

Agenda

Meeting of Council

Tuesday 25 February 2025

Surf Coast Shire Civic Office

Council Chambers

1 Merrijig Drive, Torquay, Victoria 3228

Commencing at 6:00 pm

Council:

Cr Mike Bodsworth (Mayor)

Cr Paul Barker

Cr Rebecca Bourke

Cr Joel Grist

Cr Liz Pattison

Cr Tony Phelps

Cr Adrian Schonfelder

Cr Libby Stapleton

Cr Leon Walker

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1 Procedural Matters

1.1 Present

1.2 Opening

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

1.3 Pledge

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

1.4 Apologies

1.5 Confirmation of Minutes

Recommendation

That Council notes the minutes of the Council Meeting held on 10 December 2024 as a correct record of the meeting.

1.6 Leave of Absence Requests

1.7 Conflicts of Interest

Note to Councillors and Officers

Declaration of Interest

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

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

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

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

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

Disclosure of Interest

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

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

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

1.8 Presentations

1.9 Public Question Time

2 Petitions and Joint Letters

2.1 Receipt of Petition Titled 'Surf Coast for Australia Day'

Author's Title:	Coordinator Governance and Council Business
General Manager:	Gail Gatt, General Manager Strategy and Effectiveness
Department:	Integrity and Governance
Division:	Strategy and Effectiveness
Attachments:	1. Redacted Petition - Surf Coast For Australia Day [2.1.1 - 41 pages]

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

Purpose

1. The purpose of this report is to receive and note the petition requesting '*That Surf Coast Shire should hold Citizenship and Australia Day Awards Ceremonies, and support Australia Day community event(s) on Australia Day the 26th January*'.
2. The petition consists of 612 signatures, as follows:
 - Within Surf Coast Shire: 501
 - Outside of Surf Coast Shire: 111

Background

3. As this petition relates to subject matter which is already tabled for consideration in this Council meeting agenda (Agenda item 3.1 Notice of Motion 159 – Future Recognition of Australia Day), it is recommended that the petition be considered in accordance with Rule 23.4 of Council's Governance Rules, which states:

'When a petition or joint letter presented to a meeting of the Council relates to an item of business on the agenda, the submission is to be considered by Council as part of its deliberations on such item.'

Recommendation

That Council, in accordance with its Governance Rules:

1. Receives and notes the petition requesting 'that Surf Coast Shire should hold Citizenship and Australia Day Awards Ceremonies, and support Australia Day community event(s) on Australia Day the 26th January'.
2. Considers this item as part of its consideration of agenda item 3.1, in accordance with rule 23.4 of Council's Governance Rules.
3. Advises the petition submitter of the outcomes of this resolution, and of the outcomes of agenda item 3.1.

SURF COAST SHIRE COUNCIL
Record No: D25/23849
Date Received 11/02/2025

11 FEB 2025



SURF COAST FOR AUSTRALIA DAY

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That Surf Coast Shire should hold Citizenship and Australia Day Awards Ceremonies, and support Australia Day community event(s) on Australia Day the 26th January.

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Post Office →



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Locals only

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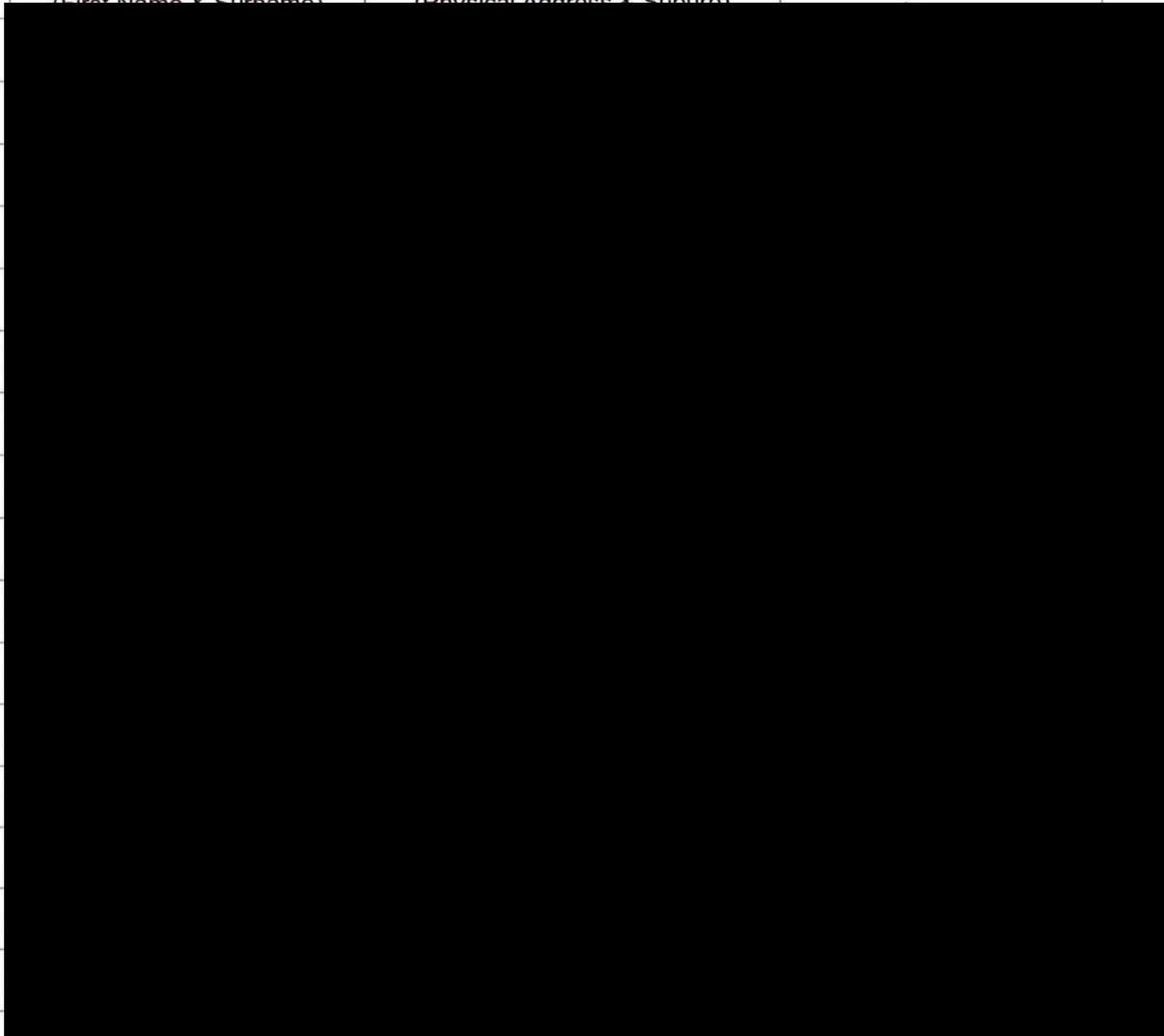
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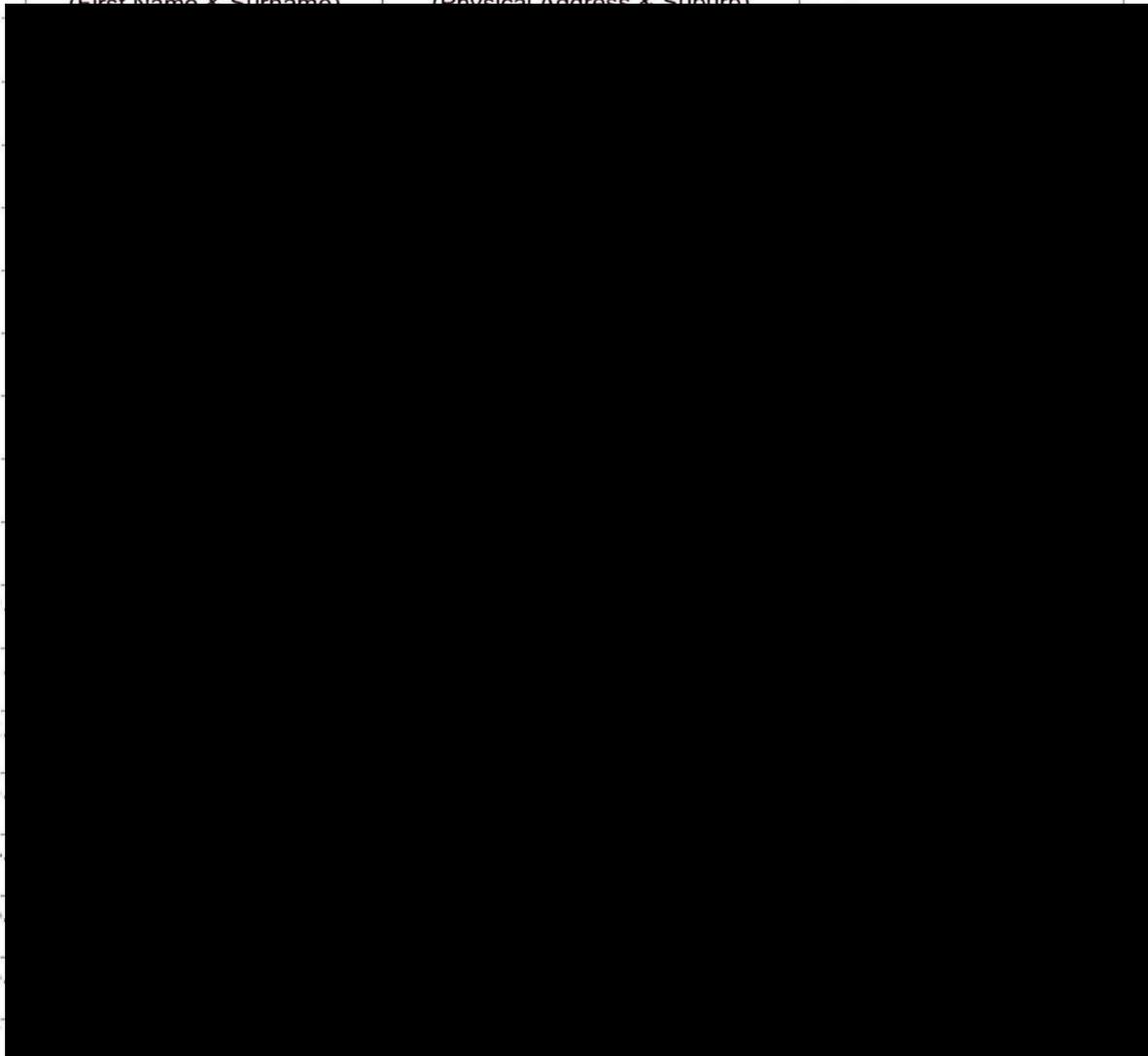
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2.2 Receipt of Petition Titled '26 January in Surf Coast Shire'

Author's Title:	Coordinator Governance and Council Business
General Manager:	Gail Gatt, General Manager Strategy and Effectiveness
Department:	Integrity and Governance
Division:	Strategy and Effectiveness
Attachments:	1. Redacted Petition 26 January in Surfcoast Shire [2.2.1 - 15 pages]

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

Purpose

1. The purpose of this report is to receive and note the petition requesting that Surf Coast Shire maintain its current position on the recognition of 26 January. Full wording of this petition is provided in **Attachment 1**.
2. The petition consists of 556 signatures, as follows:
 - Within Surf Coast Shire: 376
 - Outside of Surf Coast Shire: 180

Background

3. As this petition relates to subject matter which is already tabled for consideration in this Council meeting agenda (Agenda item 3.1 Notice of Motion 159 – Future Recognition of Australia Day), it is recommended that the petition be considered in accordance with Rule 23.4 of Council's Governance Rules, which states:

'When a petition or joint letter presented to a meeting of the Council relates to an item of business on the agenda, the submission is to be considered by Council as part of its deliberations on such item.'

4. In accordance with Rule 23.2 of Council's Governance Rules, petitions which do not meet the definition of a petition under the Governance Rules may still be accepted if Council so resolves. The definition includes a requirement that the petition be *'signed or electronically endorsed by at least 10 people whose names and physical addresses also appear, and on which each page of the petition bears the wording of the whole petition'*. This rule is designed to ensure that petitions are signed by individuals who are fully informed of the content of the petition, and to verify that there has been no duplication.

5. The petition as attached to this report (**Attachment 1**) does not comply with the above requirements, however officers have recommended that Council resolves to accept the petition in the interest of facilitating public participation in democratic process. Officers have assessed the petition and consider that any risks associated with non-conformity are low. The non-conformity is largely related to the ordinary design of petitions in online platforms.

Recommendation

That Council, in accordance with its Governance Rules:

1. Receives and notes the petition requesting that Council maintains its current position on Australia Day.
2. Receives the petition in a non-conforming format, in accordance with Rule 23.2 of Council's Governance Rules.
3. Considers this item as part of its consideration of agenda item 3.1, in accordance with rule 23.4 of Council's Governance Rules.
4. Advises the petition submitter of the outcomes of this resolution, and of the outcomes of agenda item 3.1.

To: Councillors and Robin Seymour, CEO Surfcoast Shire Council

26th January in Surfcoast Shire

Campaign created by Andrew Vandenberg surfcoastforreconciliation@gmail.com



We are seriously concerned about the recent efforts of some Councillors to undermine Reconciliation on the Surf Coast and raise our objection to the mooted desire to return to Council formally celebrating this day.

Background

In 2017, the Uluru Statement from the Heart, with Voice, Treaty and Truth as its pillars, invited Australians to walk together for a better future. Surf Coast Shire Council accepted this invitation on 28th September 2021 when it resolved to not take part in Australia Day celebrations. Since then, the Council has flown the Aboriginal and Torres Strait Island flags at half-mast on 26th January, consulted often with the Wadawurrung and Eastern Maar people, developed a Reconciliation Action Plan, and annually celebrated National Reconciliation Week, NAIDOC week, and Pilk Purriyn on 26th January.

Local truth-telling

Voice and Treaty are the prerogative of other levels of government, but Council can play a role in facilitating the key pillar of local truth-telling. To this end, Pilk Purriyn provides an opportunity for us all to hear from Wadawurrung elders about the harms done on 26th January and beyond. This has been a particularly moving annual event, attracting large crowds of about 2,000 people each year. Attendance at the dawn service shows there is a widespread community desire for such an opportunity to learn and reflect.

Why is this important to us?

We, the undersigned, strongly endorse the Council's resolution in 2021 and its pursuit of reconciliation since then. It means a great deal to us that the Council has listened to the First

Nations people when they say that 26th January is a day of mourning that raises memories of stolen children, the hiding of First Nations heritage, and similar trauma within immediate family circles.

What needs to happen

We expect the current Councillors to uphold the Council’s first steps towards paying due respect to the Wadawurrung and Eastern Maar people. These first steps need to be consolidated and expanded upon. In the future, we hope all Shire citizens can continue to learn more about the deep and rich heritage of an ancient culture that has survived and begun to thrive again, enriching the whole community.

	first_name	last_name	postcode	occupation
1.	[REDACTED]	[REDACTED]	3228	[REDACTED]
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4.	[REDACTED]	[REDACTED]	3228	[REDACTED]
5.	[REDACTED]	[REDACTED]	3228	[REDACTED]
6.	[REDACTED]	[REDACTED]	3226	[REDACTED]
7.	[REDACTED]	[REDACTED]	3231	[REDACTED]
8.	[REDACTED]	[REDACTED]	3228	
9.	[REDACTED]	[REDACTED]	3228	
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417	[REDACTED]	[REDACTED]	3230	[REDACTED]
418	[REDACTED]	[REDACTED]	3228	
419	[REDACTED]	[REDACTED]	3228	
420	[REDACTED]	[REDACTED]	3230	[REDACTED]
421	[REDACTED]	[REDACTED]	3232	[REDACTED]
422	[REDACTED]	[REDACTED]	3228	[REDACTED]
423	[REDACTED]	[REDACTED]	3228	
424	[REDACTED]	[REDACTED]	3228	[REDACTED]
425	[REDACTED]	[REDACTED]	3231	
426	[REDACTED]	[REDACTED]	3228	[REDACTED]
427	[REDACTED]	[REDACTED]	3228	[REDACTED]
428	[REDACTED]	[REDACTED]	3228	[REDACTED]
429	[REDACTED]	[REDACTED]	3228	[REDACTED]
430	[REDACTED]	[REDACTED]	7054	[REDACTED]
431	[REDACTED]	[REDACTED]	3222	[REDACTED]
432	[REDACTED]	[REDACTED]	3231	[REDACTED]
433	[REDACTED]	[REDACTED]	3228	[REDACTED]
434	[REDACTED]	[REDACTED]	3231	
435	[REDACTED]	[REDACTED]	3230	[REDACTED]
436	[REDACTED]	[REDACTED]	3230	[REDACTED]
437	[REDACTED]	[REDACTED]	3231	[REDACTED]
438	[REDACTED]	[REDACTED]	3228	[REDACTED]
439	[REDACTED]	[REDACTED]	3235	[REDACTED]
440	[REDACTED]	[REDACTED]	3228	[REDACTED]
441	[REDACTED]	[REDACTED]	3230	[REDACTED]
442	[REDACTED]	[REDACTED]	3212	[REDACTED]
443	[REDACTED]	[REDACTED]	3212	
444	[REDACTED]	[REDACTED]	3218	[REDACTED]
445	[REDACTED]	[REDACTED]	3226	
446	[REDACTED]	[REDACTED]	2620	
447	[REDACTED]	[REDACTED]	3226	[REDACTED]
448	[REDACTED]	[REDACTED]	3216	
449	[REDACTED]	[REDACTED]	3212	
450	[REDACTED]	[REDACTED]	3223	[REDACTED]

451		3214
452		3216
453		3212
454		3231
455		3217
456		4814
457		3226
458		3224
459		4814
460		3212
461		3226
462		3232
463		3241
464		3228
465		3230
466		3227
467		3215
468		3228
469		3228
470		3230
471		3212
472		3215
473		3227
474		3215
475		3228
476		3228
477		3228
478		3228
479		3222
480		3240
481		3219
482		3240
483		3216
484		3231
485		3230
486		3016
487		3216
488		4350
489		3235
490		3228
491		3228
492		3228

493	[REDACTED]	[REDACTED]	3228
494	[REDACTED]	[REDACTED]	3228 [REDACTED]
495	[REDACTED]	[REDACTED]	3219
496	[REDACTED]	[REDACTED]	3228 [REDACTED]
497	[REDACTED]	[REDACTED]	3230 [REDACTED]
498	[REDACTED]	[REDACTED]	3230 [REDACTED]
499	[REDACTED]	[REDACTED]	3250
500	[REDACTED]	[REDACTED]	3218
501	[REDACTED]	[REDACTED]	3228 [REDACTED]
502	[REDACTED]	[REDACTED]	3250
503	[REDACTED]	[REDACTED]	3230 [REDACTED]
504	[REDACTED]	[REDACTED]	3230 [REDACTED]
505	[REDACTED]	[REDACTED]	3230 [REDACTED]
506	[REDACTED]	[REDACTED]	3228 [REDACTED]
507	[REDACTED]	[REDACTED]	3230 [REDACTED]
508	[REDACTED]	[REDACTED]	3217
509	[REDACTED]	[REDACTED]	4677
510	[REDACTED]	[REDACTED]	3231 [REDACTED]
511	[REDACTED]	[REDACTED]	3216
512	[REDACTED]	[REDACTED]	3216 [REDACTED]
513	[REDACTED]	[REDACTED]	3230 [REDACTED]
514	[REDACTED]	[REDACTED]	3216 [REDACTED]
515	[REDACTED]	[REDACTED]	3216 [REDACTED]
516	[REDACTED]	[REDACTED]	3216 [REDACTED]
517	[REDACTED]	[REDACTED]	3212 [REDACTED]
518	[REDACTED]	[REDACTED]	3228
519	[REDACTED]	[REDACTED]	3216 [REDACTED]
520	[REDACTED]	[REDACTED]	3216 [REDACTED]
521	[REDACTED]	[REDACTED]	3228 [REDACTED]
522	[REDACTED]	[REDACTED]	3214
523	[REDACTED]	[REDACTED]	3241
524	[REDACTED]	[REDACTED]	3216 [REDACTED]
525	[REDACTED]	[REDACTED]	3218 [REDACTED]
526	[REDACTED]	[REDACTED]	3218
527	[REDACTED]	[REDACTED]	3217 [REDACTED]
528	[REDACTED]	[REDACTED]	3228 [REDACTED]
529	[REDACTED]	[REDACTED]	3217 [REDACTED]
530	[REDACTED]	[REDACTED]	3217 [REDACTED]
531	[REDACTED]	[REDACTED]	3228 [REDACTED]
532	[REDACTED]	[REDACTED]	3239 [REDACTED]
533	[REDACTED]	[REDACTED]	3230 [REDACTED]

534	[REDACTED]	[REDACTED]	3230	[REDACTED]
535	[REDACTED]	[REDACTED]	3228	
536	[REDACTED]	[REDACTED]	3230	[REDACTED]
537	[REDACTED]	[REDACTED]	3228	
538	[REDACTED]	[REDACTED]	3228	
539	[REDACTED]	[REDACTED]	3228	[REDACTED]
540	[REDACTED]	[REDACTED]	3215	[REDACTED]
541	[REDACTED]	[REDACTED]	3231	
542	[REDACTED]	[REDACTED]	3231	
543	[REDACTED]	[REDACTED]	3231	[REDACTED]
544	[REDACTED]	[REDACTED]	3228	[REDACTED]
545	[REDACTED]	[REDACTED]	3216	[REDACTED]
546	[REDACTED]	[REDACTED]	3228	[REDACTED]
547	[REDACTED]	[REDACTED]	3230	[REDACTED]
548	[REDACTED]	[REDACTED]	3228	
549	[REDACTED]	[REDACTED]	3228	[REDACTED]
550	[REDACTED]	[REDACTED]	3228	
551	[REDACTED]	[REDACTED]	3230	
552	[REDACTED]	[REDACTED]	3230	[REDACTED]
553	[REDACTED]	[REDACTED]	3226	[REDACTED]
554	[REDACTED]	[REDACTED]	3228	[REDACTED]
555	[REDACTED]	[REDACTED]	3216	
556	[REDACTED]	[REDACTED]	3228	

3 Notices of Motion

3.1 Notice of Motion - Future Recognition of Australia Day

Notice of Motion Reference Number: 159

Attachments: Nil

I, Councillor Rebecca Bourke, gave notice on 7 February 2025, of my intention to move the following motion:

Motion

That Council:

1. Supports and participates in events celebrating Australia Day each year, on 26 January or any future date gazetted by the Federal Government as Australia Day, by:
 - 1.1 Designating Australia Day as a tier 1 event in all future event calendars, for the purpose of supporting community groups or organisations with Australia Day events which are open to the general public; and
 - 1.2 Conducting citizenship ceremonies on Australia Day each year.
2. For the purpose of implementation clarity, confirms this resolution does not alter Council's position as stated in points 1 and 6 of the Council resolution on agenda item 6.3, dated 28 September 2021, which is currently implemented through Council's Flag Policy and the delivery of the Pilk Purriyn event.

Rationale

Australia Day is a day of national significance bringing communities together to celebrate our shared history, culture, and achievements. It also serves as an emotional moment to acknowledge the diverse contributions of all Australians, including First Nations peoples, migrants, and those born here. In light of its importance, the following points support the recommencement of formal Australia Day celebrations and citizenship ceremonies within the Surf Coast Shire:

1. Strengthening Community Unity

Australia Day provides an opportunity for residents to come together, fostering a sense of unity, pride, and belonging. Celebrations can reflect the values of respect, inclusion, and understanding that are fundamental to our diverse community.

2. Welcoming New Citizens

Citizenship ceremonies on Australia Day symbolise the culmination of an important journey for many individuals and families. Holding these ceremonies is a meaningful way to welcome new Australians and emphasise the principles of democracy, inclusion and equality that underpin our nation.

3. Health and Wellbeing

Celebrating Australia Day can offer numerous benefits for health, well-being, and mental wellness. This is especially beneficial to families of all kinds.

Engaging in communal activities fosters a sense of belonging and connection, which can alleviate feelings of isolation and boost overall happiness.

Participating in outdoor events, such as barbecues, sports, and cultural festivals, encourages interpersonal connection, which is essential for maintaining mental health and reducing stress levels.

Reflecting on the full spectrum of Australia’s national history, from its ancient beginnings to now, Australia Day can promote gratitude and a positive mindset. The act of celebrating together can strengthen social bonds, enhance cultural understanding, and create shared memories, all of which contribute to improved mental wellness and emotional resilience.

4. Economic and Social Benefits

Community celebrations have the potential to stimulate local economic activity by engaging local businesses, performers, and service providers and bringing visitors from outside the Shire. Additionally, they create opportunities for cultural exchange, learning, and participation, enhancing social cohesion.

5. Acknowledgment of First Nations Perspectives

The recommencement of celebrations can be an opportunity to respectfully incorporate First Nations perspectives and contributions, promoting reconciliation and shared understanding. This might include cultural performances, storytelling, and educational initiatives. This motion is not about diminishing the First Nations approach to Australia Day.

6. Community Feedback and Demand

Community feedback has indicated significant interest in reinstating Australia Day celebrations and citizenship ceremonies. Responding to this feedback demonstrates the Council’s commitment to being a representative and responsive local government body.

In moving this motion, I aim to uphold the traditions of Australia Day while fostering an inclusive and forward-looking community spirit. Through thoughtful planning, these celebrations can reflect our collective identity and shared aspirations, ensuring they are meaningful, respectful, and inclusive for all.

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

Cr Rebecca Bourke Date: 7 February 2025	Cr Joel Grist Date: 7 February 2025
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CEO Information Report

1. Existing Policy Implications:

- 1.1. Council adopted a Statement of Commitment to Reconciliation in May 2021, a position that has guided many decisions and actions including the decision on Council's approach to acknowledging 26 January.
- 1.2. Council's position on 26 January is reflected in the following resolution dated 28 September 2021:

That Council:

1. Agrees to fly the Aboriginal and Torres Strait Island flags at half-mast on the Front Entrance and Ceremonial Flag Poles at the Council Civic Centre on 26 January each year.
2. No longer participates in celebratory events on 26 January each year.
3. Notes the Australian Government requires Council to conduct a citizenship ceremony on 26 January each year.
4. Continues to conduct a citizenship ceremony on 26 January while it remains a requirement of the Australian Government.
5. Advocates to the Australian Government to change the requirement for councils to hold a citizenship ceremony on 26 January each year.
6. Engages with the Wadawurrung Aboriginal Corporation and the Eastern Maar Aboriginal Corporation regarding the potential of future mourning or survival events on 26 January and establishes how it can provide support if Traditional Owners determine it is appropriate for events to be delivered.

- 1.3. If Council resolves in accordance with the proposed motion, the effect on the resolution from 28 September 2021 ('2021 resolution') is assessed as follows:

1.4. Point 1 of the 2021 Resolution:

- 1.4.1. The proposed motion does not alter point 1 of the 2021 resolution. As such, the implementation of this motion would see Council continue to fly the Aboriginal and Torres Strait Island flags at half-mast on 26 January.
- 1.4.2. It is noted that point 1 of the 2021 resolution has been slightly revised through updates to Council's Flag Policy. The 2022 update to the Flag Policy maintained the decision to fly the Aboriginal and Torres Strait Island Flags at half-mast on 26 January, however the location of applicable flag poles was revised from the 'Front Entrance and Ceremonial Flag Poles' to the 'Front Lawn' (Aboriginal Flag) and 'Pond' (Torres Strait Island Flag).

1.5. Point 2 of the 2021 Resolution:

- 1.5.1. Point 2 of the 2021 resolution directly relates to Council's participation in celebratory events on 26 January each year. The proposed motion would require Council to 'support and participate in events celebrating Australia Day each year'.
- 1.5.2. The proposed motion would require Council to take steps to support and participate in Australia Day celebrations on 26 January, while this date

remains the officially gazetted date for Australia Day. This would effectively supersede point 2 of the 2021 resolution.

1.6. Points 3, 4 and 5 of the 2021 Resolution:

- 1.6.1. Points 3, 4 and 5 of the 2021 resolution relate to the requirement to hold citizenship ceremonies on Australia Day, with point 5 including a commitment to advocate to the Federal Government to change this requirement.
- 1.6.2. In 2023, the Federal Government revised the requirement for citizenship ceremonies to be held on Australia Day. The current requirement now allows for Australia Day citizenship ceremonies to be conducted between 23 January and 29 January each year, and other ceremonies to be scheduled throughout the year as required.
- 1.6.3. Following the change to the requirements, Council stopped holding citizenship ceremonies on 26 January. This change was detailed in report 4.1 of the 28 November 2023 Council meeting agenda.
- 1.6.4. If Council resolves in accordance with the proposed motion, citizenship ceremonies will resume each year on the officially gazetted Australia Day date.

1.7. Point 6 of the 2021 Resolution:

- 1.7.1. Council has adopted a goal to work towards First Nations Reconciliation and has adopted a Statement of Commitment to Reconciliation. If the proposed motion is carried, further work will need to be undertaken to understand the impact that this may have on Council's First Nations Reconciliation work.
- 1.7.2. In implementing the September 2021 resolution, Council has built relationships and trust with Traditional Owner groups. As a result of this work, Council has developed valued partnerships, which has enabled Council to support the Pilk Purriyn event for several years and progress our commitment to Reconciliation.

2. Resource and service implications:

2.1. Tier 1 Event Classification:

- 2.1.1. The proposed motion seeks to designate Australia Day as a tier 1 event in Council's event calendar. Tier 1 events are budgeted at \$5000, with the total budget for the events calendar allocated through the annual budget process.
- 2.1.2. The development of the complete events calendar is informed by the strategic priorities set through the Council Plan, and will be presented to Council for adoption following the adoption of the 2025-2029 Council Plan in the second half of 2025.
- 2.1.3. Prior to Council's resolution in September 2021, Australia Day was recognised as a Tier 2 event with a \$2000 allocation. Council did not directly organise or host any Australia Day events (with the exception of the citizenship ceremony), however this budget allocation was used to provide community organisations with funding to support their own community events.
- 2.1.4. If Council resolves in accordance with the proposed motion, it is intended that this would be implemented through a similar funding program, however with an increased budgeted amount of \$5000, using an Expression of Interest process by community event organisers.

2.2. Staffing Impacts:

- 2.2.1. While it is not expected that Council staff would be involved in the delivery of funded Australia Day events, it is noted that officer time will be required in the lead up to the events, manage any funding processes and provide other preparation support to the successful groups.
- 2.2.2. This will involve the reprioritisation of officer workloads, however it is not possible to further understand which work will be de-prioritised until the new Council Plan is adopted and priorities identified.
- 2.2.3. The proposed motion also includes a requirement that Council resumes holding citizenship ceremonies on 26 January. It is noted that while budget is already allocated for the delivery of an 'Australia Day' citizenship ceremony, if Council returns to holding ceremonies on this date, this will include increased costs associated with additional hours worked by support staff on a public holiday.

