council Representation on Various Committees and Regional/Peak Organisations

Conclusion

It is recommended that Council nominate and appoint delegates to the various Committees and regional/peak organisations for 2017.

2.3 Ordinary Council Meeting Dates & Times for 2017

Author's Title: Team Leader Governance
Department: Governance & Risk
Division: Governance & Infrastructure
Appendix:

General Manager: Anne Howard
File No: F16/287
Trim No: IC16/1219

Officer Direct or Indirect Conflict of Interest:
In accordance with Local Government Act 1989 –
Section 80C:

Yes

No

Reason: Nil

Status:
Information classified confidential under Section 77
of the Local Government Act:

Yes

No

Reason: Nil

Purpose

To adopt the Ordinary Council meeting cycle for 2017.

Summary

Section 83 of the Local Government Act 1989 states that Council may hold two types of meetings, being:

- Ordinary meetings at which general business of the Council may be transacted; and
- Special meetings at which the business specified in the notice calling the meeting may be transacted.

To ensure that the legislative requirements in regard to the conduct of an Ordinary meeting can be met, it is prudent for Council to resolve the date and time of future Ordinary meetings.

The recommendation allows for off-site meetings to be agreed and held as required.

Recommendation

That Council

1. Adopt the Council meeting dates for 2017 as follows:-

24 January
28 February
28 March
26 April
23 May
27 June
25 July
22 August
26 September
24 October
28 November
12 December

2. Note that Ordinary Council meetings will be held at 6pm in the Council Chambers, 1 Merrijig Drive, Torquay unless otherwise advertised.

2.3 Ordinary Council Meeting Dates & Times for 2017

Report

Background

To ensure that the legislative requirements in regard to the conduct of an Ordinary meeting can be met, it is prudent for Council to resolve the date and time of future Ordinary meetings.

Discussion

Section 83 of the Local Government Act 1989 states that Council may hold two types of meetings, being:

- Ordinary meetings at which general business of the Council may be transacted; and
- Special meetings at which the business specified in the notice calling the meeting may be transacted.

It is proposed that with the exception of April and December 2017, Ordinary Council meetings be scheduled for the fourth Tuesday of each month, commencing at 6.00pm. It is proposed that the April 2017 meeting be held on Wednesday, 26 April 2017 due to the Anzac Day Public Holiday and the December 2017 meeting be held on 12 December 2017 due to Christmas.

The recommendation allows for meetings to generally be held at the Torquay Council Chamber with the option for off-site meetings to be agreed and held as required.

Financial Implications

Not applicable.

Council Plan

Theme 2 Governance
Objective 2.4 Transparency in decision making and access to information
Strategy Nil

Policy/Legal Implications

Section 89(4) of the Local Government Act 1989 requires that:

- (4) Unless subsection (4A) applies, a Council must at least 7 days before the holding of—
- (a) an ordinary council meeting; or
 - (b) a special council meeting; or
 - (c) a meeting of a special committee comprised solely of Councillors give public notice of the meeting.

Council's Local Law No. 2 – Meeting Procedure and Council Seal, clause 13 Attendance & Notice of meetings (Pursuant to Section 89 of the Act) requires that:

- 14.1 The Chief Executive Officer must give notice to the public of any meeting of the Council by public notice at least seven days prior to the meeting and via Council's website.
- 14.2 The date, time and place for all Ordinary Council meetings shall be fixed by the Council from time to time.

Officer Direct or Indirect Interest

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

Risk Assessment

Not applicable.

Social Considerations

Not applicable.

Community Engagement

Provides clarity for the community as to when Council meetings will be conducted.

Environmental Implications

Not applicable.

Communication

Meeting times and dates will be advertised in the local press and available on Council's website.

Conclusion

It is recommended that Council adopt the Council meeting dates and times for 2017.

2.4 The Sands Torquay Golf Course and Peppers Hotel

Author's Title: General Manager Governance & Infrastructure

General Manager: Anne Howard

Department: Governance & Infrastructure

File No: F15/887

Division: Governance & Infrastructure

Trim No: IC16/1236

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To seek direction in response to an offer from the Handbury Group that Council purchase The Sands Golf Course, Torquay.

Summary

The Handbury Group made Council aware in May 2016 that there was an intention to sell through open market The Sands Golf Course and Peppers Hotel. The Handbury Group has now invited The Sands Owners Corporation No 1 and Surf Coast Shire Council to consider purchase of The Sands Golf Course.

Council should consider a range of issues in relation to this matter, including its current and future service needs, effective drainage systems, environmental matters and financial matters. Council does not have a strategic or service need to own the property or assets and acquisition would be inconsistent with its current policies and financial plans. It is more appropriate for the property and assets to remain in private ownership.

Recommendation

That Council authorise the Chief Executive Officer to advise the Handbury Group that it declines the invitation to purchase The Sands Golf Course, Torquay.

2.4 The Sands Torquay Golf Course and Peppers Hotel

Report

Background

The Handbury Group made Council aware in May 2016 that there was an intention to sell through open market The Sands Golf Course and Peppers Hotel. The Handbury Group has recently advised Council that despite a 6 month marketing campaign a purchaser has not been found for either the golf course or the hotel. This matter was discussed at the General Meeting of the golf club members and continues to be discussed with The Sands Owners Corporation No 1.

The Handbury Group has invited The Sands Owners Corporation No 1 and Surf Coast Shire Council to consider purchase of The Sands Golf Course. The Handbury Group awaits a response from Council.

Discussion

Council needs to consider a number of matters in relation to the potential purchase of the property and assets, including the principles articulated in its Policy SCS-005 Strategic Asset Management. Policy principles a, b and f are particularly to this matter and state that new or acquired assets should:

- a. Meet service levels that are informed by customer expectations
- b. Support the organisation to deliver effective outcomes
- f. Are financially sustainable.

1. Service need

Golf is not a common offering for local government, although Council is the Committee of Management for a portion of Crown Land in Winchelsea which it leases to the Winchelsea Golf Club. Council does not currently include golf as a service offering in Torquay and has no strategy that would indicate that Council should expand its current range of services to include golf. Council's recently adopted Open Space Strategy foreshadows the need to plan for additional active open space within a period of about 10 years, however the existing golf course is unlikely to offer the most feasible opportunity for conversion to active open space due to land cost and its established use.

Acquisition of The Sands Golf Course does not align to Council's current service offering or strategic priorities.

2. Effective drainage infrastructure

Council is the drainage authority for urban catchments upstream of The Sands and is responsible for infrastructure that discharges to infrastructure located within the golf course before passing through to the wetlands downstream of the golf course.

Council does not need to own the golf course property or assets to deliver effective drainage performance in relation to servicing the upstream catchment. Further to this, the water/stormwater system in the golf course is relatively complex and would add increased workload and cost to Council if it was to take over this system.

It should be noted that the performance of the golf course stormwater system does have a material effect on the quality of the water discharging to the wetlands downstream. While Council has an interest in the health of the environment, as do many in the local community, Council's role in the environment lies in ensuring that there is sound planning and regulation, rather than ownership and operation of this system.

3. Financial sustainability and asset management

Council has increasing understanding of the financial challenges it faces in the medium to long term. It is focussing on achieving efficiencies and savings through ongoing reform and service reviews. Council may choose to acquire new property and assets to support the community and environment where there is strategic justification and understanding of how any up-front and ongoing costs will be funded.

Financial Implications

Council would need to source significant funds if it was to consider purchase of the golf course property and assets. This may include own-source funding or debt, however there is no capacity in the current 2016/17 budget or long term financial plan at this time.

2.4 The Sands Torquay Golf Course and Peppers Hotel

Council Plan

Theme 2 Governance
Objective 2.4 Transparency in decision making and access to information
Strategy 2.4.3 Ensure decision-making is as transparent as possible

Policy/Legal Implications

The Strategic Asset Management policy provides guidance to Council as it considers this matter, as discussed elsewhere in this report.

Officer Direct or Indirect Interest

No officer involved in the development of this report has a conflict of interest in this matter.

Risk Assessment

A formal risk assessment has not been conducted in this instance because officers are recommending not to purchase the property. If Council decides to pursue the acquisition of the property and/or assets a comprehensive risk assessment should be conducted.

Social Considerations

No material impact.

Community Engagement

The Handbury Group indicates that it has communicated this matter to the golf course members and ownership corporation. Council has not undertaken any broader engagement, but provides this report in an open meeting for transparency.

Environmental Implications

The wetlands downstream rely on responsible management of the golf course stormwater and water systems. Council does not need to own the infrastructure to achieve a positive outcome for the environment.

Communication

Officers will communicate Council's decision to the Handbury Group. No other communication has occurred outside of the organisation at this time.

Conclusion

The Sands Golf Course and Peppers Hotel are valuable to many in the Torquay community, providing active recreation and an attractive hospitality venue. They are well-placed to operate in private ownership. Council does not have a strategic or service need to own the property or assets and acquisition would be inconsistent with its current policies and financial plans.

2.5 September 2016 Quarterly Finance Report

Author's Title: Manager Finance

General Manager: Anne Howard

Department: Finance

File No: F16/1381

Division: Governance & Infrastructure

Trim No: IC16/1187

Appendix:

1. September 2016 Quarter Finance Report (D16/97661)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To receive and note the September 2016 Quarterly Finance Report.

Summary

The September 2016 Quarterly Finance report includes the Comprehensive Income Statement, Balance Sheet, Statement of Cash Flows, Statement of Changes in Equity and Statement of Capital Works.

Recommendation

That Council notes the financial results for the 3 months ended 30 September 2016.

2.5 September 2016 Quarterly Finance Report

Report

Background

Discussion

Quarterly financial statements that are included with the attached report include:

- Comprehensive Income Statement:
 - Comparison of Council's actual versus budget income and revenue for the quarter ending 30 September 2016,
- Balance Sheet:
 - Comparison of Council's assets and liabilities as at 30 September 2016,
- Statement of Cash Flows:
 - Statement of cash flows related to Council operations and activities, and reconciliation to Council's total cash holdings for the quarter ending 30 September 2016,
- Statement of Changes in Equity:
 - Council's equity position as at 30 September 2016
- Statement of Capital Works:
 - Statement of Council's capital works expenditure for the quarter ending 30 September 2016.

Council's year to date net surplus is \$38.5 million, which is \$2.3 million ahead of budget. This is mainly due to the timing of costs related to materials and services and employee costs.

Financial Implications

Council is on track to deliver its full year budget.

Council Plan

Theme 2 Governance

Objective 2.4 Transparency in decision making and access to information

Strategy 2.4.2 Provide relevant and easy to understand financial information to the community.

Policy/Legal Implications

Section 138(1) of the Local Government Act states that:

'At least every 3 months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure is presented to the Council at a Council meeting which is open to the public.'

The Quarterly Finance Report fulfils this requirement.

Officer Direct or Indirect Interest

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

Risk Assessment

Not Applicable.

Social Considerations

Not Applicable.

Community Engagement

Not Applicable.

Environmental Implications

Not Applicable.

Communication

Not Applicable.

2.5 September 2016 Quarterly Finance Report

Conclusion

Council remains in a sound financial position with all variances between the actual and budgeted results explained in this report.

2.6 November 2016 Project Budget Adjustments and Cash Reserve Transfers

Author's Title: Administration Officer

General Manager: Anne Howard

Department: Governance

File No: F16/1381

Division: Governance & Infrastructure

Trim No: IC16/1204

Appendix:

1. November 2016 Project Variations (D16/104857)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To receive and approve the Project Budget Adjustments and Cash Reserve Transfers report for November 2016.

Summary

The Project Budget Adjustments and Cash Reserve Transfers report for November 2016 is attached.

Recommendation

That Council approve the Project Budget Adjustments and Cash Reserve Transfers listed in the November 2016 report:

1. Consolidating project budgets where there is no material change in scope or budget; allocating project budget funded externally;
2. Transferring \$13,962 from the Accumulated Unallocated Cash Reserve;
3. Transferring \$8,638 to the Asset Renewal Reserve;
4. Transferring \$12,000 from the Adopted Strategy Reserve; and
5. Note the pre-authorised exceptional circumstances transfer of \$4,650 from the Accumulated Unallocated Cash Reserve.

2.6 November 2016 Project Budget Adjustments and Cash Reserve Transfers

Report

Background

Council receives a monthly Project Budget Adjustments and Cash Reserve Transfers report to authorise transfer of project budgets.

Discussion

The proposed Project Budget Adjustments and Cash Reserve Transfers are outlined in the attachment.

Financial Implications

The proposed Project Budget Adjustments and Cash Reserve Transfers are outlined in the attachment.

Council Plan

Theme	2 Governance
Objective	2.4 Transparency in decision making and access to information
Strategy	2.4.2 Provide relevant and easy to understand financial information to the community.

Policy/Legal Implications

Not applicable.

Officer Direct or Indirect Interest

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

Risk Assessment

Not applicable.

Social Considerations

Not applicable.

Community Engagement

Not applicable.

Environmental Implications

Not applicable.

Communication

Not applicable.

Conclusion

It is recommended that Council approve the Project Budget Adjustments and Cash Reserve Transfers for November 2016 and ratify the pre-authorised exceptional circumstances transfer.

2.7 Response to petition requesting consideration to be given to allow vehicles reversing out of a parking space priority over vehicles passing through on the road

Author's Title: Coordinator Design & Traffic

General Manager: Anne Howard

Department: Engineering Services

File No: F16/44

Division: Governance & Infrastructure

Trim No: IC16/1200

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To respond to the petition requesting consideration be given to allow vehicles reversing out of a parking space priority over vehicles passing through, at the Anglesea shopping centre.

Summary

Concerns were raised from a local resident regarding the safety of vehicles reversing out of car parks and requests that a local ruling be applied to override the existing state government law to give priority to vehicles reversing from a car space over vehicles travelling through on the road.

Recommendation

That Council confirm that the existing arrangements remain without change.

2.7 Response to petition requesting consideration to be given to allow vehicles reversing out of a parking space priority over vehicles passing through on the road

Report

Background

Council at its September meeting received a petition requesting consideration to be given to allow vehicles reversing out of a parking space priority over vehicles passing through on the road within the Anglesea Shopping Centre Carpark. Concerns were raised that someone will be injured due to reversing cars unable to see oncoming traffic as it drives past.

Discussion

A local community member raised safety concerns with cars reversing out of a parking space not having right of way over vehicles driving past. The concerns were discussed with a numbers of shops businesses in Anglesea and gathered support for a petition which was lodged with Council. The main area of concern in the petition is that due to some car parks having a narrow width and the increase use of four wheel drives, that when reversing from a park space your line of sight is blocked and you can't see cars driving past until you are two-thirds out of the car space.

The current road rules that apply, states that a car when entering a road from a road related area or adjacent land must give way to any vehicle or pedestrians already on this road and this applies to all sections of the road. The community member intends to write to the State Government to revisit this law and have it changed but has indicated in his original letter that this unlikely but request that Council pass a local ruling on its car parks that dictates that people driving through should give way to people reversing out of parking spaces. It is mentioned that sensible signage needs to be placed at entrances to the car parks to enforce this, stating or requesting that drivers slow down and take due attention to drivers reversing. On review of this petition Council officers feel that to apply a local ruling will cause confusion within busy precincts due to the following reasons:

- Surf Coast region is a high tourist area with drivers visiting from many different areas, they may not be fully aware of this change and not comply with the ruling
- There are a number of private carparks within the Surf Coast area where this ruling would not be applied
- The ruling request is for cars only reversing from a parked spot and not for parallel or forward driving cars
- Could lead to rear shunt accidents if vehicles brake suddenly to allow cars out of a parked space.
- Potential to lead to increased congestion and driver frustration in car parks while cars wait for cars to leave a space.

Considering these points, Council officers recommend that the current road rule remain in place and not pass a local ruling to give priority for cars reversing out of a car space over vehicles on the road.

