

Council Meeting

Council Chamber
Civic Centre
Boxshall Street Brighton

Tuesday
20 February 2024
at 6.30pm



Agenda

Chair: Cr Fiona Stitfold (Mayor)

Councillors: Cr Sonia Castelli
Cr Alex del Porto (Deputy Mayor)
Cr Hanna El Mouallem
Cr Laurence Evans OAM
Cr Clarke Martin
Cr Jo Samuel-King

Membership and Quorum

Bayside City Council consists of 7 Councillors. The quorum for a Council meeting is a majority of Councillors (4).

Notice

There is a limit of 10 speakers per eligible Agenda items (5 speakers 'for' and 5 'against' the recommendation) in accordance with Council's Governance Rules.

Members of the community may also lodge a written statement for consideration (no limits per item).

[Requests to be heard \(Request to Speak / Lodge a Written Statement\)](#)

Council also allocates 15 minutes at the start of each monthly Council Meeting for response to public questions.

[Ask a question at a Council Meeting](#)

**Requests to be Heard and Public Questions must be submitted by 9am on the business day before the meeting.*

Meetings are live-streamed via Council's website:

[Live-stream the Council meeting](#)

For further information, please speak with the Governance office on 9599 4444.

Order of Business

- 1. Prayer
- 2. Acknowledgement of Country
- 3. Apologies
- 4. Disclosure of any Conflict of Interest of any Councillor
- 5. Adoption and Confirmation of the minutes of previous meeting
- 6. Public Question Time
- 7. Petitions to Council
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- 9. Reports by Special Committees

There were no reports by special committees.
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- 11. Reports by Delegates

- 12. Urgent Business

- 13. Notices of Motion
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- 14. Confidential Business
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1. Prayer

O God
Bless this City, Bayside
Give us courage, strength and wisdom
So that our deliberations
May be for the good of all
Amen

2. Acknowledgement of Country

- ◆ Bayside City Council proudly acknowledges the Bunurong People of the Kulin Nation as the Traditional Owners and Custodians of this land, and we pay our respects to their Elders, past, present and emerging as well as any Aboriginal or Torres Strait Islander community members with us today.
- ◆ Council acknowledges the Bunurong's continuing relationship to the land and waterways and respects that their connection and spiritual identity is maintained through ancient ceremonies, songlines, dance, art and living culture.
- ◆ Council pays tribute to the invaluable contributions of the Bunurong and other Aboriginal and Torres Strait Island Elders who have guided and continue to guide the work we do.

3. Apologies

4. Disclosure of any Conflict of Interest of any Councillor

5. Adoption and Confirmation of the minutes of previous meeting

- 5.1 Confirmation of the Minutes of the Ordinary meeting of Bayside City Council held on 19 December 2023.

6. Public Question Time

7. Petitions to Council

7.1 PETITION FOR COUNCIL TO MAKE TREE PLANTING IN HIGHETT THE MOST URGENT PRIORITY AS PART OF THE IMPLEMENTATION OF THE URBAN FOREST PRECINCT PLANS.

City Planning and Amenity - Urban Strategy
File No: PSF/24/105 – Doc No: DOC/24/37775

A petition has been received for Council to make tree planting in Highett the most urgent priority as part of the implementation of Council's Urban Forest Precinct Plans.'

(236 valid signatories were received).

Petition prayer:

"We the undersigned hereby petition Bayside City Council to make tree planting in Highett the most urgent priority as part of the implementation of Council's Urban Forest Precinct Plan."

Petition rationale (as submitted by lead petitioner):

Highett

Progress Association

Petition to the Mayor and Councillors of the City of Bayside.

Highett has the fewest street trees and the lowest tree canopy cover of any suburb in Bayside.

The population of Highett will double in the next 10 years, and already our suburb is experiencing dangerous heat island effects which impact everyone's health and wellbeing.

Bayside Council will soon begin implementing its Urban Forest Plan, with no indication of whether Highett's urgent needs will be considered.

Planting of new trees in streets, open space and parks across Highett, together with the removal of dead, damaged, under-performing and inappropriate trees must be an urgent priority as part of the implementation of the Urban Forest Precincts Plan.

Petition Requirements

The petition (and supporting documents) containing 236 valid signatories meets the required format of a petition in accordance with Chapter 2, Section 58 of Council's Governance Rules.

Officers' Comments

The Bayside Urban Forest Strategy was adopted by Council in February 2022. This strategy stresses the need to urgently address tree and vegetation retention and protection. Increased tree and vegetation cover helps reduce heat island effect, brings health benefits and improves habitat diversity and connectivity and conserve our biodiversity.

The proposed Urban Forest Precinct Plans seek to underpin this Strategy by providing a greater focus on each Bayside suburb and identifying where prioritisation may be needed most. The findings and actions from these precinct plans will help inform Council's Annual Tree Planting Program for Council-owned streets and parks and the continued implementation of the Urban Forest Strategy.

In line with the comments made in this Petition, the proposed Highett Precinct Plan notes that there is approximately 13.9% tree canopy cover and 16.6% understorey cover (2019), which is the lowest canopy cover in comparison to all other suburbs in Bayside.

Efforts to increase tree canopy and vegetation cover cannot focus solely on Council-owned land. In alignment with the actions of the Urban Forest Strategy, Council will be seeking to investigate other mechanisms to strengthen its ability to retain and protect trees on privately owned land.

Recommendation

That the petition be received and considered in conjunction with Item 10.1 (Urban Forest Precinct Plans) on this Agenda.

Support Attachments

1. Lead petitioner - clarification of petition requirements ↓

Highett

Progress Association

7 February 2024

Mr Terry Callant,
Manager Governance
City of Bayside
PO Box 27
SANDRINGHAM VIC 3191

Dear Mr Callant,

RE: PETITION FROM HIGHETT PROGRESS ASSOCIATION REF: BAY 0000906346

Please find attached a petition from 236 residents of Highett and surrounding areas calling on the City of Bayside to make tree planting in Highett the most urgent priority as part of the implementation of Council's Urban Forest Precinct Plan.

The petition reads 'We the undersigned here petition Bayside City Council to make tree planting in Highett the most urgent priority as part of the implementation of Council's Urban Forest Precinct Plan.'

Our covering letter was attached to the individual pages for signature, however in circulating the petition, the word 'call' was used instead of 'petition' to provide residents with an understanding of the action we were seeking as part of our invitation to potential signatories. We understand this does not faithfully conform to the guidelines as published on the City of Bayside website.

I hope this oversight does not invalidate the petition and that the petition is accessible for Council, and can be presented to Council at its next meeting in the spirit of its intent.

Yours sincerely,



Andrew Hockley
On behalf of the Highett Progress Association Inc.

Highett Progress Association Inc. PO Box 30 Highett 3190

8. Minutes of Advisory Committees

8.1 RECORDS OF MEETINGS HELD UNDER THE AUSPICES OF COUNCIL

Corporate Services - Governance
File No: PSF/24/100 – Doc No: DOC/24/37736

Executive summary

Purpose and background

The purpose of this report is to formally report to Council on the records of meetings held under the auspices of Council in accordance with Section 131 of the *Local Government Act 2020* and Council's Governance Rules.

Key issues

This report fulfils the requirements of reporting on the records of meetings held under the auspices of Council to the next practical Council meeting in accordance with the *Local Government Act 2020* and Council's Governance Rules.


Recommendation

That Council notes the records of meeting/s held under the auspices of Council as required by the *Local Government Act 2020* and Council's Governance Rules:

- 6 February 2024 Councillor Briefing.

Support Attachments

1. Record of meeting held under the Auspices of Council - 6 February 2024 Councillor Briefing ↓



Record of meeting held under the auspices of Council

Record in accordance with Section 131 of the *Local Government Act 2020* and
Chapter 10 (Section 10.1) of Council's Governance Rules

<i>Meeting Information</i>		
<i>Meeting Name/Type</i>	Councillor Briefing	
<i>Meeting Date</i>	6 February 2024	
<i>Start Time</i>	4.00pm	
<i>Matters discussed</i>	<ul style="list-style-type: none"> • Item 4.1 Brighton Recreational Centre • Item 4.2 Public Toilet Strategy Review Engagement • Item 4.3 Regulation of Commercial Dog Walkers Using Council Reserves • Item 4.4 Urban Forest Precinct Plans - Community Engagement Summary • Item 4.5 Hampton Hub - Concept Design and Feasibility Analysis 	
<i>Attendees</i>		
<i>Councillors</i>	Cr Fiona Stitfold (Mayor) Cr Sonia Castelli Cr Alex del Porto (Deputy Mayor) Cr Hanna El Mouallem Cr Laurence Evans OAM Cr Clarke Martin	
<i>Staff</i>	Jill Colson – A/Chief Executive Officer Tilla Buden – Director Community and Customer Experience Matthew Cripps – Director City Planning and Amenity James Roscoe – A/Director Environment, Recreation and Infrastructure Kathryn Tozer – Director Corporate Services Terry Callant – Manager Governance Keryn Fisher – Manager Communication, Engagement and Customer Experience Anita Johnstone – Manager City Assets and Presentation Ros Pruden – Manager Family, Youth and Wellbeing Jason Stubbs – Manager Commercial Services Tom Vercoe – Manager Urban Strategy Rachael Hudson – Strategic Planning Coordinator Nick Bunney – Senior Strategic Planner	
<i>Apologies</i>		
<i>Councillors</i>	Cr Jo Samuel-King	
<i>Conflict of Interest disclosures</i>		
<i>Matter No</i>	<i>Councillor making disclosure</i>	<i>Councillor left meeting</i>
	Nil	

8.2 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 27 NOVEMBER 2023

Corporate Services - Governance
File No: PSF/24/100 – Doc No: DOC/24/40382

The minutes of the Audit and Risk Committee meeting which forms an attachment are presented in camera in accordance with Section 66(2)(a) of the Local Government Act 2020 (the Act) and pursuant to Section 3(1) of the Act (confidential information) (a), as it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

Should Councillors wish to discuss the content of the minutes it would be appropriate that Council resolves to consider the matter in camera.

Executive summary

Purpose and background

To advise Council of the business transacted at the Audit and Risk Committee held on 27 November 2023

The Audit and Risk Committee is an independent Advisory Committee to Council appointed by Council pursuant to Section 53 of the *Local Government Act 2020* (the Act).

The Audit and Risk Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibilities. The Committee does not have any management function and is therefore independent of management.

As part of Council's governance obligations to its community, the Committee was established to assist the Council to discharge its responsibilities under the Act to:

- monitor the compliance of Council policies and procedures with:
 - the overarching governance principles
 - the Act and the regulations and any ministerial directions
 - other relevant laws and obligations
- monitor internal controls
- monitor Council financial and performance reporting
- monitor and provide advice on risk management and fraud prevention systems and controls
- oversee internal audit function
- oversee external audit functions; and monitor related party transactions.

The internal, external auditors and other assurance providers support the Committee by providing independent and objective assurance on internal corporate governance, risk management, internal control and compliance.

Key issues

A meeting of the Audit and Risk Committee was held on 27 November 2023 to consider the following matters:

Business Brought Forward summary from the previous meeting

- Reviewed all outstanding actions

Audit and Risk Committee Work Plan

- Reviewed the Work Plan of the Committee for 2022–23

Chief Executive Officer's Report

- The CEO presented his quarterly report and highlighted key actions specifically relating to the following:
 1. Advance Waste Project
 2. Risks to Capital Budget
 3. Aged Care Update
 4. Child Safe Reporting

Divisional Presentation of Strategic Risks and Top Five Operational Risks

- Received a risk presentation by the Director Corporate Services and the Executive Manager People and Strategy on the strategic risks and top 3 operational risks.

Operational Risk Review

- Reviewed the annual Operational Risks for the organisation.

Executive Team Risk Management Meeting Minutes

- Noted the Minutes of the Executive Team Risk Management meeting.

Safety and Wellbeing Annual Executive Report for 2022–23

- Considered the annual executive report on Safety and Wellbeing for the organisation.

External Audit Outstanding Audit Findings

- Reviewed the outstanding External Audit findings for year ending June 2023.

Internal Audit – Conflict of Interests

- Received and discussed the Internal Audit review on Conflicts of Interest.

Internal Audit – Physical Access Security

- Received and discussed the Internal Audit review on Physical Access Security.

Internal Auditors – Recent Issues Brief

- Discussed recent audit findings from across the local government sector and beyond.

Internal Audit Status Report

- Received a report on the current status of the 2024-25 internal audit program.

Outstanding Internal Audit Actions

- Reviewed the status of the outstanding internal audit actions.

Status Report on Statutory Compliance Reporting for the 1st quarter for 2023/24

- The considered a range of statutory compliance reports.

VAGO Parliamentary Reports

- Considered the response from the organisation on a number of VAGO parliamentary reports.

Ombudsman Victoria Parliamentary Reports

- Considered the response from the organisation on a Ombudsman's reports pertaining to misconduct in public organisations.

IBAC Investigations Reports

- Considered the reports and recommendations from IBAC on a number of investigation reports to parliament.

Fraud and Corruption Prevention Policy and self assessment

- Considered a review of the Fraud and Corruption Policy and reviewed the results of the organisation's self-assessment.

September 2023 Quartley Financial and Capital Report

- Considered the 1st Quarter Finance and Capital report

Recommendation

That Council:

1. notes the minutes of the Audit and Risk Committee meeting held on 27 November 2023
2. adopts the following recommendations of the Audit and Risk Committee held on 27 November 2023

Item 9.6.6 Fraud and Corruption Prevention Policy & Self Assessment

That the Audit and Risk Committee endorses the review of the Fraud and Corruption Policy and recommends to Council that the Fraud and Corruption Policy be adopted.

Support Attachments

1. Minutes - 27 November 2023 - Audit and Risk Committee (separately enclosed)
(confidential)

8.3 MINUTES OF THE DISABILITY ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING HELD ON 27 NOVEMBER 2023

Corporate Services - Governance
File No: PSF/24/100 – Doc No: DOC/24/40296

Executive summary

Purpose and background

To present the minutes of the Disability Access and Inclusion Advisory Committee meeting held on 27 November 2023 to Council for noting.

The Disability Access and Inclusion Advisory Committee was established in 2020 and was constituted for the purpose of providing advice and supporting Council in the development and implementation of the Municipal Public Health and Wellbeing Plan 2021–25 (MPHWP) and to consider other strategic and infrastructure issues that may impact people with a disability.

The functions of the Committee are to provide advice and recommendations to Council on the following matters:

- identifying issues of access to the built, social and natural environments
- identifying barriers to inclusion in community and economic life in Bayside
- discussing potential solutions (actions) to identified issues
- providing input and comment on the development of projects and programs for implementation of the Disability Action Plan 2021-25.

In addition, the Disability Access and Inclusion Advisory Committee provides specific advice on nominated Council strategies, masterplans, programs and infrastructure priorities.

The Disability Access and Inclusion Advisory Committee membership comprises 2 Councillors appointed by Council and 10 community members appointed through a public expression of interest process.

Key issues

A meeting of the Disability Access and Inclusion Advisory Committee was held on 27 November 2023 to consider the following matters:

- Economic Development, Tourism and Placemaking Strategy - Placemaking Action Plan Referral.
- Disability Action Plan - Year 3 Highlights.
- Actions Arising.

A copy of the 27 November 2023 minutes of the Disability Access and Inclusion Advisory Committee meeting is attached for Council's information.

Recommendation

That Council notes the minutes of the Disability Access and Inclusion Advisory Committee meeting held on 27 November 2023.

Support Attachments

1. Minutes - 27 November 2023 - Disability Access and Inclusion Advisory Committee ↓

Bayside City Council

Disability Access and Inclusion Advisory Committee
Meeting - 27 November 2023



**Minutes of the
Disability Access and Inclusion Advisory Committee
Meeting**

held in the Bayside Room, Corporate Centre
76 Royal Avenue, Sandringham
on Monday 27 November 2023

The Meeting commenced at 6.30pm

1. Welcome and opening of the meeting

The Chair, Cr Martin opened the meeting at 6.30pm and welcomed members of the Committee and officers.

Acknowledgement of Country

Ms Levett read the acknowledgement of Country:

Bayside City Council proudly acknowledges the Bunurong People of the Kulin Nation as the Traditional Owners and Custodians of this land, and we pay our respects to their Elders, past, present and emerging as well as any Aboriginal or Torres Strait Islander community members with us today.

Bayside City Council

Disability Access and Inclusion Advisory Committee
Meeting - 27 November 2023**2. Present****Councillors:** Cr Clarke Martin (Chair)**External Members:** Ms Amanda Blohm
Ms Emily Costello
Mr Ade Djajamihardja
Ms Bell Fantasia
Mr Mark Glascodine
Ms Jo Levett
Ms Emma Olivier
Mr Sam Seoud
Mr Andrew Turner
Ms Tara Webb**Officers:**
Joan Andrews Manager Community Care
Ros Pruden Manager Family, Youth and Wellbeing
Vanessa Bradley Community Engagement Coordinator
Josh Connell Community Wellbeing Coordinator
Anthony Jacobs Economic Development Coordinator
Vimbayi Kagonda Inclusion Officer
Robert Lamb Governance Officer
Sally McLennan Place Maker**Membership and Quorum for the meeting**

There are currently (12) members appointed to the Advisory Committee. The quorum for a meeting is a majority of members and must include at least one Councillor representative.

A quorum for this meeting was reached with no less than 10 members (including 1 Councillor) present at any given time.

3. Apologies

It is recorded that an apology as received from Cr Jo Samuel-King.

Moved: Ms Costello**Seconded: Ms Oliver**

That the apology of Cr Jo Samuel-King be noted for the 27 November 2023 Disability Access and Inclusion Advisory Committee Meeting.

CARRIED**4. Disclosure of Conflict of Interest of any Councillor**

There were no conflicts of interest submitted to the meeting.

Bayside City Council

Disability Access and Inclusion Advisory Committee
Meeting - 27 November 2023**5. Adoption and Confirmation of the minutes of previous meeting**

- 5.1 Confirmation of the Minutes of the Disability Access and Inclusion Advisory Committee Meeting held on 25 September 2023.

Moved: Mr Glascodine**Seconded: Ms Fantasia**

That the minutes of the Disability Access and Inclusion Advisory Committee Meeting held on 25 September 2023, as previously circulated, be confirmed as an accurate record of proceedings with the exception of amendments as follows (in bold):

General Business Item 7.2 Disability Action Plan Progress

*Mr Glascodine asked a question in relation to the progress of the Disability Action Plan **and who is accountable for delivery of the Plan. It was confirmed that the Manager Family Youth and Wellbeing is accountable for the plan** and that significant work is underway to ensure the tracking and implementation of actions.*

6. Reports**6.1 ECONOMIC DEVELOPMENT, TOURISM AND PLACEMAKING STRATEGY - PLACEMAKING ACTION PLAN REFERRAL**

City Planning and Amenity - Urban Strategy
File No: PSF/23/162 – Doc No: DOC/23/345102

The Economic Development Coordinator and Place Maker gave a presentation on the development of the Placemaking Action Plan as part of the proposed Economic Development, Tourism and Placemaking Strategy and the Committee provided feedback.

Noted

The Disability Access and Inclusion Advisory Committee received the report and provided feedback on the development of the Placemaking Action Plan as part of the proposed Economic Development, Tourism and Placemaking Strategy.

Key themes for consideration included:

- signage (including improving wayfinding for Peterson Youth Centre)
- adequate seating with backing and arms on seats and gaps in seating to accommodate wheelchairs
- adequate disabled parking
- adequate shade - with any trees removed to be replaced
- wider footpaths, continuous path of travel and level ground for people with mobility aids
- activations should be in proximity to accessible toilets
- everyone to enter from the same entrance
- intergenerational stories in activity centres and stories of people with disability in Bayside.

Bayside City Council

Disability Access and Inclusion Advisory Committee
Meeting - 27 November 2023

6.2 DISABILITY ACTION PLAN - YEAR 3 HIGHLIGHTS

Community and Customer Experience - Family, Youth and Wellbeing
File No: FOL/23/58 – Doc No: DOC/23/343816

The Inclusion Officer presented the report on the Disability Action Plan – Year 3 highlights and the Committee provided feedback.

Noted

The Disability Access and Inclusion Advisory Committee received and noted the report on the highlights of the Disability Action Plan – Year 3.

Feedback included:

- a question as to how the accessible parking map will be promoted to the community (it was suggested that this be through promotion via Bayside magazine, Facebook, social media etc.)
- that all actions have a traffic light system to indicate the progress (the Chair queried if this was part of the quarterly performance report and officers advised that it is)
- suggested internal improvements to Council's Corporate Centre: chairs with armrests in meeting room, accessible toilet in foyer, automatic door for meeting room.

6.3 ACTIONS ARISING

Community and Customer Experience - Family, Youth and Wellbeing
File No: FOL/23/58 – Doc No: DOC/23/343030

The Inclusion Officer presented the Actions Arising report.

Noted

The Disability Access and Inclusion Advisory Committee noted this report.

Bayside City Council

Disability Access and Inclusion Advisory Committee
Meeting - 27 November 2023

7. General Business

7.1 Concern in relation to Pedestrian Crossing – Hampton Street

Ms Webb raised the matter of concern regarding lack of access for pedestrians in being able to safely cross Hampton Street – in particular, the time allowed by the lights at the pedestrian crossing.

Council officers note that Hampton Street is an arterial road managed by the Department of Transport and Planning (DTP). Council can play an advocacy role and place a request on residents' behalf to DTP to increase the green time duration for pedestrian crossings. If there is a specific location along Hampton Street causing issues, officers can request DTP to undertake their own assessment and provide a response.

7.2 Council's role in advocacy to the NDIA

Ms Costello asked what is Council's role in advocacy to the NDIA and sought to understand the committee's experience with the NDIA. The Committee provided their various feedback and experience in dealing with the NDIA with the common theme being that of frustration in accessing funding, having plans reviewed, lack of adequate support and lengthy delays.

The Chair proposed that officers report back at the next Committee meeting exploring options for advocacy/support and the role of Council in relation to the NDIS. This will be reported in the Actions Arising Report at the next meeting.

7.3 Accessibility and Inclusion for Dendy Carols Event

Ms Fantasia queried the Accessibility and Inclusion measures at the upcoming Dendy Carols Event. Officers advised that information will be included on Council's website and that work is well underway with a number of staff working on this event.

8. Confirmation of date of future meetings

- Monday 26 February 2024
- Monday 29 April 2024
- Monday 24 June 2024
- Monday 26 August 2024
- Monday 21 October 2024
- Monday 2 December 2024

The Chairperson declared the meeting closed at 8.11pm.

8.4 MINUTES OF THE BAYSIDE ARTS AND GALLERY ADVISORY COMMITTEE MEETING HELD ON 6 DECEMBER 2023

Corporate Services - Governance
File No: PSF/24/100 – Doc No: DOC/24/40342

Executive summary

Purpose and background

To present the minutes of the Bayside Arts and Gallery Advisory Committee meeting held on 6 December 2023 to Council for noting.

The Bayside Arts and Gallery Advisory Committee was established in 2020.

The Bayside Arts and Gallery Advisory Committee is constituted for the purpose of providing advice and supporting Council in the development and presentation of an innovative and creative arts program for the City of Bayside including exhibitions and programs at the Bayside Gallery.

The functions of the Committee are to provide advice and recommendations to Council on the following matters:

- the annual exhibition program for the Bayside Gallery
- the annual arts program of public events and activities
- the proposed artists for the annual Studio Artists program at Billilla
- the public art and wall/mural art program across the municipality
- the acquisition and de-accession to the Bayside Council Art and Heritage Collection in accordance with the Bayside Arts and Heritage Collection Policy
- provide advice on the care and preservation of the Bayside Council Art and Heritage collection for future generations
- provide input and guidance into Council's Strategic Plan for the Arts
- contribute, to and support the establishment of mutual beneficial partnerships
- provide advice and evaluate the marketing strategy for arts programming including the Bayside Gallery.

The Arts and Gallery Advisory Committee membership comprises 2 Councillors appointed by Council and up to 10 community members appointed through a public expression of interest process.

Key issues

A meeting of the Bayside Arts and Gallery Advisory Committee was held on 6 December 2023 to consider the following matters:

- Outstanding Business Bought Forward.
- Quarterly Report October to December 2023.
- Bayside Council Art & Heritage Collection Acquisition Proposal.
- Economic Development, Tourism and Placemaking Strategy - Placemaking Action Plan Referral.

- Sandringham Activity Centre 'Welcome Mosaic' Placemaking Project/
- Public Art Proposals.

A copy of the 6 December 2023 minutes of the Bayside Arts and Gallery Advisory Committee meeting is attached for Council's information.

Recommendation

That Council:

1. notes the minutes of the Bayside Arts and Gallery Advisory Committee meeting held on 6 December 2023 (Attachment 1)
2. adopts the following recommendations of the Bayside Arts and Gallery Advisory Committee meeting held on 6 December 2023:

Item 6.6 Public Art Proposals

That the Bayside Arts and Gallery Advisory Committee recommends that Council:

1. *funds the mural at Well Street Neighbourhood Parklet from the 2023–24 Public Art budget*
2. *implements an Expression of Interest procurement process in December 2023 for the mural with the two nominated representatives from the Bayside Arts and Gallery Advisory Committee involved in shortlisting and final selection*
3. *commissions the successful artist to install a mural on the wall located at the Well Street Neighbourhood Parklet*
4. *receives a proposal at the next Committee Meeting detailing a public art project that will use the balance of the 2023–24 public art budget.*
5. *writes to the artist of the sculpture of the Martin Street Brothers and the artist of 'The Birdwatcher' and 'Bird and Buoy' thanking them for the proposals, however due to insufficient funds, Council is unable to consider the proposal at this time.*

Support Attachments

1. Minutes - 06 December 2023 - Bayside Arts and Gallery Advisory Committee ↴

Bayside City Council

Bayside Arts and Gallery Advisory Committee
Meeting - 6 December 2023

Minutes of the Bayside Arts and Gallery Advisory Committee Meeting

held in the Mayor's Room Council Chambers
on Wednesday 6 December 2023

The Meeting commenced at 6pm

1. Welcome and opening of the meeting

The Chair, Cr Sonia Castelli declared the meeting opened at 6.10pm and welcomed members of the Committee and officers to the meeting.

Acknowledgement of Country

The Manager Governance read the acknowledgement of Country:

Bayside City Council proudly acknowledges the Bunurong People of the Kulin Nation as the Traditional Owners and Custodians of this land, and we pay our respects to their Elders, past, present and emerging as well as any Aboriginal or Torres Strait Islander community members with us today.

2. Present

Councillors	Cr Sonia Castelli (Chair) Cr Alex del Porto
External Members	Mr Brian Long Mr Arvind Vasani Mr Adrian Spurr Ms Bo Rutecki Ms Louise Doyle Ms Sarah Morris
In attendance	Terry Callant – Manager Governance David Nankervis – A/Manager Arts, Culture and Libraries Giacomina Pradolin – Arts and Culture Coordinator Joanna Bosse – Gallery Curator

Bayside City Council

Bayside Arts and Gallery Advisory Committee
Meeting - 6 December 2023**Quorum for the meeting**

Ten members of appointed to the Committee. The quorum of a meeting is a majority of members plus one Councillor representative must be present.

A quorum for this meeting was reached with 6 community members, and two Councillors representative present.

3. Apologies

Apologies from Brian Hewitt and Lyn Stephens were received and submitted to the meeting.

Moved: Cr del Porto**Seconded: Ms Morris**

That the apologies of Brian Hewitt and Lyn Stephens be received and leave of absence be granted.

CARRIED**4. Disclosure of Conflict of Interest of any Councillor**

There were no conflicts of interest submitted to the meeting.

5. Adoption and Confirmation of the minutes of previous meeting

- 5.1 Confirmation of the Minutes of the Bayside Arts and Gallery Advisory Committee Meeting held on 27 September 2023.

Moved: Mr Vasan**Seconded: Mr Spurr**

That the minutes of the Bayside Arts and Gallery Advisory Committee Meeting held on 27 September 2023, as previously circulated, be confirmed as an accurate record of proceedings subject to the minutes being amended to reflect Ms Sarah Morris had in fact submitted an apology prior to the meeting.

CARRIED

Bayside City Council

Bayside Arts and Gallery Advisory Committee
Meeting - 6 December 2023**6. Reports****6.1 OUTSTANDING BUSINESS BOUGHT FORWARD**Community and Customer Experience - Libraries, Customer and Cultural Services
File No: FOL/23/255 – Doc No: DOC/23/340129

The Gallery Curator presented the Outstanding Business Brought Forward report to the Committee.

NOTED

That the Bayside Arts and Gallery Advisory Committee notes this report.

6.2 QUARTERLY REPORT OCTOBER TO DECEMBER 2023Community and Customer Experience - Libraries, Customer and Cultural Services
File No: FOL/23/255 – Doc No: DOC/23/340123

The Gallery Curator presented the Quarterly Report for the period October to December 2023.

Some of the programs and activities that occurred during the period included:

Connections: Art + Dementia Program- Bayside Gallery, Brighton

The Gallery staff continued to offer Connections online, working with 4 separate aged care facilities to deliver fortnightly and at times weekly sessions. The latest Covid wave, and extended staff leave at some of the facilities has resulted in lower numbers.

A total of 72 aged care residents participated in the online programs for this quarter, 42 residents participated in the onsite Connections Program at the Bayside Gallery which is facilitated by volunteers.

Arts Learning Program – Bayside Gallery, Brighton

A total of 98 students attended the Arts Learning Program at the Gallery for Q3. We had some kinders cancel due to low numbers from Covid infections and illness again.

Our partnership with Children's Services, to deliver an after-school arts engagement program for the children of Dunkley Fox Estate in Highett continued with strong engagement in each week.

The incursion workshops for the Upstanders Program were delivered across 5 local primary schools, with 100 Grade 5 students working with Noni Drew to create works for the project.

Public Programs - Bayside Gallery, Brighton and broader arts and culture programming

A series of public programs and events were delivered both in person and online for the period. We had a number of large scale events, including Advantage Road Open Studios which was well attended again, and Jazz at Billilla which was very successful.

Bayside City Council

Bayside Arts and Gallery Advisory Committee
Meeting - 6 December 2023

Date	Event description	Location	Attendance
5/10/2023 – 30/11/2023	Dunkley Fox Arts Incursion Program	Dunkley Fox Estate	53 (Over 9 weeks)
12/9/2023 – 31/10/2023	Comedy and Connections - 8 Week Workshop series for seniors	Brighton Seniors Centre	45 (over 8 weeks)
20/10/2023	Enough is Enough Anti Gambling Play	Hampton Community Centre	42
22/10/2023	Advantage Road Open Studios	Advantage Road Highett	Approx.2 000
12/11/2023	Jazz at Billilla	Billilla	425
18/11/2022	Comedic Acting with Francis Greenslade	Beaumaris Community Centre	12
25/11/2023	Yvette Coppersmith Workshop	Billilla	12
26/11/2023	Sean McDowell Workshop	Billilla	8
TOTAL PARTICIPANTS			2597

Exhibitions

The exhibitions *Zoonoses* and *Jane Burton: Returning* concluded on 5 November. A total of 1707 people visited the exhibitions with positive responses from visitors. Some anecdotal comments included: 'Lucky to be able to see this in Bayside'; 'I have never seen anything like this exhibition - gorgeous!' (*Zoonoses*); 'Really enjoyed it, kids thought it was great!'; 'I love bringing the kids here, it's like a ritual for us'.

The exhibitions were deinstalled and *Zoonoses* works repacked into touring crates, all works by Jane Burton (bar the three works proposed for acquisition) were returned to the artist and private lenders.

Due to the installation of the Brighton Town Hall HVAC system being pushed into the 2024–25 FY (previously scheduled for November 2023) two new exhibitions were developed with a very short lead in time. A call out to local artists and those with a connection to Bayside to present an iteration of the popular *Bayside Local* series was implemented. An exhibition with selected recent works from the 2022–23 Billilla studio artists was also developed entitled, *Refuge, workshop, stage, site: Billilla artist studios 2022–23*.

There has been 66 artworks by 40 artists which were subsequently installed across both galleries. Both exhibitions were well received and displayed works of high quality particularly in regard to local content.

We had 230 people attend the exhibition opening on the evening of Wednesday 15 November, which also included a special performance by Willian Vyvyan Murray, one of the 2023 Billilla Studio participants.

There has been 677 visitors (an average of 67 per day) visitors to date.

The final three commissioned photographs for the Billilla Lightboxes series by Barkindji artist Kent Morris have been installed. The work will remain on display for the remainder of the year when the lightboxes (on loan from PhotoAustralia) will be returned.

Eighty-five artworks from the Youth Art Award exhibition in the foyer at the Corporate Centre were deinstalled and staff worked with Bayley House to install their annual exhibition.

Bayside City Council

Bayside Arts and Gallery Advisory Committee
Meeting - 6 December 2023Bayside Art and Heritage Collection activity

The teapot collection was sent to auction with Abbeys Auctions as part of the deaccessioning process approved by the Committee. The items are offered three times at auction before final results are available. A result on the auction will be submitted at the next meeting. The deaccessioning of the teapots has resulted in valuable storage space which is currently being used for incoming loans of fossils for the *Pre-historic Bayside* exhibition.

Lenton Parr's *Windhover* sculpture in Sandringham will have some minor maintenance and repairs completed on the 11 to 12 December. The removal of remaining elements of *Swimming between the buoys* as per committee recommendation is in progress.

The bid for *View of the Bay from the hill* by Emma Minnie Boyd for \$4,000 + buyer's premium was successful and the work will be shipped from Perth in the coming weeks. In this period 10 works were added to the Victorian Collections database.

NOTED

That the Bayside Arts and Gallery Committee notes this report.

6.3 BAYSIDE COUNCIL ART & HERITAGE COLLECTION ACQUISITION PROPOSAL

Community and Customer Experience - Libraries, Customer and Cultural Services
File No: FOL/23/255 – Doc No: DOC/23/357460

The Gallery Curator presented a number of acquisition proposals to the Committee.

Moved: Mr Vasan**Seconded: Ms Morris**

That the Bayside Arts and Gallery Advisory Committee recommends Council:

1. gratefully accepts the donation of 'She gave me a daisy' by Anne Ross into the Public Art collection of the Bayside Art & Heritage Collection and continues to display them in the gardens at Billilla
2. approves the acquisition of the following works by Jane Burton for a total of \$10,400
 - Child of dust #3
 - Child of dust #4
 - Child of dust #5
3. approves the acquisition of the following works by Kent Morris for a total of \$14,400
 - Cultural Reflections – Billilla Mansion, Rainbow Lorikeet #1
 - Cultural Reflections – Billilla Mansion, Rainbow Lorikeet #2
 - Cultural Reflections – Billilla Mansion, Rainbow Lorikeet #3.

CARRIED

Bayside City Council

Bayside Arts and Gallery Advisory Committee
Meeting - 6 December 2023**6.4 ECONOMIC DEVELOPMENT, TOURISM AND PLACEMAKING STRATEGY - PLACEMAKING ACTION PLAN REFERRAL**City Planning and Amenity - Urban Strategy
File No: PSF/23/162 – Doc No: DOC/23/344047

The Chair welcomed Acting Coordinator Economic Development and the Placemaking Officer to present of the Placemaking Action Plan referral.

The Committee suggested that the Placemaking Action Plan should focus on the smaller activity centres given the major activity centres are well positioned within the community and well recognised.

NOTED

That the Bayside Arts and Gallery Advisory Committee noted the report, but suggested that the smaller activities centred be included in the action plan.

6.5 SANDRINGHAM ACTIVITY CENTRE 'WELCOME MOSAIC' PLACEMAKING PROJECTCity Planning and Amenity - Urban Strategy
File No: PSF/23/162 – Doc No: DOC/23/343067

The Chair welcomed Acting Coordinator Economic Development and the Placemaking Officer to meeting to present on a placemaking project at the Sandringham Activity Centre.

The Committee expressed their disappointment that the proposal had already been agreed to and actioned, and the Committee was not afforded the opportunity to provide feedback and approve the public art.

The Committee also indicated that all public art proposals or proposed art installations must be considered by the Bayside Arts and Gallery Committee as per the Charter prior to any consideration or decision by officers.

Moved: Ms Rutecki**Seconded: Mr Long**

That the Bayside Arts and Gallery Advisory Committee notes the report on the 'welcome mosaic' by Fabian Scaunich in the Sandringham Activity Centre; however, suggests that Council considers similar beautification treatments at other activity centres in the future.

CARRIED

Bayside City Council

Bayside Arts and Gallery Advisory Committee
Meeting - 6 December 2023**6.6 PUBLIC ART PROPOSALS**Community and Customer Experience - Libraries, Customer and Cultural Services
File No: FOL/23/255 – Doc No: DOC/23/339122

The Arts and Culture Coordinator presented the report on the public art proposals and discussed each of the proposals.

Moved: Mr Vasan**Seconded: Member Doyle**

That the Bayside Arts and Gallery Advisory Committee recommends that Council:

1. funds the mural at Well Street Neighbourhood Parklet from the 2023–24 Public Art budget
2. implements an Expression of Interest procurement process in December 2023 for the mural with the two nominated representatives from the Bayside Arts and Gallery Advisory Committee involved in shortlisting and final selection
3. commissions the successful artist to install a mural on the wall located at the Well Street Neighbourhood Parklet
4. receives a proposal at the next Committee Meeting detailing a public art project that will use the balance of the 2023–24 public art budget
5. writes to the artist of the sculpture of the Martin Street Brothers and the artist of 'The Birdwatcher' and 'Bird and Buoy' thanking them for the proposals, however due to insufficient funds, Council is unable to consider the proposal at this time.

CARRIED**7. General Business****7.1 Draft Bayside Arts and Gallery Advisory Committee Charter.**

The Manager Governance tabled a draft revised Advisory Committee Charter to receive feedback from members.

The Committee provided the following suggestions to the draft Charter:

- *Membership of the Committee must have a majority of members who are residents of Bayside.*
- *The unconfirmed minutes will be circulated to members within one week of the meeting.*

Bayside City Council

Bayside Arts and Gallery Advisory Committee
Meeting - 6 December 2023**7.2 Change to Gallery program due to the rephasing of the Town Hall Airconditioning.**

The Gallery Curator advised the meeting of the amendment to the 2024 Exhibition Program which was mentioned at the previous meeting. The touring exhibition, Lost in Palm Spring, would no longer be shown as the Asher Bilu would be occupying all spaces at the Gallery including the Town Hall. As a result of this change the Gallery Exhibition Program has been amended.

8. Confirmation of date of future meetings

Proposed dates for 2024

- Wednesday 28 February 2024
- Wed 29 May 2024
- Wed 28 August 2024
- Wed 4 December 2024

The Chair declared the meeting closed at 7.23pm

8.5 MINUTES OF THE RECONCILIATION ACTION PLAN ADVISORY GROUP MEETING HELD ON 13 DECEMBER 2023

Corporate Services - Governance
File No: PSF/24/100 – Doc No: DOC/24/40374

Executive summary

Purpose and background

To present the minutes of the Reconciliation Action Plan (RAP) Advisory Group meeting held on 13 December 2023 to Council for noting.

The Reconciliation Action Plan (RAP) Advisory Group was established in 2019 following Council endorsing a formal commitment to reconciliation with Australia's Aboriginal and Torres Strait Islander peoples.

The RAP outlines practical actions that will drive Bayside City Council's contribution to reconciliation both internally and in the communities in which it operates. The development and implementation of Council's RAP is guided by the RAP Advisory Group made up of Aboriginal and Torres Strait Islander representatives and local residents, community leaders and key agency representatives.

The RAP Advisory Group's objectives are to:

- provide advice and feedback to Council when requested by Council on related reconciliation matters
- work in collaboration with Council officers to support delivery of RAP activities
- help to plan community engagement to achieve reconciliation goals and outcomes
- champion awareness raising activities within the Bayside community
- provide endorsement at key stages of development and implementation of the RAP.

This Advisory Group has no delegated powers.

The Advisory Group consists of the following membership:

- Traditional Owner representative(s) and/or a Aboriginal and/or Torres Strait Islander representatives that live, work, study, volunteer or have a connection with Bayside. There are no quotas for this category.
- Community members with a demonstrated commitment to Reconciliation and/or experience in RAP development. A maximum of four (4) representatives.
- Key government and non-government agency representatives. A maximum of two (2) representatives.
- One Councillor representative appointed by Council.

Key issues

A meeting of the Reconciliation Action Plan Advisory Group meeting held on 13 December 2023 to consider the following matters:

- 20 Wangara Road - Public Open Space Development.
- Innovate Reconciliation Action Plan Progress Report.
- Reconciliation Australia update.
- Review of Reconciliation Action Plan Advisory Group Terms of Reference.

A copy of the 13 December 2023 minutes of the Reconciliation Action Plan Advisory Group meeting is attached for Council's information.

Recommendation

That Council receives and notes the minutes of the Reconciliation Action Plan Advisory Group meeting held on 13 December 2023.

Support Attachments

1. Minutes of the 13 December 2023 Reconciliation Action Plan Advisory Group meeting ↓

Bayside City Council Reconciliation Action Plan Advisory Group Meeting - 13 December 2023

Minutes of the Reconciliation Action Plan Advisory Group Meeting

held in the Mayor's Room Council Chambers
Boxshall Street, Brighton and a hybrid environment
on Wednesday 13 December 2023

The Meeting commenced at 10am

1. Welcome and opening of the meeting

The Mayor/Chair Cr Stitfold and Co-Chair Mr Toscano opened the meeting at 10am and welcomed the members of the committee and officers to the meeting.

Acknowledgement of Country

The co-Chair Mr Toscano read the acknowledgement of country.

Bayside City Council proudly acknowledges the Bunurong People of the Kulin Nation as the Traditional Owners and Custodians of this land, and we pay our respects to their Elders, past, present and emerging as well as any Aboriginal or Torres Strait Islander community members with us today.

2. Present

Members:	Cr Fiona Stitfold (Mayor/Chair) Mr Josh Toscano (Chair) Mr Jeremy Abbott Ms Gulay Cevik (online) Ms Allyson Craigie-Parsons (online) Mr Matt Perfect Ms Jillian West (online)
Officers:	Terry Callant – Manager Governance Ros Pruden – Manager Family, Youth and Wellbeing Josh Connell – Community Wellbeing Coordinator Robert Lamb – Governance Officer Elley Thomas – Biodiversity and Foreshore Planning Officer

Bayside City Council Reconciliation Action Plan Advisory Group Meeting - 13 December 2023**Quorum for the meeting**

Ten members have been appointed to the Committee, with 7 active members. The quorum of a meeting is a majority of members (5) and must also include at least one Councillor representative and one Traditional Owner member.

A quorum for this meeting was reached with no less than 6 members (including one Councillor and Traditional Owner member) present at any given time.

3. Apologies

It is recorded that Cr Jo Samuel-King submitted an apology for the 13 December 2023 Reconciliation Action Plan Advisory Group Meeting.

It was also noted that Ms Allyson Craigie-Parsons was not present at the start of the meeting.

Moved: Mr Perfect

Seconded: Mr Abbott

That the apology of Cr Jo Samuel-King be noted for the 13 December 2023 Reconciliation Action Plan Advisory Group Meeting.

CARRIED

4. Disclosure of Conflict of Interest

There were no conflicts of interest submitted to the meeting.

5. Adoption and Confirmation of the notes of previous meeting**5.1 Confirmation of the notes of the Reconciliation Action Plan Advisory Group Meeting held on 30 August 2023.**

The Committee sought clarification on some of the matters raised within the notes of the previous meeting. It was also suggested that the minutes of the meetings be circulated to members as soon as they are available.

Moved: Mr Abbott

Seconded: Mr Toscano

That the notes of the Reconciliation Action Plan Advisory Group Meeting held on 30 August 2023, as previously circulated, be confirmed as an accurate record of proceedings.

CARRIED

It is recorded that the *Ms Allyson Craigie-Parsons joined the meeting on online.*

Bayside City Council Reconciliation Action Plan Advisory Group Meeting - 13 December 2023

6. Reports

6.1 20 WANGARA ROAD - PUBLIC OPEN SPACE DEVELOPMENT

Environment, Recreation and Infrastructure - Open Space and Recreation
File No: PSF/23/169 – Doc No: DOC/23/370653

The Biodiversity and Foreshore Planning Officer provided a presentation on the 20 Wangara Road - Public Open Space Development.

It was proposed that the Advisory Group participates in a standalone workshop in early 2024 with the project consultant and Council officers to explore opportunities to imbed recognition of First Nations people throughout the site.

Moved: Mr Abbott

Seconded: Ms West

That the Reconciliation Action Plan Advisory Group notes the presentation on 20 Wangara Road - Public Open Space Development, and the Advisory Group participate in a standalone workshop in early 2024 with the project consultant and Council officers to explore opportunities to imbed recognition of First Nations people throughout the site.

CARRIED

6.2 INNOVATE RECONCILIATION ACTION PLAN PROGRESS REPORT

Community and Customer Experience - Family, Youth and Wellbeing
File No: PSF/23/169 – Doc No: DOC/23/363641

The Community Wellbeing Coordinator presented the Innovate Reconciliation Action Plan Progress Report and highlighted some of the significant achievements.

- Welcome to Country and Acknowledgement of Country Policy available to staff on intranet and Acknowledgement widely used at Council events, meetings and documents.
- Welcome to country and smoking ceremony conducted for the opening of North Brighton Children's Centre.
- Yalukit Willam Nature Reserve acknowledgement of First Nations Peoples through naming, consultation process and opening event in partnership with Boonwurrung and Bunurong Land Council
- Acknowledgement of Country is put in place on the kindergarten registration software program.
- Aboriginal and Torres Strait Islander health literature resources identified and distributed to all MCH centres.

Bayside City Council Reconciliation Action Plan Advisory Group Meeting - 13 December 2023

- "Welcome pack" developed that includes information about local gathering places and playgroups, with culturally appropriate books and resources included to promote child development and health.
- A new employment condition introduced into the 2022 Enterprise Agreement which provides staff of Aboriginal and Torres Strait Inlander decent with access to one day of paid leave per calendar year (non-cumulative) to participate in National Aboriginal and Islander Day Observance Committee (NAIDOC) week activities and events.
- NAIDOC Week film screening – The New Boy with 200+ attendees.
- NAIDOC Week event RAP Launch, with guest speaker Nova Peris in partnership with Kingston and Glen Eira Councils, with 350 attendees.
- Acknowledgement of Country plaques from Aboriginal owned business, Kinya Lerrk, installed in major Council buildings including Corporate Centre, Libraries, Gallery, Maternal and Child Health centres, community centres and neighbourhood houses.
- Interpretive Indigenous Signage installed at Thomas Street playground hosting explanations of the 4 indigenous sculptures at the playground.
- Cultural Learning Strategy in development by People and Strategy team incorporating cultural awareness cultural sensitivity and cultural safety. In close consultation with engaging First Nations consultant, Jillian West
- Seven events grants approved for First Nations celebrations in Bayside at local community centres, kindergartens and other community venues for 2023.
- Several Aboriginal and Torres Strait Islander businesses including Supply Nation and Kinaway incorporated in the Social Procurement Panel covering multiple councils in the South east region.
- Ongoing communications on Council's commitment to reconciliation via Let's Talk Bayside, This Week in Bayside enews and website. With a Strong focus on Council's support for the Voice to Parliament, its purpose, importance, and process of the Referendum.
- Initial meeting with Programmed who have a First Nations engagement team that could assist with sourcing trainees with Aboriginal or Torres Strait Islander backgrounds.
- Re-engagement with Bunurong Land council through their stakeholder engagement manager.

The Community Wellbeing Coordinator also acknowledged some of the challenges including:

- Prioritisation of RAP actions against competing organisational actions
- Internal staff engagement with the RAP
- Reconciliation Officer position vacancy
- Availability of relevant stakeholders.

Bayside City Council Reconciliation Action Plan Advisory Group Meeting - 13 December 2023

The Community Wellbeing Coordinator also highlighted some of the next steps to be undertaken during the 3rd quarter which include:

- Progress partnership agreement discussions with Bayside City Council and Bunurong Land Council
- Recruit a new Reconciliation Officer
- Complete a review of the current Innovate RAP that concludes in June 2024
- Launch an internal working group with internal Council stakeholders to gain feedback on the progression on RAP actions and provide support on arising challenges.
- Produce a project plan for the development of the next Reconciliation Action Plan in consultation with Reconciliation Australia and the Advisory Group
- Development of an EOI to begin recruitment of new members to the RAP Advisory Group

The Committee discussed some of the challenges and the next steps. Member Jillian West indicated that she would assist with conversations with the Bunurong Land Council.

Discussion also took place regarding the merits in appointing a Reconciliation Officer at this point in time versus appointing an external consultant to develop a new RAP.

The Community Wellbeing Coordinator advised the Advisory Group that funding for a Reconciliation Officer is only until June 2024 at this stage.

NOTED

That the Reconciliation Action Plan Advisory Group noted the progress report of the Innovate RAP.