4 Reports

4.1 Quarterly Budget Report - December 2024

Council Plan	Theme Seven - Accountable and Viable Council
Author's Title:	Strategy 18 - Establish a sustainable financial position.
General Manager:	Coordinator Management Accounting
Division:	Gail Gatt, General Manager Strategy and Effectiveness
Department:	Strategy and Effectiveness
Attachments:	Finance
	1. December 2024 - Quarterly Budget Report [4.1.1 - 5 pages]

Purpose

1. The purpose of this report is to present the Quarterly Budget Report –December 2024 (**Attachment 1**) to Council. This 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 Quarterly Budget Report for December 2024 (**Attachment 1**).

Outcome

2. The December 2024 Quarterly Budget Report provides information about Council's financial position, including comparisons of actuals and budgeted results to date and explanations of material variances.
3. Council remains in a sustainable financial position, and as a result, in accordance with the *Local Government Act 2020*, section 97(3), the Chief Executive Officer confirms a revised budget is not required.

Key Considerations

4. This report contributes to public transparency with the quarterly financial budget report being made available to the community.
5. This report contributes to Council's compliance with the *Local Government Act 2020*.
6. Council's year to date actual result as at 31 December 2024 compared to adopted year to date budget is \$4.8 million favourable. This is mainly attributed to higher returns on interest on investments with higher interest rates compared to budget, the recognition of some drainage assets for the first time and timing of operational expenditure. The Comprehensive Income Statement in **Attachment 1** describes in detail each income and expense line item which contributes to the overall year to date result.

Background

7. Council reports quarterly on its financial results in accordance with section 97 of the *Local Government Act 2020*. As soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a Quarterly Budget Report is presented to the Council at a Council meeting which is open to the public.

Options

8. **Alternative Option 1** – That Council does not note the Quarterly Budget Report.

This option is not recommended by officers as this report provides information to the public about Council's financial position and meets the requirements of the *Local Government Act 2020*

Council Plan (including Health and Wellbeing Plan) Statement

Theme Seven - Accountable and Viable Council

Strategy 18 - Establish a sustainable financial position.

9. This report contributes to Council's financial management principles with analysis and commentary on variances to budget.

Financial Considerations

10. The report documents Council's financial position and variances to budget.

Community Engagement

11. This report contains Council's financial statements for the December 2024 quarter. No community engagement has occurred in its development as the statements reflect Council's financial position at the time of reporting.
12. This report contributes to public transparency by ensuring that the Quarterly Budget Report is made available to the community.

Statutory / Legal / Policy Considerations

13. Failure to meet Council's governance and compliance obligations Inherent Risk Rating - *Serious*, Residual Risk Rating – *Medium*
14. This report provides compliance with the *Local Government Act 2020*.

Strategic Risk

15. Regular finance reporting helps manage the risks of budget overruns and ensures resources are spent as per the allocations set out in the 2024-25 budget.

Risk Rating

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

Risk Appetite

17. We are keen to support community led projects and plans but not at the expenses of financial responsibility and/or public safety.

Sustainability Considerations

18. Council remains in a sound financial position, with the following key risks being monitored:

- 18.1 Economic pressures on ratepayers, goods and services.
- 18.2 Slow-down in development and its flow on impact to Council revenue sources.

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

21. This item will be presented at the next Audit and Risk Committee meeting.

Councillor Briefings

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

Councillor Briefing Date: 4 February 2024.

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

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

1 Financial Statements

1.1 Comprehensive Income Statement

For the period 1 July 2024 to 31 December 2024

Notes	YTD	YTD	Adopted	Variance	
	Actuals 31 Dec 2024 \$'000	Adopted Budget \$'000	Budget \$'000	YTD Actual v YTD Adopted Budget \$'000	%
Income / Revenue					
	66,280	66,169	66,240	111	0%
Rates and Charges					
Statutory Fees and Fines	1 929	1,019	2,141	(91)	9%
User Charges	2 3,246	3,369	6,973	(124)	4%
Grants - Operating	3 7,913	7,736	10,631	177	2%
Grants - Capital	4 6,682	5,850	17,039	832	14%
Contributions - Monetary	5 865	905	1,788	(41)	5%
Contributions - Non-Monetary		3,000	5,081	39	1%
Net Gain/(Loss) on Disposal of Property Infrastructure, Plant and Equipment	6 201	137	274	64	47%
Other Income	7 3,819	1,472	2,943	2,347	159%
Total Income / Revenue	92,973	89,659	113,111	3,314	4%
Expenses					
Employee Costs	8 19,386	19,720	41,290	333	2%
Materials and Services	9 15,977	17,197	33,080	1,220	7%
Depreciation	10,470	10,477	21,755	7	0%
Amortisation - Intangible Assets	-	-	4,264	-	0%
Depreciation - Right of Use Assets	265	212	448	(53)	25%
Allowance for Impairment Losses	27	30	108	3	9%
Borrowing Costs	117	117	234	()	0%
Finance Costs Leases	36	28	137	(8)	28%
Other Expenses	534	559	2,964	25	5%
Total Expenses	46,813	48,340	104,280	1,527	3%
Surplus/(Deficit) for the Year	46,160	41,319	8,831	4,841	12%
Other Comprehensive Income					
Items that will not be reclassified to surplus or deficit in future periods					
Net Asset Revaluation Gain	-	-	61,248	-	0%
Total Comprehensive Result	46,160	41,319	70,080	4,841	12%

Variance Notes:

- Statutory Fees and Fines:** Unfavourable subdivision supervision fees and parking infringements.
- User Charges:** Unfavourable waste disposal fees due to a reduction in disposal tonnages year to date.
- Grants - Operating:** Favourable non-recurrent project funding not budgeted for (both carried forward and new).
- Grants - Capital:** Reflects capital grant funding recognised either in full or earned value assessment of contractual goods/services delivered.
- Contributions - Monetary:** Includes legal fee recoupment not budgeted, new project contributions (both carried forward and new), and timing of development and open space contributions unfavourable.
- Net Gain/(Loss) on Disposal of Property Infrastructure, Plant and Equipment:** Timing of the plant and equipment renewal programs.
- Other Income:** Favourable due to higher returns on interest on investments with higher interest rates compared to budget and recognition of drainage assets for the first time.
- Employees:** Favourable employee costs due to vacancies, partially offset by increase in WorkCover premium costs despite Council's good performance compared to the industry and casual backfill.
- Materials and Services:** Variance due to timing of operating project delivery and recurrent operations timing of service delivery.

1.2 Balance Sheet

As at 31 December 2024

	Notes	YTD Actuals 31 Dec 2024 \$'000	Adopted Budget 30 June 2025 \$'000	Actuals 30 June 2024 \$'000
Assets				
Current Assets				
Cash and Cash Equivalents	1	8,296	2,443	2,721
Trade and Other Receivables	2	36,752	6,327	8,918
Other Financial Assets	1	95,500	73,000	92,500
Inventories		29	30	29
Other Assets		1,287	1,827	2,244
Total Current Assets		141,864	83,627	106,412
Non-Current Assets				
Trade and Other Receivables		155	100	151
Property, Infrastructure Plant & Equipment		1,233,504	1,304,103	1,224,393
Investments in Associates and Joint Ventures		345	276	345
Right of Use Assets		1,167	1,471	668
Intangible Assets	3	19,260	17,057	19,260
Total Non-Current Assets		1,254,431	1,323,007	1,244,817
Total Assets		1,396,295	1,406,634	1,351,229
Liabilities				
Current Liabilities				
Trade and Other Payables	4	2,802	5,137	5,725
Contract and Other Liabilities	5	30,651	17,230	28,582
Trust Funds and Deposits		3,616	5,035	3,608
Provisions	6	11,506	8,114	11,062
Interest Bearing Liabilities		1,093	2,195	2,183
Lease Liabilities		151	392	227
Total Current Liabilities		49,819	38,104	51,388
Non-Current Liabilities				
Provisions	6	18,182	20,167	18,180
Lease Liabilities		905	1,073	432
Interest Bearing Liabilities		10,356	8,162	10,356
Total Non-Current Liabilities		29,444	29,401	28,969
Total Liabilities		79,263	67,505	80,357
Net Assets		1,317,032	1,339,129	1,270,872
Equity				
Accumulated Surplus		543,515	862,135	429,787
Asset Revaluation Reserve		744,186	397,714	744,186
Other Reserves		29,331	79,281	96,899
Total Equity		1,317,032	1,339,129	1,270,872

Notes:

- Cash and Cash Equivalents and Other Financial Assets Combined:** Total cash balance is higher than 30 June driven by rates and charges collected (including arrears), along with timing of operational service and project delivery.
- Trade and Other Receivables:** Balance is higher at the start of the financial year as the annual rates and charges have been raised and are collected across the financial year as instalments fall due.
- Intangible Assets:** Amortisation of the landfill air space asset is calculated at year end, therefore the current value equals the 30 June 2024 value. The 30 June 2024 value includes an unbudgeted revaluation increment.
- Trades & Other Payables:** Variance is due to general creditor payments owing at report date. These are expected to be higher at year end as reflected in the Adopted Budget (i.e. project and operational supplier payments).
- Contract and Other Liabilities:** Variance is due to timing of income received in advance for projects; with the Surf Coast Aquatic and Health Centre Project being the most material project which will be delivered over multiple financial years.

6. **Provisions:** Variance due to actual opening balance compared to budget forecast for the landfill rehabilitation provision and employee provisions (mainly related to indexation/discounting rates).

1.3 Statement of Changes in Equity

As at 31 December 2024

	YTD Actuals 31 Dec 2024 \$'000	Adopted Budget 30 June 2025 \$'000	Actuals 30 June 2024 \$'000
Equity Opening Balance	1,270,872	1,269,049	429,787
Surplus/(Deficit) for the Year	46,160	8,831	744,186
Net Asset Revaluation	-	61,248	96,899
Total Equity	1,317,032	1,339,129	1,270,872

1.4 Cash Flow Statement

For the period 1 July 2024 to 31 December 2024

	Notes	YTD Actuals 31 Dec 2024 \$'000	Adopted Budget 30 June 2025 \$'000	YTD Actuals 31 Dec 2023 \$'000
Cash Flow from Operating Activities				
Rates and Charges	1	36,811	66,099	34,853
Statutory Fees and Fines	2	929	2,141	1,260
User Charges		3,360	7,208	3,418
Grants - Operating	3	9,070	11,006	3,873
Grants - Capital	3	8,871	7,432	5,555
Contributions - Monetary	4	853	1,788	1,227
Interest Received	5	3,132	2,447	2,201
Trust Funds and Deposits Taken/(Repaid)		7	-	(1,182)
Net GST Refund/(Payment)	6	3,031	7,601	2,754
Employee Costs	7	(18,670)	(40,621)	(17,962)
Materials and Services	8	(21,863)	(42,243)	(22,979)
Net Cash Provided from Operating Activities		25,531	22,857	13,018
Cash Flows from Investing Activities				
Proceeds from Sale of Property, Plant & Equipment	9	218	428	6
Payments for Property, Plant, Equipment & Infrastructure Assets	10	(15,673)	(50,264)	(8,772)
Cash Flows from Investments	11	(3,000)	30,000	(2,220)
Net Cash Used in Investing Activities		(18,456)	(19,836)	(10,986)
Cash Flows from Financing Activities				
Finance Costs		(117)	(235)	(141)
Repayment of Lease Liabilities		(257)	(386)	(202)
Interest Paid - Lease Liabilities		(36)	(137)	(12)
Repayment of Borrowings		(1,090)	(2,183)	(1,084)
Net Cash Provided from Financing Activities		(1,500)	(2,941)	(1,439)
Net Increase/(Decrease) in Cash & Cash Equivalents Held				
		5,575	80	593
Cash & Cash Equivalents at the Beginning of the Period		2,721	2,363	3,842
Cash & Cash Equivalents at the End of the Period		8,296	2,443	4,435
Investments (Current and Non-Current Financial Assets)	12	95,500	73,000	99,720
Total Cash & Investments at the End of the Period		103,796	75,443	104,155

Notes:

- Rates and Charges:** Collection of rates and charges year to date is higher than the previous year due to higher collection of outstanding prior year rates and the increasing rates base.
- Statutory Fees and Fines and User Charges:** Lower Statutory Fees and Fines compared to the same period last financial year due to lower parking infringements and reduced subdivision supervision fees. User charges are lower compared to last year mainly due to lower waste disposal fees charges.
- Grants - Operating & Capital:** Timing of programs. Higher operating grants in 2024-25 compared to prior period due to receipt of the Victorian Local Government Grants Commission, which in 2023-24 was provided in the prior financial year in advance.
- Contributions - Monetary:** Timing of development contributions and contributions to projects.
- Interest Received:** Reflects favourable interest rates and higher cash balances than budgeted.
- Net GST Refund/(Payment):** Reflects net position at balance date.
- Employees:** Employee costs are considered on plan, with some savings from vacancies, offset in part by insurance cost increases.
- Materials and Services:** On plan and reflect timing of delivery of recurrent operations and operating projects.
- Proceeds from Sale of Property, Plant & Equipment:** Timing of renewal program purchases for plant and equipment.
- Property, Plant, Equipment & Infrastructure Assets:** Timing of capital program purchases.
- Cash Flow from Investments:** Reflects year to date cash movement since 30 June 2024 in Other Financial Assets from the Balance Sheet. At balance date, cash is classified as either cash invested with a maturity greater than three months (Other Finance Assets) or cash on hand (Cash and Cash Equivalents).
- Investments:** Higher cash investment compared to Adopted Budget as a result of the timing of capital program delivery and with the upfront grant payments received since development and adoption of the budget.

1.5 Statement of Capital Works

For the period 1 July 2024 to 31 December 2024

	YTD Actuals	YTD Adopted Budget	Adopted Budget	Variance	
	31 Dec 2024	31 Dec 2024	30 June 2025 Spend	YTD Actual v YTD Adopted Budget	
	\$'000	\$'000	\$'000	\$'000	%
Property					
Land	7	11	72	3	32%
Total Land	7	11	72	3	32%
Buildings	8,853	10,410	23,189	1,557	15%
Total Buildings	8,853	10,410	23,189	1,557	15%
Total Property	8,861	10,421	23,261	1,560	15%
Plant and Equipment					
Plant, Machinery & Equipment	630	531	1,661	(99)	19%
Computers & Telecomms	593	681	1,455	88	13%
Total Plant and Equipment	1,223	1,212	3,117	(11)	1%
Infrastructure					
Bridges	78	117	288	39	34%
Drainage & Sewerage	284	782	1,803	498	64%
Footpaths & Cycleways	70	611	1,643	541	89%
Parks, Open Space & Streetscapes	245	368	865	124	34%
Recreation, Leisure & Communities	1,019	846	3,649	(173)	20%
Roads	3,676	5,483	11,393	1,806	33%
Car Parks	-	13	26	13	100%
Waste	181	780	1,733	599	77%
Expensed Capital Works	732	961	2,146	229	24%
Landfill Provision	39	1,119	2,487	1,081	97%
Total Infrastructure	6,322	11,079	26,033	4,757	43%
Total Capital Works Expenditure	16,405	22,711	52,410	6,306	28%
Represented by:					
New Asset Expenditure	4,614	9,330	21,153	4,716	51%
Asset Renewal Expenditure	9,640	8,134	19,592	(1,507)	19%
Asset Expansion Expenditure	-	16	140	16	100%
Asset Upgrade Expenditure	1,380	3,151	6,891	1,771	56%
Expensed Capital Works	732	961	2,146	229	24%
Landfill Provision	39	1,119	2,487	1,081	97%
Total Capital Works	16,405	22,711	52,410	6,306	28%

Variance Notes:

Generally, actual project spend variations compared to the Adopted Budget Spend are timing related. Any projects that require budget adjustments or closure are documented at Council meetings each month via the Project Budget Adjustments and Cash Reserve Transfer Table report to support transparency with the community. Actual spend compared to the Adopted Budget may be unfavourable due to additional carried forward expenditure compared to what was assumed at the time of the Adopted Budget (i.e. due to less spend delivered in 2023-24 reflecting the multi-year delivery of some projects).

4.2 Anglesea Community and Health Hub - Regional Precincts & Partnerships Program Grant Application

Council Plan

Theme Two - Healthy Connected Community

Strategy 3 Facilitate the provision of social infrastructure and open space to enable healthy lifestyles.

Author's Title:

Coordinator Social Infrastructure & Open Space Planning

General Manager:

Chris Pike, General Manager Placemaking and Environment

Division:

Placemaking and Environment

Department:

Integrated Planning

Attachments:

Nil

Purpose

1. The purpose of this report is to seek Council's approval to submit an application to the Regional Precincts and Partnerships Program (RPPP) for the Anglesea Community and Health Hub – Design development.

Recommendation

That Council:

1. Applies to the Regional Precincts and Partnerships Program for a funding contribution to the design development of the Anglesea Community and Health Hub precinct at a total cost of \$1,135,000 with the following funding breakdown:
 - 1.1. \$775,000 – Regional Precincts and Partnerships Program
 - 1.2. \$250,000 - Council 2024-25 budget allocation
 - 1.3. \$110,000 - Department of Education – Building Blocks Planning Grant
2. Authorises the Chief Executive Officer to execute a funding agreement on behalf of Council should the application be successful.

Outcome

2. If Council accepts this recommendation, Council would be supportive of design development to realise a staged, principles-based precinct and community hub design to foster integrated service delivery, contemporary fit for purpose social infrastructure and enable a holistic sequential redevelopment of the Anglesea Community and Health Hub precinct.
3. Schematic design development will be undertaken for the whole precinct and builds on the feedback and advice received in community engagement during the concept planning stage in 2024. Detailed design development will be completed for the community hub component as it is the Council priority and pivotal in the site redevelopment sequencing. Comprehensive integrated design enables a vibrant precinct designed for a range of intergenerational community services and activities.

Key Considerations

4. The Anglesea Community and Health Hub – Concept Plan was developed in collaboration with stakeholders and the community. Community engagement

commenced in 2023 and culminated in the adoption of the concept plan by Council at the 23 July 2024 Council Meeting.

5. Council further resolved, at the 23 July 2024 meeting, to commence work on the implementation of the Anglesea Community and Health Hub Concept Plan including seeking funding for detailed planning and design and receive an implementation report no later than July 2025.
6. The outcome of extensive community engagement during the concept plan development was strong support for the vision and design principles and significant support for many of the design elements for the community hub with the most concerns raised relating to proposed inclusion of affordable rental housing for key workers in the precinct.
7. Key themes raised during previous engagement related to housing, overall design, environment, green spaces and sustainability, parking, access and traffic, and implementation.
8. Schematic design development of the whole precinct has been costed through a quantity surveyor at \$695,000 with an additional \$340,000 required to achieve detail design level for the community hub, totalling \$1,035,000 for design component. Schematic design cost estimates are proportional to the scale of the project and have been included at 2% of the construction costs. Detailed design of the community hub requires an additional 2% to achieve detailed design as per industry standards.
9. Project Management costs have been estimated at \$51,000 (at 5% of project budget). Community Engagement has been estimated at up to \$49,000. Total project cost \$1,135,000.
10. Council allocated \$250,000 to the project; the Victorian Government contributed \$110,000 and if approved, officers will apply to the Australian Government's Regional Precincts & Partnerships Program for \$775,000 being the balance of the requisite funding for design development, project management and community engagement.
11. Based on the adopted concept plan, schematic design development will be undertaken for the entire precinct, detailing the drainage, landscape and carparking requirements of the precinct, specific service requirements, refining hub dimensions, and developing exterior concepts.
12. Further detailed design development will be completed for the community hub component which will include refined hub floor area, structural, mechanical and electrical design development, interior layouts, refined detail on materials and finishes and a cost plan.
13. Holistic schematic design development of the entire precinct considers the multi-functional, interrelated site complexities and co-dependencies and subsequent incremental staging of delivery by Council and partner organisations. The design development will align with the precinct integration objectives and design principles.
14. Integrated design development in collaboration with precinct partners and stakeholders will foster and secure long-term partnerships to build on the precinct purpose and objectives through implementation.

Background

15. The Anglesea Community and Health Hub is home to multiple community groups and agencies that deliver a range of community and health services. The precinct's aging buildings are struggling to meet community needs, so it is important to develop a new plan that can meet modern standards and improve services.
16. Council was successful in obtaining \$200,000 funding through Regional Development Victoria to augment Council's initial allocation of \$50,000 to undertake community engagement and develop concept plans for the redevelopment of the Anglesea Community and Health Hub precinct in McMillan Street, Anglesea.
17. Key partners engaged in the precinct redevelopment include Barwon Health and the Department of Education. Key precinct stakeholders include Wadawurrung Traditional Owners Corporation, Ambulance Victoria, Anglesea Community House, Anglesea Kindergarten, Rangī Marie House, ANGAIR, community garden, Housing Challenge 3230, Anglesea Community Network and Preserve Anglesea Community Hub (PACH), local traders and residents.
18. The Concept Plan developed has sought to meet the needs of the existing and future communities as an accessible, integrated and intergenerational precinct with key elements including a landscaped 'green heart', a core community hub around the Memorial Hall and better integration of the kindergarten and community house, early years facilities, and multipurpose spaces, Rangī Marie, ANGAIR facilities, health infrastructure and key worker housing.
19. Affordable rental housing for workers is included within the precinct in recognition of a widespread affordability housing crisis and the impact it is having on the economy and sustainability of local communities. There have been a range of views expressed by community members both in favour of and opposed to providing affordable key worker housing in the precinct.
20. Community engagement was undertaken through 2023 and 2024. A preliminary concept plan was developed for engagement in late 2023. Following feedback from the community, further engagement was undertaken to develop a revised design through a co-design process. A Community Vision, Design Principles and a draft Concept Plan were developed in the community co-design process to guide the detailed design and redevelopment of the site.
21. The Concept Plan has sought to meet the needs of the existing and future communities as an accessible and intergenerational precinct with key elements including:
 - 21.1 the creation of a 'green heart' with event infrastructure at the centre of the site;
 - 21.2 a new community building (including multipurpose, youth and creative spaces) integrated with the Memorial Hall and kindergarten;
 - 21.3 consolidation of Angair facilities as a key element of the green heart;
 - 21.4 health and ambulance infrastructure;
 - 21.5 key worker housing in the northern part of the site;
 - 21.6 retention of Rangī Marie House and community gardens in their current location;
 - 21.7 adequate and efficient carparking and traffic network;
 - 21.8 improved landscaping and amenity.

22. The Anglesea Community and Health Hub precinct will be delivered in stages that considers the continued operation of existing users and enables access to different funding opportunities as they arise.
23. The first key stage of implementation for this precinct is the schematic design of the whole site and detailed design for the community hub building. This is the subject for the funding application to RPPP.
24. Housing affordability has steadily been declining for decades with significantly increasing property and rental prices. Affordability is expected to worsen due to a significant shortfall of housing supply. This is an acute challenge for our coastal towns within the Surf Coast municipality.
25. A survey of coastal Surf Coast Shire businesses in July-August 2021 found over 70% of businesses had difficulty finding staff year-round and during the summer peak period, with many citing no local workers available and a lack of affordable and available rental accommodation. This ongoing issue has been reiterated in the 2024 Business Insights Survey regarding staffing and housing affordability as a major challenge restricting business performance.
26. Based on all community input over the phases of Council's engagement including the PACH campaign, there appears to be widespread support for affordable rental housing in Anglesea (even if there are varying views on the suitability of the precinct as a location) in recognition of the crisis outlined above.
27. Design development will include partner, stakeholder and community engagement in the development of the existing concept plan level to a more detailed design (which includes service model requirements, preliminary floor plans and exterior concept) to completion of schematic design (mechanical and electrical detail) for the health and housing components and full detailed design (including interior layouts and materiality) for the community hub stage of the precinct. Associated access, carparking and landscaping will be considered at the precinct level and in each discrete staged element of the precinct plan.
28. Construction costs will be borne by Council for the community hub component, Barwon Health and private medical organisations for the health hub and a registered housing partner supported by State or Federal Government funding for the key worker housing component. The detailed design of these last two elements will be dealt with at a later stage.
29. The first key stages of implementation will be the design and construction of the new community hub building integrating the hall and current kindergarten, hence the further detailed design being undertaken for this element (\$340,000). Cost estimates for the construction of the community hub building and external works and services is \$13,803,000 and a total end cost of \$19,904,000 including all project delivery costs.
30. A suitable governance model of the integrated hub and precinct elements will be developed concurrently as the discrete design elements are progressed.
31. The funding strategy for design development includes a three-tiered government contribution including Commonwealth Government, Victorian Government and Council investment as outlined previously.

32. Funding for construction of the community hub building is also available through the Regional Precincts and Partnerships Program – Stream 2 for the implementation/ construction of the detailed design with funding of \$5M - \$50M available for this purpose.
33. Additional funding may be available through the Victorian Government's Department of Education Building Blocks Partnerships Program for the early year's component.
34. The Anglesea Community and Health Hub precinct redevelopment strongly aligns with the Regional Precincts and Partnerships Program grant objectives. If approved by Council, a funding application will be submitted to the Commonwealth Government's Regional Precincts & Partnerships in March to progress schematic and detailed design development. Successful grant announcements are expected in mid-late 2025.

Regional Precincts Partnership Program (RPPP)

35. The Regional Precincts & Partnerships Program (RPPP) seeks to support transformative investment in regional, rural, and remote Australia based on the principles of unifying regional places, growing economies and serving communities. The RPPP focuses on a partnership approach, bringing together governments, businesses, and communities to deliver multi-purpose precincts that are place-based, tailored to local needs, and positioned around a shared vision, need, or theme. Project funding of between \$500,000 to \$5 million is available in Stream 1 – Precinct Development and Planning to activate partnerships and deliver an investment-ready precinct plan.
36. The program presents a new opportunity for regional investment through a unique grants process, which features a strong focus on collaboration and joint investment opportunities. The establishment of partnerships, that include local perspectives, will be critical to delivering place-based infrastructure supported by the community. The program allows governments and communities to establish long-term partnerships and jointly invest in genuine regional priorities.
37. The program will support the planning and delivery of regional, rural, and remote precincts. Regional precincts or 'places with a purpose' are user-defined geographic areas with a specific shared need or theme. Regional precincts may include business districts, neighbourhoods, activity centres, commercial hubs or community and recreational areas. They will be in renewal areas and growth areas in regional centres, regional corridors, regional cities, as well as smaller town centres that serve as service hubs in more remote communities. The scale of regional precinct projects will vary depending on their location and objectives.
38. Given the objectives of the program the ACHH is well aligned with the funding program

Options

39. **Alternative Option 1** – That Council does not seek funding for the design development. This option is not supported based on the council adoption of the concept plan in July 2024, the strategic planning undertaken to evidence need, the engagement outcomes and community support to progress the concept plan to detailed design of the precinct. Design development is the next phase in progressing Council's ambitions for the site and external funding is necessary to achieve these.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Two - Healthy Connected Community

Strategy 3 Facilitate the provision of social infrastructure and open space to enable healthy lifestyles.

Financial Considerations

40. Council allocated \$250,000 in its 2024-25 Budget as a contribution to the next stage of planning for the Anglesea Community & Health Hub.
41. The Victorian Government has contributed \$110,000 for the redesign of the early years infrastructure within the precinct.
42. This \$360,000 outlined above will be used to leverage \$775,000 through the RPPP to realise the design development for the site.

Community Engagement

43. Community engagement was undertaken through 2023 to mid-2024. Stakeholder engagement commenced in early 2023 on the development of preliminary concept plans with service providers. Phase 1 included project establishment and delivery. Phase 2 resulted in the preparation of a Situation Analysis Report and Draft Precinct Plan. Extensive community and stakeholder engagement occurred across both phases including targeted meetings, drop-in sessions, and a survey.
44. In October 2023, a Draft Precinct Plan was endorsed by Council for the purpose of community consultation. Following community feedback, it was decided to develop a revised draft concept through a community co-design and engagement process (Phase 3), using the data collected through the previous phases.
45. Following an expression of interest process a co-design group was formed and took part in a series of facilitated workshops in April and May 2024 resulting in the preparation of a draft Concept Plan, that was then released for community consultation.
46. The Community vision developed is: "To provide an inclusive, sustainable and adaptive place, nestled in nature where people of all ages can connect and thrive." 82.3% of people indicated they 'supported' or 'strongly supported' the vision. The agreed Design Principles included: Community, Design, Sustainability, Green Spaces, Nestled in Nature, Heritage, Movement and Access and Delivery.
47. Council received feedback via the completion of 330 surveys, 36 submissions and direct feedback received from site user groups during the engagement period. An additional 329 pro forma letters, as well as a petition with 257 signatures, were provided to Council after the formal engagement period and these have also been considered.
48. There was strong support for many elements of the draft concept pan with support for:
 - 48.1. the integration of the hall, community hub and children's services (72.1%)
 - 48.2. the proposed health and medical hub location (81.2%)
 - 48.3. the proposed green heart (83.5%) highlighting the importance of the natural environment and vegetation within site

- 48.4. the consolidation of the Angair building and propagation shed within the green heart (82.5%)
- 48.5. retention of the community garden in its current location (87.9%)
- 49. Results from the survey indicated a slight majority of people were very satisfied or satisfied (52.1%) with the location of housing in the draft Concept Plan. There was significantly higher support across some age group segments (79% of people under 45, and 64% of people 45-64), and among women respondents (57.9%).
- 50. There was concern raised about the transition of Rangi Marie to housing. Following this feedback the final plan was amended to retain the historical society use of Rangi Marie and this portion of the site.

Statutory / Legal / Policy Considerations

- 51. Progression of this project is consistent with Council's Affordable Accommodation Action Plan and its declaration of an affordable housing crisis.
- 52. The audit of the senior citizen's building found that given its structural condition and the extent of rectification works required, it may be more cost efficient to consider demolition of the entire building so that funds could be directed at a new facility designed and built in accordance with current standards that may better meet the needs of the community.
- 53. The Gender and Equity Impact Assessment revealed that the prevailing systems of home ownership and renting has a gendered impact. Gender norms relating to family and caring roles often have a larger and longer-term impact on women, which can impact their potential earning and saving capacity. This can increase the risk of homelessness for women in the event of a health crisis, job loss or relationship breakdown.
- 54. Local statistics for Anglesea support this. A lack of childcare services in Anglesea is impacting on the wellbeing of local families. This lack of access to childcare has the impact of keeping parents, largely female parents, out of the workforce, and/or creates additional travel/expense for those accessing care outside of the local area.
- 55. Appropriate and considered design can have a positive impact on people of all genders, ages and abilities. The layout of facilities and spaces can help people feel welcome, safe and included. This can also have positive impacts on community connections, reducing social isolation and increasing active transport.