Financial Implications

There are no financial implications for Council.

Council Plan

Theme 4 Infrastructure

Objective 4.1 Allocation of infrastructure according to need

Strategy 4.1.1. Perform an infrastructure needs assessment to provide clarity to the community on how a fair distribution of infrastructure will be achieved.

Policy/Legal Implications

There are State Road Rules that apply to all vehicle movements in the State and who has right of way and these should be maintained and not changed by a local ruling.

Officer Direct or Indirect Interest

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

Risk Assessment

There could be a potential safety risk for road users if this ruling was to change due to confusion and clarity of Council applying a local ruling change to a State Government road rule.

2.7 Response to petition requesting consideration to be given to allow vehicles reversing out of a parking space priority over vehicles passing through on the road

Social Considerations

Council needs to ensure a safe road network for the community and ensure road rules are consistent with the rest of the State.

Community Engagement

A response needs to be provided to the petition received explaining Council's position.

Environmental Implications

No environmental impacts.

Communication

The petitioners will be informed of the Council's resolution.

Conclusion

The proposed local ruling should not be supported as there are clear and well understood road rules that apply to traffic movements in car parks.

2.8 Response on petition requesting maintenance of Pennyroyal-Wymbooliel Road, Pennyroyal

Author's Title: Manager Engineering Services

General Manager: Anne Howard

Department: Governance & Infrastructure

File No: F16/75

Division: Governance & Infrastructure

Trim No: IC16/1209

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To respond to the petition 8 August 2016 complaining about the ongoing maintenance issues relating to Pennyroyal-Wymbooliel Road, Pennyroyal.

Summary

The Pennyroyal-Wymbooliel Road last had a full condition assessment completed in March 2014 at which time it was in good condition (between 120mm and 170mm of pavement) and did not require re-sheeting. Since that time there has been routine three monthly programmed inspections and responses to 17 customer requests which reflects that the road condition is likely to have deteriorated in that time. A new condition assessment is being undertaken of our full road network and is scheduled to be completed by the end December 2016. The new condition assessments will assist to identify renewal works required and these will be programmed subject to future budgets. In the meantime routine maintenance works will continue to be undertaken to meet our road management policies and programs.

Recommendation

That Council

1. Note that the full condition assessment of Pennyroyal-Wymbooliel Road is scheduled to be complete in December 2016 and that the assessments will identify candidates for re-sheeting unsealed roads which may include Pennyroyal-Wymbooliel Road;
2. Note that routine maintenance works will continue to be undertaken on Pennyroyal-Wymbooliel Road as per Council's road-related policies and programs; and
3. Write to the first named petitioner and advise of this decision.

2.8 Response on petition requesting maintenance of Pennroyal-Wymbooliel Road, Pennyroyal

Report

Background

Council received a petition dated 8 August 2016 complaining about the ongoing maintenance issues relating to Pennyroyal-Wymbooliel Road, Pennyroyal. The road is an Access 1 road and has 3 monthly routine inspections.

Discussion

The Pennyroyal-Wymbooliel Road last had a full condition assessment completed in March 2014 at which time it was in good condition (between 120mm and 170mm of pavement) and did not require re-sheeting.

Since that time there have been routine three monthly programmed inspections to ensure we comply with our intervention requirements under the road management plan. We have also received 17 customer requests since March 2014 relating to road maintenance and this reflects that the road condition is likely to have deteriorated in that time. A new condition assessment is being undertaken of our full road network and is scheduled to be completed by Christmas and this will identify renewal works required and these will be programmed in the 2017/18 budget. In the meantime routine maintenance works will continue to be undertaken to meet our road management plan responsibilities. The road was programmed and graded most recently on 25 October 2016.

In an inspection with the key petitioner on 25 October it was noted that the drainage along the road is in need of some attention but a full review of existing culverts is required to improve the situation where the road is being eroded in sections by poor drainage. This needs to be picked up as part of the renewal program and should be scheduled in 2017/18 program, and in the meantime some improvements to the existing culverts and drainage will be scheduled.

Financial Implications

Any improvement works identified will be funded through the asset renewal program.

Council Plan

Theme 4 Infrastructure
Objective 4.1 Allocation of infrastructure according to need
Strategy 4.1.1. Perform an infrastructure needs assessment to provide clarity to the community on how a fair distribution of infrastructure will be achieved.

Policy/Legal Implications

Council needs to meet its road management plan responsibilities which it does through its 3 monthly inspections.

Officer Direct or Indirect Interest

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

Risk Assessment

The risk to road users is managed through our road management plan and programmed inspections. Records indicate that we have been responding to the requests received.

Social Considerations

The road gets equal treatment to all our Access 1 roads but the road is due for a renewal review and this may identify renewal works required

Community Engagement

The petition has been submitted and investigated and a response will be made to the petition

Environmental Implications

No specific issues.

Communication

Officers have met with the key petitioner and a formal response needs to be made to the petition from this report.

2.8 Response on petition requesting maintenance of Penroyal-Wymbooliel Road, Pennyroyal

Conclusion

The Pennyroyal-Wymbooliel Road is due for a full condition assessment to be completed by this Christmas and this should identify both road and drainage renewal works required. These works will be scheduled for 2017/18 renewal program. In the meantime routine inspection and maintenance works will continue on the road

3. ENVIRONMENT & DEVELOPMENT

3.1 Program Status Report July to September Quarter 2016

Author's Title: Manager Program Management Office **General Manager:** Phil Rowland (Acting)

Department: Program Management Office **File No:** F16/189

Division: Environment & Development **Trim No:** IC16/1208

Appendix:

1. Program Management Office - 2016/17 Program Status Report - 30 September 2016 - CAPITAL Projects (D16/107949)
2. Program Management Office - 2016/17 Program Status Report - 30 September 2016 - OPERATIONAL Projects (D16/107950)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c):

Yes

No

Reason: Nil

Purpose

To receive and note the Program Status Report for the April to June 2016 quarter.

Summary

The Program Status Report provides an overview of the Program, progress of overall delivery and the status of time, cost and scope for each capital and operational project. This information provides a flag for risks to individual project delivery and the overall Program. The report attachments reflect changes to the Program that have been approved by Council including new projects, changes to project budgets, scope or time, and projects that have been completed or cancelled. This report is provided to Council quarterly.

Recommendation

That Council note the Program Status Report for the July to September 2016 quarter.

3.1 Program Status Report July to September Quarter 2016

Report

Background

The Program Management Office (PMO) has responsibility to provide leadership, support and analysis for best practice project management, including standardising and building Surf Coast Shire Council's project management capability and methods.

The Program Status Report is intended to provide a high level analysis to Executive Management Team and Council on progress of the overall program of capital and operational projects, provide a point of accountability for project managers to provide accurate status information including time, cost and scope, and for project sponsors to identify how they are addressing any risks to project delivery.

Discussion

Each project in the Program Status Report has been assessed for risk to time, cost and scope. Status is reported to Executive Management Team monthly, and to Council quarterly. The status of each project is detailed in Appendix 1 (Capital Projects) and Appendix 2 (Operational Projects).

A spend target has been established for the 2016/17 program based on:

- the program allocation made by Council in the 2016/17 Budget
- PLUS carry forwards from 2015/16
- LESS
 - Multi-year project funding that is planned to be expended in future years
 - Projects awaiting outcomes, such as grant or project partners preparedness, or high external risk i.e. subject to VCAT
 - Project funding in the process of being accumulated
 - Land transactions
 - Project contingency (from 2016/17 onwards)

In 2016/17 projects will be reported 'Life to Date' therefore multi-year project reporting will include actual spend from years prior and future allocation per Council resolutions for the total project budget. Project budgets will be reported excluding contingency. Contingency funds for each project are centralised in a separate account to be drawn on as requested by the project sponsor and reviewed / approved by the Program Management Office.

Spend targets for the 2016/17 Program, including post-budget adjustments, were presented to Council on 6 September 2016. The difference between the 2015/16 year-end actual spend and 2016/17 target is detailed below, and shows a significant increase in the Program to be delivered:

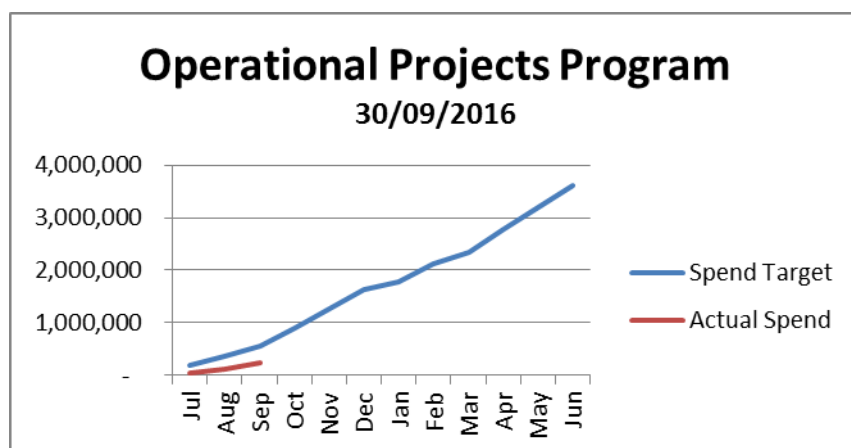
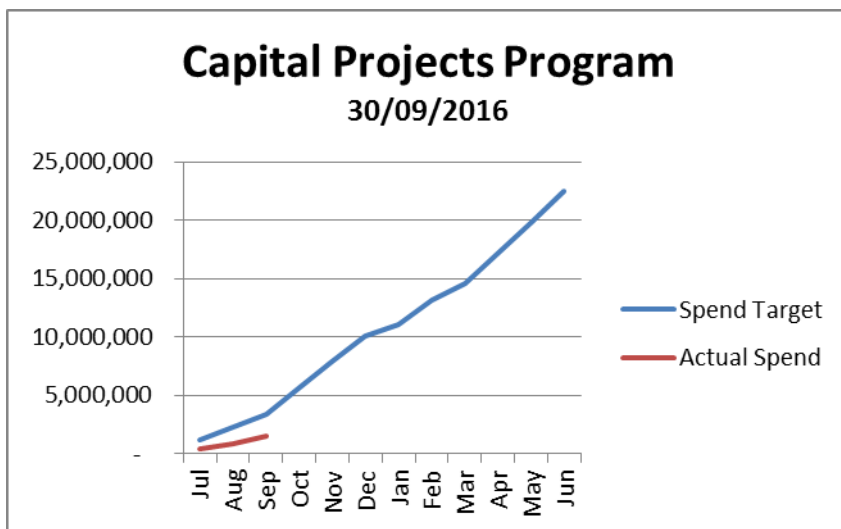
Program	Actual 2015/16 \$'000	Spend Target 2016/17 \$'000	Increase	
			\$'000	%
Capital	14,966	22,455	7,490	50.05
Operational	1,922	3,617	1,695	88.19
TOTAL	16,888	26,072	9,184	54.38

The quarterly profile for 2016/17 spend is based on historical trend:

Quarter	Percentage (%) of annual spend
June to September 2016	15
October to December 2016	30
January to March 2017	20
April to June 2017	35

3.1 Program Status Report July to September Quarter 2016

A graphic representation of spend target and actual spend Year to Date (YTD) at the end of the July to September Quarter 2016 follows:



The graphs indicate that spend is tracking below target. A number of initiatives are being undertaken to address this including:

- In line with Council's project management resourcing model, analysis of project management requirements for the program and recruitment of additional project managers using project budget allocations made for this purpose
- Confirmation of timing for significant project value (>\$200K) to confirm or re-profile the spend target
- Using Sponsor Support Fund to provide support for 2016/17 project charter development where sponsors have significant project load
- Using Sponsor Support Fund to provide support for 2017/18 project proposal development so that sponsors stay focussed on current program delivery
- Continuing support from the Program Management Office to embed the Project Delivery Framework and ensure roles, accountability and responsibilities are clear
- Targeted project health checks to identify where changes can be made to ensure project delivery.

A statement of Capital Works by category for annual budget, YTD budget and actual budget is included in the quarterly Finance Report to Council.

Project variations and new projects, including reserve movements, are reported to Council each month in a separate report prepared by the Finance Department (the Transfer Table).

3.1 Program Status Report July to September Quarter 2016

Financial Implications

The financial implications of the status of cost for the overall program are considered by Council on a project-by-project request basis via the monthly Finance Report. This provides transparency for variations to project budgets for additional allocations or acknowledgement of projects completed under budget with savings returned to source.

Council Plan

Theme	2 Governance
Objective	2.4 Transparency in decision making and access to information
Strategy	2.4.3 Ensure decision-making is as transparent as possible.
Theme	2 Governance
Objective	2.1 Robust risk management framework and processes
Strategy	2.1.1 Implement the risk management system.
Theme	2 Governance
Objective	2.2 High performing accountable organisation
Strategy	2.2.3 Increase capability in analysing and managing contentious issues.

Policy/Legal Implications

There are no significant policy or legal implications arising from this report.

Officer Direct or Indirect Interest

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

Risk Assessment

Project risk assessments are prepared, monitored and reviewed as part of project initiation and delivery. Any risk associated with the status of time, cost and scope for each project will be managed by the Project Sponsor in conjunction with the governance group for the project, and subject matter experts where relevant. The requirement for data on time, cost and scope for each project to be provided by project managers on a regular basis supports the discipline of status reporting, including management of risk, and early identification / resolution of issues.

Social Considerations

Any significant social issues associated with the status of time, cost and scope for each project will be managed by the Project Sponsor in conjunction with others participating in governance for the project, and other subject matter experts where relevant. There are no significant social considerations arising directly from this report.

Community Engagement

Community communications and engagement plans are prepared, monitored and reviewed as part of project initiation and delivery when relevant. Any emerging issues that require communications and engagement due to variations in time, cost and scope for each project will be managed by the Project Sponsor in conjunction with others participating in governance for the project, and other subject matter experts where relevant. Project delivery supports Council's Communications and Community Engagement Strategy 2015-2018 and complies with Council policy where relevant.

There are no significant community engagement requirements arising directly from this report.

Environmental Implications

Environmental implications of individual projects are considered in the 'Identify' and 'Initiation' and 'Planning' phases as part of project approach and scope. Environmental deliverables may be specified as part of the project outcomes and benefits. Project delivery complies with Council policy where relevant. There are no significant environmental implications arising directly from this report.

Communication

Comments or questions from Council or community arising from this report will be communicated to the relevant Project Sponsor or Program Management Office and responded to.

3.1 Program Status Report July to September Quarter 2016

Conclusion

The Program for 2016/17 is tracking behind targeted spend for the July to September quarter. A number of initiatives are in progress to work towards delivering projects to achieve the 2016/17 target including increasing resources in line with Council's project management resourcing model.

3.2 Domestic Animal Management Plan Review 2016

Author's Title: Coordinator Development Compliance & Local Laws **General Manager:** Phil Rowland (Acting)

Department: Planning & Development

File No: F13/907

Division: Environment & Development

Trim No: IC16/1153

Appendix:

1. 2016 Domestic Animal Management Plan - Updated plan for 2015/16 (D16/107772)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To adopt the changes made to the Domestic Animal Management Plan (DAMP) 2012 – 2016 as part of the annual review.

Summary

Council adopted the DAMP for 2012 – 2016 at its meeting on 24 November 2015. The objectives of the plan are to:

- Ensure Animal Management Officers (AMOs) are appropriately trained in all aspects of responsible animal management
- Encourage responsible dog and cat ownership
- Reduce public and environmental nuisance caused by dogs and cats
- Promote the effective management of dogs and cats
- Effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in the Shire
- Minimise the risk of attacks by dogs on people and animals
- Address any over population and high euthanasia rates of dogs and cats

The annual review of the DAMP has been conducted and includes reporting for the 2015/16 year.