6.3 RECONCILIATION AUSTRALIA UPDATE

Community and Customer Experience - Family, Youth and Wellbeing
File No: PSF/23/169 – Doc No: DOC/23/358718

The Co-Chair welcomed Billie Amor, Senior Program Officer at Reconciliation Australia to the meeting. Ms Amor provided a presentation on Reconciliation Australia's RAP development process and the Advisory Group provided feedback to Council officers.

The Advisory Group discussed the merits of a 2nd Innovate RAP effective from 1 July 2024 or a condensed 1 year Innovate RAP until such time as a newly elected Council has the opportunity to understand and adopt a new 2 Year Innovate RAP.

The Advisory Group agreed that this conversation should progress off-line with Council Officers to understand the best way forward given the next meeting of the Group is not until February 2024, and preparation for a new RAP should commence early in 2024.

Bayside City Council Reconciliation Action Plan Advisory Group Meeting - 13 December 2023**NOTED**

That the Reconciliation Action Plan Advisory Group:

1. noted Reconciliation Australia's RAP development process
2. receive advice from officers on the development process for the next innovate RAP via an out-of-session communication with members.

6.4 REVIEW OF RECONCILIATION ACTION PLAN ADVISORY GROUP TERMS OF REFERENCE

Corporate Services - Governance
File No: PSF/23/167 – Doc No: DOC/23/369107

The Governance Manager introduced the report on the review of the Reconciliation Action Plan Advisory Group Terms of Reference.

The Governance Manager highlighted some of the proposed changes specifically relating to:

- *term of members*
- *circulating minutes of meetings to all members following approval by the Chair*

It was suggested by the Advisory Group that the Charter include a provision and minutes of the meeting be circulated to all members within 5 days following the approval of the minutes by the Chair.

It was also noted that the Advisory Group were not supportive of any proposal that membership of the Advisory Committee should consist of a majority of members residing within Bayside, given the difficulty to in recruiting the members to the Committee.

Noted

That the Reconciliation Action Plan Advisory Group noted the report on the draft Reconciliation Action Plan Advisory Committee Charter 2023 (Attachment 1) and supports the draft Charter with the inclusion of the provision of minutes be circulated to all members following the approval of the Chair.

7. General Business

There were no items of General Business

Bayside City Council Reconciliation Action Plan Advisory Group Meeting - 13 December 2023

8. Confirmation of date of future meetings

It was raised at the meeting that Cr Samuel-King was unable to attend future Wednesday scheduled meetings due to work commitments.

All members were supportive to keep meetings on a Wednesday, and the Governance Manager would engage with the Councillor to discuss the matter further.

At this stage the meetings schedule is as follows:

- Wednesday 7 February 2024 at 2.00pm (Hybrid – in person and online)
- Wednesday 24 April 2024 at 2.00pm (Hybrid – in person and online)
- Wednesday 31 July 2024 at 2.00pm (Hybrid – in person and online)

The Chair declared the meeting closed at 11.38pm.

9. Reports by Special Committees

There were no reports by special committees.

10. Reports by the Organisation

10.1 URBAN FOREST PRECINCT PLANS

City Planning and Amenity - Urban Strategy
File No: PSF/24/105 – Doc No: DOC/24/32936

Executive summary

Purpose and background

The purpose of this report is to present Council with the feedback received from the community which has informed the finalisation of the Urban Forest Precinct Plans (Precinct Plans) proposed for adoption.

Preparation of the Precinct Plans is a key action from Bayside's Urban Forest Strategy 2022-2040. The Beaumaris Precinct Plan was the first plan to be developed and was adopted by Council at its 15 February 2023 Council Meeting.

Council resolved to undertake community consultation on the remaining eight Precinct Plans at its 15 August 2023 Meeting. The consultation period then commenced from 28 August to 15 October 2023. The feedback received during this period has informed the changes made and finalisation of the Precinct Plans that are attached to this Report.

Key issues

Summary of the community engagement period

A total of 523 participants took part of the Precinct Plan engagement during the consultation period. The number of participants and methods of engagement included:

- 110 responses via the online survey
- 12 written submissions received from seven submitters
- 368 contributors via eight face-to-face pop-up session.

Council officers presented to four community groups throughout the engagement period. These groups included the Bayside Healthy Ageing Reference Group, Reconciliation Action Plan Advisory Group, Pennydale Residents Action Group, Disability Access and Inclusion Advisory Committee.

Key issues raised by the community

As part of the consultation on the precinct plans, community members were asked to provide responses to online surveys and activity boards via face-to-face pop-up sessions at locations across Bayside. The following key themes were raised:

- ***Improvement of having a diverse urban forest and the need to increase planting of indigenous and native species.***
Online survey participants were asked if they prefer native, indigenous, or exotic vegetation. The survey shows that participants prefer native vegetation, then indigenous and then exotic vegetation.
- ***Concerns by the level of tree removal on private property and 'moonscaping'***
When asked how they felt about the precinct plans overall, Survey participants raised

concerns about the removal of existing vegetation at development sites (10 mentions).

- **Education in the community**

Several written submissions spoke to the need to increase awareness of the benefits of trees in the community through an educational program.

- **The need to have a resilient urban forest that can withstand the ongoing impacts of climate change**

The Bayside Healthy Ageing Reference Group raised concerns around having a species palette with vegetation that can survive increases in temperature.

- **Suburb specific species targets**

During the engagement period, community members were asked if they support or oppose the inclusion of species planting targets that were introduced into the Precinct Plans at the August 2023 Council Meeting. A majority of participants either opposed (42%) or were unsure (15%) about the targets, with only 27% of residents supporting the targets.

Changes made to the Precinct Plans

Following community consultation, Council officers have incorporated the following changes into the Precinct Plans in response to community feedback and consultation with internal departments.

- **Species Palette**

Survey respondents were asked during the engagement what Council could do to support residents to plant and maintain vegetation on private property. Participants indicated that recommending appropriate tree and vegetation species (57% of the 102 respondents) was the best way for Council to support residents.

A number of enhancements have been made to the species palette in response to the community wanting further information when selecting plants for their private property. Additional plant species were added to the list to reflect what plants are commonly planted around Bayside in the public and private realm. The species added included a mix of indigenous, native, and exotic species that are 'climate adaptors' and attract local wildlife. Further information has also been provided to assist in species selection, including species tolerance to climatic factors such as wind, salinity, and drought as well as growth rate, height and canopy at maturity, flowering period and species uses. The purpose of including this additional information is to educate the community as to the reasons why particular species are preferred and more suitable for planting on their property.

- **Removal of Species Targets**

As part of the online survey on Have Your Say, community members were asked how they feel about the suggested percentage targets of native, indigenous, and exotic species for each suburb. A significant proportion of survey participants (42% of the 55 respondents) opposed the inclusion of species targets. A further 15% were unsure about the targets and 16% were neutral. Only 27% of participants supported the targets as set.

Participants were also asked if they would like to suggest any changes to the species targets. Several participants (57% of the 53 respondents) wanted to suggest changes to the species targets. The suggested changes to the species targets made by the community are provided in Figure 2 below and in the Community Engagement Report in Attachment 1.

Figure 1. Species targets set at the August 2023 Council Meeting

Suburb	% Indigenous	% Native	% Exotic
Beaumaris	80%	20%	0%
Black Rock	80%	20%	0%
Brighton	20%	5%	75%
Brighton East	30%	10%	60%
Cheltenham	80%	20%	0%
Hampton	80%	20%	0%
Hampton East	30%	10%	60%
Highett	30%	10%	60%
Sandringham	80%	20%	0%

Figure 2. Species targets set by the community during the engagement period.

Suburb	% Indigenous	% Native	% Exotic
Beaumaris	49%	46%	0%
Black Rock	47%	38%	0%
Brighton	61%	24%	14%
Brighton East	60%	26%	14%
Cheltenham	59%	29%	12%
Hampton	59%	29%	20%
Hampton East	64%	27%	10%
Highett	65%	25%	10%
Sandringham	63%	27%	9%

Figure 2 shows that the species targets that have been suggested by the community vary significantly to those previously set at the August 2023 Council Meeting (Figure 1). For example, the species targets set for Brighton at the August 2023 Council Meeting were 20%

indigenous, 5% native and 75% exotic. Comparatively, the community set species targets for Brighton as 61% indigenous, 24% native and 14% exotic.

The results from community feedback show that there is not a clear consensus across all stakeholders as to the percentage of species for each suburb. Further, there was low support (27%) for the inclusion of percentage targets. Council officers consider that the removal of the species targets is appropriate to align with community feedback. This will not prevent Council being able to prioritise the planting of indigenous and native species, or respond to local existing planting character as was intended by the percentage targets. However, it will allow a more targeted case-by-case assessment of planting in accordance with adopted Council policies including the *Street and Park Tree Management Policy 2020*, *Street and Park Tree Selection Guide 2016* and the Revised Bayside Landscape Guidelines.

- **General changes**

Whilst consultation and finalisation of the Precinct Plans was occurring, the adoption of the Local Law Review and the Bayside Landscape Guidelines Review occurred at the 21 November and 19 December Council Meetings respectively. The Precinct Plans have been updated to be consistent with and reflect the adoption of this work.

The Implementation Plan as set out within each Precinct Plan has also been amended to provide greater clarity and address issues raised by the community and internal stakeholders. All changes made have been outlined in Section 8 of the Community Engagement Report in Attachment 1.

Next steps

To ensure consistency across all Precinct Plans, it is proposed that an amended Beaumaris Precinct Plan is adopted at the 20 February Council Meeting alongside the eight Precinct Plans that have finished consultation. This will ensure all 9 Precinct Plans are consistent in format and content.

The Precinct Plans will have a 10-year life period, with review to occur midway and at the end of their lifespan. Once adopted, Council officers intend to utilise the Precinct Plans to guide the delivery of the Annual Tree Planting Program in future years and to assist community education and awareness programs with private property owners.

Recommendation

That Council:

1. notes the outcomes from community engagement and the updates to the Urban Forest Precinct Plans
2. adopts the Urban Forest Precinct Plans and the amended Beaumaris Precinct Plan
3. authorises the relevant delegated officer to make any editorial or formatting changes to the precinct plans if required
4. writes to all submitters to thank them for their contribution.

Support Attachments

1. Urban Forest Precinct Plans - Community Engagement Summary Report (separately enclosed)
2. Urban Forest Precinct Plan - Beaumaris (separately enclosed)
3. Urban Forest Precinct Plan - Black Rock (separately enclosed)
4. Urban Forest Precinct Plan - Brighton (separately enclosed)
5. Urban Forest Precinct Plan - Brighton East (separately enclosed)
6. Urban Forest Precinct Plan - Cheltenham (separately enclosed)
7. Urban Forest Precinct Plan - Hampton (separately enclosed)
8. Urban Forest Precinct Plan - Hampton East (separately enclosed)
9. Urban Forest Precinct Plan - Highett (separately enclosed)
10. Urban Forest Precinct Plan - Sandringham (separately enclosed)

Considerations and implications of recommendation

Social

The Precinct Plans seek to address a broad range of environmental issues resulting in a cooler, greener, and improved urban environment in which the community can participate and interact socially.

Natural Environment

The Urban Forest Strategy and Precinct Plans discuss the role of trees as part of a natural system and in context of the emerging threat of climate change impacts.

Biodiversity and habitat are important components of a healthy urban forest. Bayside has pockets of particularly rich vegetation character, which is highly valued and should continue to be preserved and enhanced.

Climate Emergency

The development of the Urban Forest Strategy is an action identified in the Climate Emergency Action Plan 2020–25. The continued implementation of the Urban Forest Strategy and finalisation of these Precinct Plans will instil the planning for a more resilient city, with the appropriate measures in place to prepare and adapt to the changing climate.

Built Environment

Housing growth and construction activity on private property is continuing to impact the tree population on private property. The Precinct Plans seeks to implement measures to reduce this impact and improve the retention of trees on private property.

Customer Service and Community Engagement

Council officers have prepared the Precinct Plans as an action and output of the Urban Forest Strategy and conducted community engagement from 28 August to 15 October 2023.

There were eight face to face engagement sessions conducted over the seven week period. Council officers also presented to four community groups during the engagement period. The digital communications for the consultation period included:

- email notification to Have Your Say subscribers and key stakeholder groups.
- Council website and This Week in Bayside e-newsletter
- targeted social media posts, including sponsored advertising to increase reach.
- direct email to key stakeholders
- Have Your Say project webpage.
- article for inclusion in various special interest Council newsletters
- digital screens at local Bayside libraries and Corporate Centre
- explainer video showcasing Bayside's Urban Forest
- prize draw to win one of 20 plants from Bayside Community Nursery

- seed bookmark giveaways through Bayside libraries and Corporate Centre.

Equity Impact

The implications of this report have been assessed and are compliant with the requirements of the Gender Equality Act 2020.

Human Rights

The implications of the report have been assessed and are not considered likely to breach or infringe upon, the human rights contained in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

Governance

Officers involved in the preparation of this report have no conflict of interest.

Legal

There are no legal implications arising from consideration of this report.

Finance

Funding has been allocated in the Urban Strategy operating budget for the implementation of the Urban Forest Strategy and preparation of the Precinct Plans. The delivery of the Precinct Plans will require additional budget in future years which will need to be accommodated.

Links to Council policy and strategy

Bayside Community Vision 2050

The Precinct Plans aligns with the Community Vision 2050, particularly Theme 1: Living Environment/Natural Environment. Within this Theme, Priority 1.2 is of relevance and aligns with the strategic objectives of the Precinct Plans, which seeks to 'Protect the coast, land and sea through measures such as increased tree planting, sensitive landscaping and enhanced pedestrian connections with nature, planning for the effects of extreme weather.'

Bayside Urban Forest Strategy 2022–40

The Urban Forest Strategy outlines a range of actions relating to the enhancement of Bayside's tree canopy and understorey, as well as biodiversity improvements. The delivery of the Precinct Plans is a direct output of the Urban Forest Strategy.

Park Improvement and Habitat Linkage Plan 2022

A key outcome from the Park Improvement and Habitat Linkage Plan is to identify where vegetation planting can be implemented or improved to link areas of open space and provide habitat corridors and to prioritise areas for immediate planting on Council's land. The objective of the plan is to assist in increasing the diversity of indigenous and native plantings in Council owned open space outside conservation reserve system and strengthen the connections between natural areas. The Precinct Plans have utilised the findings of this Plan and actions the prioritisation of investigating and delivering the planting of these areas as part of the Annual Tree Planting Program.

Climate Emergency Action Plan 2020–25

A key action set through the Climate Emergency Action Plan is the implementation and delivery of the Urban Forest Strategy by 2025. A key of action of the Urban Forest Strategy is the development of the Urban Forest Precinct Plans.

Bayside Community Plan 2025

The Precinct Plans align with the following domains of liveability and community aspirations relating to:

- Open Space: Bayside will be a better place when:
 - the right trees are planted in public spaces, so they don't need to be removed because of property damage
 - the use of chemicals to control weeds is minimised
 - mature trees and garden landscapes are protected and enhanced.

- Environment: Bayside will be a better place when:
 - indigenous planting is increased along the foreshore and public areas
 - new developments retain established trees and plant new trees
 - mature trees and garden landscapes are protected and enhanced.

Bayside Biodiversity Action Plan 2018–27

The Biodiversity Action Plan provides specific actions to implement the strategic objectives of the Environmental Sustainability Framework 2016–25 and identifies a range of actions to maximise conservation and habitat diversity and connectivity as well as the increase of tree canopy cover to reduce heat island effects, provide shade and improve overall amenity.

10.2 HAMPTON HUB - CONCEPT DESIGN AND FEASIBILITY ANALYSIS

City Planning and Amenity - Urban Strategy
File No: PSF/24/105 – Doc No: DOC/24/28034

Executive summary

Purpose and background

The purpose of this report is to present Council with the findings of the concept design and feasibility analysis undertaken for the Hampton Hub. At its 19 December 2023 Council meeting, Council resolved to build on the feasibility work that was in progress by including the following additional considerations:

- a) *The feasibility and cost of providing a multi-deck car parking on 20–22 Willis Lane.*
- b) *The impact of the deletion of any basement parking located in the centre of the Willis Street Precinct site would have on the feasibility and costs.*
- c) *The feasibility and cost of providing alternative access and loading arrangements in the precinct to minimise vehicle access in Koolkuna Lane and Willis Lane.*
- d) *The impact of the deletion of the library and reduction of the floor area would have on the feasibility and costs.*

The preparation of the concept design and feasibility analysis is the next step following on from the adoption of the Hampton Community Infrastructure Masterplan (the Masterplan) in 2021, which seeks to deliver a new integrated Community Hub to connect all existing community services and programs in Hampton into one facility. The delivery of a centralised intergenerational facility would provide a location in Hampton where the community can gather, enjoy new public open space, and access improved transport outcomes.

Key issues

At the 27 June 2023 Council meeting, four development scenarios were presented for a feasibility analysis to be undertaken. It was resolved that a feasibility analysis be undertaken on three (3) options for the proposed Hampton Hub. Council officers appointed a consultant team to prepare concept designs and feasibility analysis for the following three development options, with estimated figures provided below:

Scenario A – Reduced Scope Model

This option provides one council facility that amalgamates 13 identified facilities around Hampton into the northern section of Willis Street. The estimated cost to deliver this option is \$28.03 million and is approximately 2,816m² in size. This option would utilise the existing at grade parking spaces (98 car spaces) located on the southern part of the Willis Street centre of the precinct.

Scenario B – Willis Street Precinct Plan (Hampton Community Infrastructure Masterplan June 2021)

This option provides a civic square containing a purpose-built intergenerational community hub and north facing open space with basement car parking. The estimated cost to deliver this option ranges from \$52.5 - \$56.2 million and is approximately 3,233m² in size. This option would provide 101-135 basement parking spaces.

Scenario C – Alternative Open Space model

This option provides a Council facility located in the centre of the Willis Street Precinct with the potential for additional open space at 20-22 Willis Street. The estimated cost to deliver this

option ranges from \$52.5 - \$56.2 million and is approximately 3,183m² in size. This option would provide 101 -135 basement parking spaces.

The feasibility and concept design prepared for these options are outlined in Attachment 1 for consideration. In addition to the above, other options for consideration should include the following:

Scenario - Status Quo

The current facilities, while aging, are still servicing existing community groups. Therefore, the existing facilities could be maintained with ongoing maintenance (though this will increase over time as the buildings age).

This option would miss the opportunity to centralise Council Services in one central location and deliver on additional amenity outcomes for the wider community.

Scenario - Minor Upgrades

While maintaining the current facilities to ensure community groups can continue to operate, there may be the need to undertake further strategic analysis on our community service needs. It is considered critical that Council understands this need to assist in determining what minor works/upgrades would be necessary to support the existing and potential expanding services if Council were to continue to deliver services at these sites.

In addition to the above lost opportunities when maintaining the status quo, this option would likely require additional operation and capital investment to understand the needs and implement and building improvements.

Council’s 4-year Capital Program includes no funding for the proposed Hampton Hub and there will be significant pressure in Years 5 to10 of the program. These lower cost options should be seriously considered as the more costly options may not be achievable.

Additional work resulting from 19 December 2023 Council meeting

As part of Council's consideration to select a preferred concept design, the following further analysis has been undertaken.

Multi deck car park analysis

Further consideration has been undertaken to determine the feasibility and impacts of providing a multi-deck car park on 20-22 Willis Lane in lieu of any basement parking located in the centre of the Willis Street Precinct site. The following options were investigated by Council’s consultant. Costs provided are indicative only, as a result of high level analysis:

Option 1a	Option 1b	Option 2 details
Multi deck car park only Four storeys	Multi deck car park with ground floor retail space	Multi deck car park with 1 level of basement and ground floor retail space
137 car parking spaces \$11 million	113 car parking spaces \$11.14 million	158 car parking spaces \$15.18 million

The above-mentioned options to provide a multi-deck car park on 20-22 Willis Street have been compared to the estimated costs and feasibility to provide basement parking at the Willis Street Precinct Site which ranges from \$7.6 million - \$10.2 million for Scenarios B.8 and B.9.

The multi-deck car park options at 20-22 Willis Street are indicatively more costly than the provision of basement parking at the Willis Street precinct site due to:

- Size of the site restricts car parking yield which means height needs to be 4 storeys to accommodate sufficient parking. It is estimated that between 89 - 110 additional car parks could be achieved.
- The cost of providing another standalone building with architectural designed facades is significantly more than providing car parking within a larger development project.
- The inclusion of retail space into the multi deck option increases development costs and loses car parking spaces.

Deletion of Library from the Willis Street Precinct Site concept design

Council requested officers to consider the impacts on the Hampton Hub of removing the library component and instead allow for this service to continue at its existing location. Under Scenario B, the library (including its Back of House facilities) accounts for 442m² of the total internal floor area (3,233m²), equating to 13.7% of internal floor area.

Analysis shows the removal of the library could potentially reduce overall project costs by as much as \$1.8 million in direct costs. As to the impacts arising from the deletion of the Library from the centralised location, Council should consider the following when making a decision:

- The inclusion of the library has the ability to activate the ground floor and street level of the Hampton Hub, encouraging multi-purpose trips to this one location and operational efficiencies.
- The inclusion of the library in the Hampton Hub maximises the shared facilities and centralised approach that Council adopted as part of the Hampton Community Infrastructure Masterplan
- There are cost implications to separately consider as part of the operation and financing of an existing library.

Council's funding strategy – further considerations

It is noted that the current Long Term Financial Plan (LTFP) has identified the Hampton Hub as a potential future project but is unfunded over the life of the plan. There are also a number of other potential financial and capital pressures on the budget that need to be taken into consideration. All of these matters will have a direct impact on the timing and ability to deliver on this project unless Council was to entertain land asset sales or borrowings.

Until the funding and timing of this project has been resolved, it is considered premature to advance the feasibility or the community consultation. It is considered that undertaking consultation on a preferred model will raise expectations in the community about the delivery of this project in the short term.

There are also concerns that the current feasibility was based on initial community infrastructure needs to support the community based on 2035 projections. The timing of this project, based on the current funding unlikely to be available within the next 10 years, will also require the community infrastructure needs to be revisited.

Therefore, Officers are of the view that this project should be deferred to enable both funding to be resolved as part of the LTFP and for a review of the community infrastructure needs to be undertaken.

Alternative opportunities

Given the ongoing interest in the Hampton Hub, there may be opportunities to undertake interventions within the precinct in the interim which would support the objectives of Council's adopted Masterplan. This could include the investigation and implantation of staged works such as increasing open space within the Willis Street Precinct.

Recommendation

That Council:

1. notes the scenarios analysed within the feasibility study and defers any further progress, including community consultation, on the Hampton Hub project until funding of the project in Council's Long-Term Financial Plan has been determined
2. considers alternate works or arrangements to support the delivery of community services and open space in Hampton.

Support Attachments

1. Hampton Hub Feasibility Study Summary Report

Considerations and implications of recommendation

Social

Hampton is facing an increasingly ageing population, and growth in the number of families with children. By the year 2036, there will be a gap in future service provision of the following services/facilities in the Hampton suburb: three and four-year-old kindergarten places, playgroups, centre-based libraries, flexible space for community meetings, events, programs, art and culture, and potential future gap in the provision of youth spaces and an arts and culture centre. How to locate and integrate these facilities is the key outcome of the Masterplan

Natural Environment

In determining the future land use and built form outcomes, Council will need to be mindful that there may be various impacts on the natural environment which will need to be given due regard. Through the implementation, individual actions and projects will be scoped so that the impacts on the natural environment can be better understood and mitigation measures determined at the appropriate stage of the development process.

Climate Emergency

The co-location of community facilities in a centralised location close to shops and public transport will create better opportunities for sustainable travel; however, the greatest opportunity to consider the impacts of development on Council's declaration will be able to be considered as each capital delivery project is planned. Through the implementation of the Masterplan and the concept design, opportunity exists for Council to consider how each building or project can be designed and measures imposed to ensure that the build will respond to the climate emergency. Due to its location close to public transport and within an activity centre encourages active and sustainable transport methods.

Built Environment

The built environment outcomes arising from the Masterplan will be considered as part of each future project identified in the Masterplan.

Customer Service and Community Engagement

Council has undertaken three stages of community engagement in preparing the current Masterplan. It is noted that almost all key stakeholders have provided written support for the Masterplan, with any further comments received likely to relate to the design detail that would inform the next stage of this project.

Further community engagement also took place with future user groups around the extent of floorspace required by each group, which took place throughout 2019 and 2020.

Equity Impact

The implications of this report have been assessed and are compliant with the requirements of the Gender Equality Act 2020.

Human Rights

The implications of the report have been assessed and are not considered likely to breach or infringe upon, the human rights contained in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

Governance

Officers involved in the preparation of this report have no conflict of interest.

Legal

There are no legal implications arising from this update report.

Finance

Funding was allocated in the 2022–23 budget to progress a functional design brief and negotiations with developer groups. This funding has been rolled over to the 2023–24 financial year to undertake the feasibility analysis and exhausted.

Further detailed planning will require a future budget allocation.

Funding for the delivery of the proposed Hampton Hub is not included in the current 4 Year Capital Program or LTFP and given the pressures on the existing program, future funding for the Hub faces significant hurdles.

Links to Council policy and strategy

There are a significant number of relevant policy and strategy documents related to the Masterplan and its implementation, which are summarised in detail within the Masterplan itself. The following key documents are particularly relevant:

Bayside 2050 Community Vision

Relevant vision statements of the Community include:

- Bayside will ensure open space and its protection and amenity is a priority for 2050.
- Bayside will support provision of effective, sustainable, and inclusive transport services and infrastructure.
- Bayside will be a city that is greener and has more open space, and creates a community that is inclusive, respectful, and accessible.
- Bayside will nurture creativity.
- Bayside will nurture innovation to encourage a thriving and vibrant community.
- That Bayside City Council serves the needs of its communities, engaging with them, reflecting their desires and aspirations in its activities, including, where appropriate, encouragement for community members to drive the vision.
- Bayside will be inclusive and accessible for all.
- Caters for multiple and varying views on how to best develop the built environment across the city to allow for future accommodation increases and protection of the liveability of Bayside.
- Encouraging a vibrant commercial sector of environmentally compatible industries including tourism, high-tech and commercial activities to underpin the economy of the city.

Council Plan 2021–25

Relevant goals of the Council Plan include:

- Goal 1 – Our Planet: As custodians, we will lead, act and advocate on the critical issues of environmental sustainability and Climate Emergency, and on our shared responsibility to care for and protect Earth's vitality, diversity, beauty, and the community of life.
- Goal 2 – Our People: We will plan and advocate for a Bayside where our diverse communities and people can thrive, live healthy and active lives, fostering inclusion and participation through holistic, innovative approaches to economic and social wellbeing.
- Goal 3 – Our Place: Our open space and foreshore, our facilities and the built environment are highly valued, shared and enhanced to ensure their sustainability, use, liveability, character, and amenity for current and future generations.

- Goal 4 – Our Promise: We will engage with and represent for all in our community, and provide ethical, open, and accountable stewardship of the Bayside municipality and deliver sustainable services that meet the vision and needs of the current and future generations of Bayside.

Hampton Willis Street Precinct Urban Design Framework 2013 (UDF)

Council adopted the UDF as its preferred development vision for the Willis Street Precinct in 2013. The UDF includes a number of short and long-term implementation actions that seek to improve the Precinct, including consideration of the opportunity to create an integrated community hub within the Willis Street precinct.

Hampton Street Structure Plan Review 2016

The purpose of the Structure Plan Review was to examine the effectiveness of the implementation of the Hampton Street Structure Plan 2006 to ensure that the key strategic planning issues facing the centre are identified and considered. One of the recommendations made by the review is that Council prepare a Community Infrastructure Study to ensure that the social and community infrastructure needs of the community are considered.

Bayside Housing Strategy 2019

The Bayside Housing Strategy 2019 identifies the Hampton Street MAC as a location with medium and high-density residential development. The primary location for growth within the Hampton suburb is nominated as being within the Hampton MAC.

Bayside Open Space Strategy 2012: Suburb Analysis and Action Plan

The Suburb Analysis and Action Plan considers the location of open space within Hampton and makes recommendations as to whether additional public open space is required. There are large areas of the Hampton MAC where public open space of a sufficient size to undertake structured and unstructured recreation is not available within 400 metres. An action from the Strategy is to actively plan for the creation of additional open space in the Hampton MAC. This is being delivered through the Masterplan process, with the overarching principles for the future open space now defined within the Masterplan.

Hampton Community Infrastructure Masterplan 2021

This Masterplan sets out the long-term vision for Council-owned sites within the Hampton Major Activity Centre and the consolidation of land uses with a new Hub in the Willis Street Precinct, as well as the redevelopment of the Thomas Street carpark. This report outlines the progress in delivering the actions that directly implement the Masterplan.

HAMPTON HUB
 Willis Street Precinct Development
 Scenario Testing & Feasibility Study

SUMMARY REPORT

Prepared by Urban Enterprise in collaboration with Tract for Bayside City Council

Tract

urban
 enterprise
 planning
 economics+tourism

Acknowledgment of Country

Urban Enterprise is located on Wurundjeri Woi-wurrung Country. We pay our respects to elders past, present and emerging and also acknowledge all Traditional Owners of Country on which we work.

Client



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Overview

Bayside City Council is planning for the delivery of a new integrated community facility (the Hampton Hub) within the Willis Street Precinct in Hampton.

The Hampton Hub will co-locate existing community services and programs into a new, purpose built, contemporary community facility, including a library, maternal and child health, kindergarten, community centre, meeting rooms, multi-purpose spaces and playhouse.

Planning for the project commenced in 2018, when Council prepared a social infrastructure assessment of existing facilities and services within the Hampton Street Activity Centre. The report recommended that a community hub be established in the centre that included consolidation of Council owned facilities.

Subsequently, further studies have been prepared, including the Public Land Masterplan (2021), which recommended the utilisation of the Willis Street Precinct for the Hampton Hub.

At its Council meeting in June 2023 Council resolved to undertake a feasibility analysis of different development scenarios for the Hampton Hub and Willis Street Precinct.

Council has therefore sought to review its options in relation to development of the Hampton Hub within the Willis Street precinct, considering the utilisation of Council owned land, the facility needs of the Hampton hub, the urban environment and urban design considerations, car parking, opportunity to deliver public open space and the financial considerations of the project.

Project Objectives

The following project objectives have guided the development of the project and assisted in informing priorities:

1. **Hampton hub:** deliver an integrated and intergenerational community facility for the Hampton community.
2. **Open space:** deliver high quality, accessible open space.
3. **Maximise benefit and value for money:** deliver value for money for Council by maximising benefit and offsetting cost.
4. **Active frontages:** strive to create active ground floor frontages where appropriate.
5. **Planning Requirements:** Ensure the Hampton Hub and development of the Willis Street precinct aligns to planning requirements, including building height and mass.
6. **Car parking:** strive for no net loss in car parking.
7. **Pedestrian environment:** better connect the precinct with its surrounds and improve the pedestrian environment.
8. **Vehicle access:** consider vehicle access needs and requirements across the Precinct.
9. **Active transport:** encourage the use of active transport.

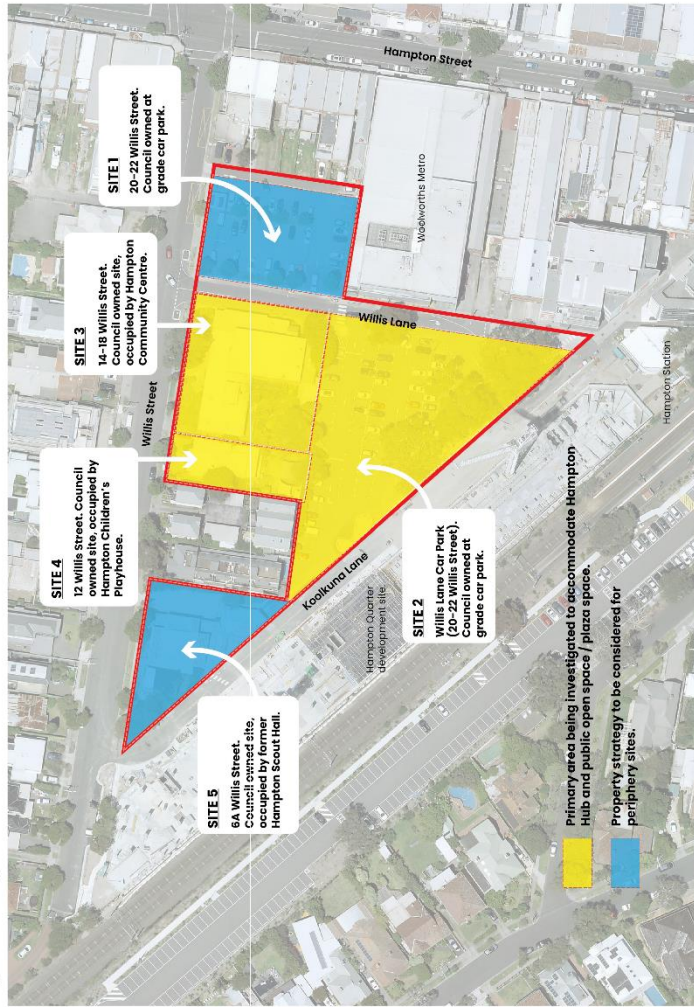
Strategic Context

The project has had regard to Council's strategies and plans, ensuring the project is strategically aligned to Council's policies and priorities.

Key considerations include:

- The Hampton Hub project provides opportunity to improve community/livability and wellbeing.
- The project provides opportunity to create new public open space.
- The precinct is located within the Hampton Street Major Activity Centre, which provides a wide range of goods and services to the community. Major Activity Centres are a key focus for retail, commercial and residential growth within Bayside.
- The sites proximity to public transport infrastructure, including Hampton Station, provides opportunity to deliver on transport objectives related to encouraging sustainable transport choices, improved accessibility and integration of land use planning and transport.
- The project provides opportunity to increase the municipal tree canopy, aligning to Council's Urban Forest Strategy.
- Provides the opportunity to consolidate car parking, where placemaking opportunities exist.
- Should be responsive to the climate emergency, including ensuring environmentally sustainable building design, protecting significant trees and integrating more nature into the streetscape.
- Provides opportunity to facilitate the delivery of affordable housing, through strategic redevelopment opportunities within the Willis Street Precinct.

Figure 1: Study Area Sites



Study Area

The study area includes a number of Council owned sites, including:

- Site 1: Willis Street Car Park (20-22 Willis Street – north-east corner).
- Site 2: Willis Lane Car Park (part of 20-22 Willis Street);
- Site 3: 14-18 Willis Street
- Site 4: 12 Willis Street;
- Site 5: 6A Willis Street.


Descriptions of each of the sites within the study area are included on the following page.


The central area of the study area is the primary area being investigated for the siting and development of the Hampton Hub and any associated public open space and plaza space.


Council is also considering its options in relation to the periphery sites (6A Willis Street and 20-22 Willis Street), including retention, disposal (for redevelopment and to offset the capital costs associated with the Hampton Hub project) or conversion to open space


Facility Needs and Precinct Considerations


Development scenarios for the Hampton Hub have been informed by an understanding of the facility needs and requirements of the Hampton Hub and other relevant considerations. Key considerations include:


- 


1. The Hampton Hub – The project has considered the delivery of a new integrated community facility within the Precinct, which includes a library, MCH, flexible/meeting rooms, kindergarten (minimum 3 rooms and up to 5 rooms with 22 places per room), multi-purpose community space as well as circulation and back of house facilities. The scenarios have been developed to not exceed 4,000 sqm of floorspace (excluding car parking, plaza and public open spaces). We recommended these facility requirements are reviewed in further detail in the next phase of the project to inform the brief for concept design and design development.
- 

2. Alignment to Planning Requirements – the scenarios for the Hampton Hub should align with planning requirements, specifically, the preferred height limits under the Design and Development Overlay (DDO12). The precinct includes preferred height limits of 11 metres (3 storeys), 13.5 metres (4 storeys) and 18.5 metres (6 storeys).
- 


3. Public Open Space – provide opportunity to incorporate new public open space within the Precinct, which provides for quality meeting and recreation space. The open space would ideally have good solar access with limited overshadowing from adjoining development, be safe from vehicle traffic, quiet and relatively free from noise pollution, allow for the retention of existing trees and deep root plantings and not bordered by back of house facilities.
- 

4. Car Parking – Aim for no net loss in car parking across the precinct. There are currently approximately 146 at grade car parks across the two Council owned car park sites. The project considers how these car parks can be retained or replaced/offset through redevelopment (i.e. in a basement structure).
- 

5. Pedestrian Environment – At present, the precinct is very car centric due to at grade car parks, multiple vehicle entry and exit points/vehicle crossovers, limited footpaths and a lack of convenient pedestrian connections between Hampton Street and the precinct. The new Hampton Quarter development, coupled with the Hampton Hub and its proximity to the train station will also increase pedestrian foot traffic in the area. Therefore, the project provides the opportunity to pedestrianize the environment, making for a more attractive environment to visit, shop, work and socialise.
- 

6. Active Frontages – There are a number of inactive facades and back of house facilities within and with interface to the Precinct. In part, this is due to the historical nature and structure of the urban environment as a services area (at grade car parking, loading/unloading to the rear of retail and commercial properties). The project provides opportunity to activate the street level through development of the Hampton Hub and redevelopment opportunities on periphery sites.
- 

7. Vehicle Access – Whilst there are clear opportunities to improve the pedestrian environment, vehicle access requirements also need to be considered when determining the future form and function of the Precinct. Key vehicle access requirements include:

 - Providing access to the proposed Transdev bus interchange.
 - Access to car parking and back of house facilities for businesses and residences.
 - Truck access for loading for the Woolworths supermarket.
 - Koolkuna Lane is a one-way road.
 - Intersections and access points.
 - Pick up and drop off areas in proximity to Hampton Station.
- 

8. Significant Trees – There are a number of significant trees in the precinct located along Koolkuna Lane. The project has sought to retain these trees as a priority, as well as considered opportunities to retain other established trees and provide for new tree plantings within the Precinct.

Table 1: Scenario A Summary

Hampton Hub Floorspace	Number of Storeys	Car Parking	Public Outdoor Spaces*	Estimated Development Cost
2,816 m ²	3	No change. Existing at grade car parking maintained.	629 m ²	\$28.03 million

*Can include plaza spaces, landscape setbacks and passive open space



Artist's impression (for illustrative purposes only)(Source: Tract)
Eye level view from the south, looking into the library space

Scenario A: Description

Scenario A seeks to accommodate the Hampton Hub on sites 12 and 14-18 Willis Street.

This is a minimal intervention option, where the development of the Hampton Hub does not encroach on the adjacent sites (including the at grade car parking to the south).

The height of the Hub aligns to current planning controls, being a three-storey development.

By limiting the land take of the Hampton Hub, there is no requirement to offset any loss of publicly accessible at grade car parking.

However, this option limits the creation of new publicly accessible open space or plaza space, meaning there is limited alignment to the Council resolution in regard to the provision of public open space.

In addition, retention of the at grade car parking limits any broader precinct renewal.



- Legend**
- Site boundary
 - Cadastre
 - Landscape setback (Willis St)
 - Pedestrian improvement zone

Scenario A: Preliminary Floor Plans

Site Summary

urban Enterprise 17

Hampton Hub Willis Street Precinct Development Scenario Testing & Feasibility Study

Table 2: Scenario B Summary

Hampton Hub Floorspace	Number of Storeys	Car Parking	Public Outdoor Spaces*	Estimated Development Cost
3,233 m ²	3	101 basement car parks (up to 135 under expanded basement scenario). 5 off-street accessible ground level car parks	3,425 m ²	\$52.3 million Or \$56.3 million (expanded basement car park)

*Can include plaza spaces, landscape setbacks and passive open space

Scenario B: Description

Scenario B expands the land take of the Hampton Hub to include a development across sites 12 and 14-18 Willis Street, as well as the Willis Lane/Koolkuna Lane car park (part of 20-22 Willis Street).
Under this scenario, the Hampton Hub is sited towards the centre and southern areas of the site, allowing for a new passive open space to be provided to the north fronting Willis Street and for new plaza space to be located close to the proposed future bus interchange and retained significant trees along Koolkuna Lane.

This scenario consumes the existing at grade car parking (98 car parks), and therefore provision has been made for publicly accessible basement car parking to account for the loss (including an option for an expanded basement car park).

The location of the passive open space in this open provides northern orientation and access to natural light, as well as the opportunity for tree canopy (required to be delivered in a raised/elevated bed or mounded configuration in the case of the expanded basement car park). The open space is located adjacent to the Hampton Hub, providing a largely active interface and views to open space for visitors to the Hampton Hub

The development covers three storeys, plus basement, which aligns with current planning controls (maximum preferred height of 6 storeys).



Artist's impression (for illustrative purposes only) (source: Tract)
Eye level view from the north-east – showing the library and playhouse at ground level, and upper level flexible space





Table 3: Scenario C Summary

Hampton Hub Floor space	Number of Storeys	Car Parking	Public Outdoor Spaces*	Estimated Development Cost
3,285 m ²	3	103 basement car parks (up to 135 under expanded basement scenario), 6 off-street accessible ground level car parks	3,183 m ²	\$52.5 million Or \$56.2 million (expanded basement car park)

*Can include plaza spaces, landscape setbacks and passive open space



Artist's impression (for illustrative purposes only)(Source: Tract)

Scenario C: Description

Comparable with Scenario B, Scenario C expands the land take of the Hampton Hub to include a development across sites 12 and 14-18 Willis Street, as well as the Willis Lane/Koolkuna Lane car park (part of 20-22 Willis Street).

Under this scenario, the Hampton Hub is sited towards the centre of the site, providing for a plaza and passive open space to the south of the Hampton Hub and adjacent to Koolkuna Lane, as well as a landscape setback and pick-up/drop-off area to be located along Willis Street.

This scenario consumes the existing at grade car parking (98 car parks), and therefore provision has been made for publicly accessible basement car parking to account for the loss (including an option for an expanded basement car park).

The development is over three storeys, plus basement, which aligns with current planning controls (maximum preferred height of 6 storeys).

The plaza space and passive open space is located to the south, and adjacent to

Due to the siting of the passive open space to the south of the Hampton Hub, there is potential for some overshadowing of the open space. However, also located in a low traffic environment being located adjacent to two laneways/service lanes.





Preferred Scenarios for the Hampton Hub

Scenario B, followed by Scenario C is considered to provide the strongest response to the project objectives, facility needs and precinct considerations, by:

- Responding to the full requirements of the Hampton Hub;
- Providing flexibility related to the siting and design of the Hampton Hub;
- Provides opportunity for the creation of new public open space, including both passive open space and plaza space;
- Provides opportunity to offset current at grade car parking;
- Provides for improvement to the pedestrian environment by reducing at grade car parking, improving pedestrian connectivity; and increasing activity;
- Maintains required access for vehicles, whilst providing opportunity to improve streetscapes for pedestrians;
- Maintains significant trees on Kookuna Lane;
- Aligns with planning requirements in relation to building mass;
- Provides flexibility for Council to consider its options related to disposal of periphery sites 6A Willis Street and 20- 22 Willis Street which would assist in offsetting the anticipated project cost, enable broader urban renewal and improve urban design outcomes.

Key differences between scenarios B and C are:

- The location and provision of open space; Scenario B includes passive open space sited to the north of the Hampton Hub and plaza space to the south of the hub. Locating the open space to the north provides northern exposure and access to natural light.
- Both passive open space and plaza space is located to the south of the building in Scenario C, with a pick-up/drop off area provided to the north of the facility. There is potential for some overshadowing of the passive open space in Scenario C; due to its located south of the Hub.
- Building configurations differ between Scenarios B and C.

Periphery Sites

The scenarios show that the central sites within the precinct are required for the Hampton Hub, providing opportunity to consider the future use and strategy for the periphery sites, including 20-22 Willis Street (at grade car park) and 6A Willis Street (former scout hall).

The project has considered the characteristics and features of these sites and the outcomes of the following options:

- Retention as at grade car parking (20-22 Willis Street only);
- Conversion to open space (both sites); and
- Sale for redevelopment (both sites).

20-22 Willis Street

The highest and best use of 20-22 Willis Street is considered for mixed-use development, with opportunity to consider a partnership redevelopment of the site and surrounding properties (subject to adjoining landowner discussions and favourable outcomes for Council and the community). This would provide a number of potential benefits, including:

- Reduction of vehicle movements (including trucks off Willis Lane);
- Resolution of access issues (reducing vehicle crossover points and traffic adjacent to the proposed community centre);
- Reduction of inactive frontages/blank walls;
- Increase in street level activation;
- Increase in passive surveillance and safety;
- Improved pedestrian connectivity and pedestrian environment;
- Financial benefits (including income to Council through sale of the Hampton Hub); and
- Economic benefits (including incentivising private sector investment and increasing local economic activity);
- Potential to consider an integrated car parking solution, to reduce the need for basement car parking.

This strategy is considered appropriate when considered alongside preferred Scenario B for the Hampton Hub.

6A Willis Street

The highest and best use of 6A Willis Street is considered for medium density residential development (e.g. townhouse development or low-rise apartment development).

Alternatively, Council may wish to utilise the site for additional passive open space (such as a pocket park) to complement the passive and public open spaces provided as part of the Hampton Hub development.

Preferred Options for the Development of the Willis Street Precinct

Having assessed a range of precinct development options, the Willis Street Precinct development options considered to have the strongest alignment to the project objectives, precinct and site-specific considerations are summarised in Table 1.

Table 1: Preferred Options for the Development of the Willis Street Precinct

Option Preference	#1	#2	#3	#4
Option	B.9. (with expanded basement)	B.8. (with expanded basement)	C.8. (with expanded basement)	C.9. (with expanded basement)
Hampton Hub Floorspace (sqm)	3,233 sqm	3,233 sqm	3,285 sqm	3,285 sqm
Total Outdoor Public Space (sqm)	3,425 sqm	4,622 sqm	4,381 sqm	3,184 sqm
Passive Open Space (sqm)	1,565 sqm	2,762 sqm	1,912 sqm	715 sqm
Carparking Spaces	140	140	141	141
Net Change In Car Parking	-6	-6	-5	-5
Kinder Placements	110	110	110	110
Estimated Development Cost (Includes Hampton Hub, all open spaces and car parking)	\$56.32 million	\$57.5 million	\$57.41 million	\$56.23 million



Hampton Hub Willis Street Precinct Development Scenario Testing & Feasibility Study

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Recommendations and Next Steps

Next steps for the Hampton Hub project and periphery sites are summarised below:

Hampton Hub

1. Identify a preferred scenario(s) and precinct development option to progress to further testing and refinement (including completion of technical analysis outlined below).
2. **Prepare a feasibility study for the Hampton Hub facility**, which critically reviews the floorspace and operational requirements. This assessment would enable refinement of floorspace figures (a key driver of development costs) and bring to light any further operational considerations to be factored into the concept design. We recommend this review should have specific regard to:
 - Demand for Kindergarten space, and typical facility models to inform an appropriate provision for the Hampton Hub;
 - The extent of shared / flexible / multi-purposes space provided. This review will bring to light where efficiencies can be generated and the potential for capital cost savings.
3. **Critically review the car parking requirements** of the Hub and precinct to inform planning and decision making both in relation to the quantum of car parking required, and the responsibilities for the future provision of car parking. This is particularly relevant to the use of current at grade car parking by Woolworths customers and the importance of these car parks to both the current supermarket and any future expansion of the supermarket that may occur. We recommend that these considerations be assessed by a specialist transport consultant in future to assist planning and decision making.
4. Drawing on the outcomes of the above, review and refine the preferred development scenario for the Hampton Hub (including engaging with adjoining landowners as required).
5. Prepare detailed concept plans for the Hampton Hub and a masterplan for the precinct (including engaging with adjoining landowners as required).
6. Review construction cost estimates and revisit financial analysis.
7. Undertake planning approvals process and prepare detailed designs.



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10.3 REGULATION OF COMMERCIAL DOG WALKERS USING COUNCIL RESERVES

City Planning and Amenity - Amenity Protection
File No: PSF/24/78 – Doc No: DOC/24/30724

Executive summary

Purpose

To report to Council the results of Officer's investigation and consideration of how to best manage issues around commercial dog walkers with four or more dogs who use Council reserves.

Background

As part of Council's annual review and progress update of Council's Domestic Animal Management Plan (DAMP) at its November 2023 ordinary meeting, Council resolved to prepare a report on the ability to introduce a permit scheme for dog walkers, with a particular focus on dog walkers with four or more dogs, who use Council reserves.

The issue has come to Council's attention in conjunction with a range of design and amenity concerns raised by local residents following community engagement on capital works to upgrade Wishart Reserve's secured dog off leash area in 2023-2024. Wishart Reserve appears to be the main area of concern, as this situation has not been raised as an issue of concerns for other areas of the Municipality.