Strategic Risk

- 56. Failure to plan and deliver infrastructure and services which keep pace with growth
Inherent Risk Rating - *Serious*, Residual Risk Rating – *Medium*
- 57. Failure to maintain effective partnerships with key stakeholders
Inherent Risk Rating - *High*, Residual Risk Rating – *Medium*
- 58. Risk of losing State Government funding if not supported to progress design development – *Medium*
- 59. The project responds to Councils risk strategies and framework by responding to the need to plan for infrastructure that addresses current and future community needs.

60. The adoption of the Concept Plan by Council in July 2024 and the proposal to seek funding for detailed design of this plan confirms the importance of this precinct and community hub to the town and the need for Council to prepare a long-term plan for the site.
61. The design development of the Anglesea Community and Health Hub precinct in McMillan Street will enable integrated service delivery and gain efficiencies in operations, improved outcomes for children, families and residents through integrated intergenerational service delivery outcomes and an enhanced customer experience in a rejuvenated legible and sustainable landscape for the local community.
62. Partnering with a housing provider in the key worker housing will, in part, alleviate and address the housing crisis currently being experienced in Anglesea and other coastal towns.
63. Planning and design of the precinct within existing budget will not create any new significant risk except for community expectation in the funding and delivery of the adopted social infrastructure and open space outcomes.

Risk Rating

64. Risk rating is medium and can be managed at department level.

Risk Appetite

65. We must value and enable community to foster a thriving, connected, healthy municipality even if this means Council has less influence and control.

Sustainability Considerations

66. The built form and landscape design will be in accordance with Council's Environmental Management Policy and Sustainable Building Policy and will ensure the design embodies the circular economy objectives of Council.

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

69. This is not in scope of the audit and risk committee

Councillor Briefings

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

Councillor Briefing Date: 4 February 2025

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

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

4.3 Road Safety Strategy Funding Application

Council Plan	Theme Seven - Accountable and Viable Council
Author's Title:	Strategy 18 - Establish a sustainable financial position.
General Manager:	Manager Assets and Engineering
Division:	Chris Pike, General Manager Placemaking and Environment
Department:	Placemaking and Environment
Attachments:	Placemaking and Environment Nil

Purpose

1. The purpose of this report is to seek Council's ratification of a grant application under the Australian Government's Safe Roads and Infrastructure Fund.

Recommendation

That Council:

1. Ratifies the application made on 31 January 2025 to the Australian Government's Safe Roads and Infrastructure Fund for the Design and Construction Cape Otway Road Widening, Strengthening, Flood Mitigation and Road Safety Upgrades Project at a total cost of \$3.075M consisting of:
 - 1.1. \$2.46 million from the Safe Roads and Infrastructure Fund
 - 1.2. \$500,000 from the Australian Government's 2025-26 Roads to Recovery Program allocation, and
 - 1.3. \$115,000 from Council's 2025-206 Sealed Road Renewal Program.
2. Should the application be successful, pre-allocates funding within its 2025-26 budget as outlined in point 1.2 and 1.3.
3. Authorises the Chief Executive Officer to execute grant funding agreement should the application be successful.

Outcome

2. If Council accepts this recommendation, it will support potential funding to make important safety improvements to a major road in accordance with its Road Safety and Safer Cycling Strategies.

Key Considerations

3. The section of Cape Otway Road from Gherang Road to Parishes Lane identified within this grant application is a 7km narrow section without sealed shoulders. This is a contrast to the majority of Cape Otway Road between Moriac and the Winchelsea Deans Marsh Road. If Council is successful in securing this grant, works will bring this section up to the same standard as the remainder of the road.
4. This section of Cape Otway Road has a history of accidents and the speed limit was reduced in recent years. These works will improve safety for motorists and cyclists.
5. These works would cost Council approximately \$3.075m to deliver. If successful, Council will obtain \$2.46m in federal funds to add to an outlay of \$615,000 of Council funds (includes a 2025-26 Roads to Recovery allocation of \$500,000) which represents a good investment for Council.

Background

6. This section of road has been identified as the prime candidate for this grant funding due to the following reasons:
 - 6.1. There is a history of accidents along this section of road having flagged it for improvements through Council's Road Safety Strategy.
 - 6.2. The section of road is below standard with regards to width and sealed shoulders compared to the surrounding sections of Cape Otway Road.
 - 6.3. There are sections of the road that are showing signs of upcoming failure which will soon require significant renewal funding to rectify.
7. The works to be undertaken in this project are as follows:
 - 7.1. Construction of sealed road shoulders.
 - 7.2. Strengthening of substandard pavement.
 - 7.3. Raising the road level to protect the road from flooding.
 - 7.4. Improved signage and linemarking.
 - 7.5. Installation of guardrail.

Options

8. **Alternative Option 1** – That Council does not ratify the application and pre-allocation of funds.
This option is not recommended by officers as this would require officers to withdraw the funding application and Council would in the future likely need to fund these works from Council's budgets (e.g. a larger allocation from Roads to Recovery funding). This would in turn reduce the funds available for other road projects in the future.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Seven - Accountable and Viable Council

Strategy 18 - Establish a sustainable financial position.

9. Through this application Council is seeking to stretch Council's funds through the use of external funding.

Financial Considerations

10. Council receives an annual allocation of funding from Roads to Recovery for use on road renewal and improvement projects. These funds are available for consideration for this project.

Community Engagement

11. If successful, the community will be informed of these works through the project delivery process.

Statutory / Legal / Policy Considerations

12. Council is responsible for the management of its road network. These works align with this responsibility and in particular supports actions within Council's Road Safety and Safer Cycling Strategies.

Strategic Risk

13. Failure to plan and deliver infrastructure and services which keep pace with growth
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
14. The delivery of this project would reduce risk of accident or injury on this section of Cape Otway Road through improved safety mitigation infrastructure.

Risk Rating

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

Risk Appetite

16. This project supports improving safety on Council's road network.

Sustainability Considerations

17. The use of recycled materials will be investigated as part of this project if the grant application is successful.

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

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

Councillor Briefings

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

Councillor Briefing Date: 3 December 2024

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

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

4.4 Funding Opportunity - Regional Community Sports Infrastructure Fund

Council Plan	Theme Two - Healthy Connected Community
	Strategy 3 Facilitate the provision of social infrastructure and open space to enable healthy lifestyles.
Author's Title:	Recreation Development Officer
General Manager:	Chris Pike, General Manager Placemaking and Environment
Division:	Placemaking and Environment
Department:	Integrated Planning
Attachments:	Nil

Purpose

1. The purpose of this report is to seek Council's endorsement to submit a funding application to deliver the Banyul Warri Fields Cricket Training Facility.

Recommendation

That Council:

1. Applies to the Regional Community Sports Infrastructure Fund (RCSIF) for the Banyul Warri Fields Cricket Training Facility project with a total cost of \$617,000 consisting of:
 - 1.1. \$477,000 from the RCSIF.
 - 1.2. \$100,000 Council contribution.
 - 1.3. \$40,000 Surf Coast Suns Cricket Club contribution.
2. Allocates \$140,000 from Council's Open Space Reserve Fund (Torquay) to the Banyul Warri Fields Cricket Training Facility project; consisting of a \$100,000 Council contribution (as identified in point 1.2.) and \$40,000 to underwrite the Surf Coast Suns Cricket Club contribution (as identified in point 1.3.) as required by the RCSIF program.
3. Notes that formal agreement with the Surf Coast Suns Cricket Club will be established to secure its \$40,000 commitment to the project.
4. Authorises the Chief Executive Officer to execute a funding agreement on behalf of Council should the application be successful.

Outcome

2. If Council accepts this recommendation, it will be taking positive action to secure external funding for a new facility to meet current and future community needs.
3. If Council accepts this recommendation:
 - 3.1 An application will be submitted as outlined in this report.
 - 3.2 If the application is successful, the Chief Executive Officer will execute a funding agreement.

Key Considerations

4. Council is applying an 'Enabling Communities' approach through collaborative planning with the Surf Coast Suns Cricket Club to ensure investment-ready status for essential infrastructure to support increased participation for seniors, juniors and female players.

5. The project has been discussed with Sport and Recreation Victoria to ensure eligibility and alignment. The project to be submitted for application is investment-ready and the social infrastructure priority best aligns with the objectives and criteria of the fund.
6. The Banyul Warri Fields Land Use Plan adopted by Council in 2022 reflects the inclusion of cricket nets and a design was developed to guide the realisation of the infrastructure within the precinct.
7. A Concept Design was developed in 2022 and costed at \$634,243 (exc GST). A recently revised cost was estimated at \$617,000 (exc GST), reflecting a minor reduction in construction costs since 2022.
8. Council funding is available to support the project via Council's Open Space Reserve Fund, staff resources in the grant application process and project management.
9. An assessment of the projects that met the funding criteria for this grant has been undertaken, including where they aligned to Council's strategic planning framework and had leveraged funding allocated where required (current or future). The project recommended for submission is deemed the most suitable for this funding program at this time.

Background

10. The RCSIF Victorian Government funding program aims to deliver new and upgraded community sports infrastructure that focus on increased participation opportunities. There is strong alignment between the fund aim and key projects in the Community and Civic Precinct Future Land Use Plan.
11. The Fund will invest in projects in rural and regional Victoria that can demonstrate commitment to the following outcomes:
 - 11.1. provides additional participation opportunities through the development of multi-use community sport and active recreation infrastructure.
 - 11.2. increased participation opportunities for people with disability and other individuals and groups who participate less, including socio-economically disadvantaged communities.
 - 11.3. provides equitable and inclusive participation opportunities for women and girls in community sport and active recreation.
 - 11.4. increased local economic activity.
 - 11.5. ensure Victoria has modern, accessible and welcoming places and spaces for sport and active recreation.
 - 11.6. providing new active recreation opportunities through the appropriate design and usage of community sport and active recreation infrastructure.
12. The recommended project for this fund is the Banyul Warri Fields Cricket Training Facility project under the Community Facilities Stream.
13. The project scope includes the construction of a new four pitch, fully enclosed cricket training facility between the two existing ovals.
14. The project is focused on increasing the provision, suitability and quality of infrastructure at the precinct, specifically to support the growth of the Surf Coast Suns Cricket Club. The Club is one of only two clubs in the Barwon Region to not have nets at their home ground (there are over 60 clubs in three associations).

15. The training facility is essential infrastructure for the club to attract and retain players; thus increasing participation both in terms of new programs and participants, and also in terms of improved training frequency and experience for existing players.
16. The Club have aspirations to develop and grow a strong junior program and field women's teams in the coming years which can only be achieved with suitable training facilities.
17. The cricket net design was developed in collaboration with the Surf Coast Suns Cricket Club and the cost estimate indicates capital costs at \$436,500 with additional funding of \$180,500 required for design, Project Management, contingencies, cost escalation and site restoration.
18. The funding ratio for the Community Facilities stream within the RCSIF is 1:4 up to a total of \$1 million. It is recommended that Council apply for \$477,000, using \$140,000 from the Open Space Reserve Fund as leverage funding. With the funding ratio of 1:4, Council has achieved the requisite funding contribution to submit the application.
19. There is a \$40,000 contribution to the project from the Surf Coast Suns Cricket Club which they secured through the Australian Cricket Infrastructure Fund. A condition of the application is for Council to underwrite this amount within its \$140,000 contribution.
20. The facility design was funded by the Surf Coast Suns Cricket Club and completed in collaboration with Council. If the project proceeds, engagement with the Club will continue throughout the delivery stage. Precinct user groups and nearby residents have previously been engaged on the project and will be communicated with again prior to the application being submitted.
21. Additional streams within the fund include Indoor Stadiums and Aquatic Facilities, Women and Girls Facilities, All Abilities Infrastructure and All Abilities Participation. It is not proposed to submit an application to any other streams.
22. An assessment of projects was undertaken to determine those eligible and suitable for the grant, and also consider key factors including financial contribution available, community need, project planning status, criticality and community engagement. The recommended project was deemed to be the priority, based on all factors considered.

Options

23. **Alternative Option 1** – That Council does not endorse the application for submission.
24. **Alternative Option 2** – That Council supports an application for a project other than the recommended project.

These options are not recommended as an assessment of suitable projects for submission has carefully been considered including alignment with all items listed in the 'Key Considerations' section.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Two - Healthy Connected Community

Strategy 3 Facilitate the provision of social infrastructure and open space to enable healthy lifestyles.

25. The project will contribute to Strategy 3 in that new infrastructure will provide participation opportunities, programs, services and/or activities to enable greater participation in community life and encourage people to adopt healthy living lifestyles.
26. The project supports Council's objective of enabling communities through working collaboratively with the Club on project planning to ensure investment-ready status, and if the application is successful, ensuring a cooperative delivery process.

Financial Considerations

27. The sources of project funds are:
 - 27.1. Up to \$140,000 from Council's Open Space Reserve Fund (for Torquay), including underwriting \$40,000 from the Surf Coast Suns Cricket Club (a requirement of the grant).
 - 27.2. \$40,000 from the Surf Coast Suns Cricket Club, secured through the Australian Cricket Infrastructure Fund.
 - 27.3. \$477,000 to be requested from the Victorian Government through this grant application.
28. In addition to a capital contribution to the project, Council contribute resources to all projects to progress them to an investment-ready status, undertake the application process, execute funding agreements and manage all milestone reporting to the funding body and directly manage the delivery of the project.

Community Engagement

29. The following engagement has occurred to date for the project:
 - 29.1. In early 2022, a co-design process was undertaken with the Cricket Club to develop the concept design which was approved at Committee level. A Fact Sheet was produced for the Club to share information with their members.
 - 29.2. The project was included in the draft Community & Civic Precinct Future Land Use Plan that was provided to ten key precinct stakeholders, including the Club, prior to community engagement. Each stakeholder was able to provide feedback and ask queries about the proposed projects within the Plan.
 - 29.3. The draft Plan was also provided to five State/Regional Sporting Associations for review and comment.
 - 29.4. Following this process the Plan was publicly exhibited in April 2022. The exhibition process encouraged comments and queries and was promoted through email databases, social media, website, media, and to a list of shire-wide sport and recreation clubs and groups through an email newsletter.
 - 29.5. Promotion of the Plan also included a mailout to approximately 300 households within close proximity to the precinct that could be considered to have an interest in developments within the precinct, and/or their amenity impacted by future projects.
 - 29.6. The engagement process received 48 formal submissions that were considered in the production of the final Plan. Outcomes of the engagement relating specifically to this project included:
 - 29.6.1. Strong support from two local cricket clubs and Cricket Victoria for the training facility.
 - 29.6.2. A resident's suggestion to shift cricket practice facility location to open up onto oval, this was not supported by Council Officers, the Club or Cricket Victoria.
 - 29.7. The final Plan was endorsed by Council at the July 2022 Council Meeting, and it was made available to the public via the Council website.

30. Following a Council briefing on 4 February 2025, additional project-specific communication was undertaken to precinct stakeholders and nearby residents.
31. A letter and the project Fact Sheet was provided to precinct stakeholders for their information; highlighting the project is aligned with the 2022 CCP Future Land Use Plan and the Our Places and Spaces State of Play.
32. The same information was provided to approximately 250 households within close proximity to the precinct that could be considered to have an interest in developments within the precinct and/or their amenity impacted by this project (noting the latter was deemed to be minimal given the scope of the facility). Residents were encouraged to provide comments by Wednesday 25 February 2025. At the time of writing this report, this period was still open.

Statutory / Legal / Policy Considerations

33. The project recommended for submission is in line with relevant Council strategic documents, planning work and advocacy priorities.
34. If the application is successful, Council will execute the funding agreement and be responsible for reporting against grant and project milestones, provide a final grant acquittal at project completion and ensuring compliance with Government publicity and acknowledgement guidelines.
35. In compliance with the Gender Equality Act 2020 a Gender and Equity Impact Assessment has been conducted on this project.

Strategic Risk

36. Failure to deliver outcomes in line with community needs
Inherent Risk Rating - *Serious*, Residual Risk Rating – *High*
37. By endorsing this grant application, Council will be supporting efforts to secure external funding that will enable the provision of new infrastructure to meet community needs and support people to engage in community life.
38. For this funding program Council is required to underwrite the Club contribution as per the funding program guidelines. If the Club contribution is unable to be provided during project delivery, Council would work with the Club and funding partner to consider alternate sources for the contribution and/or adjustments to the scope.

Risk Rating

39. The risk rating for the application process is low and can be managed at department level.
40. If successfully funded, the project will have both common and specific risks. These will be identified, mitigated and monitored through Risk Management Plans developed by the project team, prior to delivery, in line with Council's Project Management Framework.

Risk Appetite

41. No Risk Appetite Statements were selected as none were specifically relevant for this report.

Sustainability Considerations

- 42. The project will incorporate environmentally sustainable design principles in line with Council’s Environmentally Sustainable Council Facilities Policy and best practice where possible.
- 43. This may include environmentally friendly materials and products, recycled content products, and environmentally-sensitive policies and procedures during construction and delivery.

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

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

Councillor Briefings

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

Councillor Briefing Date: 4 February 2025

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

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

4.5 Motions for ALGA Conference and MAV State Council meeting

Council Plan

Theme Three - Environmental Leadership

Strategy 9 - Divert more material from the waste stream.

Strategy 10 - Adapt to a changing climate.

Author's Title:

Manager Government Relations and Strategic Projects

General Manager:

Robyn Seymour, Chief Executive Officer

Division:

Community Life

Department:

Community Support

Attachments:

Nil

Purpose

1. The purpose of this report is to seek Council's endorsement of motions to be tabled at the Australian Local Government Association (ALGA) 2025 National General Assembly, which will be held in June, and the Municipal Association of Victoria (MAV) State Council Meeting to be held in May this year.

Recommendation

That Council:

1. Moves the following motion at the ALGA National General Assembly on 24-27 June 2025:
That ALGA calls on the Australian Government to introduce a grant program for local government that is dedicated to drainage infrastructure.
2. Moves the following motion at the MAV State Council meeting on 16 May 2025:
That MAV calls on the Victorian Government to implement strategies identified by Recycling Victoria to improve the resilience and competitiveness of the recycling and waste market.

Outcome

2. Acceptance of this recommendation will enable Surf Coast Shire Council to enlist state and national sector support for advocacy on matters of significance to our community – notably funding support for improvements to drainage infrastructure and a diversification of the recycling and waste market to improve resilience and competition.

Key Considerations

3. The ALGA National General Assembly and MAV State Council Meeting provide Surf Coast Shire Council with a means to enlist state and national sector support through motions tabled at respective meetings by Council's delegate.
4. ALGA is a national association of Councils and MAV an association for Victorian Councils.
5. The motions recommended through this report accord with national and state jurisdictions respectively and are aligned to the strategic priorities of both the ALGA and MAV, and to Council's own advocacy priorities.
6. There are no cost implications for Council in adopting the motions. If the proposals are ultimately successful there is the possibility of additional funding being available to Council, through a dedicated fund for drainage in the case of the ALGA motion, and

through more competitive rates from contractors that provide recycling and waste services due to greater competition in the market, through the MAV motion.

Background

7. For several years, Surf Coast Shire Council has been an active participant at ALGA and MAV meetings and has tabled motions which have been supported by delegates in both forums.

ALGA Motion

8. Council's motion to be tabled at the ALGA National General Assembly aligns with the Council Plan strategy 10: *Adapt to a changing climate*; the ALGA conference theme, 'National Priorities Need Local Solutions' and several of ALGA's advocacy pillars, including *Financial Sustainability, Roads and Infrastructure* and *Climate Change and Renewable Energy*.
9. The Commonwealth Government provides funding to local government for roads and bridges but there is currently no funding program dedicated to drainage infrastructure, which, as with the first two infrastructure categories, is often beyond the means for Councils to fund on their own.
10. Much of the drainage infrastructure within Council jurisdictions was designed and constructed to accommodate less extreme weather. Existing drainage infrastructure is now much less effective against more frequent and higher intensity rainfall, storm surge and river and coastal flooding.
11. A funding program that gives Councils flexibility to upgrade infrastructure based on local priorities would be of immense value. Pre-emptive investment can reduce the overall social and financial impacts of flooding, given the significant costs associated with post emergency recovery activities.
12. A 2022 report commissioned by the Insurance Council of Australia found the cost of the 2022 floods on the east coast of Australia was more than \$5 billion, making them the costliest floods in Australia's history and the second most expensive disaster overall.
13. According to the report, by 2050 direct costs associated with extreme weather events are estimated to reach \$35.24 billion, meanwhile the ten-year rolling average of insurance claims Australia-wide has doubled from \$1.5 billion to more than \$3 billion.
14. The report notes that between 2005 and 2022 the federal government spent \$23.99 billion on disaster recovery and relief compared to just \$0.51 billion spent on disaster resilience.
15. The ALGA Motion seeks to address this imbalance through the establishment of a fund that enables pre-emptive upgrades to drainage infrastructure in areas of highest need, as identified by local Councils.

MAV Motion

16. The motion to be tabled at the MAV State Council Meeting aligns with Council Plan strategy nine; *Divert more material from the waste stream*, meets the MAV rules for State Council meetings and aligns with MAV's strategic priorities, including number 4: *Sustainable Economy* and number 10: *Intergenerational Infrastructure*.

17. The Victorian recycling and waste sector has experienced significant instability in recent years leading to major financial losses for the industry and significant government intervention.
18. In 2018 China stopped receiving recyclables from international markets. In 2019 major contractor, SKM Recycling, collapsed resulting in disrupted services for 35 Victorian councils. Floods in 2022 and 2023 also impacted the industry, not the least being an unprecedented demand for waste disposal during the recovery.
19. Recycling Victoria was established in 2022 and its 2023 -2026 strategic plan has four high-level objectives:
 - 19.1 Opportunities to ensure a robust circular economy
 - 19.2 Increasing the resilience of the waste and resource recovery system
 - 19.3 Enabling sector investment and growth
 - 19.4 Building system capacity and capability
20. To support its strategic work, Recycling Victoria prepared a Circular Economy Risk, Consequence and Contingency Plan in 2024 (CERCC) to identify the risks facing the sector.
21. As the CERCC details, the recycling and waste sector is especially vulnerable to disruption given the interdependence of providers within the supply chain. Much of Victoria's kerbside collection is serviced by just two providers leading to risk of disruption, less innovation and higher prices.
22. The Recycling Victoria's strategy identifies a need for skills training and risk mitigation measures for the industry along with incentives to encourage investment in infrastructure.
23. The intent of the proposed MAV Motion is to ensure strategic objectives related to increased resilience and competitiveness of the sector are given a high priority by the Victorian Government and are pursued through specific actions.

Options

24. **Alternative Option 1** – That Council tables different motions at the ALGA National General Assembly and MAV State Council Meeting than the ones included with this report.

This option is not recommended by officers as the motions are aligned to Council's strategic goals, and the strategic goals of ALGA and MAV and represent current matters of concern to the Surf Coast Shire community.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Three - Environmental Leadership

Strategy 9 - Divert more material from the waste stream.

Strategy 10 - Adapt to a changing climate.

Financial Considerations

25. There are no financial implications for Council in endorsing the motions related to the ALGA and MAV meetings.
26. Should the motions be endorsed, and ultimately lead to a positive resolution there is the possibility of additional funding being available to Council, through a dedicated fund for drainage in the case of the ALGA motion and through more competitive rates from contractors that provide recycling and waste services, through the MAV motion.

Community Engagement

27. Specific engagement on the motions has not been undertaken. They are aligned to the current Council Plan, which involved a significant engagement process, including participatory and deliberative engagement phases.

Statutory / Legal / Policy Considerations

28. ALGA and MAV are federal and state peak organisations representing local Councils, and advocate to federal and state governments respectively to influence policy and legislation that impacts on the local government sector. They provide a valuable means for Council to represent the Surf Coast Shire community at government level.

Strategic Risk

29. Inadequate preparation to respond or recover from the effects of an emergency management event
Inherent Risk Rating - *Serious*, Residual Risk Rating – *Medium*

Failure to mitigate and adapt to climate change risk
Inherent Risk Rating - *Serious*, Residual Risk Rating - *High*
30. The risks associated with extreme weather events are high given the impacts can be widespread and recovery actions, such as flood clean-up can be costly and protracted.
31. The risks associated with a low level of resilience and competitiveness within the recycling and waste industry are also high, as evidenced by the impacts experienced when China ceased receipt of recycling materials from international markets and the subsequent closure of SKM Recycling.
32. The motions described in this report have the potential to mitigate this risk by encouraging more pre-emptive investment in drainage infrastructure, and by improving the resilience of the Victorian recycling and waste industry.

Risk Rating

33. The risk rating associated with Council tabling the motions described in this report is low. As mentioned above, the risk rating related to the issues detailed in the motions is high, given the large scale impacts noted for each.

Risk Appetite

34. We have a higher appetite to increase the prominence of environmental leadership in our decision making even if it means disrupting traditional and current assumptions/patterns of expenditure and effort.

Sustainability Considerations

- 35. By seeking to improve the resilience of the recycling and waste industry, the MAV Motion would support greater resource recovery and mitigate against supply chain failures as experienced in the recent past.
- 36. The ALGA Motion seeks investment in drainage infrastructure that has the potential to reduce localised flooding impacts.

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

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

Councillor Briefings

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

Councillor Briefing Date: 11 February 2025

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

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

4.6 SCS-006 Community Houses Policy

Council Plan

Theme Two - Healthy Connected Community

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

Author's Title:

Coordinator Community Health and Development

General Manager:

Damian Waight, General Manager Community Life

Division:

Community Life

Department:

Community Strengthening

Attachments:

1. SC S-006 Community Houses - tracked changes FINAL [4.6.1 - 7 pages]
2. FINAL DRAFT 2024 SCS 006 Community House Policy [4.6.2 - 5 pages]

Purpose

1. The purpose of this report is for Council to consider adopting the updated SCS-006 Community Houses Policy.

Recommendation

That Council adopts the updated SCS-006 Community Houses Policy (**Attachment 1**).

Outcome

2. Adopting the revised SCS-006 Community Houses Policy confirms Council's continued commitment to supporting and collaborating with the Community Houses in our shire to support and meet the needs of our community.

Key Considerations

3. Officers have completed a review of the SCS-006 Community Houses Policy. The revised policy is presented for consideration.
4. The SCS-006 Community Houses Policy outlines Council's commitment to supporting Community Houses located within the Surf Coast Shire. This policy provides a clear, consistent and equitable framework for the assistance Council gives to Community Houses.
5. Community Houses are frequently working on community development which is a process where community members take collective action on issues which are important to them. Taking a community development approach recognises that people are experts in their own lives and communities.
6. The SCS-006 Community House Policy was reviewed between September 2024 and January 2025 and included:
 - 6.1. Benchmarking against similar policies and strategic documents from other Victorian and Australian Councils.
 - 6.2. Review of current best practice as set by key industry organisation Neighbourhood Houses Victoria and the Victorian State Government's Neighbourhood Houses Coordination Program Guidelines.
 - 6.3. Stakeholder review of current policy.
 - 6.4. Drafting of revised policy.
 - 6.5. Stakeholder review of drafted policy.

7. Updates incorporated into the policy for consideration include:
 - 7.1. Inclusion of the new Community Development principles developed in the updated SCS-049 Community Development Policy to align these two policies.
 - 7.2. Changes to improve clarity and reduce jargon based on stakeholder feedback highlighting the need to ensure the policy is easy to understand.
 - 7.3. Updated definitions, related documents and references to reflect new content.
8. The description of Council's annual financial contribution recommended in the revised SCS-006 Community Houses Policy remains largely unchanged. This description includes that the annual financial contribution is set through Council's budget process.

In the 2024-25 budget, Council has allocated the following:

- 8.1. \$6,000 annual contribution payment for each of the five Community Houses in the shire (\$30,000 total).
- 8.2. \$1,500 annual contribution to Neighbourhood Houses Barwon.

These costs have remained at or around this level for some time and will be considered and confirmed within Council's future budgets.

Council also provides and maintains facilities for the five houses to operate from.

Background

9. Community Houses, also known as Neighbourhood Houses, are not-for-profit organisations that provide a wide range of activities, events and opportunities for social connection, community learning and collaboration. Community Houses use a community development approach to supporting their local communities.
10. There are five Community Houses located within the shire, in Torquay, Winchelsea, Anglesea, Deans Marsh and Lorne. Houses are primarily funded by the State Government's Neighbourhood House Coordination Program. Council provides a small annual contribution.
11. Community Houses provide vital support to the community. Neighbourhood Houses Victoria's 'Neighbourhood Houses in the Surf Coast Shire Council Community Value' report shows that the Community Houses in the shire provided over \$4.2 million dollars' worth of community value in 2023. This equates to \$3.74 for every \$1 of income. This figure includes the value of improving quality of life through social connections, volunteer contributions, emergency relief, and other services such as early childhood education and care. This valuation uses social and financial returns on investment and replacement cost calculations to demonstrate the impact Houses have within the community.
12. The 'Neighbourhood Houses Victoria's 2024 Local Government Partnerships with Neighbourhood Houses in Victoria' report found that best practice partnerships with Neighbourhood/Community Houses includes a Council policy or framework that underpins partnership documentation identifying the strategic goals, mutual benefits and the obligations of the collaborating parties, along with the anticipated community outcomes.

Options

13. **Alternative Option 1** – That Council does not adopt the revised SCS-006 Community House Policy.

This option is not recommended by officers as having an up to date policy provides clear guidance and information regarding the relationship and support for Community Houses in the shire. The policy has been reviewed based on benchmarking and with community input and it is timely for the updated policy to be adopted.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Two - Healthy Connected Community

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

Financial Considerations

14. See current level of investment in section 8 of this report. Community House Annual Contributions are considered and confirmed through the annual budgetary process.
15. In addition to this, Council resolved in 2021 to pay a management fee (\$60,000 p.a.) to the Winchelsea Community House to manage and activate the Winchelsea Shire Hall. This contribution is not referenced in the policy and will be considered in the 2025-26 and future budgets.

Community Engagement

16. The review process incorporated two phases of engagement with Community Houses:
 - 16.1. Phase One: Stakeholder review and feedback on current Policy
 - 16.2. Phase Two: Stakeholder review of revised Draft Policy.

Phase one

Feedback provided positive commentary that the policy was relevant and met the House's needs. Suggested improvements included ideas to improve communication and collaboration, and recognition of the different populations and community needs across the shire.

Phase two

Feedback was positive with reviewers reporting that the Draft Policy met their needs.

Council officers who work with Community Houses in their roles also provided input in each phase.