The plan identifies a range of actions for animal management and provision of reports and statistical information. The purpose of amendments and update to 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 DAMP is due for a full review to be completed by November, 2017. This will provide an opportunity to involve the community in the development of a new four year plan. This current review is a minor review for the last year of the plan.

Recommendation

That Council adopt the revised Domestic Animal Management Plan 2012-2016.

3.2 Domestic Animal Management Plan Review 2016

Report

Background

Council's Domestic Animal Management Plan (DAMP) has been reviewed as required under s 68A of the *Domestic Animals Act 1994 (the Act)*. The plan is reviewed annually with a new plan required to be prepared every four (4) years. The review has been conducted with updates to the report and data aspects of the plan completed. The DAMP is due for a full review in 2016/17.

The DAMP 2012-2016 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. The plan outlines programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of *the Act* across the municipality.

Discussion

The DAMP 2012-2016 has been developed to ensure Council meets its obligations under the provisions of *the Act* in relation to Domestic Animal Management Plans.

The programs, services and strategies promote and encourage the responsible ownership of dogs and cats to ensure that people comply with the Act, regulations and the Local Law. A combined approach of education and compliance services are required to minimise the risk of dog attacks on people and animals. It addresses any over-population of dogs and cats, encourages the registration and identification of domestic animals and reduces the potential for dogs and cats to cause a nuisance. The plan also covers declared dangerous dogs, declared menacing dogs and restricted breed dogs within Surf Coast Shire. It articulates Council's response to these issues as required by *the Act* and regulations.

The actions contained in the plan address these issues, reflecting Council's desire to achieve balance and harmony across the Surf Coast community. The plan provides the Surf Coast Shire with a strategic framework and delivers policy direction and action plans for animal management over the four year period.

This current review is a minor review for the last year of the plan. The DAMP is due for a full review to be completed by November, 2017. This will provide an opportunity to involve the community in the development of a new four year plan.

The annual review of the DAMP has been conducted and includes reporting for the 2015/16 year. The following elements have been updated in the DAMP:

- 3.0 Content – Training Authorised Officers
- 4.0 Registration Identification - report figures and removal of Microchipping day from registration activity plan
- 5.0 Nuisance – Report figures
- 7.0 Dangerous, Menacing and Restricted Breed – report figures
- 8.0 Euthanasia - Report figures
- 9.0 Domestic Animal Businesses – Update of report figures
- Appendix B and C Map updates and reformatting of Disaster management plan.

The current DAMP has been reviewed by Council's Legal representatives to ensure compliance with the Domestic Animals Act 1994. This review was conducted following concerns that it may not be compliant with the Domestic Animals Act 1994. The legal 'health check' confirmed the DAMP to be compliant but in need of improvement. Some changes to the document including improved reporting of actions and current statistics have been implemented. Legal advice confirmed the plan could be improved with some minor amendments on reporting activities and publishing to ensure compliance with the Domestic Animals Act 1994. These amendments have been made and undertaken.

Financial Implications

Activities relating to the implementation of the Plan are incorporated in the current operating budget.

Council Plan

Theme 2 Governance
Objective 2.4 Transparency in decision making and access to information
Strategy 2.4.3 Ensure decision-making is as transparent as possible.

3.2 Domestic Animal Management Plan Review 2016

Policy/Legal Implications

The Plan is a requirement pursuant to the *Domestic Animal Act* 1994, with an annual review period and a new plan to be developed every four years. An evaluation of the implementation of the Plan must be published in Council's Annual Report.

Officer Direct or Indirect Interest

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

Risk Assessment

Failure to review the plan is a breach of the *Domestic Animals Act* 1994.

Social Considerations

The plan provides direction on management of domestic animal issues which are an important factor in the health and wellbeing of parts of the community.

Community Engagement

The original plan was exhibited for 14 days in 2013 and no submissions were received.

Environmental Implications

Environmental considerations were canvassed and discussed during the development of the plan.

Communication

The plan will be accessible through Council's website. The review of the plan is required to be published in the Annual Council report pursuant to the *Domestic Animals Act*.

Conclusion

That Council adopt the revised Domestic Animal Management Plan 2012-2016.

3.3 Geelong Saleyards

Author's Title: Coordinator Business & Tourism Strategy

General Manager: Phil Rowland (Acting)

Department: Economic Development & Tourism

File No: F16/1530

Division: Environment & Development

Trim No: IC16/1151

Appendix:

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c):

Yes

No

Reason: Nil

Purpose

To consider recent decisions by City of Greater Geelong regarding the closure of the Geelong saleyards as they relate to farmers in Surf Coast Shire.

Summary

An analysis of the agricultural sector reveals there are over 360 businesses in Surf Coast Shire which are involved in sheep and cattle farming. These businesses are typically smaller in nature, however form an important part of the Hinterland and overall economy of Surf Coast Shire.

The viability of this sector relies on ongoing and efficient access to market which enables the buying and selling of livestock. The most common utilised path to market by Surf Coast farmers has historically been the Geelong Saleyards. However, there are other channels beginning to emerge which may warrant further investigation.

A 2014 Geelong Saleyards Feasibility Report recommended City of Greater Geelong (Geelong Council) commence planning to close the saleyards and transition to a regional saleyards facility in Colac. However, in August 2016 the Geelong saleyards was closed due to safety concerns before a transition plan for staged withdrawal could be implemented.

The transition to a regional saleyards and potential permanent closure of the Geelong saleyards is likely to impact farmers in the Surf Coast area.

It is anticipated that a Geelong Council decision on the future of the Geelong Saleyards will be made at the Council meeting on 13 December 2016. This provides an opportunity for Council to provide feedback and acknowledge the importance of the Surf Coast agribusiness sector and their needs.

3.3 Geelong Saleyards

Recommendation

That Council:

1. Acknowledge the value of the hinterland economy and the importance of the role played by smaller farmers.
2. Acknowledge that smaller farmers with livestock require ongoing access to market which enables the buying and selling of their livestock.
3. Note that the marketplace is evolving and that farmers have a range of channels available through which to buy and sell livestock.
4. Request the City of Greater Geelong to undertake the following immediate actions:
 - a) Undertake necessary tactical works to re-open the existing Geelong Saleyards facility as soon as possible to cater for cattle and sheep.
 - b) Form a Saleyards Stakeholder Committee as widely canvassed at the stakeholder forum on 11 November 2016.
 - c) Commence a 'Livestock Market Channel Analysis' (LMCA) as a joint regional project including the identification of the range of livestock buying and selling options and the relative pros and cons of each option including the identification of solutions that meet the needs of small sheep and cattle producers.
 - d) Defer any decision as to the long term future of the Geelong Saleyards until consideration of the LMCA.
5. Authorise the allocation of up to \$10,000 to support a Livestock Market Channel Analysis from the Accumulated Unallocated Cash reserve.
6. Express an interest to collaborate with the City of Greater Geelong, neighbouring Councils, the G21 Agri-business group and Regional Development Victoria on the Livestock Market Channel Analysis and any required infrastructure investment.
7. Consider a proposal from the City of Greater Geelong for Surf Coast Shire Council to contribute to the operational funding of a regional saleyard service.
8. Receive a further report after the completion of the Livestock Market Channel Analysis.

3.3 Geelong Saleyards

Report

Background

The Geelong saleyards is located in Weddell Road, North Geelong approximately 4km north-west of the Geelong CBD in the urban area of North Geelong. The site is approximately 6 hectares in size and includes Geelong Council owned and Crown land. The saleyards are primarily used for the purposes of selling livestock (sheep, cattle and poultry) and has been in operation for the past 147 years.

The City of Greater Geelong has completed a number of studies and works on the saleyards with the most recent being a Geelong Saleyards Feasibility Study completed in October 2014. The study outlines options relating to the future of the saleyards.

This report outlines:

- the importance of the agri-business (and more specifically livestock) sector to the Surf Coast;
- recommendations from the Geelong Saleyards Feasibility Study;
- resolutions made by the Geelong Council in relation to the Geelong Saleyards; and
- emerging options available with respect to livestock market channels.

The saleyards closed in August due to safety concerns.

Discussion

The Surf Coast Agri-business Sector

An analysis of the agricultural sector reveals there are 362 businesses in Surf Coast Shire which are involved in Sheep and Cattle farming. This includes those who are engaged in either sheep or cattle or a combination. In terms of livestock holdings businesses are typically smaller in nature (based on average saleyard transaction levels through Geelong), however form an important part of the Hinterland and overall economy of Surf Coast Shire.

The overall Agri-business sector in the Surf Coast Shire is estimated to be \$50 million in value-added activity to the local economy annually. While traditionally agri-business also includes forestry and fishing, over 60% of this sector consists of sheep and beef production worth \$31 million as can be seen in Table 1 below.

Importantly it should be noted that there are more businesses registered in Surf Coast than direct employment outcomes created. This is due to the figure of 224 jobs representing full time equivalent jobs. It is also a possible reflection that the figures below are conservative in nature.

The industrial effect and consumption effect relate to the flow on benefits received as a result of the direct activity taking place from cattle and sheep farming. The total effect is the combined direct and indirect benefits.

Type of Impact Summary	Direct Effect	Industrial Effect	Consumption Effect	Total Effect
Output (\$M)	\$43.97	\$17.33	\$4.65	\$65.95
Employment (Jobs)	224	61	19	304
Wages and Salaries (\$M)	\$3.08	\$3.77	\$1.02	\$7.87
Value-added (\$M)	\$20.99	\$7.73	\$2.71	\$31.43

Table 1: Value of sheep and beef production in the Surf Coast Shire. Source: RemPlan 2016

This economic impact represents only 3% contribution to the total Surf Coast value-add and only for 4% of employment (224 jobs). However, its strength is the ability to attract new money in terms of regional exports. Accounting for 8.8% (\$49M) of total regional exports, this makes it the fifth largest sector in terms of regional exports for Surf Coast Shire based on typical industry structures.

Figure 1 below shows the distribution of sheep and cattle farmers in the Surf Coast Shire. The green dots indicate the location of the 362 businesses that identify as sheep or cattle farmers in the Surf Coast. More broadly there are over 920 businesses in the G21 region (Source REMPlan 2016).

3.3 Geelong Saleyards

Within Surf Coast the distribution is fairly even with 206 businesses in the eastern hemisphere of the Surf Coast and 156 in the west. Figure 1 also shows their location and relative position to the Geelong and Colac Saleyards.

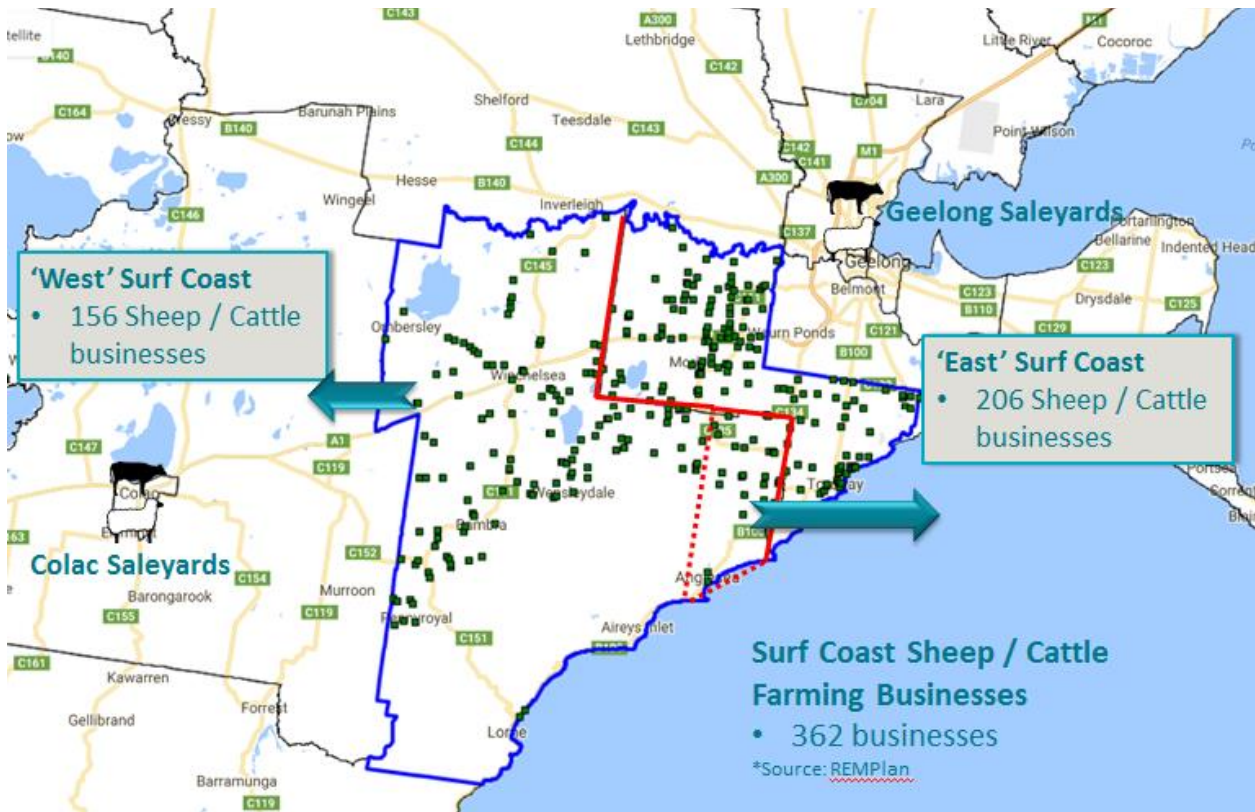


Figure 1: Distribution of Surf Coast Sheep and Cattle Farmers

Regional Usage of the Geelong Saleyards

In the context of the above a decision to transition to a regional saleyards in an alternate location from Geelong and the potential closure of the Geelong saleyards may have some impact on farmers in the Surf Coast area.

Figure 2 on the next page shows the origin and volume of sales through the Geelong saleyards based on Scanclear data obtained from Cattle Sales taking place.

It can be seen that Surf Coast accounts for 26% of total transactions and 16% of heads. This ratio is similar when compared to Geelong, Bellarine and Golden Plains. The higher number of transactions than heads of cattle sold is indicative of many smaller scale farmers (in saleyard usage terms) in the G21 region who currently use the Geelong saleyards.

In total 78% of transactions are from the immediate area, However this only equates to 41% of the total head of stock. Larger volumes of stock (58%) are sold from the Colac Otway & Wyndham Shires and beyond.

In 2015/16 there were 290 transactions and 8,700 cattle sold from the Surf Coast through the Geelong saleyards. If we consider the 362 identified sheep and cattle businesses, this could be the equivalent of every farmer using the Geelong Saleyards once per year and selling 30 cattle on average.

However, the data also indicates that Winchelsea had the highest number of sales (41) by postcode of any Surf Coast area and Freshwater Creek had the second highest number of sales at 32. It is not known whether this is one individual business using the Geelong Saleyards 41 times or 41 businesses using the Geelong Saleyards once.

3.3 Geelong Saleyards

This suggests that while Colac might be considered a viable alternative in terms of travel time to sheep and cattle producers from the western hemisphere of the Surf Coast, there are other factors that come into consideration when they choose to use the Geelong Saleyards. These factors need to be better understood.