Following this being raised, patrols of Wishart over the past six months have revealed three occasions where persons were there with more than four dogs. Two of the three instances resulted in infringements being issued whilst on one occasion the offender fled the scene when approached by Council's Officer.

A person can have up to four dogs under their control (whether on or off leash) in a reserve, public place or designated off leash area, at any one time as per Council's Order No. 5 (the Order), made pursuant to section 26(2) of the Domestic Animals Act 1994. (Attachment 1 – Council Order No. 5, Domestic Animals Act 1994). Council's local law currently does not enable Council to require a commercial dog walker to have a permit in order to walk dogs in municipal reserves.

Upgrade works to Wishart Reserve's off leash area is currently underway and is expected to be completed in April 2024.

Key Issues - Legal Framework to Manage Domestic Cats and Dogs

Domestic Animals Act 1994

The primary legislation to manage domestic cats and dogs is the *Domestic Animals Act 1994* (the Act). The Act does not include specific provisions to manage dog walking businesses as this activity falls outside of the types of business the Act regulates as Domestic Animal Businesses.

Pursuant to section 26 of the Act, Council, by resolution, can make orders regarding dogs in places specified by Council including:

- imposing restrictions on the presence of dogs or cats in public places including prohibited areas
- means of restraint

- times when permitted or not
- any other conditions that are specified in the council order, such as a restriction on the number of dogs under a person's control.

Council officers are of the view that the Order currently has suitable restrictions to manage the impacts of dogs in public, regardless of who is in charge of the dog.

Regulating the number of dogs a person is in control of in public is solely the domain of section 26 of the Act via the order and not the Local Law.

Amending the order would likely cost in the order of \$10,000 and take approximately 4-6 months and would include community engagement which is currently unbudgeted and not resourced for in 2023-2024.

Officers recommend maintaining the restrictions of the order, of no more than four dogs under a person's control in public, as this number balances the community's needs across the municipality.

The Order can be further reviewed in relation to commercial dog walkers; however, due to budget and resource implications Officers recommend this occur as part of the development of the next Domestic Animal Management Plan scheduled for 2025.

Council's Local Law

The Local Law can be amended to implement a permit system for commercial dog walkers in municipal reserves following the statutory process to make an amended Local Law as set out in the *Local Government Act 2020*.

It is important to note that a Local Law must not be inconsistent with an Act. Therefore, any amendment to a Local Law that requires a permit for commercial dog walkers to restrict dog numbers is likely to be considered inoperative. This is due to the Act containing provisions to regulate the number of dogs in public via the order.

An amended Local Law could be introduced to implement a permit system for commercial dog walkers for legitimate purposes such as:

- Regulating access to particular municipal reserves by commercial dog walkers to limit the number of commercial dog walkers accessing a reserve; or
- To ensure that commercial dog walkers contribute to the cost of maintaining and upkeeping the specific reserve they access for commercial gain through permit fees.

Council would be required to follow the statutory process of the *Local Government Act 2020* to amend the Local Law. Amending the Local Law to require a permit for this item is likely to cost in the order of \$20,000 and take approximately six months and would include community engagement which is currently unbudgeted not resourced for in 2023-2024.

Council officers are confident the substantive issues can be effectively managed within existing resources and requirements of the order without the need for a new Local Law; however; a permit requirement for commercial dog walkers can be considered for inclusion in the Local Law as part of the next Local Law review.

Recommendation

That Council:

1. notes the report
2. considers implementing a Local Law permit scheme to regulate commercial dog walkers using Council reserves, when the Local Law is next reviewed
3. considers suitable changes to Council's Order No. 5, made pursuant to section 26(2) of the Domestic Animals Act 1994, when the next Domestic Animal Management Plan is developed, to support management of commercial dog walkers using Council reserves
4. notes that upgrade works to Wishart Reserve will include signage reinforcing responsible pet management requirements including the limit of no more than four dogs under a person's control.

Support Attachments

1. Attachment 1 - Council Order No.5 Domestic Animals Act 1994 ↓

Considerations and implications of recommendation

Social

The ability of our community to safely access and enjoy dog off leash spaces helps with community connection and associated health and wellbeing benefits.

Natural Environment

Responsible pet ownership and management in public places ensures the natural environment is not adversely impacted.

Climate Emergency

Not applicable to this report.

Built Environment

Not applicable to this report.

Customer Service and Community Engagement

Not applicable to this report.

Equity Impact

In development of this report, the requirement for Equity Impact pre-assessment has been completed. The pre-assessment concluded that this report:

a) does not meet the requirement for a comprehensive Equity Impact Assessment (EIA) at this time and it has been approved by the EIA Lead not to progress with the assessment.

Human Rights

The implications of the report have been assessed and are not considered likely to breach or infringe upon, the human rights contained in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

Governance

Council officers involved in the preparation of this report have no conflict of interest.

Legal

Council officers have sought independent legal advice in preparing this report.

Finance

There are no financial implications with this report based on officer recommendations.

Links to Council policy and strategy

Council's Domestic Animal Management Plan.

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BAYSIDE CITY COUNCIL

On 25 August 2015, Bayside City Council (Council) made an order (Order) under section 26(2) of the **Domestic Animals Act 1994**. This Order is effective from 3 September 2015.

ORDER NO. 5 OF BAYSIDE CITY COUNCIL

Section 26(2)

Domestic Animals Act 1994

1. **Revocation of all previous orders**

All previous orders made by Council under section 26(2) of the **Domestic Animals Act 1994** are revoked.
2. **Prohibited Areas**

A dog must not enter or remain in any **Prohibited Area** regardless of whether the dog is on a chain, cord or leash or otherwise controlled or not controlled.
3. **Dogs must be on leashes**

Subject to clause 5, if a dog is in a reserve or a **Public Place**, the person in apparent control of the dog must keep the dog under effective control by means of a chain, cord or leash attached to the dog and:

 - (a) held by the person; or
 - (b) securely fastened to a post or other fixture and the dog remains under sight or voice control by the person,

unless the dog is in a **Designated Area**.
4. **Dogs in Designated Areas**
 - (1) Subject to clause 4(2) and clause 5, a dog may be exercised off a chain, cord or leash in a **Designated Area**, if the person in apparent control:
 - (a) carries a chain, cord or leash sufficient to bring the dog under effective control by placing the dog on a chain, cord or leash;
 - (b) remains in effective voice and/or hand control of the dog and within constant sight of the dog so as to be able to promptly bring the dog under control by placing the dog on a chain, cord or leash; and
 - (c) does not allow the dog to worry, rush at, bite, attack or otherwise threaten any person or animal.
 - (2) If a dog is off a chain, cord or leash in a **Designated Area**, the person in apparent control of the dog must bring the dog under effective control by means of a chain, cord or leash if the dog is within 20 metres of:
 - (a) an area where an organised sporting event or the practising of the sporting event is taking place;
 - (b) a children's play equipment area;
 - (c) an area where a public meeting is being held;
 - (d) a permanently designated barbeque or picnic area; or
 - (e) a lake, pond or other permanent water course area identified by signage as being an on-leash area.
5. **Restriction on number of dogs**

A person must not have more than four (4) dogs under the person's apparent control (whether on or off leash) in a reserve, **Public Place** or **Designated Area** at any one time.
6. **Non application of Order to dangerous dogs or greyhounds**

This Order does not apply to any dog which is a dangerous dog under the **Domestic Animals Act 1994** or a greyhound.

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7. Meaning of Words

In this Order:

Designated Area	means an area described as such in the Schedule .
Prohibited Area	means an area (including an area on or between specified times and on or between specified dates) described as such in the Schedule.
Public Place	has the meaning given to it in the Summary Offences Act 1966 .
Schedule	means the Schedule to this Order.

ADRIAN ROBB
Chief Executive Officer

SCHEDULE

- All rock platforms within the Ricketts Point Marine Sanctuary are a **Prohibited Area** at all times.
- Ricketts Point Marine Sanctuary sand and rock foreshore area (excluding rock platforms) between Dalgetty Road and the Sea Scouts Boat Ramp is a **Prohibited Area** from 10.00 am to 7.30 pm (inclusive) between 1 November and the following 31 March (inclusive).
- Ricketts Point Marine Sanctuary sand and rock foreshore area (excluding rock platforms) between the area south of the Beaumaris Life Saving Club and Dalgetty Road is:
 - a **Prohibited Area** from 10.00 am to 7.30 pm (inclusive) between 1 November and the following 31 March (inclusive); and
 - a **Designated Area** at all other times.
- Ricketts Point Marine Sanctuary sand and rock foreshore area between the disabled ramp at the southern end of the Beaumaris Yacht Club car park and the Beaumaris Life Saving Club is a **Prohibited Area** from 10.00 am to 7.30 pm (inclusive) between 1 November and the following 31 March (inclusive).
- Ricketts Point Marine Sanctuary sand and rock foreshore area (excluding rock platforms) between the McGregor Avenue ramp and the disabled ramp at the southern end of the Beaumaris Yacht Club car park (B17) is a **Designated Area**.
- Ricketts Point Marine Sanctuary sand and rock foreshore area (excluding rock platforms) between Fourth Street and the McGregor Avenue ramp is a **Prohibited Area** from 10.00 am to 7.30 pm (inclusive) between 1 November and the following 31 March (inclusive).
- Black Rock Beach sand and rock foreshore areas between the southern side of Half Moon Bay car park (B14) and Fourth Street, Black Rock, is:
 - a **Prohibited Area** from 10.00 am to 7.30 pm (inclusive) between 1 November and the following 31 March (inclusive); and
 - a **Designated Area** at all other times.
- Half Moon Bay sand and rock foreshore areas between Red Bluff and the northern side of Half Moon Bay car park (B14) is:
 - between 1 November and the following 31 March (inclusive) a **Designated Area** between sunrise and 10.00 am and a **Prohibited Area** between 10.00 am and 7.30 pm (inclusive); and
 - between 1 April and 31 October (inclusive) a **Designated Area**.
- Edward Street Beach sand and rock foreshore areas between Royal Avenue and the Red Bluff, Sandringham, is:
 - a **Prohibited Area** from 10.00 am to 7.30 pm (inclusive) between 1 November and the following 31 March (inclusive); and
 - a **Designated Area** at all other times.

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- Sandringham Beach sand and rock foreshore areas between Bay Road and Royal Avenue, Sandringham, is:
 - a **Prohibited Area** from 10.00 am to 7.30 pm (inclusive) between 1 November and the following 31 March (inclusive); and
 - a **Designated Area** at all other times.
- Sandringham Life Saving Club Beach sand and rock foreshore areas between Jetty Road and Bay Road, Sandringham, is:
 - between 1 November and the following 31 March (inclusive) a **Designated Area** between sunrise and 10.00 am and a **Prohibited Area** between 10.00 am and 7.30 pm (inclusive); and
 - between 1 April and 31 October (inclusive) a **Designated Area**.
- Sandringham Harbour sand and rock foreshore areas between Hampton Pier and the wooden groyne opposite the shelter and barbeque south of Small Street, Hampton, is a **Designated Area**.
- Hampton Life Saving Club Beach sand and rock foreshore areas between the wooden groyne opposite the shelter and barbeque south of Small Street and the rock groyne opposite New Street is:
 - a **Prohibited Area** at all times between 1 November and the following 31 March (inclusive); and
 - a **Designated Area** at all other times.
- Brighton Beach sand and rock foreshore areas between the rock groyne opposite New Street and Were Street, Brighton, is:
 - a **Prohibited Area** from 10.00 am to 7.30 pm (inclusive) between 1 November and the following 31 March (inclusive); and
 - a **Designated Area** at all other times.
- Holloway Bend Beach sand and rock foreshore areas between Were Street and Gould Street, Brighton, is:
 - a **Prohibited Area** from 10.00 am to 7.30 pm (inclusive) between 1 November and the following 31 March (inclusive); and
 - a **Designated Area** at all other times.
- Dendy Street Beach sand and rock foreshore areas between Keith Court and Gould Street, Brighton, is:
 - between 1 November and the following 31 March (inclusive) a **Designated Area** between sunrise and 10.00 am and a **Prohibited Area** between 10.00 am and 7.30 pm (inclusive); and
 - between 1 April and 31 October (inclusive) a **Designated Area**.
- Middle Brighton Beach sand and rock foreshore areas between Normanby Street and Keith Court, Brighton, is:
 - a **Prohibited Area** from 10.00 am to 7.30 pm (inclusive) between 1 November and the following 31 March (inclusive); and
 - a **Designated Area** at all other times.
- Sandown Street Beach sand and rock foreshore areas between Sandown Street and Bay Street, Brighton, is a **Designated Area**.
- R J Sillitoe Reserve, Ludstone Street, Hampton, is a **Designated Area**.
- Elsternwick Park, Brighton, bounded by Head Street, New Street and Bent Avenue, with the exception of the fenced area surrounding the northern playground and picnic area, is a **Designated Area**.

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- The fenced lake area of Elsternwick Park, Brighton, is a **Prohibited Area**.
 - Chisholm Reserve, the playing field within R G Chisholm Reserve, is a **Designated Area**.
 - Each fenced area within:
 - Balcombe Park Bushland Reserve;
 - Long Hollow Heathland;
 - Bay Road Heathland Sanctuary;
 - Grammatan Avenue Heathland Sanctuary; and
 - George Street Bushland Reserveis a **Prohibited Area**.
 - The unfenced area within George Street Reserve, George Street, Sandringham, is a **Designated Area**.
 - Donald MacDonald Reserve west of Page Street, Fourth Street, Black Rock (but excluding the flora and fauna reserve), is a **Designated Area**.
 - Cheltenham Park, Park Road, Cheltenham (bordered by Park Road, the Cheltenham Golf Club boundary, the Cheltenham Pioneer Cemetery and the western boundary of the flora and fauna reserve), is a **Designated Area**.
 - Merindah Reserve (being the entire area adjacent to properties in Balmoral Avenue and Regent Court) between Wangara Road and Spring Street, Sandringham, is a **Designated Area**.
 - Hurlingham Park, Nepean Highway, Brighton East, is a **Designated Area**.
 - William Street Reserve, corner William and Halifax Streets, Brighton, is a **Designated Area**.
 - Dendy Park (south of the main playground, athletic field and sport club rooms), Cummins Road, Brighton, is a **Designated Area**.
 - Wishart Reserve (fenced area between the playground and Bluff Road entrance of Wishart Reserve), Wishart Street, Hampton East, is a **Designated Area**.
 - W L Simpson Reserve, Raynes Park Road, Hampton, is a **Designated Area**.
 - Lyle Anderson Reserve, Highett Grove, Highett, is a **Designated Area**.
 - Royal Avenue Reserve (between Council's Corporate Centre and the playground), Royal Avenue, Sandringham, is a **Designated Area**.
 - Banksia Reserve, Tramway Parade, Beaumaris, is a **Designated Area**.
-

10.4 MUNICIPAL EMERGENCY MANAGEMENT PLAN UPDATE

Environment, Recreation and Infrastructure - City Assets and Presentation
File No: PSF/24/102 – Doc No: DOC/24/36194

Executive summary

Purpose and background

This report provides an update on the Municipal Emergency Management Plan (MEMP).

At the 15 August 2023 Council Meeting, it was resolved that Council (inter alia):

“Seeks a report by February 2024 on the updated development of the Municipal Emergency Management Plan including preparations relating to fire management”.

Council undertakes a review of its Municipal Emergency Management Plan (‘MEMP’) every three years.

The broad objective of the plan is to ensure that, in time of emergencies, the quickest and most effective support is given to minimise the risk of further injury to life or damage to property and environment. This is achieved by providing coordinated support to the control agency to enable them to:

1. suppress minor emergencies before they escalate
2. suppress major emergencies, if and when they do occur.

The Bayside District MEMP details the agreed arrangements for the coordination of support to designated control agencies for each type of emergency.

The MEMP has not been activated in recent years, however a training exercise to test its implementation was successfully held in November 2023.

Key issues

Council’s most recent review of the Municipal Emergency Management Plan was completed in November 2023 by Bayside’s Municipal Emergency Planning Committee (MEMPC). Since the last audit there had been some significant changes to emergency management legislation, and these are reflected in the updated plan.

The review included ensuring the following were accurate and current:

- Provisions for the recovery from emergencies.
- An appropriate risk management process such as the Community Emergency Risk Assessment conducted by the MEMPC during the delivery of the plan.
- The roles and responsibilities of agencies in relation to emergency management.
- Consistency with the State Emergency Management Plan and the relevant Regional Emergency Management Plan.
- Identification and plan for cross agency/cross boundary/cross-border opportunities.
- Exercises undertaken during the life cycle of the plan to test the MEMP or sub plan.

The plan was presented to the MEMPC and Regional Emergency Management Committee (REMPC). Endorsement from both parties was received in November 2023.

Fire Management in bushland reserves

Preparation for fire management is primarily related to the management of conservation reserves and bushland areas. The management of these sites is guided by the *Native Vegetation Works Program* Stage 1 (2008) and Stage 2 (2013) which considers a range of threats, impacts and opportunities, including the implications of climate change and fire (both planned and unplanned).

The use of fire (fuel reduction or ecological burning) in Bayside has long been recognised as an important management tool to revitalise senescent vegetation and stimulate its recovery from the soil-stored seed-banks. The areas burned relate to Bayside's bushland reserves as it is not a practice utilised along the foreshore.

Firebreaks were pruned and inspected by Fire Rescue Victoria and Council's Local Laws team in 2023 prior to the summer fire period.

Council is currently undertaking a review of its Native Vegetation Works Program which commenced in early 2024. The updated Native Vegetation Works Program will include management recommendations for all inland reserves, including fire from both an ecological and cultural benefit perspective as well as from a fuel reduction lens.

Trees under power lines

All trees under power lines must be managed in accordance with the legislative requirements set out in the Electric Line Clearance Regulations (2020) set by Energy Safe Victoria (ESV). These regulations include a Code of Practice for Electric Line Clearance, and Council can be issued infringement notices for failure to comply with our responsibilities as detailed in the Code of Practice.

Council has been working with ESV and its Treecare contractor to ensure that trees are pruned to the appropriate clearance from powerlines.

Recommendation

That Council notes the report and the update in relation to the Municipal Emergency Management Plan.

Support Attachments

1. Bayside City Council - Municipal Emergency Management Plan (MEMP) 2023 - For Distribution ↓

Considerations and implications of recommendation

Social

The MEMP is designed to proactively consider the needs of our community in terms of presenting, managing and recovering from emergencies.

Natural Environment

The natural environment is protected through good emergency management, especially fire management. It is expected that proposed emergency management will minimise losses to significant vegetation.

Climate Emergency

The MEMP is designed to manage emergencies, including those arising from the impacts of climate change.

Built Environment

The Bayside MEMPC Bayside has the experience and capacity to emergency management in sensitive areas.

Customer Service and Community Engagement

The plan was reviewed by the MEMPC and endorsed by both the MEMPC and REMPC.

Human Rights

The implications of the report have been assessed and are not considered likely to breach or infringe upon, the human rights contained in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

Governance

Officers involved in the preparation of this report have no conflict of interest.

Legal

There are no legal implications arising from this report.

Finance

There are no financial implications arising from this report.

Links to Council policy and strategy

Not applicable to this report.

Bayside Municipal District
Municipal Emergency Management Plan

Part A0 – Introduction

MUNICIPAL EMERGENCY MANAGEMENT PLAN

Bayside Municipal District MEMPC acknowledges the Bunurong People of the Kulin Nation as Traditional Owners and Custodians, and we pay our respect to their Elders past, present and emerging. We acknowledge and uphold the Traditional Owners continuing relationship to the land and waterways. We extend our respect to all Aboriginal and Torres Strait Islander peoples, and warmly welcome any First Nations people.

Readers of this plan should note the following:

1. On 1 December 2020 the Bayside City Council Municipal Emergency Management Planning Committee (MEMPC) ceased to operate and a new MEMPC for the Bayside Municipal District, independent of Council, was convened.
2. This document, formerly known as the Bayside City Council Municipal Emergency Management Plan (MEMP) has become the Municipal Emergency Management Plan of the Bayside Municipal District.

Warning – Uncontrolled when printed! For a current electronic version contact Bayside MEMO.

Authorised by: Municipal Emergency Management Officer
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Current Version: November 2023
Review by: August 2026

Bayside Municipal District
Municipal Emergency Management Plan

Part A0 – Introduction

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Part A0 – Introduction

1 INTRODUCTION

1.1 Overview

The economic and social effects of emergencies including injury, loss of life, destruction of property and environment, and dislocation of communities are inevitable.

The Bayside District Municipal Emergency Management Plan has been produced pursuant to Section 59D of the Emergency Management Act 2013. This plan addresses the mitigation of, response to and recovery from emergencies within the Bayside municipality and is the result of the co-operative efforts of the Municipal Emergency Management Planning Committee (MEMPC) with assistance from a range of organisations and individuals. It recognises the previous planning activities of the municipal area.

In the event of an emergency the statutory authorities charged with the responsibility of controlling the emergency frequently require support from other authorities and voluntary organisations. Bayside Council can play a valuable support role by providing Council facilities, services, plant and equipment for use in managing and resolving the emergency and providing relief for evacuees. This plan, the Municipal Emergency Management Plan (MEMPC) of the Bayside Municipal District details the role and responsibilities of the members of the MEMPC and the resources that can be provided in the event of an emergency occurring within the municipal district.

The broad objective of the plan is to ensure that, in time of emergencies, the quickest and most effective support is given to minimise the risk of further injury to life or damage to property and environment. This is achieved by providing co-ordinated support to the control agency to enable them to:

1. Suppress minor emergencies before they escalate.
2. Suppress major emergencies, if and when they do occur.

The Bayside District MEMPC details the agreed arrangements for the coordination of support to designated control agencies for each type of emergency.

1.2 Plan Linkages

The MEMPC acknowledge the necessity for this plan to link to other plans and strategies, across all MEMPC stakeholders. These links may be either directly or indirectly related to such plans and strategies, but with a common goal of ensuring continuity with the aims and objectives of this MEMPC.

External linkages apply directly to the individual plans of bordering municipalities, namely;

- City of Kingston;
- City of Glen Eira; and
- City of Port Phillip.

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PART A1 – Contact Directory

RESTRICTED DISTRIBUTION

**BAYSIDE MUNICIPAL DISTRICT
MUNICIPAL EMERGENCY MANAGEMENT PLAN
CONTACT DIRECTORY**

RESTRICTED DISTRIBUTION

Contact details listed here are internal or sensitive numbers and cannot be distributed.

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Part A2 – Response Arrangements

RESPONSE ARRANGEMENTS

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Part A2 – Response Arrangements

1. INTRODUCTION

Emergency Response is the action taken immediately before, during and in the first period after an emergency, to reduce the effect and consequences of emergencies on people, their livelihoods and wellbeing, property, and the environment and to meet basic human needs. Emergencies can be minor single incidents, all the way through to major emergencies that are large and/or complex and affect large sections of the municipality, region, or state.

The Victoria State Emergency Management Plan includes arrangements that facilitate the mobilisation of resource levels appropriate to the nature and magnitude of the emergency. Response to most emergency incidents can be coordinated at a local or municipal level. However, when local resources are exhausted, the State Emergency Management Plan provides for further resources to be made available: firstly from neighbouring municipalities (on a Regional basis), secondly on a State-wide basis, and thirdly from the Commonwealth.

Bayside City Council does not have Council owned resources suitable for mobilisation in response to emergencies. However, it has access to contractors providing services in Civil Infrastructure, Open Space, Arboriculture, Building and Cleaning Maintenance services. Each contract provides for the use of staff, plant and equipment necessary to assist in an emergency.

The **Municipal Emergency Management Officer (MEMO)** is responsible for the co-ordination of these resources in responding to emergencies, and has full delegated powers to deploy and manage these resources during emergencies. The procedure for the MEMO accessing resources in an emergency is detailed in [Annex 1](#) to this part (A2) of the MEMP.

The rostered **MEMO** will be contactable **at all times**, including business hours, by fixed line or mobile telephone, or by staff in person.

The MEMO will be responsible for notifying the **Municipal Recovery Manager (MRM)** of the potential need for relief and recovery services. Together, they will consider the relief and recovery needs of the emergency. In some instances, the Regional Recovery Coordinator (Emergency Recovery Victoria) may inform the MRM of the need for recovery activities.

Alerting of Personnel in a Municipal Emergency Context

Where a Municipal Emergency has been called, roles, responsibilities and chain of command are defined within this document.

All emergency services and agencies, the MEMPC and MERC have been provided with the contact details of Bayside City Council and key Council Municipal Emergency management staff

During Business Hours

- The MEMO will be contacted by the Municipal Emergency Response Coordinator (MERC) in the first instance and advised of the emergency. Should the MEMO not be able to be raised, the MERC will contact the on-call MRM, who will then be tasked with activating a Bayside MEMO. The MEMO will support the MERC and activate the relevant resources required.

Outside of Business Hours

- For emergencies occurring outside normal business hours Oracle is Council's After Hours service, and can be contacted on Council's main number 9599 4444. After

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hours Oracle staff alert Bayside's After Hours On Call staff - firstly the on-call MEMO and failing that the on-call MRM.

2. RESPONSE IMPLEMENTATION

Response arrangements should be implemented at the earliest possible opportunity if the effects of emergencies are to be minimised. Although there are no formal phases for response to an emergency, the following groupings of activities may assist in preparing for and responding to an emergency and subsequently handing over to the MRM:

2.1 Alert (Pre Emergency)

In addition to the obvious planning activities undertaken by the MEMPC, upon receipt of warning, alert or information that an emergency may occur or affect the community, the organisation must be alerted to ensure its readiness to act if called upon. The following groups or individuals should be briefed about the potential emergency:

- Relevant municipal personnel subject to the type of impending emergency
- Members of the Municipal Emergency Management Planning Committee (MEMPC).
- MEMO or Deputy MEMO's
- MRM or Deputy MRM's
- Municipal Emergency Co-ordination Centre (MECC) Manager
- Communications Officer
- MERC (if not already aware)
- Chief Executive Officer
- Bayside's Emergency Response Contractors as appropriate
- Other community and support organisations as appropriate

In addition, consideration should be given to:

- Testing of communications arrangements
- Establishing the flow of information between the Bayside MEMPC and relevant control and support agencies
- Preparing equipment and personnel for immediate action as appropriate
- Activating any relevant sub-plans and complimentary plans.
- Identify assembly areas for marshalling of resources.
- Maintain communication with the MRM in relation to implementation of any emergency relief or recovery services that may be required
- Alerting co-operating outside agencies
- The issuing of public warnings, as authorised by the Control Agency.

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2.2 Emergency response (During emergencies)

This is the operational phase of the emergency when control and support agencies are committed to contain or control the emergency. Some operations may necessitate immediately implementing these actions without any pre-warning. Activities that should be considered at this point are:

2.2.1 Primary Activities of Council

- Deploying an Emergency Management Liaison Officer (EMLO) to attend an agency Incident Control Centre (ICC) or Forward Control Point (FCP) to provide a liaison and conduit for communication between the Incident Controller and Council.
- If required, establish and staff Municipal Emergency Coordination Centre (MECC) to coordinate Council activities, resources, and support. See Bayside MECC Standard Operating Procedure for more details
- Identify assembly areas for marshalling of resources.
- Identify and establish one or more Emergency Relief Centre(s) as required, including mobilise staff to manage the facility facility (Refer Bayside ERC Operating Manual)
- Mobilise personnel/equipment as requested. Refer to [Annex 1](#) of this document
- Ensure full records are maintained of all communications, including deployments.
- Maintain records of financial commitments made by Council in response to the emergency, or on behalf of requesting agencies in relation to the emergency.
- Produce situation reports (sitreps) on regular basis for relevant authorities and bodies.
- Deploy additional resources as required
 - Through adjoining municipality MEMO's
 - Through external support agencies
 - Through Regional assistance via MERC.

2.2.2 Support Activities

To support response personnel whether Bayside City Council, other agencies or volunteers, it may be necessary to provide:

- Catering, toilets, wash-up facilities, rest areas, seats, beds etc.
- Transport to and from incident.

2.2.3 Staging Areas

Staging areas may be used by emergency response or recovery agencies to assemble physical and human resources. Locations will be determined by the Incident Controller (depending upon the nature, size, and location of the event). The Incident Controller may request, via the MERC, that these be located on Council controlled property and/or in Council controlled facilities. The MEMO and MRM will assist in facilitating any requests for staging areas.

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Part A2 – Response Arrangements

2.3 Control and Support Agencies RESPONSIBLE for emergencies

Part C8 details an agreed set of control and support agency responsibilities for the response to identified emergencies within the Bayside municipality. These arrangements have been tailored to meet local response capabilities based on the agencies available within the municipal district.

Support agencies may be able to offer varying levels of support from 'on ground' resources to information. It may be appropriate to consult with a number of identified support agencies for advice in relation to any given emergency.

It is the prerogative of the control agency to formulate action plans for a given emergency in consultation with support agencies.

2.4 EVACUATION

2.4.1 Decision to Evacuate

The decision to evacuate rests with the control agency in conjunction with police and available expert advice, unless time constraints prevent this consultation. Once the decision is made, the police are responsible for carrying out the evacuation.

Consideration must be given to the area, which is to be evacuated, the route to be followed, the means of transport and the location to which evacuees will be asked to attend.

Evacuation plans for specialised services in the municipality such as hospitals, schools, rooming houses, and high-rise facilities are the responsibility of the site managers. Due to the number of these facilities within Bayside, these plans are not held by Council. Department of Families, Fairness and Housing (DFFH) does hold a Vulnerable Facilities list that includes aged care facilities, schools, kindergartens, childcare centres, rooming houses, hospitals, and disability support services. This can be found by contacting DFFH.

Domestic and Companion Animals

Consideration should be given to the management of domestic and companion animals (pets) during evacuations. If time permits, information provided to the affected community should include options for the management of pets during the process of evacuation.

2.4.2 Making it Happen

Once the decision to evacuate has been made the MEMO should be contacted to assist in the implementation of the evacuation.

The Bayside MEMO and MRM will provide advice regarding the most suitable Emergency Relief Centre.

The MEMO can assist with;

- An Assembly area if required.
- Transport - Refer Part A1 Contact Directory for transport resources.
- If the number of people to be moved would swamp the municipal resources (owned and operated, or available within the municipality), then the MEMO will request assistance through the MERC. The MERC will escalate the request through the RERC.
- One or more Emergency Relief Centres to be activated via the **Municipal Recovery Manager (MRM)**. Refer Bayside ERC Operating Manual.

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Part A2 – Response Arrangements

- Particular attention should be given to special needs groups such as schools, homes for the elderly or infirm, non-English speaking etc

2.4.3 Warning

Warnings should be used under specific circumstances where community action is necessary primarily to protect lives, and for the protection of property or the environment. Sections 42 and 43 of the EM Act 2013 provide for warnings and information in relation to fires in Victoria. The provision of these warnings and information must be consistent with any guidelines, procedures and protocols developed by the Emergency Management Commissioner. For all other emergencies the control agency should issue warnings and provide information to the community.

The method of alerting people to the need for evacuation will depend on several factors. Consideration should be given to:

- The type of emergency
- The number of people affected
- The ethnic origins of the affected people
- The requirements of any Special Needs Groups.
- Refer Part A4 Communications.

2.4.4 Withdrawal

The Victoria Police Evacuation Manager is responsible for managing the withdrawal from the affected area and for coordinating shelter of evacuated people. Once the decision to evacuate has been made the MEMO should be contacted to assist in the implementation of the evacuation.

Council is responsible for:

- Coordinating the provision of council resources, as required.
- Establishing and managing relief centres, if required.
- Assisting Victoria Police with management of traffic flow including provision of information regarding road availability, capacity, and safety.
- Assisting DoT (VicRoads) to maintain a list of road closures (public information).

Assistance in an evacuation may also need to be provided by private transport operators. The transport options required will be situationally dependent on the emergency. Council may be called upon to assist with this.

2.4.5 Shelter

Depending on the circumstances evacuated people may be directed to an Emergency Relief Centre (ERC). The MEMO and MRM will provide advice regarding the most suitable ERC, potential staging areas or assembly points and other resources that may be required (e.g. public health, emergency relief considerations or requirements and special needs groups). For isolated incidents, Council will arrange hotel accommodation for affected persons if they

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are unable to arrange suitable accommodation. Refer to “*Emergency Shelter*” in Part A3 of this MEMP for further details.

Preferred staging areas should be roadways and car parks, to minimise damage to community assets, infrastructure and reserve irrigation and drainage systems. Adequate traffic management will be put in place to ensure pedestrian/vehicle separation.

The following processes and considerations are required at the location of the staging area:

- All heavy equipment and vehicles, where possible, should be on solid ground (concrete, asphalted, etc) unless otherwise agreed through the MEMO and documented.
- Parklands / Open Space shall be used for personnel coordination, resting, temporary accommodation, briefings, and meals.
- Parklands / Open Space may be used for heavy equipment and vehicles if no other suitable site is available.
- The repair and reinstatement of any Parklands / Open space or Community Building used for a Staging Area shall be charged in full to the control agency, this includes the cleaning of the facility.

2.4.6 Reunion

Once activated by Victoria Police, Red Cross is responsible for voluntary registrations and enquiries made at the relief centres or via the Register.Find.Reunite portal with the link available on the Red Cross website from any computer or mobile device with internet access. The service matches registrations from people affected by the emergency to enquiries from families or friends searching for news of their loved ones.

2.4.7 Return

The Victoria Police Evacuation Manager is responsible for coordinating the return of evacuated people upon advice of the Control Agency that it is safe to return. This may occur during the relief and / or recovery phases of the emergency. The MRM should be involved in the decision processes and implementation of the return, following an evacuation. Refer to Parts A3 of this MEMP and the Bayside ERC Operating Manual.

2.4.8 Medical and Welfare

The health and well-being of evacuees will need to be considered, especially for aged, very young, disabled or injured. Appropriate medical or welfare staff should attend assembly areas and transport activities.

2.4.9 Supply of Resources

Where Council contractor labour and equipment is used in an emergency in response to a request from a control agency such resources will be supplied at no cost. This includes the provision of emergency relief measures provided to emergency-affected people.

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Part A2 – Response Arrangements

Where equipment or personnel need to be resourced from external providers on behalf of several organisations, the cost must be borne by the control agency. Agreement to pay must be obtained from the control agency before the resources are requisitioned.

Accounts and financial commitments made during the response to an emergency are the responsibility of the MEMO through the Municipal Emergency Management Plan arrangements.

3. RESOURCE SUPPLEMENTATION

3.1 Supplementary Supply

Supplementary supply at municipal level occurs when functional services, or control agencies, exhaust their own avenues of supply and there is a requirement for continued supply.

3.2 Requests

Functional Service agencies supplying a service and requiring additional resources will put their request to the **MEMO**.

The control and support agencies will make their request through the **MERC**.

3.3 Resourcing

The **MEMO** will endeavour to obtain resources through existing municipal arrangements.

Should this be unsuccessful, the MEMO may seek assistance from neighbouring MEMO's. If this protocol is enacted, the MERC and RERC should be informed. This is particularly critical if the resources are drawn from neighbouring municipalities within the region, so that the RERC is aware that the resource has been committed.

If the **MEMO** is unsuccessful obtaining, the request will be passed through the **MERC** to the Regional Emergency Response Co-ordinator (**RERC**).

3.4 Payment for Supplementary Emergency Response Resources

The State emergency management arrangements indicate that municipal councils are expected to provide municipal resources for emergency response operations without charge to the response agency. However, it is recognised that this is subject to limits and constraints. Bayside City Council will monitor any such expenditure and determine when its limit has been reached.

When this limit is reached, or the resource is simply not available, any additional costs incurred may be charged to the requesting agency.

Response agencies are responsible for meeting the cost of resources sourced by a municipal council that are not municipal resources, i.e. other resources.

The MEMO will alert the response agency(s) making such requests where it is likely that the cost of supplementary emergency response resources (sourced through the municipal council) will be charged for.

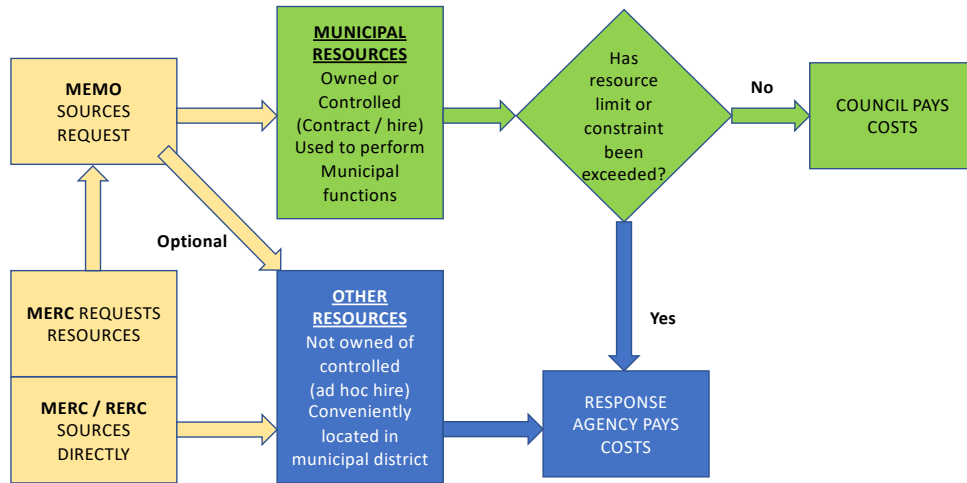
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It should be noted that emergency relief and recovery expenditure, including expenses for ‘emergency protection works’, MECC operation and the like, may be reimbursable. For more information refer to Part B5 of this plan and the SEMP.

3.5 Insurance for Supplementary Emergency Response Resources

The owners of resources are responsible for providing adequate insurance for resources used for supplementary emergency response.

Private owners of equipment used for emergency response operations on a non-contracted (ad hoc) basis may be insured for a range of risks under the Emergency Resource Providers Support Scheme (EmRePSS). EmRePSS is special insurance cover provided by the Victorian Managed Insurance Authority (VMIA) for all municipal councils and number of participating State government agencies with emergency management responsibilities (refer to <www.vmia.vic.gov.au>).

State government agencies not participating in EmRePSS may have similar insurance that extends to cover for privately owned resources used in emergency response operations.

4. OTHER FUNCTIONAL AREAS

4.1 Communications

General

All agencies having a role in these arrangements are responsible for the provision of their own communications systems during emergencies. Any agency requiring communications will put their request to the **MERC**.

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Part A2 – Response Arrangements

Telephone Communications

The Telstra line network will be the initial and primary means of communication in the event of an emergency, when it is available, and should be utilised to capacity where possible. When locations earmarked for use as MECCs, Assembly Areas and Emergency Relief Centres, were identified consideration was given to the communications facilities already in place at those locations.

Telstra can provide additional telephones, upon request to the **MERC** who will, in turn, submit such requests to the Regional Emergency Response Co-ordinator for action.

All costs, related to such installations, are the responsibility of the requesting organisation, but **may** be reimbursed by State Government upon application by the Bayside City Council, so long as the installations have been authorised in writing by the **MERC**.

WICEN

WICEN can provide a volunteer operated radio network.

It is activated by the **MERC**. Refer Contact Directory (Part A1) for contact details.

4.2 HEALTH

Aim

The aim of these arrangements is to identify the Health and Medical facilities available within the Bayside City Council and identify the arrangements for activation.

The responsibilities of Environmental Health Officers in emergencies include:

- Advice on water supply
- Ensuring hygienic food handling - safe production, storage and distribution
- Supply of sanitary and hygienic accommodation when required
- Advice on pest control
- Control of infectious diseases (immunisation)

The municipal health arrangements should be considered in conjunction with the Regional and State Health Emergency Response Plans.

4.3 Medical.

The local Ambulance Victoria Senior Team Manager forms part of the Bayside MEMPC and forms a critical link to medical treatment and transport.

Ambulance Victoria and hospitals within Bayside will implement medical arrangements in accordance with the State Emergency Management Plan (SEMP) and State Emergency

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Management Plan (SEMP) Health Emergencies Sub-Plan, where people are injured or require medical assistance.

Ambulance Victoria will be responsible for activating St John Ambulance Australia when additional first aid support is required.

The Health Commander will carry out pre-hospital management at an emergency scene.

The pre-hospital response management role:

- Arranges for medical resources as required;
- Provides for triage (prioritise patients for treatment);
- Coordinates transport of patients; and
- Determines the destination of patients.

The health and well-being of evacuees will need to be considered, especially for aged, very young, the injured or persons with a disability. Appropriate medical or welfare staff should attend assembly areas and transport activities.

4.4 TRANSPORT, ENGINEERING & CONTRACT SERVICES

The MEMO will be responsible for transport, engineering, infrastructure and contract services matters, including identification and deployment of available resources within the municipality and specialist and technical advice. The MEMO will facilitate the provision of equipment and/or assets to assist with the clearance of blocked drains and blocked local roads including tree removal.

All requests for transport, engineering and contract service resources should be directed to the MERC, who will then request these resources from the MEMO. The MEMO is responsible for maintaining a resource database and contact list (see Part A1).

4.4.1 Road Closures

Due to the topography of the road network there are no pre-existing plans or alternate traffic routes. However the MEMO, upon the request of VicPol will assist with the provision of signage, road closures and related traffic equipment/treatments as required.

5. RESPONSE / RECOVERY HANDOVER

5.1 Response–To–Recovery Hand Over

5.1.1 Smooth Transition

The process of transition from response to recovery is an ongoing one and commences from the time of impact of the emergency. However, an agreement for handover from emergency response coordination to emergency recovery coordination is required to achieve a seamless transition of information, management, resources and coordination activities. For this to occur, the control agency, MERC, MEMO and MRM should consult to reach agreement on the timing and process of the handover from response to recovery. Key considerations in reaching an agreement on the timing of the handover include:

- The nature of the hazard or threat and its potential to continue or re-occur.
- The extent of impact on communities, which may determine if a prolonged transition is required where some areas or affected groups are handed over before others.

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- The extent of loss or damage and the extent of emergency relief.
- The anticipated demand on resources during recovery.

See Guide to Transition Annex 6, Part A3

5.1.2 Hand Over of Goods/Facilities

In some circumstances, it may be appropriate for certain facilities and goods obtained during emergency response to be utilised in recovery activities. In these situations there would be an actual hand over to the MRM of such facilities and goods. This hand over will occur only after agreement has been reached between response and recovery managers.

5.2 Stand Down (Post emergency response)

When the control agency and emergency response coordinator are satisfied that the response to the emergency has been completed, a number of actions are required to complete the emergency response activities.

Actions may include:

- Recall of personnel and equipment
- Disseminate internal communications to key Bayside staff
- Inform public if appropriate
- Conduct de-briefings
- Initiate procedures for payment/compensation, including seeking reimbursement for authorised expenditure either from requesting agencies or the State government depending on circumstances and eligibility. Refer to Part B5 of this MEMP and the State Emergency Management Plan (SEMP) for more details.
- Prepare reports

6. DEBRIEFING

A debrief should take place as soon as practicable after an emergency.

The Municipal or Regional Emergency Response Coordinator is responsible for ensuring the control agency for the emergency organises an operational debrief with participating agencies as soon as practicable after cessation of response activities.

All agencies, including recovery agencies, which participated in those activities, should be represented with a view to assessing the adequacy of the response and to recommend any changes to the relevant agencies plan(s) and future operational response activities.

The purpose of a debriefing is to:

- Ensure participating agencies understand what happened during the operation or emergency, and
- Identify problems and highlight areas that were handled well, in order to improve the efficiency, effectiveness and safety of future operations or emergencies

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It is worth noting that Southern Metro Region contributes to EMV's EM Learn framework by sharing learnings from incidents with the region. As such it is advisable that MEMPC debrief reports are passed on to the REMPC for consideration.

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Part A2 – Response Arrangements

ANNEX 1 - Resource Request Standard Operating Procedure

All requests for Council controlled resources are to be directed to the MEMO in the first instance. Refer to the contact directory (Part A1) for list of available contractors.

Upon receipt of a request for a resource the MEMO is to:

- 1) Log the details of the request including:
 - a) Date and time of request
 - b) Resource(s) required, quantity and expected duration
 - c) Location required
 - d) Person and organisation and full contact details making request (for possible cost recovery)
- 2) MEMO is to attempt to source resources from Council contractors and/or identified resource provider organisations in Part A1 of the MEMP and ascertain an estimated response time to the request.
- 3) If a Council contractor, they will be expected to respond in accordance with the terms and conditions of their contract with Council.
- 4) If the MEMO is unable to secure the required resource from within the municipality, the request is to be passed to the MERC who will forward the request to the RERC to locate a suitable resource from within the region.
- 5) Once a resource has been located and an estimated response time determined, the MEMO will communicate that time back to the originator of the request and log the details.

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Part A3 - Relief & Recovery

RELIEF AND RECOVERY ARRANGEMENTS

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Part A3 - Relief & Recovery

1. INTRODUCTION

These municipal relief and recovery arrangements are aligned with and operate in conjunction with the Southern Metropolitan Regional and State recovery arrangements.

The principles for the coordination and delivery of relief in Victoria are:

- Emergency-affected communities receive essential support to meet their **basic** and **immediate** needs
- Relief assistance is delivered in a **timely** manner, in response to emergencies
- Relief promotes **community safety**, and minimises further physical and psychological harm
- Relief and response agencies **communicate** clear, relevant, timely and tailored information and advice to communities about relief services, through multiple appropriate channels
- Relief services recognise **community diversity**
- Relief is **adaptive**, based on continuing assessment of needs
- Relief supports community responsibility and **resilience**
- Relief is **well coordinated**, with clearly defined roles and responsibilities
- Relief services are **integrated** into emergency management arrangements.

The nationally recognised disaster recovery principles that are fundamental for successful recovery involve:

- Understanding the context
- Recognising complexity
- Using community-led approaches
- Coordinating all activities
- Communicating effectively
- Recognising and building capacity.

2. ACTIVATION OF RELIEF OR RECOVERY SERVICES

2.1 Bayside District Emergency Relief and Recovery Management Arrangements

Relief and recovery requests may be received for people affected by an emergency within the boundaries of the district of Bayside or to support people displaced by an emergency outside the municipality.

All requests for relief or recovery services are to be directed to the Municipal Recovery Manager (MRM) or deputy in the first instance.

The MRM will most likely be notified of the emergency by one of the following people:

- Municipal Emergency Management Officer (Council)
- Municipal Emergency Response Coordinator (VICPOL)
- Regional Recovery Coordinator (ERV)

During emergency response, emergency relief is managed by the MEMO in partnership with the MRM. At the transition from response to recovery, the MRM will assume full responsibility for relief activities, with support provided by the MEMO.

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Any requests received from other sources should, in the first instance, be discussed with the MEMO and MERC before determining if a relief or recovery related response will be provided.

The MRM, or delegate, is to coordinate relief and recovery activities as documented in this section of the MEMP as soon as possible and when appropriate, after an emergency occurs. The MRM is to convene a meeting of the relevant municipal relief and recovery representatives as soon as is practical where the emergency is of a magnitude that requires their involvement. A range of relief and recovery activities may be required after an emergency.

Often there will be an immediate requirement for emergency relief, which will evolve into the delivery of recovery services. Throughout the response activities there should be a steady effort to move toward recovery. At an agreed point there will be a formal transition from response to recovery. For more information refer to [Annex 5](#) to this part of the MEMP.

Management of relief and recovery should occur in the context of clear and agreed arrangements, and involve processes of consultation and cooperation through established communication channels. Wherever possible, the normal municipal management and administrative structures and practices will be used, ensuring that these structures and practices will be responsive to the special needs and circumstances of the affected community.

Emphasis should be given to supporting and maintaining the identity, dignity and autonomy of affected individuals, families and the community. Relief and recovery information and services will therefore need to be readily accessible and responsive to the needs and expectations of affected persons.

Once a relief or recovery request for Bayside is received the MRM will utilise the MRM checklist ([Annex 2](#) to this document) as a guide to ensure all relevant stakeholders are notified and actions carried out.

The MRM and Deputy will manage and coordinate the relief and recovery process within the Bayside municipality with the assistance of the relevant MEMPC stakeholders, to the extent that both Bayside City Council and the nominated service providers have the capacity to do so. When the physical, human and economic resources of the Council and / or the nominated provider groups within the community are exhausted, the resourcing of those recovery services and/or coordination will be escalated to Emergency Recovery Victoria at the regional level.

The process and decision to escalate relief or recovery coordination from municipal to regional level will be the result of ongoing consultation throughout the emergency between the MRM and the Regional Recovery Coordinator (RRC) from Emergency Recovery Victoria (ERV). Figure 1 below provides some guidance on the decision-making process.

Escalation builds on existing local arrangements, rather than replacing them if assistance is required because capacity is exceeded, responsibility is retained but aided by additional support.