Statutory / Legal / Policy Considerations

17. This policy is an existing Council policy that was scheduled for review.
18. In compliance with the *Gender Equality Act 2020* a Gender and Equity Impact Assessment (GEIA) has been conducted on this policy. Recommendations from this assessment are listed below and have been included in the revised policy.

SCS-006 Community Houses Policy GEIA recommendations:

- 18.1. Policy to include an approach that values the contribution of all members of the community and amplifies voices where needed to enable all to participate equally.
- 18.2. Policy to support the provision of safe, culturally appropriate and accessible ways for community to participate.
- 18.3. Ensure the policy language is as gender neutral as possible.

Strategic Risk

19. Failure to deliver outcomes in line with community needs
Inherent Risk Rating - *Serious*, Residual Risk Rating - *High*
20. Adopting this policy will contribute to meeting community needs and expectations (Strategic Risk 7 – Failure to deliver outcomes in line with community need).
21. Implementing this recommendation would not create any new significant risks to Council.

Risk Rating

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

Risk Appetite

23. The risk appetite statement that is most relevant to this item is - We must value and enable community to foster a thriving, connected, healthy municipality even if this means Council has less influence and control.

Sustainability Considerations

24. Supporting community development approaches with community supports the sustainability of impact as community are the ones driving the action and the delivery.

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

27. Not in scope of the Audit and Risk Committee.

Councillor Briefings

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

Councillor Briefing Date: 4 February 2025

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

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



SCS-006 Community House Policys

TRIM Reference:

Due for Review:

Responsible Officer:

Purpose

This policy outlines Surf Coast Shire Council's (Council) commitment to supporting Community Houses located within the Surf Coast Shire. This policy provides a clear, consistent and equitable framework for the support Council gives to Community Houses.

~~This policy defines Council's position and provides a transparent, consistent and equitable approach to the assistance Council gives to Community Houses. It provides the framework through which Community Houses will be supported by Council.~~

Scope

This policy applies to Community Houses in the Surf Coast Shire that are funded through the Department of Families, Fairness and Housing (DFFH) Neighbourhood House Coordination program and adhere to the Neighbourhood Houses Coordination Program Funding Guidelines.

The following Community Houses operating within the Surf Coast Shire meet this definition:

- Anglesea Community House Inc.
- Deans Marsh Community Cottage Inc.
- Lorne Community House Inc.
- Torquay Community House Inc.
- Winchelsea Community House Inc.

This policy does not apply to other Council owned and managed community facilities, centres or Community Houses not funded through the DFFH Neighbourhood House Coordination program.

Policy

Council is committed to supporting Community Houses to provide services which benefit residents and visitors in the Surf Coast Shire. Council does this through:

Facility Provision

Council also supports Community Houses by committing to provide a facility in line with Council's Property Use Agreements (SCS Policy - 034).

All Community Houses covered by this policy, that choose to operate from a Council facility, must do so under the terms and conditions of a formal agreement (i.e. a lease, licence or similar agreement)



prepared by or on behalf of Council. The lease agreement will include adherence to legal responsibilities such as the Child Wellbeing and Safety Act and other policies such as Council's Use of Community Building policies.

As a condition of this agreement the Community House must:

- 1) Comply with the Child Safe Standards, including any act done, or practice engaged in by its employees and agents; and
- 2) Immediately notify Council where it becomes aware of a breach of sub clause 1) by a Contractor, Committee Member or its volunteers.
- 3) Allow annual Occupational health and Safety audits conducted by a Council Officer.

Funding

Annual ~~community development~~ contribution

Community Houses within the Surf Coast Shire are primarily funded by the State Government Neighbourhood House Coordination Program. However, Council recognises the challenges faced by Community Houses that operate with limited resources to meet complex community needs. Community Houses are well positioned to achieve place based community development outcomes which are integral in building resilient communities. To enable Community Houses to achieve better community development outcomes and leverage the opportunity for place-based community development, Council will provide an annual financial contribution set via Council's budget process. This contribution will consider needs that Community Houses address alongside the many other commitments Council needs to allocate funds to.

Council will provide Community Houses with guidelines (Community House Development Contribution Guidelines) which will clarify the purpose for which funding is provided and detail what the funds can and cannot be used for. This will include accountability requirements such as the provision of strategic plans, annual reports and an acquittal. The key data and information provided by Community Houses through the reporting process will demonstrate the level of community benefit Community Houses offer and will be used to set the contribution amount through the budget process.

Neighbourhood Houses Barwon ~~Barwon Network~~ contribution

Set via Council's budget process, an annual contribution will be provided to assist the Neighbourhood Houses Barwon network in achieving their mission which is: *Enabling the delivery of quality community development through high level representation, advice, guidance and support.*

Additional Grants

Community Houses are invited to apply for other grants offered by Council that support community groups. When appropriate, Council will also share funding opportunities and provide encouragement and support (e.g. provision of letters of support) to Community Houses in-that are applying for funding from State and Federal Government or philanthropic groups.



Facility Provision

~~Council also supports Community Houses by committing to provide a facility in line with Council's Property Use Agreements (SCS Policy – 034).~~

~~All Community Houses covered by this policy, that choose to operate from a Council facility, must do so under the terms and conditions of a formal agreement (i.e. a lease, licence or similar agreement) prepared by or on behalf of Council. The lease agreement will include adherence to legal responsibilities such as the Child Wellbeing and Safety Act and other policies such as Council's Use of Community Building policies.~~

~~As a condition of this agreement the Community House must:~~

- ~~4) Comply with the Child Safe Standards, including any act done, or practice engaged in by its employees and agents; and~~
- ~~5) Immediately notify Council where it becomes aware of a breach of sub clause 1) by a Contractor, Committee Member or its volunteers.~~
- ~~6) Allow annual Occupational health and Safety audits conducted by a Council Officer.~~

Partnership

Council will work in partnership with Community Houses to strengthen their ability to support the community, providing:

- **Guidance** and support for best practice community development from a dedicated Council contact officer.
- **Maintenance** - A system for lodging requests regarding maintenance or any other issues related to the building.
- **Attendance** at Barwon Network of Neighbourhood Houses meetings.
- **Support** for program development and identifying funding opportunities.
- **Information** - Council will share demographic and social information with Community Houses to assist with best practice planning.
- **Advocacy**- Council will advocate on behalf of Community Houses and their Committees to other entities, where appropriate, to enhance support already provided and identify opportunities to increase their capacity to meet the needs of the community.
- **Promotion** - Opportunities to utilise Council communication channels for the purpose of promoting the services and programs of Community Houses and increasing their profile within the community.
- **Referral** - The provision of relevant and up to date information to residents about the services across Community Houses to support individuals to connect with their local Community House.



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Policy Principles

Surf Coast Shire values the diverse skills and perspectives that people bring to our community because of their personal attributes and life experiences. Community Houses are welcoming, safe and inclusive spaces that enhance social connection and belonging.

This policy is guided by our Community Development principles:

Principle	Practice
<u>Inclusive</u>	<ul style="list-style-type: none"> • <u>Creating meaningful opportunities for community members to participate.</u> • <u>Valuing individuals equally and amplifying diverse voices so that a broad range of views can be heard.</u> • <u>Providing safe, culturally appropriate, and accessible ways for all community members to participate.</u>
<u>Community led</u>	<ul style="list-style-type: none"> • <u>Respecting community knowledge, wisdom, and stories.</u> • <u>Community are the experts in developing local solutions in response to issues that are important to them.</u> • <u>Communities can be connected by place (e.g. town or location), interest (e.g. sustainability), or identity (e.g. being part of a cultural group).</u>
<u>Relationship driven</u>	<ul style="list-style-type: none"> • <u>Connecting individuals, communities, groups, and agencies to build strong, trusting partnerships that benefit everyone.</u> • <u>Promoting collaboration and understanding to support collective action.</u> • <u>Promoting open and honest communication.</u>
<u>Strengths based</u>	<ul style="list-style-type: none"> • <u>Supporting individuals and communities to identify their strengths.</u> • <u>Creating connections and opportunities to leverage on existing talents.</u> • <u>Identifying and building on community leadership.</u> • <u>Supporting local solutions.</u>
<u>Flexible and innovative</u>	<ul style="list-style-type: none"> • <u>Responding promptly and proactively to societal changes, local issues, and feedback as they emerge.</u> • <u>Fostering innovation and creativity.</u> • <u>Improving use of an evidence-based approach to responding to emerging issues.</u> • <u>Monitoring progress and outcomes to measure impact and continually improve.</u> • <u>Being flexible and adaptable in how we work with community members to achieve best outcomes.</u>

This policy is guided by the following core principles:

1. Community development principles:
 - Community members are experts in their lives and communities.
 - Each community member has knowledge, skills, care and connections which should be valued.
 - Community members are empowered to take the lead at every stage.
 - Strong productive relationships, nurtured over time, and a shared way of working are central to achieving lasting change.
 - The sense that individuals and communities have of themselves is inextricably linked to place.
2. Inclusion — Council and the network of Community Houses within the Surf Coast Shire believe all people have a right to access and participate in community life. All community members are valued for their unique abilities and both Council and Community Houses aim to create an inclusive community where everyone can participate and contribute.
3. Partnership — Council values the strengths and abilities of community members and organisations. A thriving community which enables people to participate in community life will be better achieved through working together in meaningful and strategic partnerships with Community Houses than



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Council working alone. Council's partnership with Community Houses will be guided by the 6 Principles of Partnership (Global Humanitarian Platform Principles of Partnership):

- Equality — mutual respect between partners.
- Transparency — open dialogue on equal footing.
- Results-Oriented Approach — reality based and action-oriented.
- Responsibility — commitment to activities for which the partners has the means, competency and skill.
- Complementarity — diversity is an asset and partners should build on their advantages to complement each other's contributions.

Local Government Act 2020 Principles

<u>Principles</u>	<u>Applicable to policy</u>	<u>If yes, provide details</u>
<u>Governance Principles</u> (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes	This policy adheres to all the Governance Principles within the LGA 2020. This policy supports achieving best outcomes for the community (9b) and providing transparent decisions around funding and support for Community Houses in the Shire.
<u>Community Engagement</u> (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes	Community Engagement undertaken to inform the development of this policy was guided by the community engagement principles under s.56 LGA 2020.
<u>Public Transparency</u> (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes	The purpose of this policy is to provide transparent information about the funding and support for Community Houses in the Shire.
<u>Strategies and Plans</u> (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes	This policy forms part of a set of strategic documents that guide the support provided to community members in the Shire and takes an integrated view across several key Council policies and action plans as outlined in the related documents list.
<u>Financial Management</u> (Consideration of Financial Management Principles under s.101 of LGA 2020)	No	
<u>Service Performance</u> (Consideration of Service Performance Principles under s.106 of LGA 2020)	No	

Definitions

<u>Community/Neighbourhood Houses</u>	These terms are used interchangeably in this document. Community Houses are not for profit organisations where each house is a legal entity as an Incorporated Association, or auspiced by a legal entity, and has a formal membership base. They are governed by a voluntary committee of management (CoM) and are funded through the Department of Families, Fairness and Housing (DFFH) Neighbourhood House Coordination Program.
<u>Community/Communities</u>	People who are considered as a group because of something they have in common. Communities can be built based on place (e.g. town or location), interest (e.g. sustainability), or identity (e.g. being part of a cultural group).



Community development

Community development is a broad approach to working with communities of place, identity, and interest to create a fair and inclusive society. Community members are supported to identify and take collective action on issues that are important to them to create positive change.

Collective action

Community members coming together to act on the things that matter to them most. As a group taking steps to achieve the goals set by all to create positive change.

Equality

Equality is recognising that, as human beings, we all have the same value. This means, we all have the same rights, we should all receive the same level of respect, and have the same access to opportunities.

Equity

Equity is about everyone achieving equal outcomes. Equity recognises everyone has the same value and deserves a good life, but each person starts from a different place, is unique and has different life experiences. This means that we need to look at what individual people and communities need, including being treated differently at times, to achieve equality.

Council: the Surf Coast Shire Council.

Councillors: Individuals holding the office of a member of Surf Coast Shire Council.

Council Officer: the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.

Community Houses/Neighbourhood Houses: These terms are used interchangeably in this document. Community Houses are not for profit organisations where each house is a legal entity as an Incorporated Association, or auspiced by a legal entity, and has a formal membership base. They are governed by a voluntary committee of management (CoM) and are funded through the Department of Families, Fairness and Housing (DFFH) Neighbourhood House Coordination Program.

Community: Towns, places, or shared interest groups located within the Surf Coast Shire.

Related Documents and Legislation

Legislation:

- Local Government Act 2020
- Disability Discrimination Act 1992
- Disability Act 2006
- Health and Wellbeing Act 2008
- Gender Equality Act 2020
- Child Wellbeing and Safety Act 2005
- Victorian Child Safe Standards

Surf Coast Shire documents:

- Council Plan (incorporating the Health and Wellbeing Plan) 2021-25
- SCS-034 Property Use Agreements Policy
- SCS-049 Community Development Policy
- Surf Coast Shire Council Community House Development Contribution Guidelines

References

- Neighbourhood House Coordination Program Guidelines and sector information, Department of Health and Human Services, 2023
- Neighbourhood Houses Barwon Strategic Plan 2022-2023.



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- [The Neighbourhood Houses Victoria Community Development Practice Framework, 2018](#)
- [Neighbourhood House Good Practice Guide, Association of Neighbourhood Houses & Learning Centres, 2012.](#)
- [Let's talk about equality and equity, Australian Human Rights Commission \(AHRC\), 2024](#)

This policy is underpinned by the following Surf Coast Shire Council policy documents and external documents:

- Surf Coast Shire Council plan (2017-2021).
- Surf Coast Shire Council Property Use Agreements (SCS Policy – 034).
- Surf Coast Shire Council Community Development Policy (SCS Policy – 049).
- Neighbourhood House Coordination Program Guidelines 2016-2019 and sector information, Department of Health and Human Services.
- Neighbourhood Houses Barwon Strategic Plan 2019 – 2022.
- The Neighbourhood House community development practice model and community development framework.
- Neighbourhood House Good Practice Guide, Association of Neighbourhood Houses & Learning Centres, 2012.
- Victorian Child Safe Standards.
- Child Wellbeing and Safety Act 2005.
- Global Humanitarian Platform Principles of Partnership 2007.Document History

Version	Document History	Approved by – Date
2	<i>Amended</i>	<i>Council – 25/05/21</i>



SCS-006 Community House Policy

TRIM Reference: D25/19885 Due for Review: June 2029
Responsible Officer: Manager Community Support

Purpose

This policy outlines Surf Coast Shire Council's (Council) commitment to supporting Community Houses located within the Surf Coast Shire. This policy provides a clear, consistent and equitable framework for the support Council gives to Community Houses.

Scope

This policy applies to Community Houses in the Surf Coast Shire that are funded through the Department of Families, Fairness and Housing (DFFH) Neighbourhood House Coordination program and adhere to the Neighbourhood Houses Coordination Program Guidelines.

The following Community Houses operating within the Surf Coast Shire meet this definition:

- Anglesea Community House Inc.
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- Winchelsea Community House Inc.

This policy does not apply to other Council owned and managed community facilities, centres or Community Houses not funded through the DFFH Neighbourhood House Coordination program.

Policy

Council is committed to supporting Community Houses to provide services which benefit residents and visitors in the Surf Coast Shire. Council does this through:

Facility Provision

Council also supports Community Houses by committing to provide a facility in line with Council's *Property Use Agreements (SCS Policy - 034)*.

All Community Houses covered by this policy that choose to operate from a Council facility must do so under the terms and conditions of a formal agreement (i.e. a lease, licence or similar agreement) prepared by or on behalf of Council. The lease agreement will include adherence to legal responsibilities such as the Child Wellbeing and Safety Act 2005 and other policies such as Council's Use of Community Building policies.

As a condition of this agreement the Community House must:

- 1) Comply with the Child Safe Standards and the Reportable Conduct Scheme, including any act done, or practice engaged in by its employees and agents; and
- 2) Immediately notify Council where it becomes aware of a breach of sub clause 1) by a Contractor, Committee Member or its volunteers.
- 3) Allow annual Occupational Health and Safety audits conducted by a Council Officer.



Funding

Annual contribution

Community Houses within the Surf Coast Shire are primarily funded by the State Government Neighbourhood House Coordination Program. However, Council recognises the challenges faced by Community Houses that operate with limited resources to meet complex and emerging community needs. Community Houses are well positioned to achieve place-based community development outcomes which are core to building resilient communities. To enable Community Houses to achieve better community development outcomes and leverage the opportunity for place-based community development, Council will provide an annual financial contribution set via Council's budget process.

Council will provide Community Houses with guidelines (Community House Development Contribution Guidelines) which will clarify the purpose for which funding is provided and detail what the funds can and cannot be used for. This will include accountability requirements such as the provision of strategic plans, annual reports and an acquittal. The key data and information provided by Community Houses through the reporting process will demonstrate the level of community benefit Community Houses offer and will be used to set the contribution amount through the budget process. This contribution will consider needs that Community Houses address alongside the many other commitments Council needs to allocate funds to.

Neighbourhood Houses Barwon contribution

Set via Council's budget process, an annual contribution will be provided to assist the Neighbourhood Houses Barwon network in achieving their mission: *Enabling the delivery of quality community development through high level representation, advice, guidance and support.*

Additional Grants

Community Houses are invited to apply for other grants offered by Council that support community groups. When appropriate, Council will also encourage and support (e.g. provision of letters of support) Community Houses in applying for funding from State and Federal Government or philanthropic groups.

Partnership

Council will work in partnership with Community Houses to strengthen their ability to support the community, providing:

- **Guidance** and support for best practice community development from a dedicated Council contact officer.
- **Maintenance** - A system for lodging requests regarding maintenance or any other issues related to the building.
- **Attendance** at Barwon Network of Neighbourhood Houses meetings.
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- **Advocacy**- Council will advocate on behalf of Community Houses and their Committees to other entities, where appropriate, to enhance support already provided and identify opportunities to increase their capacity to meet the needs of the community.
- **Promotion** - Opportunities to utilise Council communication channels for the purpose of promoting the services and programs of Community Houses and increasing their profile within the community.
- **Referral** - The provision of relevant and up to date information to residents about the services across Community Houses to support individuals to connect with their local Community House.



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Policy Principles

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This policy is guided by our Community Development principles:

Principle	Practice
Inclusive	<ul style="list-style-type: none"> • Creating meaningful opportunities for community members to participate. • Valuing individuals equally and amplifying diverse voices so that a broad range of views can be heard. • Providing safe, culturally appropriate, and accessible ways for all community members to participate.
Community led	<ul style="list-style-type: none"> • Respecting community knowledge, wisdom, and stories. • Community are the experts in developing local solutions in response to issues that are important to them. • Communities can be connected by place (e.g. town or location), interest (e.g. sustainability), or identity (e.g. being part of a cultural group).
Relationship driven	<ul style="list-style-type: none"> • Connecting individuals, communities, groups, and agencies to build strong, trusting partnerships that benefit everyone. • Promoting collaboration and understanding to support collective action. • Promoting open and honest communication.
Strengths based	<ul style="list-style-type: none"> • Supporting individuals and communities to identify their strengths. • Creating connections and opportunities to leverage on existing talents. • Identifying and building on community leadership. • Supporting local solutions.
Flexible and innovative	<ul style="list-style-type: none"> • Responding promptly and proactively to societal changes, local issues, and feedback as they emerge. • Fostering innovation and creativity. • Improving use of an evidence-based approach to responding to emerging issues. • Monitoring progress and outcomes to measure impact and continually improve. • Being flexible and adaptable in how we work with community members to achieve best outcomes.

Local Government Act 2020 Principles

Principles	Applicable to policy	If yes, provide details
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes	This policy adheres to all the Governance Principles within the LGA 2020. This policy supports achieving best outcomes for the community (9b) and providing transparent decisions around funding and support for Community Houses in the Shire.
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes	Community Engagement undertaken to inform the development of this policy was guided by the community engagement principles under s.56 LGA 2020.



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Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes	The purpose of this policy is to provide transparent information about support for Community Houses in the Shire.
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes	This policy forms part of a set of strategic documents that guide the support provided to community members in the Shire and takes an integrated view across several key Council policies and action plans as outlined in the related documents list.
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	No	
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	No	

Definitions

Community/Neighbourhood Houses	These terms are used interchangeably in this document. Community Houses are not for profit organisations where each house is a legal entity as an Incorporated Association, or auspiced by a legal entity, and has a formal membership base. They are governed by a voluntary committee of management (CoM) and are funded through the Department of Families, Fairness and Housing (DFFH) Neighbourhood House Coordination Program.
Community/Communities	People who are considered as a group because of something they have in common. Communities can be built based on place (e.g. town or location), interest (e.g. sustainability), or identity (e.g. being part of a cultural group).
Community development	Community development is a broad approach to working with communities of place, identity, and interest to create a fair and inclusive society. Community members are supported to identify and take collective action on issues that are important to them to create positive change.
Collective action	Community members coming together to act on the things that matter to them most. As a group taking steps to achieve the goals set by all to create positive change.
Equality	Equality is recognising that, as human beings, we all have the same value. This means, we all have the same rights, we should all receive the same level of respect, and have the same access to opportunities.
Equity	Equity is about everyone achieving equal outcomes. Equity recognises everyone has the same value and deserves a good life, but each person starts from a different place, is unique and has different life experiences. This means that we need to look at what individual people and communities need, including being treated differently at times, to achieve equality.

Related Documents and Legislation

Legislation:

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- Local Government Act 2020
- Disability Discrimination Act 1992
- Disability Act 2006
- Health and Wellbeing Act 2008
- Gender Equality Act 2020
- Child Wellbeing and Safety Act 2005
- Victorian Child Safe Standards

Surf Coast Shire documents:

- Council Plan (incorporating the Health and Wellbeing Plan) 2021-25
- SCS-034 Property Use Agreements Policy
- SCS-049 Community Development Policy
- Surf Coast Shire Council Community House Development Contribution Guidelines

References

- Neighbourhood House Coordination Program Guidelines and sector information, Department of Health and Human Services, 2023
- Neighbourhood Houses Barwon Strategic Plan 2022-2023.
- The Neighbourhood Houses Victoria Community Development Practice Framework, 2018
- Neighbourhood House Good Practice Guide, Association of Neighbourhood Houses & Learning Centres, 2012.
- Let's talk about equality and equity, Australian Human Rights Commission (AHRC), 2024

Document History

Version	Document History	Approved by – Date
2	<i>Amended</i>	<i>Council – 25/05/21</i>
3	<i>Amended</i>	<i>Council – 25/02/25</i>

4.7 SCS-049 Community Development Policy

Council Plan

Theme Two - Healthy Connected Community

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

Author's Title:

Coordinator Community Health and Development

General Manager:

Damian Waight, General Manager Community Life

Division:

Community Life

Department:

Community Strengthening

Attachments:

1. SC S-049 Community Development Policy - tracked changes - FINAL [4.7.1 - 6 pages]
2. FINAL DRAFT 2024 0049 Community Development Policy [4.7.2 - 4 pages]

Purpose

1. The purpose of this report is to consider adopting the updated SCS-049 Community Development Policy.

Recommendation

That Council adopts the SCS-049 Community Development Policy (**Attachment 1**).

Outcome

2. Adopting the revised SCS-049 Community Development Policy provides a commitment and guidance for using a community development approach in supporting Surf Coast Shire communities to act on issues important to them.

Key Considerations

3. Officers have completed a scheduled review of the SCS-049 Community Development Policy. The revised policy is presented for consideration.
4. The SCS-049 Community Development Policy outlines Council's approach to community development. The policy has played a key role in guiding Council's approach to community development since first adopted in 2019. This policy is operationalised by a Community Development Action Plan.
5. Community development is a process where community members take collective action on issues which are important to them. By taking a community development approach Council recognises that people are experts in their own lives and communities. To achieve this, we invest in several programs and actions to support community members to participate and contribute.
6. The SCS-049 Community Development Policy review took place between September 2024 and January 2025 and included:
 - 6.1. Benchmarking against similar policies and strategic documents from other Victorian and Australian councils.
 - 6.2. Review of current best practice as set by key industry organisations including the International Association of Community Development, the Asset Based Community Development Association and the Australian peak community development body, the Jeder Institute.
 - 6.3. Stakeholder review of current policy.

- 6.4. Drafting of revised policy.
- 6.5. Stakeholder review of proposed Draft Policy.
7. Changes incorporated into the SCS-049 Community Development Policy include:
 - 7.1. Updates to the description of Community Development, the policy principles and Council's approach to collaborating with community. These changes were made to align with:
 - 7.1.1. National and international peak industry bodies, including industry best practice Asset Based Community Development.
 - 7.1.2. Local government approaches regionally and across Victoria.
 - 7.1.3. Stakeholder feedback to draw out the role community development plays in supporting creating inclusive communities.
 - 7.2. Changes to improve clarity and reduce jargon based on stakeholder feedback highlighting need to ensure the policy is easy to understand.
 - 7.3. Updated definitions, related documents and references to reflect new content.
8. The review process for these policies incorporated targeted stakeholder engagement. Stakeholder feedback was used to inform policy updates in conjunction with benchmarking against industry best practice and other local government community development strategic documents.

Background

9. Community development is an internationally recognised practice for working with communities and is one way in which Council collaborates with the community. In this context, Council takes a community-led approach that starts with identifying what makes a community strong, and recognises that everyone has unique life experiences, skills, interests, and expertise they can contribute.
10. To achieve this, Council invests in several programs and actions to support community members to participate and contribute. This includes building capacity for functional, well organised community structures, networks, volunteers, and individuals so they have the skills and resources they need to achieve their aims.
11. Council has worked with a community development approach for many initiatives for decades. Council documented this approach through a policy which was first adopted in July 2020.

Options

12. **Alternative Option 1** – That Council does not adopt the revised SCS-49 Community Development Policy.

This option is not recommended by officers as not having this policy would risk creating a strategic gap in how we collaborate with community to achieve their goals.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Two - Healthy Connected Community

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

Financial Considerations

13. Council's community development activities are funded across a number of different program areas (e.g. community grants) which are considered through each Council budget process.
14. Adoption of the updated SCS-049 Community Development Policy itself presents no additional costs to Council.

Community Engagement

15. The review process incorporated two phases of engagement with key stakeholders:
 - 15.1. Phase One: Stakeholder review of current policy by key community groups.
 - 15.2. Phase Two: Stakeholder review of revised Draft Policy by key community groups.

22 different community groups, networks and representative committees were invited to provide feedback. These key stakeholders have interest in this policy and therefore played an important role in ensuring that the policy was easy to understand, relevant and applicable to our diverse and active community.

These groups were identified included:

- 15.3. Groups who use community development approaches in their activities.
- 15.4. Groups that are participants in Council's community development programs or supports.
- 15.5. Community Action networks and committees.
- 15.6. Community Houses and Men's Sheds.
- 15.7. Surf Coast Shire Advisory Committees.
- 15.8. Traditional Owner groups.

Phase one

Feedback fitted into four core themes:

- 15.9. Social Equity – suggestions for highlighting the role community development plays in improving equality in the shire and including Council's commitments to key actions under legislation and Council strategic documents.
- 15.10. Useability – suggestions to improve language used in the document and remove jargon to ensure the document is accessible to a diverse range of readers.
- 15.11. Improvements to current content – suggestions to update content in line with current Council documents and industry best practice.
- 15.12. New inclusions – suggestions for edited and additional content in several sections of the policy

Phase two

Feedback was largely positive with most reviewers reporting that the drafted policy addressed their feedback from the previous version and there were no further changes needed. There was a small number of comments relating to the implementation of the policy and ensuring that this was well articulated in the SCS-049 Community Development Policy and feedback on the wording of the scope of the policy.

Using the above feedback final changes were made to the SCS-049 Community Development Policy to improve the connection to the Action Plan and clarity of the Scope wording.

Council officers from a range of business units who use a community development approach in their roles also provided input in each phase.

Statutory / Legal / Policy Considerations

16. The SCS-049 Community Development Policy is an existing Council policy that was scheduled for review.
17. In compliance with the *Gender Equality Act 2020* a Gender and Equity Impact Assessment (GEIA) has been conducted on this policy with recommendations from the assessment including:
 - 17.1. Policy to include an approach that values the contribution of all members of the community and where needed, amplifies voices to enable all to participate equally.
 - 17.2. to support the provision of safe, culturally appropriate and accessible ways for community to participate.
 - 17.3. Ensure the policy language is as gender neutral as possible.

Strategic Risk

18. Failure to deliver outcomes in line with community needs
Inherent Risk Rating - *Serious*, Residual Risk Rating - *High*
19. Adopting this Policy will contribute to meeting community needs and expectations (Strategic Risk 7 – Failure to deliver outcomes in line with community need).
20. Implementing this recommendation would not create any new significant risks.

Risk Rating

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

Risk Appetite

22. The risk appetite statement that is most relevant to this item is - 'We must value and enable community to foster a thriving, connected, healthy municipality even if this means Council has less influence and control.'

Sustainability Considerations

23. Supporting community development approaches with community supports the sustainability of impacts as community are the ones driving the action and the delivery.

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

26. Not in scope of the Audit and Risk Committee.

Councillor Briefings

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

Councillor Briefing Date: 4 February 2025

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

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



SCS-049 Community Development Policy

TRIM Reference:

Due for Review:

Responsible Officer:

Purpose

~~This policy outlines Surf Coast Shire Council's (Council) approach to community development. Community development is a process where community members take collective action on issues which are important to them. It offers an approach for Council to collaborate with communities to create a fair and inclusive society. By taking a community development approach we recognise that people are experts in their own lives and communities.~~

~~This policy outlines a set of principles and approaches to guide Council's commitment to community development.~~

~~Community development is a process where community members are supported to identify and take collective action on issues that are important to them.~~

Scope

~~This policy applies to instances where Council and community interact, and there is an opportunity for community-led action. It may be applied to any Council service, plan, program or project which offers an opportunity for the community to lead and deliver either part or all of the outcome.~~

~~Community development principles can be applied to all instances where Council and community interact.~~

~~This policy directs Council employees to work with a diverse range of stakeholders including individuals, community groups, volunteers, social enterprises, businesses, government departments and regional bodies to achieve community development outcomes.~~

Policy

~~This policy outlines our commitment to community development and the principles that guide our approach when collaborating with communities. This policy should be read together with the Community Development Action Plan, which outlines the plan for implementation across Council and reporting against actions.~~

~~This policy aims to:~~

- ~~• Outline a strategic and integrated approach to community development across Council.~~
- ~~• Enable community participation in social, civic, and economic life. Enabling community means we remove barriers, so that together, we can deliver meaningful outcomes.~~
- ~~• Foster a thriving, safe, healthy, and inclusive community.~~
- ~~• Promote equality~~
- ~~• Encourage collaboration, partnerships, and knowledge sharing.~~

Approach

~~Community development is one way in which council collaborates with community. Council takes a community led approach that starts with identifying what makes a community strong, and recognises that everyone has unique life experiences, skills, interests, and expertise they can contribute. This is an Asset Based Community Development Approach informed by national and international peak bodies who utilise evidence based best practice models.~~



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COUNCIL POLICY

Council focus on:

- Identifying and leveraging individual and community knowledge, skills, and passions.
- Building strong relationships and creating community connections.
- Being led by community.