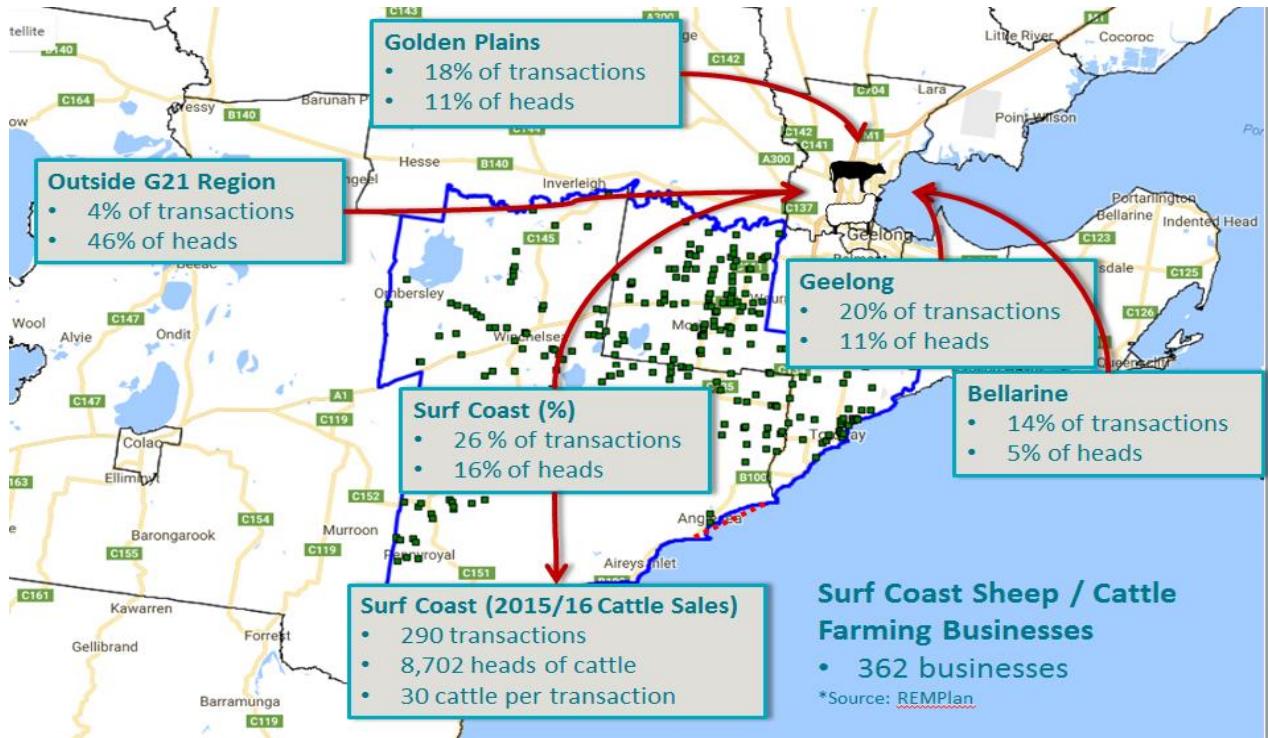


Figure 2: Regional Usage of the Geelong Saleyards (source: Geelong Saleyards Scanclear data)

Geelong Saleyards Recent History

Geelong Council commissioned Urban Enterprise to complete a feasibility study on the Geelong Saleyards. This study was completed in October 2014.

The study was an independent assessment of the site's economic, social, risk and environmental factors including key stakeholder input.

A desktop review of previous reports and audits into the operations of the Geelong saleyards identified common themes including:

- The saleyards have heritage, social and political significance, due to the continued operation of the saleyards at the site since 1869, the strong links to the Geelong local Council, the original heritage elements and design of the site, and the use of the site as a meeting place for farmers and community members;
- Geelong Council has been subsidising the operation of the facility for many years, with a consistent financial loss being reported since the mid-2000s and has been concerned with the ongoing viability of the saleyards for some time;
- The current site is not ideally located from a logistics perspective – a larger, custom built site with better access would be required for the facility to increase volume and efficiency;
- Significant health and safety risks have been identified and significant investment is required to improve current facilities;
- A rolling program of improvements has been undertaken, however a fire destroyed the main office buildings at the saleyards in June 2013.
- Previous studies have identified the ongoing challenges in managing the saleyards and undertaking the necessary improvements to ensure that the facility is safe and efficient. The heritage significance is closely linked to the ongoing operation of the site, however the ongoing financial loss presents Geelong Council with the need to reconsider the viability of the site in the context of a declining saleyards market.

3.3 Geelong Saleyards

Further analysis of the saleyards for the Feasibility Study identified that:

- Cattle and sheep throughout the Geelong saleyards has declined over the past 10 years at an average annual rate of 10.33% and has a direct impact on income;
- This decline is greater than the Victorian average for both cattle and sheep;
- The saleyards have recorded a loss in each of the previous eight financial years totalling a combined loss of \$1.08m;
- Operational costs have remained consistent over time but reduced income has led to declining financial performance of the site;
- Since 2007/08 Geelong Council has invested \$1.7 million to subsidise the operation of the saleyards including capital improvements. The facility still requires significant investment to improve the overall standard and safety of facilities;
- Consultation with key stakeholders found that saleyards are becoming more regionalised across Australia, as economies of scale become more important to cover the costs of regulation compliance and to compete with alternative forms of selling. Whilst the saleyards perform an important social function, the number of users has been declining over time, and the loss of the Market Offices Building has further reduced opportunities for social interaction at the site.
- Regionalisation of saleyards is occurring at a rapid rate across Victoria and Australia, and is considered inevitable in the western and south-western regions of Victoria;
- The scale of throughput is significantly lower than competing saleyards in Ballarat and Colac. As an example, Figure 3 below compares the scale of cattle sales at the Geelong Saleyards compared to others in the western region.

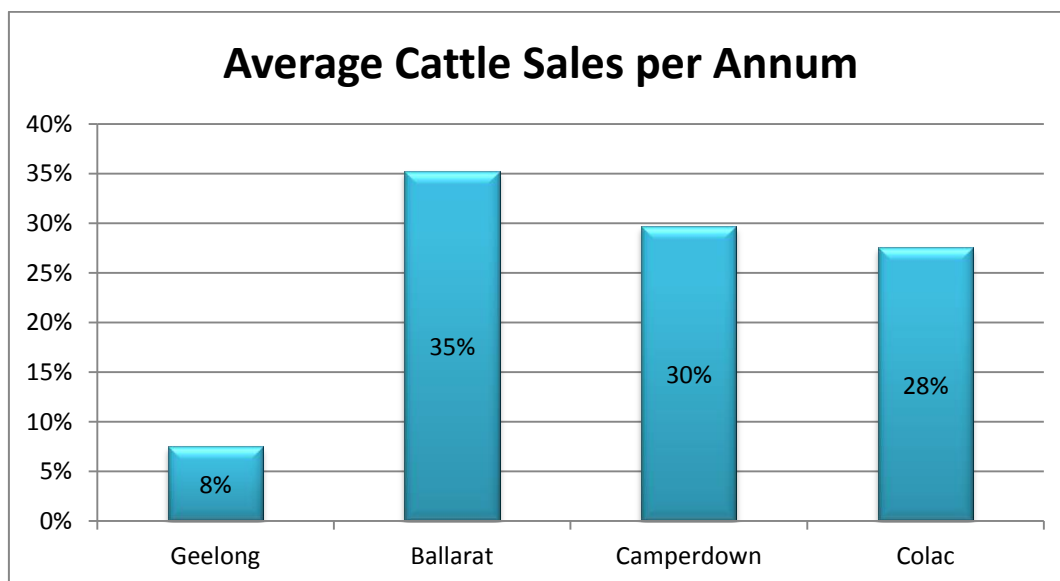


Figure 3: Average Cattle sales per annum in Western Victorian Saleyards (10 year average)
(Source: Geelong Saleyards Feasibility Report – 2014. Urban Enterprise)

Eight options for the saleyards facilities were identified in the Urban Enterprise report including:

1. Business as usual;
2. Revise cost structure;
3. Reinvestment;
4. Relocation;
5. Reduce scale or adapt focus to niche stock;
6. Divest operations;
7. Facilitate a transition to a regional saleyards;
8. Closure.

It was recommended that the optimal approach for the Geelong Council was a combination of option 7 (facilitation of a transition to a regional saleyards) and Option 2 (revised cost structure to cover losses in the short term).

3.3 Geelong Saleyards

City of Greater Geelong decisions in relation to the Geelong Saleyards

The Geelong Saleyards Feasibility Study was presented to the June 2015 Geelong Council meeting.

Council resolved on 5 June 2015 to:

- 1) seek opportunities for savings in operation of the saleyards;
- 2) actively identify potential uses of existing land and facilities outside normal saleyards operations;
- 3) work with neighbouring Councils to identify and develop a suitable regional solution with the view to initiating a future staged withdrawal from saleyards operation.

The Geelong saleyards site was closed on 22 August 2016 due to identified OH&S risks and remains closed to the sale of sheep and cattle whilst further investigation was undertaken in regard to identified safety concerns.

A report to the September Council meeting identified that:

- A loss of \$245,380 was recorded for saleyards in the 2015/2016 financial year. The largest loss in a single year of operation;
- A structural engineering report identified significant safety concerns. Due to these concerns the saleyards were closed on 22 August 2016 to the sale of sheep and cattle whilst further investigation is undertaken in regard to the safety concerns;
- A heritage overlay requires any development of the site to consider the heritage significance of the saleyards;
- Loss of the main office building due to fire in June 2013 has diminished the heritage and social value of the site. The temporary replacement facilities do not provide the same level of service to staff and users;
- The current location is not suited to a saleyards facility;
- The total cost to reopen the saleyards with all rectification works is estimated to be around \$916,000;
- If rectification works are to commence it would be April 2017 before the saleyards could be operational again;
- The saleyards industry in Victoria is declining overall as alternative selling methods replace part of the traditional auction market.

Council resolved on 27 September 2016 to:

- 1) reiterate the resolution of the previous Council, to pursue a staged withdrawal of operations at the Geelong saleyards;
- 2) note the extensive consultation undertaken by Council Officers, which included producers, agents, regional saleyard operators and officers of the Surf Coast Shire, Borough of Queenscliff, Golden Plains Shire and Colac Otway Shire;
- 3) note that it was unforeseen that the saleyards would close due to safety concerns before a transition plan was developed for staged withdrawal;
- 4) request Officers to undertake additional consultation for further consideration at the 22 November 2016 Council meeting.

Geelong Council invited key stakeholders to a Geelong saleyards facilitated workshop on Friday 11 November. The purpose of the workshop was to ensure all stakeholders have an opportunity to be involved in the discussions on future options for the Geelong Saleyards.

More than 100 local farmers, agents and stakeholders of the Geelong Saleyards attended the meeting. A report will be provided to the Geelong Council to assist in the decision making process about the Geelong Saleyards. It is anticipated this information will be reported to the Geelong Council on 13 December 2016.

Anecdotal feedback from the workshop suggested that the majority of small sheep and cattle farmers were concerned about their ability to buy and sell livestock should the Geelong Saleyards close.

Livestock Market Channels

There are four saleyards in Western Victoria accessible to sheep and cattle farmers in the G21 region including Geelong, Colac, Camperdown and Ballarat (Figure 4 below).

3.3 Geelong Saleyards

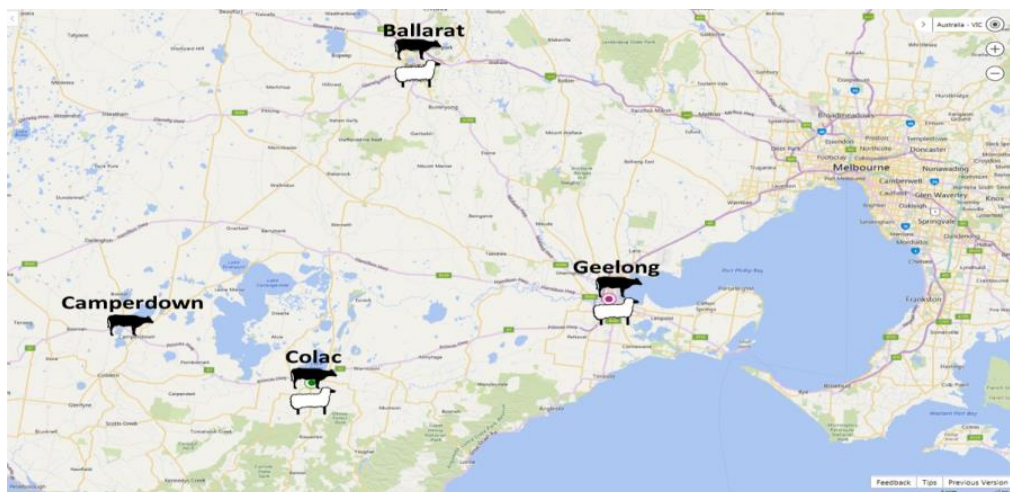


Figure 4: Location of Saleyards in Western Victoria.

The Colac Livestock Selling Centre is identified in the G21 Regional Growth implementation Plan (November 2013) as a *major regional facility [which] will enhance the role of the region's west as a key agricultural hub* and is listed as a critical regional agricultural project.

In the past three years, a works program has been completed which included roofing the facility and adding ramps to facilitate sheep sales. Sheep sales have not been available since 2005 and recommenced on 27 October 2016. Colac has a capacity to hold 2,000 sheep at a time, which is double the holding space of Geelong.

Ballarat is the largest regional saleyards facility in the broader region (Central Victoria Livestock Exchange – CVLX) and is in the process of relocating to a facility in north-west Ballarat that is larger and will be state-of-the-art. Information provided by CVLX indicates it has a throughput of approximately 1.4million sheep per annum (compared to 45,000 in Geelong).

Camperdown conducts cattle sales only and there is also a private saleyards facility in Mortlake, west of Camperdown.

While the Geelong Saleyards is an important path to market, it is not the only avenue to market available to sheep and cattle producers in this region.

There are a number of emerging trends that provide additional pathways to market that were not previously available to sheep and cattle farmers including:

- online sales
- direct sales to abattoirs
- boutique business opportunities (e.g. mobile abattoir, a group of small producers supplying a local butcher)
- farmer to farmer sales
- direct sales via agent introductions.

While not every market channel will suit every size and type of farmer, it is important that consideration is given as to how and which of these options might support the small farmers as the primary users of the Geelong saleyards. It is also important to understand the pros and cons of each of these existing channels (eg. saleyards) as well as emerging channels (as described above).

It is suggested that a Livestock Market Channel Analysis (LMCA) be undertaken as a joint regional project including the identification of the full range of livestock selling options and the relative pros and cons of each option as they relate to small sheep and cattle producers.

3.3 Geelong Saleyards

Financial Implications

There is no budget provision for any expenditure/income which may result from adoption of this report. The Geelong Council is considering a subsidy scheme to assist all previous customers of the Geelong saleyards (irrespective of Council boundaries) to find alternative transport models and paths to market.

Any allocation of funding for activity related to the Geelong Saleyards would require an allocation from the accumulated unallocated cash reserve or consideration in future budgets. Should the recommendation be adopted this would initially be up to \$10,000.

Consideration of any future request from Geelong Council may contain further budget implications.

Council Plan

Theme 1 Environment
Objective 1.3 Leadership in innovative environmental practices
Strategy 1.3.4 Develop initiatives with other community groups to enhance sustainable local food production and consumption.

Theme 5 Development and Growth
Objective 5.1 Protect productive farmland and support rural business
Strategy 5.1.3 Develop a rural hinterland strategy

Theme 5 Development and Growth
Objective 5.2 Encourage sustainable economic development and growth
Strategy 5.2.3 Support and grow Surf Coast Shire's key industry sectors of Surfing, Tourism, Retail, Agriculture and Construction.

Policy/Legal Implications

Currently Nil. The Geelong saleyards is located within the City of Greater Geelong boundaries and as such the Geelong Council would need to ensure that all relevant legislative and legal requirements are adhered to.

Officer Direct or Indirect Interest

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

Risk Assessment

Community / Business viability - Should the Geelong saleyards close and neither assistance is offered to businesses to assist with transition or new pathways to market found, then this could negatively impact on the Surf Coast community in terms of loss of income & jobs. The main affect will be felt by hobby farmers and small to medium size rural businesses which utilise the Geelong saleyards for stock.

Social Considerations

The Geelong saleyards has operated as a networking hub for local farmers for approximately 147 years. The closure of the yards may impact some businesses financially and also reduce their opportunities for networking with others in their community.