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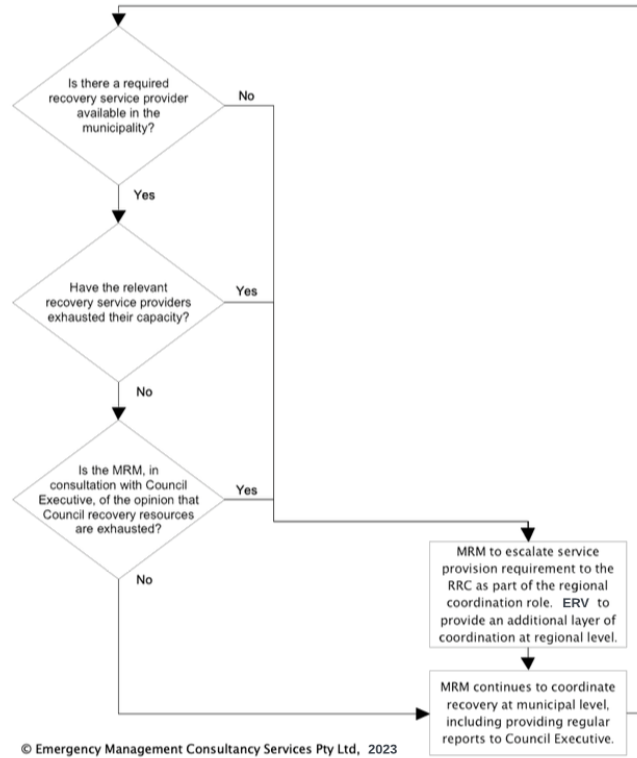
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2.2 Figure 1: Bayside Recovery Management Escalation Process



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Part A3 - Relief & Recovery

3. EMERGENCY RELIEF

3.1 Relief Planning Context

This Emergency Relief & Recovery Plan is a critical part of the Bayside district Municipal Emergency Management Plan (MEMP). The Plan must be read in conjunction with other sub-plans, particularly the State and Regional Emergency Plans.

Depending on the nature of the emergency, some short-term relief activities may continue as part of medium to long-term recovery efforts. Accordingly, some activities are listed in both the Emergency Relief section of this plan and the Emergency Recovery section. Council has a comprehensive crisis management community engagement strategy developed. During the relief phase Council's communications team prioritise communication with the community. They use all forms of communication including social and print. They work alongside the MRM to ensure messaging is accurate. Council also works with an established local support network to support the dissemination of information including, Community Health, Neighbourhood House, Church leaders, Bayside Community Emergency Relief and BayCISS as well as Red Cross and Victorian Council of Churches.

3.2 Emergency Relief Functional Services

Emergency relief includes the following activities:

- Emergency Shelter (Relief Centre Management and/or short term accommodation)
- Community Information - to reduce anxiety and empower the community
- Psychosocial Support - advice and simple practical and emotional support for those affected
- Health – minimising health effects and looking after vulnerable population groups
- Reconnecting families and friends (Register.Find.Reunite)
- Access to Community Support Organisations Food and Water - sustaining continuity of food and water supply
- Non-food Items (Material aid) – eg clothing, bedding, personal necessities
- Emergency Financial Assistance – intended to help people meet basic needs
- Animal Welfare – housing and veterinary services

3.3 Emergency Relief Functional Services and Management

People affected, and/or displaced, by an emergency may have a number immediate needs, which will require coordination and management.

In the event of a requirement for any or all the functional services of Emergency Relief, the request should be channelled through the MERC or delegate to the MEMO and the MRM. The MRM will then activate the required functional services. All functional services should operate and report back to the MRM.

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Within Bayside, a number of agencies have been identified to provide and/or coordinate the provision of these services. They are detailed in Table 1: Relief and Recovery Services in Annex 1 below. Contact details for the various organisations are listed in the Contact Directory (Part A1 of this plan).

There are a series of checklists which have been developed to assist relief and recovery functional service providers to ensure all issues are considered over time. These checklists are attached as [Annex 7](#) to this part of the MEMP.

3.3.1 Food & Water

Food & Water - Within Bayside, the Australian Red Cross (Red Cross) is responsible for coordinating emergency food relief. Contact details are listed in Contact Directory (refer to Part A1).

Red Cross State Headquarters is to be contacted on 1800 232 969 if Red Cross is activated for emergency food relief. What Red Cross would provide would depend on the needs of the community. The following information would be required when activating Red Cross:

- Name, role and contact number of the the person requesting Red Cross services
- What services are required and the expected duration
- Location
- Shift timings
- Name and contact details of on-site contact (e.g. ERC manager/Outreach Coordinator/Other)

Goods are required to be purchased by authorised Red Cross purchasing officers. Red Cross will provide meals where they have the capacity to do so in conjunction with local providers and suppliers.

Non-food items

The Salvation Army is responsible for non-food items and will co-ordinate providers. Contact details are listed in the Contact Directory (Refer to Part A1).

3.3.2 Relief Centres Management

Emergency Relief Centres (ERCs) provide immediate and basic relief services to affected people. These can include shelter, food and water, provision of non-food items such as bedding or clothing, psychosocial support and health services.

ERCs may be activated at an Incident Controller or MERC's request, or by Bayside City Council based on local needs or demands for assistance. Please see BaysideERC Manual for details.

3.3.3 Emergency Shelter

In some situations, shelter can be provided through people's own resources or by staying with family and friends. Where a household has appropriate insurance, their provider may be able to assist with emergency accommodation for residents that cannot safely reside in their home. Many Insurance companies will organise and pay for equivalent temporary accommodation at the time of the event and while the home is being rebuilt or repaired.

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The Municipal Recovery Manager (MRM) or deputy will coordinate the provision of emergency shelter at a local level as soon as practical following an assessment by the MEMO and/or Emergency Management Liaison Officer (EMLO) and a determination made that individuals affected are unable to obtain temporary accommodation through their own resources, through family or friends or through their insurance company.

For smaller scale emergencies (e.g. single incidents) or those community members requiring protracted assistance beyond the length of operation of an ERC, Bayside City Council may provide assistance with short term emergency accommodation. Individuals and families will be encouraged to make their own arrangements to meet their ongoing needs. Council also connects with Launch Housing and St Kilda Crisis Housing to assist with alternate accommodation.

Where Bayside City Council can no longer meet the demand for interim accommodation, requests for support will be escalated, via the MRM, to the ERV Regional Recovery Coordinator.

Psychosocial Support

The Victorian Council of Churches Emergencies Ministry (VCC EM) will coordinate psychosocial support and counselling, supported by other organisations as listed in Table 1 of this Part.

Financial Assistance

Salvation Army provide financial assistance to individuals impacted. A referral can be made directly by MRM to Salvation Army and they will contact the affected resident to discuss available assistance.

The Department of Families Fairness and Housing (DFFH) provides financial assistance after emergencies through the Personal Hardship Assistance Program (PHAP) which aims to help ease financial hardship experienced by eligible people, as a result of an emergency. For more information on the PHAP and eligibility, please refer to <http://www.dhs.vic.gov.au/forindividuals/crisis-and-emergency/financial-crisis-support/personal-hardship-assistanceprogram>.

Contact details are listed in the Contact Directory (Refer to Part A1).

Family Violence

The stress of being impacted by an emergency may become a trigger for family violence in some situations. Some members of the community may be affected as a result. Support is available from a range of providers in Bayside. See Contact Directory (Refer to Part A1). Any physical or threatening behaviour should be immediately reported to Victoria Police.

Community Organisations

Many community organisations will have resources that can be of use in an emergency. It is the responsibility of the Bayside City Council to provide the management system to co-ordinate offers of assistance from these organisations e.g. Neighbourhood Houses, Church Groups. Contact details of Community Organisations able to assist can be found in Part A1 Contact Directory.

Attendee Check-in

The owners and operators of the facility being used as an ERC (usually Council) have an obligation to ensure the health and safety of all occupants of the facility. To ensure this is effectively managed basic sign in information will be captured from all displaced people upon arrival at the ERC. This information

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will be used to manage issues such as building occupancy, catering management and to provide information to the MRM to assist in longer term strategic recovery planning. Those individuals, or a family member representing the group, may be asked to complete a Personal Information Form (PIF) subject to need.

The PIF is not to be confused with the Register Find Reunite process performed by Red Cross on behalf of Victoria Police at the ERC. (This is not mandatory for attendees however it is recommended to assist the Red Cross in reconnecting people affected with family and friends). A copy of the PIF is contained within the Bayside ERC Operating Manual.

Register.Find.Reunite

Reunion of persons separated by the event is a Victoria Police responsibility but is managed by Red Cross and via the Register.Find.Reunite service. These services are usually operating out of an ERC, once operating, and staffed by Red Cross volunteers.

<https://register.redcross.org.au/>

4. RECOVERY MANAGEMENT CONCEPTS AND PRINCIPLES

4.1 Recovery management concepts and principles

Community focused recovery

Council is committed to community focused recovery. Disasters can deeply impact people's lives and livelihoods, and helping communities recover from disasters can be challenging and complex. The Bayside community is much older than the Melbourne average and this brings its challenges. Bayside also has many public housing estates.

In accordance with the Principles of National Disaster Recovery we will support and build capacity; to remove barriers, to enable, and to use local knowledge and strengths. We will help the community recover from the sense of loss and uncertainty they experience, so they can live a life they value.

The principles of national disaster recovery that we align to are noted below:

Understand the context

- Successful recovery is based on an understanding community context, with each community having its own history, values and dynamics.

Recognise complexity

- Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.

Use community-led approaches

- Successful recovery is community- centred, responsive and flexible, engaging with community and supporting them to move forward.
- Community involvement in the recovery process and its management leads to ownership and acceptance of decisions made.

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Coordinate all activities

- Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and needs.
- Recovery is most effective when human service agencies take an active role in decision-making.
- The sooner recovery management commences after the impact of an emergency, the more effective it is.

Communicate effectively

- Successful recovery is built on effective communication between the affected community and other partners. Council has a comprehensive crisis management community engagement strategy developed.

Recognise and build capacity

- Successful recovery recognises, supports, and builds on individual, community and organisational capacity and resilience. Community education strategies include; an established local support network inclusive of relief and support agencies that meets monthly and chaired by the MRM; use of social and print media to educate and keep the community informed; increased information and contact with hard to reach groups during incidents.

As a provider of recovery services, the Bayside district MEMPC commit to using and upholding these principles.

The process of managing the recovery from an emergency is complex. It is likely to involve many organisations and individuals in the management structure each of whom has something specific to contribute. An effective and efficient management structure is required to ensure effective span of control and operational management of these groups and a coordinated approach to:

- Post impact assessment;
- Community representation in post emergency recovery planning;
- Meeting coordination; and
- Reporting requirements.

4.2 Emergency Relief and Recovery Management Arrangements

The MRM and Deputy will manage and coordinate the relief and recovery process within the district of Bayside to the extent that both Bayside City Council and the nominated service providers have the capacity to do so. When the physical, human and economic resources of the Council and / or the nominated provider groups within the community are exhausted, the resourcing of those recovery services and/or coordination will be escalated to Emergency Recovery Victoria (ERV) at the regional level.

The process and decision to escalate relief or recovery coordination from municipal to regional level will be the result of ongoing consultation throughout the emergency between the MRM and the Regional

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Recovery Coordinator (RRC) from ERV. This process is outlined in the SMR Emergency Relief and Recovery Plan.

Escalation builds on existing local arrangements, rather than replacing them if assistance is required because capacity is exceeded, responsibility is retained but aided by additional support.

At municipal level Bayside emergency recovery arrangements comprise five recovery environment functional areas each with a nominated Recovery Environment Co-ordinator:

- Social, health and community environment
- Economic environment
- Built environment
- Natural environment
- Aboriginal Culture & Healing.

Social, health and community environment	Economic environment
<ul style="list-style-type: none"> • Health and medical services • Community development • Family and personal support • Temporary accommodation 	<ul style="list-style-type: none"> • Small business • Retail and manufacturing business • Employment
Built environment	Natural environment
<ul style="list-style-type: none"> • Infrastructure • Utilities • Transport • Telecommunications • Essential services 	<ul style="list-style-type: none"> • Clean air and water • Public land • Flora and fauna • Ecosystems • Waste pollution management
Aboriginal Culture & Healing environment	
<ul style="list-style-type: none"> • Culture is valued and respected • Trauma is addressed, and healing is supported. • Cultural safety • Participation and ownership 	

A Recovery Environment Coordinator has been appointed to each recovery environment, and they undertake this role on behalf of the Municipal Recovery Manager (MRM).

5. RECOVERY ROLES AND RESPONSIBILITIES

5.1 Bayside City Council

At State and Regional level coordination of emergency relief is the responsibility of the Emergency Recovery Victoria. At municipal level, this responsibility rests with Bayside district MEMPC, coordinated through the Municipal Recovery Manager (MRM) and their Deputies.

In the response stage of an emergency, emergency relief is managed by the MEMO in partnership with the MRM. At the transition from response to recovery, the MRM will assume full responsibility for relief activities, with support provided by the MEMO.

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5.2 Support Agencies

In the event of an emergency, a wide range of agencies may provide support. The roles and responsibilities of support agencies are specified under each of the emergency relief activities listed in this Emergency Relief Plan. Support agencies participate in regular Emergency Management Relief Committee meetings, with agencies capacities discussed as changes occur.

5.3 Municipal Recovery Manager

The Municipal Recovery Manager (MRM) and Deputies manage the recovery process on behalf of the municipality.

The role of the MRM is to:

- Notify the CEO and Director Community and Customer Experience of the nature and extent of recovery activities and the outcomes of the initial internal recovery committee meeting.
- Coordinate municipal and community recovery resources.
- Assist with the validation and consolidation of information gathered in the post impact assessment.
- Lead the process of establishing priorities for restoration of community services and needs.
- Liaise with the MEMPC and the MEMO on the best use of municipal resources.
- Liaise with all MEMPC agencies to identify any at risk members of the community that have been impacted by the emergency event.
- Establish an information and coordination centre to service the needs of the affected community.
- Liaise, consult and negotiate with recovery agencies and council on behalf of the affected area and Community Recovery Committee.
- Liaise with the regional recovery committee and ERV.
- Undertake other specific recovery activities as agreed with the Bayside City Council and / or the MEMPC.
- The MRM Recovery Activation Guide is attached in [Annex 2](#). This documentation is a checklist and prompt to assist the MRM maintain an overview of the management of the emergency.
- During non-emergency periods increase emergency recovery awareness and promote as much planning as is feasible.

5.3.1 MRM Recovery issues

The basic issues confronting the Municipal Recovery Manager will include:

- What is the purpose of the recovery process?
- What resources are required to deliver services?
- How should those services be provided?
- Who is best equipped to provide the necessary services?

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- How and when should recovery services be withdrawn?

5.3.2 Recovery management tasks

- Organise and manage the resources, staff and systems necessary for the immediate and longer-term recovery.
- Advocate on behalf of the affected community with government departments, voluntary agencies, local government, the wider community, businesses and other organisations involved in the recovery process.
- Liaise, consult and, where necessary, coordinate or direct voluntary agencies, community groups local churches, local government and government departments in order to achieve the most effective and appropriate recovery.
- Provide information to the government, other agencies, community and media.
- Mediate where conflicts occur during the relief and recovery process.
- Develop a close and positive working relationship with the key individuals and groups in the affected community.
- Be partially distanced from the immediacy of the event and consider the overall recovery process in establishing priorities and anticipating future requirements.

5.3.3 Recovery management knowledge base

The Municipal Recovery Manager will have to understand and fully appreciate the importance of:

- The emergency management arrangements in his/her area;
- Involving the affected community in all aspects of the recovery process;
- Getting reliable information out to affected persons, politicians and government departments as a matter of priority and maintaining an information flow once established;
- Meeting the physical as well as the personal support needs of affected individuals and communities;
- Debriefing and supporting recovery workers;
- Know the limits of their decision making powers and any other constraints under which they may be operating;
- Knowing who the decision makers are within other organisations; and
- Having recovery plans and systems in place prior to an emergency.

5.4 Recovery Environment Functional Areas

At municipal level the Bayside emergency recovery arrangements comprise five recovery environment functional areas each with a nominated Recovery Environment Co-ordinator:

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Recovery Environment	Recovery Teams
Social, Health & Community	<ul style="list-style-type: none"> • Accommodation • Aged & disability support • Animal welfare coordination • Catering • Children’s services • Communication • Community development • Counselling/personal support • Volunteer and donation coordination • Financial Assistance referrals • Material aid • Medical advice, supplies & pharmaceuticals • Relief centre management • Recovery centre management • Environmental Health
Economic	<ul style="list-style-type: none"> • Economic development • Businesses • Tourism
Built	<ul style="list-style-type: none"> • Clean up/equipment provision • Infrastructure (including fencing) • Transport
Natural	<ul style="list-style-type: none"> • Environment
Aboriginal Culture & Healing	<ul style="list-style-type: none"> • Community Wellbeing

5.4.1 Recovery environment coordinator role

The Bayside emergency recovery arrangements comprise of five recovery environment coordinators with nominated deputies to act on their behalf in their absence. The recovery environment coordinator’s role is to ensure the recovery service teams, within their nominated recovery environment, undertake and perform the functions and responsibilities within their area, on behalf of the Municipal Recovery Manager (MRM). Activation of the recovery services will be via notification from the MRM to the relevant recovery environment coordinator.

Please refer to [Annex 7](#) for Checklists for Recovery Environment Coordinators

5.4.2 Recovery service teams

Each recovery environment functional area comprises a series of recovery service teams with nominated team leaders. Each recovery service team aims to link the key municipal organisations involved in a particular area of recovery so as to ensure maximum access to and use of resources and knowledge and to minimise overlap of service delivery during emergency recovery. (Refer to the [Annex 7](#) of this document for further detail).

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5.4.3 Composition of recovery service teams

The recovery service teams (as identified in the chart above) should include representatives of key organisations involved in the recovery process. Both infrastructure and human service agencies should be represented.

5.4.4 Recovery service team roles

Each recovery service team aims to link the key municipal organisations involved in a particular area of recovery so as to ensure maximum access to and use of resources and knowledge.

The roles of the recovery service teams are to:

- Plan the recovery process for their area of responsibility;
- Identify and recruit membership to their recovery service team;
- Prepare and maintain a recovery service Operational Procedures Plan;
- Identify responsibility for the establishment and maintenance of contact and resource listings.
- Coordinate the recovery process in the area of responsibility and report back to the Bayside recovery environment Coordinators and the Municipal Recovery Manager (MRM);
- Identify local resources and external resources available for recovery;
- Identify and involve the community in planning and implementation of the recovery process;
- Liaise and communicate with other recovery service teams;
- Liaise and communicate with the recovery team as established after an emergency
- Conduct regular familiarisation and training programs to fit into overall recovery exercise planning in consultation with MRM;

5.4.5 Purpose of each recovery service team

The chart below identifies the roles and purpose of each recovery service team. It also identifies the hierarchical process of responsibilities for the roles undertaken with the MRM with overall responsibility.

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5.4.6 Figure 2: Bayside Emergency Recovery Arrangements Structure



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5.4.7 Emergency Recovery Service Team Leader Role

Team leaders are responsible to the recovery environment Coordinators who in turn represent the MRM on their behalf. The role of the recovery service team leader is:

- Convene and coordinate a recovery service team;
- Represent their recovery service team on Bayside emergency recovery group;
- Ensure minutes are kept and copies tabled at the Bayside emergency recovery service team meetings;
- Liaise with other recovery service teams to ensure co-ordination and information sharing;
- Liaise with relevant state-wide organisations/departments through the MRM, which are responsible for specific types of service.

A deputy team leader is to be nominated to relieve when the team leader is unavailable.

5.4.8 Key recovery management tasks

The key objective for recovery operations is to provide necessary recovery measures and programs for affected individuals, families and communities at the appropriate times, so that recovery takes place as quickly and effectively as possible.

An early response is essential to successful recovery management. Close liaison with the relevant control agencies and the affected local government is essential and necessary. Effective and regular liaison between the ranges of emergency management agencies at the planning stage will increase the likelihood of early notification at the time of an emergency. The aim should be for the Municipal Recovery Manager to be included in initial briefings.

In some instances self-activation may be appropriate. However, advice of such action needs to be conveyed to the appropriate emergency management agencies.

There are a number of key management tasks, which may need to be undertaken in meeting this objective. These include:

- Impact assessment;
- Resource management;
- Information management; and
- Withdrawal of services.

Where possible these activities should be undertaken in accordance with local arrangements and plans.

Other issues to be addressed from a recovery management perspective include the allocation of tasks, setting of priorities and ongoing monitoring of the recovery process. These actions may be undertaken in the context of a rapidly changing event, which requires that management strategies be flexible and adaptable while still meeting the usual accountability requirements.

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5.5 Municipal Recovery Committee

Terms of Reference

Purpose

Where the magnitude of the event requires extended management and coordination of the recovery process a Municipal Recovery Committee (MRC) may be established.

Triggers for the formation of a MRC may include:

- Advice from one or more government agencies, NGOs or stakeholders that the magnitude or extent of the emergency recovery will be prolonged;
- Community feedback or sentiment about the extent or priority of recovery activities.

Membership and Chair

The Municipal Recovery Committee is a part of the Bayside Municipal Emergency Management Planning Committee (MEMPC). It will primarily focus on the planning needs of the five recovery environments for recovery services and providers and the activities developing from them.

The composition of the committee will vary depending on the nature of the emergency and the area affected. Membership of the MRC may include community leaders and representatives of relevant organisations including:

- MRM (chair)
- Deputy MRM's
- Social, Health & Community environment coordinator;
- Built environment coordinator;
- Natural environment coordinator;
- Economic environment coordinator; and
- Recovery Agency Partners
- Councillor(s) from affected ward(s)
- State government agencies (e.g. DFFH, DELWP, DETV, DET, etc)
- Community groups
- Non-government organisations (e.g. Red Cross, Salvation Army, Community Health Services, Victorian Council of Churches)
- Local community leaders
- Local counselling services
- Local business representatives

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Duration and Frequency of Meetings

Meetings of this committee may where necessary, be held by teleconference. The meetings should focus on coordination of service delivery and information gathering.

The meetings should be programmed to ensure all agencies are able to report their progress and issues in a timely and efficient manner. Meetings should be held daily in the first instance, if required. Frequency of the meetings will be determined by the chair based on the changing requirements of the recovery from the emergency.

Functions

The functions of the MRC may include:

- Provide information on the affected community prior to the event
- Assist in the assessment of impact issues
- Receive, consider and brief the MEMPC (which may meet more frequently in accordance with its procedures) where relevant, recommendations from the Community Recovery Committee (CRC)
- Liaise, consult and negotiate, on behalf of affected communities, with recovery agencies and government departments
- Liaise with ERV
- Undertake specific recovery activities as determined by the circumstances

Initial Agenda

Issues that may be addressed at the first meeting of this group include:

- Post impact assessment
- Resource management
- Information management
- Capacity of the service providers to support the affected community, Council to coordinate at municipal level and the need to engage with ERV regarding regional support for recovery operations
- Meeting coordination
- Community engagement
- Reporting processes and requirements
- Frequency of meetings
- Next meeting

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5.6 Community Recovery Committee

The nature and scope of the emergency and the demographics of the affected community will determine the mix and structure of a community representative group called the CRC. It should be noted that depending on the extent of the emergency, one or more CRCs may be formed. If the emergency affects more than one municipality a CRC may be formed which overlaps administrative boundaries. This will be coordinated by the Regional Recovery Committee but will require input from Bayside City Council.

Triggers for the formation of a CRC may include:

- Community's desire to be part of the management of the recovery process;
- Council's desire to seek community input into the recovery processes and activities.

Terms of Reference

Purpose

To both seek input from the affected community into and inform their leaders about the process of recovery.

Membership and Chair

The membership of a CRC will usually be determined by the community and should include both ordinary and prominent members of the affected community, as well as leaders in the process of recovery. Council and government representation on the committee should be restricted so as to not degrade the purpose of the committee. A single community development project officer from Council responsible for the recovery from the emergency is ideal.

Duration and Frequency of Meetings

To be determined by the committee and the needs of the affected community.

Functions

The functions of the CRC may include:

- Assist in the assessment of impact issues
- Monitor the overall progress of the recovery process in the community
- Identify community needs and resource requirements and make recommendations to MEMPC via the Municipal Recovery Committee
- Liaise, consult and negotiate, on behalf of affected communities, with the Municipal Recovery Committee
- Undertake specific recovery activities as determined by the circumstances and the CRC.

Initial Agenda

Issues that may be addressed at the first meeting of this group include:

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- Post impact assessment
- Resource management
- Information management
- Capacity of community groups to support the affected community
- Meeting coordination
- Reporting processes and requirements
- Frequency of meetings
- Next meeting

6. IMPACT ASSESSMENT

There are three types of emergency impact assessments, each undertaken at a different stage:

- Initial Impact Assessment (IIA)
- Secondary Impact Assessment (SIA)
- Post Emergency Needs Assessment (PENA).

IIA sources information for the provision of relief and early recovery, whereas secondary and post emergency needs assessments inform recovery and mitigation activities.

For further details and templates relating to Impact Assessments, please see Part C9 of this plan.

7. RECOVERY RESOURCE MANAGEMENT

Local recovery plans should provide details of agency responsibilities regarding the provision of resources for recovery management purposes, including impact assessments. However, there are also several areas, which may require specific attention from the MRM's point of view. These include staffing and the use of volunteers.

7.1.1 Staffing

Because of an emergency additional staff may be required to enable agencies to meet their responsibilities. In determining additional staffing requirements the demands of recovery operations as well as the ongoing operational needs of the organisation should be considered. Staffing needs should be assessed at the earliest possible time so that adequate resources can be obtained and made available.

The most common mistake in determining staffing requirements is to underestimate the duration of recovery operations. The recovery process following an emergency may be lengthy and some services may be required for a period of months or even years after the event has taken place. Overloading of staff will occur if adequate arrangements have not been made to perform their normal duties. This will

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exert enormous pressure on recovery workers to finish their tasks prematurely and return to day-to-day agency tasks.

7.1.2 Paid staff

Decisions will need to be made as to whether additional staff should be used in recovery operations, leaving normal staff to carry out their existing duties, or whether the additional staff should be used in normal agency duties to free up existing staff to carry out recovery operations.

Recovery operations can be periods of high stress for workers, particularly in their early stages. It is therefore essential that managers be aware of the strains that may be placed upon themselves and their staff and that suitable arrangements are made. Managers should consider the capacity of their staff to work under pressure in a rapidly changing environment, prior to appointing them to a recovery role. Arrangements should also be made for adequate rostering and rest periods.

7.1.3 Fatigued staff – employee assistance program (EAP)

With the potential high stress environment that staff may be placed in, with possible fatigue occurring, it is important that debriefings to staff do occur to ensure they are kept informed and involved in the recovery process.

Additional to these debriefings, staff can access Council's Employee Assistance Program (EAP). This program offers support to staff by providing confidential counselling and guidance to those experiencing a personal or work related difficulty. The support is available in several areas, e.g.

- Stress
- Trauma related issues
- Coping with change
- Critical incidents
- Harassment or abuse.

It is identified that to provide a safe, healthy and harmonious workplace Council is committed to ensuring, as far as is reasonably practicable, both the physical and emotional wellbeing of its staff does occur, even in the event of an emergency when council services may be inundated but the welfare of staff is paramount.

7.1.4 Volunteers

Volunteers are likely to play a significant part in any recovery operation, particularly after large-scale, highly publicised emergencies. There are likely to be two types of volunteer – those who are affiliated with a specific organisation such as service clubs, community agencies and other non-government organisations, and those members of the public who offer their services after the event has occurred.

Those volunteers who are affiliated with an organisation will be directed by that organisation and are likely to have specific skills to undertake previously assigned roles. Examples of this are the many volunteers with agencies such as the Red Cross and Salvation Army, involved in such activities as catering and registration, who are trained for their allotted task.

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Those volunteers from the general public who offer assistance on an ad hoc basis immediately after an emergency has occurred can also be of great benefit to the recovery process but require more careful management.

Issues to be considered include individual skills, community and individual needs, supervision, identification and provision of support in the form of accommodation, transport, catering, debriefing and insurance. The most effective method of managing volunteers is often through the appointment of a volunteer coordinator.

If well managed, volunteers can be a great asset to the recovery process, undertaking activities from personal support and catering through to the clearing of properties and rebuilding activities. However, their efforts need to be well coordinated to ensure that their time is used as productively as possible for the greatest benefit of the affected community.

7.1.5 Briefing/debriefing

Regular briefing and debriefing of both paid staff and volunteer workers is another important factor. This process should provide for both structured and informal briefings, depending upon the circumstances and the environment in which workers are operating.

8. RECOVERY IMPLEMENTATION

The MRM or deputy is to initiate the necessary recovery services as documented in this plan as soon after impact of an emergency as practical. This may involve activating the relevant recovery environment coordinators and recovery service teams as detailed in Figure 2.

8.1 Relief and Recovery Centres

Relief and recovery centres are established to provide two very different services to emergency affected people.

- Emergency relief relates to immediate needs
- Emergency recovery addresses longer-term issues.

However, depending on the nature and extent of the emergency it is possible that some or all of the functions of both relief and recovery may be provided from the one location. The extent of impact of the emergency on people will determine the best mechanism for delivery of support and assistance to the affected community. Bayside City Council has identified several facilities, which may be used for emergency relief and / or recovery activities. These are listed in Part C7 of the MEMP.

Wherever possible, a 'one stop shop' approach will be used to deliver as many of these services as possible / practical from a single location. The location of such a facility will be determined by the nature of the emergency.

8.2 Transition process from response to recovery phase

The process of transition from response to recovery is an ongoing one and commences from the time of impact of the emergency. However, an agreement for handover from emergency response

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coordination to emergency recovery coordination is required to achieve a seamless transition of information, management, resources and coordination activities. For this to occur, the control agency, MERC, MEMO and MRM should consult to reach agreement on the timing and process of transition from response to recovery. Key considerations in reaching an agreement on the timing of the handover include:

- The nature of the hazard or threat and its potential to continue or re-occur.
- The extent of impact on communities, which may determine if a prolonged transition, is required where some areas or affected groups are handed over before others.
- The extent of loss or damage and the extent of emergency relief.
- The anticipated demand on resources during recovery.

In determining the timing and process of handover from response to recovery consideration should be given to:

- Notification of all organisations, stakeholders and the community;
- Media coordination;
- Management of community information sessions;
- Verification and validation of information;
- Operation of the Municipal Emergency Coordination Centre (MECC); and
- A schedule for transition to ensure a staged and seamless approach.

To assist in the handover process 'An agreement for transition of coordination from response to recovery' is included as [Annex 5](#). This document includes a schedule for transition arrangements, which may provide some guidance to prioritisation of tasks.

8.2.1 Response handover

Response agencies consult with the Municipal Recovery Manager and agreement reached on the timing and process of the response "stand down". This handover is to include identifying facilities and goods that were used during response that may also be required during recovery.

8.2.2 Financial handover

Refer to Part B5 of the Bayside MEMP for further information on the financial considerations and the State Emergency Management Plan (SEMP) for financial and funding programs. There are a variety of schemes available to municipal councils subject to government approval.

8.2.3 Response data

Response data relevant to the Bayside community is collected/collated (by response agencies) and forwarded to the Municipal Emergency Coordination Centre (MECC) and provided to the Municipal Emergency Management Officer (MEMO). If the MECC is not, or has not been opened, the MEMO is still to receive the information.

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8.2.4 Validate information

On receipt of data, council (e.g. the relevant team leader of that business unit) will need to validate the information obtained from their own internal records e.g. property values, displaced and vulnerable groups, etc.

8.2.5 MECC function

MECC functionality is to remain in place for 24-48 hours following the transition to ensure there is access by the MRM to enable recovery to get underway.

9. INFORMATION MANAGEMENT

One of the key elements of emergency recovery is effective information management. The media profile given to most emergencies, particularly those on a large scale, means that public and political interest in the recovery process will generally be high. Added to this is the need for adequate information to be provided to affected communities and individuals regarding the effects of the event and the availability of recovery services.

In order to effectively manage the provision of relief and recovery services to the affected community will require the collection, collation, evaluation and dissemination of a significant amount of information. It will be critical to ensure that duplication is minimised between organisations and that timely reporting occurs to key stakeholders, including government and other potential providers of financial and physical support.

To assist in this process a standard operating procedure for post impact assessment data collection is included in Part C9 of this plan. In addition, an Emergency Relief Centre operations report form is included in the Bayside ERC Operating Manual.

The MRM will liaise with the Regional Recovery Coordinator to determine the frequency and format of information reporting.

It should be noted that the provisions of the Privacy Act 2014 will apply to all data collected. Further information on the collection, storage and sharing of data is available from the Office of the Victorian Information Commissioner's (Privacy and Data Protection) Information Sheet on Emergencies and Privacy located at: https://www.cpdp.vic.gov.au/images/content/pdf/CPDP_Information_Sheet_-_Emergencies_and_Privacy_V1.0.pdf

9.1 Regular updates

With one of the underlying principles of recovery management being the empowerment of individuals and communities to participate in the management of their own recovery, it is critical that regular and accurate information be provided regarding such things as the cause and effects of the emergency, the type and availability of recovery services and any other relevant information.

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This information should be made available in as many languages as necessary to meet the needs of people affected by the event from non-English speaking backgrounds. This will enhance the capacity of the community to participate in the management of their own recovery.

There is a range of mechanisms for providing information to the public. These may include local newsletters, press releases, use of the various electronic media and public meetings or forums.

Given the media, political and public profile of emergencies, there will also be a need for the provision of up-to-date accurate information regarding recovery services and advice on the state of the affected community to a range of sources. This need will be particularly prevalent in the early stages of the recovery process, the time at which recovery managers will be under most pressure.

Consequently, it is important that effective information management systems be established as soon as possible following an emergency.

Ideally systems and protocols for the dissemination of information should have been developed as part of the recovery planning process and should only require minor adjustments to facilitate the flow of information after an emergency has occurred. A Frequently Asked Questions (FAQs) Support Guide has been developed for staff/volunteers to assist them in their dealings with members of the community. Refer to [Annex 3](#). However, for further information refer to Part A4 (Public and Internal Communications)

9.2 Media

During emergencies the press, radio and television have a legitimate interest in obtaining prompt and accurate information.

The media is also a vital link between recovery agencies and the public and provides an effective means of disseminating information.

The Manager Communication, Engagement and Customer Experience or the CEO are the only staff authorised to talk to the media. All media requests are to be referred to the Communications and Engagement Manager in the first instance.

It is recommended that regular and scheduled media briefings be negotiated to suit the publishing and broadcasting timetables of the media.

Since the recovery process will generally involve a range of different organisations there is a need for coordination of information to the media to avoid confusion or conflict. The most effective means of dealing with this issue is through the nomination of a media liaison officer to represent the overall recovery process.

Council uses the information provided by the Control Agency to the Vic Emergency App as the one source of information and reflects these messages verbatim. Messaging will be managed by the Communication and Engagement Manager or their delegate who will attend the Relief Centre and regularly update those in attendance and the broader community. Regular contact with the MRM to maintain currency of information will occur.

Ongoing liaison between the Control Agency, IERC/RERC/MERC, MEMO and MRM will occur regarding the opening and location of Relief Centres and this information will be related by the MRM to Council's communication delegate.

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9.3 Visits to the affected area

In addition to the level of media interest in emergencies there is also likely to be several visits to the affected area and a high level of interest in the recovery process from politicians and executive management from a range of agencies.

There are several issues, which need to be considered by the MRM involved with, or responsible for hosting, such visits:

- Effective briefings should be provided. These should include accurate and up-to-date information about estimated losses, assistance programs and financial assistance packages. This will ensure that any information relayed to the affected community or the media is accurate, reducing the risk of falsely raising expectations regarding such things as assistance measures, and reducing the risk of embarrassment.
- Some pre-visit briefing is also desirable to ensure that the visitor is well informed of the necessary information prior to their arrival.
- Briefing of any visits should also include details about the current state of the community, including the various emotions they may be experiencing as a result of the emergency, as well as identification of any existing sensitivities.
- Visitors should have a clear understanding of emergency management arrangements and protocols.
- Visitors should also be clearly briefed on the potential impact of their visit and their subsequent role in the recovery process. It should be emphasised that any information provided must be accurate, as the effects of inaccurate or ill-founded information on an emergency affected community may reinforce the impact of the event.
- In the case of an emergency affecting more than one geographic area, care should be taken to ensure that communities are treated equitably and visits are arranged accordingly.

10. WITHDRAWAL

One of the last significant tasks to be undertaken in any recovery management process is that of the withdrawal of services.

While the emphasis of any recovery program should be on community involvement and self-management the cessation of formalised support services from outside agencies will nevertheless be a critical time in the affected community's recovery.

Experience has shown that a gradual handover of responsibilities to local agencies and support services is most effective. It may also be timely for some sort of commemorative event to symbolise the end of the recovery program and the renewal of the community.

In the past this has been achieved through such events as tree planting ceremonies, street theatre, church services and a range of other activities, which involve the entire community and give a positive focus to the end of the recovery program.

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11. DEBRIEFING

At the conclusion of recovery activity, a debrief should be conducted to assess the adequacy of the planned arrangements for relief and recovery from emergencies. In most cases a debrief will be convened by the MERC to consider all aspects of the emergency response and recovery. However, in the case of protracted relief and or recovery activity, the MRM may consider convening a separate debrief of relevant organisations to consider the relief and recovery aspects alone.

12. FINANCIAL/FUNDING ARRANGEMENTS

12.1 Financial assistance to council

The municipality and other recovery agencies shall where possible obtain and pay for goods/services through their own supply systems.

Where the goods/services are obtained through the Bayside City Council, they will be assigned a specific emergency cost code to facilitate tracking of expenditure.

It should be noted that emergency relief and recovery expenditure, including expenses for 'emergency protection works', MECC operation and the like, may be reimbursable. For more information refer to Part B5 and the SEMP.

12.2 Municipal financial arrangements

The MEMO and MRM must establish record keeping systems at the onset of the incident, in consultation with the Manager Finance, to monitor all council expenditure. Separate income and expenditure account codes will assist in reimbursement claims at the conclusion of the event.

13. ROLE OF EMERGENCY RECOVERY VICTORIA

During relief and recovery from an emergency, Emergency Recovery Victoria (ERV) is responsible for:

- Regional relief and recovery coordination across the five recovery environments.
- Leading a number of relief and recovery areas. See the State Emergency Management Plan (SEMP) for more information.
- Supporting municipal councils in:
 - Forming, leading and supporting Municipal and Community Recovery Committees
 - Providing and staffing recovery / information centres
 - Advising on, providing and managing community development services.
 - Providing tailored information services to affected communities.

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Annex 1 – Table 1: Relief & Recovery Services

Recovery Service	Team Leader	Service Providers	Comments/Additional Information
Accommodation <ul style="list-style-type: none"> Assist in the provision of emergency / temporary accommodation after an incident. 	MRM	<ul style="list-style-type: none"> Bayside Council/MRM 	Emergency Shelter (Relief Centre or short term accommodation)
		<ul style="list-style-type: none"> The Salvation Army 	
		<ul style="list-style-type: none"> Savoy Brighton Beaumaris Hotel 	24 hour response and room availability
Aged & Disability Support <ul style="list-style-type: none"> Plan for and co-ordinate the recovery process for aged and disabled people in the municipality. 	Aged & Disability Care Team Leader	<ul style="list-style-type: none"> Council tertiary qualified assessment staff and care workers 	Assessment staff from across the Southern region would also be available
		<ul style="list-style-type: none"> Connect Health and Community 	
		<ul style="list-style-type: none"> Department of Health (DH) 	Liaise with agencies re: possible additional support required
Animal Welfare Coordination <ul style="list-style-type: none"> Assist/destroy injured animals/wildlife. Coordinate emergency feed supplies. Identify holding areas for pets etc. Provide cages/leads etc. for animals and recovery centres. Round up escaped animals. 	Manager Amenity Protection	<ul style="list-style-type: none"> Animal Welfare Officer 	Removal/disposal of animals
		<ul style="list-style-type: none"> Environmental Health Officers 	
		<ul style="list-style-type: none"> Department Primary Industry 	
		<ul style="list-style-type: none"> Sandringham Vets 	Assist DPI
		<ul style="list-style-type: none"> RSPCA 	Removal/disposal of animals

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Recovery Service	Team Leader	Service Providers	Comments/Additional Information
Emergency Food Relief <ul style="list-style-type: none"> Red Cross provides emergency food relief for affected communities at the Emergency Relief Centre 	Red Cross Personnel onsite in coordination with BCC	<ul style="list-style-type: none"> Red Cross Control agency for field and EM staff 	
Children’s Services <ul style="list-style-type: none"> Plan for & coordinate the recovery process for children & young people up to 18 years. Provide Child Care to relief/recovery centres. 	Family Services Coordinator	<ul style="list-style-type: none"> Children & Family Services staff Maternal/Child Health Nurses Family Life Connect Health and Community 	
Communication <ul style="list-style-type: none"> Coordinate and provide accurate information to the public and media after an emergency. 	Communications Manager	<ul style="list-style-type: none"> MRM CEO Police Local Media Media Liaison/Community Engagement staff with other organisations ERV 	
Community Development <ul style="list-style-type: none"> Coordinate community events and activities that will assist community’s recovery from the impacts of an emergency. 	Bayside City Council Coordinators	<ul style="list-style-type: none"> Connect Health and Community ERV BayCISS Community Services, Community Wellbeing, Economic Development 	

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Recovery Service	Team Leader	Service Providers	Comments/Additional Information
<p>Donations Coordination</p> <ul style="list-style-type: none"> ▪ <i>Coordinate the collection and distribution of donated goods, services and money following an emergency.</i> ▪ <i>It is recommended that an external organisation be recruited to manage this service area.</i> 	Salvation Army	<ul style="list-style-type: none"> • Salvation Army 	
<p>Financial Assistance</p> <ul style="list-style-type: none"> ▪ <i>Coordinate the distribution of financial aid to individuals & communities after an emergency.</i> ▪ <i>A range of financial grants and subsidies will be offered by various agencies requiring coordination.</i> 	Department of Families, Fairness & Housing (DFFH) and Bayside MRM	<ul style="list-style-type: none"> • Department of Families, Fairness & Housing (DFFH) 	Grant processing
		<ul style="list-style-type: none"> • Centrelink 	Financial grants
		<ul style="list-style-type: none"> • Salvation Army 	Financial grants
		<ul style="list-style-type: none"> • Red Cross/BayCISS 	Food vouchers
		<ul style="list-style-type: none"> • BayCISS 	Financial counselling
		<ul style="list-style-type: none"> • Insurance Council of Victoria 	Financial advice
		<ul style="list-style-type: none"> • Business Development Victoria (BDV) • Victims of Crime 	Business financial planning

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<p>Medical Advice, Supplies & Pharmaceuticals</p> <ul style="list-style-type: none"> ▪ <i>Provide pre-hospital care to people affected by emergencies, establish field primary care clinics, and provide other health and medical relief assistance measures.</i> 	<p>Ambulance Victoria</p>	<ul style="list-style-type: none"> • Medical Officers of Health • Ambulance Victoria • DH • Council Immunisation Service • Maternal and Child Health Nurses • Aged care Assessment Officers 	
<p>Non Food Items</p> <ul style="list-style-type: none"> ▪ <i>Coordinate distribution of material aid to affected members of the community following an emergency.</i> 	<p>Salvation Army</p>	<ul style="list-style-type: none"> • Family Life • Rotary/Lions Clubs • BayCISS • Bayside Community Emergency Relief Inc • St Vincent de Paul 	

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Psychosocial Support (Psychological first aid) & Outreach <ul style="list-style-type: none"> Coordinate the provision of personal support and counselling services during and after an emergency. Case management of affected members of the community will be the preferred approach. Outreach services will be coordinated from this service area. 	Victorian Council of Churches Emergencies Ministry (VCC EM)	<ul style="list-style-type: none"> Connect Health and Community 	Personal support, case management, outreach services, counselling
		<ul style="list-style-type: none"> Red Cross 	Psychosocial support only
		<ul style="list-style-type: none"> Bayside Council 	Personal support, outreach & referral services
		<ul style="list-style-type: none"> Victorian Council of Churches Emergencies Ministries (VCC EM) 	Personal support, outreach services
		<ul style="list-style-type: none"> Local Churches (e.g. Anglican, Baptist, Catholic, Christian, Jewish, Uniting, etc.) 	All religious denominations in various locations of the municipality for personal support
		<ul style="list-style-type: none"> Southern Mental Health Psychiatric Services 	Personal support
		<ul style="list-style-type: none"> Lifeline 	Personal support, case management, outreach services
Relief / Recovery Centre Management <ul style="list-style-type: none"> Coordinate the provision of relief & recovery services after an emergency e.g. insurance, personal support, financial assistance etc. 	Municipal Recovery Manager	<ul style="list-style-type: none"> Advocacy Services as required 	Personal support
		<ul style="list-style-type: none"> DFFH Salvation Army Family Life Red Cross Victims of Crime 	Recovery support, information & coordination Personal support providers

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Recovery Service	Team Leader	Service Providers	Comments/Additional Information
Volunteer Coordination <ul style="list-style-type: none"> Recruit, support, and coordinate the work of volunteers after an emergency. Assist other recovery service areas through provision of volunteers as required. 	Bayside Council Volunteer Coordinator	• Connect Health and Community	
		• Rotary/Lions Clubs	
		• Red Cross	
		• BayCISS • Bayside Council • Bayside Community Emergency Relief Inc	
Environmental Health <ul style="list-style-type: none"> Assess, advise on and minimise the public health impact of an emergency e.g. safe water supply, food safety/disposal, septic systems, safe disposal of waste, provision of temporary toilets/facilities etc. 	Environmental Health Coordinator	<ul style="list-style-type: none"> Department Human Services (regional EHOs) Bayside Environmental Health Officer EPA Bayside Building Surveyor Bayside Economic Development Unit 	Public Health warnings, advice & info, eg. disposal of hazardous materials
Recovery Service	Team Leader	Service Providers	Comments/Additional Information
Economic Development <ul style="list-style-type: none"> Coordinate and initiate economic development activities to assist recovery of local businesses following an emergency. Organise employment of Business Development Officer. 	Economic Development Coordinator	• Business Development Officers	Economic development assistance
		• Environmental Health Officers	Business development assistance
		• Centrelink	Financial assistance
		• Rotary Clubs (local)	Business planning support
		• Department of Innovation, Industry & Regional Development (DIIRD)	Marketing
		• Bayside Business Lions	Business planning advice

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Business Continuity Planning <ul style="list-style-type: none"> Encouraging businesses to establish systems to ensure minimum down time 	?????	<ul style="list-style-type: none"> Small Business Victoria Street Traders Association 	
Recovery Service	Team Leader	Service Providers	Comments/Additional Information
Built Environment <i>Clean up/Equipment Provision</i> <ul style="list-style-type: none"> Plan for & coordinate the clean up process after an emergency, including the provision of temporary resources as required, eg. toilets, earthmoving equipment, furniture, generators. 	Executive Engineer (MEMO)	<ul style="list-style-type: none"> Municipal Emergency Resource Officer (MEMO) 	Coordinate equipment, tip sites, contractors etc.
		<ul style="list-style-type: none"> Environmental Health Officer (EHO) 	
		<ul style="list-style-type: none"> Arborists 	Tree clean up
		<ul style="list-style-type: none"> Local Contractors (e.g. earthmovers) 	
		<ul style="list-style-type: none"> Rotary/Lions Clubs Hire businesses 	
Infrastructure (including Fencing) <ul style="list-style-type: none"> Rebuild & restore community infrastructure/ utilities after an emergency. Coordinate the reconstruction of boundary fencing following damage incurred by an emergency. 	Infrastructure Maintenance Coordinator	<ul style="list-style-type: none"> MEMO 	Coordinate restoration of roads, bridges, public infrastructure
		<ul style="list-style-type: none"> Alinta 	Restore power & gas supply to properties
		<ul style="list-style-type: none"> South East Water 	Restore water supply to properties, repair water supply infrastructure
		<ul style="list-style-type: none"> Telstra 	Restore phone connections to properties
		<ul style="list-style-type: none"> DELWP 	Fence line clean up/ restoration, community engagement
Transport <ul style="list-style-type: none"> Assist in transport provision after an event so that those affected can access relief centres, 	MEMO/Deputy MEMO	<ul style="list-style-type: none"> MEMO 	Coordinate transport of people, water, fuel & other resources
		<ul style="list-style-type: none"> Community Transport Buses 	
		<ul style="list-style-type: none"> Moorabbin Transit 	

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<i>recovery services, shopping etc.</i>		• Volunteer Transport Service	
		• Sandringham Charter Coaches	
		• 13Cabs (Taxis)	

Recovery Service	Team Leader	Service Providers	Comments/Additional Information
Environment ▪ Assess, advise on & repair damage after an event, including tree safety/ assessment; replanting/ revegetation; erosion prevention and control.	Open Space Coordinator	• DELWP/Parks Victoria	Restoration of public lands and national parks
		• Catchment management authorities	
		• EPA	
		• Landcare Groups	Volunteer work teams
		• South East Water	Manage local water supply issues
Environmental Health ▪ Assess, advise on and minimise the public health impact of an emergency e.g. safe water, food safety & disposal, septic systems, safe disposal of waste, provision of temporary toilets/facilities.	Environmental Health Coordinator	• Bayside Environmental Health Officers	
		• DH • Environmental Health Officers • EPA	• Public health warnings, advice & info

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Recovery Service	Team Leader	Service Providers	Comments / Additional Information
Aboriginal Culture & Healing			
<ul style="list-style-type: none"> Valued & respected Culture/ Cultural Safety 	Community Wellbeing Coordinator	<ul style="list-style-type: none"> Bunurong Land Council Boon Wurrung Land & Sea Council Victorian Health Dept of Families, Fairness & Housing Aboriginal Community Officer 	<ul style="list-style-type: none"> Resist the urge to propose solutions for Aboriginal issues, but rather listen deeply. Avoid stereotypes Consult Creating an environment that is safe for Aboriginal and Torres Strait Islander people.
<ul style="list-style-type: none"> Trauma & healing support 	Community Wellbeing Coordinator	<ul style="list-style-type: none"> Victorian Health Dept Of Health Victorian Aboriginal Health Service Fitzroy Allied Health Local community health services 	<ul style="list-style-type: none"> Holistic process, which addresses mental, physical, emotional and spiritual needs and involves connections to culture, family and land.