Council values the diverse skills and perspectives that people bring to our community because of their personal attributes and life experiences. Community development is a way to build a stronger, more inclusive community that values diversity. When implementing this policy, we will focus on ensuring that all members of our community have the opportunity to participate.

A strategic and coordinated approach to community development supports Council's purpose 'to help our community and environment to thrive'.

To achieve this, Council will align its knowledge, skills, connections and resources to:

1. Seek out the diverse perspectives and experiences of Surf Coast Shire communities to inform Council's understanding of communities' needs and strengths.
2. Develop the confidence, skills and connections of local leaders and community builders to work together to create the positive changes they want to see in their communities.
3. Be flexible and responsive in its design and implementation of programs and services, trialling and evaluating new ways to achieve community outcomes.
4. Consistently invest in developing social capital by prioritising relationship building among a diverse range of partners.
5. Be principled and equitable in its planning and allocation of resources to support communities' access to infrastructure, open space, facilities, programs and services and networks.

Governance, roles and responsibilities, implementation and reporting for this policy will be set out in the Community Development Framework and series of Action Plans.

Policy Principles

Our Community Development Policy is guided by the following principles:

<u>Principle</u>	<u>Practice</u>
<u>Inclusive</u>	<ul style="list-style-type: none"> • <u>Creating meaningful opportunities for community members to participate.</u> • <u>Valuing individuals equally and amplifying diverse voices so that a broad range of views can be heard.</u> • <u>Providing safe, culturally appropriate, and accessible ways for all community members to participate.</u>
<u>Community led</u>	<ul style="list-style-type: none"> • <u>Respecting community knowledge, wisdom, and stories.</u> • <u>Community are the experts in developing local solutions in response to issues that are important to them.</u> • <u>Communities can be connected by place (e.g. town or location), interest (e.g. sustainability), or identity (e.g. being part of a cultural group).</u>
<u>Relationship driven</u>	<ul style="list-style-type: none"> • <u>Connecting individuals, communities, groups, and agencies to build strong, trusting partnerships that benefit everyone.</u> • <u>Promoting collaboration and understanding to support collective action.</u> • <u>Promoting open and honest communication.</u>
<u>Strengths based</u>	<ul style="list-style-type: none"> • <u>Supporting individuals and communities to identify their strengths.</u>



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	<ul style="list-style-type: none"> • <u>Creating connections and opportunities to leverage on existing talents.</u> • <u>Identifying and building on community leadership.</u> • <u>Supporting local solutions.</u>
<u>Flexible and innovative</u>	<ul style="list-style-type: none"> • <u>Responding promptly and proactively to societal changes, local issues, and feedback as they emerge.</u> • <u>Fostering innovation and creativity.</u> • <u>Improving use of an evidence-based approach to responding to emerging issues.</u> • <u>Monitoring progress and outcomes to measure impact and continually improve.</u> • <u>Being flexible and adaptable in how we work with community members to achieve best outcomes.</u>

Community development works from an asset base rather than a deficit model and focuses on 'doing with' rather than 'doing to' or 'doing for' communities. The Surf Coast Shire Council Community Development Policy is underpinned by the following principles:

- community members are experts in their lives and communities, and consequently Council values their knowledge and wisdom
- each community member has knowledge, skills, care and connections. Feeling valued and capable depends on whether that knowledge and know-how can be shared and utilised
- community members are empowered to take the lead every stage, from deciding on issues, to identifying and building on assets, from selecting and implementing actions to monitoring and building improvements into future planning
- strong, productive relationships, nurtured over time, and a shared way of working are central to achieving lasting change
- the sense that individuals and communities have of themselves is inextricably linked to place. In working with communities Council considers the unique and interacting elements of nature, culture, lifestyle, industries and history of our towns and villages.

Local Government Act 2020 Principles

Principles	Applicable to policy	If yes, provide details
<u>Governance Principles</u> (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes	This policy adheres to all the Governance Principles within the LGA 2020. This policy enables community involvement in strategic planning and decision making (9d) and achieving best outcomes for the community (9b)
<u>Community Engagement</u> (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes	The Community Engagement Principles in the LGA 2020 guided this policy review.
<u>Public Transparency</u> (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes	The purpose of this policy is to provide a transparent and clear commitment to our community about how we work with and support them to develop solutions to issues important to them.
<u>Strategies and Plans</u> (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes	This policy forms part of a set of strategic documents that guide the way Council works with communities and takes an integrated view across several



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		key Council policies and action plans as outlined in the related documents list.
<u>Financial Management</u> (Consideration of Financial Management Principles under s.101 of LGA 2020)	No	
<u>Service Performance</u> (Consideration of Service Performance Principles under s.106 of LGA 2020)	No	

Definitions

<u>Community/Communities</u> <u>Community</u>	<u>People who are considered as a group because of something they have in common. Communities can be built based on place (e.g. town or location), interest (e.g. sustainability), or identity (e.g. being part of a cultural group). Communities can be formed around a common place (eg neighbourhood), identity (eg belonging to a cultural group), or interest (eg reconciliation with Australia's first peoples)</u>
<u>Collective</u> <u>action</u> <u>Community</u> <u>Development</u>	<u>Community members coming together to act on the things that matter to them most. As a group taking steps to achieve the goals to create positive change. An asset-based approach to working with communities, through individual and collective empowerment, to achieve social and economic development and change (Ireland Community Development Framework).</u>
<u>Equality</u> <u>Community</u> <u>Assets</u>	<u>Equality is recognising that, as human beings, we all have the same value. This means, we all have the same rights, we should all receive the same level of respect, and have the same access to opportunities. A community asset is anything that can be used to improve the quality of community life, including physical infrastructure, place of natural or cultural heritage, services, skills networks, etc.</u>
<u>Equity</u> <u>Social Capital</u>	<u>Equity is about everyone achieving equal outcomes. Equity recognises everyone has the same value and deserves a good life, but each person starts from a different place, is unique and has different life experiences. This means that we need to look at what individual people and communities need, including being treated differently at times, to achieve equality. Networks together with shared norms, values and understandings that facilitate cooperation within or among groups.</u>

Related Documents and Legislation

Legislation:

- Local Government Act 2020
- Disability Discrimination Act 1992
- Disability Act 2006
- Health and Wellbeing Act 2008



- [Gender Equality Act 2020](#)
- [Child Wellbeing and Safety Act 2005](#)

Surf Coast Shire policies, strategies, and action plans:

- [Council Plan \(incorporating the Health and Wellbeing Plan\) 2021-25](#)
- [SCS-006 Community House Policy](#)
- [SCS-056 Grants Program Policy](#)
- [SCS-017 Community Engagement Policy](#)
- [MPP-037 Volunteer Management Policy](#)
- [Placemaking Framework](#)
- [Gender Equality & Diversity Action Plan 2021-25](#)
- [Reconciliation Action Plan 2023-24](#)
- [Access and Inclusion Action Plan 2021-24](#)
- [Age Friendly Strategy 2020-24](#)
- [Early Years Plan 2021-25](#)
- [Youth Strategy 2022-25](#)

References

1. [Community Development Framework 2021, City of Greater Dandenong](#)
2. [Participatory Community Building Guidebook, Jeder Institute, 2020](#)
3. [What is Community development resource sheet, Australian Institute of Family Studies, 2023](#)
4. [Community Development, Community Door, 2024](#)
5. [Let's talk about equality and equity, Australian Human Rights Commission \(AHRC\), 2024](#)

Related Procedure

Nil.

References

1. [State Government of Queensland Department of Communities, Disabilities Services and Seniors Framework for Place Based Approaches](#)
2. [Pugalis, L., Tan, S.F. \(2017\) The Role of Local Government in Local and Regional Economic Development University of Technology Sydney](#)
3. [Wilks, S., Lahausse, J., Edwards, B., \(2015\) Commonwealth Place-based Service Delivery Initiatives: Key Learnings Project \(Research Report No.32\). Melbourne: Australian Institute of Family Studies.](#)
4. [Kenyon, P. \(2018\) Ten Key Community Development Beliefs Bank of I.D.E.A.S](#)
5. [Ireland Government 2014 Ireland Community Development Framework](#)

Document History

Version	Document History	Approved by – Date
1	<i>Amended</i>	<i>Council Resolution – 28 July 2020</i>
2	<i>Amended</i>	<i>TBC</i>



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COUNCIL POLICY



SCS-049 Community Development Policy

TRIM Reference:	D25/19891	Due for Review:	June 2029
Responsible Officer:	Manager Community Support		

Purpose

This policy outlines Surf Coast Shire Council's (Council) approach to community development. Community development is a process where community members take collective action on issues which are important to them. It offers an approach for Council to collaborate with communities to create a fair and inclusive society. By taking a community development approach we recognise that people are experts in their own lives and communities.

Scope

This policy applies to instances where Council and community interact, and there is an opportunity for community-led action. It may be applied to any Council service, plan, program or project which offers an opportunity for the community to lead and deliver either part or all of the outcome.

Policy

This policy outlines our commitment to community development and the principles that guide our approach when collaborating with communities. This policy should be read together with the Community Development Action Plan, which outlines the plan for implementation across Council and reporting against actions.

This policy aims to:

- Outline a strategic and integrated approach to community development across Council.
- Enable community participation in social, civic, and economic life. Enabling community means we remove barriers, so that together, we can deliver meaningful outcomes.
- Foster a thriving, safe, healthy, and inclusive community.
- Promote equality
- Encourage collaboration, partnerships, and knowledge sharing.

Approach

Community development is one way in which council collaborates with community. Council takes a community led approach that starts with identifying what makes a community strong, and recognises that everyone has unique life experiences, skills, interests, and expertise they can contribute. This is an Asset Based Community Development Approach informed by national and international peak bodies who utilise evidence based best practice models.

Council focus on:

- Identifying and leveraging individual and community knowledge, skills, and passions.
- Building strong relationships and creating community connections.
- Being led by community.

Council values the diverse skills and perspectives that people bring to our community because of their personal attributes and life experiences. Community development is a way to build a stronger, more inclusive community that values diversity. When implementing this policy, we will focus on ensuring that all members of our community have the opportunity to participate.



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Policy Principles

Our Community Development Policy is guided by the following principles:

Principle	Practice
Inclusive	<ul style="list-style-type: none"> • Creating meaningful opportunities for community members to participate. • Valuing individuals equally and amplifying diverse voices so that a broad range of views can be heard. • Providing safe, culturally appropriate, and accessible ways for all community members to participate.
Community led	<ul style="list-style-type: none"> • Respecting community knowledge, wisdom, and stories. • Community are the experts in developing local solutions in response to issues that are important to them. • Communities can be connected by place (e.g. town or location), interest (e.g. sustainability), or identity (e.g. being part of a cultural group).
Relationship driven	<ul style="list-style-type: none"> • Connecting individuals, communities, groups, and agencies to build strong, trusting partnerships that benefit everyone. • Promoting collaboration and understanding to support collective action. • Promoting open and honest communication.
Strengths based	<ul style="list-style-type: none"> • Supporting individuals and communities to identify their strengths. • Creating connections and opportunities to leverage on existing talents. • Identifying and building on community leadership. • Supporting local solutions.
Flexible and innovative	<ul style="list-style-type: none"> • Responding promptly and proactively to societal changes, local issues, and feedback as they emerge. • Fostering innovation and creativity. • Improving use of an evidence-based approach to responding to emerging issues. • Monitoring progress and outcomes to measure impact and continually improve. • Being flexible and adaptable in how we work with community members to achieve best outcomes.

Local Government Act 2020 Principles

Principles	Applicable to policy	If yes, provide details
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes	This policy adheres to all the Governance Principles within the LGA 2020. This policy enables community involvement in strategic planning and decision making (9d) and achieving best outcomes for the community (9b)
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes	The Community Engagement Principles in the LGA 2020 guided this policy review.
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	Yes	The purpose of this policy is to provide a transparent and clear commitment to our community about how we work with and support them to develop solutions to issues important to them.
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	Yes	This policy forms part of a set of strategic documents that guide the way Council works with communities and takes an integrated view across several key Council policies and action plans as outlined in the related documents list.



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Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	No	
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	No	

Definitions

Community/Communities	People who are considered as a group because of something they have in common. Communities can be built based on place (e.g. town or location), interest (e.g. sustainability), or identity (e.g. being part of a cultural group).
Collective action	Community members coming together to act on the things that matter to them most. As a group taking steps to achieve the goals to create positive change.
Equality	Equality is recognising that, as human beings, we all have the same value. This means, we all have the same rights, we should all receive the same level of respect, and have the same access to opportunities.
Equity	Equity is about everyone achieving equal outcomes. Equity recognises everyone has the same value and deserves a good life, but each person starts from a different place, is unique and has different life experiences. This means that we need to look at what individual people and communities need, including being treated differently at times, to achieve equality.

Related Documents and Legislation

Legislation:

- Local Government Act 2020
- Disability Discrimination Act 1992
- Disability Act 2006
- Health and Wellbeing Act 2008
- Gender Equality Act 2020
- Child Wellbeing and Safety Act 2005

Surf Coast Shire policies, strategies, and action plans:

- Council Plan (incorporating the Health and Wellbeing Plan) 2021-25
- SCS-006 Community House Policy
- SCS-056 Grants Program Policy
- SCS-017 Community Engagement Policy
- MPP-037 Volunteer Management Policy
- Placemaking Framework
- Gender Equality & Diversity Action Plan 2021-25
- Reconciliation Action Plan 2023-24
- Access and Inclusion Action Plan 2021-24
- Age Friendly Strategy 2020-24
- Early Years Plan 2021-25
- Youth Strategy 2022-25

References

1. Community Development Framework 2021, City of Greater Dandenong
2. Participatory Community Building Guidebook, Jeder Institute, 2020
3. What is Community development resource sheet, Australian Institute of Family Studies, 2023
4. Community Development, Community Door, 2024
5. Let's talk about equality and equity, Australian Human Rights Commission (AHRC), 2024



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Document History

Version	Document History	Approved by – Date
1	<i>Amended</i>	<i>Council Resolution – 28 July 2020</i>
2	<i>Amended</i>	<i>Council Resolution – 25 February 2025</i>

4.8 Award of Contracts by the Chief Executive Officer Under Pre-Authorisation

Council Plan	Theme Seven - Accountable and Viable Council
Author's Title:	Strategy 18 - Establish a sustainable financial position.
General Manager:	Manager Assets and Engineering
Division:	Chris Pike, General Manager Placemaking and Environment
Department:	Placemaking and Environment
Attachments:	Placemaking and Environment
	Nil

Purpose

1. The purpose of this report is to advise Council of the award of three contracts by the Chief Executive Officer (CEO) as authorised at the 27 August 2024 Council meeting. This pre-authorisation enabled Council business to proceed during a period where the Council meeting schedule was impacted by the local government elections and the Christmas period.

Recommendation

That Council notes that the Chief Executive Officer awarded the following three contracts as authorised by Council at the 27 August 2024 Council meeting:

1. Anglesea Netball Courts Renewal to Tennis Courts & Sports Field Construction Pty Ltd trading as A S Lodge Tennis Courts for \$762,809.91.
2. Refurbishment of Multi Arts Centre, Torquay to Rendine Constructions for \$1,072,236.45 exc. GST.
3. Coombes Road Widening and Roundabout to Drapers Civil Contracting for \$3,302,751 (pls GST)

Outcome

2. If Council accepts this recommendation, Council acknowledges that these contracts have been awarded by the CEO as previously authorised by Council.

Key Considerations

3. This report addresses item 4 of the resolution at the August 2024 Council Meeting that Council 'Receives reports on each project at the next practicable Council meeting detailing the contract award amounts and the successful contractor'.
4. A report on the Hockey Pitch project at Banyul-Warri Fields in Torquay, for which the CEO received pre-authorisation, will be provided upon finalisation.

Background

5. At the 27 August 2024 Council Meeting Council resolved to provide the Chief Executive Officer (CEO) with authority to award and execute contracts for specified projects with approved budgets above the financial delegation limit of \$1,000,000, except during Council Election (Caretaker) Period where the limit will be \$642,000 in accordance with the requirements of the *Local Government Act 2020*. This enabled the CEO to award and execute contracts between Council meetings so that project delivery can progress, including meeting grant milestone obligations.

6. These projects were as follows:
 - 6.1. Anglesea Netball Courts Renewal (budget \$1.3M).
 - 6.2. Refurbishment of Multi Arts Centre, Torquay (budget \$1.2M).
 - 6.3. Coombes Road Widening and Roundabout (budget \$5.92M).
 - 6.4. Hockey Pitch, Banyul-Warri Fields Torquay (budget \$6.14m).
7. The Anglesea Netball Courts was within the CEO's existing delegation of \$1M and therefore the CEO was able to award the contract without the authorisation from Council, however is included within this report for completeness.
8. Three of these four projects have now had contracts executed through competitive tender processes and works have commenced.

Options

9. **Alternative Option 1** – That Council does not note this report. This option is not recommended by officers as Council previously resolved to receive a report to inform it of the outcomes of these contract award processes.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Seven - Accountable and Viable Council

Strategy 18 - Establish a sustainable financial position.

10. Delivery of these projects align with goals within the Council Plan.

Financial Considerations

11. Contracts for projects have been awarded within budgets previously endorsed by Council.

Community Engagement

12. Community engagement has been and will continue to be undertaken on a project-by-project basis.

Statutory / Legal / Policy Considerations

13. Contracts have been awarded in line with Council's Procurement Policy.

Strategic Risk

14. **Breadth and level of Council services exceeds Council's financial capacity**
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
15. These contracts have been assessed and awarded in line with Council's Procurement Policy.

Risk Rating

16. Risk rating is medium and can be managed at department level.

Risk Appetite

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

Sustainability Considerations

18. Opportunities for use of sustainable materials have been considered in development of these projects.

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

21. That this is not in scope of the Audit and Risk Committee.

Councillor Briefings

22. This item was not discussed at a Councillor briefings prior to being presented to Council for consideration.

4.9 Audit and Risk Committee Biannual Activity Report

Council Plan

Author's Title:

General Manager:

Division:

Department:

Attachments:

Theme Seven - Accountable and Viable Council

Strategy 18 - Establish a sustainable financial position.

Risk and Compliance Officer

Gail Gatt, General Manager Strategy and Effectiveness

Strategy and Effectiveness

Integrity and Governance

1. Biannual Audit and Risk Activity Report - July- December 2024 - Final [4.9.1 - 4 pages]

Purpose

1. The purpose of this report is for Council to consider noting the activities of the Audit and Risk Committee from 1 July 2024 to 31 December 2024 as prescribed by section 54(5) of the *Local Government Act 2020*.

Recommendation

That Council notes the Audit and Risk Committee Biannual Activity Report for the period 1 July 2024 to 31 December 2024 (**Attachment 1**).

Outcome

2. By noting the Audit and Risk Committee Biannual Activity Report, Council is provided with an update on the Committee's activities, and this ensures compliance with the *Local Government Act 2020*.

Key Considerations

3. The Audit and Risk Committee must prepare a biannual report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations. This report must then be tabled at the next available Council meeting.
4. The Audit and Risk Committee must adopt an annual work program.

Background

5. The Audit and Risk Committee is an advisory committee of Council which is responsible for providing structured and systematic oversight over Council's governance, risk management and internal control practices. The Committee's scope, functions and responsibilities are set out in the Audit and Risk Committee Charter which is adopted by Council.
6. Councillors receive information on the Committee's activities following each meeting via a number of means including Committee minutes, updates from Councillor representatives on the Committee and the biannual report.

Options

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

This option is not recommended by officers as it impacts compliance with the *Local Government Act 2020*.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Seven - Accountable and Viable Council

Strategy 18 - Establish a sustainable financial position.

8. The report includes a section on financial management and the Audit and Risk Committee's requirement to monitor Council's financial and performance reporting.

Financial Considerations

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

Community Engagement

10. No community engagement has been undertaken as this is a report of the Audit and Risk Committee's activities and the community is not able to influence these activities.

Statutory / Legal / Policy Considerations

11. The preparation and presentation of this biannual report complies with section 54(5) of the *Local Government Act 2020* and the Audit and Risk Committee Charter.

Strategic Risk

12. Failure to meet Council's governance and compliance obligations
Inherent Risk Rating - *Serious*, Residual Risk Rating - *Medium*
13. By noting the biannual report Council is ensuring its compliance with the Local Government Act 2020.

Risk Rating

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

Risk Appetite

15. There are no Risk Appetite Statements which are applicable to this report.

Sustainability Considerations

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

Conflict of Interest

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

Confidentiality

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

Councillor Briefings

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

Councillor Briefing Date: 11 February 2025

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

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

Audit and Risk Committee Biannual Activity Report

1 July 2024 – 31 December 2024

1. Reporting period

This report covers Audit and Risk Committee (ARC) activity from 1 July 2024 – 31 December 2024. In that period the ARC met twice; on 17 July and 11 September. The Committee also confirmed the ARC Meeting scheduled for 22 November 2024 had been re-scheduled until 24 January 2025.

2. Report purpose

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

3. Committee members

Independent committee members

Michael Ulbrick (Chair) Appointed by Council on 13 December 2022 for a four year period from 1 February 2023 to 31 January 2027 and as Chair for an initial one year period upon appointment.

Appointed as Chair extended for a further two year period from 1 March 2024 until 28 February 2026.

Paul Robson Appointed by Council on 23 February 2021 for a four year period from 1 March 2021 to 28 February 2025.
Extended by Council on 27 August 2024 for a further four year period from 1 March 2025 to 28 February 2029.

Peta Maddy Appointed by Council on 28 February 2023 for a four year period from 1 March 2023 to 28 February 2027.

Robert Tommasini Appointed by Council on 23 February 2021 for a further four year period from 1 March 2021 to 28 February 2025.

Councillors:

Cr Heather Wellington Appointed by Council on 13 December 2022.

Cr Mike Bodsworth Appointed by Council on 13 December 2022.

Cr Liz Pattison Appointed by Council on 26 November 2024.

Cr Joel Grist Appointed by Council on 26 November 2024.

Member attendance at committee meetings:

	17 July 2024	11 September 2024	22 November 2024*
Michael Ulbrick	Attended	Attended	Re-scheduled
Paul Robson	Attended	Attended	Re-scheduled
Peta Maddy	Attended	Apology	Re-scheduled
Robert Tommasini	Attended	Attended	Re-scheduled
Cr Mick Bodsworth	Attended	Attended	N/A
Cr Heather Wellington	Attended	Apology	N/A

*The Audit and Risk Committee Meeting scheduled for November 2024 has been postponed and will take place on 24 January 2024 to ensure the newly appointed Councillors are inducted into the committee.

4. Committee Charter

The Act outlines that a council must adopt a Charter that specifies the functions and responsibilities of the ARC. The Charter was first updated to reflect the requirements of the new Act and approved by Council on 25 August 2020. The most recent version of the Charter was reviewed and adopted by Council on 22 March 2024.

The Charter can be found on Council's website - <https://www.surfcoast.vic.gov.au/About-us/Council/Public-Access-to-Council-Information>

5. Reporting to Council

Councillors are provided with committee meeting minutes following approval by the Chair. The Charter outlines that the Chair has the authority to submit any recommendations that are proposed to be addressed by Council with more immediacy than the biannual report will allow. During the previous six months there have been no urgent reports addressed to Council, however, updates and recommendations have been provided.

To ensure that Councillors are kept informed with ARC matters the Chair, or an ARC representative, presents at Councillor Briefings throughout the year. A Councillor Briefing presentation was held on 9 July 2024 and it included the biannual report (1 January 2024 to 30 June 2024), which was then noted by Council at the 23 July 2024 Council meeting.

6. Committee work plan

In accordance with the Act, the ARC reviewed and adopted its annual work plan on 22 March 2024. The work plan determines what is included in each meeting's agenda and has been developed to ensure that the ARC meets responsibilities as set out in the Charter. The 2024 work plan is attached to this report.

7. Key matters considered at recent meetings

Legislative compliance

The Act specifies that one of the Committee's duties is to monitor the compliance of Council policies with the overarching governance principles and the Act, the Regulations and any Ministerial Directions.

During the past six months, Council has not presented any policies to ARC for review.

Financial management

The Committee is required by the Act to monitor Council's financial and performance reporting.

At its September meeting the Committee received the 2023-24 Annual Financial Report and Annual Performance Statement, plus a written and verbal update on the results presented in these reports. It was also confirmed in the meeting that the Victorian Auditor General's Office (VAGO) completed its review of the financial and performance statement and it was signed off. The Committee recommended that Council adopt and certify the 'in-principle' 2023-24 Financial Statements and Performance Statements.

External audit

The Committee oversees external audit functions as required by the Act. VAGO have engaged RSD Auditors as an external provider to conduct Council's external audits. VAGO will continue to issue the audit opinion.

At its September meeting, the Committee discussed the following:

- Final Management Letter for the year ended 30 June 2024;
- Closing Report for the financial year ended 30 June 2024; and
- Management Representation Letter for the financial year ended 30 June 2024.

The draft closing report provided reasonable assurance that the financial report and performance statement is presented fairly under the *Local Government Act 2020*.

The draft final management letter provided a summary of the results of RSD's financial audit. Four recommendations were identified and management accepted, resolved and were satisfied with the current procedures in place to mitigate these.

Risk management

The Committee is required to monitor and provide advice on risk management.

The Committee received risk management updates at the July ARC meeting. The Committee received an update about Council's risk management system, risk registers and emerging risks.

The Committee will continue to monitor the implementation of the risk management plan in 2025 to ensure that its maturity progresses.

Internal controls

The Committee is required to monitor and provide advice on fraud prevention systems and controls.

At its September meeting, the ARC received updates on Council's Cyber and Information security and agreed to reviewing the aspirational level for the two remaining recommendations and accept the current assessment of zero pending the review of the Microsoft licence construct.

Internal audit

Council's internal audits are conducted by Crowe Australasia, who were appointed to commence 1 July 2023.

Crowe assisted in developing the three year Strategic Internal Audit Plan 2023-2026, which was noted by ARC at the 13 September 2023 meeting and taken to Council in October 2023.

One final internal audit report was presented to the Committee in the past six months. This was the Project Management Office report – it identified 8 *Key Findings* with 6 having a risk rating of Medium and 2 having

a risk rating of Low. The 6 Medium ratings related to governance processes (5) and process and systems (1). The 2 Low ratings related to people issues. The internal auditor provided 14 recommendations and management has accepted all recommendations and has scheduled progressive implementation of appropriate actions. The ARC was satisfied with that approach.

The Internal Auditors through management have continued to provide the Committee with draft scope documents (Memorandum of Audit Plans – MAPs) for upcoming internal audits. This allows the ARC to review the plan and provide feedback. This technique ensures there is a broad agreed approach in the scope of work for each internal audit prior to commencement.

The Committee has maintained oversight of all open audit findings and the status of treatment plans through the review of the outstanding actions register at each meeting.

8. Meeting schedule

The Charter recommends that a minimum of five ARC meetings are to be held each calendar year. The ARC's proposed meeting schedule for 2025 is as follows::

- Wednesday 12 March 2025
- Wednesday 14 May 2025
- Wednesday 16 July 2025
- Wednesday 10 September 2025
- Wednesday 19 November 2025

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

In addition, I would like to make special mention of the contributions made by Cr Heather Wellington and Cr Mike Bodsworth to the meetings over a lengthy period of time. Importantly their interests in good governance, environment and public health and safety have strengthened the work of the ARC. We wish them all the best for their future endeavors.

Michael Ulbrick

Chair

On behalf of the Audit and Risk Committee

4.10 Audit and Risk Committee Annual Assessment

Council Plan

Theme Seven - Accountable and Viable Council

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

Author's Title:

Risk and Compliance Officer

General Manager:

Gail Gatt, General Manager Strategy and Effectiveness

Division:

Strategy and Effectiveness

Department:

Integrity and Governance

Attachments:

1. Response Surf Coast Shire Council Audit and Risk Committee Self Assessment S (1) [4.10.1 - 4 pages]

Purpose

1. The purpose of this report is to present the Audit and Risk Committee Annual Assessment to Council for noting.

Recommendation

That Council notes the Audit and Risk Committee Annual Assessment (**Attachment 1**).

Outcome

2. Council's acceptance of this recommendation will ensure compliance with the *Local Government Act 2020* (Act) and help the Committee to continue to function at a high standard.

Key Considerations

3. The Audit and Risk Committee must undertake an annual assessment of its performance against the Audit and Risk Committee Charter and this report must then be tabled at the next available Council meeting.
4. The annual assessment process supports the Committee to function well and perform its role as described in the Act and the Charter. Feedback from the Committee is reviewed by officers and changes that are required are implemented throughout the following year.
5. The results of the annual assessment are positive, with the majority of responses showing that the Committee has the skills and resources to fulfil its role. There are improvement opportunities captured in the assessment related to helping the Committee access training and administration improvements.
6. These opportunities will be reviewed and confirmed via the Audit and Risk Committee in 2025. It is likely that an emphasis on training opportunities and continued improvements to meeting administration will be focus areas.

Background

7. A survey was sent to Committee members in advance of the 24 January 2025 Audit and Risk Committee meeting. The results are presented in the attached report.
8. The following summarises the main findings of the survey:

4.10 Audit and Risk Committee Annual Assessment

- 8.1 In general, Committee members appear satisfied that the Charter appropriately outlines the role of the Committee and supports its performance. There was one comment referring to the agenda, the committee member would like to recommend the agenda references the Charter requirements.
- 8.2 The Committee responses generally indicate that Committee members offer diverse skills and knowledge which enables the Committee to function efficiently.
- 8.3 Comments indicated Risk Management is a work in progress and the importance of the new Council's involvement in setting Council's Risk Appetite Statements and understanding of the organisation's Strategic Risks.
- 8.4 The communication processes include Councillors receiving an update at the first available Councillor briefing after each Audit and Risk Committee meeting. Council also receives biannual reports summarising the activities of the Audit and Risk Committee.
- 8.5 The Committee members feel appropriately involved in internal audit processes, including reviewing the audit plan and monitoring management responses.
- 8.6 The Committee members are satisfied with its involvement in reviewing the external audit plan, final audit reports and providing feedback to auditors.
- 8.7 The structure and efficiency of the meetings was positively commented on as was the high-quality papers and presentations provided by Council staff, highlighting that they are very willing to keep improving and taking on advice.
- 8.8 The Committee have suggested Councillor members could benefit from training on ARC function on their initial appointment.
- 8.9 The Committee have suggested that the meeting papers are shorter or have an index or links to easily find relevant information. We have included a "Schedule of Matters" which references the page numbers and recommendations to easily navigate through the report.
- 8.10 The Committee have suggested the administration improve the timeliness of providing the minutes.