Community Engagement

The Geelong Council confirmed the Colac saleyards was to be the focus of regionalisation at a G21 infrastructure pillar which informed the G21 Region Growth Plan.

Environmental Implications

Not applicable.

Communication

Should the recommendation be adopted a letter will be sent to Geelong Council advising of Surf Coast position.

3.3 Geelong Saleyards

Conclusion

The transition to a regional saleyards and potential permanent closure of the Geelong saleyards is likely to have an impact on farmers in the Surf Coast area. The changes will mostly affect the small scale livestock farmers in Surf Coast who rely on a local saleyard to buy and sell their smaller quantities of stock.

The viability of this sector relies on ongoing access to market which enables the buying and selling of their livestock. The Geelong saleyards play an important part in this. There are also emerging trends in livestock sales which have not yet been properly assessed in relation to small scale farmers.

It is anticipated that a Geelong Council decision on the future of the Geelong Saleyards will be made on 13 December 2016. This provides an opportunity for Council to influence the decision and demonstrate to our sheep and cattle producers that they are a valuable sector of our economy and that Council will advocate on their concerns.

3.4 Petition requesting to provide adequate and informative signage in the Anglesea Shopping Precinct prohibiting the riding of bicycles, skateboards, roller blading and use of scooters on footpaths.

Author's Title: Coordinator Development Compliance & Local Laws **General Manager:** Phil Rowland (Acting)

Department: Planning & Development

File No: F16/44

Division: Environment & Development

Trim No: IC16/1189

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c):

Yes

No

Reason: Nil

Purpose

To consider a response to a petition regarding installation of signage to control the riding of bikes and skateboards on footpaths in the Anglesea Shopping Centre Precinct.

Summary

Surf Coast Shire Council received a petition at the Council meeting on 22 September, 2016 requesting the installation of signage to control the riding of bikes and skateboards on footpaths in the Anglesea Shopping Centre Precinct.

Currently, there are no signs installed in this precinct that control the riding of bikes or skateboards on footpaths.

Legislative controls such as Road Rules Victoria are relevant to the riding of bikes on footpaths as they relate to this precinct.

The extent of the problem is unknown at this time other than what has been reported in the petition and the requested changes.

This report proposes to engage with relevant stakeholders such as traders and users of the shopping area to determine the extent of the reported problem, including evaluating the current situation and reviewing legislative controls. If it is considered that further signage is required this will be undertaken.

Recommendation

That Council:

1. Note the engagement with key stakeholders to evaluate the current situation and if further signage is required this will be undertaken.
2. Write to the person who organised the petition to advise them of this resolution.

3.4 Petition requesting to provide adequate and informative signage in the Anglesea Shopping Precinct prohibiting the riding of bicycles, skateboards, roller blading and use of scooters on footpaths.

Report

Background

The Anglesea shopping precinct is located along the Great Ocean Road, Anglesea. The shopping precinct has a variety of shops and business including banks, IGA Shopping Centre, Post Office, Cafe's and open space areas in the vicinity of the public car park. The precinct is surrounded by connecting footpaths and park land. The area is popular with the local community and is heavily populated during holiday seasons and summer months.

The land is a mixture of publicly owned land managed by Council and privately owned land.

Some legislative controls such as Road Safety Road Rules Victoria 2009 Rule 250 for the control of riding of bicycles on footpaths and Local Law 4.16 and 6.2 can control the use of Council land that may be applicable to the riding of skateboards.

Discussion

On 22 September, 2016, Council received a petition seeking the installation of signage to control the riding of bikes and skateboards on footpaths in this precinct. The petition seeks Council to install the signs.

The extent of the problem is not clear and no reports of problems have been recorded on the Customer Request Management System.

In order to appropriately respond to the petition it is proposed to engage with relevant stakeholders such as traders and users of the shopping area to determine the extent of the reported problem, including evaluating the current situation and reviewing legislative controls. If it is considered that further signage is required this will be undertaken.

Financial Implications

The research and consultation process is proposed to be undertaken as a part of the current operational duties.

Council Plan

Theme	3 Communities
Objective	3.3 Preservation of peaceful, safe and healthy environments
Strategy	3.3.1 Monitor and enforce where required relevant legislation to ensure a safe and peaceful community including residential amenity, safety in public places and community liveability.

Policy/Legal Implications

No policy or legal implications have been identified at this stage.

Officer Direct or Indirect Interest

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

Risk Assessment

To not research the request in the petition may fail to identify safety risks to the community.

Social Considerations

An engagement process can be undertaken with relevant stakeholders and community members.

Conclusion

That Council engage with relevant stakeholders to determine the extent of the reported problem. If it is considered that further signage is required this will be undertaken.

3.5 Noting of Submissions

Author's Title: General Manager Governance & Infrastructure

General Manager: Anne Howard

Department: Governance & Infrastructure

File No: F16/1255

Division: Governance & Infrastructure

Trim No: IC16/1226

Appendix:

1. Submission - SCS - Proposed Animal Welfare Reform Victoria (D16/98827)
2. Submission - SCS - Inquiry into the Environment Protection Amendment (Banning Plastic Bags Packaging and Microbeads) Bill 2016 (D16/113121)
3. Submission - SCS - Victoria's draft 30-year infrastructure strategy (D16/106196)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To note the submissions made on behalf of Council throughout Caretaker/Election Period 20 September to 21 October 2016.

Summary

Submissions were made on behalf of Council throughout Caretaker/Election Period 2016 and are now provided for Council's endorsement:

1. Draft Action Plan – Improving the Welfare of Animals in Victoria – submitted on 10 October 2016.
2. Inquiry into the Environment Protection Amendment (Banning Plastic Bags Packaging and Microbeads) Bill 2016 – submitted on 19 October 2016.
3. Victoria's Draft 30 Year Infrastructure Strategy – submitted on 31 October 2016.

Recommendation

That Council:

1. Note the submission to the Draft Action Plan – Improving the Welfare of Animals in Victoria.
2. Note the submission to the Inquiry into the Environment Protection Amendment (Banning Plastic Bags Packaging and Microbeads) Bill 2016.
3. Note the submission to Victoria's Draft 30 Year Infrastructure Strategy.

3.5 Noting of Submissions

Report

Background

Submissions were made on behalf of Council throughout Caretaker / Election Period 2016 and are now provided for Council's endorsement:

1. Draft Action Plan – Improving the Welfare of Animals in Victoria – submitted on 10 October 2016.
2. Inquiry into the Environment Protection Amendment (Banning Plastic Bags Packaging and Microbeads) Bill 2016 – submitted on 19 October 2016.
3. Victoria's Draft 30 Year Infrastructure Strategy – submitted on 31 October 2016.

The timing of the submissions was such that endorsement ahead of submission was not possible due to Council being in caretaker period and there being a period without Council meetings, to ensure transparency of the business of Council it is appropriate to present the submissions for formal endorsement of Council at the first meeting after the 2016 election.

Discussion

The Draft Action Plan – Improving the Welfare of Animals in Victoria

The Victorian Government released a draft of the Action Plan – Improving the Welfare of Animals in Victoria, and called on Victorians to 'Have Your Say'.

The Plan will provide direction to guide decision-making, action and collaboration over the next five years for improving the welfare of animals in Victoria. The aim is to focus on the shared responsibility for the welfare of animals in Victorian using a collaborative approach between state and local government, animal industries, stakeholder groups and the community. Feedback was provided on the following three Action Areas:

1. New, contemporary laws for animal welfare.
2. Collaborative approaches underpin knowledge, commitment and investment in animal welfare.
3. Compliance and enforcement is efficient and effective.

Improved animal welfare is important to Surf Coast Shire Council. Council has acknowledged and provided feedback (see Appendix 1) on how these Action Areas are important for continuous improvement.

The Inquiry into the Environment Protection Amendment (Banning Plastic Bags Packaging and Microbeads) Bill 2016

Public submissions were invited on legislation to restrict the supply and sale of plastic bags in Victoria. The *Victorian Parliament's Environment and Planning Committee* is conducting an inquiry into the Environment Protection Amendment (Banning Plastic Bags, Packaging and Microbeads) Bill 2016.

The Inquiry seeks to restrict the supply and sale of plastic bags and plastic and polystyrene packaging, and would prohibit the supply and sale of plastic microbeads. The submission summarises the following points (Appendix 2):

- The Surf Coast Shire is committed to reducing the amount of single use plastic within our Shire.
- The Shire is working with a number of community groups, businesses and schools to ensure a continued transition to a plastic free community.
- On the 7 October 2014 the Surf Coast Shire Mayor wrote to the then Minister for Environment and Climate Change to express Surf Coast Shire Council's concern about the lack of state government regulation of lightweight plastic shopping bags. This followed Council's 23 September 2014 meeting at which Council resolved to strongly advocate to the Minister for Environment and Climate Change to create regulations prohibiting the free distribution of lightweight plastic shopping bags by Victorian retailers.
- On 26 April 2016, Council resolved to endorse a policy for Plastic Wise Events and Markets on Council owned and managed land. This policy was the first of its kind in Australia and is demonstrative of the Shire's commitment towards a plastic free future. The policy has since been endorsed by the Great Ocean Road Coastal Committee.

Victoria's Draft 30 Year Infrastructure Strategy

Infrastructure Victoria is developing a 30-year infrastructure strategy for Victoria. Council has made submissions to two earlier stages of public exhibition as the strategy is developed, including a submission to the *All Things Considered* options paper which canvassed a range of infrastructure options.

3.5 Noting of Submissions

The draft 30 year strategy was exhibited on 4 October 2016. Officers reviewed the contents of the draft strategy against Council's previous submissions and other relevant strategies and positions.

Based on this review, a submission was lodged on behalf of Council on 31 October 2016 that:

- Reinforced Council's support for the long-term strategic approach to infrastructure planning
- Acknowledged a number of important principles documented in the draft strategy
- Supported inclusion of initiatives previously submitted by council
- Identified the absence of some infrastructure items omitted from the draft strategy that Council believed to be important.

Financial Implications

Not applicable.

Council Plan

Theme 1 Environment

Objective 1.3 Leadership in innovative environmental practices

Strategy 1.3.2 Develop and implement a Council Plastic Waste Wise policy

Theme 2 Governance

Objective 2.2 High performing accountable organisation

Strategy 2.2.4 Undertake a scheduled program of service reviews aimed at improving efficiency and effectiveness in service delivery in accordance with agreed principles.

Theme 4 Infrastructure

Objective 4.1 Allocation of infrastructure according to need

Strategy 4.1.3 Develop an improved approach to service planning that identifies long-term future infrastructure requirements and actions

Policy/Legal Implications

Inquiry into the Environment Protection Amendment (Banning Plastic Bags Packaging and Microbeads) Bill 2016

In 2014 Council obtained legal advice recommending it not to make regulations under Council's local law to ban or limit single use plastic bags, because the state government has already made amendments to the Environment Protection Act 1970 in 2006. Council passed a Notice of Motion to advocate to the state government that it makes regulations to achieve this and letters were sent to the Environment Minister and Shadow Environment Minister in October 2014. A motion was also submitted to the 2014 Municipal Association of Victoria State Council meeting advocating for the state government to pass regulations under

Officer Direct or Indirect Interest

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

Risk Assessment

The submissions reflected existing Council positions.

Social Considerations

The submissions reflected existing Council positions.

Community Engagement

No engagement was undertaken as the submissions reflected existing Council positions.

Environmental Implications

The submissions reflected existing Council positions.

Communication

Not applicable.

3.5 Noting of Submissions

Conclusion

Submissions were made on behalf of Council throughout Caretaker / Election Period 2016 and are now provided for Council's endorsement:

1. Draft Action Plan – Improving the Welfare of Animals in Victoria – submitted on 10 October 2016.
2. Inquiry into the Environment Protection Amendment (Banning Plastic Bags Packaging and Microbeads) Bill 2016 – submitted on 19 October 2016.
3. Victoria's Draft 30 Year Infrastructure Strategy – submitted on 31 October 2016.

4. CULTURE & COMMUNITY

4.1 Torquay North Children's Centre Formal Name

Author's Title: Manager Aged & Family

General Manager: Chris Pike

Department: Aged & Family

File No: F15/1055

Division: Culture & Community

Trim No: IC16/1248

Appendix:

Nil

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To note Kurrabee Myaring Community Centre as the recommended name for the facility formerly known as Torquay North Children's Centre and to endorse the commencement of a process to formalise this name.

Summary

The Torquay North Children's Centre project formally commenced in April 2015 following a report to Council noting the budget requirements and the project charters for the projects. The construction contract for this building has been awarded and works on site are due to commence imminently.

Part of the funding for this project is through a successful \$1.6m grant application to the 2014 State Government Children's Capital Program. To meet requirements of the funding agreement Council is required to erect signage that recognises the State Government's contribution to this project. This signage will also recognise Council's contribution.

Given this signage requirement it is now timely to move from the working name of Torquay North Children's Centre to a name that will identify the facility going forward. After consulting with the Registered Aboriginal Party, Kurrabee Myaring, (meaning "Merry-laugh, here in this place") is the recommended name for the facility.

A formal naming process is required and will take approximately 12 months to complete. This process includes requirements for community engagement and consultation as well as ensuring the final name is gazetted and included on the State Naming Register.

Recommendation

That Council;

1. Note Kurrabee Myaring Community Centre as the recommended name for the community facility being constructed on Merrijig Drive Torquay.
2. Endorse the commencement of a process to formally name Kurrabee Myaring Community Centre.

4.1 Torquay North Children's Centre Formal Name

Report

Background

The Torquay North Children's Centre projects formally commenced in April 2015 following a report to Council noting the budget requirements and the project charters for the projects. The project charters provide the scope of each project, their expected outputs and outcomes and include the framework for community engagement and input in to the projects.

Two projects will deliver the Torquay North Children's Centre (TNCC):

- Capital Project – to deliver an integrated early childhood education and care facility
- Operational Planning Project – to develop the integrated operating model for the centre

Regular updates have been provided to Council since April 2015 noting changes to the project and requesting Council's endorsement to move to subsequent project stages in order to progress toward the scheduled completion by the end of 2017.

Discussion

In the most recent report to Council in September 2016, a presentation was made to endorse the construction contract for the Torquay North Children's Centre. Since that time the contract arrangements have been put in place with the construction works to commence imminently on the site.

Part of the funding for this project is through a successful \$1.6m grant application to the 2014 State Government Children's Capital Program. To meet requirements of the funding agreement Council is required to erect signage that recognises the State Government's contribution to this project. This signage will also recognise Council's contribution.

Given this requirement it is now timely to move from the working name of Torquay North Children's Centre to a name that will identify the facility going forward. A range of options to identify suitable names were explored and it was agreed that an Aboriginal name for this building would be the preferred option. This option would fit with other facilities within the precinct and enable the selection of a meaningful name to suit the purpose of the building and one that is inclusive of the range of community services to be provided from the centre. Consultation with the Registered Aboriginal Party identified Kurrabee Myaring, which means "Merry-laugh, here in this place" as the recommended name for the facility.

A formal naming process is required and will take approximately 12 months to complete. This process includes requirements for community engagement and consultation as well as ensuring the final name is gazetted and included on the State Naming Register.

Financial Implications

Any costs associated with naming, signage and promotion of this facility will be included as part of the overall project budget.

Council Plan

Theme 3 Communities
Objective 3.2 Quality Assessment Ratings for Aged & Family Services
Strategy 3.2.4 Ensure high quality community services are provided

Policy/Legal Implications

The recommendation to commence a formal process will align with State Government policy around place naming. It is expected that this process will take approximately 12 months

Officer Direct or Indirect Interest

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

Risk Assessment

There is a risk to optimising the use of the facility through maintaining the current working name as community members may believe the facility is only available to children.

4.1 Torquay North Children's Centre Formal Name

Social Considerations

Kurrabee Myaring Community Centre as the recommended name for this facility is more inclusive of the broader demographic that will be supported to access this facility through the range of programs and services sought through the development of the integrated service model.