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Annex 2 – MRM Checklist/Recovery Activation Guide

The Municipal Recovery Manager’s (MRM) role is one of coordination, utilising the skills of the Recovery Environment Coordinators and Recovery Service Team Leaders and the members of each team to achieve the goals of recovery. To that end the items below in the Activation Guide may act as prompts to assist the MRM maintain an overview of the management of an emergency.

As the recovery phase unfolds the MRM will choose the prompts which best suit the situation.

- The City of Bayside Emergency Recovery Service Teams will carry out many of the items listed on behalf of the MRM to enable completion of activities.
- It is recommended that copies of the Activation Guide (Checklist) be made and completed for each activation, thereby providing an audit trail of actions useful for debrief purposes.
- The “Actioned” column should contain information relating to date and time to assist this process.

	ACTION	Time Complete	Comments
1.0	Pre Emergency		
1.1	On receipt of warning from MERC or MEMO of a possible event place Deputy MRM on STANDBY		
1.2	Depending on the nature of the event and information available, place one (1) Emergency Relief Centre on STANDBY . Refer to MRM ERC Checklist in Bayside ERC Operating Manual		
1.3	Consider liaising with neighbouring municipalities if required		
2.0	Recovery Activities		
2.1	Meet with emergency management group (EMG) when the emergency is of a magnitude or type that suggests their involvement may be needed		
2.2	Consider the need to convene the Internal Recovery Committee		
2.3	Activate the ERC(s)		
2.4	Develop shift rosters for staff		
2.5	Check availability of all Recovery management resources		
2.6	Alert Recovery Environment Coordinators to time and place of meeting		
2.7	If committee meets determine schedule for future meetings		
2.8	Determine requirement to convene the Municipal Recovery Committee		
2.9	Alert MRC members to time and place of meeting		

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	ACTION	Time Complete	Comments
2.10	If committee meets determine schedule for future meetings		
2.11	Consult with relevant stakeholders and determine method for conduct of Post Impact Assessment		
2.12	Review operation of ERCs		
2.13	Consider requirement for separate recovery centre to be established, if necessary		
2.14	Obtain briefings from responsible agencies and key council personnel on their activities		
2.15	Monitor the delivery of recovery services and liaise with ERV regarding on the ongoing capacity of Council to coordinate recovery services and the possible need to escalate to regional level		
2.16	Liaise with MERC, MEMO and Incident Controller to determine the nature and timing for the formal transition from response to recovery. Refer to checklist attached as Annex 5		
2.17	Ensure that all information & records are maintained and/or collected during the operation		
2.18	Coordinate the release of Recovery information to the media		
2.19	Continue to liaise with the EMG if the recovery process is protracted		
2.20	Consider staff augmentation through short-term employment of community development officers		
2.21	Check government financial assistance may be available to affected persons, communities and councils		
3.0	Post Emergency		
3.1	Set priorities for reconstruction and restoration strategies		
3.2	Facilitate the arrangement of the post emergency debrief of relief and recovery agencies		
3.3	Review Post Impact Assessment data		
3.4	Close and restore ERCs to normal functions		
3.5	Refurbish and replenish ERC supplies		
3.6	Consider timing of closure of Recovery Centres		
3.7	Identify improvements and amend MEMP accordingly		

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Annex 3 – Frequently Asked Questions and Support Guide Bayside Recovery Staff

This Support Guide is designed to assist staff involved in the Recovery phase in their dealings with members of their community. Each Recovery Service Team has developed Operational Procedures that include personnel and contact details. This document is not intended to replace those procedures, but to guide staff in general who may find themselves in contact with members of the community requiring assistance.

Information regarding the Recovery phase can be inserted as/when required.

F.A.Qs	Information
What's the event?	This information is only to be supplied by the Control Agency (e.g. VICPOL, FRV etc). Copies of their Media Releases should be inserted here. Include date/time of media release.
Where are we at?	This information to be supplied by the MRM via regular Updates that should be inserted here. Include date/time of Update and when next Update is due.
Who to contact? <u>External</u>	This is a list of relevant contact numbers for appropriate referrals. * List includes Control Agency contact details (NB NOT 000) as well as any support agencies e.g. power/energy companies, VicRoads, etc. * A hotline number may have been established.

Annex 4 – Needs Identification/Service Referral Form



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Household details					
	Surname	Given name	Male/Female	DOB/Age	Relationship to primary contact
1					

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Service needs for applicant/household/business (please ✓)		
Individual	Household	Primary Production/Business
<input type="checkbox"/> Financial assistance/grant <input type="checkbox"/> Centrelink support <input type="checkbox"/> Insurance advice <input type="checkbox"/> Material aid (clothing, household items) <input type="checkbox"/> Accommodation <input type="checkbox"/> Trauma support counselling <input type="checkbox"/> Childcare <input type="checkbox"/> Pet welfare <input type="checkbox"/> Medical/medication needs <input type="checkbox"/> Farming/DPI referral <input type="checkbox"/> Interpreter <input type="checkbox"/> Other	<input type="checkbox"/> Rubbish removal/cleanup <input type="checkbox"/> Building inspection <input type="checkbox"/> Sewerage repairs <input type="checkbox"/> Electricity outage <input type="checkbox"/> Gas outage <input type="checkbox"/> Telephone <input type="checkbox"/> Dam water replacement <input type="checkbox"/> Water (mains or other) <input type="checkbox"/> Other	<input type="checkbox"/> Boundary fencing <input type="checkbox"/> Disposal of dead stock <input type="checkbox"/> Fodder <input type="checkbox"/> Animal welfare <input type="checkbox"/> Small business issues <input type="checkbox"/> Other
Comments/initial actions (please ✓)		
Information pack delivered/posted	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Referral to DPI	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Referral to RFC	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Case Manager (Recovery Support Officer) required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Specific issues to note / follow up required:		
This information will be given to organisations that may be able to assist you, such as community support agencies, power companies and health professionals. Your local council is collecting and handling this information in accordance with privacy laws. To find out more, contact your local council.		
Primary contact's signature: Name: Date: / /		
Form completed by Outreach Worker		
Name: <input style="width: 150px;" type="text"/>	Agency: <input style="width: 150px;" type="text"/>	Date: <input style="width: 80px;" type="text"/>
Work ph: <input style="width: 200px;" type="text"/>		Mobile: <input style="width: 150px;" type="text"/>
E-mail: <input style="width: 300px;" type="text"/>		

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Annex 5 - An agreement for transition of coordination arrangements from response to recovery

Note this Annex is based on the Emergency Management Victoria (EMV) template. It has been tailored specifically for use at municipal level in Bayside. Should the level of coordination of the particular emergency extend beyond municipal level the relevant Regional or State level emergency response and recovery coordinators should use the EMV template.

Transition | Response to Recovery

Incident Name/Location:	
Date/Time:	
Transition Date Effective:	
Impacted Municipality/s	
Control Agency:	
Prepared by:	
Security Level:	FOR OFFICIAL USE ONLY

Agreement

As at [HH:MM] [Day] [DD/MM/YYYY], control and coordination of [type of incident] incident [Name], affecting the City of Bayside has been handed over from [control agency] to Bayside City Council.

Purpose

The purpose of this document is to assist emergency management agencies involved in coordination of response, relief and recovery arrangements achieve a seamless transition from response to recovery phases of emergency event coordination.

The scope of the transition agreement arrangements includes:

- a description of the event;
- authorisation arrangements;
- coordination and management arrangements;
- transition activities and tasks to ensure continuity of essential community support; and
- information and communication arrangements.

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A schedule of transition actions required is in Annex 6 of this document.

Description of the event

Incident Name:		Incident Type:	
Incident Start Date:		Incident Start Location:	
Municipality/s affected: City of Bayside			
Agencies involved:			
Assets lost:			
Life lost:		Injuries:	
Relief Centre(s) activated:		Community Meetings:	
Land area affected (ha):			
Summary			

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Authority

To take effect, the following parties must endorse this agreement. A completed copy must be sent to all signatories:

Local (if applicable)	Regional/Divisional	State
Control Agency <i>Incident Controller</i>	Regional Controller	State Response Controller
Victoria Police <i>Municipal Emergency Response Coordinator</i>	Victoria Police <i>Regional Emergency Response Coordinator</i>	Victoria Police <i>State Emergency Response Officer</i>
Local Government <i>Municipal Recovery Manager</i>	Emergency Recovery Victoria <i>Regional Recovery Coordinator</i>	Emergency Management Victoria <i>State Relief and Recovery Manager</i>

Endorsement is pursuant to the roles and responsibilities detailed in the Emergency Management Act (2013) and the SEMP.

Coordination and management arrangements for transition from response to recovery

The decisions relating to the timing of the transition of response to recovery coordination, and whether recovery coordination will be transitioned to local and/or state government), will be impacted by a number of key considerations. These include:

- The nature of the hazard/threat and whether there is a risk of a recurring threat;
- The extent of impact on communities, as this may determine if a prolonged transition period needs to be implemented;
- The extent of and known level of loss and damage associated with the incident;
- The considerations for the extent of emergency relief required by affected communities; and
- The considerations for the resources required to coordinate effective recovery arrangements.

The Incident Controller, the Emergency Response Coordinator and Emergency Recovery Coordinator (State and/or Regional/Local Government –Municipal Emergency Management Officer/Municipal Recovery Manager) will determine the transition structure and handover requirement to fully establish the Recovery Coordination arrangements. In a prolonged campaign incident, a transition period must be determined to allow sufficient time for briefing, resource planning and implementation of immediate recovery services.

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The Evolution of Relief and Recovery Coordination Needs

The Transition Agreement involves specific activities of a short-term nature as recovery coordination requirements evolve and establish.

The key tasks under this agreement include:

- Continuity of emergency relief requirements, if required;
- Coordination of Initial Impact Assessments¹ in the affected communities;
- Identifying resources required to support immediate community recovery requirements including public health and safety; and
- Coordination of essential cleanup operations.

Conclusion of Response implies the cessation of the responsibilities of Victoria Police as response co-ordinators. However, during the initial phase of recovery coordination, and on request of the Recovery Coordinator, the Victoria Police and other response agencies will continue to support recovery activities to affected communities.

Response and recovery agencies will work cooperatively during the period of transition and provide each other with appropriate support. Co-ordination responsibility is passed to the ERV as the recovery co-ordination agency at the State and Regional level, while Local Government has management responsibility at the municipal level.

Transition Activities and Tasks

The following activities and tasks should be undertaken during transition:

- Notification of the Transition Agreement to response and recovery agencies;
- A briefing report for the Recovery Coordinator from the Incident Controller;
- Handover of the immediate media coordination arrangements from the Control Agency to the Recovery Coordination Agency
- Identification of resources for transfer from response to recovery for continuity or services, including logistics and supply contracts;
- Provision of initial impact assessment data/information and the status of clean-up projects by the control agency;
- Implementation/development of a model for ongoing recovery coordination operations, including identification of additional agencies required for service delivery
- Identification/notification of the hazard/threat and OH&S issues for recovery interests;
- Development of a communication strategy, notifying key stakeholders of the coordination changes for the ongoing management of the incident, including community interests – authorised by Incident Controller, Response Coordinator and Recovery Coordinator;

¹ As obtained by reference to Initial Impact Assessment Guidelines December 2012

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- Ongoing management of relief centres and establishment of recovery centres with key contact information, done by Local Government; and
- Consideration to implement of initial outreach programs to enable more accurate assessments of impacts and determination of appropriate recovery activities.

Information Management/Communication

Information is the primary tool to assist individuals to make informed choices about their safety and to take responsibility for their own recovery.

During an emergency, community information sessions are convened by the Control Agency. They provide information about the risk and consequences of the hazard to the community. Local government and Regional ERV attend these meetings to provide information about recovery services that may be required.

A communications strategy is required to maintain timely, accurate and relevant information for the community, agencies and government. The following communication methods apply during emergency response and should be continued during recovery to meet community needs:

- Community information meetings to be scheduled as needed and include key recovery representatives;
- Regular incident status updating, and linkages of agency and department public Internet pages. Note that www.emergency.vic.gov.au is the State's single recovery website and will be updated for public recovery information;
- Provision of a Victorian Emergency Hotline 1300 799 232;
- ABC radio metropolitan and regional radio reports;
- Media releases on services available via media outlets, electronic and paper;
- Community newsletters; and
- Coordinated community and business sector outreach programs.

On request of the Recovery Coordinator, the Control Agency will continue to attend meetings post the impact/response phase. This will be jointly convened with the relevant local government representative. ERV will provide support and assistance as required, including specialist information on family, public and community health.

Emergency management agencies have an important role to play in community engagement. This includes providing the opportunity within information sessions for the affected community to share their experiences and to have these acknowledged. Community information sessions also provide an opportunity to start identifying issues that may require additional advice or clarification as part of the recovery process.

Transition from Response to Recovery should be considerate of the short, medium and long-term requirements for all five recovery environments, including buildings and infrastructure, economic, natural and psychosocial needs. Each of these environments are interdependent and require equal consideration and planning.

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Annex 6 – Schedule of Transition Arrangements

The following schedule of transition activities is to be utilised as applicable for the following impacted municipalities:

Key considerations for Transition:

- Potential impacts
- The integration of recovery activities
- The provision of initial impact information via the Incident Control Agency and Incident Management Teams

	Key Actions – Incident Control Agency Note: The following actions may occur concurrently:	Lead Agency	Confirmation process
1.	Incident Control Agency to identify the timing of transition relative to the continuing threat and the role of the Incident Management Team. This may occur as a phased transition program across the impacted districts/LGAs dependant on timing of impacts and continued threat.		Handover report
2.	Recognition of the continuing role of the Incident Control Agency in the management of the control of threats and mitigation works.		
3.	A briefing report for the Municipal Recovery Manager and the Regional Recovery Coordinator and/or State Relief and Recovery Manager (SRRM) from the Incident Control Agency		
4.	Establish a transition for community information arrangements from the Incident Control Agency, with community support and recovery input from the affected LGAs and ERV for community interests.		Briefing
5.	Identification of resources required from response to recovery for continuity or services, including logistics and supply contracts.		Verbal Briefing
6.	Provision of initial impact data/information report, and the status of clean-up projects by control agency including the coordination of information from departments, agencies and LGA.		Report
7.	Identification/notification of the hazard/threat and OH&S issues for recovery interests.		
8.	Development of a communication strategy notifying key stakeholders of the coordination changes for the ongoing management of the incident, including community interests, in conjunction with the Response Coordinator, Recovery Coordinator and Municipalities.		

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	Key Actions – Incident Control Agency Note: The following actions may occur concurrently:	Lead Agency	Confirmation process
9.	Key Actions – Response Coordination Agency		
10.	Briefing from Victoria Police Municipal Emergency Response Coordinator to ERV Regional Recovery Coordinator and/or SRRM and Municipal Recovery Manager. Briefing to include the ongoing MECC functionally requirements.	VicPol	Verbal Briefing
11.	Details of vulnerable people who were identified and subsequently evacuated or assisted as a result of the incident have been passed onto respective LGA.		
12.	Key Actions – Recovery Coordination Agency		
13.	Implementation/development of an incident specific recovery plan, including identification of additional agencies required for service delivery; including departments, agencies and LGA.		Via Recovery Planning Arrangements
14.	Integration of recovery issues into existing arrangements, where applicable.		
15.	Key Actions – Municipalities		
16.	Identification of transition issues for local MECCs, ICCs, Incident Control Agency, Municipal Emergency Response Coordinator, Municipal Recovery Manager and Regional Recovery Coordinator.	Bayside City Council	Verbal Briefing
17.	Analysis of initial impact information, validation with municipal records/data base and provision of a consolidated report	Bayside City Council	Report to ERV Region
18.	Ongoing management of relief centres and establish recovery coordination centres with key contact information by Local Government;	Bayside City Council	Via recovery planning arrangements
19.	Implementation of initial outreach programs to enable more accurate assessments of loss and damage impacts to be compiled for recovery programs	Bayside City Council	
20.	Establish community based recovery processes as per Municipal Emergency Management Plan	Bayside City Council	

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Annex 7 – Checklists for Recovery Environment Coordinators

Introduction

The purpose of these checklists is to give guidance to recovery staff from Bayside City Council before and during an emergency situation.

The Municipal Recovery Manager (MRM) is responsible for the management of the recovery on behalf of the municipality. Immediate tasks include conducting a review of the loss and damage data and preparing loss assessment teams to enter the impacted area (once safe to do so). Short term duties include convening the Municipal Recovery Committee (if required); confirming that required recovery services are activated and operating smoothly; and deciding whether escalation is required.

The following lists are not exhaustive and complete, as the range of tasks and actions that should be done will depend on the situation at the time. It is also likely that there will be competing demands for resources (including Council staff), and therefore actions must be prioritised. This will involve judgements by all relevant staff. Guidance should be sought from the MRM as to the best tasks to do, and their priorities.

Common tasks include (but are not limited to):

- Organise and manage the resources, staff and systems necessary for the immediate and longer-term recovery
- Advocate on behalf of the affected community with government departments, voluntary agencies, local government, the wider community, businesses and other organisations involved in the recovery process
- Liaise, consult and, where necessary, co-ordinate or direct voluntary agencies, community groups local churches, local government and government departments in order to achieve the most effective and appropriate recovery
- Provide information to the government, other agencies, community and media
- Mediate where conflicts occur during the relief and recovery process
- Develop a close and positive working relationship with the key individuals and groups in the affected community

Be partially distanced from the immediacy of the event and consider the overall recovery process in establishing priorities and anticipating future requirements.

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Checklist 1 - Health, Social and Community Environment

Activity Area:	Immediate (1-7 days)	Short term (2-4 weeks)	Medium (2 – 3 months)	Long term (4 months+)	Stand down process
Vulnerable residents support (including Aged, disabled, youth and children's services and financial support)	<ul style="list-style-type: none"> Review loss data and assistance agencies Help DFFH coordinate Personal Hardship Assistance Payments, etc. Psychosocial support (psychological first aid) Non-Food Items Use HACCC database to determine vulnerable residents needing help. Refer to Table 1 for providers 	<ul style="list-style-type: none"> Determine rate reduction applicability and process or any other assistance available from Council Publicise assistance available – e.g. financial assistance, public appeals, donations, etc. Ensure representation of Insurance Council of Australia in recovery centre. 	<ul style="list-style-type: none"> Ensure access to financial counselling Ensure flexible assistance tailored to individual needs Advocate / ensure subsidies / reductions rates, taxes, fees, etc. 	<ul style="list-style-type: none"> Continue subsidies / reductions Continue to ensure access to financial counselling. 	<ul style="list-style-type: none"> Determine exit strategy

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Activity Area:	Immediate (1-7 days)	Short term (2-4 weeks)	Medium (2 – 3 months)	Long term (4 months+)	Stand down process
Accommodation	Immediate accommodation provided by Relief Centre	Determine needs and secure short-term accommodation (up to 1 week) through providers listed in Table 1	<ul style="list-style-type: none"> Work with DFFH Housing and community to find alternative long-term accommodation. Consider insurance, rebuilding, transport 	<ul style="list-style-type: none"> Continue to negotiate long term accommodation Work with CRC to ensure long term vision for rebuilding community 	Permanent accommodation / rebuilding complete
Non Food Items	<ul style="list-style-type: none"> Assist Salvation Army to provide support to those most in need Help collate and prioritise requests, referring disputes to the MRM 	<ul style="list-style-type: none"> Continue to assist the collection and distribution of material aid through Salvation Army and other local agencies Collect all paperwork and start to write reports, with details of aid received, stored and distributed, and financial aspects 	Assist with the withdrawal of aid, and with the implementation of long term strategies for those in need	When no more aid is being distributed and reports are written	

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Activity Area:	Immediate (1-7 days)	Short term (2-4 weeks)	Medium (2 – 3 months)	Long term (4 months+)	Stand down process
Community Services Provision	<ul style="list-style-type: none"> • Compile data on Council resources available to assist with the emergency • Collate requests for Council assistance, prioritise them, and forward them to the MIRM for decisions • Coordinate the provision of Council resources once approved • Provide advice about other relevant agencies (roles, capabilities, contacts, websites, etc.) 	<ul style="list-style-type: none"> • Continue to coordinate the provision of services to those most in need • Collect all paperwork and start to write reports, with details of services provided, including financial aspects 	<ul style="list-style-type: none"> • Assist with the withdrawal of providing services, and with the implementation of long term commercial arrangements 	<ul style="list-style-type: none"> • When no more services are being provided through government agencies, and reports are written 	
Donations coordination	<ul style="list-style-type: none"> • Liaise with external coordinator (Salvation Army) to: <ul style="list-style-type: none"> • Identify secure site; set up process for accepting / rejecting goods • Determine a distribution process • Nominate public appeals options such as donations through Community groups or to designated locations 	<ul style="list-style-type: none"> • Salvation Army to utilise their processes to recruit volunteers to assist as required • Continue communication strategy (liaise with Council Communications Department to publicise donations points) • Develop distribution process 	Distribute goods and money	Distribute goods and money	<ul style="list-style-type: none"> • Monies allocated • Volunteers no longer required

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Activity Area:	Immediate (1-7 days)	Short term (2-4 weeks)	Medium (2 – 3 months)	Long term (4 months+)	Stand down process
Community Development	<ul style="list-style-type: none"> Community Development Officer may be appointed Review loss data and attend community info sessions with lead agency Identify community group connections / community linkages Ensure website updates 	<ul style="list-style-type: none"> Establish information flows Participate in CRC Arrange community events / gatherings Work with volunteers Use information from personal support / counselling to guide activities 	Arrange community events / gatherings / public meetings / Link with economic activities	<ul style="list-style-type: none"> Continue involvement in CRC Assist community-driven initiatives Ensure vision for rebuilding community 	Determined exit strategy
Personal support / Counselling	<ul style="list-style-type: none"> In liaison with ERV, determine which agency will provide case management function Advise agencies listed in Table 1 Prioritise families 	Relevant agencies should review families needing assistance <i>Note: Broad information can be used to guide community development tasks</i>	Relevant agencies should do: <ul style="list-style-type: none"> Counselling – trauma / grief Manage rebuilding issues Manage PTS Disorder 	Ensure vision for rebuilding community	Determined by agency
Medical Pharmaceuticals coordination	<ul style="list-style-type: none"> Refer all requirements to the Department of Health under the State Health Emergency Response Plan (SHERP). 				

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Activity Area:	Immediate (1-7 days)	Short term (2-4 weeks)	Medium (2 – 3 months)	Long term (4 months+)	Stand down process
Recovery Centre Management (Cross reference with Relief Centre Management above)	<ul style="list-style-type: none"> Anticipate the need for a Recovery Centre as early as possible (better to open unnecessarily than delay and rush it) When directed by the MRM, open and manage the Recovery Centres, organising staff, modifications, resources etc. <p>Note this may be one and the same facility as a Relief Centre and it may simply transition in function</p>	<ul style="list-style-type: none"> Manage the Recovery Centres Liaise with all relevant agencies to provide assistance to those in need Provide regular reports to the MRM and MEMO Record all transactions and events 	<ul style="list-style-type: none"> Coordinate the withdrawal of providing services at the Recovery Centres, closing them when practicable 	When no more services are being provided, and reports are written	
Communications	<ul style="list-style-type: none"> Liaise with all relevant agencies and Council departments to issue timely advice about services available and locations from which they can be accessed Commence consideration of regular methods of providing updates (social media, newsletters etc) 	<ul style="list-style-type: none"> Liaise with community development staff and MRM to determine best strategies for ongoing communication with affected community and the broader community regarding restoration processes, priorities, and issues affecting the community. Implement communications strategies 	<ul style="list-style-type: none"> Review requirements for and frequency of communication. Consider requirements for anniversary communications and retrospective reviews 	When all recovery services stood down, issue final communiqué	

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Activity Area:	Immediate (1-7 days)	Short term (2-4 weeks)	Medium (2 – 3 months)	Long term (4 months+)	Stand down process
Animal Welfare Management	<ul style="list-style-type: none"> Assist ERC manager to implement companion animal management strategies at ERC Recommend appropriate actions to the MRM (e.g. relocation of pets to appropriate facilities) 	<ul style="list-style-type: none"> Monitor animal management Facilitate return of companion animals where possible Review individual cases as required 	<ul style="list-style-type: none"> Monitor animal management Facilitate return of companion animals where possible Review individual cases as required 	<ul style="list-style-type: none"> Monitor animal management Facilitate return of companion animals where possible Review individual cases as required 	When all pets appropriately returned to owners or rehoused
Environmental health	<ul style="list-style-type: none"> Conduct an assessment of the impact of the emergency Report the findings to the MRM and MEMO, together with recommendations for action (e.g. quarantining an area) 	<ul style="list-style-type: none"> Conduct an assessment of the impact of the emergency Report the findings to the MRM and MEMO, together with recommendations for action (e.g. quarantining an area) 	<ul style="list-style-type: none"> Conduct an assessment of the impact of the emergency Report the findings to the MRM and MEMO, together with recommendations for action (e.g. quarantining an area) 	<ul style="list-style-type: none"> Conduct an assessment of the impact of the emergency Report the findings to the MRM and MEMO, together with recommendations for action (e.g. quarantining an area) 	

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Checklist 2 - Economic Environment

Activity Area:	Immediate (1-7 days)	Short term (2-4 weeks)	Medium (2 – 3 months)	Long term (4 months+)	Stand down process
Economic Development including employment	<ul style="list-style-type: none"> Review loss data Attend community info sessions with lead agency Identify community group connections / community linkages Ensure website updates Appoint a Business Recovery Officer Compile data of affected employers and employees Liaise with State and Commonwealth governments for potential assistance 	<ul style="list-style-type: none"> With the local Chamber of Commerce / Industry Group and the Bayside City Futures Unit, coordinate and assist businesses to re-establish links with community Assist with trade set up etc. 			

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Checklist 3 - Built Environment

Activity Area:	Immediate (1-7 days)	Short term (2-4 weeks)	Medium (2 – 3 months)	Long term (4 months+)	Stand down process
Utilities (gas, water, electricity, etc.)	<ul style="list-style-type: none"> Liaise with providers to compile data of loss and damage 				
Transport (road, rail, etc.)	<ul style="list-style-type: none"> Liaise with providers to compile data of loss and damage 				
Infrastructure	<ul style="list-style-type: none"> Compile data of loss and damage, including buildings (shops, factories, warehouses, sporting pavilions, halls, etc.), fences, footpaths, drains/creeks/riders, etc. Attend community info sessions with lead agency 	Monitor and re-prioritise restoration activities as needs of the community dictate			When agreed recovery objectives achieved

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Activity Area:	Immediate (1-7 days)	Short term (2-4 weeks)	Medium (2 – 3 months)	Long term (4 months+)	Stand down process
Essential services (schools, hospitals, banks, etc.)	<ul style="list-style-type: none"> • Compile data of loss and damage to essential services • Prioritise the services to ensure effort is focussed on those most needing attention • Establish communication and liaison links with all relevant organisations and agencies to ensure that you are kept up to date with the situation and progress 	Monitor and re-prioritise restoration activities as needs of the community dictate			When all essential services are restored and reports are done
Provision of clean-up equipment	<ul style="list-style-type: none"> • Compile a list of relevant plant and equipment that is available from Council resources and known suppliers in case it is needed • Advise the MRM and other agencies of this plant and equipment • Help prioritise the plant and equipment – what goes where and when • Coordinate the supply, assisting with transport if required 	<ul style="list-style-type: none"> • Monitor the use of plant of equipment • Re-assess priorities for its use • Coordinate the adjustment of it when the need or priority changes • Ensure records are kept for later accounting and reporting 	Coordinate the handover to private operators from government funding and resources	<ul style="list-style-type: none"> • Monitor the use of plant and equipment and coordinate adjustments if required • Complete reports on acquisition, use, expenditure, etc. 	When all work is complete and reports are done

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Checklist 4 - Natural Environment

Activity Area:	Immediate (1-7 days)	Short term (2-4 weeks)	Medium (2 – 3 months)	Long term (4 months+)	Stand down process
Land care & degradation	<ul style="list-style-type: none"> With the EPA, conduct an assessment of the impact of the emergency on the quality of air water Report the findings to the MRM and MEMO, together with recommendations for action (e.g. relocation of residents) 	Ongoing monitoring via the EPA			
Waste management	<ul style="list-style-type: none"> Confirm that sufficient efforts are being made to clear the waste from the emergency area, without disturbing it if a death occurred nearby Report the findings to the MRM and MEMO, together with recommendations for action (e.g. obtaining more resources) 	Consider maintaining increased waste management services to residents in emergency affected areas until domestic clean up has been completed.			

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Activity Area:	Immediate (1-7 days)	Short term (2-4 weeks)	Medium (2 – 3 months)	Long term (4 months+)	Stand down process
Environmental health	<ul style="list-style-type: none"> Conduct an assessment of the impact of the emergency Report the findings to the MRM and MEMO, together with recommendations for action (e.g. quarantining an area) 				

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Checklist 5 – Aboriginal Culture & Healing Environment

Activity Area:	Immediate (1-7 days)	Short term (2-4 weeks)	Medium (2 – 3 months)	Long term (4 months+)	Stand down process
Valued and respected culture / Cultural safety	<ul style="list-style-type: none"> Connect to Traditional Owner groups. Have an Aboriginal member from local Aboriginal Traditional Custodian group participate in discussion Community Development Officer appointed and support Officers may be appointed Review loss data and attend community info sessions with lead agencies Identify community group connections / community linkages Ensure website updates 	<ul style="list-style-type: none"> Continue to engage Traditional Custodians organisations and have an Aboriginal member participate in discussion Establish information flows Participate in meetings Arrange community meetings Work with agencies to offer support Use information from personal support to guide activities 	<ul style="list-style-type: none"> Ensure flexible assistance tailored to individual needs Continue to engage Traditional Custodians organisations and have an Aboriginal member participate in discussion 	<ul style="list-style-type: none"> Continue involvement in meetings Assist community-driven initiatives Ensure vision for rebuilding community Have an Aboriginal member from local Aboriginal Traditional Custodian group participate in discussion 	<ul style="list-style-type: none"> Determine exit strategy Consult with Traditional Custodian group

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Activity Area:	Immediate (1-7 days)	Short term (2-4 weeks)	Medium (2 – 3 months)	Long term (4 months+)	Stand down process
Address trauma and healing	<ul style="list-style-type: none"> Have an Aboriginal member from local Aboriginal Traditional Custodian group participate in discussion around trauma and path to healing. Connect with Aboriginal Health Services 	<ul style="list-style-type: none"> Determine process and any other assistance available from Council Publicise assistance available Connections to Gathering Place. Connect with Aboriginal Health Services. 	<ul style="list-style-type: none"> Connections to Gathering Place. Connect with Aboriginal Health Services. 	<ul style="list-style-type: none"> Connections to Gathering Place. Continue to connect with Aboriginal Health Services. 	Determined by organisations and agencies.

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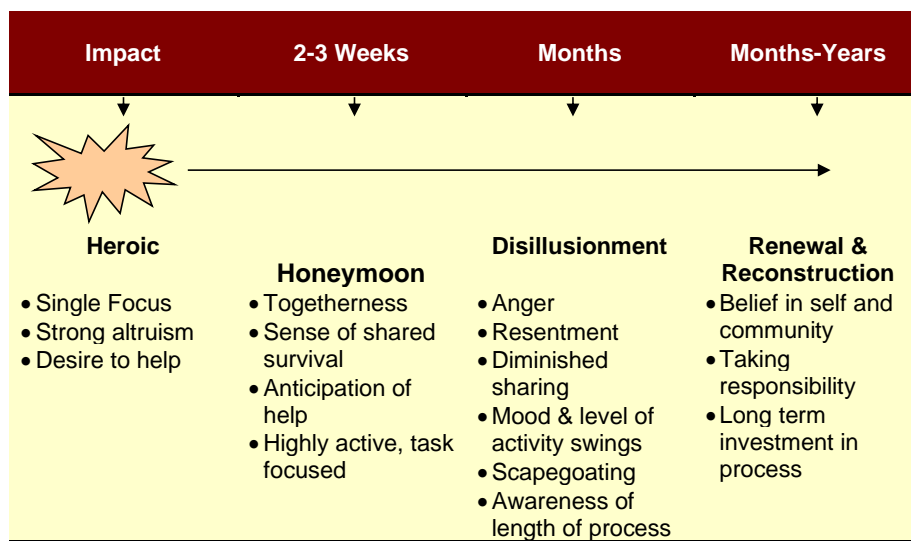
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Annex 8 – Community reactions to emergencies

All persons working in recovery need to be aware of the potential impacts and likely reactions, which may be experienced by individuals affected by emergencies.

In particular, they need to be aware of the ways in which individuals may react to emergencies to ensure that services are delivered in the most supportive and effective means possible.

The following diagram provides a summary of phases of human behaviour, which are likely to be witnessed following an emergency.



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Part B5 – Planning Arrangements

MUNICIPAL EMERGENCY MANAGEMENT PLANNING ARRANGEMENTS

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Part B5 – Planning Arrangements

1. INTRODUCTION

1.1. MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE ENDORSEMENT

This plan has been produced by and with the authority of Bayside district Municipal Emergency Management Planning Committee (MEMPC) pursuant to Section 59D of the Emergency Management Act 2013.

The MEMPC understands and accepts its roles and responsibilities as described in the Emergency Management Act 2013.

This plan is a result of the co-operative efforts of the MEMPC after consultation with those agencies and organisations identified therein.

This plan has been considered and endorsed by the MEMPC, representing all organisations with a role in it.

The plan will be presented to the Regional Emergency Management Planning Committee (REMPC) in accordance with the assurance process described in the Emergency Management Act 2013. Minor and administrative amendments that do not change the intent or responsibilities detailed within the plan will be made from time to time without re-presenting the plan to the MEMPC or REMPC for endorsement. Any major structural or policy changes will be considered before adoption.

Anita Johnstone



Date: 16/11/2023

Chair of the Municipal Emergency Management Planning Committee

1.2. ASSURANCE

The MEMPC self-assurance process came into operation on 1 December 2020. This Municipal Emergency Management Plan (MEMPC) has been approved by the Bayside district MEMPC on 15 November 2023 in preparation for submission to the REMPC as part of the self-assurance process.

A Statement of Assurance (including a checklist and certificate) has been prepared and submitted to the Southern Metropolitan REMPC pursuant to EM Act 2013 (s60AG) just prior to the review due date of November 2023.

1.3. AIM

The aim of this plan is to detail the agreed arrangements for the mitigation of, the response to, and the recovery from, emergencies that could occur in the City of Bayside as identified in Part 6 of the Emergency Management Act, 2013.

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1.4. OBJECTIVES

The broad objectives of this Plan are to: -

- Implement measures to mitigate or reduce the causes or effects of emergencies.
- Manage arrangements for the utilisation and implementation of municipal resources in response to emergencies.
- Manage support that may be provided to or from adjoining municipalities.
- Assist the affected community to recover following an emergency and develop community resilience.
- Complement other local, regional and state planning arrangements.

2. VICTORIA'S EMERGENCY MANAGEMENT PLANNING FRAMEWORK

This plan supports holistic and coordinated emergency management arrangements within the region. It is consistent with and contextualises the State Emergency Management Plan (SEMP) and Regional Emergency Management Plan (REMP) for the Southern Metropolitan Region (SMR). The REMP is a subordinate plan to the SEMP and the MEMPC is a subordinate plan to the REMP.

To the extent possible, this Plan does not conflict with or duplicate other in-force emergency management plans that exist.

3. COMMUNITY PROFILE

Refer to Part B6 Risk Management Arrangements for details of the Community Profile.

4. HISTORY OF EMERGENCIES

Refer to Part B6 Risk Management Arrangements for details of previous emergencies within Bayside.

5. RISK MANAGEMENT PROCESS

The process of addressing the first objective above requires the clear identification of the:

- Risks to the community of the Bayside district;
- Treatments, existing or new, for those risks; and
- Community demographics, profile and vulnerabilities.

The outcome of this process serves to inform the MEMPC on areas of emergency management planning priority.

The Bayside MEMPC sub-committee conducted a thorough community emergency risk assessment in October 2023. The process of risk identification and assessment has been fully revised approximately every 3 years in line with changing trends in the risks and risk management processes. The results of this process, including community profile, risks, ratings and treatments are documented in part B6 of this plan.

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6. MUNICIPAL EMERGENCY MANAGEMENT FUNCTIONS

The responsibilities of Bayside MEMPC are:

- Local emergency risk management and emergency planning;
- Management of community participation in planning and service delivery before and after emergencies;
- Provision of community education and awareness programs;
- Incorporation into local safety programs of risk reduction strategies;
- Service delivery to support persons in particular need;
- Equipment support to emergency agencies; and
- Management/support of community recovery programs, policies and strategies.
- Provide relief to personnel involved in the management of or affected by the emergency;
- Assessment of the impact;
- Supply of available resources to assist control and support agencies during response and recovery; and
- Recovery activities in consultation with ERV

7. MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (MEMPC)

The MEMPC has determined that, as a full committee, it will meet at least three times per year on:

1. The second Thursday in March; and
2. The second Thursday in July; and
3. The second Thursday in November or as agreed in MEMPC meetings

In addition, the MEMPC will also meet:

- After any major emergency
- After any new risk to the community emerges; or
- After any major organisational change
- After an exercise with major outcomes

Standard agenda items for the MEMPC at every meeting will include:

- Review of contact directory;
- Review of selected sections of the MEMP so as to ensure all sections have been reviewed at least once between audits by the MEMPC;
- Review of MEMPC Schedule – Planning Calendar (annual only);

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- Review of MEMPC membership (annual only); and
- Review of risks including new or emerging and treatment strategies (annual only).

Such meetings will review any implications for emergency management planning with the municipality.

Minutes of all meetings must be taken and a copy sent to the MEMPC members and RERC. Functional Sub Groups may be formed from time to time to undertake specific projects. These groups shall meet as frequently as necessary for the purposes of the project they are undertaking.

The members of the MEMPC together with their contact details are listed in the contact directory (Part A1).

7.1. SUB GROUPS OF THE MEMPC

Various sub groups of the MEMPC are formed as required to address specific risks or aspects of emergency management planning:

8. MEMPC TERMS OF REFERENCE

8.1. Governance

The Municipal Emergency Management Planning Committee (MEMPC) of the Bayside is established under section 59F of the *Emergency Management Act 2013* ('the Act'). In accordance with s.59E of the Act, the MEMPC establishes the following Terms of Reference.

8.2. MEMPC Functions

The MEMPC is the peak planning body for emergency management within the municipal district. It is the forum for government and non-government agencies to develop policies, procedures, strategies and frameworks to support coordinated emergency management planning for the municipality.

In line with s.59D of the Act the functions of the MEMPC are to:

- be responsible for the preparation and review of its MEMP
- ensure that its MEMP is consistent with the state emergency management plan and the relevant REMP
- provide reports of recommendation to its REMPC in relation to any matter that affects, or may affect, emergency management planning in the municipality
- share information with the REMPC and other MEMPCs to assist effective emergency management planning
- collaborate (having regard to the Guidelines) with any other MEMPC that the MEMPC considers appropriate in relation to emergency management planning, including preparing MEMPs
- perform any other function conferred on the MEMPC by the Act, or any other act.

The MEMPC has the power to do all things necessary or convenient in connection with the performance of its functions, however it cannot direct any member agency or other group.

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The MEMPC may establish ongoing sub-committees or time-limited working groups to investigate or address specific issues or undertake key tasks.

8.3. Context

The MEMPC reports to the REMPC, and the REMPC is the key link between municipal and state level emergency planning and response activities. All legislated member agencies of the MEMPC are also represented on the REMPC.



Figure 1 – Relationship of the MEMPC to the REMPC and the EMC

8.4. Membership

The membership of the MEMPC has been established in line with s.59A of the Act. The MEMPC may invite additional people to join the MEMPC, as necessary.

The committee will review its membership on a yearly basis, or more frequently if needed.

Refer to the MEMPC Contact Directory for a current list of members of the MEMPC.

8.5. Change of Representative

The relevant agency will advise the MEMPC chair in writing of any formal changes to their nominated representative.

8.6. Roles and responsibilities

8.6.1 Chair

In accordance with s59B(1) of the Act, Bayside City Council has appointed a Municipal Emergency Management Officer (MEMO). Refer to Part A1 Contact Directory for contact details.

8.6.2 Chair responsibilities

The chair has the following functions:

- Chairing MEMPC meetings
- Facilitating the MEMPC to perform its functions
- On behalf of MEMPC provide information and recommendations to the REMPC

Additionally, the chair will:

- Ensure the MEMPC operates in accordance with the requirements of this Terms of Reference
- Preside at and manage all meetings
- Confirm the agenda for each meeting

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- Manage acceptance/advice of last-minute papers or agenda items prior to MEMPC meetings.
- Ensure that the MEMPC meets according to its schedule
- Ensure that MEMPC meetings are efficient and effective
- Provide leadership to the committee in its deliberations
- Facilitate frank and open discussion
- Ensure that all members can participate equally
- Refer issues or matters of concern identified by the MEMPC, or members of the MEMPC, to the REMPC
- Sign correspondence on behalf of the MEMPC
- Represent the MEMPC in other forums where appropriate
- Coordinate out of session matters

8.6.3 Election of a deputy chair

To ensure consistency and redundancy the MEMPC will elect a deputy chair. This appointment may be a certain period, as agreed by the MEMPC. The MEMPC has elected the Municipal Recovery Manager (MRM) as the deputy Chair. Refer to Part A1 Contact Directory for contact details.

8.6.4 Deputy chair responsibilities

- Undertake the role of the chair if the elected chair is absent
- Receive delegated responsibilities of the chair as agreed with the chair

8.6.5 Member responsibilities

Other members of the MEMPC will provide representation at the appropriate level and with the authority to commit resources and make decisions on behalf of their organisation or community.

Members are asked to participate in the MEMPC as a partnership and provide advice or make decisions in the best interest of the citizens of Victoria. The MEMPC acknowledges and respects members existing responsibilities, accountabilities and associated levels of resourcing.

All MEMPC members will:

- Prepare for, prioritise and attend scheduled meetings
- Proactively contribute to the work of the MEMPC
- Provide meeting papers to the chair at least one week prior to a meeting
- Respect confidential and privileged information
- Represent all areas of their agencies and associated entities
- Report on recent relevant agency activity relating to emergency management mitigation, response or recovery activities, with a focus on emerging risks or opportunities
- Where a decision or action is outside the authority of the member, engage with relevant personnel within their agency to obtain approval to commit resources and undertake tasks

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- Identify and liaise with subject matter experts or key representatives from within their agencies to participate in the MEMPC, its sub-committees or working groups
- Advocate for and report back to their agencies on MEMPC outcomes and decisions.

8.7. Administrative Arrangements

8.7.1 Meeting frequency

To align with seasonal requirements and operational tempo, the MEMPC will meet three times per annum in March, July and October.

In addition, the MEMPC will meet following any of the following occurrences:

- Major emergency in Bayside;
- Significant new risk emerging;
- Exercise with major outcomes, or
- Major organisational change.

The MEMPC chair may schedule additional meetings as required.

8.7.2 Meeting venue

The MEMPC will meet at any suitable location or virtually as necessary.

8.7.3 Meeting papers and documentation

Any member can submit items to be included on the agenda. The chair will confirm the agenda prior to each meeting.

Meetings will be conducted on a formal basis, with proceedings recorded and action items documented in the MEMPC Actions Register.

All proceedings and documentation of the MEMPC are confidential until the MEMPC agrees otherwise, or where the provider of the information advises that it is publicly available, and no restrictions apply to its release. Noting this, MEMPC records remain discoverable under the Freedom of Information Act 1982.

MEMPC documentation will be stored by Bayside City Council in a manner determined by their data storage policies from time to time.

8.7.4 Secretariat

The MEMPC will determine how the secretariat function will be managed.

Secretariat duties may include:

- Scheduling meetings
- Providing committee members with the meeting agenda
- Record agreed actions in the MEMPC Actions Register
- Induction of new committee members

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- Develop/send correspondence for the MEMPC
- Maintain the contact list of MEMPC members.

8.7.5 Quorum

Committee activities may be conducted without a quorum present; however, a quorum must be present for the purpose of decision making.

Where an agency will have responsibility or accountabilities as a result of a motion/resolution, that agency must be part of the quorum for that item.

A quorum is greater than 50% of the current voting members and includes the chair or deputy chair.

8.7.6 Decision making

In general, the Committee will adopt a consensus approach to decision-making, where a majority of members agree, with the remainder content to give way. The chair will seek further advice from the members and attendees or through external subject matter experts to support decision making.

Where consensus cannot be achieved, decisions will be made by majority vote. In the event of a tie the MEMPC, through the chair, will escalate issues to the REMPC for decision.

The chair will ensure that all members are provided with the opportunity to participate in discussions and decision making.

Each MEMPC member agency has one (1) vote on any matter decided by the committee, regardless of the number of individual people from that agency sit on the MEMPC in various or different capacities. To vote, a MEMPC member agency must be present at the meeting or be represented by a proxy.

Where the MEMPC must reach a decision between committee meetings, this can be undertaken via circular resolution. All members will be notified of the proposed resolution, with a collective decision reached where the majority of respondents vote in the affirmative. Decisions made by circular resolution will be confirmed by committee at the next MEMPC meeting.

All decisions made will be regarded as collective decisions of the MEMPC.

8.7.7 Conflict of interest

If a MEMPC member or their proxy has a direct or indirect interest in a matter to be decided by the committee, they must declare their conflict or perceived conflict and must not vote on the issue. The MEMPC will determine if the member should be excluded from all or part of the proceedings related to the matter.

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8.7.8 Proxies

In accordance with the intent of the legislation members should prioritise MEMPC meetings wherever possible. In the event a member is unable to personally attend a specific meeting, they are encouraged to identify a suitably skilled and authorised proxy. The proxy is considered to have the same voting rights as the substantive MEMPC member, unless the chair is advised otherwise.

Members may choose to identify a standing proxy who is empowered to represent the member at any time. The member will notify the chair of the details of this person and the duration of the appointment as a standing proxy.

Where a standing proxy is not recorded, or is unavailable, a member will advise the chair of the name, role and contact details of their nominated proxy, as early as possible before a meeting. This advice should be in writing for the purpose of record keeping and will include any limitations to the voting rights of the proxy for that meeting.

If the committee member is unable to provide advice to the chair of the details of a proxy and their voting rights before the meeting, the attendee will be considered an observer for the meeting.

8.7.9 Observers

An observer may attend a meeting for any number of reasons. MEMPC members will advise the chair of the attendance of an observer before a meeting, where possible.

Observers must respect all confidentiality and operating protocols of the MEMPC, and must not:

- propose or vote on motions
- intrude on the procedures of the MEMPC
- take part in the meeting proceedings without the invitation of the chair.

8.7.10 Non-voting members

If deemed necessary for transparency and equity, the committee can invite additional standing members who may not have voting rights. Where this is the case, the membership list in the Contact Directory will reflect the voting status.

Members of sub-committees or working groups do not have voting rights unless they are also members of the MEMPC.

8.7.11 Issue Escalation

The Chair may escalate any matters of significance to the REMPC for advice or decision.

Members of the committee may also seek to escalate items to the REMPC, through the chair, where efforts to resolve a matter at the local level have not been successful, or where the consequences of a decision will unduly impact the member agency.

Issues requiring escalation should be well documented and include:

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- A description of the issue or advice sought and the consequences if it remains unresolved.
- Actions taken to resolve the issue.
- Recommended actions or options that may assist resolution.

8.8. Financial Management

The MEMPC does not have a financial delegation and does not hold a budget. The MEMPC cannot expend or receive monies.