Options

9. **Alternative Option 1** – That Council does not note the Audit and Risk Committee Annual Assessment Report as attached.

This option is not recommended by officers as it is inconsistent with the requirements of the *Local Government Act 2020* and does not share the findings of the assessment with Council.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Seven - Accountable and Viable Council

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

Financial Considerations

10. The committee assessment process supports the Committee to perform its role in overseeing Council's financial and risk management.

Community Engagement

11. Community engagement was not undertaken for this review as it is specific to the internal functioning of the Audit and Risk Committee.

Statutory / Legal / Policy Considerations

12. The completion and tabling of this report ensures that Council is adhering to section 54(4) of the *Local Government Act 2020*.

Strategic Risk

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

Risk Rating

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

Risk Appetite

15. There are no Risk Appetite Statements which are relevant nor applicable to this report.

Sustainability Considerations

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

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

19. The Audit and Risk Committee resolved that the attached report be recommended to Council for noting.

Audit and Risk Committee Meeting Date: 24 January 2025

Feedback Received	Action Taken
Nil.	Nil.

Councillor Briefings

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

Councillor Briefing Date: 4 February 2025

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

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



**Audit and Risk Committee Self-Assessment Survey
Performance for 2023-24**

Rating Scale	1 = Strongly Disagree	2 = Disagree	3 = Neutral	4 = Agree	5 = Strongly Agree	N/A = Not Applicable
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Your Ratings of Performance

Comments are expected from respondents in the spaces provided at the end of each section where Ratings of 1. or 2. are given. This will assist in the identification of opportunities for improvement. It is expected that all questions will be applicable, so use of N/A ratings should be avoided wherever possible.

ID	Questions	Ratings [Tick boxes as appropriate]					
		1	2	3	4	5	N/A
A. Audit Committee Charter							
1	The Charter clearly articulates the Committee's roles and responsibilities and provides it with the necessary authority to discharge them				1	3	
2	The Charter facilitates and supports the effective operation of the Committee				1	3	
3	During the past year, the Committee has adequately addressed all of its responsibilities as detailed in the Charter				1	3	
4	The Charter ensures the Committee is sufficiently independent from the management of Council				1	3	
Totals					4	12	
<i>Comments/suggestions for improvement</i>							
<ul style="list-style-type: none"> Maintain but ensure the agenda preparation references the Charter requirements so that issues or items are not overlooked 							
B. Skills and Experience							
5	The Committee has the desired mix of skills to allow it to effectively discharge its responsibilities				2	2	
6	The Committee has been able to analyse and critically evaluate information presented to it by management				1	3	
7	There is a clear process that Committee members can follow to access advice and /or training to improve their skills and knowledge			3		1	
8	The Committee's collective skills are adequate in light of its responsibilities				1	3	
9	The Committee has responded appropriately where significant risks and/or control breakdowns have been brought to its attention				2	2	
10	The Committee has shown an openness to new ideas and different views in its deliberations				3	1	
11	The Committee has been sufficiently probing and challenging in its deliberations				3	1	
Totals				3	12	13	
<i>Comments/suggestions for improvement</i>							
<ul style="list-style-type: none"> Councilor Members could benefit from training on ARC function on their initial appointment Members have been diligent and positively questioning on various Agenda items. This is to be commended. If appropriate, providing suggestions of opportunities such as conferences, papers, presentations on specific topics relevant to upcoming committee papers could be a useful addition The mix of skills is apparent during people's contributions in the meeting but could be further enhance by including a synopsis of each committee member's skills particularly with new councilors joining the committee. 							

Audit and Risk Committee Self-Assessment Survey

ID	Questions	Ratings [Tick boxes as appropriate]					
		1	2	3	4	5	N/A
C. Understanding the Business							
12	The Committee has an adequate understanding of Council's:						
	- Risk management framework and risk profile			1	3		
	- Internal control framework to mitigate significant risks				4		
	- Financial and statutory reporting requirements				1	3	
	- Legislative compliance requirements				3	1	
13	The Committee receives appropriate briefings on:						
	- Current and emerging business risks				3	1	
	- Changes in financial reporting requirements				2	2	
	- Changes in performance reporting requirements				1	3	
	- Integrity Body reports				2	2	
	- Changes in the business/regulatory environment				3	1	
	Totals			1	22	13	
<u>Comments/suggestions for improvement</u>							
<ul style="list-style-type: none"> Risk management is a continuing work in progress. With the coming of the Council election, it will be important to involve the new Council (at the appropriate level) in the whole process of risk management including risk appetite, risk mitigation etc. 							
D. Meeting Administration and Conduct							
14	The Committee has had an appropriate number of meetings to properly discharge its responsibilities				1	3	
15	Agendas are structured to allow sufficient time to discuss all critical issues				3	1	
16	The Committee receives agendas and supporting papers in sufficient time prior to meetings				2	2	
17	Agendas and supporting papers are of sufficient clarity and quality to enable the Committee to make informed decisions				4		
18	Committee meetings are well run and productive				2	2	
19	Committee minutes are appropriately maintained and provided to Council on a timely basis			1	1	2	
	Totals			1	14	9	
<u>Comments/suggestions for improvement</u>							
<ul style="list-style-type: none"> Jake and team provide good support and advice to ARC Organisation of meeting dates could be more consultative and inclusive as there has been a couple of times where I have had meeting clashes and it has been hard to change the date. Also, holding meetings during school holidays is difficult for people with carer responsibilities. The proposal with this email of meeting dates is great if the meetings don't get changed once they are in place. I know it is a work in progress but the meeting papers could be shorter and have an index or hyper links so that you can find where you are in the pack during the meeting quickly. 							
E. Communications with Council							
20	Committee communications to Council about its deliberations and decisions are appropriate.				4		
21	Committee reports to Council on its activities are appropriate				4		
	Totals				8		
<u>Comments/suggestions for improvement</u>							
<ul style="list-style-type: none"> Possibly improve the timelessness of receiving Minutes. The Chair briefs the Council twice per annum at least in accordance with the legislative requirements. It would be good to quickly prepare a "one-pager" summarizing issues considered etc for distribution to councillors and signed by the Chair immediately after each meeting. This would not replace the twice per annum more detailed briefing. 							
F. Management Commitment & Support							

Audit and Risk Committee Self-Assessment Survey

ID	Questions	Ratings [Tick boxes as appropriate]					
		1	2	3	4	5	N/A
22	Information and briefing papers presented by management meet the Committee's expectations in respect of:						
	- Council's risk profile and mitigating actions for key risks			1	2	1	
	- Maintenance of a strong internal control environment that is effective in mitigating key risks			1	2	1	
	- Management of Council's compliance and regulatory obligations				3	1	
	- Council's external reporting requirements				2	2	
23	The Committee has a positive attitude to continuous improvement in its dealings with management					4	
Totals				2	9	9	
<i>Comments/suggestions for improvement</i>							
<ul style="list-style-type: none"> At all times management (especially the officers directly supporting the ARC) have been respectful, diligent and determined to do well in all dealings with the Committee. 							
G. Internal Audit							
24	The Committee reviewed and approved the internal audit plan				2	2	
25	The Committee considered the adequacy of internal audit resources			1	1	2	
26	The Committee reviewed and approved any significant changes to the internal audit plan				2	2	
27	The Committee considered the performance of the internal audit function				2	2	
28	The Committee reviewed all internal audit reports and monitored management responses to recommendations				2	2	
29	The Committee reviewed the Internal Audit Charter to ensure that appropriate structures, authority, access and reporting arrangements are in place for the internal audit function				2	2	
Totals				1	11	12	
<i>Comments/suggestions for improvement</i>							
<ul style="list-style-type: none"> New internal auditors were appointed during the year and a new plan was prepared with significant input from management and the ARC. 							
H. External Audit							
30	The Committee reviewed and approved the external audit plan				1	3	
31	The Committee reviewed external audit reports and management letters and monitored management responses to findings and recommendations made by external audit				1	3	
32	The Committee provided feedback on the performance of external audit				1	3	
Totals					3	9	
<i>Comments/suggestions for improvement</i>							
<ul style="list-style-type: none"> The external audit was completed swiftly and well. No major issues of concern were identified. Management handled the audit with alacrity. 							

Audit and Risk Committee Self-Assessment Survey

ID	Questions	Ratings [Tick boxes as appropriate]					
		1	2	3	4	5	N/A
I. Other Comments [Please phrase your comments as opportunities for improvement]							
Please note here any other comments you would like to make about the Committee's performance: <ul style="list-style-type: none"> • The Chair's experience and LG knowledge are of great benefit to the committee. • The Committee is functioning well and providing some quality governance advice to Council. • Where possible, reduce the size of the Committee papers. • The Committee is well run and well chaired. • There is an opportunity to consider inclusivity of meetings particularly if some people are online and some are in the meeting room (always challenging) to make sure all committee members get an opportunity to be heard during the meeting. 							
Grand Totals for all Responses				8	75	85	

4.11 Appointment of Audit and Risk Committee Member

Council Plan	Nil
Author's Title:	Theme Seven - Accountable and Viable Council
General Manager:	Strategy 19 - Improve Council's credibility as a trusted decision maker through meaningful engagement.
Division:	Manager Integrity and Governance
Department:	Gail Gatt, General Manager Strategy and Effectiveness
Attachments:	Strategy and Effectiveness
	Integrity and Governance
	Nil

Purpose

1. The purpose of this report is for Council to consider appointing one independent member to the Audit and Risk Committee for the period 1 March 2025 to 28 February 2029.

Recommendation

That Council:

1. Acknowledges the valuable contribution and commitment of outgoing committee member Robert Tommasini throughout his four-year term and sincerely thanks him for his time and efforts.
2. Appoints Jeffrey Rigby as an independent member of the Audit and Risk Committee for the period commencing 1 March 2025 to 28 February 2029.

Outcome

2. If Council accept this recommendation, Council would be meeting its obligation in line with the Audit and Risk Charter by having four independent members and a Chair.

Key Considerations

3. The tenure of independent member of the Audit and Risk Committee, Robert Tommasini (Independent Member) expires on 28 February 2025 having served one term on the Committee
4. Council advertised for expressions of interest for the independent member vacancy in November 2024 and 40 responses were received.
5. A selection panel was established in accordance with the Audit and Risk Committee Charter. The selection panel comprised of Cr Liz Pattison, the independent chair and Chief Executive Officer.
6. Cr Joel Grist was unable to attend the entirety of the schedule interviews, and as he is one of the two appointed Councillors to the Committee, the Chair confirmed that Cr Grist could participate in an observing capacity only.
7. The panel reviewed all applications against the desired attributes of members as per the Charter and four applicants were shortlisted for interviews.

4.11 Appointment of Audit and Risk Committee Member

8. Referee and police checks have been completed for the recommended new member of the committee and these checks confirmed suitability for the role.

Background

9. In accordance with section 53 of the *Local Government Act 2020* (the Act), Council must establish an Audit and Risk Committee that consists of the majority of members who are not Councillors.
10. Surf Coast Shire Council's Audit and Risk Committee Charter states that the Audit and Risk Committee will consist of a minimum of three, but up to four suitability qualified independent members.
11. The following attributes are required when appointing independent members:
 - 11.1. Senior business or financial management/reporting knowledge and experience.
 - 11.2. High levels of financial literacy.
 - 11.3. Understanding of corporate risk management, and risk management practices including treatments, mitigations and controls.
 - 11.4. Knowledge of Council's operations and the environment in which it operates.
 - 11.5. Strong communication skills.
 - 11.6. High levels of personal integrity and ethics; and
 - 11.7. Sufficient time available to devote to executing responsibilities.

Options

12. **Alternative Option 1** – That Council does not appoint the recommended independent member to the Audit and Risk Committee for the period outlined. This option is not recommended by officers as while the Committee Charter states that the Audit and Risk Committee will consist of a minimum of three independent members it allows for a membership of four. This provides Council the opportunity to ensure a breadth of diverse skills are represented on the Committee.
13. **Alternative Option 2** – Appoint a different member to the Committee. This option is not recommended by officers. While Council received applications from many well-qualified and experienced candidates, the person recommended as a new independent member has been identified following a recruitment process that complies with the legislation and the Committee's Charter, including the requirement for the Committee to collectively possess the required skills and experience.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Seven - Accountable and Viable Council

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

Financial Considerations

14. The Audit and Risk Committee plays an important role in ensuring Council's financial sustainability and helps mitigate key financial, governance and probity risks.
15. Independent members of the Audit and Risk Committee are currently remunerated at \$700 per meeting and this is allocated in Council's budget.

Community Engagement

16. Community engagement was not undertaken when appointing members to the Audit and Risk Committee as it is not considered a topic suitable for engagement.
17. Council sought applicants from the wider community through an expression of interest process that was advertised in the Surf Coast Times, Geelong Advertiser, The Age and LinkedIn.

Statutory / Legal / Policy Considerations

18. The appointment of an independent members is in accordance with the Audit and Risk Committee Charter and the *Local Government Act 2020*.

Strategic Risk

19. Failure to meet Council's governance and compliance obligations
Inherent Risk Rating - *Serious*, Residual Risk Rating – *Medium*
20. Appointing suitable and qualified independent members to the Audit and Risk Committee ensures Council is meeting its compliance obligations by appointing a minimum of three and up to four independent members.

Risk Rating

21. The risk rating is low as Council has the minimum of three independent members and is already meeting their compliance obligations. The appointment of a fourth member will strengthen the breadth of skills and experience on the Committee and the Charter allows for up to four members.

Risk Appetite

22. The Risk Appetite Statements are not applicable to this report.

Sustainability Considerations

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

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

26. The Audit and Risk Committee were provided with an update on the recruitment process on 24 January 2025.

Councillor Briefings

27. This item was not discussed at Councillor Briefings prior to being presented to Council for consideration.

4.12 Audit & Risk Committee Charter - 2025 Review

Council Plan

Author's Title:

General Manager:

Division:

Department:

Attachments:

Theme Seven - Accountable and Viable Council

Strategy 18 - Establish a sustainable financial position.

Risk and Compliance Officer

Gail Gatt, General Manager Strategy and Effectiveness

Strategy and Effectiveness

Integrity and Governance

1. 2024 - 2025 - Final Version - Audit and Risk Committee Charter [4.12.1 - 9 pages]
2. 2024 2025 Audit and Risk Committee Charter Tracked Change [4.12.2 - 9 pages]

Purpose

1. The purpose of this report is for Council to consider adopting the reviewed Audit and Risk Committee Charter.

Recommendation

That Council adopts the Audit and Risk Committee Charter (**Attachment 1**).

Outcome

2. Adoption of the updated Charter will enable the Audit and Risk Committee to continue to provide structured oversight of Council's governance, risk management, internal control practices and financial reporting.

Key Considerations

3. Council is required to approve an Audit and Risk Committee Charter that specifies the functions and responsibilities of the Audit and Risk Committee.
4. The current Audit and Risk Committee Charter outlines that the document must be reviewed annually by the Committee and recommended to Council for adoption.
5. There were a small number of minor changes proposed that have been noted by the Audit and Risk Committee.
6. One key change in the Charter is around the Personal Interests Returns:
7. At the 24 January 2025 Audit and Risk Committee meeting, the members discussed the Personal Interests Returns section of the Charter. Based on the discussion, the Audit and Risk committee being advisory committee, are not required under the *Local Government Act 2020* to complete the Personal Interest Returns form as they don't have any decision-making capacity, nevertheless, to facilitate the management of conflicts of interests, it is proposed that the committee will complete the initial and biannual personal interests returns with the exception that member's returns will not be made available for public inspection.
8. Personal Interests Returns must be lodged with the Chief Executive Officer by the prescribed due date.

Background

9. The Audit and Risk Committee reviewed and provided feedback about the Charter at its 24 January 2025. The Committee resolved that the attached Charter be recommended to Council for adoption.

Options

10. **Alternative Option 1** – That Council does not adopt the reviewed Audit and Risk Committee Charter as attached.

This option is not recommended by officers as the revised Charter has been recommended by the Audit and Risk Committee to ensure that it can perform its role adequately.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Seven - Accountable and Viable Council

Strategy 18 - Establish a sustainable financial position.

11. The Charter includes a section relating to the Committee's role in reviewing and providing advice about Council's financial position.

Financial Considerations

12. Financial management within the Charter remains unchanged. This section ensures appropriate application of Council's accounting policies and includes the Committee's review of quarterly financial reports, annual financial statements, Councillor and CEO reimbursements and financial risks.

Community Engagement

13. Community engagement was not undertaken for this review as the Charter is specific to the functions of the Audit and Risk Committee.

Statutory / Legal / Policy Considerations

14. Section 54(2) of the Act requires that an Audit and Risk Committee Charter is adopted and maintained which specifies the functions and responsibilities of the Committee. The reviewed Charter continues to comply with the requirements outlined in the Act.

Strategic Risk

15. Failure to meet Council's governance and compliance obligations
Inherent Risk Rating - *Serious*, Residual Risk Rating – *Medium*
16. By adopting the updated Audit and Risk Committee Charter, Council will enable the Audit and Risk Committee to continue to provide structured oversight of Council's governance, risk management, internal control practices and financial reporting.

Risk Rating

17. The risk rating associated with accepting this recommendation is low.

Risk Appetite

18. The Risk Appetite statement is not applicable to this report as the Audit and Risk Committee Charter is a legislative requirement.

Sustainability Considerations

19. There are no sustainability considerations associated with the report.

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

22. The Audit and Risk Committee resolved that the attached Charter be recommended to Council for adoption.

Audit and Risk Committee Meeting Date: 24 January 2025

<i>Feedback Received</i>	<i>Action Taken</i>
Feedback is presented as track changes in Attachment 2	The Committee's feedback was incorporated into the document presented.

Councillor Briefings

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

Councillor Briefing Date: 4 February 2025

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

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



Audit and Risk Committee Charter

Adopted by Council - February 2025



Purpose

In accordance with section 53(1) of the *Local Government Act 2020* (the Act), Council must establish an Audit and Risk Committee (the Committee). Pursuant to section 54(2) of the Act, this Charter specifies the functions and responsibilities of the Committee.

The purpose of the Committee is to provide a structured, systematic oversight of Council's governance, risk management and internal control practices. This serves to provide Council with confidence in the integrity of these practices.

Establishment

The Audit and Risk Committee has been established under Section 53 of the *Local Government Act 2020*.

Membership is established in accordance with this Charter and section 53 of the Act through resolution of Council.

Authority

The Audit and Risk Committee acts in an advisory capacity to the Council only and reports directly to the Council.

The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter.

To empower the Committee to discharge these responsibilities, Council authorises the Committee to:

- Provide advice and make recommendations to Council on matters within the Committee's areas of responsibility.
- Review key documents and reports that must be approved by the Council, including annual financial reports, annual performance statements, new or revised policies and other documents that assist in maintaining a strong internal control environment.
- Review and recommend to the Council, for approval the three-year rolling strategic internal audit plan, the annual internal audit plan and any major changes to them, ensuring the proposed strategic internal audit plan appropriately considers Council's strategic risks and allocated budget for the internal audit plan.
- Review and approve proposed scopes for each review in the annual internal audit plan.
- Meet solely with the Internal Auditor at least twice per year without management present.
- Meet solely with the External Auditor at least once per year without management present.
- Request, through the CEO, appropriate management support to enable the Committee to discharge its responsibilities effectively.
- Request, through the CEO, the attendance of Council Officers at meetings, and request the attendance of internal audit, external audit or other assurance providers, where appropriate.
- Request, through the CEO, or recommend directly to the Council, the appointment of relevant independent experts where the Committee considers that it is necessary in order to execute its responsibilities.

Pursuant to section 53(2) of the Act, the Committee does not have and, therefore, cannot exercise any executive powers, or management functions. The Committee does not have any delegated financial responsibility.

The scope, functions and responsibilities of the Committee are set out in this Charter. Any request made to Officers by the Committee that falls outside of the express provisions of this Charter will be assessed at the discretion of the Chief Executive Officer (CEO).



Role of the Committee

The Committee's functions and responsibilities, as dictated by section 54(2) of the Act, are to:

- (a) monitor the compliance of Council policies and procedures with—
 - (i) the overarching governance principles; and
 - (ii) the Act and the regulations, and any Ministerial directions;
- (b) monitor Council financial and performance reporting;
- (c) monitor and provide advice on risk management and fraud prevention systems and controls;
- (d) oversee internal and external audit functions.

The Committee must adopt an annual work plan to outline how the above listed activities will be achieved.

Responsibilities

Legislative Compliance

Council Policies

- Where a relevant Council policy/procedure has recently been reviewed by Officers, assess it against the overarching governance principles, the *Local Government Act 2020* and any other Act or Ministerial direction to monitor compliance prior to its presentation to the Council.
- From time to time provide insight into Council policies/procedures within areas of collective expertise.
- Where any change to legislation is made, review any relevant or effected policy for legislative compliance with the Act or Ministerial direction.
- Review the CEO Employment Matters Policy and Terms of Reference for the CEO Employment Matters Advisory Committee every three years and monitor compliance with the Act.

Financial Policies

- Consider recent developments in accounting principles or reporting practices that may affect Council, and assess any subsequent adaptations made to Council policies.
- Assess Council's accounting policies against the financial management principles (s.101 of the Act).
- Intermittently review the Council's Investment Policy.

Financial Management (including Performance Reporting)

Monitor Council's financial and performance reporting:

- Review the annual financial statements and annual performance statement and make any recommendations to Council concerning their adoption.
- Review Council's financial position via the receipt of a quarterly financial report.
- Review the appropriateness of the format and content of periodic management financial reports and performance statements to Council as required.
- Receive details of all Councillor and delegated Committee member reimbursements per section 40(2) of the Act.
- Receive details of CEO reimbursements.
- Review and monitor any financial risks, including current and future liabilities, any beneficial enterprises of Council, and any litigation, claim or contingency which could have a material effect on Council's financial position or operating result.
- Review accounting issues including asset revaluation, impairment consideration, new standards application and other technical accounting issues.
- Report to Council on any material financial issues which the Committee agrees may require action.



External Audit

Oversee Council's external audit functions:

- Review the annual external audit plan.
- Review the external audit interim audit report.
- Review the results as reported in the external closing audit report, including any:
 - difficulties encountered;
 - complex and/or unusual transactions;
 - related-party transactions; and
 - judgmental areas for adjustments recommended by the external auditors, for example, those involving valuation of assets and liabilities; environmental liability and other commitments and contingencies.
- Review the appropriateness, timeliness and effectiveness of the management comments made in response to any external auditor recommendations.
- Report to Council any significant issues identified upon completion of review and discussion with management and external auditors regarding the external audit report.
- Sight representation letters signed by management, considering their completeness and the appropriateness of information provided.
- Review the external auditor's performance.
- Maintain an awareness of local government performance audits undertaken by VAGO, ensuring Council have assessed any relevant recommendations and actioned accordingly (if required).
- At least annually, meet with the external auditor in an "in-camera" session, without management present.

Risk Management (including Business Continuity)

Monitor and provide advice on risk management:

- Review Council's risk appetite statement, risk management framework and risk register, including management's assessment of Council's risks.
- Review the process/es for effective identification of strategic and operational risks, and the processes for assessment, development and implementation of treatment plans.
- Review the appropriateness and effectiveness of Council's business continuity plans.
- Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.
- Receive reports from management, including management responses, on the findings of any examinations by regulatory or integrity agencies related to investigations relevant to Council or operations of Council, such as the Ombudsman, IBAC, and Victorian Local Government Inspectorate. Where action by management is required, monitor progress.

Internal Controls (including Fraud Controls)

Monitor and provide advice on fraud prevention systems and controls:

- Consider the effectiveness of internal controls for the security of information technology systems and applications.
- Review the effectiveness of established fraud controls in preventing or mitigating fraud, and any fraud policies.
- Review the compliance framework and assess its effectiveness in achieving legislative compliance.
- Review results and frequency of any control tests conducted relevant to cyber security, fraud and legislative compliance.
- Determine whether security, fraud and compliance systems and controls are reviewed regularly and updated where required.
- Review any significant changes to security, fraud and compliance systems and controls to assess whether those changes significantly impact Council's risk profile.
- Assess whether the control environment is consistent with the overarching governance principles.
- Review Council's gifts, benefits and hospitality register.



Internal Audit

Oversee Council's internal audit functions:

- Review and endorse the Internal Audit Charter.
- Work with management to make recommendations to Council on the appointment of the internal auditor.
- Review, make recommendations and recommend to the Council for approval of the draft three-year internal audit plan.
- Review the three year internal audit plan annually to ensure it remains current to the needs of the organisation.
- Review progress on the annual internal audit program.
- Review all internal audit reports, including management responses, and advise Council of and make any associated recommendations on any significant issues identified.
- Monitor action and progress taken by management on audit recommendations and the agreed management responses.
- Review the effectiveness of the internal audit function annually through the results of an internal audit survey administered by the internal auditors.
- At least twice annually, meet with the internal auditor in an "in-camera" session, without management present.

Committee

- Complete an annual self-assessment of committee performance against the Audit and Risk Committee Charter and provide a copy of the assessment to the CEO for tabling at the next Council meeting.
- Review the Audit and Risk Committee Charter and recommend for Council adoption annually.
- Review and adopt a work plan annually.
- Complete a biannual audit and risk report to the Council on the recommendations and activities of the Committee, with administrative support from Council Officers.

Where the Committee makes recommendations that are proposed to be addressed by Council with more immediacy than the biannual report will allow for, the meeting minutes, or a specific report addressing the recommendation/s made by the Committee will be drafted by Officers under the direction of the Committee Chair and submitted to the next practicable Council Meeting for debate and decision.

Membership

Appointment to the Committee will be in accordance section 53 of the Act.

In accordance with section 53(3) of the Act, the Audit and Risk Committee will consist of:

- Two Councillors; and
- A minimum of three, but up to four suitably qualified independent members.

Council's Gender Equality and Diversity Plan will be considered as part of membership recruitment.

In accordance with section 53(4) of the Act, no member of Council staff is eligible for appointment to the Committee. The CEO, General Manager Strategy and Effectiveness and Council's internal auditors are not members but may attend meetings in an advisory capacity.

Council's external auditors will be invited to attend meetings at least twice annually in an advisory capacity.

Independent Member Qualifications

The evaluation of potential members will be undertaken by a selection panel including the CEO (or their delegate), the Committee Chair and two Councillor representatives. The panel will take into account the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills. A recommendation for appointment will then be made by the selection panel to Council.



The following key attributes are required when appointing independent members:

Individuals should have:

- Senior business or financial management/reporting knowledge and experience.
- High levels of financial literacy.
- An understanding of corporate risk management, and risk management practices including treatments, mitigations and controls.
- Knowledge of Council's operations and the environment in which it operates.
- Strong communication skills.
- High levels of personal integrity and ethics.
- Sufficient time available to devote to executing responsibilities.

The Committee should collectively have:

- Expertise in financial management and risk.
- Experience in public sector management.

Term of Office

Appointment of independent members shall be for a maximum single term of four years, with the maximum total length of appointment being no more than two terms or eight years.

Any proposal to extend or reappoint an independent member beyond the initial four year term will be done with consideration of the member's performance over their first term.

Terms of appointment for each individual independent member will be determined by Council resolution.

Councillor representatives are appointed by Council annually for a term of one year.

Appointment of the Chair

The Chair will be appointed by Council resolution. In accordance with section 53(4) of the Act, the Chair must be an independent member of the Committee and cannot be a Councillor.

Role of the Chair

The role of the Committee Chair includes:

- Assisting in determining the agenda for Committee meetings.
- Chairing meetings of the Committee in accordance with the meeting agenda.
- Preparation of a biannual audit and risk report that is to be provided to the CEO for tabling at the next practicable Council meeting. The report must describe the activities of the Audit and Risk Committee and include its findings and recommendations.
- Circulating the annual self-assessment, and collating and sharing the results with Committee members and with the CEO for tabling at the next practicable Council meeting.

The Chair shall have a casting vote on occasions where there is an equal tally of votes on a matter.

Quorum

At least three members of the Committee are in attendance, two of whom are independent members and one Councillor. Councillor to have a proxy if required.



Meetings

Meetings are to be held in accordance with Chapter 2, Part 4, section 3 of the Governance Rules.

A minimum of five meetings are to be held each year in accordance with the approximate times listed below, with each of these meetings having a main focus:

March:	Risk Management, Business Continuity Plan, and External Audit Plan.
May:	Strategic Internal Audit Plan and Audit Program, External Audit Interim Audit Report.
July:	Policies and Internal Audit progress.
September:	Financial Statements and Performance Statement, and External Audit Report.
November:	Annual Committee self-assessment, Audit and Risk Committee Charter review, adopt Annual Work Plan and review Internal Controls.

A schedule of meetings will be developed annually and agreed to by members. All committee members are expected to attend all meetings, although in special circumstances allowances may be made for attendance via video or teleconference.

Where the Committee determines additional meetings are required, this is to be done in consultation with the CEO to ensure feasibility and resource management.

In the absence of the appointed Chair, the Committee will appoint an acting Chair from the independent members present.

Agendas will be prepared and distributed no later than four business days in advance of the meeting. Meetings will be minuted and the minutes will be distributed to members. Committee meeting minutes will be distributed to Councillors once finalised and approved for circulation by the Committee Chair.

Council shall provide the Committee with secretarial and administration support.

The Mayor may attend ex-officio and participate in meetings, however the Mayor has no voting rights.

Attendance at meetings by non-member Councillors, other than the Mayor, is encouraged in an observational capacity only. Non-member Councillors have no voting rights and are not to participate in meetings unless their participation is requested by the Chair.

Conflict of Interest

Committee recommendations must be transparent and accountable to the Council to maintain the integrity of the Committee. Division 2 of Part 6 of the Act applies to independent members, as if the member were a member of a delegated Committee. An independent member has a conflict of interest if they have:

- a general conflict of interest within the meaning of section 127 of the Act
- a material conflict of interest within the meaning of section 128 of the Act.

External members should consider past employment, consultancy arrangements and related party issues in making these declarations and the Council, in consultation with the Chair, should be satisfied that there are sufficient processes in place to manage any real or perceived conflict.

If a conflict of interest exists, it must be declared and managed. Committee members are required to declare any conflict of interest in accordance with the Governance Rules.

At the beginning of each committee meeting, members are required to declare any conflict of interest that may apply to specific matters on the meeting agenda. Where a conflict is declared, the member will be excused from the meeting for the duration of the committee's consideration of the relevant agenda item(s). Details of any declared conflict of interest will be appropriately recorded in the minutes.