Community Engagement

Initial engagement for this project did not yield high levels of community participation. As such the primary engagement for the recommended name has been with the Registered Aboriginal Party who provided names suitable to the philosophy of the building purpose.

Environmental Implications

Not applicable

Communication

The recommended name will be utilised in all media, communications and signage throughout the construction process and in the development and activation of the operating model

Conclusion

Kurrabee Myaring, meaning Merry-laugh, here in this place is a name that suits both the philosophy of the centre and also aligns with naming of other facilities within the community and civic precinct. As such it is recommended that Council note this preferred name and endorse the commencement of the formal naming process.

4.2 2016 - 2017 Country Football and Netball Program

Author's Title: Manager Recreation & Open Space Planning **General Manager:** Chris Pike

Department: Recreation & Open Space Planning **File No:** F16/1565

Division: Culture & Community **Trim No:** IC16/1207

Appendix:

1. Country Football and Netball Program Guidelines (D16/106192)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c):

Yes

No

Reason: Nil

Purpose

To consider potential projects to be submitted to the Sport and Recreation Victoria (SRV) 2016 – 2017 Country Football and Netball Program (CFNP).

Summary

The Department of Health and Human Services has an annual grant program aimed at helping country football and netball clubs who may be struggling with outdated, overused or non-compliant facilities.

Council is the applicant for this grant program and a funding contribution is required from Council and/or community to apply. Council is able to apply up to \$100,000 for one larger project or up to three smaller projects. Guidelines have been shared with football and netball clubs through AFL Barwon and Council officers have considered projects identified in an existing master plan and the G21 AFL Barwon Regional Strategy ensuring an alignment to Council's strategic planning framework.

Only one expression of interest was received from Lorne Football and Netball Club (LFNC) to upgrade sports lighting and a further three projects have been considered against the assessment criteria. Council officers recommend two of projects are not advanced enough in planning to be considered project ready and the Winchelsea Netball Pavilion Upgrade is already being considered in an existing funding program.

Council recently completed a detailed design for the LFNC Sports Lighting Upgrade as an existing pole was removed due to its poor condition and a temporary light tower installed.

The Federal Member for Corangamite announced an election commitment of \$230,000 in June 2016 consisting of \$30,000 towards a new scoreboard and \$200,000 towards the upgrade of the Reserve's change rooms. The scoreboard remains a priority for the Committee of Management, however the upgrade to the change rooms is tied up in the completion of the new masterplan and would be in a design phase in 2017/18 at the earliest whereas the lighting project is ready for delivery pending securing project funds.

This report recommends Council authorises the Chief Executive Officer to pursue a redirection of the Coalition's Federal Election commitment of \$200,000 for the change rooms to the Stribling Reserve Sports Lighting Upgrade project as requested by the Stribling Reserve Committee of Management.

Surf Coast Shire collects a levy from residential subdivisions in Lorne as a contribution toward the development of public open space and this is held in 'Open Space Reserves'. The reserve currently has \$92,231 allocated towards a Stribling Reserve Terrace Upgrade project identified in a previous year but since delayed pending the development of a new masterplan. While terracing is likely to be a potential future project, this report seeks Council endorsement to reallocate these funds to the sports lighting upgrade.

Officers recommended that Council submit a full application in the 2016 -2017 Country Football and Netball Program for the Stribling Reserve Sports Lighting Upgrade – Total project cost \$400,485. SRV funding sought - \$100,000; Federal Government contribution - \$200,000; Council contribution - \$92,231 including

4.2 2016 - 2017 Country Football and Netball Program

project management (\$21,700) and contingency (\$22,785); club & committee of management contribution - \$8,254.

Recommendation

That Council:

1. Submit an application to the Sport and Recreation Victoria, 2016 - 2017 Country Football and Netball Program, as follows:
 - 1.1 Lorne Football and Netball Club – Stribling Reserve Sports Lighting Upgrade – Total project cost \$400,485. SRV funding sought - \$100,000; Federal Government contribution - \$200,000; Council contribution - \$92,231 including project management (\$21,700) and contingency (\$22,785); club & committee of management contribution - \$8,254.
2. Endorse a reallocation of \$92,231 from the Open Space Reserve for the Stribling Reserve Terrace Upgrade Project to the Stribling Reserve Sports Lighting Upgrade Project.
3. Authorise the Chief Executive Officer to pursue a redirection of the Coalition's Federal Election commitment of \$200,000 towards the Stribling Reserve Change Room Upgrade to the Stribling Reserve Sports Lighting Upgrade project.

4.2 2016 - 2017 Country Football and Netball Program

Report

Background

Council has submitted a range of projects to the Country Football and Netball Program in the past with a high level of success.

Council has six (6) football/netball clubs in the Shire including the recently established Surf Coast Suns Junior Football and Netball Club based in North Torquay. AFL Barwon work closely with their member Clubs to identify and prioritise potential projects that align to this funding program and encourage Clubs to submit expressions of interest directly to Council.

The Country Football and Netball Program application process is summarised as follows:

Program opens	2 August 2016
Full Applications close date	7 December 2016
Funding Announcements and Notification of Outcomes	March 2017 onwards

Council has also been contacted by the Federal Department of Infrastructure and Regional Development for more detailed information on projects the Federal Coalition committed funds towards via election promises. This includes a \$230,000 commitment towards an upgrade of Stribling Reserve change rooms and a new scoreboard.

Discussion

The Country Football and Netball Program (CFNP) is aimed at helping country football and netball clubs who may be struggling with outdated, overused or non-compliant facilities.

Grants of up to \$100,000 are available for projects that may include:

- modifying existing football and netball facilities to improve usage and access such as: unisex change room facilities and amenities for players and umpires
- multi-purpose meeting spaces catering for community and education programs
- development or upgrading football and netball playing surfaces
- development or upgrading of football or netball lighting

Council is the applicant for this grant program and a funding contribution is required from Council and/or community to apply. Council is able to apply for one (1) larger project or up to three (3) smaller projects.

Funding program guidelines have been shared with football and netball clubs through AFL Barwon and Council officers have considered potential projects already identified in an existing master plan and the G21 AFL Barwon Regional Strategy ensuring an alignment to Council's strategic planning framework.

The G21 AFL Barwon Regional Strategy includes a facility infrastructure condition audit at each of Council's football and netball clubs (as at May 2014). The circled ratings highlight Council's poorest facility and amenities conditions and inform how Council should prioritise investment in football and netball infrastructure across the Shire.

4.2 2016 - 2017 Country Football and Netball Program

Current Facility Condition Ratings

CLUB	MAIN PAVILION (out of 10)	CHANGE ROOMS (out of 10)	SPORTS LIGHTING FOOTBALL (out of 15)	OVAL SURFACE (out of 15)	OVAL AMENITIES (out of 10)	SUB TOTAL FOOTBALL AMENITIES	NETBALL AMENITIES (out of 10)	MAIN NETBALL COURT (out of 15)	SPORTS LIGHTING NETBALL (out of 15)	SUB TOTAL NETBALL AMENITIES	RATING TOTAL OUT OF 100
SURF COAST SHIRE											
ANGLESEA	10	6	5	8	7	36	6	8	10	24	60
LORNE	4	3	5	15	8	35	4	8	10	22	57
MODEWARRE	10	8	5	8	7	38	6	10	10	26	64
TORQUAY	10	10	15	10	9	54	6	10	15	31	85
WINCHELSEA	10	8	15	6	7	46	6	12	15	33	79

Only one (1) expression of interest was received for the CFNP from the Lorne Football and Netball Club (LFNC) to upgrade their sports lighting and a further three (3) projects have been considered that have already been identified in an existing master plan and the G21 AFL Barwon Regional Strategy. An assessment of these projects is summarised below:

Outstanding Projects that meet CFNP Guidelines	Status	Detailed Design	Cost Estimate	Contribution Required	Officer Comments
Winchelsea Netball Club Pavilion Re-development	Project Ready (current SRV funding application project)	Yes	\$598k	Club \$73k Council \$425k SRV\$100k	Project Ready - concept design complete and has matching club contribution. Rated 6/10 in G21 AFL Barwon Facility audit. Council has submitted an application under the SRV Female Friendly Facilities program with announcements expected in late November 2016.
Joint Modewarre Tennis/ Netball Club Pavilion Upgrade	Not Scoped	No	\$319k	-	Not Project Ready - requires scoping and further consultation regarding concept design. Rated 6/10 in G21 AFL Barwon Facility audit.
Modewarre Football Club Lighting Upgrade – 100 lux training	Not Scoped	No	\$130k	-	Not Project Ready - requires scoping and further consultation with Club. Rated 5/15 in G21 AFL Barwon Facility audit.
Lorne Football Netball Club, Stribling Reserve Sports Lighting Upgrade	Project Ready	Yes	\$400,485	Federal \$200k Council \$92,231 SRV \$100k Club/Community \$8,254	Project Ready - detailed design complete. Rated 5/15 in G21 AFL Barwon Facility audit. Temporary lighting in place following urgent removal of degraded and unsafe light pole in 2016.

4.2 2016 - 2017 Country Football and Netball Program

Council is awaiting the outcome of a Winchelsea Netball Pavilion Upgrade application in the Sport and Recreation Victoria (SRV) Female Friendly Facilities category with announcements expected in late November 2016. SRV officers have confirmed that regardless of the announcement outcome, the Female Friendly Facilities Category will most likely continue again next year and this is the most appropriate funding program for the Winchelsea Netball project.

The G21 AFL Barwon Regional Strategy was endorsed by Council on 26 May 2015 and identifies that Stribling Reserve in Lorne has some of the lowest rating facility conditions across the region.

Council has recently completed a detailed design for the LFNC Sports Lighting project which is considered 'project ready' subject to securing the required funds to deliver the project. This design was developed in response to the degradation and removal of one of the light poles following a safety inspection in early 2016. Temporary lighting is currently in use and the replacement of all light poles is considered a priority.

The light towers have been designed to meet the State Government *Community Sporting Facility Lighting Guidelines* including positioning, height and light spill requirements. The lights are 200 lux encouraging multi-use of the reserve for night football, community events space and a safe place for emergency service helicopters to land at night. The lux capacity can be set at different levels (i.e. 50, 100 and 200 lux) to suit the required activity and provides value for money with little cost difference to a maximum 100 lux capacity. It is acknowledged that although the lighting design meets the required guidelines there has been no community input into the design which may raise some visual amenity concerns from neighbouring residents. If Council resolves to progress this funding opportunity, officers will prepare a detailed stakeholder engagement plan as per Council's adopted Project Management Framework.

A key consideration is the priority of the lighting project relative to other projects within Stribling Reserve. The fundamental premise, confirmed with the Stribling Reserve Committee of Management, is that in the absence of a new and adopted masterplan for Stribling Reserve (currently in development and due for completion in 2017), the priority projects for the reserve are:

- Oval lighting replacement and upgrade
- New scoreboard
- Safer storage pods for the indoor court

These projects have been identified in the consultation stage of the masterplan development.

SRV officers have confirmed that the Stribling Reserve Sports Lighting Upgrade would be considered Council's strongest project for the 2016 - 2017 Country Football and Netball Program and the most appropriate funding program for this lighting project.

It is recommended that Council pursues the lighting project.

Financial Implications

The design has been costed and the proposed budget is summarised as follows:

Income	\$	Expenditure	\$
Surf Coast – Open Space Reserves (Lorne)	92,231	Light Installation	331,000
Surf Coast – Unallocated	0	Above Ground Power Upgrade (Powercor)	0
Federal Government	200,000 *	Light Footings	20,000
Country Football Netball Grant	100,000	Communications	5,000
Lorne Football Club / In-kind	4,127 **	Project Management	21,700
Stribling Reserve Committee of Management	4,127 **	Contingency	22,785
Total	\$400,485	Total	\$400,485

4.2 2016 - 2017 Country Football and Netball Program

** Subject to securing a redirection of the Coalition's Federal Election commitment of \$200,000 towards the Stribling Reserve Change room Upgrade to the Stribling Reserve Sports Lighting Upgrade Project.*

*** Contributions to be validated via a letter of commitment, breakdown of in-kind support and a copy of bank statements to demonstrate financial capacity.*

Surf Coast – Open Space Reserve (Lorne)

Surf Coast Shire collects a levy from residential subdivisions in Lorne as a contribution toward the development of public open space in Lorne and this is held in 'Open Space Reserves' (OSR). The reserve currently has \$92,231 allocated towards a Stribling Reserve Terrace Upgrade project identified in a previous year but since delayed pending the development of a new masterplan for the reserve. While terracing is likely to be a potential future project, this report seeks Council endorsement to reallocate these funds to the sports lighting upgrade as requested by the Stribling Reserve Committee of Management.

The \$92,231 will constitute Council's financial contribution to the project and includes project management (\$21,700) and contingency (\$22,785) expenses.

Coalition election commitment to Stribling Reserve Change rooms Upgrade

The Federal Member for Corangamite announced an election commitment of \$230,000 in June 2016 consisting of \$30,000 towards a new scoreboard and \$200,000 towards the upgrade of the Reserve's change rooms.

The future of any upgrade to the change rooms is tied up in the completion of the new masterplan and future planning of projects on the reserve. Such a project would be in a design phase in 2017/18 at the earliest whereas the lighting project is ready for delivery pending securing project funds.

This report recommends Council authorises the Chief Executive Officer to pursue a redirection of the Coalition's Federal Election commitment of \$200,000 for the change rooms to the Stribling Reserve Sports Lighting Upgrade project.

There are two options to upgrade the power at Stribling Reserve for this project: underground with an estimated cost of \$78,000; and above ground with a nil cost to Council. The Committee of Management have a preference for the underground option to improve aesthetics in the reserve and avoid potential visual amenity objections to the project from neighbouring residents, however this option is cost prohibitive for the Committee, LFNC and Council. This does not discount retro-fitting underground power as part of a future development project at the reserve.

Council will project manage the delivery of the project.

Council is required to underwrite the total cost of the project, less the grant amount. With a cap on Council's contribution, club and committee contributions are required to be validated via a letter of commitment, breakdown of in-kind support and a copy of bank statements to demonstrate financial capacity.

If Council is unsuccessful with the application Council will have two options:

1. Do not progress with the project and seek to re-apply in next year's round of the Country Football and Netball Program to maintain a Council contribution of \$92,231. SRV have confirmed that this project would not compete in any of their other infrastructure funding programs (i.e. Community Sports Infrastructure Fund Minor Facilities category).
2. Seek to progress the project with a larger contribution from Council (up to \$100,000 of additional funding). The Federal Government will be keen to see the project progress (presuming they support the redirection of funds) and so there will be pressure on Council to make additional funding available.

Council Plan

Theme 4 Infrastructure
Objective 4.2 Accessible and well maintained Council facilities
Strategy 4.2.4 Maximise usage of Council buildings

4.2 2016 - 2017 Country Football and Netball Program

Theme 2 Governance
Objective 2.5 Enhanced community engagement
Strategy 2.5.4 Build strong relationships with community interest groups

Policy/Legal Implications

There are no legal implications, however the expression of interest process was targeted directly to Surf Coast Shire Football and Netball Clubs via AFL Barwon rather than Council running the process as per the 2012 Grants Management Procedure. Officers have made an assessment of potential projects against existing Council endorsed master plans and the G21 and AFL Barwon Regional Strategy ensuring an alignment to Council's strategic planning framework.

Officer Direct or Indirect Interest

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

Risk Assessment

There is a reputational risk in managing community expectations and Council determining priority projects submitted by the community through an expression of interest process. However, prioritising projects identified in existing master plans and the G21 AFL Barwon Regional Strategy mitigates this.

Social Considerations

The 2016 - 2017 Country Football and Netball Program supports many of Council's objectives in meeting community aspirations, responding to changing community needs and supporting the growth of physical activity and participation across Surf Coast Shire.