Member agencies may agree to commit funds to a MEMPC activity or event, in which instance the expenditure is considered expenditure of the agency and not the MEMPC. The member agency is responsible for all aspects of financial management within their existing governance arrangements. The MEMPC does not accept liability for any agency-led initiatives

9. MUNICIPAL RESOURCES

Bayside City Council does not own any resources suitable for allocation in an emergency. However, it maintains several contracts, all of which have suitable emergency recall clauses. Should need arise, Council may establish a Municipal Emergency Coordination Centre (MECC) to control these resources and to manage incoming requests for assistance from the community. This will be facilitated using Crisisworks, which is a cloud based system for managing emergencies, risk and recovery across the full lifecycle of the emergency, on any device.

10. EMERGENCY MANAGEMENT GROUP (EMG)

Bayside City Council is responsible for management of municipal resources/contractors and the co-ordination of community support to counter the effects of an emergency during both the response to and recovery from emergencies.

This includes the management of:

- (a) The provision of emergency relief to response personnel and affected persons;
- (b) The provision of supplementary supply (resources) to response and relief agencies during response and recovery;
- (c) Municipal assistance to agencies during the response to and recovery from emergencies;
- (d) The assessment of the impact of the emergency; and
- (e) Recovery activities within the municipality, in consultation with Emergency Recovery Victoria.

In order to carry out these management functions, Bayside City Council will form an Emergency Management Group (EMG). This group will consist of:

Municipal Emergency Management Officer (MEMO)
Municipal Recovery Manager (MRM)
Municipal Emergency Response Coordinator (MERC);
Nominated representative of the Control Agency; and

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Other Support Agency representatives as required.

Where appropriate, the EMG or part thereof will convene when the scale of the emergency dictates the requirement for the provision of any of the functions outlined above. Members of the EMG will liaise to determine what level of activation is required.

The specific responsibilities of the MEMO and the MRM are detailed below.

11. EMERGENCY MANAGEMENT ROLES & RESPONSIBILITIES

Authority to commit municipal resources in an emergency is vested in the Municipal Emergency Management Officer (MEMO). Refer to Part A2 of this MEMP.

The MEMO has full authority and delegated powers to manage the Council’s responsibility and coordinate its role during emergencies.

The **EMG** will be the primary reference in a municipal emergency to determine the level of activation required in relation to the role of the Council described above.

11.1. MUNICIPAL EMERGENCY MANAGEMENT OFFICER (MEMO)

Bayside City Council has appointed a number of Officers to fulfil the function of Municipal Emergency Management Officer pursuant to Section 59G of the Emergency Management Act 2013. The appointed Officers are listed in the Contact Directory (Part A1) of this MEMP.

MEMP Role	Council Role
MEMO	Manager City Assets and Projects (full delegated powers)
Deputy MEMO	Contract Manager Facilities
	Contract Manager Civil Infrastructure
	Asset and Investigations Coordinator

Responsibilities

- To be responsible for the coordination of municipal resources in responding to emergencies.
- To provide council resources when requested by emergency services or police during response activities.
- To establish and maintain an effective infrastructure of personnel whereby municipal resources can be accessed on a 24-hour basis.
- To establish and maintain effective liaison with agencies within or servicing the municipal district and the MRM.
- To maintain a capacity to ensure effective coordination of municipal controlled resources that can be activated promptly when necessary.
- To facilitate the arrangement of a post emergency, debrief as requested by the Control Agency.
- To ensure procedures and systems are in place to monitor and record all expenditure by the Municipality in relation to emergencies.

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To ensure procedures and systems are in place to monitor and record all communications and correspondence by the municipality in relation to emergencies.

To provide assistance to the MRM in the procurement, placement maintenance and withdrawal of community facilities used on a temporary or fixed term basis, during recovery operations.

Executive Officer for MEMPC.

11.2. MUNICIPAL RECOVERY MANAGER (MRM)

Bayside City Council has appointed a number of Officers to fulfil the function of Municipal Recovery Manager (MRM) pursuant to Section 59H of the Emergency Management Act 2013. The appointed Officers are listed in the Contact Directory (Part A1) of this MEMP.

MEMP Role	Council Role
MRM	Manager Community Services
Deputy MRM	Service Delivery Coordinator

Responsibilities

- Contribute to the Bayside City Council Municipal Emergency Management Planning Committee and coordinate Municipal and community resources within the municipality during recovery.
- Immediately following an emergency, assist with:
 - The collation and evaluation of information gathered in the post impact assessment.
 - The establishment of priorities for the restoration of community services and needs
- The MRM is to liaise with the appointed MEMO for the best use of municipal resources to enable the recovery by individuals or the community from the effects of an emergency.
- The Customer Service Department will be available to receive calls from the community and relay relevant information. In the event that the Customer Service Department is activated in relation to the emergency, they will be briefed and provided with the relevant communication details.
- Establish Emergency Relief/Recovery Centre(s) (Part A3) to be located at location(s) appropriate to the emergency that has occurred.
- Liaise with all MEMPC agencies to identify any at risk members of the community that have been impacted by the emergency event.
- Liaise, consult and negotiate on behalf of the affected area with recovery agencies and the municipality.
- Liaise with the Regional Recovery Management Committee, and Department of Families Fairness and Housing.
- Undertake specific recovery activities as determined by the municipality.
- The MRM may delegate duties to provide for effective management of the recovery functions.

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11.3. MUNICIPAL FIRE PREVENTION OFFICER (MFPO)

MEMP Role	Council Role
MFPO	Local Laws Coordinator
Assistant FPO	All Local Laws Officers

Bayside City Council has appointed the Manager Community Safety & Compliance to fulfil the role of Municipal Fire Prevention Officer in accordance with the Fire Rescue Victoria Act 1958.

Responsibilities

- Undertake and regularly review Council’s fire prevention planning and plans.
- Liaise with fire service, other authorities and, where relevant, neighbouring Councils regarding fire prevention planning and implementation.
- Advise and assist the MEMPC on fire prevention and related matters.
- Ensure the MEMP contains reference to the Municipal Fire Risk Management strategies and plans.
- Report to Council on fire prevention and related matters.
- Carry out statutory tasks related to fire prevention notices and infringement notices.
- Investigate and act on complaints regarding potential fire hazards.
- Advise, assist and make recommendations to the general public on fire prevention and related matters.
 - Issue permits to burn.
- Facilitate community fire safety education programs and support fire services in the delivery of community fire safety education programs.

11.4. MEDIA LIAISON OFFICER (MLO)

MEMP Role	Council Role
MLO	Communications Coordinator
Deputy MLO	Communications Officer

Responsibilities

- Act as Media Liaison Officer to coordinate the dissemination of information to the necessary agencies.
- The Media Liaison Officer will report directly to the Chief Executive Officer and the MEMO.

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11.5. PUBLIC HEALTH OFFICER (PHO)

MEMP Role	Council Role
PHO	Environmental Health Coordinator
Deputy PHO	Senior Environmental Health Officer

Responsibilities

Responsible for all public health matters in the municipality. In emergencies, the PHO supervises:

- Hygienic food handling, safe production, storage and distribution;
- Supply of sanitary and hygienic accommodation when required;
- Pest control;
- Management and control of infectious diseases including the disposal of infectious waste, immunisation;
- Refuse removal including hazardous materials i.e. asbestos and dead animals;
- Advises on Water Supply as required

11.6. MEMPC EXECUTIVE OFFICER

Bayside City Council has appointed the MEMO to fulfil the role of Executive Officer to the Municipal Emergency Management Planning Committee (MEMPC)

Responsibilities

- To manage all aspects of meetings of the MEMPC and sub groups including calling of meetings, agendas, taking of minutes and following up on action items.
- To manage all aspects of maintaining the Municipal Emergency Management Plan (MEMP) including requesting and receiving proposed amendments, amending and updating the plan, issuing amendments as agreed and maintaining a register of distribution of the plan and amendments.

11.7. INCIDENT EMERGENCY RESPONSE COORDINATOR (IERC)

The Incident Emergency Response Coordinator (IERC) is usually the senior member of Victoria Police at the initial scene of an emergency or at the place where control is being exercised at incident level. This role usually relates to the first response to an emergency, and the person fulfilling the role may change in seniority as the emergency escalates or de-escalates.

Responsibilities:

- Maintain a presence at the place where control is being exercised and represent the MERC in their absence.
- Ensure effective control is established and maintained.
- Ensure that the appropriate control and support agencies are in attendance – or have been notified by the controller and are responding to an emergency.
- In the event of uncertainty, determine which agency is to perform its statutory response role, where more than one agency is empowered to perform that role.
- Ensure the Incident Controller has formed and is chairing an Incident Emergency

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Management Team (IEMT) ensuring effective information sharing.

- Arrange for the provision and allocation of resources requested by control and support agencies and escalate unfulfilled requests to the MERC or RERC.
- Ensure timely warnings and information are provided to the community and support agencies by the control agency.
- Ensure the Incident Controller has developed and issued an incident action plan (including objectives and strategies for managing the incident).
- Consider the need for declaration of an emergency area.
- Provide the MERC or RERC with information or advice on issues relating to control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery.

11.8. MUNICIPAL EMERGENCY RESPONSE COORDINATOR (MERC)

MEMP Role	Council Role
MERC	Delegated Officer from Bayside Police Station, or their delegated representative
Deputy MERC	Delegated Officer from the Bayside Police Station or their delegated representative

Responsibilities

- Ensure timely warnings and information are provided to the community and support agencies by the control agency.
- Ensure the Incident Controller has developed and issued an incident action plan (including objectives and strategies for managing the incident).
- Ensure the Municipal Emergency Management Officer is advised of the emergency, is available to provide access to municipal resources if required and is receiving information as appropriate.
- Attend, or arrange delegate to attend the Municipal Emergency Coordination Centre, if activated.
- Consider registration of persons evacuated or otherwise affected across the municipality.
- Consider the provision of relief to evacuees and agency personnel where necessary and advise the Municipal Recovery Manager of requirements.
- Consider the need for declaration of an emergency area.
- Ensure the municipal recovery manager has been notified by the incident controller of the emergency.
- Provide the RERC with information or advice on issues relating the control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery.

11.9. REGIONAL EMERGENCY RESPONSE COORDINATOR (RERC)

When all relevant resources have been fully committed and there is further requirement for additional resources, all requests must be forwarded to the Municipal Emergency Response

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Coordinator who will in turn pass on same to the Regional Emergency Response Coordinator for action. In the absence of the Regional Emergency Response Coordinator, his/her deputy will be contacted.

11.10. EMERGENCY MANAGEMENT LIAISON OFFICER (EMLO)

In some emergencies, the Control Agency may request a representative from Bayside City Council attend at the scene of the emergency or the Incident Control Centre (ICC) as the Emergency Management Liaison Officer (EMLO). The role of the EMLO will be to act as a conduit for information about the emergency back to the MEMO and / or MRM and to facilitate requests for resources, where Council has them, for the Incident Controller.

12. STATE EMERGENCY MANAGEMENT PRIORITIES

The State has endorsed a set of emergency management priorities to underpin and guide all decisions made during emergencies in Victoria. The priorities focus on the primacy of life and the issuing of community warnings and information, in order to assist people to make informed decisions about their safety.

The priorities are:

- Protection and preservation of life is paramount. This includes
 - Safety of emergency services personnel; and
 - Safety of community members including vulnerable community members and visitors/tourists located within the incident area
- Issuing of community information and community warnings detailing incident information that is timely, relevant and tailored to assist community members make informed decisions about their safety
- Protection of critical infrastructure and community assets that supports community resilience
- Protection of residential property as a place of primary residence
- Protection of assets supporting individual livelihoods and economic production that supports individual and community financial sustainability
- Protection of environmental and conservation assets that considers the cultural, biodiversity and social values of the environment.

The State emergency management priorities provide a framework for the emergency managers to identify the priority roles and actions of agencies in an emergency response, especially where there are concurrent risks or competing priorities.

Operational Tiers

Emergency response operations is managed through the following operational tiers:

- State
- Regional
- Incident

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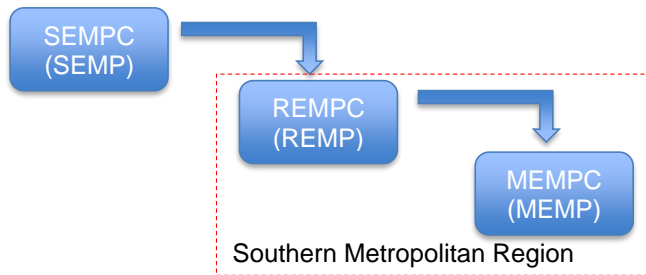
Not all tiers will be active for every emergency. In general, the state and regional tiers are active only for major emergencies or where major emergencies are anticipated to occur. Non-major emergencies are managed only at the incident tier.

Not all tiers will be active for every emergency. In general the State and Regional tiers are active only for major emergencies or where major emergencies are anticipated to occur. Non-major emergencies are managed only at the incident tier.

The people and agencies with roles and responsibilities for responding to emergencies work together in teams at each tier to ensure a collaborative and coordinated whole of government approach.

13. REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (REMP)

The Bayside City Council is one of eleven municipal districts that form the Victorian Government Southern Metropolitan Region (SMR) for administrative purposes. For emergency management purposes SMR includes a REMPC. This is made up of representatives of all emergency management agencies in the region and the chairs of the eleven MEMPCs.



14. SIX C'S OF EMERGENCY MANAGEMENT

It is important to distinguish between the functions and responsibilities, in general, of Control, Command and Coordination terminology and Emergency Response Coordination Roles, as outlined in the table below.

In recent years, the traditional emergency and incident management mechanisms of Command, Control and Coordination have been supplemented by the addition of Consequences, Communication and Community Connection. The combination of the 'six Cs' is an inclusive and community focused approach led by Emergency Management Victoria with the aim of building safer and more resilient communities.

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Six C's of Emergency Management	Description
Control	The overall direction of response activities in an emergency, operating horizontally across agencies. <i>Control of an emergency situation will at all times remain the responsibility of the designated agency or authority for that type of emergency. The control agency is required to appoint an Incident Controller, who will control operations.</i> (A list of the control agencies can be found in Part C8 of this plan)
Command	Command involves the direction of personnel and resources of an agency (e.g. Council) in the performance of that organisation's role and tasks and operates vertically within it.
Coordination	Coordination is the bringing together of agencies and resources to support the response to and recovery from emergencies.
Consequences	The management of the effect of emergencies on individuals, the community, infrastructure and the environment.
Communication	The engagement and provision of information across agencies and proactively with the community to prepare for, respond to and recover from emergencies.
Community Connection	The understanding of and connecting with trusted networks, trusted leaders and all communities to support resilience and decision making.

15. CONTROL AND SUPPORT AGENCIES RESPONSIBLE FOR EMERGENCIES

Part C8 details an agreed set of control and support agency responsibilities for the response to identified emergencies within the City of Bayside. These arrangements have been tailored to meet local response capabilities based on the agencies available within the municipality.

Support agencies may be able to offer varying levels of support from 'on ground' resources to information. It may be appropriate to consult with a number of identified support agencies for advice in relation to any given emergency.

It is the prerogative of the control agency to formulate action plans for a given emergency in consultation with support agencies.

16. MUNICIPAL EMERGENCY CO-ORDINATION CENTRE (MECC)

Although no longer formally required under the State's emergency management arrangements as a multi-agency coordination facility the City of Bayside has determined it may activate a MECC to coordinate resources should it be required. In a large-scale emergency, it is likely that Council will have to coordinate a range of its internal services and this may be a suitable facility from which to operate.

The MECC can be used to coordinate the provision of human and material resources within the municipality, during emergencies. It will also maintain an overall view of the operational activities within this Plan's area of responsibility, for record, planning and debrief purposes. The MECC may also become operational during support activities to a neighbouring municipality. Administrative staff for the MECC will be drawn from municipal employees.

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A **primary** MECC has been identified. Should this be unserviceable for any reason, an **alternative** MECC has also been identified. Details of their locations and available resources at each location are all detailed in the Bayside MECC Standard Operating Procedures (an internal Council document).

A MECC will be:

- activated at the request of the MERC or when the Bayside MEMO or MRM deem it necessary;
- the venue for recording, planning and debriefing in relation to municipal level activities during emergencies; and
- administrated by the Council
- responsible for dissemination of current accurate information and situation reports as required.

17. SUPPLY OF RESOURCES

Supplementary supply at municipal level occurs when functional services, or control agencies, exhaust their own avenues of supply and there is a requirement for continued supply

Where Council labour or Council contractors are used in an emergency in response to a request from a control agency such resources will be supplied at no cost. This includes the provision of emergency relief measures provided to emergency-affected people.

Where equipment or personnel need to be resourced from external providers on behalf of a number of organisations, the cost must be borne by the control agency. Agreement to pay must be obtained from the control agency before the resources are requisitioned.

Accounts and financial commitments made during the **Response** to an emergency are the responsibility of the **MEMO** through the Municipal Emergency Management Plan arrangements.

18. FINANCIAL CONSIDERATIONS

Financial accounting for municipal resources utilised in emergencies must be authorised by the MEMO or the MRM and shall be in accordance with the normal financial arrangements of the Bayside City Council.

Control agencies are responsible for all costs involved in that agency responding to an emergency. Government agencies supporting the control agency are expected to defray all costs from their normal budgets.

Municipal councils are expected to use their resources for emergency operations within the municipal district. Municipal resources are those used to perform municipal functions, even if the resources are privately owned (contracted to council). Generally, councils are expected to provide municipal resources without charge, however some resources may be subject to limits and/or constraints, (e.g. the use of some equipment may be limited to a timeframe due to the expense of operation). Such limits and/or constraints should be reasonable, commensurate with each council's capacity to provide such resources, and details included in municipal emergency management plans.

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Some reimbursement is available. Extraordinary expenditure incurred, (e.g. for overtime, or equipment hire used in emergency protection works, restoration of publicly owned assets or relief provided to emergency-affected people) may qualify for reimbursement under the Disaster Recovery Funding Arrangements (DRFA). For more information refer to Emergency Management Victoria's website. <https://www.emv.vic.gov.au/natural-disaster-financial-assistance/events-post-1-november-2018> Funding may also be available from the Australian Government via the Natural Disaster Relief and Recovery Arrangements. For more information refer to their website: <https://www.disasterassist.gov.au/disaster-arrangements/natural-disaster-relief-and-recovery-arrangements>

Bayside City Council is accountable for any monies donated as a result of any emergency event and will implement systems to receive and account for all such donations. Every effort will be made to discourage the direct receipt of any such donations. In preference they will be redirected to other organisations established to handle such offers, or to any State Government established funds.

19. COMPENSATION OF CASUAL EMERGENCY WORKERS

Compensation for all emergency workers will be as laid down in the Emergency Management Act, 2013. This includes both Registered Emergency Workers and Volunteer Emergency Workers. It is the responsibility of the organisation utilising the Volunteer Emergency Workers to ensure that all of the Volunteer Emergency Workers are registered.

20. MAINTENANCE OF PLAN

20.1. Plan Caretaker

The plan caretaker is the person nominated as Executive Officer to the Municipal Emergency Management Planning Committee. See Contact Directory (Part A1)

20.2. Plan Review

This MEMPC will be reviewed regularly based on any of the following criteria:

- An emergency which has utilised the plan;
- An exercise which has identified major outcomes;
- A new or emerging risk to the community;
- A significant change to the community profile.

In addition, the Executive Officer will include in the agenda of each MEMPC meeting the review of a number of sections of the MEMPC. The selection of sections will be designed to ensure every section is discussed and reviewed in detail at least once between audits. The MEMPC meeting agendas will also include an annual review of risks to the community and progress on treatment strategies for existing risks, as well as a review of the Contact Directory at every meeting.

Organisations delegated with responsibilities in this plan are required to notify the MEMPC and Executive Officer of any changes of detail (e.g. contact information), as they occur.

20.3. Plan Amendment and Distribution Procedure

- All amendments to the MEMPC are to be sent to the Executive Officer.

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- Unless an amendment is urgent, the proposed changes to the MEMP will be collated by the Executive Officer for plan amendment at least once every 6 months (usually following an MEMPC meeting).
- The Executive Officer will arrange to:
 - Send the amended plan electronically, together with an amendment instructions cover letter to all copyholders
 - Generate redacted copies for public display.
 - The amendment instruction will include a request that each copyholder email the Executive Officer to confirm they have received the amendment and completed the update.
 - Send a copy of the MEMP to the State Library for Legal Deposit.

20.4. Practice and Evaluation

Upon completion of development of this plan, and thereafter on an annual basis, arrangements pertaining to this plan shall be evaluated through a scenario-based practice. This will be done in a form determined by the MEMPC. Any procedural anomalies or short falls encountered during these exercises, or ensuing operations, must be addressed and rectified at the earliest opportunity.

21. EXTRACT OF SERVICE CONTRACTS RELATING TO EMERGENCY SERVICE PROVISION

The following is a reflection of typical clauses used in Service Contracts relating to Contractors providing all required assistance in accordance with the Bayside District MEMP.

Municipal Emergency Management Plan (MEMP)

“The MEMP is a plan which is designed to involve Councils, State Emergency Services, Police and any other necessary agencies in the prevention, response and recovery to any situation deemed to be an emergency as defined under the “Emergency Management Act 2013”.

In the event of the activation of Bayside District MEMP or any part thereof, the Service Provider must ensure that any of the Service Provider’s facilities, equipment and staff that are required, are made available for use within and outside of the municipality by the relevant authorities when requested to do so by the Municipal Emergency Management Officer or delegated officer.

In the event of the activation of the MEMP, works will be at the cost of Council based on the rates detailed in Pricing Schedule.

The Service Provider shall not be penalised for not meeting agreed works schedules if reasonably diverted to emergency works.”

Where, during the Contract Period, the availability of any resources, plant or equipment is altered to that specified in the Contract document, the Contractor shall immediately inform the MEMO in writing.

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RISK MANAGEMENT

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RISK MANAGEMENT ARRANGEMENTS

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1 INTRODUCTION

The application of risk management principles and procedures enables all stakeholders in the MEMPC to understand the threats that impact on community safety and to develop control strategies to mitigate or eliminate the identified risks. The MEMPC agreed to use the Victoria State Emergency Service's Community Emergency Risk Assessment (CERA) Guidelines as the methodology for this process. It is based on the International Standard ISO 31000 Risk Management.

The Bayside MEMPC is committed to meeting its obligations under the Emergency Management Act 2013. In doing so it acknowledges that the development and implementation of preventative actions require the allocation of resources (human and financial), multi-agency support and broad consultation to ensure a co-ordinated and well-planned approach and outcome.

2 AIM

The Community Emergency Risk Assessment (CERA) process is designed to systematically identify hazards, determine risks and prioritise actions to reduce the likelihood and effects of an emergency.

3 COMMUNITY PROFILE

3.1 Geography

The City of Bayside is located in Melbourne's middle-southern suburbs, between 8 and 20 kilometres south of the Melbourne CBD. The City of Bayside is bounded by the City of Port Phillip and the City of Glen Eira in the north, the City of Kingston in the east, and the Port Phillip Bay foreshore in the south and west. The City of Bayside's boundaries are Head Street, St Kilda Street and Glen Huntly Road in the north, and the Nepean Highway, North Road, Thomas Street, the Frankston railway line and Charman Road in the east.

In the 2021 Census, there were 101,306 residents living in the Bayside Municipality.

3.2 History of Emergencies

The majority of incidents in Bayside are localised and not significant. These include structure fires causing resident displacement, traffic accidents and service authority issues. In the early 20th Century there was a tornado that caused significant damage in Brighton. In recent times there was a siege in Brighton that led to two fatalities and other injuries, and a fairly significant open space fire in Cheltenham. Both incidents required a multi-agency response. Additionally, the worldwide pandemic COVID-19 was experienced in Bayside at a municipal level. Council set up a testing station in conjunction with The Department of Health, and Council staff assisted with some operations relating to that. We also coordinated the cleaning of public infrastructure like pedestrian buttons and exterior handrails.

3.3 Infrastructure

There are two public train lines, Frankston and Sandringham. There is also the WAG pipeline.

3.4 Community Capacity

Bayside City Council is committed to meeting its obligations under the Emergency Management Act 2013. In doing so Council acknowledges that the development and implementation of preventative actions require the allocation of resources (human and

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 financial), multi-agency support and broad consultation to ensure a co-ordinated and well-planned approach and outcome.

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Bayside's Labour force in 2021 was 52,570, with a higher employment rate of 96.1% compared to greater Melbourne's rate of 94.7%. 59% of workers were full-time, and 35% were part-time employed.

The municipality is predominantly residential in character, with some small pockets of industrial and commercial activity in specific areas.

3.5 Industry

The most common industries located in Bayside are health care and assistance, retail trade, professional services and education and training. The majority of business/commercial activity in Bayside is located in and around local activity centres. Bayside supports a range of activity centres providing local convenience shopping through to higher order community level centres.

The largest shopping centres in Bayside are:

- Hampton Street, Hampton (around 300 businesses)
- Church Street, East Brighton (around 250 businesses)
- Medium sized centres include:
- Bay Street, North Brighton (around 200 businesses)
- Sandringham (around 120 businesses)
- Martin Street, Gardenvale (around 90 businesses)
- Beaumaris Concourse (around 90 businesses)
- Black Rock (around 90 businesses).

Areas of industrial activities are south of Bay Road in the Cheltenham area of the City.

3.6 Municipal events and facilities

Municipal events include Farmer's Markets, Carols in the Park, Brighton Sandy Festival, Triathlons and The President's Cup.

Public facilities (untenanted) include the Brighton Town Hall, Beaumaris Community Centre and Meeting Room, and the Black Rock Civic Hall and Meeting Room.

3.7 Demography

Bayside is a relatively affluent area. Analysis of individual income levels in Bayside compared to Greater Melbourne shows that there is a higher proportion of persons earning a high income and a lower proportion of low income persons. This is also reflected in household income levels. Approximately 96% of the population is employed in either full time or part time capacity. In comparison to Greater Melbourne the City of Bayside population is highly educated, skilled and lower proportion of people with no formal qualifications.

Approximately 45 per cent of the population have completed a Bachelor Degree or above and in comparison to Greater Melbourne, Bayside has a higher proportion of people holding formal qualifications and a lower proportion of people with no formal

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communications. Professionals, managers and clerical and administrative workers account for 67% per cent of the population.

3.8 Older persons

Refer to Part C10 Vulnerable Establishments. Bayside City Council is home to 34 nursing homes and/or aged care facilities and 7 supported residential services.

Older workers and pre-retirees (50 to 59)	15,868	15.7% of population
Empty nesters and retirees (60 to 69)	12,253	12.1% of population
Seniors (70 to 84)	12,368	12.2% of population
Elderly aged (85 and over)	3,422	3.4% of population

3.9 Infants and young children

Babies and pre-schoolers (0 to 4)	4,450	4.4% of population
Primary schoolers (5 to 11)	8,721	8.6% of population
Secondary schoolers (12 to 17)	8,805	8.7% of population

3.10 People with an illness

In 2021, 4,734 people (or 4.7% of the population) in the City of Bayside reported needing help in their day-to-day lives due to disability. This was a similar percentage to 2016.

Analysis of the need for assistance of people in the City of Bayside compared to Greater Melbourne shows that there was a lower proportion of people who reported needing assistance with core activities.

Overall, 4.7% of the population reported needing assistance with core activities, compared with 5.5% for Greater Melbourne.

The major differences in the age groups reporting a need for assistance between 2016 and 2021 in the City of Bayside were in the age groups:

- 80 to 84 (+141 persons)
- 75 to 79 (+103 persons)
- 10 to 19 (+83 persons)
- 70 to 74 (+83 persons)

3.11 People with a disability

In the City of Bayside, 12,136 carers were providing unpaid assistance to a person with a disability, long term illness or old age in 2021. This represents 14.5% of the population aged 15+.

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3.12 People living alone and social isolation

There are 24.4% single person households. 6.1% of residents are widowed compared to 5.2% in Victoria, as of the 2016 census.

3.13 Housing Tenure

In the City of Bayside, 73% of households were purchasing or fully owned their home, 19.7% were renting privately, and 2.1% were in social housing in 2021.

Analysis of the housing tenure of households of the City of Bayside in 2021 compared to Greater Melbourne shows that there was a larger proportion of households who owned their dwelling; a smaller proportion purchasing their dwelling; and a smaller proportion who were renters.

Overall, 40.2% of households owned their dwelling; 32.7% were purchasing, and 21.9% were renting, compared with 28.7%, 35.6% and 29.2% respectively for Greater Melbourne.

3.14 Culturally and linguistically diverse backgrounds

Analysis of the language used at home by the population of the City of Bayside in 2021 compared to Greater Melbourne shows that there was a larger proportion of people who used English only, and a smaller proportion of those using a non-English language (either exclusively, or in addition to English).

Overall, 81.1% of the population used English only, and 15.4% used a non-English language, compared with 61.1% and 34.1% respectively for Greater Melbourne.

The dominant language used at home, other than English, in the City of Bayside was Mandarin, with 2.8% of the population, or 2,853 people using this language at home.

Between 2016 and 2021, the number of people who used a language other than English at home increased by 1,446 or 10.2%, and the number of people who used English only increased by 4,264 or 5.5%.

The largest changes in the languages used by the population in the City of Bayside between 2016 and 2021 were for those using:

- Mandarin (+860 persons)
- Italian (-229 persons)
- Spanish (+193 persons)
- Persian (+100 persons)

3.15 Climate and Weather

Over the next decade bayside is likely to experience the impact of climate change through:

- An increase in average temperatures and the number of very hot days
- A reduction in average annual rainfall and an increase in the number of dry days
- An increase in the frequency and intensity of storm events
- Sea level rise and an increase in the frequency and intensity of storm surge events
- An increase in the annual number of very high or extreme fire danger days.

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- These climatic events will have impact on Bayside's natural features, local economy, community infrastructure and social environment.

Council's environmental sustainability framework 2016-2025 has identified climate change as a key driver for environmental change and highlights the need to act now to reduce the severity of climate change whilst also preparing for its impacts. Short term actions for Council are to promote programs and services that support good community connections and promote community resilience, and to review hot spots and develop localised solutions for flooding as part of the Bayside Flood Management Plan. Longer term actions for Council are to undertake a coastal vulnerability assessment, to ensure the community is informed adequately to develop plans to respond during extreme weather events.

3.16 Hazardous Sites

Bayside does not contain any sites that are considered hazardous.

4 CERA PROCESS

The CERA process comprises of a five-step framework, which includes Risk Assessment and Risk Treatment. The CERA process will replace the Community Emergency Risk Management (CERM) Plan. The CERA process underpins the MEMP by providing a mechanism for the identification of hazards, the determination of risks associated with those hazards and how those risks are to be managed. The CERA process aims to reduce the incidence and impact of risks within the community by identifying the risks that face the community, assessing the vulnerability of those at risk and providing options, treatments and/or elimination of the risks.

The last CERA process was completed in October 2023.

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Step 1 - Establish the Content

- Establish the objectives of the CERA process.
- Define how CERA will benefit and respond to the needs of community, regional and state level stakeholders.
- Define the approach and identify key participants.
- Define the risk assessment criteria that will be used.
- Develop a municipal profile.

Step 2 - Identify Emergency Risks

- Through primary and secondary sources, identify and review the universe of potential emergency risks.
- Based upon historical data, loss events and other relevant analysis (Urban Fire Risk Profile) select a short list of risks for further assessment relative to the municipality.

Step 3 - Analyse Emergency Risks

- Estimate ratings of consequence, likelihood and mitigation/preparedness for each risk.
- For each risk - determine high-level changes required, if any, in collaborating with other municipalities and state-level agencies.
- For each relevant share attribute group, facility and/or location - estimate the level of action, if any, relative to emergency risks.

Step 4 - Evaluate Emergency Risks

- Review the preliminary analysis to determine the extent of actions to be taken relative to risks and/or shared attribute groups.
- Determine if further, in depth analysis is required for certain risks and/or shared attribute groups.
- Determine best approach, resources and participants required to develop specific actions relative to each risk.

Step 5 - Treat Emergency Risks

- Determine specific actions for improving controls and preparedness, generally.
- Define specific actions to enhance collaboration with other communities and/or state level agencies.
- Determine specific actions to better control/mitigate the risk and related impacts, particularly across shared attribute groups.
- Leverage the results of the CERA to inform your MEMP and other related documents and processes.

The outcome of this process has identified the following risks to the community of Bayside and their respective ratings.

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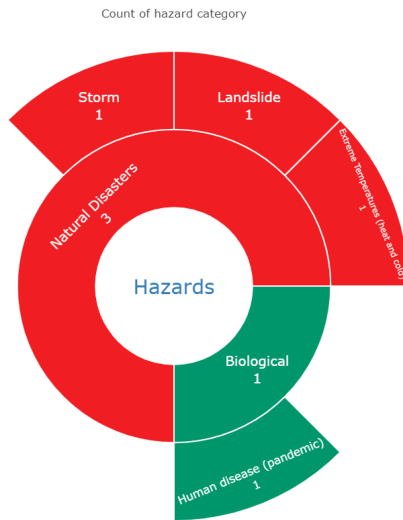
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4.1 OUTCOMES OF THE CERA PROCESS

Dashboard – Bayside City

Hazard	↕ Date last updated	↕ Risk rating	↕ Mitigation action status	↕ Due date
Extreme Temperatures (heat and cold)	2023-10-16 15:37:47	High	accepted	2026-10-13
Human disease (pandemic)	2023-10-13 11:31:29	Medium	accepted	2026-10-13
Storm	2023-10-13 10:28:31	Medium	accepted	2026-10-13
Landslide	2023-10-13 10:23:32	Medium	accepted	2026-10-13

Summary Graphs – Bayside City



Hazard Category	Hazards
Natural Disasters	Extreme Temperatures (heat and cold)-3
	Landslide-3
	Storm-3

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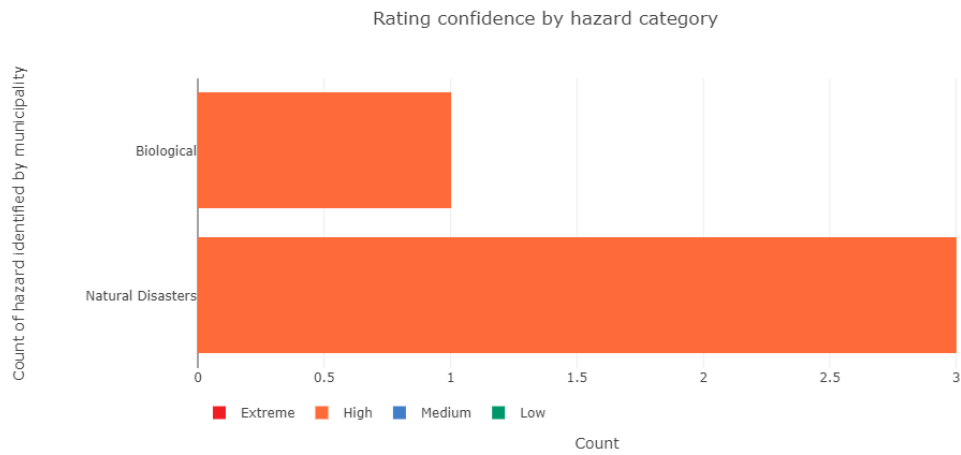
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Hazard Category	Hazards
Biological	Human disease (pandemic)-1



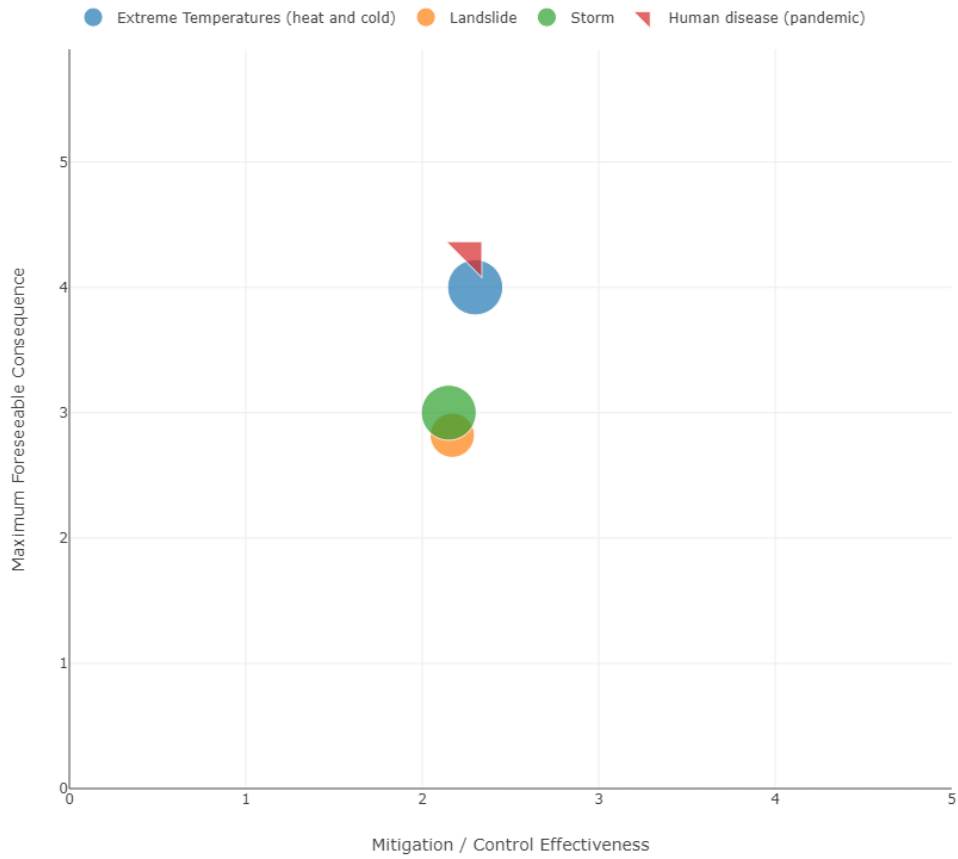
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4.2 Treatment Plans

A number of sub plans and other statutory plans have been developed to treat risks in the community of Bayside. For more detail refer to Part C11 of the MEMP: Special Plans and Arrangements.

For more information login into the CERA platform at: <https://cera.ses.vic.gov.au/login>

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ADMINISTRATION ARRANGEMENTS

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1. AMENDMENT REGISTER

Advice of changes to details in this Bayside District Municipal Emergency Management Plan (MEMP) should be sent to the Municipal Emergency Management Officer (MEMO), as soon as possible.

Amendment No.	Date Issued	Parts Revised	Comments
1.	August 2020	All Parts	Destroy old copies New copies printed and distributed
2.	3/5/2021	Part A1 Contact directory	FRV email address added - CommResAdmin@frv.vic.gov.au
3.	4/5/2021	Part A1 Contact directory	Update details for BCC Acting MEMO and new Deputy MEMO
4.	13/7/2021	Part A1 Contact directory	Update Kingston Council MERC
5.	25/7/2022	Part A1 Contact directory	Update contact DFFH (South Division)
6.	22/8/2022	Part A1 Contact directory	Update details for Stonnington Council MEMO
7.	22/8/2022	Part A1 Contact directory	Add Leon Landau, General Manager, Hatzolah Org.
8.	5/10/2022	Part A1 Contact directory	Update details for Kingston Council, MRM, EMSO and Acting EMC
9.	29/11/2022	Part A1 Contact directory	Update details for Kingston Council MEMO
10.	25/7/2022	Part A1 Contact directory	Update details for DFFH
11.	7/12/2022	Part A1 Contact directory	Update details for DFFH
12.	28/12/2022	Part A1 Contact directory	Update details for DFFH
13.	6/1/2023	Part A1 Contact directory	Update details for Bayside VicPol
14. Version 1.0	November 2023	All parts	Update of all parts of the MEMP in preparation for self-assurance

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The above updates have been made to the Bayside Municipal district MEMP and issued to all holders of controlled copies (See Part C7). Amendments to this MEMP will ONLY be issued by the MEMO.

2. DISTRIBUTION LIST

Distribution of full copies of this plan is restricted to personnel with a requirement to access the full information detailed in this plan. Redacted copies are available to members of the public.

ISSUED TO	Hard Copy	Electronic Copy	Copy Number
BAYSIDE CITY COUNCIL			
MEMO –		✓	1
Deputy MEMO –		✓	2
Deputy MEMO –		✓	3
Deputy MEMO –		✓	4
MRM –		✓	5
Deputy MRM –		✓	6
Health and Medical Officer		✓	7
Communications Manager		✓	8
MECC Manager		✓	9
Chief Executive Officer		✓	10
Deputy MECC Manager		✓	11
Works Depot Office Manager		✓	12
Parks Services Admin Co-ordinator		✓	13
Manager Building and Civic Compliance		✓	14
Risk Management Coordinator		✓	15
Director Community Well Being		✓	16
Director Corporate Services		✓	17
Coordinator Customer Service		✓	18
Municipal Emergency Coordination Centres Primary		✓	19

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COMMUNITY REPRESENTATIVE			
TBC		✓	20
ADJOINING MUNICIPALITIES			
Kingston			
Port Phillip			
City of Casey			
City of Greater Dandenong			
City Of Casey			
Mornington Peninsular Council			
Stonnington Council			
VICTORIA POLICE			
Municipal Emergency Response Co-ordinator		✓	21
Regional Emergency Response Co-ordinator		✓	29
STATE EMERGENCY SERVICE			
		✓	30
FIRE RESCUE VICTORIA			
		✓	31
Officer in Charge			
AUSTRALIAN RED CROSS SOCIETY			
Manager Emergency Services Australian Red Cross Society 23-47 Villiers Road, NORTH MELBOURNE VIC 3051		✓	32
ESLO Red Cross Region Vic 02		✓	33

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23-47 Villiers Road, NORTH MELBOURNE VIC 3051			
EMERGENCY RECOVERY VICTORIA			
Regional Recovery Manager		✓	34
SALVATION ARMY			
		✓	35
AMBULANCE VICTORIA			
Emergency Management Unit Ambulance Victoria		✓	36
Group Manager		✓	37
ST JOHN AMBULANCE AUSTRALIA			
St John Ambulance tick		✓	38
EMERGENCY MANAGEMENT VICTORIA			
Executive Officer to REMPC		✓	39

2.1 Redacted Copies

These copies are published without sensitive operational and personal information.
The following sections have been redacted from these copies:

- A1 – Contact Directory
- C10 – Vulnerable Establishments

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	Bayside City Council web site		✓
	State Library of Victoria	✓	

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3. EXERCISE REGISTER

The following exercises have been conducted to evaluate this MEMP. Following each exercise, a debrief is conducted and report with findings, recommendations and actions tabled at the next Bayside District Municipal Emergency Management Planning Committee (MEMPC) meeting.

Date	Exercise	Type
November 2023	Exercise Slippage	Desktop exercise for the MEMPC
2020	No exercises undertaken in 2020 due to the global pandemic	
25 November 2019	Exercise Bogey	Designed to test the physical set up of an ERC
3 & 17 September 2019	VICPOL Operation Hydra	Table top exercise

4. GLOSSARY

AGENCY	Means a Government agency or a non-Government agency.
AREA OF OPERATIONS	A defined geographic area containing an incident or group of incidents which may correlate in effect or in the deployment and allocation of resources
AREA-OF-OPERATIONS CONTROLLER	The role of the Area-of-Operations Controller is to provide leadership and management across a series of emergency sites with a defined area of operations. This role operates regionally and may be appointed by the State Controller or be self-initiated prior to state control being established.

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<p>AREA-OF-OPERATIONS EMERGENCY MANAGEMENT TEAM</p>	<p>In the event that an area of operations has been defined, the Area of Operations Controller, or the Regional Emergency Response Coordinator (or representative) may form the Area of Operations Emergency Management Team, comprising regional level representatives from response, recovery and other agencies.</p> <p>It enables consistent situational awareness, identification and management of risks, facilitates the State Controller’s Plan and develops an Area of Operations Plan containing regional level actions of all agencies.</p>
<p>CHAIN OF COMMAND</p>	<p>Chain of command refers to the organisational hierarchy of an agency. It is the identifiable line up and down the hierarchy from any individual to and from their supervisor and subordinates. The chain of command identifies people or positions with accountability.</p>
<p>COMMAND</p>	<p>The direction of members and resources of an agency in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement within an agency. Command relates to agencies and operates vertically within an agency.</p>
<p>COMMANDER</p>	<p>A person within an agency empowered to direct personnel and resources of the agency in the performance of its role and tasks. A functional commander can direct personnel and resources of more than one agency in accordance with pre-determined arrangements.</p>
<p>COMMUNITY DEVELOPMENT OFFICER</p>	<p>A person appointed to initiate and coordinate activities in an affected community to assist its development in recovering from an emergency.</p>
<p>COMMUNITY RECOVERY COMMITTEE</p>	<p>A committee, which may be convened after an emergency to provide a management forum for recovery process in respect of an affected area or a specific community.</p>
<p>COMMUNITY RESILIENCE</p>	<p>The ability of a community or society exposed to an emergency to resist, absorb, accommodate and recover from the effects of an emergency in a timely and efficient manner.</p>
<p>CONTROL</p>	<p>The overall direction of response activities in an emergency. Authority for control is established in legislation or in an emergency response plan, and carries with it the responsibility for tasking other agencies in accordance with the needs of the situation. Control relates to situations and operates horizontally across agencies.</p>

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CONTROL AGENCY	The agency identified in Emergency Response Plan, which is primarily responsible for responding to a specified emergency.
CONTROL CENTRE / COMMAND CENTRE	The physical infrastructure provided by a response agency to support personnel appointed as incident controllers, agency commanders, and representatives of the organisations that support them. Any centre established for this purpose is named according to the function it supports, e.g. control centre, command centre.
CO-ORDINATE / CO-ORDINATION	The bringing together of agencies and resources to ensure effective response to and recovery from emergencies. In relation to response, coordination includes ensuring that effective control has been established.
CO-ORDINATION CENTRE	A co-ordination centre is a facility, which may be utilised during a complex or protracted emergency, primarily to co-ordinate the provision of resources. Co-ordination centres may operate at municipal, regional and state levels.
DEPUTY STATE CO-ORDINATOR	The Deputy State Co-ordinator of Emergency Response is the Deputy Commissioner (Operations) of Police.
CONTROLLER (VICSES)	The person appointed to manage and administer a local volunteer Unit of the Victoria State Emergency Service (VICSES)
DISASTER	A term not generally used within Victoria's arrangements, where it would be taken to mean the same as emergency. Under the Emergency Management Act, an emergency is termed a disaster only if a State of Disaster has been declared.
DISASTER AREA	Means that part or those parts of Victoria in which a state of disaster is declared, under the Emergency Management Act 2013, to exist.
DISASTER, STATE OF	The Premier can declare a state of disaster to exist in all or part of Victoria if an emergency constitutes a significant and widespread danger to life or property, which justifies the enabling of the Co-ordinator in Chief, or delegate, to exercise extraordinary powers in directing and controlling agencies and resources for responding to it.