Personal Interests Returns

To facilitate the management of conflicts of interests, members are required to complete initial and biannual personal interests returns as prescribed in the *Local Government Act 2020* and associated Regulations, with the exception that member's returns will not be made available for public inspection. All interests returns must be lodged with the Chief Executive Officer by the prescribed due date.

Confidentiality

Committee members shall act in accordance with section 125 of the Act regarding confidential information. Committee members shall not directly or indirectly release or make available to any person any information relating to the work or discussions of the Audit & Risk Committee, including documentation that is or was in their possession. Any exception to this must be in accordance with section 125(2) or section 125(3) of the Act or must be agreed to by and in accordance with any terms stipulated by Surf Coast Shire Council.

Misuse of Position

Section 123 of the Act applies to independent members as if they were a member of a delegated Committee. The independent member must not intentionally misuse their position -

- to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
- to cause, or attempt to cause, detriment to the Council or another person.

Remuneration

External members of the Committee will be offered remuneration for carrying out their duties.

The amount is to be set by Council following receipt of a report from management considering a review of remuneration levels across the sector and including recommendations for increase biennially.

Removal of a Member

If the Council proposes to remove a member of the Committee, it must give written notice of its intention to do so and afford the member an opportunity to be heard by Council.



APPENDIX 1 – Local Government Act 2020 Principles

<p>Section 9 Overarching Principles</p> <p>Governance</p>	<ul style="list-style-type: none"> a) Council decisions are to be made and actions taken in accordance with the relevant law; b) priority is to be given to achieving the best outcomes for the municipal community, including future generations; c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted; d) the municipal community is to be engaged in strategic planning and strategic decision making; e) innovation and continuous improvement is to be pursued; f) collaboration with other Councils and Governments and statutory bodies is to be sought; g) the ongoing financial viability of the Council is to be ensured; h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making; i) the transparency of Council decisions, actions and information is to be ensured.
<p>Section 101 Financial Principles</p> <p>Management</p>	<ul style="list-style-type: none"> a) revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans; b) financial risks must be monitored and managed prudently having regard to economic circumstances; c) financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community; d) accounts and records that explain the financial operations and financial position of the Council must be kept. <p>For the purposes of the financial management principles, financial risk includes any risk relating to the following—</p> <ul style="list-style-type: none"> (a) the financial viability of the Council; (b) the management of current and future liabilities of the Council; (c) the beneficial enterprises of the Council.



Audit and Risk Committee Charter

*Adopted by Council - ~~December-February~~
2025~~2022~~*



Purpose

In accordance with section 53(1) of the *Local Government Act 2020* (the Act), Council must establish an Audit and Risk Committee (the Committee). Pursuant to section 54(2) of the Act, this Charter specifies the functions and responsibilities of the Committee.

The purpose of the Committee is to provide a structured, systematic oversight of Council's governance, risk management and internal control practices. This serves to provide Council with confidence in the integrity of these practices.

Establishment

The Audit and Risk Committee has been established under Section 53 of the *Local Government Act 2020*.

Membership is established in accordance with this Charter and section 53 of the Act through resolution of Council.

Authority

The Audit and Risk Committee acts in an advisory capacity to the Council only and reports directly to the Council.

The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter.

To empower the Committee to discharge these responsibilities, Council authorises the Committee to:

- Provide advice and make recommendations to Council on matters within the Committee's areas of responsibility.
- Review key documents and reports that must be approved by the Council, including annual financial reports, annual performance statements, new or revised policies and other documents that assist in maintaining a strong internal control environment.
- Review and recommend to the Council, for approval the three-year rolling strategic internal audit plan, the annual internal audit plan and any major changes to them, ensuring the proposed strategic internal audit plan appropriately considers Council's strategic risks and allocated budget for the internal audit plan.
- Review and approve proposed scopes for each review in the annual internal audit plan.
- Meet solely with the Internal Auditor at least twice per year without management present.
- Meet solely with the External Auditor at least once per year without management present.
- Request, through the CEO, appropriate management support to enable the Committee to discharge its responsibilities effectively.
- Request, through the CEO, the attendance of Council Officers at meetings, and request the attendance of internal audit, external audit or other assurance providers, where appropriate.
- Request, through the CEO, or recommend directly to the Council, the appointment of relevant independent experts where the Committee considers that it is necessary in order to execute its responsibilities.

Pursuant to section 53(2) of the Act, the Committee does not have and, therefore, cannot exercise any executive powers, or management functions. The Committee does not have any delegated financial responsibility.

The scope, functions and responsibilities of the Committee are set out in this Charter. Any request made to Officers by the Committee that falls outside of the express provisions of this Charter will be assessed at the discretion of the Chief Executive Officer (CEO).



Role of the Committee

The Committee's functions and responsibilities, as dictated by section 54(2) of the Act, are to:

- (a) monitor the compliance of Council policies and procedures with—
 - (i) the overarching governance principles; and
 - (ii) the Act and the regulations, and any Ministerial directions;
- (b) monitor Council financial and performance reporting;
- (c) monitor and provide advice on risk management and fraud prevention systems and controls;
- (d) oversee internal and external audit functions.

The Committee must adopt an annual work plan to outline how the above listed activities will be achieved.

Responsibilities

Legislative Compliance

Council Policies

- Where a relevant Council policy/procedure has recently been reviewed by Officers, assess it against the overarching governance principles, the *Local Government Act 2020* and any other Act or Ministerial direction to monitor compliance prior to its presentation to the Council.
- From time to time provide insight into Council policies/procedures within areas of collective expertise.
- Where any change to the legislation is made, review any relevant or effected policy for legislative compliance with the Act or Ministerial direction.
- Review the CEO Employment Matters Policy and Terms of Reference for the CEO Employment Matters Advisory Committee every three years and monitor compliance with the Act.

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- Assess Council's accounting policies against the financial management principles (s.101 of the Act).
- Intermittently review the Council's Investment Policy.

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- Receive details of all Councillor and delegated Committee member reimbursements per section 40(2) of the Act.
- Receive details of CEO reimbursements.
- Review and monitor any financial risks, including current and future liabilities, any beneficial enterprises of the Council, and any litigation, claim or contingency which could have a material effect on Council's financial position or operating result.
- Review accounting issues including asset revaluation, impairment consideration, new standards application and other technical accounting issues.
- Report to Council on any material financial issues which the Committee agrees may require action.



External Audit

Oversee Council's external audit functions:

- Review the annual external audit plan.
- Review the external audit interim audit report.
- Review the results as reported in the external closing audit report, including any:
 - difficulties encountered;
 - complex and/or unusual transactions;
 - related-party transactions; and
 - judgmental areas for adjustments recommended by the external auditors, for example, those involving valuation of assets and liabilities; environmental liability and other commitments and contingencies.
- Review the appropriateness, timeliness and effectiveness of the management comments made in response to any external auditor recommendations.
- Report to Council any significant issues identified upon completion of review and discussion with management and external auditors regarding the external audit report.
- Sight representation letters signed by management, considering their completeness and the appropriateness of information provided.
- Review the external auditor's performance.
- Maintain an awareness of local government performance audits undertaken by VAGO, ensuring Council have assessed any relevant recommendations and actioned accordingly (if required).
- At least annually, meet with the external auditor in an "in-camera" session, without management present.

Risk Management (including Business Continuity)

Monitor and provide advice on risk management:

- Review Council's risk appetite statement, risk management framework and risk register, including management's assessment of Council's risks.
- Review the process/es for effective identification of strategic and operational risks, and the processes for assessment, development and implementation of treatment plans.
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- Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.
- Receive reports from management, including management responses, on the findings of any examinations by regulatory or integrity agencies related to investigations relevant to Council or operations of the Council, such as the Ombudsman, IBAC, and Victorian Local Government Inspectorate. Where action by management is required, monitor progress.

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- Review the compliance framework and assess its effectiveness in achieving legislative compliance.
- Review results and frequency of any control tests conducted relevant to cyber security, fraud and legislative compliance.
- Determine whether security, fraud and compliance systems and controls are reviewed regularly and updated where required.
- Review any significant changes to security, fraud and compliance systems and controls to assess whether those changes significantly impact Council's risk profile.
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- Review Council's gifts, benefits and hospitality register.



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Oversee Council's internal audit functions:

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- Work with management to make recommendations to ~~the~~ Council on the appointment of the internal auditor.
- Review, ~~make~~ recommendations and recommend to the Council for approval of the draft ~~three year~~ ~~three-year~~ internal audit plan.
- Review the three year internal audit plan annually to ensure it remains current to the needs of the organisation.
- Review progress on the annual internal audit program.
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- Review the effectiveness of the internal audit function annually ~~through~~ the results of ~~an~~ internal audit survey administered by the internal auditors.
- At least twice annually, meet with the internal auditor in an "in-camera" session, without management present.

Committee

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- Review the Audit and Risk Committee Charter and recommend for Council adoption annually.
- Review and adopt a work plan annually.
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Appointment to the Committee will be in accordance section 53 of the Act.

In accordance with section 53(3) of the Act, the Audit and Risk Committee will consist of:

- Two Councillors; and
- A minimum of three, but up to four suitably qualified independent members.

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Independent Member Qualifications

The evaluation of potential members will be undertaken by a selection panel including the ~~Chief Executive Officer~~CEO (or their delegate), the Committee Chair and two Councillor representatives. The panel will take into account the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills. A recommendation for appointment will then be made by the selection panel to Council.



The following key attributes are required when appointing independent members:

Individuals should have:

- Senior business or financial management/reporting knowledge and experience.
- High levels of financial literacy.
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- Knowledge of Council's operations and the environment in which it operates.
- Strong communication skills.
- High levels of personal integrity and ethics.
- Sufficient time available to devote to executing responsibilities.

The Committee should collectively have:

- Expertise in financial management and risk.
- Experience in public sector management.

Term of Office

Appointment of independent members shall be for a maximum single term of four years, with the maximum total length of appointment being no more than two terms or eight years.

Any proposal to extend or reappoint an independent member beyond the initial four year term will be done with consideration of the member's performance over their first term.

Terms of appointment for each individual independent member will be determined by Council resolution.

Councillor representatives are appointed by Council annually for a term of one year.

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Role of the Chair

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- Assisting in determining the agenda for Committee meetings.
- Chairing meetings of the Committee in accordance with the meeting agenda.
- Preparation of a biannual audit and risk report that is to be provided to the CEO for tabling at the next practicable Council meeting. The report must describe the activities of the Audit and Risk Committee and include its findings and recommendations.
- Circulating the annual self-assessment, and collating and sharing the results with Committee members and with the CEO for tabling at the next practicable Council meeting.

The Chair shall have a casting vote on occasions where there is an equal tally of votes on a matter.

Quorum

At least three members of the Committee are in ~~attendance, two~~attendance, two of whom are independent members and one Councillor. Councillor to have a proxy if required.



Meetings

Meetings are to be held in accordance with Chapter 2, Part 4, section 3 of the Governance Rules.

A minimum of five meetings are to be held each year in accordance with the approximate times listed below, with each of these meetings having a main focus:

March:	Risk Management, Business Continuity Plan, and External Audit Plan.
May:	Strategic Internal Audit Plan and Audit Program, External Audit Interim Audit Report.
July:	Policies and Internal Audit progress.
September:	Financial Statements and Performance Statement, and External Audit Report.
November:	Annual Committee self-assessment, <u>Audit and Risk Committee ARC</u> Charter review, adopt Annual Work Plan and review Internal Controls.

A schedule of meetings will be developed annually and agreed to by members. All committee members are expected to attend all meetings, although in special circumstances allowances may be made for attendance via video or teleconference.

Where the Committee determines additional meetings are required, this is to be done in consultation with the CEO to ensure feasibility and resource management.

In the absence of the appointed Chair, the Committee will appoint an acting Chair from the independent members present.

Agendas will be prepared and distributed no later than four business days in advance of the meeting. Meetings will be minuted and the minutes will be distributed to members. Committee meeting minutes will be distributed to Councillors once finalised and approved for circulation by the Committee Chair.

Council shall provide the Committee with secretarial and administration support.

The Mayor may attend ex-officio and participate in meetings, however the Mayor has no voting rights.

Attendance at meetings by non-member Councillors, other than the Mayor, is encouraged in an observational capacity only. Non-member Councillors have no voting rights and are not to participate in meetings unless their participation is requested by the Chair.

Conflict of Interest

Committee recommendations must be transparent and accountable to the Council to maintain the integrity of the Committee. Division 2 of Part 6 of the Act applies to independent members, as if the member were a member of a delegated Committee. An independent member has a conflict of interest if they have:

- a general conflict of interest within the meaning of section 127 of the Act
- a material conflict of interest within the meaning of section 128 of the Act.

External members should consider past employment, consultancy arrangements and related party issues in making these declarations and the Council, in consultation with the Chair, should be satisfied that there are sufficient processes in place to manage any real or perceived conflict.

If a conflict of interest exists, it must be declared and managed. Committee members are required to declare any conflict of interest in accordance with the Governance Rules.

At the beginning of each committee meeting, members are required to declare any conflict of interest that may apply to specific matters on the meeting agenda. Where a conflict is declared, the member will be excused from the meeting for the duration of the committee's consideration of the relevant agenda item(s). Details of any declared conflict of interest will be appropriately recorded in the minutes.



Personal Interests Returns

To facilitate the management of conflicts of interests, members are required to complete initial and biannual personal interests returns as prescribed in the *Local Government Act 2020* and associated Regulations, with the exception that member's returns will not be made available for public inspection. All interests returns must be lodged with the Chief Executive Officer by the prescribed due date. Members must comply with the same requirements as a 'specified person' as outlined in section 132 of the Act, and are therefore required to complete initial and biannual personal interests returns in accordance with sections 132-136 of the Act. A summary of the Committee's personal interests will be published on the Council's website in accordance with section 10 of the Local Government (Governance and Integrity) Regulations 2020.

Confidentiality

Committee members shall act in accordance with section 125 of the Act regarding confidential information. Committee members shall not directly or indirectly release or make available to any person any information relating to the work or discussions of the Audit & Risk Committee, including documentation that is or was in their possession. Any exception to this must be in accordance with section 125(2) or section 125(3) of the ~~Act, or Act or~~ must be agreed to by and in accordance with any terms stipulated by Surf Coast Shire Council.

Misuse of Position

Section 123 of the Act applies to independent members as if they were a member of a delegated Committee. The independent member must not intentionally misuse their position -

- to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
- to cause, or attempt to cause, detriment to the Council or another person.

Remuneration

External members of the Committee will be offered remuneration for carrying out their duties.

The amount is to be set by Council ~~following receipt of a and Council will report from management considering a review of remuneration levels across the sector and including recommendations for increase biennialbiennially every two years in line with the recruitment of membership.~~

Removal of a Member

If the Council proposes to remove a member of the ~~Committee~~Committee, it must give written notice of its intention to do so and afford the member an opportunity to be heard by Council.



APPENDIX 1 – Local Government Act 2020 Principles

<p>Section 9 Overarching Principles</p> <p>Governance</p>	<ul style="list-style-type: none"> a) Council decisions are to be made and actions taken in accordance with the relevant law; b) priority is to be given to achieving the best outcomes for the municipal community, including future generations; c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted; d) the municipal community is to be engaged in strategic planning and strategic decision making; e) innovation and continuous improvement is to be pursued; f) collaboration with other Councils and Governments and statutory bodies is to be sought; g) the ongoing financial viability of the Council is to be ensured; h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making; i) the transparency of Council decisions, actions and information is to be ensured.
<p>Section 101 Financial Principles</p> <p>Management</p>	<ul style="list-style-type: none"> a) revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans; b) financial risks must be monitored and managed prudently having regard to economic circumstances; c) financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community; d) accounts and records that explain the financial operations and financial position of the Council must be kept. <p>For the purposes of the financial management principles, financial risk includes any risk relating to the following—</p> <ul style="list-style-type: none"> (a) the financial viability of the Council; (b) the management of current and future liabilities of the Council; (c) the beneficial enterprises of the Council.

4.13 Project Budget Adjustments and Cash Reserve Transfers - February 2025

Council Plan	Theme Seven - Accountable and Viable Council
Author's Title:	Strategy 18 - Establish a sustainable financial position.
General Manager:	Management Accountant
Division:	Gail Gatt, General Manager Strategy and Effectiveness
Department:	Strategy and Effectiveness
Attachments:	Finance
	Nil

Purpose

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

Recommendation

That Council approves the project budget adjustments outlined in Tables 1 to 6 of this report, with the net changes to cash reserves summarised below:

Funding Sources	2024-25 Transfers From/(To) Reserve \$
Adopted Strategy Implementation Reserve Asset	39,000
Renewal Reserve	(50,002)
Torquay Jan Juc DCP Reserve	736,248
Grand Total	725,246

Outcome

2. This report regularly brings decisions to Council about material changes to project budgets and provides visibility about CEO approved project changes. Material project budget transfers or new projects endorsed by the Executive Management Team which not yet approved by Council are presented for approval. This process ensures that Councillors decide on changes and are kept informed; whilst allowing for smooth project delivery. The report also provides transparency for the community.

Key Considerations

3. This report contributes to Council's financial management principles by recording the allocation and movement of project funds that may impact on current and future budgets.
4. This report contributes to public transparency by ensuring that the allocation and movement of project funds is made available to the community.

Background

5. The project budget adjustments presented in this report relate to the 2024-25 financial year. All figures in this report are exclusive of GST.
6. The following project adjustments, detailed in Table 1, are projects that require adjustments to their approved budgets to allow achievement of project scope and objectives, or there is a request to adjust project scope. The project adjustments in Table 1 have been endorsed by the Executive Management Team.

Table 1 - Projects Requiring Adjustment

Project Name	Funding Source	Basis for Variation	Project Allocation Increase/ (Decrease) \$	Amended Project Budget
Cape Otway Rd West- Kildean Road – Black Spot Improvements	Grant Funded	Black Spot road safety works. Project completed with all scope delivered in full compliance with the grant agreement. Works came in under budget. Officers investigated opportunities to use unspent grant funds however were unsuccessful in finding works that would qualify under the grant conditions. Grant agreement was for \$239,856. Actual expenditure of this grant amount was \$174,766.	(65,090)	174,766
Ghazeeppore Road - Blackgate Road and Coombes Road – Black Spot Improvements	Grant Funded	Black Spot road safety works. Project completed with all scope delivered in full compliance with the grant agreement. Works came in under budget. Officers investigated opportunities to use unspent grant funds however were unsuccessful in finding works that would qualify under the grant conditions. Grant agreement was for \$272,688. Actual expenditure of this grant amount was \$217,872.	(54,816)	217,872

Project Name	Funding Source	Basis for Variation	Project Allocation Increase/ (Decrease) \$	Amended Project Budget
Pollocksford Road Bridge	Grant Funded	Decision made to renew Pollocksford Road bridge to current standard, as the grant funding provided was insufficient to upgrade the bridge. Therefore, works no longer eligible under the grant funding program. Return of grant funding to Commonwealth grant program Heavy Vehicle Safety and Productivity.	(2,800,000)	785,362
Pollocksford Road Bridge	Partner Contribution Funded	Funding contribution from Golden Plains Shire to Pollocksford Road Bridge renewal. (\$400,000 in 2024/25 and \$400,000 in 2025/26).	800,000	1,585,362
Torquay North Open Space Pathways (PC02) and Landscaping (OR01)	Torquay Jan Juc DCP Reserve	Design for Torquay North Open Space Pathways and Landscaping completed. Bring forward construction to this year to help resolve on going safety and illegal parking issues within this reserve, caused by parents accessing the Torquay Coast Primary School.	500,000	534,402
Deep Creek Linear Reserve Masterplan Implementation Stage 2 – Pathways (OR06)	Torquay Jan Juc DCP Reserve	Detailed design completed. Quantity surveyor estimate identifies shortfall in funding for boardwalk.	270,000	466,017
Light Fleet Renewal	Asset Renewal Reserve	Program fully allocated to purchases. No further funds required and uncommitted to be return to Asset Renewal Reserve.	(50,000)	5,000

Project Name	Funding Source	Basis for Variation	Project Allocation Increase/ (Decrease) \$	Amended Project Budget
RACV Stormwater Harvest Agreement Licence	Partner Contribution Funded	RACV Stormwater Harvest Agreement Licence executed for annual connection and access fee. 2024-25 contribution \$7,168.	7,168	32,355
FReeZA Project	Grant Funded	State government funding for FReeZA program January 2025 to December 2027. Funding is to deliver youth-friendly live events in environments that are drug, alcohol and smoke free.	120,000	142,258
Early Years School Readiness	Grant Funded	Department of Education School Readiness funding program. Funding addresses educational disadvantage through building capacity of educators and families to respond to children's learning and development. Priority outcome areas of communication, wellbeing and access, inclusion and participation. Funding allocation is January 2025 to December 2026.	146,693	239,607
Engage Program	Grant Funded	State government funding for Engage program January 2025 to December 2027. Funding is to deliver a diverse range of youth participation and engagement activities.	120,000	141,725
Safer Cycling Strategy Delivery Program	Project Account	Council contribution from the Safer Cycling Strategy Delivery program to the Transport Accident Commission Analysis of Smart Bicycle Light Data, Torquay project per grant funding agreement.	(6,000)	33,120
Analysis of Smart Bicycle Light Data, Torquay			6,000	36,000

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

Table 2 – New Projects

Project Name	Funding Source	Basis for Variation	Project Allocation Increase/ (Decrease) \$
Victorian Storms Damage Commencing 25 August 2024 - Hail, Rain and Wind	Grant Funded	Officers have completed the claim estimate for the value of emergency storm damage response works incurred by Council from the storm commencing 25 August 2024. The joint Australian, State and Territory government Disaster Recovery Funding Arrangements (DRFA) provide a range of financial assistance to natural disaster-declared events such as this instance for Surf Coast Shire. The officer assessment has considered the claim guidance available. The claim will be submitted for assessment and funds will be received following claim assessment by DRFA. The claim is for the reactive emergency works required immediately after the storm event across the Shire.	98,093
Analysis of Smart Bicycle Light Data, Torquay	Grant Funded	Transport Accident Commission grant funding for Analysis of Smart Bicycle Light Data, Torquay. The project will utilise the smart bicycle light data, crash, volume & speed data and community input to identify ten priority locations to implement safe system aligned cycling improvements.	30,000

Project closures detailed in Table 3 have been endorsed at an Executive Management Team meeting.

Table 3 – Closed Projects

Project Name	Funding Source	Basis for Variation	Project Allocation Increase/ (Decrease) \$
Winchelsea Tree Planting Program	Project Savings Account	Scope complete. Life of project cost \$49,495.	(5)
Parklet Pilot Program	Project Savings Account	Scope complete. Life of project cost \$2,219.	Nil.
Cape Otway Rd West-Kildean Road – Black Spot Improvements	Grant Funded	Scope complete. Black Spot grant funding. Life of project cost \$174,766.	Nil.
Ghazeeopore Road - Blackgate Road and Coombes Road – Black Spot Improvements	Grant Funded	Scope complete. Black Spot grant funding. Life of project cost \$217,872.	Nil.
Torquay Central and North - Playground & Landscaping	Torquay Jan Juc DCP Reserve	Scope complete. Works In Kind Payment to Developer for construction of Quay 2 playground. Life of project cost \$100,000.	(33,752)
Torquay front beach access steps and ramps	Torquay Jan Juc DCP Reserve	Scope complete. Levy payment to GORCAPA who delivered the Torquay front beach access steps and ramps. Life of project cost \$149,872	Nil.
Brickmakers Road - Deans Marsh Road intersection sealing	Grant Funded	Scope complete. Roads to Recovery program funding. Life of project cost \$48,629.	Nil.
Elkington Road - Gundrys Road Intersection sealing	Grant Funded	Scope complete. Roads to Recovery program funding. Life of project cost \$35,091.	Nil.

Project Name	Funding Source	Basis for Variation	Project Allocation Increase/ (Decrease) \$
Point Impossible Road - Blackgate Road intersection sealing	Asset Renewal Reserve	Scope complete. Life of project cost \$124,177	(2)
Dickins Road - Ghazeepore Road intersection sealing section	Grant Funded	Scope complete. Roads to Recovery program funding. Life of project cost \$62,784.	Nil.
Pettavel Road - Mt Duneed Road intersection sealing section	Grant Funded	Scope complete. Roads to Recovery program funding. Life of project cost \$82,993.	Nil.
Ervin Road - Cape Otway Road intersection sealing section	Grant Funded	Scope complete. Roads to Recovery program funding. Life of project cost \$45,098.	Nil.
Dangers Road - Layards Road intersection sealing section	Grant Funded	Scope complete. Roads to Recovery program funding. Life of project cost \$58,817.	Nil.
Significant Landscape Study Torquay	Adopted Strategy Implementation Reserve	The Significant Landscape Study was identified in the lead up to the work done by the state government on the Distinctive Area Landscapes for Surf Coast. Now this had been introduced by the State Government there is no longer any need to undertake this study. Funds to be returned from the Adopted Strategy Reserve.	(39,000)
	Project Savings Account		

Table 4 contains projects that have been endorsed under Council delegation by the Chief Executive Officer.

Table 4 – CEO Approved Transfers

Project Name	Funding Source	Basis for Variation	Project Allocation Increase/ (Decrease) \$
Nil			

Table 5 contains corrections or adjustments to prior reports presented to Council.

Table 5 – Corrections to Prior Reports

Project Name	Funding Source	Basis for Variation	Project Allocation Increase/ (Decrease) \$
Nil			

Table 6 – Accumulated Unallocated Cash Reserve Movements

Accumulated Unallocated Cash Reserve	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000
Opening Balance	9,087	9,204	8,430	6,619
Budgeted Annual Surplus/(Deficit)	169	(774)	(1,621)	(1,742)
Transfer for Project Funding	-	-	(190)	(190)
Net Allocations During Year (From)/To	(52)	-	-	-
New Allocations Proposed (From)/To	-	-	-	-
Closing Balance *	9,204	8,430	6,619	4,687

Accumulated Unallocated Cash Reserve	2024-25 \$'000
Net Allocations During Year (From)/To	
325 Mousley Drive Winchelsea Divestment	(32)
Landscaping of Stribling Reserve Pavilion Grounds (which will be offset in Recurrent Operations)	(20)
Net Allocations (From)/To	(52)
New Allocations Proposed (From)/To	
Nil	
Total New Net Allocations (From)/To	-

*Note: Includes budgeted annual surplus/(deficit) as per Adopted Budget 2024-25.

Options

7. **Alternative Option 1** – Not approve transfers as recommended.

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

Council Plan (including Health and Wellbeing Plan) Statement

Theme Seven - Accountable and Viable Council

Strategy 18 - Establish a sustainable financial position.

Financial Considerations

8. This report contributes to Council's financial management principles by recording the allocations and movements of project funds that may impact on the budget, current and future, and the achievement the Council Plan strategies and objectives.

Community Engagement

9. Community engagement was not undertaken on the content of this report. Many projects are subject to community engagement on scope and project completion is regularly communicated to community members involved in projects and the wider community. This report contributes to public transparency by ensuring that the allocation and movement of project funds is made available to the community.

Statutory / Legal / Policy Considerations

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

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

Strategic Risk

11. **Failure to deliver outcomes in line with community needs**

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

Risk Rating

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

Risk Appetite

13. This report relates to the ordinary business of Council and no Risk Appetite Statement is relevant.

Risk Assessment

14. If Council did not receive this report, this would risk public transparency and potentially reduce the financial rigour applied to managing projects.

15. Decisions in this report support project delivery and the implementation of the Council Plan (including Health and Wellbeing Plan 2021-25).

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

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

Councillor Briefings

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

Councillor Briefing Date: 3 December 2024

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

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

4.14 Councillor Expenses and Attendance at Meetings - October to December 2024

Council Plan

Theme Seven - Accountable and Viable Council

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

Author's Title:

Senior Governance Officer

General Manager:

Gail Gatt, General Manager Strategy and Effectiveness

Division:

Strategy and Effectiveness

Department:

Integrity and Governance

Attachments:

1. Councillor Expenditure Report - December 2024 Quarter [4.14.1 - 1 page]
2. Councillor Attendance at Meetings Summary - December 2024 Quarter [4.14.2 - 1 page]

Purpose

1. The purpose of this report is to present the Councillor allowances, expenses, and attendance at meetings for the December 2024 quarter.

Recommendation

That Council:

1. Notes the Councillor Allowances and Expenses Summary for the December 2024 quarter (**Attachment 1**); and
2. Publishes the Councillor Allowances and Expenses Summary (**Attachment 1**) on Council's website; and
3. Notes the Councillor Attendance at Meetings Summary for the December 2024 quarter (**Attachment 2**).

Outcome

2. The adoption of this recommendation will ensure compliance with SCS-001 Councillor Entitlements, Expenses and Facilities Policy. The publication of these records provides transparent, accountable, and open communication of Council information.

Key Considerations

3. Councillor allowances and expenses are defined in the *Local Government (Planning and Reporting) Regulations 2020* by the following categories:
 - 3.1. Travel expenses; and
 - 3.2. Professional development expenses; and
 - 3.3. Expenses to support the performance of the role.
4. These expenses are further broken down in **Attachment 1** to ensure that the reporting is presented in a format which is as transparent as possible.

5. Any contributions paid by Councillors towards phone and internet usage are also included in the summary. It should be noted that payments are included at the time they are paid rather than when the expense is incurred.
6. Council reports on Councillor attendance at meetings in its Annual Report, as well as quarterly to Council. Councillor attendance is recorded for Council meetings (including Special Council Meetings for Hearing Submissions) as well as other meetings held under the auspices of Council (e.g. Councillor briefings).

Background

7. The *Local Government Act 2020* (the Act) outlines that the Mayor and Councillors are paid an allowance and are provided with the appropriate tools and support to enable them to properly undertake their statutory obligations.
8. The Act requires councils to adopt and maintain a policy in relation to the reimbursement of expenses to councillors.
9. The Councillor Entitlements, Expenses and Facilities Policy (SCS-001) outlines the level of resources and support that is provided to Councillors to enable them to effectively carry out official duties.

Options

10. **Alternative Option 1** – That Council does not note or publish quarterly summary of Councillor allowances and expenses.

This option is not recommended by officers as it limits public access to Councillor reporting and does not align with government regulations and best practice reporting.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Seven - Accountable and Viable Council

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

Financial Considerations

11. Councillor allowances and reimbursement of expenses are included in the annual budget and managed in accordance with the Act and Council's Councillor Entitlements, Expenses and Facilities Policy.