Community Engagement

There are six football clubs in the Surf Coast Shire including the newly established Surf Coast Suns Junior Football and Netball Club. All clubs received a copy of the Country Football and Netball Program guidelines through AFL Barwon and the Victorian State Government when the guidelines were released, encouraging clubs to submit expressions of interest directly to Council.

All existing Clubs worked with AFL Barwon between November 2013 and May 2014 to rate the condition of their facilities and amenities which was recorded in the G21 and AFL Barwon Regional Strategy to guide how Council should prioritise upgrades to existing facilities into the future.

Council received one expression of interest from the Lorne Football and Netball Club to upgrade the sports lighting at Stribling Reserve.

If Council resolves to progress this funding opportunity, officers will prepare a detailed stakeholder engagement plan as per Council's adopted Project Management Framework.

Environmental Implications

No significant environmental implications arise from this report.

Communication

Officers have spoken with Lorne Football and Netball Club regarding their proposal and will meet with the club directly should Council resolve to submit an application to the current round of the Country Football and Netball Program closing 7 December 2016.

Conclusion

The Country Football and Netball Program is a highly competitive funding program, competing against other councils from rural and regional Victoria. In consultation with Sport and Recreation Victoria, Council officers have considered a number of potential projects against the funding program criteria and objectives and believe that the Stribling Reserve Sports Lighting Upgrade project in Lorne provides the greatest opportunity for success.

4.3 Small Grants Program September 2016

Author's Title: Community Project Officer **General Manager:** Chris Pike
Department: Recreation & Open Space Planning **File No:** F15/1668
Division: Culture & Community **Trim No:** IC16/1145

Appendix:

1. Small Grants Project Assessment List - September 2016 (D16/100360)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Reason: Nil

Purpose

To allocate funding for the September 2016 round of the Small Grants Program.

Summary

The Surf Coast Shire Small Grants Program aims to support community groups, projects and local initiatives. It is a grassroots grants program which enables community strengthening and helps to build vibrant and healthy local communities within the Surf Coast.

A total of 34 applications were received in the September 2016 grants round. Eligible applications were assessed by Council Officers against the Small Grants Program selection criteria in the categories of 'Community Initiatives', 'Culture and Arts', 'Environment' and 'Recreation and Leisure'. A recommended project funding list has been developed for Council endorsement.

A total of 24 applications were recommended in the Small Grants Program and 10 were assessed as ineligible or not recommended (see appendix 1).

Recommendation

That Council allocate funding for the September 2016 round of the Small Grants Program to the value of \$33,448 as per Appendix 1.

4.3 Small Grants Program September 2016

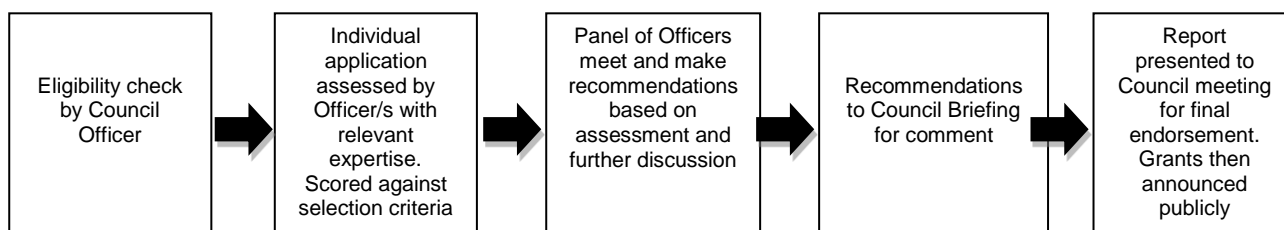
Report

Background

For a number of years Council has supported the Small Grants Program with two funding rounds held in September (Rnd 1) and March (Rnd 2) each year.

The Small Grants Program follows a formal application process in which applicants submit responses to key questions based around weighted selection criteria. The assessment process follows a documented internal procedure which is based on a quality assured grants management program.

The diagram below details the assessment process:



The Small Grants Program is a merit based grants process and does not aim to achieve equal distribution of funding across categories, as some categories are more popular than others.

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

All grant applications are submitted online via Smarty Grants (www.smartygrants.com.au). This software collects, collates and stores grant applications year by year providing an easily accessible archive of community group Smarty Grant applications.

Funding is available for community-based projects or activities that:

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

Projects not funded under the Small Grants Program include:

- capital or ongoing maintenance works
- new building works
- new or replacement equipment and fixtures (fixed, hardwired or plumbed) and furniture
- general administrative or ongoing wages
- projects funded under other programs supported by the Surf Coast Shire
- projects that have already commenced or already occurred
- projects that are part of curriculum-based activities in schools
- projects that are fundraising in nature (unless the project provides considerable community benefit)
- recurrent funding for ongoing projects or projects which have already been funded.

Small Grants Program September 2016 Funding Round

Organisations ineligible to apply for a Small Grant include:

- any Committees of the Surf Coast Shire Council including Advisory Committees, Committees of Management or Sub Committees
- organisations who have received a Surf Coast Shire Small Grant in the previous funding round.

4.3 Small Grants Program September 2016

- organisations that have not completed an Acquittal Report for a previously funded Surf Coast Shire Small Grant
- for profit or commercial organisations - unless the application can demonstrate that the proposed project or activity will have considerable tangible community benefit.

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

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

Discussion

A total of 34 applications were received and 10 applications were assessed as ineligible or not recommended. The total amount of requested funding for eligible projects is \$46,191.50. Following a thorough assessment process Council Officer's recommendation is to fund a total of \$33,448 to deliver 24 projects.

The breakdown of the 24 recommended projects by Ward is as follows:

- Torquay – 9
- Anglesea – 5
- Winchelsea – 7
- Lorne – 3

Appendix 1 lists the applications submitted across each of the four Small Grant categories – Community Initiatives, Environment, Culture and Arts, Recreation and Leisure, and the proposed funding for each project.

A recommendation of the Small Grants Program review in 2010/11 was at the discretion of Council some projects that meet additional need may be considered for funding above the normal maximum of \$1,000 and up to \$5,000 (budget permitting).

For a project to be considered for additional funding it should demonstrate meeting additional criteria including:

- demonstrate a high evidence of need
- provide significant benefit to the community
- target a new audience
- provide a clear community capacity building outcome
- include and encourage participation by a wide range of key audiences
- the group managing the project needs to have a proven track record in managing projects, and have a well-developed project plan that illustrates appropriate expenditure and resourcing.

There are a total of 8 projects that have been recommended to receive a contribution greater than \$1,000.

Group/Organisation	Surf Coast Secondary College
Project Details	"SURF Art Box Mural Project" – Engaging Art Students to showcase works on VicRoads traffic signal boxes.
Evidence of Need / Who will benefit	The recent 2016 Surf Coast Shire Youth Survey identified a high rate of youth disengagement and this project will help address this issue.
Participation:	Collaboration between Surf Coast Shire, Surf Coast Secondary College, Lorne Aireys Inlet P-12 College, VicRoads, Community and Police.

4.3 Small Grants Program September 2016

Proven Track record in managing similar projects	A stakeholder meeting has already taken place and approval granted from VicRoads. John DeWitt (Program Champion) has a proven track record in project delivery having coordinated the delivery of the Quay Estate Christmas Banner Project.
Appropriate expenditure and resourcing	Funding is for art supplies and traffic management measures. Application was for \$5,049. Assessment panel recommend funding \$2,000 to pilot the project.
Other comments	As part of the funding agreement it will be a requirement that the school collaborate with the local community regarding art themes. This is a joint 'sister project' with Lorne Aireys Inlet P-12 College. The murals will discourage tagging and reflect a safe and welcoming environment for residents and visitors.
Total amount of recommended funding	\$2,000

Group/Organisation	Lorne Aireys Inlet P-12 College
Project Details	"SURF Art Box Mural Project" – Engaging Art Students to showcase works on VicRoads traffic signal boxes.
Evidence of Need / Who will benefit	The recent 2016 Surf Coast Shire Youth Survey identified a high rate of youth disengagement and this project will help address this issue.
Participation:	Collaboration between Surf Coast Shire, Lorne Aireys Inlet P-12 College, Surf Coast Secondary College, VicRoads, Community and Police.
Proven Track record in managing similar projects	A stakeholder meeting has already taken place and approval granted from VicRoads. John DeWitt (Program Champion) has a proven track record in project delivery having coordinated the delivery of the Quay Estate Christmas Banner Project.
Appropriate expenditure and resourcing	Funding is for art supplies and traffic management measures. Application was for \$4,504.35. Assessment panel recommend funding \$2,000 to pilot the project.
Other comments	As part of the funding agreement it will be a requirement that the school collaborate with the local community regarding art themes. This is a joint 'sister project' with Surf Coast Secondary College. The murals will discourage tagging and reflect a safe and welcoming environment for residents and visitors.
Total amount of recommended funding	\$2,000

Group/Organisation	Torquay Museum Without Walls Inc. (TMWW)
Project Details	"Connecting Memories Project" – Collecting stories, pictures and memories from senior residents, then publishing them online forming one aspect of Torquay History App.
Evidence of Need / Who will benefit	By recording oral history and digital story, the past comes alive. Oral history will preserve voices, accents and vocabularies of individuals interviewed which will overtime demonstrate the evolution of speech and language.
Participation:	Participating in the project are TMWW members, Torquay Seniors, Surf Coast Secondary College, Geelong Heritage Centre, Surf Coast researchers and Surf Coast U3A.

4.3 Small Grants Program September 2016

Proven Track record in managing similar projects	TMWW have demonstrated experience in managing similar size projects effectively. They are a dynamic and constantly-evolving information centre through the digital world.
Appropriate expenditure and resourcing	Funding is to purchase a microphone, audio recorder and camera stand.
Other comments	The 'Connecting Memories Project' will provide a unique and meaningful record of Torquay history for the community. The project will create a museum of the future, where landmarks, stories, digital images and social media integrate providing accurate, accessible and anytime access to history of the area.
Total amount of recommended funding	\$1,836

Group/Organisation	Friends of Lorne
Project Details	"Lorne Heritage Walk Guide" – To produce an updated Lorne Heritage Walk Guide to be used at the Visitor Centre and by Lorne Historical Society Guided Walks.
Evidence of Need / Who will benefit	The existing Lorne Heritage Walk Guide is now well outdated but is still used for guided heritage walking tours and available to visitors at the Lorne Visitors Centre. As there is still a strong demand for this guide the Friends of Lorne seek to update and reprint the guide.
Participation:	The Friends of Lorne will continue to work closely with the Lorne Historical Society and Lorne Visitor Information Centre.
Proven Track record in managing similar projects	Friends of Lorne have a proven track record with the development and production of the initial guide.
Appropriate expenditure and resourcing	Funding is to update and reprint the guide.
Other comments	The original guide received a "Highly Commended" Award from the Royal Victorian Historical Society.
Total amount of recommended funding	\$1,188

Group/Organisation	Moriac and District Community Association
Project Details	"New Moriac Community Group" – A new community group open to all residents, businesses and local groups from Moriac and District to promote the area, foster community engagement, liaise with authorities, develop community initiatives and access services.
Evidence of Need / Who will benefit	This project will provide a forum for residents to be empowered and collaborate on identifying opportunities to enhance their local community.
Participation:	The Moriac and District Community Association will include local residents, businesses and local groups.
Proven Track record in managing similar projects	This project aims to create a similar entity to "Growing Winchelsea Inc". They have scheduled future public meetings for people to participate and will post 650 flyers to residents in the 3240 postcode to increase engagement.

4.3 Small Grants Program September 2016

Appropriate expenditure and resourcing	Application was for \$5,000. Assessment panel recommend funding \$3,090 to design and update a web page and to develop a community newsletter.
Other comments	The group have been meeting regularly at the Moriac Store. They hope to establish local working groups to come up with ideas and strategies to improve the community and protect the environment and farming character of the town.
Total amount of recommended funding	\$3,090

Group/Organisation	Growing Winchelsea Inc.
Project Details	Purchase a Variable Message Sign (VMS) to communicate community messages and promote projects and events within the Winchelsea township and surrounds.
Evidence of Need / Who will benefit	Highway improvements have increased the number of visitors and commuters through the Winchelsea township. Through the use of an illuminated sign 'Growing Winchelsea' hope to promote important community events.
Participation:	This is a joint project between Growing Winchelsea, Neighbourhood Watch Winchelsea and Winchelsea Community Bank. The sign display will be made available to Winchelsea based community groups to promote projects and events. Growing Winchelsea will manage, monitor and maintain the sign.
Proven Track record in managing similar projects	Growing Winchelsea has a proven track record of managing projects and events.
Appropriate expenditure and resourcing	This project has financial contributions from the Winchelsea Community Bank and Growing Winchelsea. The total cost of the VMS is \$20,000.
Other comments	This project will support the promotion of community events improving the sustainability of local clubs and groups in the Winchelsea township.
Total amount of recommended funding	\$5,000

Group/Organisation	Geelong Mountain Bike Club Inc./Surf Coast Trails Group
Project Details	"Trail Group Initiative" – Facilitate a workshop to develop a vision for a strategic plan for mountain biking in the Surf Coast region.
Evidence of Need / Who will benefit	The workshop will engage key stakeholders and support the formalisation of trails in the Eumeralla/Hurst Rd area. It will also assist with planning of trails in the greater Surf Coast region. Formalised trails will improve access for a diverse range of people including runners, riders, walkers, wildflower enthusiasts and conservation groups.
Participation:	This collaborative project led by the community will engage a wide range of stakeholders including Surf Coast Shire, Parks Victoria and the Department of Land, Water and Planning.
Proven Track record in managing similar projects	This project strategically aligns to the Growing Adventure Tourism in the Barwon South West Region Strategy and the Victorian Cycling State Facilities Strategy.
Appropriate expenditure and	As a condition of the funding agreement it would be a requirement that grant funding would be used for workshop facilitation only.