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EMERGENCY	<p>Emergency means an emergency due to the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage any property in Victoria, including, without limiting the generality of the foregoing;</p> <ul style="list-style-type: none"> • an earthquake, flood, windstorm or other natural event; and • a fire; and • an explosion; and • a road accident or any other accident; and • a plague or an epidemic; and • a warlike act, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth; and • a hi-jack, siege or riot • a disruption to an essential service
EMERGENCY ACCOMMODATION	<p>Accommodation may be provided to households and individuals displaced by an emergency event in hotels, motels, caravan parks houses, and flats or similar. The timeframe usually ranges from days to weeks. In some cases emergency accommodation may transition into interim accommodation. Emergency accommodation is organised through the MEMP and usually provided by community, business or government organisations, although people often find their own accommodation with family or friends.</p>
EMERGENCY ACTIVITY	<p>Emergency activity is usually referred to in conjunction with compensation arrangements for voluntary emergency workers. Refer to the SEMP for more information.</p>
EMERGENCY-AFFECTED PERSONS	<p>People, other than emergency management personnel, who experience losses or injury or are affected by an emergency. Usually understood to exclude deceased.</p>
EMERGENCY AREA	<p>An area declared under s.36A of the Emergency Management Act, being, in the opinion of the most senior police officer in attendance, on advice from the control agency, an area from which it is necessary to exclude persons due to the size, nature or location of an emergency, so as to ensure public safety, security of evacuated premises, or the safety of, or prevention of obstruction, hindrance or interference to, persons engaging in emergency activity.</p>

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EMERGENCY MANAGEMENT LIAISON OFFICER	<p>An emergency management liaison officer is a person appointed by an agency, who:</p> <ul style="list-style-type: none"> • represents his/her agency in another agency’s facility, co-ordination centre or an emergency management team; and • is empowered to commit, or to arrange the commitment, of resources of the agency to the response to an emergency; and • represents the interests of the agency and provides advice in relation to impacts and consequence management.
EMERGENCY MANAGEMENT TEAM	<p>An emergency management team is the team which assists a controller in formulating a response strategy and in its execution by all agencies, and which assists the Emergency Response Coordinator in determining resource acquisition needs and in ensuring a coordinated response to the emergency.</p>
EMERGENCY RELIEF	<p>Relief is the provision of life support and essential needs to persons affected by, or involved in the management of an emergency.</p>
EMERGENCY RELIEF CENTRE	<p>An Emergency Relief Centre is a building or place established to provide life support and essential needs to persons affected by an emergency (including evacuees). Emergency relief centers are established on a temporary basis to cope with the immediate needs of those affected during the initial response to the emergency. They do not imply any longer-term use of facilities as a location for recovery services.</p>
EMERGENCY WORKER	<p>See 'Volunteer Emergency Worker'</p>
ESSENTIAL SERVICE	<p>Defined as transport, fuel (including gas), light, power, water, sewerage, or a service declared to be an essential service by the Governor in Council.</p>
EVACUATION	<p>The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return. The decision to evacuate rests with the control agency in conjunction with police and available expert advice.</p>
EVACUATION CENTRE	<p>See Emergency Relief Centre.</p>

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GOVERNMENT AGENCY	Means- any body corporate or unincorporated constituted by or under any Act for a public purpose; and any member or officer of such a body. Any person in the service of the Crown in the right of the State of Victoria upon whom any function, power, duty or responsibility is conferred by or under the Act
INCIDENT CONTROLLER	The Incident Controller is a member of the control agency whose role is to provide leadership and management to resolve the emergency at the incident site. This is the agency’s forward controller and operates in close proximity to the incident.
INCIDENT EMERGENCY RESPONSE CO-ORDINATOR	Senior member of the Victoria Police at the scene of an emergency, who carries out the emergency response coordination responsibilities at the scene.
INCIDENT MANAGEMENT TEAM	An incident management team comprises the incident controller and the personnel responsible for the other functions of the incident management system (planning, operations and logistics).
INTERIM ACCOMMODATION	Interim accommodation is provided to households and individuals whose primary place of residence is destroyed or damaged by an emergency event. Interim accommodation can be in a house, flat, caravan or similar and can continue for extended periods of weeks, months or longer prior to permanent housing. In some cases, interim accommodation may transition into permanent housing.
LEAD AGENCY	The agency designated to co-ordinate the development of strategies in respect of one of the functional areas of recovery.
MATERIAL NEEDS	Essential non-food items provided to emergency-affected persons including, clothing, bedding and other personal requisites.
MUNICIPAL EMERGENCY COORDINATION CENTRE (MECC)	A MECC is a facility, which brings together council staff, to coordinate the provision of council and community resources during an emergency for the response and recovery effort. The MECC facilitates activities of the key personnel from local and state government agencies, emergency services and others are required to assist.
MUNICIPAL EMERGENCY MANAGEMENT OFFICER (MEMO)	The person appointed by the municipality responsible to council for the co-ordination of municipal resources in emergency response.

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MUNICIPAL EMERGENCY RESPONSE CO-ORDINATOR (MERC)	A member of the Victoria Police appointed to a municipal district as a municipal emergency response coordinator. Usually the Officer in Charge of the local police station.
MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE	The Committee, which, at municipal level, is responsible for the formation and maintenance of a Municipal Emergency Management Plan.
MUNICIPAL RECOVERY MANAGER	The person appointed by the Municipality responsible to council for the co-ordination of municipal resources in emergency.
MUNICIPALITY	The area contained within the defined boundaries for local Government responsibility of a Shire, Borough, Town or City.
NATIONAL REGISTRATION & INQUIRY SYSTEM (NRIS)	<i>Register.Find.Reunite.</i>
NON GOVERNMENT AGENCY	Means a voluntary organisation or any person or body other than a government agency.
POST EMERGENCY ASSISTANCE MEASURES	Financial and other assistance provided to emergency affected persons, communities or organisations to assist their recovery from an emergency.
RECOVERY	The assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning.
RECOVERY AGENCY	A recovery agency is an agency having a role under the State Emergency Recovery Plan or in the recovery arrangements.
RECOVERY CENTRE	A building in which a coordinated process of support to affected communities in the restoration of their emotional, social, economic and physical well being is provided.
REGIONAL EMERGENCY RESPONSE COORDINATOR	A commissioned officer of Victoria Police appointed for a State Government region.

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REGIONAL RECOVERY COORDINATOR	The person appointed by the State Emergency Recovery Coordinator to carry out regional recovery planning and management functions
REGIONAL RECOVERY PLAN	The emergency recovery plan prepared and maintained for each region.
REGIONAL RESPONSE PLAN	The emergency response plan prepared and maintained for each response region.
REGISTER.FIND. REUNITE	The Commonwealth/State's arrangements for the recording details of evacuees and for handling inquiries about the location of registered persons.
RELIEF CENTRE	See Emergency Relief Centre
RESOURCE SUPPLEMENTATION	The provision of resources in emergencies to response agencies other than their internal resource acquisition systems.
RESPONSE	The combat of an emergency and the provision of emergency relief, including rescue and the needs of affected persons.
RESPONSE AGENCY	An agency having a role under the State Emergency Response Plan or the response arrangements. Response agencies can be control or support agencies.
RESPONSE CO-ORDINATOR	See Emergency Response Coordinator
SUPPORT AGENCY	An agency designated to give support to a control agency in the response phase in certain emergencies.
VOLUNTEER EMERGENCY WORKER	A volunteer worker who engages in emergency activity at the request (whether directly or indirectly) or with the express or implied consent of the chief executive (however designated), or of a person acting with the authority of the chief executive, or an agency to which either the state emergency response or recovery plan applies.

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5. ABBREVIATIONS

AA	Airservices Australia
ADF	Australian Defence Force
AEMO	Australian Energy Market Operator
ARC	Australian Red Cross
ATSB	Australian Transport Safety Bureau
AV	Ambulance Victoria
BOM	Bureau of Meteorology
CERA	Community Emergency Risk Assessment
CERM	Community Emergency Risk Management
DoE	Department of Education
DEECA	Department of Energy, Environment and Climate Action
DFFH	Department of Families, Fairness and Housing
DGS	Department of Government Services
DH	Department of Health
DJCS	Department of Justice and Community Safety
DJSIR	Department of Jobs, Skills, Industry and Regions
DPC	Department of Premier and Cabinet
DTF	Department of Treasury and Finance
DTP	Department of Transport and Planning
EHO	Environmental Health Officer
EMA	Emergency Management Australia
EMLO	Emergency Management Liaison Officer
EmRePSS	Emergency Resource Providers Support Scheme
EMC	Emergency Management Commissioner
EMT	Emergency Management Team
EMV	Emergency Management Victoria
EOC	Emergency Operations Centre
EPA	Environmental Protection Authority
ERC	Emergency Relief Centre
ERV	Emergency Recovery Victoria
FRV	Fire Rescue Victoria
ICC	Incident Control Centre
IERC	Incident Emergency Response Coordinator
IFMP	Integrated Fire Management Planning
IMT	Incident Management Team
MECC	Municipal Emergency Co-ordination Centre
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MERC	Municipal Emergency Response Co-ordinator
MEMO	Municipal Emergency Management Officer
MRM	Municipal Recovery Manager
MTM	Metro Trains Melbourne
NRIS	National Registration and Inquiry System (<i>now known as Register Find Reunite</i>)
OIC	Officer in Charge
PV	Parks Victoria
REMPC	Regional Emergency Management Planning Committee
RERC	Regional Emergency Response Co-ordinator
RERCC	Regional Emergency Response Coordination Centre
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SEMP	State Emergency Management Plan

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SEWS	Standard Emergency Warning Signal
SHERP	State Health Emergency Response Plan
SITREP	Situation Report
SMR	Southern Metropolitan Region
SOP	Standard Operating Procedure
VCCEM	Victorian Council of Churches Emergencies Ministry
VICPOL	Victoria Police
VICSES	Victoria State Emergency Service
VWA	Victorian Workcover Authority
WICEN	Wireless Institute Civil Emergency Network

6. MAPS

6.1 Regional Map showing Bayside City Council and its neighbours



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6.2 MECC locations

76 Royal Ave Sandringham 3191

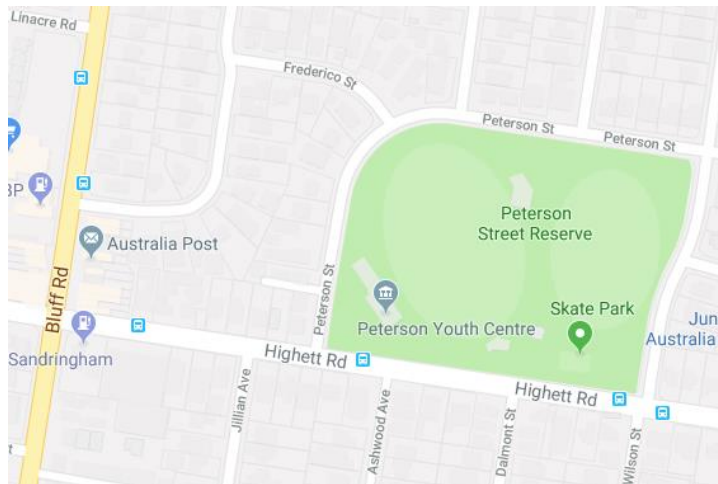


25 Abbott Street Sandringham 3191



6.3 Emergency Relief Centre locations

Peterson Youth Centre: Highett Rd & Peterson St, Highett VIC 3190



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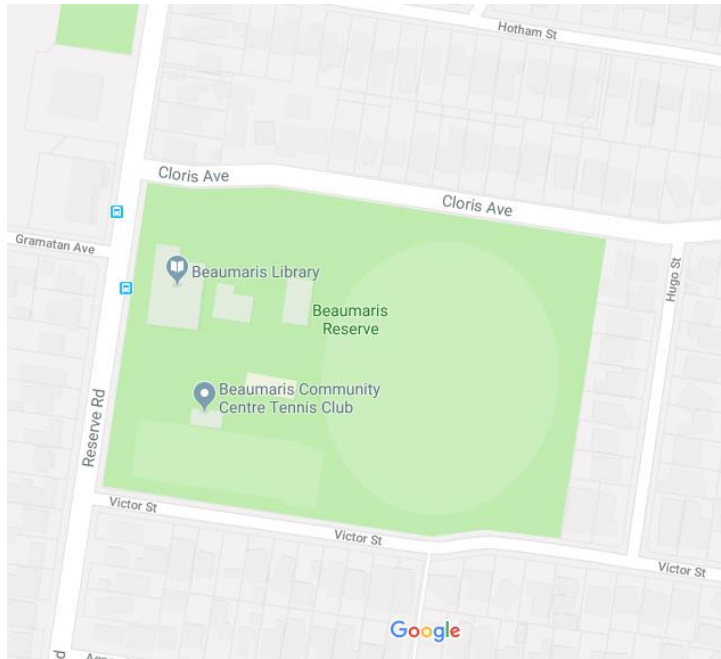
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Beaumaris Library: 96 Reserve Rd, Beaumaris VIC 3193



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Part C8
Control & Support Agencies

CONTROL & SUPPORT AGENCIES

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Control & Support Agencies

CONTROL AND SUPPORT AGENCIES

This appendix details an agreed set of control and support agency responsibilities for the response to identified emergencies within the Bayside District.

Emergency	Form of emergency	Control agency	Class of major emergency
An earthquake, flood, windstorm or other natural event	Earthquake	VICSES	1
	Flood	VICSES	1
	Heat	EMC	2
	Storm	VICSES	1
	Landslide	VICSES	1
Fire and explosion	Aircraft	FRV	1
	Boilers and pressure vessels	FRV	1
	Explosion	FRV	1
	Explosive device	Victoria Police	3
	Fire	FRV	1
Road accident or any other accident	Aircraft	Victoria Police	2
	Biological materials (including leaks and spills)	DH	2
	Gas leakage	FRV	1
	Hazardous materials, high consequence dangerous goods or dangerous goods (including leaks and spills)	FRV	1
	Lifts, cranes or scaffolding and amusement structures	FRV	1
	Building collapse	FRV	1
	Military aircraft and ships	ADF	2
	Radioactive materials (including leaks and spills)	DH	2
	Rail and tram	Victoria Police	2
	Road	Victoria Police	2
Plague or an epidemic or contamination	Chemical contamination of livestock or agricultural produce (agricultural or veterinary)	DJSIR	2
	Exotic animal disease (includes bees and aquaculture)	DJSIR	2
	Plant pest or disease	DJSIR	2
	Vertebrate pest/plagues	DJSIR	2
	Non-hazardous pollution of inland waters	DEECA	2
	Retail food contamination	DH	2
	Food/drinking water contamination	DH	2
	Human disease	DH	2
Blue-green algae	DEECA	2	

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Control & Support Agencies

Emergency	Form of emergency	Control agency	Class of major emergency
A warlike act or act of terrorism, hijack, siege or riot	A warlike act or act of terrorism, hijack, siege or riot	Victoria Police	3
	Other threats against persons, property or environment	Victoria Police	2
A disruption to an essential service	Food supply, critical infrastructure damage or disruption	Victoria Police	2
	Electricity	DEECA	2
	Natural gas	DEECA	2
	Petroleum and liquid fuels	DEECA	2
	Public transport	DTP	2
	Roads/bridges/tunnels	DTP	2
	Drinking water and sewerage	DEECA	2
	Cyber security	DPC	2
Rescue <i>(note — not listed in the EM Act 2013 and potentially a support service)</i>	Building, structure	FRV	1
	Land	Victoria Police	2
	Lift, crane, scaffolding or amusement structure	FRV	1
	Mine/quarry	Victoria Police	2
	Rail, aircraft and industrial	FRV	1
	Road	FRV	1
	Trench or tunnel	FRV	1
	Water	Victoria Police	2
Search <i>(as above)</i>	Land	Victoria Police	2
	Water	Victoria Police	2

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Part C8
Control & Support Agencies

SUPPORT Services for Response

In addition to the list of control agencies, there are a range of functional support services for response. All agencies listed in the State Emergency Management Plan (SEMP), may potentially be support agencies in the event of an emergency, where they have the skills, expertise or resources to contribute to the management of an emergency.

The agency with portfolio responsibility for the subject area will generally be the lead agency for the functional area and will coordinate the involvement of service providers within the portfolio.

Functional support area	Lead agency (state level)
Agriculture	DJSIR
Animal Welfare (livestock and companion animals)	DJSIR
Animal Welfare (wildlife)	DEECA
Ambulance / first aid	AV
Business and industry	DJSIR
Coronial services	Coroner's Court of Victoria
Courts, corrections and consumer affairs	DJCS
Deceased person identification	Victoria Police
Education	DoE
Emergency services telecommunications	ESTA
Energy (including electricity, gas and liquid fuels)	DEECA
Environmental impact (air, land and water quality)	EPA
Health and human services	DH
Health command	AV
Media/communications	EMV
Public land	DEECA
Public transport	DTP
Responder agencies	FRV, DEECA, VICSES
Roads	VicRoads
Spatial data	DEECA
Specific facilities (including secure facilities)	Owner or manager
State Government	DPC
Telecommunications	DJSIR
Tourism	DJSIR
Transport (including airports and ports)	DTP
Water and sewerage	Water corporations
Weather	BOM
Worksafe	Victorian WorkCover Authority

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Bayside Municipal District
Municipal Emergency Management Plan

Part C9 - Impact Assessments

IMPACT ASSESSMENTS

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Part C9 - Impact Assessments

1. IMPACT ASSESSMENTS

One of the critical factors in the management of an effective recovery program following an emergency is to gain early, accurate information about the impact of the event upon individuals, the community, physical infrastructure and the environment.

To determine service, staffing, resource and general recovery requirements it is necessary to obtain an early but full assessment of the emergency and the needs of the community. This includes:

- The number, location, circumstances, including ethnicity, of affected people;
- Identify the number of dwellings destroyed or made uninhabitable;
- Establish the extent to which essential services have been disrupted.

There are three types of emergency impact assessments, each undertaken at a different stage:

- Initial Impact Assessment (IIA)
- Secondary Impact Assessment (SIA)
- Post Emergency Needs Assessment (PENNA).

IIA sources information for the provision of relief and early recovery, whereas secondary and post emergency needs assessments inform recovery and mitigation activities.

The intent of the IIA process is to capture, during the initial 48 hours of an emergency, the nature and scale of the impact on people, community infrastructure, economic, natural and built environments.

The control agency has the overall responsibility for the instigation and management of the IIA process. Please refer below for:

- A standard operating procedure outlining how the IIA data management process will operate within Bayside, and;
- An IIA data collection / needs assessment form.

To ensure that the IIA process is undertaken in a timely manner, resources from all agencies and organisations involved in the emergency may be tasked to collect, confirm and exchange relevant information.

Following the emergency, a 'visitation' or 'outreach' program can also provide valuable information. To avoid duplication, it may be useful for such programs to be run on a team basis, bringing together representatives from agencies with expertise in a range of areas, such as personal counselling and financial assistance. In this way details can be gathered regarding losses and needs, while at the same time providing support and services to affected persons. Sharing of information between agencies is another means of facilitating this process.

Secondary Impact Assessment (SIA) is the process for determining the impact of an emergency on the social, built, economic, and natural environments of the affected community. Strategies for recovery are developed from the Secondary Impact Assessment report and then implemented by the range of available agencies within the local government boundary and/or region.

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Part C9 - Impact Assessments

Should there be a requirement for an SIA or PENA then the processes established in the Southern Metropolitan Region will be followed to ensure consistency across municipalities in the region. Should the emergency extend beyond the Bayside district, the post impact assessment may be undertaken jointly with other affected municipalities. Where necessary, additional local measures will be established to coordinate information management in relation to emergency needs assessment. This may include the formation of an event specific multi-agency relief and recovery team to manage information and coordinate the provision of support.

1.1 INITIAL IMPACT ASSESSMENT DATA MANAGEMENT STANDARD OPERATING PROCEDURE

Purpose

To ensure that the IIA process is undertaken in a timely manner, resources from all agencies and organisations involved in the emergency may be tasked to collect, confirm and exchange relevant information. The IIA is used to inform Council and other agencies about the needs and priorities of the affected community.

Although the control agency has the overall responsibility for the instigation and management of the IIA process, Council will need to ensure any information it captures is both relevant and complete for its needs.

To ensure there is minimal duplication or gaps during the information gathering and assessment there is a requirement for a systematic process of information management involving collection, collation, evaluation and dissemination.

Sources of Information

IIA information may come from a variety of sources, depending on the nature of the emergency. At Bayside City Council (BCC), this may include:

- Council Customer Service calls and web enquiries
- Emergency service response data
- Requests made directly to relief and recovery service providers
- Interviews and visits with affected members of the community (either at relief or recovery centres or in their homes / workplaces)
- Information and comments made at public meetings
- Social media sources

Collection and Documentation

The MRM will allocate the responsibility for IIA data management to an appropriate Council staff member (e.g. a Deputy MRM). This person will liaise with all relevant potential sources of information.

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Part C9 - Impact Assessments

Municipal Emergency Management Plan

BCC, in conjunction with the Municipal Recovery Committee, shall as early as practicable perform the following tasks, based on the data acquired through the IIA:

- Survey the extent of damage indicating evaluation of financial and material aid needed.
- Provide a priority listing for restoration of community needs to assist agencies in the performance of their functions.
- Monitor the acquisition and application of financial and material aid needed or made available in the restoration period.

Where the magnitude of the task requires, the BCC IIA Data Manager may seek support of additional specialist Council staff (e.g. Building Surveyor, Environmental Health Officers, Community Development staff, etc.) and liaise closely with ERV.

To facilitate the process of data collection, the attached 'Post Impact Assessment Data Collection form' may be used. Where necessary, due to the nature of the emergency or impact on affected people, this form may be modified to assist with additional data collection.

Every effort should be made by the BCC IIA Data Manager to consult with all possible stakeholders involved in either collecting or requiring data to ensure their needs are incorporated in the information gathering process. In doing so, the needs of the emergency affected people should be given the highest priority in order to avoid the need for multiple interviews and contacts, simply for the sake of gathering additional information.

Collation and Evaluation

There does not appear to be a common or specified format for collation and evaluation of data across municipalities. Therefore, to facilitate the process of data collation and evaluation a simple spreadsheet will be developed to record the data and allow quick analysis and trending. This should be in a format that easily facilitates the importing and comparison of data with Council's rate payer database and Council's GIS mapping system to allow a GIS layer to be created showing the geographical spread of the affected community. All versions of the data collected, and spreadsheet developed should be stored in the Council's document management system.

The BCC IIA Data Manager should be responsible for checking both the quality of the information gathered and undertaking the analysis. Dependent on the volume of data to be analysed, the Data Manager may require additional BCC staff to act as data analysts.

Dissemination and Reporting

As data is collected, various stakeholders, in particular Council and the Regional Recovery Coordinator (RRC) will require regular reports. The MRM and IIA Data Manager should, at the earliest opportunity, discuss with the RRC the format and frequency of reporting of IIA data and actions taken to address the needs of the community.

Should the emergency extend beyond the boundaries of Bayside, the post impact assessment may be merged with that of the other affected municipality(s).

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Part C9 - Impact Assessments

1.2 SECONDARY IMPACT ASSESSMENT

Municipal Secondary Impact Assessment (MSIA) is the process for determining the impact of an emergency on the social, built, economic, natural and the psychosocial environments of the affected community.

Strategies for recovery are developed from the Municipal Secondary Impact Assessment report and then implemented by the range of available agencies within the local government boundary and/or region.

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Municipal Emergency Management Plan

Part C9 - Impact Assessments

1.3 POST IMPACT ASSESSMENT DATA COLLECTION



Household details					
	Surname	Given name	Male/Female	DOB/Age	Relationship to primary contact
1					
2					
3					
4					
5					
6					

Affected address

House no. Street: Suburb/Town:

Postcode: Municipality:

Rural prop no: Lat/long: Map ref:

Principal place of residence (please ✓): Yes No

Current/temporary address (if different from the affected address)

Suburb/Town: Postcode:

Home Phone: Business: Mobile:

Email:

Dwelling type (please ✓) House Caravan Flat/unit Other

Occupancy type (please ✓) Owner/occupier Private tenant Public housing tenant Other

Is household insured? (please ✓) Structure: Yes No Contents: Yes No

Level of damage (✓ one only)

Impact	Assessment	Description
Severe (destroyed)	<input type="checkbox"/>	Premises uninhabitable for extended period (more than 1 month); premises destroyed or major structural repairs required.
Major (uninhabitable)	<input type="checkbox"/>	Premises uninhabitable for interim period (estimated more than 1 week and less than 1 month), moderate repairs required (such as replacing floor coverings or cupboards); access roads affected; utilities impacted.
Moderate (uninhabitable)	<input type="checkbox"/>	Premises impacted internally or externally. Includes disabling services, such as septic tank damage, and access problems for brief period (usually less than 1 week). Includes significant damage to outbuildings, garages, sheds, equipment.
Minor (uninhabitable or inaccessible)	<input type="checkbox"/>	Premises impacted mostly externally, with no residual effects (e.g. water up to floor boards; saturated land area or contents of outbuildings wet but repairable; some damage to outbuildings. Access to property may have been affected and emergency relief accommodation required.

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Part C11 - Special Plans & Arrangements

SPECIAL PLANS & ARRANGEMENTS

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Municipal Emergency Management Plan

Part C11 - Special Plans & Arrangements

SPECIAL PLANS AND ARRANGEMENTS

Some special contingency plans have been developed to address recognised municipal issues. Copies are held by various groups and agencies as listed.

1. SUB PLANS

Heatwave Sub Plan

- Date of last review: November 2023
- Contact: Municipal Recovery Manager (MRM)
- Membership of the sub committee is listed in Part 2.6 of the sub plan
- Part C12 of the MEMP

Influenza Pandemic Sub Plan

- Date of last review: September 2020
- Contact: Municipal Recovery Manager (MRM)
- Membership of the sub committee is listed in Part 4.3 of the sub plan
- Part C13 of the MEMP

Flood Emergency Plan

- Date adopted: May 2019
- Contact: VICSES
- This sub plan is managed by the VICSES
- Part C14 of the MEMP

2. COMMUNITY PLANS

Bayside City Council has developed various community plans and strategies. Current copies of these plans are available on the Council web site.

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Municipal Emergency Management Plan

Part C11 - Special Plans & Arrangements

3. COUNCIL COMPLIMENTARY PLANS:

Note: *Complementary plans do not form part of this Plan and are not subject to approval, consultation and other requirements under the EM Act 2013.*

- MECC Standard Operation Procedure
- Bayside ERC Operating Manual
- **Electric Line Clearance Management Plan** - The Electrical Safety Act 1998, s.86B, states that MEMPs must specify procedures for: the identification of trees that are hazardous to electric lines and the notification of responsible persons of hazard trees. In accordance with the Act, the Electric Line Clearance Management Plan was developed for Council. It documents the processes to maintain and monitor the clearance space immediately surrounding electric lines within Bayside. This includes the identification and management of Hazard Trees. For more information contact Manager Open Space and Recreation, Bayside City Council.
- All Council facilities have evacuation plans, which are maintained by the Buildings and Properties department.
- The Council also has a comprehensive Business Continuity Plan, which is maintained by the Risk Management and Safety Coordinator.

4. EMERGENCY MANAGEMENT PLANS:

All Council Childcare Centres have emergency management plans

All schools are required by the Department of Education and Training (DET) to have an emergency management plan. Many of the schools in Bayside have provided a copy of their plan to Council. These are held by the MEMO.

MUTUAL SUPPORT TO NEIGHBOURS:

Copies of the MEMP of each of the following neighbouring Councils are held by the MEMO. These Councils are also on the distribution list for the Bayside City Council MEMP.

- City of Port Phillip
- City of Glen Eira
- City of Kingston

REGIONAL PLAN:

A copy of the Regional Emergency Management Plan is held by the MEMO.

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10.5 PUBLIC TOILET STRATEGY REVIEW ENGAGEMENT

Environment, Recreation and Infrastructure - City Assets and Presentation
File No: PSF/24/80 – Doc No: DOC/24/17580

Executive summary

Purpose and background

This report presents the draft Public Toilet Strategy 2024–28 to Council and seeks Council approval to commence community engagement on the draft Strategy.

Public toilet facilities provide important public amenity to residents and visitors of Bayside. Under the previous Public Toilet Strategy 2019–23, Council delivered several new public toilets alongside minor work in existing facilities. Changing Places facilities have been of particular interest to the community, and under the previous Strategy, Bayside's first Changing Places facilities were delivered in Thomas Street Reserve and Well Street carpark.

Additional public toilets were also delivered throughout the municipality under other programs such as the Sportsground Pavilion Improvement Plan and delivery of Open Space Masterplans.

Key issues

A number of key opportunities have been identified in the development of the Public Toilet Strategy 2024–28:

Equality and Inclusion

In line with the Council Plan theme of inclusion, the Public Toilet Strategy identifies a number of ways in which Council facilities may be made more accessible and inclusive for all those who live, work, and visit Bayside.

In recent years, Council has replaced older public toilets with facilities that meet current accessibility requirements and are gender neutral. It is recommended that this practice be expanded by continuing to replace older facilities, exceeding basic accessibility requirements, and updating signage to remove barriers to broader participation.

Changing Places

Changing Places are an important asset and allow people with high support needs and their carers to plan and enjoy various activities throughout Bayside. There are now two public Changing Places in Bayside, with three additional locations under consideration.

These assets are expensive to build and maintain, therefore Council needs to ensure a strategic approach is used when considering further installations. To prioritise locations for Changing Places, new facilities are recommended to satisfy the following criteria:

- *The new location supports a Council facility, open space or recreational reserve, or activity centre.*
- *There is available Council land for a new public toilet, and it can be appropriately located from a safety (Community Protection through Environmental Design, CPTED) perspective.*

- *The facility can be reasonably constructed and maintained by Council's contractors.*
- *The facility supports a range of activities (e.g. playgrounds, recreation, foreshore, commercial activity) and there is no other Changing Place facility within 2km. This may include similar installations in neighbouring Councils.*

Capital Works

The Strategy provides the following potential capital projects for consideration based on an audit of Council's existing public toilet facilities:

- Replacement of the Brighton Beach (Southern Terrace) Public Toilet with a new facility in the same location. The new facility will have greater capacity, an accessible cubicle, and replacement of existing outdoor shower and drinking fountain amenities.
- Replacement of the Balcombe Road Carpark Public Toilet with a new facility in the same location with greater capacity and an accessible cubicle. This facility has reached the end of its useful life, has ongoing maintenance issues, and is not compliant with current accessibility standards.
- Replacement of the Beaumaris Concourse Carpark Public Toilet with a new facility in the same location but with greater capacity. This facility is in poor condition, suffers from maintenance and amenity issues, and may experience capacity issues.
- Replacement of the Ricketts Point Bluestone Public Toilet with a new facility in the same location. This facility is in poor condition and is not compliant with modern accessibility standards.

A small budget will be assigned for minor works to existing public toilets which have not yet reached end of useful life, but which do not meet current accessibility requirements.

The potential projects above are subject to community engagement results and may be changed based on feedback.

Recommendation

That Council:

1. notes the report and the draft Public Toilet Strategy 2024–28
2. undertakes community engagement on the draft Public Toilet Strategy 2024–28
3. receives a report at a future Council meeting with the outcomes of community engagement and the proposed Public Toilet Strategy 2024–28.

Support Attachments

1. Attachment 1 - Bayside Public Toilet Strategy ↴

Considerations and implications of recommendation

Social

Public toilets offer an excellent public amenity, allowing the community and visitors to enjoy more time in Bayside's popular recreational areas.

Public amenities can minimise anti-social behaviour such as public urination/defecation and can be outfitted to provide disposal facilities for sharps and health products.

Natural Environment

The natural environment may be enhanced by providing a central point for the disposal of human waste, health products and litter. It is expected that proposed facilities can be reconstructed within existing building footprints, and losses to significant vegetation can be avoided.

Climate Emergency

Facilities recommended under this Strategy are encouraged to embrace sustainable building practices. This may include appropriate selection of construction materials, reuse of waste construction material, minimising vegetation loss, and reducing use of water and energy resources. Public toilets can also be a focal point for drinking fountain and waste and recycling collection points.

Built Environment

Bayside has the experience and capacity to deliver public toilet facilities in sensitive areas. It is proposed that new facilities reduce visual impact but be safe, highly accessible, and of a high quality yet simple construction. Facilities should also comply with the principles of 'Crime Prevention Through Environmental Design'.

Customer Service and Community Engagement

It is recommended that the draft Strategy be released for community consultation and comment, and that key community groups (such as disability support groups that use recreational areas for activities) be included in this process. The Disability Access and Inclusion Advisory Committee provided initial feedback in the development of this draft.

Equity Impact

The implications of this report have been assessed and are compliant with the requirements of the Gender Equality Act 2020.

In development of this Strategy, the requirement for Equity Impact (EIA) pre-assessment has been completed. The EIA was completed and approved on 16 January 2024.

Human Rights

The implications of the report have been assessed and are not considered likely to breach or infringe upon, the human rights contained in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

Governance

Officers involved in the preparation of this report have no conflict of interest.

Legal

Council is not legally required to provide public toilets for general use; however, it is considered an essential community function and improves the general amenity of Bayside's commercial, recreational, and open space precincts.

Finance

The budget implications of the Strategy have been allowed for in Council's Four-Year Capital Works Program. Council's Chief Financial Officer was consulted and has reviewed the recommendation outlined in this report.

Links to Council policy and strategy

Not applicable.



Bayside Public Toilet Strategy

2024-2028

Bayside City Council proudly acknowledges the Bunurong People of the Kulin Nation as the Traditional Owners and Custodians of this land, and we pay our respects to their Elders past, present and emerging.

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PART A.

1. Executive Summary

Purpose

The Bayside Public Toilet Strategy summarises Council's approach to providing and managing public toilet facilities and includes 68 public toilets (including 2 Changing Places).

Council's role

There is no legislative requirement for Council to provide public toilets, however they are a service that is much valued by the community in supporting the use of Bayside's parks and reserves, facilities, and activity centres.

Council's role is to plan and deliver new facilities to support demand, maintain and clean existing public toilets, and replace aging or ineffective facilities. Council must provide this service in a way that is financially sustainable.

Key issues and findings

A number of key issues were identified in the development of this Strategy:

- **Equality and Inclusion** – it is recommended that Council continue to replace older public toilets assets with modern, accessible, and inclusive facilities.
- **Changing Places** - Changing Places are an important asset and allow people with high support needs and their carers to plan and enjoy various activities throughout Bayside. A key part of the Strategy is the development of criteria to prioritise the location of new facilities.

Our Vision

Council's vision is for public toilet facilities to be accessible, inclusive, and safe for all users.

- **Accessible** means that facilities can be used by anyone regardless of ability;
- **Inclusive** means facilities that do not discriminate based upon background, experience, or identity.
- **Safe** means appropriately designed and constructed facilities which are well-maintained and regularly cleaned.

Goals and strategic objectives

The following goals and objectives were identified:

- Our community values accessible infrastructure which supports a range of abilities

- Our community values infrastructure which is safe and inclusive for all users
- Our community can expect a quick response when a facility is damaged, vandalised or requires cleaning
- Our community can expect that public toilets are in good condition and function correctly

Capital Works Program

The renewal of the following existing public toilet facilities is recommended (subject to community engagement):

- Brighton Beach Southern Terrace toilet
- Balcombe Road carpark toilet
- Beaumaris Concourse toilet
- Ricketts Point Bluestone toilet

Community Engagement

The Public Toilet Strategy will be open for community engagement prior to adoption.

PART B.

2. Purpose

The Bayside Public Toilet Strategy 2024-2028 summarises Bayside City Council's approach towards the management of public toilets. As of 2023, there are presently 68 public toilet facilities in Bayside including two Changing Place facilities for people with higher support requirements. A complete list and map of Bayside's public toilet facilities is shown in Appendices A and B.

A key component of the Strategy is the proposed capital works program which shall guide major improvements to public toilets (including Changing places) in Bayside over the next four years (subject to community engagement).

The previous iteration of the Strategy (Bayside Public Toilet Strategy 2019-2023) delivered the following capital works program:

- a new ambulant and accessible facility at Green Point, Brighton.
- an expanded facility (including accessible and Changing Place cubicles) in Well Street, Brighton.
- a replacement facility (including ambulant, accessible, and Changing Place cubicles) at Thomas Street Reserve, Hampton.
- Minor upgrades to several facilities.

3. Glossary

Term	Definition
Public Toilet	A toilet facility that provides amenity services to the general public.
External Facing	An 'external facing' facility includes standalone facilities or those which are part of a major building but with independent access. External facing facilities are the primary focus of this Strategy.
Internal Facing	An 'internal facing' facility is part of a larger building and is intended for the use of its occupants. Internal facing facilities are <u>not</u> within the scope of this strategy.
Non-accessible	A cubicle that does not meet minimum accessibility standards.
Ambulant	A cubicle designed for those with ambulant disabilities that do not require the extra space to use a wheelchair.
Accessible	A cubicle with additional space, lowered sinks, and additional grab bars designed for people who require the use of a wheelchair.
Changing Places	A facility designed for users and their carers with high support requirements and includes a change table, hoist, shower, and greater internal space. Changing Places are 'external facing' and always available to carers provided they have the appropriate key.
Accessible Adult Change Facility	An Accessible Adult Change facility is similar to a Changing Place but is 'internal facing'. They support the use of a single facility and are only available to users of that facility when it is open.
CPTED	Crime Prevention Through Environmental Design (CPTED) is the design of buildings or public spaces to reduce the likelihood of antisocial activity. This may include minimising opportunities for concealment or improving passive surveillance.

4. Legislative and policy and context

There is no legislative requirement for Council to provide standalone public toilets (except as part of major facilities), however they are a service that is much valued by the community that enhances enjoyment of Bayside's community facilities, open space and recreational reserves, and commercial precincts.

Disability Discrimination Act 1992

The *Disability Discrimination Act 1992* (DDA) legislates for the protection of all Australians from discrimination based on a disability and remove barriers to participation. The DDA is highly relevant when providing public infrastructure such as toilets and ensuring that they are accessible and operable for all users.

Gender Equality Act 2020

The *Gender Equality Act 2020* requires that gender impact assessments are to be undertaken to ensure all people have equal access to community infrastructure and services. At Bayside, these are expanded into Equity Impact Assessments (EIAs) which consider a broader range of impacted groups.

The following Council documents are also relevant to the provision of public toilets throughout Bayside:

- Asset Plan 2023-2032
- Sustainable Building and Infrastructure Asset Policy
- Service Driven Asset Management Policy
- Disability Action Plan 2021-2025
- Municipal Public Health and Wellbeing Plan 2021–25
- Active by the Bay Recreation Strategy 2013-22
- Bayside Open Space Strategy
- Bayside Sportsground Pavilion Improvement Plan

5. Vision statement

Council's vision is for public toilet facilities to be accessible, inclusive, and safe for all users.

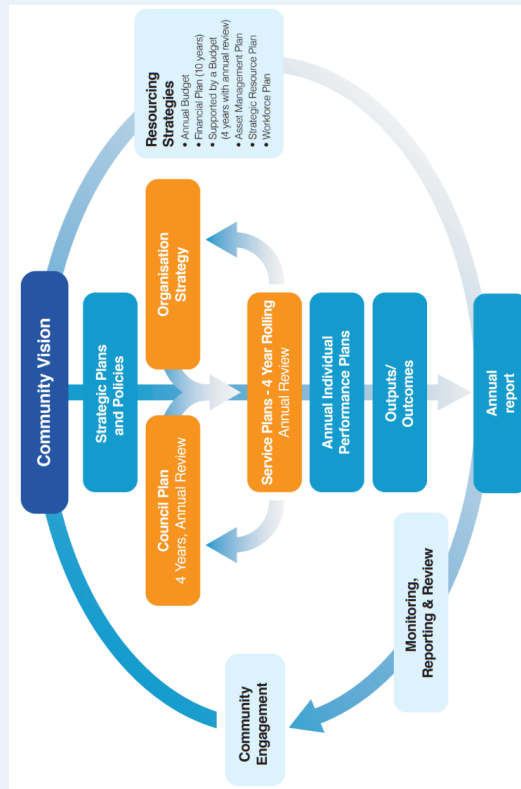
- Accessible means that facilities can be used by anyone regardless of ability;
- Inclusive means facilities that do not discriminate based upon background, experience, or identity.
- Safe means appropriately designed, located and constructed facilities which are safe to use, well-maintained and regularly cleaned.

This vision was developed with consideration of Bayside's 2050 Community Vision and related Council documentation.



6. Council's Strategic Planning Framework

The Bayside 2050 Community Vision was developed by a representative community panel of local residents and sets out a guiding framework of what the community thinks Council should be working towards. This document developed 10 long-term 'themes' to guide Council on delivering services which are valued by the Bayside community.



The Public Toilet Strategy is a **strategic service plan** and seeks to deliver a service which is consistent with the Community Vision.

The most relevant themes which the Strategy delivers on are:

- **Theme 3: Transport, Walkability and Rideability** – public toilets support active modes of transport and often provide useful infrastructure such as drinking fountains, baby change facilities, and in some cases bicycle repair stations.
- **Theme 4: Community Feel and Direction** – public toilets support the use of open space, recreation, and commercial precincts throughout Bayside by allowing people to plan activities and spend longer in these spaces.
- **Theme 8: Access and Inclusion** – Council strives to deliver public toilet facilities which are available for all users regardless of background, experience, or identity.
- **Theme 9: Built Environment** – Council seeks to deliver public toilets which are safe, accessible, inclusive, and well-maintained with minimal impact to the natural environment.
- **Theme 10: Tourism, Commercial and Economic Opportunities** – Public toilets support enjoyment of Bayside's open space, recreation, and commercial precincts and result in increased economic benefit.

The Strategy shall also directly contribute to **Objective 3.2** of the Council Plan 2021-2025 in providing safe, accessible and inclusive infrastructure for the whole community.



7. Scope

The Bayside Public Toilet Strategy will summarise how Council manages Bayside's 68 public toilet facilities (including two Changing Places).

The Strategy will consider Council-managed 'external facing' facilities only. This includes standalone facilities but also public toilets that are on the outside of a larger Council building and can be accessed when that building is closed. 'Internal facing' toilets which can only be accessed from inside a building are not within the scope of this Strategy.

In some cases, other Council programs will result in the construction or upgrade of new public toilets, and these facilities have been removed from consideration under the Strategy.

8. Methodology

The development of the Public Toilet Strategy followed the following key steps:

Research

One of the earliest stages of development of this Strategy was an Equity Impact Assessment (EIA) where officers were asked to consider and assess the potential for impacted groups in the community to be affected by this proposal. The impacted groups considered included gender, disability, age, race, culture, religion, literacy, neurodiversity, socioeconomic,

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homelessness, and social isolation. While Council's intention is to provide facilities which are inclusive of the whole community, considering and hearing (via community engagement) from impacted groups can further improve the service outcome.

Analysis

Council has carried out an audit of all existing public toilets across Bayside to assess each facility's condition, capacity, and function. Historic inspection, maintenance, and cleaning data was also reviewed to indicate which toilets were most prone to breakdown or overuse.

The condition of individual facilities is frequently a driver for replacement. Council can often continue to maintain a facility or carry out replacement of internal fittings or even structural elements such as the roof. However, at some stage the cost of maintaining the facility may become unreasonable and replacement should be considered. It is important to note that cleanliness and graffiti do not determine a structure's overall condition.

Of particular interest in this assessment was how well each toilet performed in accordance with accessibility standards and requirements. This data was analysed to determine which toilets offer an appropriate level of access and identified facilities which would benefit from improvement.

Criteria

It is acknowledged that there may be a perceived need for a toilet in many locations throughout Bayside, however the cost of implementing and managing such a network would be excessive.

The following criteria have been proposed to help Council identify and prioritise the need for new facilities. Public toilet facilities which are prioritised under this Strategy should reasonably satisfy the following criteria:

- The new location supports a Council facility, open space or recreational reserve, or activity centre.
- There is available Council land for a new public toilet, and it can be appropriately located from a safety (CPTED) perspective.
- There is no other public toilet within 400m.
- The facility can be reasonably constructed and maintained by Council's contractors.
- Changing Places are rationalised to support a range of activities (e.g. playgrounds, recreation, foreshore, commercial activity) and there is no other Changing Place within 2km.

New toilets may also be proposed under other **Strategic Service Plans** which may have different criteria to support their services. Some of these criteria include:

- Under the Bayside Open Space Strategy, public toilets should be provided in all 'municipal/regional' open space reserves.
- Under the Bayside Playground Improvement Plan, public toilets should be provided in all 'municipal/regional' playgrounds.
- Under the Bayside Sportsground Pavilion Improvement Plan, amenities are recommended to support the community space around sports facilities (i.e. spectators).

Community Engagement

To understand the lived experience of community members with accessibility needs, Bayside's Disability Access and Inclusion Advisory Committee (DAIAC) was engaged throughout the development of the Strategy, with a focus on the provision of Changing Places facilities.

A comprehensive community engagement program will be undertaken to refine the draft Strategy between February and March 2024. This has been timed to coincide with the summer period when public toilets are in high use, particularly along the foreshore.

A range of engagement methods will be used to gather feedback including an online survey, interactive social map and meetings with representative committees.

Participation will be incentivised through a competition to win a year's supply of toilet paper.



9. Key issues and findings

Accessibility

Many of Bayside's public toilet facilities have been constructed since the introduction of the *Disability Discrimination Act 1992* and have some level of accessible facility either through construction or retrofit.

Bayside has an aging demographic and many people may experience mobility or strength issues related only to healthy aging. Improving the accessibility of public toilets makes them safer and easier to operate for users and is of significant benefit to the whole community.

Recommendation: Older public toilets shall be gradually replaced or upgraded to meet or exceed modern accessibility compliance.

Gender

During review of the Bayside Sportsground Pavilion Improvement Plan, Council resolved that toilet facilities in sporting pavilions were to be gender neutral to support an increase in female participation in sport.

This principle has been extended to previous Public Toilet Strategies with only gender-neutral facilities being constructed in recent years. This removes limitations to full utilisation so that users may occupy any vacant cubicle.

Gender neutral facilities allows for public toilets to be safely and comfortably used by:

- A child who is escorted by their parent, guardian, or carer of the opposite sex.
- A person with a disability who require the assistance of a carer of the opposite sex.
- Gender diverse people.

Gender-neutral facilities also allow for the full capacity of a toilet block to available to all users.

Recommendation: Gender-specific facilities shall continue to be replaced with gender neutral facilities as in previous years. Facility signage should also be reviewed to further encourage usage by all members of the community.

Changing Places

Changing Places are an important asset and allow people with high support needs and their carers to plan and enjoy various activities throughout Bayside.

Council presently has two active Changing Places at Thomas Street Reserve and Well Street carpark with three more proposed or under consideration:

- Yalukit Willam Nature Reserve
- Beaumaris Arts Group
- Dendy Park Athletics Pavilion



Changing Places are access controlled and as such do not duplicate the function of an accessible public toilet, requiring both facilities to be provided. Constructing ambulant, accessible and Changing Places in one location increases both the footprint and cost of a new public toilet facility.

Improved cost efficiency can be found by considering new facilities as part of larger public toilet facilities or major buildings. Larger buildings will often provide additional benefits such as car parking which is essential for Changing Places to be effective.

Recommendation: Changing Places or Accessible Adult Change facilities should be considered in all new major Council buildings, subject to the Strategy criteria in Part 7: Methodology.

Network Gap

Public toilets provide a supporting role to various Council services. While public toilets would be valuable in many locations, it is important for Council to not exceed available budget and resources to manage its facilities.

Council has proposed a number of criteria to prioritise facilities which support council services, active and passive recreation, and commercial activity.

Recommendation: New toilets proposals shall be considered based upon the Strategy criteria in Part 7: Methodology.

Automated Facilities

Automated facilities are often pre-constructed for ease of installation, have a small footprint, and features such as an automated door. Some of these facilities have increased operating costs, and no longer meet modern compliance standards.

Recommendation: Council will look to replace older automated facilities with automated or non-automated modern and non-proprietary facilities. Automated facilities will be considered primarily where existing electrical connections are established.

Utilisation

While most Council facilities are staffed by officers or a tenant, public toilets are not currently monitored for usage. This can make it difficult for Council to determine which facilities are undersized or may not be required.

Council has previously investigated the implementation of data counters. Such counters can be implemented to determine the number of times a threshold is crossed, a door is opened, or a toilet is flushed and give officers accurate data around where capital works should be prioritised.

Data counters do not include any form of camera or microphone recorder and are capable only of counting.

Recommendation: Council shall undertake a pilot of data counters with a plan to expand their usage throughout the public toilet network.





Maintenance Challenges

Public toilets can be a difficult building asset to maintain and kept clean. They are unstaffed, exposed to weather, and frequent targets of vandalism and misuse.

Recommendation: Council shall seek to improve the balance of comfortable yet hardened facilities. Building materials and components should be easy to source (i.e. locally), user-friendly, and resistant to wear, vandalism, and graffiti.

Community Engagement findings

[This section shall be populated following community engagement]

10. Goals, strategic objectives, and action plan

The Bayside Public Toilet Strategy shall encompass two strategic objectives which relate to the themes of the Bayside 2050 Community Vision and Council Plan 2021-2025.

Goal 1: Our community values equity and inclusivity

Strategic objective 1: Our community values accessible infrastructure which supports a range of abilities		
Actions	Timeframe	Strategic Indicators
Improve public toilet asset service level standards. Ensure that new public toilets meet a high standard of accessibility, beyond minimum compliance levels.	2025	<ul style="list-style-type: none"> Develop a design guide to ensure that new facilities meet minimum and/or desired standards Increased number of accessible public toilet facilities
Carry out minor capital works and maintenance which improves the accessibility of a facility towards or beyond compliance	Ongoing	
Replace older facilities with modern facilities which meet and exceed modern accessibility standards.	2025-2028	

Strategic objective 2: Our community values infrastructure which is safe and inclusive for all users		
Actions	Timeframe	Strategic Indicators
Replace older facilities with modern facilities which are available to all users	2025-2028	<ul style="list-style-type: none"> Increased number of gender-neutral public toilet facilities
Review and adopt gender-neutral signage for public toilet facilities	2025	



Ongoing	Gradually implement gender-neutral signage as replacement is needed
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Goal 2: Our community values safe, clean, and fit-for-purpose infrastructure

Strategic objective 1: Our community can expect a quick response when a facility is damaged, vandalised or requires cleaning		
Actions	Timeframe	Strategic Indicators
Adopt and implement non-invasive data counters to improve proactive cleaning schedule.		<ul style="list-style-type: none"> Improved response times for maintenance, cleaning, and vandalism requests
Investigate development of an improved toilet identification sign which includes both a phone number and a QR code to report faults, vandalism or mess.	2024/25	<ul style="list-style-type: none"> Improved strategic planning for public toilets in Bayside

Strategic objective 2: Our community can expect that public toilets are in good condition and function correctly		
Actions	Timeframe	Strategic Indicators
Additional funding to renew and upgrade toilet components and improve accessibility	Annual	<ul style="list-style-type: none"> Increase the overall condition profile of Bayside's public toilets
Facilities in poor condition are gradually replaced with new inclusive, safe, and accessible public toilets	Ongoing	





11. Implementation and reporting

The Bayside Public Toilet Strategy shall be delivered through a combination of operational and capital programs (See Part 13: Potential Program of Capital Works).