Community Engagement

12. No community engagement has been undertaken on this report as it relates to a statement of expenses and attendance.

13. In line with public transparency principles outlined in the Act, quarterly and annual reporting on Councillor allowances and expenses and Councillor attendance promotes transparency with the community.

Statutory / Legal / Policy Considerations

14. The *Local Government (Planning and Reporting) Regulations 2020* requires Council to disclose the details of allowances and expenses for each Councillor, divided into certain defined categories in its annual report.
15. Council resolved to make Councillor allowances and expenses available to the public through quarterly reporting to Council and to publish these reports on Council's website.
16. Councillor allowances and reimbursement of expenses are managed in accordance with the Act and Council's Councillor Entitlements, Expenses and Facilities Policy.

Strategic Risk

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

Risk Rating

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

Sustainability Considerations

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

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

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

Council Briefings

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

QUARTERLY TABLE - Update Date Range for the Quarter Period being Reported - need also to update formulas to pick up relevant Quarter report columns from 'Output Pivots'

Surf Coast Shire Council Councillor Expenses Summary Between 1 October 2024 to 31 December 2024							
Councillor	Allowances (\$)	Travel (\$)	Professional Development (\$)	Car Mileage (\$)	Civic Duty or Event (\$)	Expenses to Support the Performance of the Role (\$)	Total (\$)
Cr Adrian Schonfelder	6,544	55	-	1,473	-	80	8,042
Cr Gary Allen	3,403	60	-	-	-	54	3,517
Cr Heather Wellington	3,403	-	-	-	-	54	3,457
Cr Kate Gazzard	3,403	-	-	-	-	54	3,457
Cr Libby Stapleton **	8,202	637	-	1,159	850	200	11,048
Cr Liz Pattison *	14,053	-	-	-	-	1,123	15,175
Cr Mike Bodsworth ^	14,662	581	-	-	985	1,972	18,200
Cr Paul Barker	6,544	-	-	-	-	80	6,624
Cr Rose Hodge	3,403	-	-	-	-	54	3,457
Cr Joel Grist	3,141	-	-	-	-	146	3,287
Cr Leon Walker	3,141	-	-	1,457	-	26	4,624
Cr Rebecca Bourke	3,141	-	-	-	-	26	3,167
Cr Tony Phelps	3,141	-	-	1,002	-	26	4,169
Total	76,180	1,223	-	5,092	1,835	3,894	88,225

Notes:

* Cr Liz Pattison (Mayor period: 11/2022 - 10/2024).

^ Cr Mike Bodsworth (Deputy Mayor period: 11/2022 - 10/2024 and Mayor period: 11/2024 - present).

** Cr Libby Stapleton (Deputy Mayor period: 11/2024 - present).

Allowance figures include superannuation.

Figures exclude GST.

Information presented is preliminary as the figures presented are subject to Council's annual external independent audit.

Cr Joel Grist, Cr Leon Walker, Cr Rebecca Bourke and Cr Tony Phelps commenced office on 11 November 2024

Cr Gary Allen, Cr Heather Wellington, Cr Kate Gazzard and Cr Rose Hodge ceased office of 26 October 2024

December Quarter 2024			
	Council Meetings Scheduled by Resolution	Other Council Meetings*	Meetings Held Under the Auspices of Council **
Total meetings held (in quarter)	3	9	3
Cr Gary Allen	1	0	0
Cr Paul Barker	3	1	1
Cr Mike Bodsworth	3	1	1
Cr Rebecca Bourke	2	1	1
Cr Kate Gazzard	1	0	0
Cr Joel Grist	2	1	1
Cr Rose Hodge	1	0	0
Cr Liz Pattison	3	1	1
Cr Tony Phelps	2	1	1
Cr Adrian Schonfelder	3	1	1
Cr Libby Stapleton	3	1	1
Cr Leon Walker	2	1	1
Cr Heather Wellington	0	0	0

* Note - Includes Special Council Meetings for Hearing Submissions and Council meetings not scheduled by Council resolution.

** Meetings held under the auspices of Council generally refer to Councillor briefings.

Cr Gary Allen, Cr Heather Wellington, Cr Kate Gazzard and Cr Rose Hodge ceased office of 26 October 2024.

Cr Joel Grist, Cr Leon Walker, Cr Rebecca Bourke and Cr Tony Phelps commenced office on 11 November 2024.

4.15 Instrument of Appointment and Authorisation - Planning and Environment Act 1987

Council Plan	Theme Seven - Accountable and Viable Council Strategy 19 - Improve Council's credibility as a trusted decision maker through meaningful engagement.
Author's Title:	Senior Governance Officer
General Manager:	Gail Gatt, General Manager Strategy and Effectiveness
Division:	Strategy and Effectiveness
Department:	Integrity and Governance
Attachments:	1. S 11 A Authorisation - (Planning and Environment Act 1987) - Clean Copy [4.15.1 - 1 page] 2. S 11 A Authorisation - (Planning and Environment Act 1987) - Tracked Changes [4.15.2 - 1 page]

Purpose

1. The purpose of this report is to seek Council's appointment of authorised officers under the *Planning & Environment Act 1987* through the updated Instrument of Appointment and Authorisation (the instrument). This instrument requires updating due to recent staff changes.

Recommendation

That Council:

1. Approves the Instrument of Appointment and Authorisation appointing the Council officers listed as authorised officers under the *Planning and Environment Act 1987* (**Attachment 1**).
2. Authorises the Chief Executive Officer to execute the instrument by affixing the common seal in accordance with Local Law No. 2 of 2020 Common Seal and Miscellaneous Penalties.
3. Notes that the instrument comes into force immediately upon execution and remains in force until Council determines to vary or revoke it.
4. Notes that the previous Instrument of Appointment and Authorisation is revoked upon execution of the updated instrument.

Outcome

2. If Council accepts this recommendation, the updates identified in the instrument will be implemented. This will ensure that officers have the authority to carry out their roles within the legislated framework.

Key Considerations

3. Officers acting under the *Planning and Environment Act 1987* have authorisation for regulatory and enforcement work if required, as appropriate to their level of experience and qualifications.

4. The specific authorisations provided through this instrument include:
 - 4.1. under section 147(4) of the *Planning and Environment Act 1987* – appointment as an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
 - 4.2. under section 313 of the *Local Government Act 2020*, authorisation generally to institute proceedings for offences against the Act and/or any regulations.
5. The attached instrument has been reviewed and updated to reflect recent staff changes.

Background

6. Officers are appointed as authorised officers to exercise statutory powers under various Acts and regulations. Appointments of authorised officers are to individual staff members.
7. The power to appoint authorised officers under the *Planning and Environment Act 1987* cannot be delegated and must be done through a resolution of Council.

Options

8. **Alternative Option 1** – That Council does not approve the updated instrument of authorisation.

This option is not recommended by officers as it will prevent new officers from being able to properly carry out their roles and provide services and support to the community.

Council Plan (including Health and Wellbeing Plan) Statement

Theme Seven - Accountable and Viable Council

Financial Considerations

9. There are no financial implications arising from this report.

Community Engagement

10. Community engagement is not required when updating the Instrument of Appointment and Authorisation - *Planning and Environment Act 1987*.

Statutory / Legal / Policy Considerations

11. The appointment of authorised officers under the *Planning and Environment Act 1987* ensures Council is compliant with the legislation and that officers are able to carry out their enforcement roles.

Strategic Risk

12. Failure to meet Councils Governance and Compliance obligations

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

13. By approving the Instrument of Appointment and Authorisation *Planning and Environment Act 1987 (Attachment 1)*, Council is mitigating the risks associated with officers not being properly authorised to carry out their roles as responsibilities. The risks mitigated include both legal and reputational risks.

Risk Rating

14. The risk rating associated with accepting the recommendation in this report is low and can be managed at department level.

Risk Appetite

15. No Risk Appetite Statement selected as this is an administrative report.

Sustainability Considerations

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

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

19. This report was not considered by the Audit and Risk Committee.

Councillor Briefings

20. This item was not discussed at Councillor Briefings.



**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means –

- | | |
|------------------------|-------------------------|
| Andrew Hewitt | Kristy Prothman |
| Anthony (Tony) Rolfs | Kyi Laing Aye |
| Barbara Peppard | Leah Protyniak |
| Ben Hynes | Leanne Rolfe |
| Ben Schmied | Mathew Mertuszka |
| Benjamin Lowe Jabornik | Melinda (Mindy) Vardy |
| Bianca Wilkin | Michelle Warren |
| Carol Mitchell | Paul Elshaug |
| Chris Pike | Paul Sarapuu |
| David O'Connor | Rhiannan Glenister |
| David Priddle | Rhonda Gambetta |
| Dee Gomes | Robert Pitcher |
| Ella Sjogren | Robyn Neville |
| Emily Jolley | Rochelle Humphrey |
| Emma Monteath | Samantha Natt |
| Finn Tewson | Sandra Tomic |
| Foti Dimopoulos | Sarah Farrer |
| Gabrielle O'Shea | Sarah Storen |
| Genevieve Cooper | Shaun Barling |
| Guy Price | Susan Wlodarczyk |
| Jason Scammell | Tim Waller |
| Jayde Whitten | Travis Ferrari |
| Jennifer Davidson | Veronica Abbot |
| Karen Campbell | William (Bill) Cathcart |
| Kate Sullivan | |

By this instrument of appointment and authorisation Surf Coast Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Surf Coast Shire Council pursuant to the Council resolution dated 25 February 2025.

*The COMMON SEAL of SURF COAST
SHIRE COUNCIL was affixed in the
presence of:*)
)
)

.....
Chief Executive Officer

.....
Mayor/Deputy Mayor

.....
Date

.....
Date



**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means –

Andrew Hewitt	Kyri Laing Aye
Anthony (Tony) Rolfs	Leah Protyniak
Barbara Peppard	Leanne Rolfe
Ben Hynes	Lily Mackey
Ben Schmied	Mathew Mertuszka
Benjamin Lowe Jabornik	Melinda (Mindy) Vardy
Bianca Wilkin	Michelle Warren
Carol Mitchell	Nick Holliwell
Chris Pike	Paul Elshaug
David O'Connor	Paul Sarapu
David Priddle	Rhiannan Glenister
Dee Gomes	Rhonda Gambetta
Ella Sjogren	Robert Pitcher
Emily Jolley	Robyn Neville
Emma Monteath	Rochelle Humphrey
Finn Tewson	Samantha Natt
Foti Dimopoulos	Sandra Tomic
Gabrielle O'Shea	Sarah Farrer
Genevieve Cooper	Sarah Storen
Guy Price	Shaun Barling
Jason Scammell	Susan Wlodarczyk
Jayde Whitten	Tim Waller
Jennifer Davidson	Travis Ferrari
Karen Campbell	Veronica Abbot
Kate Sullivan	William (Bill) Cathcart
Kristy Prothman	

By this instrument of appointment and authorisation Surf Coast Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Surf Coast Shire Council pursuant to the Council resolution dated 25 February 2025.

*The COMMON SEAL of SURF COAST
SHIRE COUNCIL was affixed in the
presence of:*)
)
)

.....
Chief Executive Officer

.....
Mayor/Deputy Mayor

.....
Date

.....
Date

4.16 Conflict of Interest Records

Council Plan

Author's Title:

General Manager:

Division:

Department:

Attachments:

Theme Seven - Accountable and Viable Council

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

Senior Governance Officer

Gail Gatt, General Manager Strategy and Effectiveness

Strategy and Effectiveness

Integrity and Governance

1. Conflict of Interest Record - Councillor Briefing - 10 December 2024 [4.16.1 - 2 pages]
2. Conflict of Interest Record - Budget Briefing #1 - 17 December 2024 [4.16.2 - 1 page]
3. Conflict of Interest Record - Councillor Briefing #1 - 14 January 2025 [4.16.3 - 2 pages]
4. Conflict of Interest Record - Councillor Briefings #3 - 21 January 2025 [4.16.4 - 1 page]
5. Conflict of Interest Record - Councillor Briefings #2 - 28 January 2025 [4.16.5 - 2 pages]
6. Conflict of Interest Record - Councillor Briefings #1 - 4 February 2025 [4.16.6 - 2 pages]
7. Conflict of Interest Record - Councillor Briefings #2 - 11 February 2025 [4.16.7 - 2 pages]

Purpose

1. The purpose of this report is to present conflict of interest records received since the previous Council meeting.
2. Conflict of interest records are required in accordance with the *Local Government Act 2020* (Act) and these records inform Council and the community if any conflicts of interest have been declared by Councillors at meetings held under the auspices of Council which are not Council meetings.

Recommendation

That Council notes the conflict of interest records as presented in **Attachments 1 to 7** for the following meetings:

1. Conflict of Interest Record – Councillor Briefing – 10 December 2024
2. Conflict of Interest Record – Budget Briefing – 17 December 2024
3. Conflict of Interest Record – Councillor Briefing – 14 January 2025
4. Conflict of Interest Record – Councillor Briefing – 21 January 2025
5. Conflict of Interest Record – Councillor Briefing – 28 January 2025
6. Conflict of Interest Record – Councillor Briefing – 4 February 2025
7. Conflict of Interest Record – Councillor Briefing – 11 February 2025

Outcome

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

Key Considerations

4. The Act outlines requirements for Councillors to declare and manage conflicts of interests. Councillors disclosing conflicts of interests and following the prescribed requirements promote transparency in decision-making.
5. The attached conflict of interest records are prepared in accordance with the Act and Council's Governance Rules. The Act outlines that the procedure for disclosing conflicts must be included within the Governance Rules and Chapter 3 of these Rules prescribes that a record of any meeting held under the auspices of Council must be kept and presented to the next possible Council meeting.
6. Publication of these records is an important part of the overall management of conflicts of interest. By making these records publicly available, the community is made aware that interests are recorded and managed effectively. This helps Councillors perform their roles in a way that meets the requirements of legislation and is consistent with community expectation.

Background

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

Options

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

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

Council Plan (including Health and Wellbeing Plan) Statement

Theme Seven - Accountable and Viable Council

Financial Considerations

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

Community Engagement

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

Statutory / Legal / Policy Considerations

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

Strategic Risk

15. Failure to meet Councils Governance and Compliance obligations

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

Risk Rating

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

Risk Appetite

17. The Risk Appetite statement is not applicable to this report.

Sustainability Considerations

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

Conflict of Interest

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

Confidentiality

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

Transparency

Audit and Risk Committee involvement

21. This report has not been presented to the Audit and Risk Committee.

Councillor Briefings

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

File No F18/225-4
Trim Reference Record Number



Conflict of Interest Record

Meetings conducted under the auspices of Council

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

Description of Meeting: Councillor Briefings #2
Responsible Officer: Chief Executive Officer Robyn Seymour
Date: Tuesday 10 December 2024
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Mike Bodsworth (Mayor)	✓	Chief Executive Officer - Robyn Seymour	✓
Cr. Paul Barker	X	General Manager Place Making & Environment - Chris Pike	✓
Cr. Rebecca Bourke	✓	General Manager Strategy & Effectiveness – Gail Gatt	✓
Cr. Joel Grist	✓	General Manager Community Life – Damian Waight	✓
Cr. Liz Pattison	✓	Manager Government Relations and Strategic Projects – Darryn Chiller	✓
Cr. Tony Phelps	✓	Manager Integrity and Governance - Jake Brown	✓
Cr. Adrian Schonfelder	✓	Coordinator Governance – Liberty Nash	✓
Cr. Libby Stapleton	✓	Acting Governance Officer – Candace Martin-Burgers	✓
Cr. Leon Walker	✓	Coordinator Customer Experience – Virginia Morris	✓
		Manager Community Support – Shannon Fielder	✓
		Manager People and Culture – Sarah Lindsay-Field	✓
		Coordinator Work Health and Safety – Luke Van Parreren	✓
		Coordinator Community Emergency Management – Sharna Whitehand	✓
		Manager Operations – Travis Nelson	✓
		Coordinator Civil Operations – Rishi Viner	✓
		Coordinator Open Space Operations – Ella Jackson	✓
		Coordinator Facilities Management – Brett Ellis	✓
		Manager Strategy and Program Delivery – Rowena Frost	✓
		Manager Assets and Engineering – John Bertoldi	✓
		Coordinator Legal and Property – Heidi Mellar	✓
		Manager Economic Development – Matt Taylor	✓
		Project Manager – Prena Sharma	✓
		Lawyer – Caitlin O'Loughlin	✓

MEETING COMMENCED	11:03am	MEETING CONCLUDED	3:47pm
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Matters considered at the meeting		
Agenda Clarification Time for 10 December 2024 Council Meeting		
Customer Requests for Service and Information		
Fire Danger Preparedness Policy and Procedure		
Taking Care of Our Roads, Park and Facilities		
Program Overview – Capital Works and Removal		
CONFIDENTIAL – Update on Sale of Land – 325 Mousley Drive, Winchelsea		
Councillor Topics		
Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
Nil		
Responsible Officer Signature:		Print Name: Robyn Seymour
To be completed on conclusion of session and provided to Governance Officer.		

Governance Rules, Chapter 3, Clause 3



File No F18/225-4

Trim Reference Record Number

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

Auspices of the Council

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

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

File No F18/225-4
Trim Reference Record Number



Conflict of Interest Record Meetings conducted under the auspices of Council

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

Description of Meeting: Budget Briefing #1
Responsible Officer: Chief Executive Officer Robyn Seymour
Date: Tuesday 17 December 2024
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Mike Bodsworth (Mayor)	✓	Chief Executive Officer - Robyn Seymour	✓
Cr. Paul Barker	✓	General Manager Place Making & Environment - Chris Pike	✓
Cr. Rebecca Bourke	X	General Manager Strategy & Effectiveness – Gail Gatt	✓
Cr. Joel Grist	✓	General Manager Community Life – Damian Waight	✓
Cr. Liz Pattison	✓	Manager Government Relations and Strategic Projects – Darryn Chiller	✓
Cr. Tony Phelps	✓	Manager Finance – Gabby Spiller	✓
Cr. Adrian Schonfelder	✓	Coordinator Management Accounting – Tim Dickson	✓
Cr. Libby Stapleton	✓	Manager Community Support – Shannon Fielder	✓
Cr. Leon Walker	✓		

MEETING COMMENCED	11:00am	MEETING CONCLUDED	3:00pm (approx.)
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Matters considered at the meeting		
Budget Briefing #1		
January 26 Discussion		
Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
Nil.		
Responsible Officer Signature:		Print Name: Robyn Seymour
		
To be completed on conclusion of session and provided to Governance Officer.		

Governance Rules, Chapter 3, Clause 3

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

Auspices of the Council

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

File No F18/225-4
Trim Reference Record Number



Conflict of Interest Record

Meetings conducted under the auspices of Council

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

Description of Meeting: Councillor Briefings #1
Responsible Officer: Chief Executive Officer – Robyn Seymour
Date: 14 January 2025
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Mike Bodsworth (Mayor)	X	Chief Executive Officer - Robyn Seymour	✓
Cr. Paul Barker	X	General Manager Place Making & Environment - Chris Pike	✓
Cr. Rebecca Bourke	✓	General Manager Strategy & Effectiveness – Gail Gatt	✓
Cr. Joel Grist	✓	General Manager Community Life – Damian Waight	✓
Cr. Liz Pattison left at 11.20am	✓	Manager Government Relations and Strategic Projects – Darryn Chiller	✓
Cr. Tony Phelps	✓	Manager Integrity and Governance - Jake Brown	✓
Cr. Adrian Schonfelder	✓	Coordinator Governance – Liberty Nash	✓
Cr. Libby Stapleton	✓	Senior Governance Officer – Sharon Busuttill	✓
Cr. Leon Walker	✓	Governance Officer – Candace Martin-Burgers	✓
		Coordinator Risk Management – Mel Crellin	✓
External Presenters		Risk and Compliance Officer – Sam Jayathilake	✓
Vanessa Schernickau (Geelong Regional Library Committee)	✓	Property Services Officer – Sheree Seiffert	✓
David Semmens (Geelong Regional Library Committee)	✓	Coordinator Procurement – Julie Finnigan	✓

MEETING COMMENCED	10:03am	MEETING ADJOURNED	11:23am
MEETING RESUMED	11:37am	MEETING ADJOURNED	12:54pm
MEETING RESUMED	1:21pm	MEETING CONCLUDED	2.50pm

Matters considered at the meeting		
External Presentation - Geelong Regional Library Committee		
Risk Management		
Proposed Optus Telecommunications Tower – Bob Pettit Reserve Jan Juc		
Confidential Information		
Procurement		
Councillor Topics		
Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
Nil		
Responsible Officer Signature:		Print Name: Robyn Seymour
To be completed on conclusion of session and provided to Governance Officer.		

Governance Rules, Chapter 3, Clause 3

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

Auspices of the Council

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



File No F18/225-4

Trim Reference Record Number

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

File No F18/225-4
Trim Reference Record Number



Conflict of Interest Record Meetings conducted under the auspices of Council

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

Description of Meeting: Councillor Briefing #3 Strategic Conversations
Responsible Officer: Chief Executive Officer Robyn Seymour
Date: Tuesday 21 January 2025
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Mike Bodsworth (Mayor)	X	Chief Executive Officer - Robyn Seymour	✓
Cr. Paul Barker	X	General Manager Place Making & Environment - Chris Pike	✓
Cr. Rebecca Bourke	✓	General Manager Strategy & Effectiveness – Gail Gatt	✓
Cr. Joel Grist	✓	General Manager Community Life – Damian Waight	✓
Cr. Liz Pattison	✓	Manager Government Relations and Strategic Projects – Darryn Chiller	✓
Cr. Tony Phelps	✓	Manager Planning and Compliance – Dee Gomes	✓
Cr. Adrian Schonfelder	✓	Manager Integrated Planning – Kate Sullivan	✓
Cr. Libby Stapleton	✓	Coordinator Strategic Planning – Tim Waller	✓
Cr. Leon Walker	✓	Principal Strategic Planner – Michelle Warren	✓
		Coordinator Strategic Initiatives – Alicia Hooper	✓

MEETING COMMENCED	11.00am	MEETING CONCLUDED	3.00pm (approx.)
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Matters considered at the meeting		
Strategic Planning and Housing Strategies		
Ward Base Projects		
Winchelsea Place Plan		
Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
Nil.		
Responsible Officer Signature:		Print Name: Robyn Seymour
To be completed on conclusion of session and provided to Governance Officer.		

Governance Rules, Chapter 3, Clause 3

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

Auspices of the Council

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

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

File No F18/225-4
Trim Reference Record Number



Conflict of Interest Record

Meetings conducted under the auspices of Council

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

Description of Meeting: Councillor Briefings #2
Responsible Officer: Chief Executive Officer Robyn Seymour
Date: 28 January 2025
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Mike Bodsworth (Mayor)	✓	Chief Executive Officer - Robyn Seymour	✓
Cr. Paul Barker	✓	General Manager Place Making & Environment - Chris Pike	✓
Cr. Rebecca Bourke	✓	General Manager Strategy & Effectiveness – Gail Gatt	✓
Cr. Joel Grist	✓	General Manager Community Life – Damian Waight	✓
Cr. Liz Pattison	✓	Manager Government Relations and Strategic Projects – Darryn Chiller	✓
Cr. Tony Phelps	✓	Manager Finance – Gabby Spiller	✓
Cr. Adrian Schonfelder	✓	Manager Assets & Engineering – John Bertoldi	✓
Cr. Libby Stapleton	✓	Coordinator Management Accounting – Tim Dickson	✓
Cr. Leon Walker	✓	Manager Integrated Planning – Kate Sullivan	✓
		Coordinator Social Infrastructure & Open Space Planning – Genevieve Cooper	✓
External Presenters:		Senior Project Manager – Capital & Operations - Laura Milligan	✓
Joanne McNeill - Acting CEO	✓	Senior Advisor – Organisation Performance – Rebecca Leonard	✓
Melissa Stephens - Chair	✓	Community Engagement Facilitator – Rochelle Harding	✓
		Project Manager Corporate Strategy – Sarah Storen	✓

MEETING COMMENCED	9:35am	MEETING ADJOURNED	10:25am
MEETING COMMENCED	10:35am	MEETING ADJOURNED	12:39pm
MEETING COMMENCED	12:46pm	MEETING CONCLUDED	3:46pm

Matters considered at the meeting		
Presentation - G21 Regional Alliance		
Budget Briefing 2: Councillors Early Thinking on Budget		
Council Plan Session		
Torquay Hockey Pitch - Design & Construction Tender		
Councillor Topics		
Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
N/A		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%;"> <p>Responsible Officer Signature: </p> </div> <div style="width: 50%;"> <p>Print Name: Robyn Seymour</p> </div> </div>		
To be completed on conclusion of session and provided to Governance Officer.		

Governance Rules, Chapter 3, Clause 3

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

Auspices of the Council

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



File No F18/225-4

Trim Reference Record Number

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

File No F18/225-7
Trim Reference Record Number



Conflict of Interest Record

Meetings conducted under the auspices of Council

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

Description of Meeting: Councillor Briefings #1
Responsible Officer: Chief Executive Officer Robyn Seymour
Date: Tuesday 4 February 2025
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Mike Bodsworth (Mayor)	✓	Chief Executive Officer - Robyn Seymour	✓
Cr. Paul Barker	✓	General Manager Place Making & Environment - Chris Pike	✓
Cr. Rebecca Bourke	✓	General Manager Strategy & Effectiveness – Gail Gatt	✓
Cr. Joel Grist	✓	General Manager Community Life – Damian Waight	✓
Cr. Liz Pattison	✓	Manager Government Relations and Strategic Projects – Darryn Chiller	✓
Cr. Tony Phelps	✓	Manager Integrity and Governance - Jake Brown	✓
Cr. Adrian Schonfelder	✓	Coordinator Governance and Council Business – Liberty Nash	✓
Cr. Libby Stapleton	✓	Acting Governance Officer – Candace Martin-Burgers	✓
Cr. Leon Walker	✓	Coordinator Arts and Creative Economy – Evelyn Whitelaw	✓
		Manager Economic Development Arts and Tourism – Matt Taylor	✓
		Manager Integrated Planning – Kate Sullivan	✓
		Coordinator Social Infrastructure and Open Space Planning – Genevieve Cooper	✓
		Senior Social Infrastructure Planner – Paul Elshaug	✓
		Strategic Initiatives Coordinator – Alicia Hooper	✓
		Manager Community Support – Shannon Fielder	✓
		Coordinator Community Health and Development – Monika Stevanja	✓
		Community Development Advisor – Laura Hunt	✓
		Manager Finance – Gabby Spiller	✓
		Coordinator Management Accounting – Tim Dickson	✓

MEETING COMMENCED	11:44am	MEETING CONCLUDED	3:02pm
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Matters considered at the meeting		
Lobbying Reforms Update		
Multi Arts Centre Lease		
Funding Opportunity – Regional Community Sports Infrastructure Fund (SRV)		
Anglesea Health Hub – RPPP Grant Submissions – February 2025		
Community Development and Community House Policies		
Quarterly Budget Report – December 2024		
Audit and Risk Committee – 2025 Review (For Noting)		
Audit and Risk Committee Annual Assessment (For Noting)		
Councillor Topics		
Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
Nil.		
Responsible Officer Signature:		Print Name: Robyn Seymour
To be completed on conclusion of session and provided to Governance Officer.		

Governance Rules, Chapter 3, Clause 3
3.1. At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—
a) the names of all Councillors and members of Council staff attending;



File No F18/225-7

Trim Reference Record Number

- b) the matters considered;
 - c) any conflict of interest disclosures made by a Councillor attending under subclause 3.3;
 - d) whether a Councillor who has disclosed a conflict of interest as required by subclause 3.3 leaves the meeting.
- 3.2. The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—
- a) reported at a meeting of the Council; and
 - b) incorporated in the minutes of that Council meeting.

Auspices of the Council

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

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

File No F18/225-4
Trim Reference Record Number



Conflict of Interest Record Meetings conducted under the auspices of Council

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

Description of Meeting: Councillor Briefings #2
Responsible Officer: Chief Executive Officer Robyn Seymour
Date: 11 February 2025
In Attendance: Yes (✓) No (X)

Councillors		Officers	
Cr. Mike Bodsworth (Mayor)	✓	Chief Executive Officer - Robyn Seymour	✓
Cr. Paul Barker	✓	General Manager Place Making & Environment - Chris Pike	✓
Cr. Rebecca Bourke	✓	General Manager Strategy & Effectiveness – Gail Gatt	✓
Cr. Joel Grist	✓	General Manager Community Life – Damian Waight	✓
Cr. Liz Pattison	✓	Manager Government Relations and Strategic Projects – Darryn Chiller	x
Cr. Tony Phelps	✓	Manager Integrity and Governance - Jake Brown	✓
Cr. Adrian Schonfelder	✓	Coordinator Governance – Liberty Nash	✓
Cr. Libby Stapleton	✓	Manager Community Strengthening - Hinga Fletcher	✓
Cr. Leon Walker	✓	Coordinator of Community Facilities Projects and Partnerships - Tom van de Ven	✓
External Presenters:		Community Partnerships Officer - Bryce Balsille	✓
Kate Rankin - Visit Vic- Executive - Regional Events	✓	Manager Economic Development - Matt Taylor	✓
Patrizia Fimiani - Visit Vic - Head of Regions & Events Projects	✓	Project Manager Major Projects - Peter Stakoe	✓
Jason Bakker - Signature Sports - Director	✓	Senior Advisor – Organisation Performance - Bec Leonard	✓
Cadel Evans AM	✓	Recreation Development Officer - Paul Elshaug	✓
Mick Ulbrick – ARC Chair	✓		

MEETING COMMENCED	10:05am	MEETING ADJOURNED	11:35am
MEETING COMMENCED	11:45am	MEETING ADJOURNED	12:34pm
MEETING COMMENCED	1:02pm	MEETING CONCLUDED	2.50pm

Matters considered at the meeting		
Presentation – Major Event Proposal		
Audit and Risk Committee Update - Biannual Report		
ALGA and MAV Motions		
Community Bus Service Review		
Surf Coast Economy		
Reports Coming to February Council Meeting		
Confidential - Wurdi Baierr Aquatic & Recreation Centre Update		
Councillor Conflict of Interest Disclosures		
Councillor	Left Meeting (Y/N)	Classification and nature of interest(s) disclosed
N/A		
Responsible Officer Signature:		Print Name: Robyn Seymour
To be completed on conclusion of session and provided to Governance Officer.		

Governance Rules, Chapter 3, Clause 3
3.1. At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—

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



File No F18/225-4
Trim Reference Record Number

- 3.2. The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—
- a) reported at a meeting of the Council; and
 - b) incorporated in the minutes of that Council meeting.

Auspices of the Council

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- regular councillor briefings or forums,
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- public consultations, and
- site meetings (incl.include meetings the council arranges jointly with other organisations).

5 Closed Section

Nil

6 Urgent Business

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

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

7 Close of Meeting