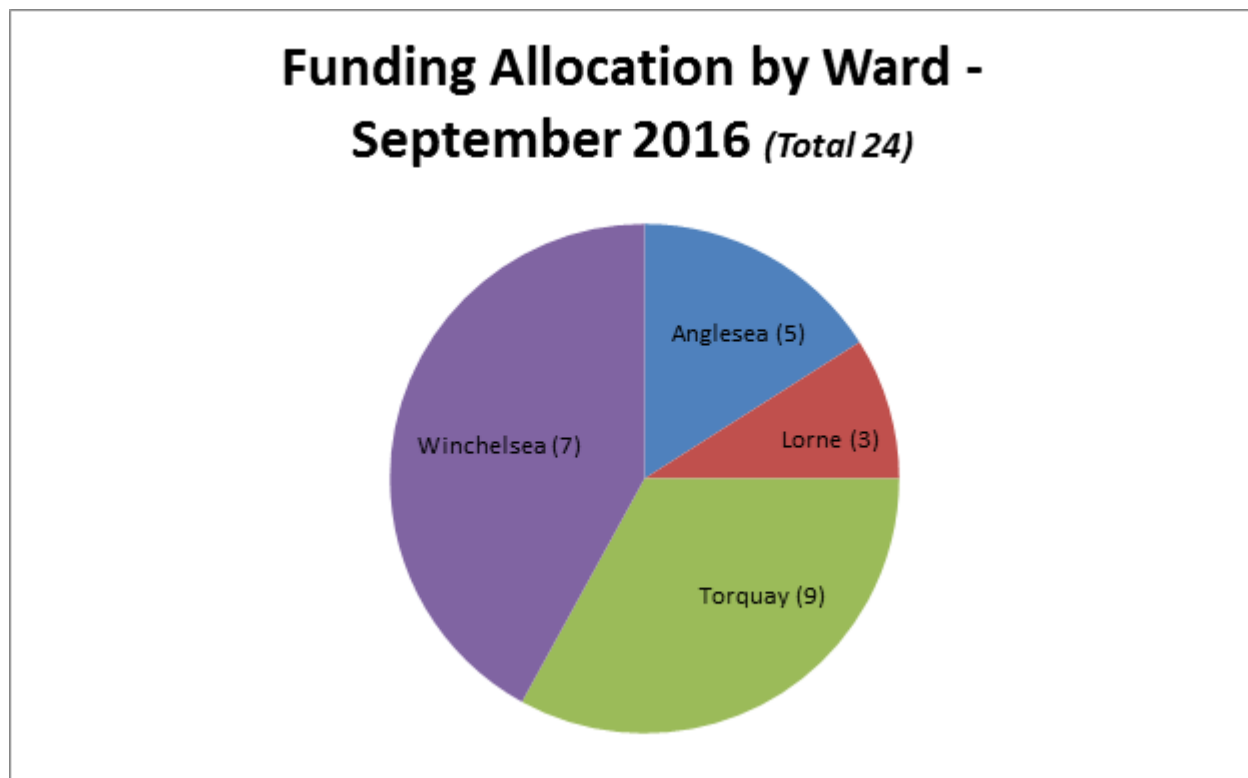
4.3 Small Grants Program September 2016

resourcing	
Other comments	Formalised trail networks support improved health and wellbeing benefits, increased economic benefit and enhanced environmental outcomes. Developing an agreed vision for a strategic plan for mountain biking in the Surf Coast region is the first step to nurturing and supporting the growth of mountain biking on the Surf Coast.
Total amount of recommended funding	\$2,000

Group/Organisation	“Bellbrae Heartspace Users Group” – Bellbrae Heartspace Community Sculpture Project
Project Details	To involve the local community in a skill building workshop in the art of using metal bending to create a sculpture that embodies the creativity and community spirit of Bellbrae.
Evidence of Need / Who will benefit	An art piece will enhance the aesthetics for users of the facility, local community and visitors to Bellbrae.
Participation:	In the development of this project, local community groups will be engaged to inform a sculpture design that captures the essence of the Heartspace and Bellbrae community.
Proven Track record in managing similar projects	Cinnamon Stevens is a local metal artist who has agreed to mentor and assist in the skill building and to advise on the creation of the final artwork.
Appropriate expenditure and resourcing	The group applied for a \$3,000 grant however the assessment panel recommend funding the project \$1,500 due to the limited project planning and level of in-kind contribution.
Other comments	This project is an exciting and rare opportunity for anyone interested in learning new skills in the art of metal based sculpturing. Capital infrastructure projects are ineligible in this program and therefore the sculpture must be portable and could be displayed inside the Heartspace or Bellbrae Hall subject to land manager approval.
Total amount of recommended funding	\$1,500

Category (Number applications submitted)	Recommended Funding number	Recommend Funding amount
Arts and Culture (11)	9	\$12,086
Community Initiatives (11)	7	\$12,792
Environment (5)	2	\$1,850
Recreation and Leisure (7)	6	\$6,720
Total requested (34)	24	\$33,448

4.3 Small Grants Program September 2016



There are 10 projects that have been assessed as ineligible or not recommended as follows:

Group/Organisation	Anglesea Community Garden (Auspiced by Anglesea Community House)		
Project Title	Garden Mosaic and Seating		
Description	Materials to construct circular mosaic of 2 metre diameter. Use of sleepers to construct seating. Trellis for growing passionfruit and 6 x tomato beds.		
Category / Ward	Environment / Anglesea		
Total Project Cost	\$1,600	Amount Sought	\$1,000
Comment	Ineligible - Capital project with ongoing maintenance cost to Council. Referred to Community Project Development Officer and Project Management Office.		

Group/Organisation	Aireys Inlet Community Garden (Auspiced by Anglesea Community House)		
Project Title	Community Garden Seat		
Description	Install two seats in the Aireys Inlet Community Garden.		
Category / Ward	Environment / Anglesea		
Total Project Cost	\$750	Amount Sought	\$500
Comment	Ineligible - Capital project with ongoing maintenance cost to Council. Referred to Community Project Development Officer and Project Management Office.		

4.3 Small Grants Program September 2016

Group/Organisation	Wensleydale Rural Community Group (Auspiced by Winchelsea Community House)		
Project Title	Wurdale Information and History Board		
Description	To fabricate and erect a freestanding, double sided information board incorporating a local district map, history and memorial to local identity Russell Holloway at Wurdale Community Reserve Hall.		
Category / Ward	Community Initiatives / Winchelsea		
Total Project Cost	\$4,400	Amount Sought	\$2,000
Comment	Ineligible – Capital project with ongoing maintenance cost to Council. Referred to Community Project Development Officer and Project Management Office.		

Group/Organisation	Anglesea and District Historical Society (ADHS)		
Project Title	ADHS Bathing Box Removal and Restoration Project		
Description	Remove and authentically restore the only remaining bathing box in Anglesea.		
Category / Ward	Arts and Culture / Anglesea		
Total Project Cost	\$10,602.19	Amount Sought	\$5,000
Comment	Ineligible - Capital item with ongoing maintenance cost to Council. Referred to Community Project Development Officer and Project Management Office.		

Group/Organisation	U3A Surfcoast Inc.		
Project Title	Spring Creek Community House Venue Hire		
Description	Hiring of room at Spring Creek Community House for U3A courses.		
Category / Ward	Community Initiatives / Torquay		
Total Project Cost	\$2,000	Amount Sought	\$1,000
Comment	Ineligible - Considered recurrent operational funding. Officers to work with U3A toward a potential licence agreement to utilise 'The Quay' pavilion to support a more sustainable business model.		

Group/Organisation	Deans Marsh Community Dog Trial		
Project Title	Deans Marsh Dog Trials		
Description	Two day event in Deans Marsh in 2017.		
Category / Ward	Community Initiatives / Winchelsea		
Total Project Cost	\$1,765	Amount Sought	\$1,765
Comment	Ineligible – Event. Referred to Surf Coast Shire Event Grants process.		

Group/Organisation	Torquay Carols by the Sea		
Project Title	Carols by the Sea		
Description	Annual community carols event hosted by local combined Churches. Advertising and staging costs.		
Category / Ward	Arts and Culture / Torquay		
Total Project Cost	\$7,000	Amount Sought	\$1,500
Comment	Ineligible – Event. Referred to Surf Coast Shire Event Grants process.		

4.3 Small Grants Program September 2016

Group/Organisation	Australian Skateboarding Federation		
Project Title	King of Concrete Torquay		
Description	National level park/bowl skate competition sanctioned by the Australian Skateboarding Federation.		
Category / Ward	Recreation and Leisure / Torquay		
Total Project Cost	\$18,700	Amount Sought	\$5,000
Comment	Ineligible – Event. Referred to Surf Coast Shire event grants process.		

Group/Organisation	YMCA Recreation Group		
Project Title	Surf Coast Family Micro Adventures		
Description	Identifying outdoor active adventures for the 0-6 age group and create promotional material.		
Category / Ward	Community Initiative / Anglesea Ward		
Total Project Cost	\$10,000	Amount Sought	\$5,000
Comment	Not Recommended – Early years activity information is already available from the Shire website and in pamphlet form.		

Group/Organisation	ReEnergise Geelong		
Project Title	Solar Steps		
Description	Online email course to increase confidence in solar power.		
Category / Ward	Environment / Torquay		
Total Project Cost	\$29,560	Amount Sought	\$5,000
Comment	Not Recommended – Surf Coast Shire Environment team has already engaged an external consultant for a similar project.		

Financial Implications

The total pool for two rounds of Small Grants funding for 2016/17 is \$75,000. The total funding allocation of recommended projects for Round 1 is \$33,448.

Council Plan

Theme 3 Communities
 Objective 3.4 Building leadership and skills within the community
 Strategy 3.4.2 Support people to participate in community life.

Theme 3 Communities
 Objective 3.4 Building leadership and skills within the community
 Strategy 3.4.3 Provide funding opportunities to groups to improve and strengthen their communities.

Theme 1 Environment
 Objective 1.2 Pursue alternative energies
 Strategy Nil

Policy/Legal Implications

The Small Grants Program supports Councils Plan (2013-2017) objectives of:

- Building leadership and skills within the Community.

Officer Direct or Indirect Interest

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

4.3 Small Grants Program September 2016

Risk Assessment

All projects have been reviewed by Council's Risk Management Co-ordinator. Depending on the level of risk some applicants will be required to provide public liability insurance to the value of \$20,000,000 as a condition of receiving a funding grant.

Social Considerations

The Small Grants Program offers support to new and existing community groups to undertake community strengthening activities and to contribute to the social and cultural wellbeing of the Surf Coast Shire. A diverse range of locally driven projects and activities will be delivered through the support of small grant funding. Many of these initiatives could not be delivered should they be unsuccessful in securing a small grant.

Community Engagement

Engagement activities prior to the September round of grants include:

- Media campaign including advertising in the Surf Coast Times, Winchelsea Star and Lorne Independent
- Grants programs were promoted via Council Officer E-mail networks, word of mouth and the Community House and Men's shed networks.
- Smarty Grants generated email to past grant recipients.
- Direct email to previous grant recipients.
- Direct contact with potential grant recipients.
- Promotion via the Surf Coast Shire website, social media and intranet.

Environmental Implications

The Small Grants program is often used by local environment groups. Five applications have been received under the 'Environment' category and two projects have been recommended for funding.

Communication

Following adoption at the November Council meeting, all applicants will receive a letter informing them of the outcome of their application.

Conclusion

The Small Grants Program is a positive community strengthening initiative that supports local groups to take action and contribute to the vibrant culture of their local community. The program involves significant collaboration with community given the high level of in-kind volunteer support involved in delivering each project.

A full list of recommended projects is attached (Appendix 1).

A celebration to recognise successful grant recipients will be held in Council Chambers on Thursday 8 December 2016 at 10:30am. Ward Councillors will be invited to present certificates to successful applicants.

5. MINUTES

5.1 Section 86 Committee Minutes

Author's Title: Administration Officer

General Manager: Chris Pike

Department: Governance

File No: F16/285

Division: Governance & Infrastructure

Trim No: IC16/1125

Appendix:

1. Anglesea Bike Park Committee of Management Minutes - 7 September 2016 (D16/91939)
2. Anglesea Bike Park Committee of Management AGM Minutes - 7 September 2016 (D16/91937)
3. Connewarre Hall and Reserve Annual General Meeting Minutes - 13 September 2016 (D16/91149)
4. Deans Marsh Public Hall & Memorial Park Committee Minutes - 25 October 2016 (D16/107733)
5. Eastern Reserve Committee of Management Minutes - 15 August 2016 (D16/97987)
6. Planning Committee Minutes - 3 October 2016 (D16/106893)
7. Stribling Reserve Committee of Management Minutes - 15 August 2016 (D16/91714)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To consider the minutes of the Section 86 Committee meetings as appended.

Summary

The minutes provided in this report are draft unless otherwise identified. Committees do not re-issue minutes if any corrections are made at the time of adoption, rather note these corrections in the agenda item confirming adoption of the minutes at the following committee meeting.

Any corrections to draft minutes of material significance made by the committees will be provided to Council for noting in a subsequent report.

Recommendation

That Council receive and note the following minutes of the Section 86 Committee meetings:

- Anglesea Bike Park Committee of Management – AGM & Ordinary Meeting - 7 September 2016
- Connewarre Hall and Reserve Committee AGM - 13 September 2016
- Deans Marsh Public Hall & Memorial Park Committee - 25 October 2016
- Eastern Reserve Committee of Management – 15 August 2016
- Planning Committee - 3 October 2016
- Stribling Reserve Committee of Management – 15 August 2016

5.2 Advisory Committee Minutes

Author's Title: Administration Officer

General Manager: Anne Howard

Department: Governance

File No: F16/285

Division: Governance & Infrastructure

Trim No: IC16/1076

Appendix:

1. All Abilities Advisory Committee Meeting Minutes - 23 August 2016 (D16/113888)
2. Audit & Risk Committee Meeting Minutes - 8 September 2016 (IC16/1043)
3. Municipal Emergency Management Planning Committee (MEMPC) Minutes - 18 October 2016 (D16/99187)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To receive and note the minutes of the Advisory Committee meetings as appended.

Summary

The minutes provided in this report are draft unless otherwise identified. Committees do not re-issue minutes if any corrections are made at the time of adoption, rather note these corrections in the agenda item confirming adoption of the minutes at the following committee meeting.

Any corrections to draft minutes of material significance made by the committees will be provided to Council for noting in a subsequent report.

Recommendation

That Council receive and note the minutes of the following Advisory Committee meetings:

- All Abilities Advisory Committee – 23 August 2016
- Audit & Risk Committee – 8 September 2016
- Municipal Emergency Management Planning Committee (MEMPC) – 18 October 2016

6. ASSEMBLIES OF COUNCILLORS

6.1 Assemblies of Councillors

Author's Title: Administration Officer

General Manager: Anne Howard

Department: Governance

File No: F16/289

Division: Governance & Infrastructure

Trim No: IC16/1237

Appendix:

1. Assembly of Councillors - Council Briefing - 13 September 2016 (D16/86102)
2. Assembly of Councillors - Councillor Induction- 3 November 2016 (D16/112328)
3. Assembly of Councillors - Councillor Induction - Local Government Investigation and Compliance Inspectorate - 11 November 2016 (D16/113623)
4. Assembly of Councillors - Councillor Induction - Roles, Responsibilities and Obligations - 11 November 2016 (D16/113620)
5. Assembly of Councillors - Council Briefing - 15 November 2016 (D16/112387)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To receive and note the Assembly of Councillors records received since the previous Council Meeting.

Summary

The Local Government Act 1989 section 80A(2) states that the Chief Executive Officer must ensure that the written record of an assembly of Councillors is as soon as practicable reported at an Ordinary Meeting of Council and incorporated in the minutes of that Council Meeting.

Recommendation

That Council receive and note the Assembly of Councillors records for the following meetings:

- Council Briefing - 13 September 2016
- Councillor Induction - 3 November 2016
- Councillor Induction - Local Government Investigation and Compliance Inspectorate - 11 November 2016
- Councillor Induction - Roles, Responsibilities and Obligations – 11 November 2016
- Council Briefing - 15 November 2016

7. URGENT BUSINESS/PETITIONS/NOTICES OF MOTION

7.1 Petition Requesting extension of the Jan Juc Kindergarten play space into the Jan Juc Creek Reserve

Author's Title: Manager Aged & Family

General Manager: Chris Pike

Department: Aged & Family

File No: F16/1390

Division: Culture & Community

Trim No: IC16/1251

Appendix:

1. Petition requesting an extension of the Jan Juc kindergarten play space into the Jan Juc Creek reserve (D16/114241)

Officer Direct or Indirect Conflict of Interest:

Status:

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

Information classified confidential in accordance with
Local Government Act 1989 – Section 77(2)(c):

Yes

No

Yes

No

Reason: Nil

Reason: Nil

Purpose

To receive and note the petition requesting that Council extend the kindergarten play space into the Jan Juc Creek reserve.

The petition consists of 104 signatures.

Recommendation

That Council, in accordance with its Local Law No. 2 – Meeting Procedure:

1. Receive and note the petition requesting an extension of the kindergarten play space into the Jan Juc Creek reserve
2. Refer the petition to the General Manager Culture and Community for consideration
3. Require a report on the petition be presented to the February Ordinary Council Meeting.

8. CLOSED SECTION

Recommendation

That Council pursuant to section 89(2)(h) other matters of the Local Government Act 1989, close the meeting to members of the public to resolve on matters pertaining to the following items:

8.1 Assemblies of Councillors Confidential

Recommendation

That:

1. The resolution and report pertaining to Confidential item 8.1 remain confidential.
2. Council open the meeting to the public at pm.

Close: There being no further items of business the meeting closed at pm.