Inspection, maintenance, and cleaning of public toilets shall continue to be managed through Council's facility maintenance and cleaning contracts. Minor capital works will be managed by Council's Facilities Maintenance team while major new, upgrade or renewal works will be managed by the Project Services team. Council's Assets team shall be responsible for overseeing implementation of the Strategy and reporting.

12. Financial resources

Cleaning and maintenance of public toilets will be resourced within Council's existing operational budget and delivered through Council's facility maintenance and cleaning contracts.

New, upgraded, and renewal of public toilets shall be funded from Council's capital works program. The Public Toilet Strategy shall outline the funding requirements and capital works program for 2024-2028. This budget may be supplemented with State Government grants for new Changing Places where possible.

13. Potential program of capital works

To deliver the strategic objectives outlined in this Strategy, the following program of capital works program is proposed. This program is subject to feedback received through community engagement.

Priority (or timeframe)	Capital project	Estimated costs
2024/25	<p>Renewal of Brighton Beach Southern Terrace public toilet (TOI31)</p> <p>The existing toilet block will be replaced with a new facility in the same location, including 6-8 standard, ambulant, and accessible cubicles. A new outdoor shower and drinking fountain shall also be provided.</p>	\$700,000
2025/26	<p>Renewal of Balcombe Road carpark public toilet (TOI12)</p> <p>The existing toilet block will be replaced with a new facility in the same location, including a mix of ambulant and accessible cubicles.</p>	\$350,000
2026/27	<p>Renewal of Beaumaris Concourse public toilet (TOI09)</p> <p>The existing toilet block will be replaced with a new facility in the same location, including an ambulant and accessible cubicle.</p>	\$450,000
2027/28	<p>Replacement of Ricketts Point Bluestone Foreshore toilet (TOI36)</p> <p>The existing toilet block would be replaced with a new facility in the same location, including a mix of standard, ambulant, and accessible cubicles. Investigations would be undertaken to consider the opportunity of including a Changing Places facility at this location, noting that this is not currently included in the estimated costs.</p>	\$450,000



2025-2028	Public Toilets – Minor Works and Accessibility Improvement – additional budget provided to Council's public toilet minor works program for improving accessibility	\$75,000 per year
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*subject to budget approval



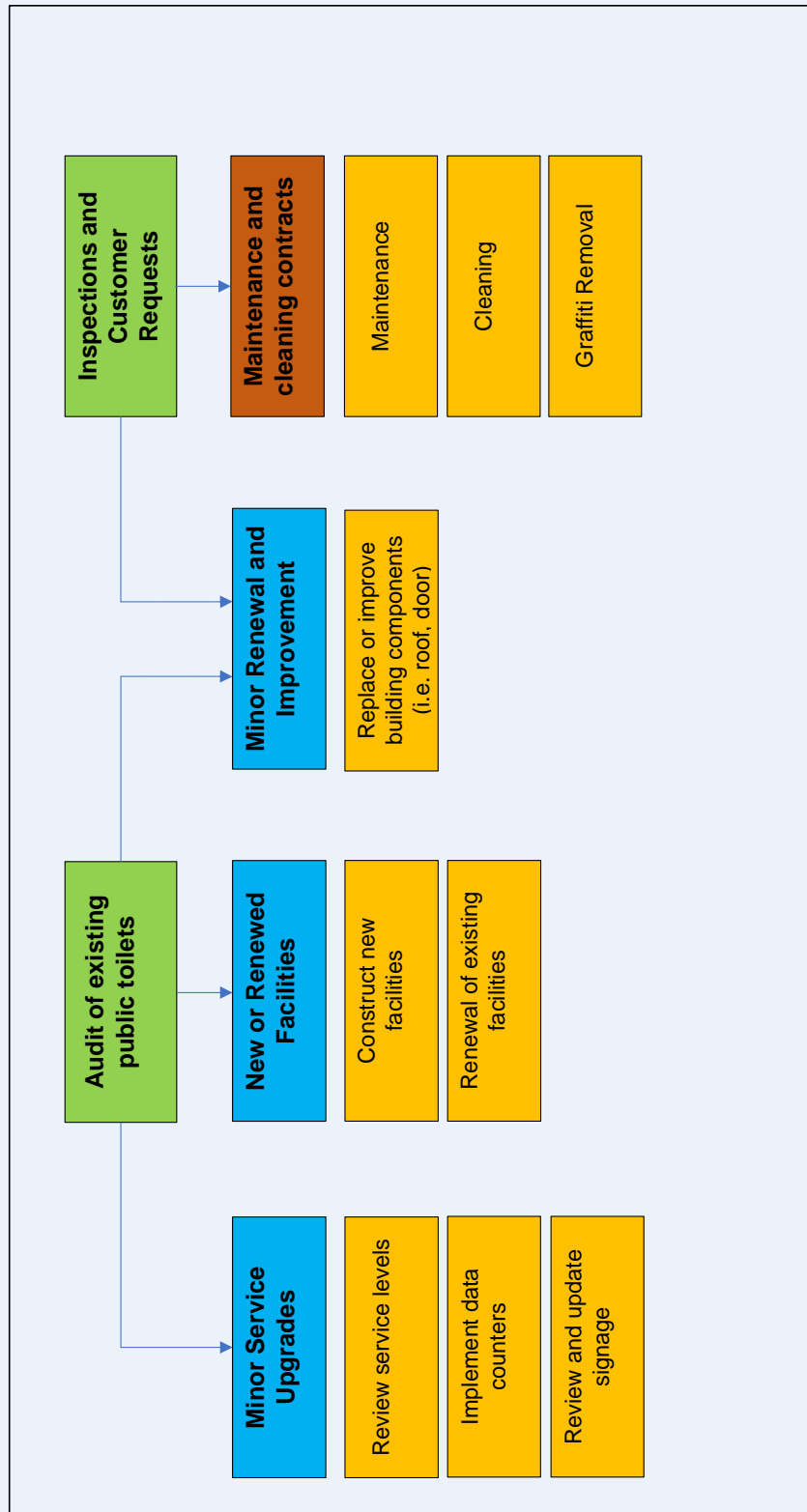


Figure 1 Public Toilet operational, renewal, and upgrade programs



14. Appendix A – List of Council-managed facilities

Below is a list of all public toilet facilities managed by Council and may be read in conjunction with the map in Appendix B. As several Council programs may deliver new toilets, some of these facilities have been excluded from consideration under this Strategy. The 'TOI' toilet number is provided on most toilets to make it easier to report maintenance and cleaning issues.

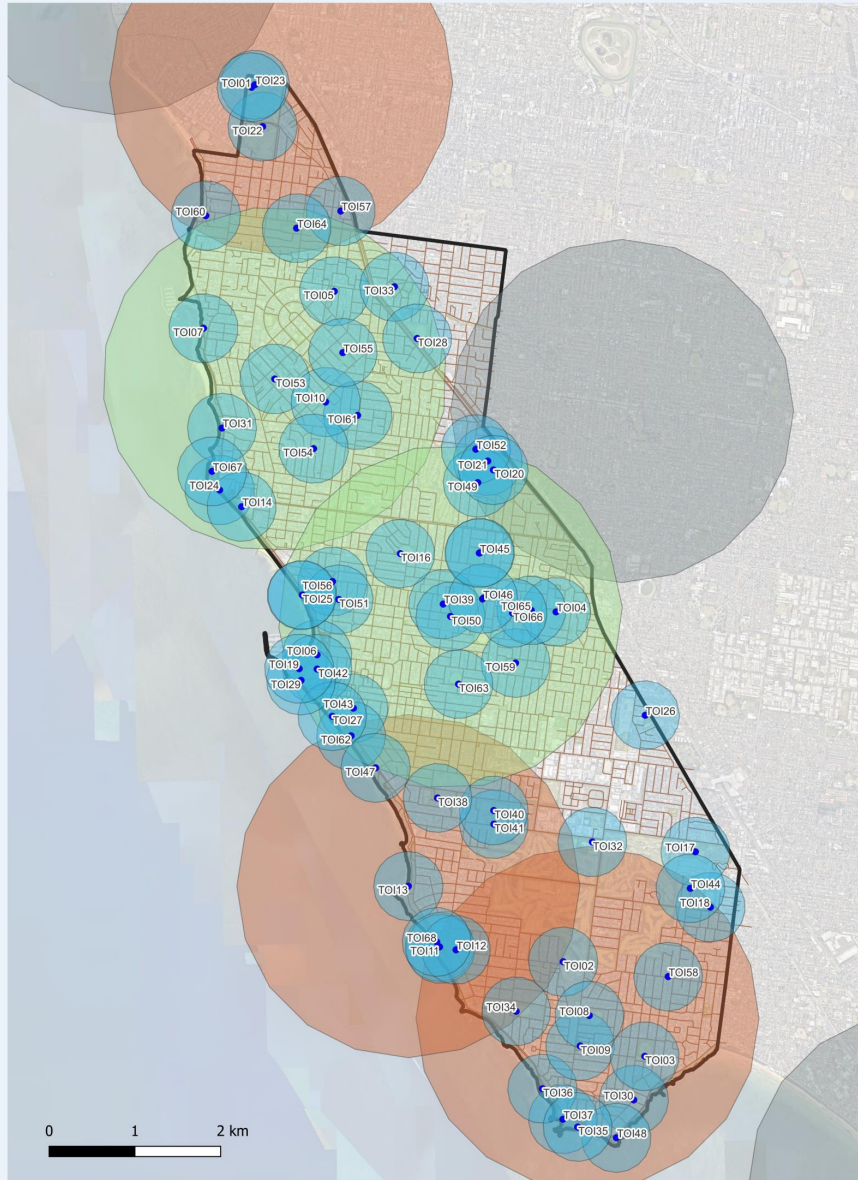
Facilities below shaded in **green** have recently been constructed, **red** are being replaced under a different program, and **blue** are being replaced under this Strategy.

Toilet Number	Facility Name	Status
TOI01	Elsternwick Park Pavilion 2 Public Toilet	Recently constructed
TOI02	Balcombe Park Public Toilet	
TOI03	Banksia Reserve Pavilion Public Toilet	
TOI04	Basterfield Park Public Toilet	
TOI05	Marion Street Carpark Public Toilet	
TOI06	Trevor Barker Beach Oval Public Toilet	
TOI07	Middle Brighton Baths Public Toilet	
TOI08	Beaumaris Sports Reserve Pavilion Public Toilet	Recently constructed
TOI09	Beaumaris Concourse Public Toilet	Proposed for renewal under Public Toilet Strategy 2023-2028
TOI10	Billilla House Historic Public Toilet	
TOI11	Black Rock Gardens Public Toilet	
TOI12	Balcombe Road Carpark Automated Public Toilet	Proposed for renewal under Public Toilet Strategy 2023-2028
TOI13	Half Moon Bay Life Saving Club Public Toilet	Planned reconstruction under the Half Moon Bay Masterplan
TOI14	Brighton Beach Reserve Public Toilet	Planned reconstruction under the Sportsground Pavilion Improvement Plan
TOI16	Castlefield Reserve Pavilion Public Toilet	
TOI17	Cheltenham Park Pavilion Public Toilet	
TOI18	Cheltenham Recreation Reserve Public Toilet	
TOI19	Jetty Road Kiosk Public Toilet	
TOI20	Dendy Park Pavilion Public Toilet	
TOI21	Dendy Park Athletics & Soccer Pavilion Public Toilet	Planned reconstruction under the Sportsground Pavilion Improvement Plan
TOI22	Elsternwick Park South Public Toilet	
TOI23	Elsternwick Park Pavilion 1 Public Toilet	
TOI24	Green Point Foreshore Public Toilet	
TOI25	Hampton Life Saving Club Automated Public Toilet	
TOI26	Hihett Grove Public Toilet	Planned reconstruction as developer contribution
TOI27	Sandringham Foreshore Public Toilet	
TOI28	Hurlingham Park Pavilion Public Toilet	
TOI29	Jetty Road Foreshore Public Toilet	
TOI30	Keys Street Public Toilet	
TOI31	Brighton Beach Public Toilet	Proposed for renewal under Public Toilet Strategy 2023-2028
TOI32	Southern Basketball Association Public Toilet	
TOI33	Landcox Park Public Toilet	
TOI34	Donald MacDonald Reserve Pavilion Public Toilet	Recently constructed
TOI35	Beaumaris Foreshore Public Toilet	

TOI36	Ricketts Point Bluestone Public Toilet	Proposed for renewal under Public Toilet Strategy 2023-2028
TOI37	Ricketts Point Foreshore Automated Public Toilet	
TOI38	Royal Avenue Parklands Public Toilet	Recently constructed
TOI39	Sandringham Athletics Pavilion Public Toilet	
TOI40	Destructor Reserve Pavilion Public Toilet	Recently constructed
TOI41	Tulip Street Baseball Pavilion Public Toilet	Planned reconstruction under the Sportsground Pavilion Improvement Plan
TOI42	Trevor Barker Beach Oval Toilets & Shelter	
TOI43	Sandringham Station Automated Public Toilet	
TOI44	Shipston Reserve Pavilion Public Toilet	
TOI45	Sillitoe Reserve Pavilion Public Toilet	Recently constructed
TOI46	Simpson Reserve Pavilion Toilet	
TOI47	Southey Street Foreshore Public Toilet	Recently constructed
TOI48	Table Rock Foreshore Public Toilet	
TOI49	Dendy Park Public Toilet (Dacey Street)	
TOI50	Thomas Street Reserve Public Toilet and Changing Place	Recently constructed
TOI51	Thomas Street Carpark Automated Public Toilet	Planned reconstruction under the Public Toilet Strategy 2019-2023
TOI52	Dendy Park Public Toilet (playground)	
TOI53	Well Street Public Toilet and Changing Place	Recently constructed
TOI54	Whyte Street Public Toilet	
TOI55	William Street Reserve Pavilion Public Toilet	Recently constructed
TOI56	Willis Lane Carpark Public Toilet	
TOI57	Spink Street Public Toilet	
TOI58	Seaview Carpark Automated Public Toilet	
TOI59	Peterson Reserve Pavilion Toilet	Planned reconstruction under the Sportsground Pavilion Improvement Plan
TOI60	North Road Foreshore Public Toilet	
TOI61	Dendy Village Automated Public Toilet	
TOI62	Sandringham Gardens Automated Public Toilet	
TOI63	Chisholm Reserve Pavilion Public Toilet	
TOI64	Kamesburgh Public Toilet	
TOI65	Jack Levy Pavilion Public Toilet	Planned reconstruction under the Sportsground Pavilion Improvement Plan
TOI66	A W Oliver Pavilion Public Toilet	
TOI67	Green Point Parkland Toilet	Recently constructed
TOI68	Black Rock Life Saving Club Public Toilet	Planned reconstruction
-	Yalukit Willam Nature Reserve	Yalukit Willam Nature Reserve Masterplan
-	Elsternwick South (playground) Public Toilet	Open Space Strategy
-	Beaumaris Arts Group Changing Place	Council Plan

15. Appendix B – Map of Council public toilet facilities

This is a map of Bayside showing all of the public toilet facilities listed in Appendix A. The buffer around the facilities is a 400m radius for public toilets and 2km for Changing Places.

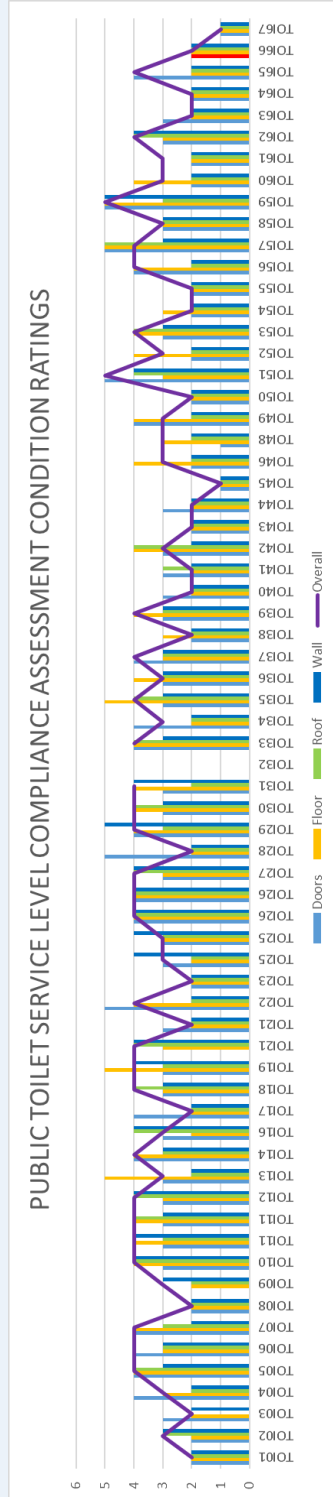


- Legend**
- Bayside Public Toilet Facility
 - Existing public toilets (400m buffer)
 - Existing Bayside Changing Places (2000m buffer)
 - Proposed Bayside Changing Place (2000m buffer)
 - Existing non-Bayside Changing Places (2000m buffer)
 - Municipality_Boundary

Bayside Public Toilet Network

16. Appendix C – Condition Assessment of Public Toilets

Below are the results of Council's condition assessment of Bayside's public toilets in 2023. Toilets were also assessed based upon a number of other criteria including capacity and accessibility. See Appendix 1 for facility names.





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Bayside City Council proudly acknowledges the Bunurong People of the Kulin Nation as the Traditional Owners and Custodians of this land, and we pay our respects to their Elders past, present and emerging.

10.6 PROPOSED LEASES BRIGHTON GOLF COURSE

Corporate Services - Commercial Services
File No: PSF/24/88 – Doc No: DOC/24/40628

Executive summary

Purpose and background

This report provides a summary of the Community Engagement process regarding three proposed leases at the Brighton Golf Club for each of the Golf Course, the proposed Warm Water Pool and the proposed Wellness Centre. This report proposes that Council enter into those leases with BlueFit Pty Ltd (Tenant) for the occupation of parts of the land (as indicated in the indicative lease areas contained in Attachment 1), known as Brighton Golf Course, Brighton.

At the December 2021 Council Meeting, it was resolved in part:

That Council:

- 1. endorses the Leisure Management Services proposed Brighton Golf Course location as the preferred site for development of a Warm Water Pool for the purposes of community consultation*
- 2. provides in-principle support for the inclusion of a Leisure Management Services fully funded Wellness Centre at Brighton Golf Course.*

Further, at the 28 June 2022 Council meeting, Council resolved in part:

That Council:

- 1. proceeds to stage two – design development for a Warm Water Pool at Brighton Golf Course*
- 2. undertakes stage two – community engagement to test the draft design for the Warm Water Pool*
- 3. provides landlord consent for Leisure Management Services to proceed with design development of the Wellness Centre at Brighton Golf Course*
- 4. commences lease negotiations with Leisure Management Services regarding management of a Warm Water Pool and Wellbeing Centre at Brighton Golf Course*
- 5. commences detailed site investigations to inform design development of a Warm Water Pool and wellness centre at Brighton Golf Course.*

Finally, at the November 2023 Council Meeting, it was resolved:

That Council:

- 1. commences the statutory procedures under Section 115 of the Local Government Act 2020 (the Act), to enter into 3 new Lease with BlueFit Pty Ltd, on the following terms:*
 - a) Site A) Golf course - Brighton Golf course as identified in the attached lease plan titled the demised area approximately 320,000m2 between Dendy & South roads Brighton, plus a new pro shop in the attached lease plan titled the demised area*

approximately of 120m² located in the proposed Warm Water Pool building (included in Site B). (subject to final design)

Permitted Use: 18 hole golf course and related golf activities

Commencement Date: Date of surrender of current lease over Brighton Golf Course

Rent free period: 2 years in Term 1

Term: 10 years

Options for further terms: 10 years

Commencing annual rental: Market rent review including 1.5% turnover rental

Turnover rental: 1.5% turnover rental disregarding any rent free period

Rent escalation: CPI

Capital Investment: \$1,000,000 in Term 1

- b) Site B) Warm Water Pool & Allied Services as identified in the attached lease plan titled The Demised Area approximately 2,225m² east of the current car park plus area for pumphouse and utilities. (Subject to final design)*

Permitted Use: Warm Water pool, café and associated allied services

Rent Commencement Date: date of issue of certificate of occupancy

Rent free period: 8 years

Term: 10 years

Options for further terms: 10 years

Commencing annual rental: \$60,000 plus GST

Turnover rental: 1.5% turnover rental disregarding any rent free period

Rent escalation: CPI

*Capital Investment: contribution towards the Pro Shop estimated \$495,000
contribution towards the WWP Facility \$1,000,000*

- c) Site C) Wellness Centre as identified in the attached lease plan titled The Demised Area approximately 14,000m² adjacent to Dendy Street boundary and area adjacent to 13th hole (Subject to final design)*

Permitted Use: Wellness Centre, hot bathing pools & associated health facilities, food and beverage service and infrastructure

Rent Commencement Date: date of issue of certificate of occupancy.

Rent free period: 10 years

Term: 15 years

Options for further terms: 2 x 15 years

Commencing annual rental: \$250,000 plus GST

Annual Turnover Rental: 7.5% of the amount by which gross sales exceed 12.5 x the base rent payable plus GST disregarding any rent free period. Subject to a cap of double the base rent.

Rent escalation: CPI

Capital Investment: fully funded by tenant subject to final design original estimate \$25M

2. *authorises the Director Corporate Services to undertake the administrative procedures necessary to enable Council to carry out its functions under section 115 of the Act in relation to the Lease proposed and in accordance with Council's Community and Stakeholder Engagement Policy 2021*
3. *gives Public Notice on Council's website outlining the proposal in accordance with Section 115 of the Act*
4. *commences a community engagement process in accordance with Section 115(4) of the Act*
5. *following the consideration of any submissions, receives a further report at a future Council meeting.*

In accordance with the above, a community engagement process has been undertaken in accordance with Council's Community and Stakeholder Engagement Policy 2021. Community engagement on the proposed lease was undertaken from 22 November to 20 December 2023 (inclusive) and received 49 contributions. Along with Council normal communication channels and Have Your Say, letters were also distributed to neighbouring residents and each of the golf clubs in relation to the proposal.

The Community Engagement Summary Report is attached to this report as Attachment 2 for consideration.

Key issues

Community Engagement Summary

There were 49 contributions via Have Your Say and two written responses. Many of the survey responses and the written statements were lengthy and included multiple points of feedback for Council's consideration. It was therefore difficult to neatly categorise each response as being either positive or negative. Instead, the report in Attachment 2 aims to group comments of a similar nature together rather than to provide a summary of each response. The verbatim comments below is a high-level summary of the key feedback received for each lease:

Golf Course

Community feedback was generally supportive of the proposal and the lease terms. The golf course is considered to be a valuable recreational asset for the community and support was shown for the capital development and improvements to the course.

There were concerns outlined in the feedback with some respondents stating that the current maintenance of the course is not to an acceptable standard. Since taking over the existing golf course lease, BlueFit have introduced a new set of performance standards for their course maintenance contractor that include more regular actions and oversight.

Other comments included concerns that the course will be compromised and shortened by the proposed developments, that the user fees will increase and some suggested that Council should seek competitive tenders for the lease.

Warm Water Pool

Respondents showed support for the proposal and believed that a warm water pool is a great addition to the facility that the area will benefit from. Feedback outlined support for Bluefit managing the facility and were positive to the operator being willing to make a capital investment.

Key feedback from non-supportive submitters were opposing the rent-free period, stating that Council should seek competitive tenders for the lease and were not confident that Bluefit as the golf course operator will be able to manage the warm water pool and Wellness Centre.

Wellness Centre

The community outlined strong support for the proposed lease and the new facilities and two commented that it is a great addition to the huge amount of land that is underutilized at present.

Some submitters were opposing the rent-free period, outlining concerns of the impact to the golf course and that the wellness centre is not required and won't be used. There were also comments regarding whether or not the proposed construction should have been the subject of a planning application before seeking a lease. While these comments have been collated as part of the feedback, they are not strictly relevant to the grant of the lease.

The November 2023 report included the indicative figure of 14000 sqm for the wellness centre, which was inconsistent with figure shown on the plan in Attachment 1. That figure has now been revised down to approximately 12000 sqm and the recommendation will be amended accordingly. As noted, these remain indicative leased areas subject to the final design of the buildings.

Based on the feedback received, officers recommend that the three leases be granted as proposed.

Recommendation

That Council, in accordance with Section 115 of the *Local Government Act 2020* (the Act), authorises the Director of Corporate Services to execute three lease agreements with BlueFit Pty Ltd for the Brighton Golf Course, on the following terms:

- a) Site A) Golf course - Brighton Golf course as identified in the attached lease plan titled the demised area approximately 320,000m² between Dendy & South roads Brighton, plus a new pro shop in the attached lease plan titled the demised area approximately of 120m² located in the proposed Warm Water Pool building (included in Site B). (subject to final design)

Permitted Use: 18 hole golf course and related golf activities

Commencement Date: Date of surrender of current lease over Brighton Golf Course

Rent free period: 2 years in Term 1

Term: 10 years

Options for further terms: 10 years

Commencing annual rental: Market rent review including 1.5% turnover rental

Turnover rental: 1.5% turnover rental disregarding any rent free period

Rent escalation: CPI

Capital Investment: \$1,000,000 in Term 1

- b) Site B) Warm Water Pool & Allied Services as identified in the attached lease plan titled The Demised Area approximately 2,225m² east of the current car park plus area for pumphouse and utilities. (Subject to final design)

Permitted Use: Warm Water pool, café and associated allied services

Rent Commencement Date: date of issue of certificate of occupancy

Rent free period: 8 years

Term: 10 years

Options for further terms: 10 years

Commencing annual rental: \$60,000 plus GST

Turnover rental: 1.5% turnover rental disregarding any rent free period

Rent escalation: CPI

Capital Investment: contribution towards the Pro Shop estimated \$495,000
contribution towards the WWP Facility \$1,000,000

- c) Site C) Wellness Centre as identified in the attached lease plan titled The Demised Area approximately 12,000m² adjacent to Dendy Street boundary and area adjacent to 13th hole (Subject to final design)

Permitted Use: Wellness Centre, hot bathing pools & associated health facilities, food and beverage service and infrastructure

Rent Commencement Date: date of issue of certificate of occupancy.

Rent free period: 10 years

Term: 15 years

Options for further terms: 2 x 15 years

Commencing annual rental: \$250,000 plus GST

Annual Turnover Rental: 7.5% of the amount by which gross sales exceed 12.5 x the base rent payable plus GST disregarding any rent free period.
Subject to a cap of double the base rent.

Rent escalation: CPI

Capital Investment: fully funded by tenant subject to final design original estimate \$25M

Support Attachments

1. Attachment 1 - Indicative lease areas ↴
2. Attachment 2 - Community Engagement Summary Report ↴

Considerations and implications of recommendation

Social

Brighton Golf Course provides a value for money golfing option. Further investment into the course will support ongoing user benefits provided by golfing activities. There are significant social and physical health benefits associated with the use of warm water pools including quicker recovery from illness, injury, and surgery. The Wellness Centre will also provide an outlet for relaxation and wellbeing services which can support community wellbeing.

Natural Environment

There will likely be a small number of trees removed to support the Golf Course improvements and realignment of holes. This will be offset by additional planting on the course. The Warm Water Pool will result in some loss of open space and likely require vegetation removal including some larger, more significant native trees.

The Wellness Centre will lead to extensive planting on the site with proposal to plant 500 indigenous plants above and beyond any offsets required for any vegetation removal. Any vegetation loss would be more than offset by planting around both facilities and throughout the golf course.

Climate Emergency

The development of the Warm Water Pool recognises the significant impact traditional design and operation of aquatic centres have on the environment and recommends that a future design process maximises environmentally sustainable design principles, preferring use of electricity over gas with a strong focus on water consumption and harvesting. The Wellness Centre HOA provides that the site will be five star green rated and incorporate Council's biodiversity values. Should thermal water be available, energy offset may be possible to both sites.

Built Environment

A warm water program pool facility including concourses, amenities and plant room would be approximately 1,611 square metres in size. The size of a dedicated clinical facility would be slightly smaller than a warm water pool however would depend on the range of accompanying services such as physiotherapy and other medical support services. It is expected that the Wellness Centre will be larger at approximately 1,800 square metres.

Customer Service and Community Engagement

Community engagement was conducted in accordance with Council's Community and Stakeholder Engagement Policy 2021 and Section 115 of the Local Government Act 2020. The engagement plan overview was published and is available to view on Council's Have Your Say engagement website.

Timeline and phases for the consultation on the proposed Lease for the Bayside Waste and Recycling Centre:

- **Community consultation on leases**
22 November – 20 December 2023 (5pm)
- **Consideration of community feedback**
A community engagement summary report will be prepared
- **Council to decide on new leases**
Council is expected to consider community feedback and the proposed leases at a meeting in early 2024.

Equity Impact

The implications of this report have been assessed and are compliant with the requirements of the Gender Equality Act 2020.

Human Rights

The implications of the report have been assessed and are not considered likely to breach or infringe upon, the human rights contained in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

Governance

Officers involved in the preparation of this report have no conflict of interest.

Legal

Brighton Golf Course is currently leased until 30 June 2028. This report seeks to commence statutory consultation requirements under the Local Government Act related to agreements which will facilitate access to the site for the proposed Warm Water Pool and demark spaces for the golf course and proposed Wellness Centre.

It should be noted that any planning, building and other authority approvals relevant to the leases are separate processes, to be undertaken as needed, to enable the proposed uses.

Finance

Council currently receives rental of \$256,000 plus a small turnover rent (\$28k last financial year) for the entire golf course site. The creation of 3 new leases will add new revenue streams once ren- free periods are completed. It should be noted that if the Wellness Centre Proceeds, Council will be entitled to turnover rental from the issue of Certificate of Occupancy capped at twice the rental.

The Tenant will also contribute \$1M towards the Warm Water pool, plus \$495,000 towards the proshop component and pay a commencing rental of \$60,000 plus 1.5% turnover rental. The tenant is responsible for operational costs associated with running the Warm Water Pool under that lease. The investment and proposed rentals are included below for each of the sites.

	BlueFit Investment	Annual Rent	Lease Term
a) Golf Course	\$1,000,000	\$Market rent set by valuer including 1.5% turnover rental, annual CPI increase	10 years plus (includes 2 years rent free) Further term of 10 years
b) WWP (incorporates new Golf Pro Shop)	\$1,000,000 WWP. Plus \$495,000 for new Pro Shop.	\$60,000 plus GST plus 1.5% turnover rental, annual CPI increase	10 years (includes 8 years rent free) Further term of 10 years
c) Wellness Centre	Fully funded by BlueFit - TBC	\$250,000 plus GST Additional turnover rent with cap at double base rent, annual CPI increase	15 years (10 year rent free, % turnover rent payable from date of Cert of occupancy) Two further terms of 15 years

Council will forgo two years rental for the golf course in the first term.

Links to Council policy and strategy

Council Plan Goal 3 – Our Place

3.2 Infrastructure and assets are sustainable, accessible and fit-for-purpose now and for the future.

Property Strategy

Goal 2 Strive to maximise utilisation and community benefits across the property portfolio

Goal 4 Commit to capital investment in Council assets that are sustainable, accessible and fit-for-purpose now and for the future.

The provision of publicly accessible warm water facilities is supported by several key strategy and policy documents including the Council Plan 2021–25, Bayside 2020 Community Plan, Active by the Bay Recreation Strategy 2013–22 and Municipal Public Health and Wellbeing Plan 2021–25.

Options considered**Option 1 (Preferred Option)**

Summary	Progress leases as proposed in this report
Benefits	<p>Secures the site for the WWP with a legal agreement.</p> <p>Provides BlueFit with certainty to progress design of the Wellness Centre and changes required for the golf course.</p> <p>Allows consultation to occur on the proposed leases to understand community sentiment to the proposed leases.</p> <p>Honours the revised HoA negotiated in the report.</p>
Issues	<p>Market rent needs to be assessed by a certified valuer at commencement of the lease for the golf course. Where the Retail Leases Act applies it is not lawful to have a ratchet clause which maintains the rental higher than the valuation. The review ensures that an appropriate rental is set based on the maintenance costs, income returned and any site constraints to ensure that the business remains viable, but also that Council generates an appropriate return. Under the HoA all three leases have a Market Rent Review at the commencement of each new term.</p>

Option 2

Summary	Do not progress the lease proposals and defer consideration until lease expires in 2028
Benefits	<p>Limited benefits arise from this option apart from separating lease considerations from consultation for the Warm Water Pool concept design.</p> <p>Avoids a consultation process on the lease proposition.</p>
Issues	<p>Will impact access to the land at Brighton Golf Course to undertake the construction of the WWP and new agreements would need to be negotiated to support this.</p> <p>Would impact the proposal for the Wellness Centre development as 5 years is not enough time to generate a return on the significant investment involved.</p> <p>Council has already given landlord consent under the June 2022 resolution for the tenant to proceed with its design for the Wellness Centre.</p> <p>Would limit capital investment back into the golf course with 5 years remaining on the existing lease.</p>







Proposed leases for Brighton Golf Course

Community engagement summary report
January 2024



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2 Background

This document provides a summary of stakeholder and community feedback on Council's intention to enter three leases with BlueFit Pty Ltd for the Brighton Golf Course site. BlueFit is the current leaseholder of the golf course.

The creation of three new leases will permit Council to separate the land for the proposed public Warm Water Pool from the Golf Course and the land for the proposed Wellness Centre (a separate private development proposed by the BlueFit). Proposed works at the golf course site will be subject to all applicable building and planning permit processes and requirements.

The Brighton Golf Course site currently returns approximately \$250,000 in annual rental for the Golf Course alone. The proposed new leases will increase the return from the site, generating two new revenue streams and more investment into the course, as well as community benefits from wellness and therapeutic facilities.

The scope of this consultation only considered feedback from the community on the proposed leases. The proposed Warm Water Pool and Wellness Centre were subject to separate engagement processes, with strong community support recorded.

Community engagement on the proposed lease was undertaken from 22 November – 20 December 2023 (inclusive) and received 49 contributions.

Key findings

Participants were generally supportive of the proposed leases and the capital developments. Many of the submissions included multiple points of feedback for Council's consideration.

Golf Course

Generally supportive of the proposal and the lease terms. The golf course is considered to be a valuable recreational asset for the community and support was shown for the capital developments.

There were concerns outlined in the feedback with some respondents stating that the current maintenance of the course is not to an acceptable standard. Other comments included concerns that the course will be compromised and shortened by the proposed developments, that the user fees will increase and some suggested that Council should seek competitive tenders for the lease.

Warm Water Pool

Respondents showed support for the proposal and believed that warm water pool is a great addition to the facility of which the area will benefit from. Feedback outlined support for Bluefit managing the facility and were positive to the operator being willing to make a capital investment.

Non-supportive submitters were opposing the rent-free period, stating that Council should seek competitive tenders for the lease and were not confident that Bluefit as the golf course operator will be able to manage the warm water pool and Wellness Centre.

Wellness Centre

The community outlined strong support for the proposed lease and the new facilities and that it is a great addition to the huge amount of land that is underutilized at present.

Some participants were opposing the rent-free period, outlining concerns of the impact to the golf course and that the wellness centre is not required and won't be used.

Next steps

Council will consider community feedback and the proposed leases for adoption at its February 2024 meeting.

3 Consultation process

3.1 Consultation purpose

Council invited community feedback between 22 November – 20 December 2023 to understand the level of support for the proposed decision to grant three new leases to BlueFit to manage the operation of all current and proposed facilities on the Brighton Golf Course site. The lease terms were communicated in details on the project Have Your Say engagement website.

Community engagement was conducted in accordance with Council's Community and Stakeholder Engagement Policy 2021 and Section 115 of the Local Government Act 2020. The engagement plan overview was published and is available to view on Council's Have Your Say engagement website.

Timeline and phases for the consultation on the proposed Lease for the Bayside Waste and Recycling Centre:

- **Community consultation on leases**
22 November – 20 December 2023 (5pm)
- **Consideration of community feedback**
A community engagement summary report will be prepared
- **Council to decide on new leases**
Council is expected to consider community feedback and the proposed leases at a meeting in early 2024.

3.2 Consultation methodology

The tools and techniques selected for this project were informed by the project content, stakeholders and type of feedback sought.

Key tools for communicating the project

- letters distributed to neighbouring residents
- signage on site at the golf course
- email to Have Your Say subscribers (3,567) and warm water pool and wellness centre engagement participant subscribers (671)
- newspaper advertisement in The Age
- public notice on Council website
- Council communication channels, including website news story, social media and e-newsletter to over 11,00 subscribers

Key methods for gathering feedback

- online engagement through [Have Your Say](#), including opportunity to provide feedback and ask questions

- contact email address and phone number of Council Officer provided for interested community members to ask for further information or provide feedback
- Printed information available, as required.

Details	Activity
22 November – 20 December 2023 579 visitors 49 contributions	Have your say website Project information, online survey and written statement form hosted on the engagement platform Have Your Say Online survey: 46 responses Written statement form: 2 responses
22 November – 20 December 2023 1 question	Question and Answer forum 1 unique question asked and responded to via the Q&A forum.
1 phone call 2 emailed submission	Correspondence Direct feedback provided through contacting the Project Officer for further information or to provide feedback over the phone or via email. Two written statements was received, one anonymous and one from Brighton Golf Club and are attached in the appendix

4 Participant profile

Demographic information was not requested from participants as it was not considered relevant to this engagement.

Survey respondents (46) were asked to qualify their connection to Brighton Golf Course.

All participants had a connection to Bayside and the site, with some identifying with multiple options:

- 11 (24%) were a neighbouring resident
- 22 (48%) were a golfer
- 18 (39%) were a potential Warm Water Pool user
- 15 (33%) were a potential Wellness Centre user
- 34 (74%) were a Bayside resident
- 1 (2%) were a visitor to Bayside

5 Consultation findings

The following section summarises the key themes which arose in community feedback on the proposed three leases for the Brighton Golf Course site.

In the interest of stakeholder and community privacy, survey feedback has been anonymised. Where there was more than one mention of a topic or item, the number of mentions has been specified in brackets.

5.1 Support for actions

Many of the survey responses and the written statements were lengthy and included multiple points of feedback for Council’s consideration. Below is a high-level summary of the key feedback received for each lease:

Golf Course

Community feedback was generally supportive of the proposal and the lease terms. The golf course is considered to be a valuable recreational asset for the community and support was shown for the capital development and improvements to the course.

There were concerns outlined in the feedback with some respondents stating that the current maintenance of the course is not to an acceptable standard. Other comments included concerns that the course will be compromised and shortened by the proposed developments, that the user fees will increase and some suggested that Council should seek competitive tenders for the lease.

Warm Water Pool

Respondents showed support for the proposal and believed that a warm water pool is a great addition to the facility that the area will benefit from. Feedback outlined support for Bluefit managing the facility and were positive to the operator being willing to make a capital investment.

Key feedback from non-supportive submitters were opposing the rent-free period, stating that Council should seek competitive tenders for the lease and were not confident that Bluefit as the golf course operator will be able to manage the warm water pool and Wellness Centre.

Wellness Centre

The community outlined strong support for the proposed lease and the new facilities and two commented that it is a great addition to the huge amount of land that is underutilized at present.

Some submitters were opposing the rent-free period, outlining concerns of the impact to the golf course and that the wellness centre is not required and won't be used.

Respondents were also asked to select which lease they wanted to provide feedback on, and included their reasons for supporting or not supporting the proposed lease terms.

Feedback received from 46 participants and written statements is themed and summarised separately by lease area in the tables below within Sections 5.2 – 5.4 of this report.

5.2 Proposed golf course lease feedback

Feedback on the proposed lease terms for the golf course was provided by 35 survey respondents (76%), and four written statements.

Participants who provided feedback were [high level summary of sentiment].

Table 1: Comments from respondents who expressed support or were neutral

Topic	Community feedback
Lease terms	Supportive of the proposal. (4 mentions) Supportive of the lease terms. (3 mentions) Supporting if the other leisure facilities go ahead.
Golf course	A valuable recreational asset for the community. (4 mentions) Support the continuous use of the land as a golf course, don't want the land to be sold to developers.

Improvements	In favour of the capital development and improvements. (6 mentions) Great that Council is willing to provide a long-term lease in exchange for capital investment.
Tenant	The company is doing an okay job with the golf course presently. (2 mentions) Supportive of Bluefit managing the facility as long as the public's interest is the main priority and not raising revenue. Bluefit is professional, flexible and a great operator to service the community.
Maintenance	Ensure course maintenance is to a high standard. (2 mentions)
Fees	Should have senior and pension discounted fees. No parking fees for the golf course users.
General	Telephone bookings and cash payments should always be available.

Table 2: Comments from respondents who were opposed or expressed concerns

Topic	Community feedback
Lease terms	Opposing the rent-free period. (2 mentions) Proposal mainly benefits residents living close to the golf course and not the majority. Rent is too low. The lease structure encourages the tenant to charge higher fees even if the income drops. Lease renewed prematurely as the current lease expires 2028. Include conditions for Bluefit to be liable for any damage due to stray golf balls. Unknown what the tenant is allowed to do with the course without reading the full lease. Concerned that the \$1m investment will be many years away or spread over a long period of time.
Tenant	Council should seek competitive tenders for the lease. (5 mentions) Bluefit has not shown since taking over from previous tenant that they are competent at maintaining the course. (2 mentions) Council shouldn't outsource the management of the course.
Fees	No Council control of charges and concerned that the fees will increase (3 mentions) Currently surcharge fees with no cash payment options available.

Golf course	The developments will compromise and shorten the golf course. (3 mentions) Course is a huge block of land utilised by a few. Opposing the removal of the practice range. The course should only be used for golf.
Maintenance	The golf course is currently not maintained to an acceptable standard (6 mentions) The area along Dendy St is a dumping ground for timber waste, bark and green waste. (4 mentions)
General	The course offers both recreation and park areas and course should be incorporated in the urban forest plan to increase the canopy cover.

5.3 Proposed warm water pool lease feedback

Feedback on the proposed lease terms for the warm water pool area was provided by 30 survey respondents (65%).

Participants who provided feedback were [high level summary of sentiment].

Table 3: Comments from respondents who expressed support or were neutral

Topic	Community feedback
Lease terms	Supportive of the proposal. (7 mentions) Supporting the long-term lease in exchange for capital investment.
Warm water pool	A great addition to the facility. (5 mentions) The area will benefit from a warm water pool. (3 mentions) Warm water pools are popular across all demographics. (2 mentions) Golf course is the most suitable site for the pool. A great activity for residents. 50m pool should be included. A great treatment for arthritis, post-operation and mobility issues.
Tenant	Supporting Bluefit managing the facility. (2 mentions) Great that operators want to invest in the facility. Good outcome with one tenant for all 3 leases.
Fees	Ensure reasonable entry fees for users. Should be lower fees for residents.
General	Would like to see low car parking fees and concession fees to the facility. Would like to see an improvement to the existing bathroom facilities. Ensure water temperature is minimum 32°.

Table 4: Comments from respondents who were opposed or expressed concerns

Topic	Community feedback
Lease terms	Opposing the rent-free period. (4 mentions) Opposing the lease. (2 mentions) Rent is too low. Proposal mainly benefits residents living close to the golf course and not the majority. Negotiations should ensure that revenue is not the highest priority as it is public land. Lease structure encourages the operator to charge higher fees if income drops. Inconsistent leased area from Council minutes and community engagement.
Warm water pool	No benefit to senior residents. Concerned regarding the impact of the drilling to heat the pool. Noise from water pumps and aircon will impact the environment and residents. Pool is unnecessary.
Tenant	Council should seek competitive tenders for the lease. (3 mentions) Not confident that the golf course operator will be able to manage a wellness centre and warm water pool. (2 mentions) Conflict of interest to have the same tenant for all 3 leases.
General	Focus should be on a community health facility.

5.4 Proposed wellness centre lease feedback

Feedback on the proposed lease terms for the wellness centre area was provided by 29 survey respondents (63%), and two written statements.

Participants who provided feedback were [high level summary of sentiment].

Table 5: Comments from respondents who expressed support or were neutral

Topic	Community feedback
Lease terms	Supportive of the proposal. (13 mentions) Great that Council is willing to provide a long-term lease in exchange for capital investment.
Wellness Centre	Supportive of the new facilities. (4 mentions) Great addition to the huge amount of land that is underutilized. (2 mentions) Amazing community resource for the aging residents and those with injuries needing rehabilitation.
Tenant	Supportive of Bluefit managing the facility. (2 mentions)

	Great that the operator is willing to invest in the facility. Supportive of Bluefit managing the facility if the public's interest is the main priority and not raising revenue.
Fees	Ensure reasonable user fees.
General	Include an enclosed off-leash dog area.

Table 6: Comments from respondents who were opposed or expressed concerns

Topic	Community feedback
Lease terms	Opposing the rent-free period. (3 mentions) Opposing the lease. Proposal mainly benefits residents living close to the golf course and not the majority. Should not grant a lease prior to planning approvals. Lease terms benefits Bluefit and not residents. Not fully funded by tenant when Council will inherit a 45-year-old facility when lease is expired. Inconsistent leased area from Council minutes and community engagement.
Wellness Centre	The wellness centre is not required and won't be used. (3 mentions) No need for both a heated pool and a warm water pool. The facility will impact the 13 th hole. The course should only be used for golf. Concerned that the centre will be used as a convention hall. Proposed location is near the 9 th green and not the 13 th . Noise from fans, PA system, music and aircon will impact the environment and residents.
Tenant	Conflict of interest to have the same tenant for all 3 leases.
Fees	No information regarding the fee structure.

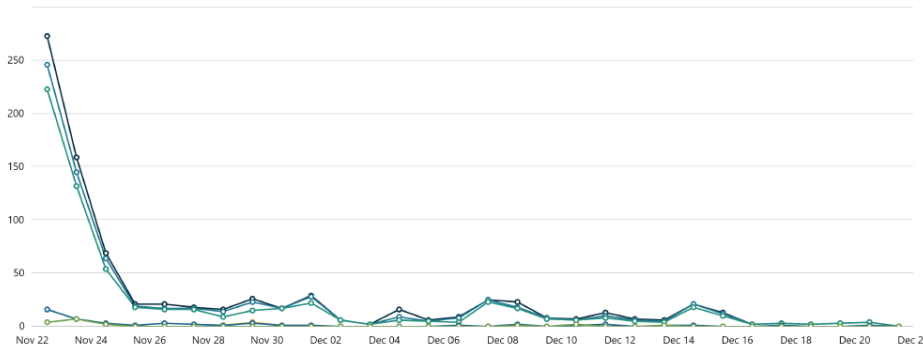
5.5 Project evaluation

This report presents the findings from the analysis of the community feedback gathered during community engagement from 22 November – 20 December 2023.

The engagement program received a total of 48 direct responses, completed via survey or uploading written statement through Have Your Say.

Communications to encourage participation attracted 579 unique visitors to the project page and were sent to key stakeholders including previous subscribers for related engagements. The communications reached over 12,000 community members via email newsletters or notifications.

Figure 3: Have Your Say project page – reach and participation:



825 Views	745 Visits	579 Visitors	49 Contributions	47 Contributors	17 Followers
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Views - The number of times a Visitor views any page on a Site.
Visits - The number of end-user sessions associated with a single Visitor.
Visitors - The number of unique public or end-users to a Site. A Visitor is only counted once, even if they visit a Site several times in one day.
Contributions - The total number of responses or feedback collected through the participation tools.
Contributors - The unique number of Visitors who have left feedback or Contributions on a Site through the participation tools.
Followers - The number of Visitors who have 'subscribed' to a project using the 'Follow' button.

Engagement targets for the Have Your Say webpages were that:

- 20% of visits would last at least one active minute (exceeded, 52.5%)
- 10% of visits would have at least two actions performed, such as moving around the project page or clicking on links (exceeded, 38.5%)
- 5% of visits had at least one contribution made (exceeded, 6%)

Satisfaction with engagement process

Survey participants were generally satisfied with the consultation process and materials, with a majority of participants selecting they had the required information to participate, and it was very (38%) or mostly (33%) easy to find/understand. It is noted that some of participants found the information mostly hard (6.5%) and very hard (11%) to find/understand or were not sure (11%). This is a higher level than average for finding information hard to find/understand and reflects the complexity of leasing arrangements.

Engagement plan

The Engagement Plan Overview for this project was published and is available to view at: <https://yoursay.bayside.vic.gov.au/leases-brighton-golf-course/engagement-plan-overview>

6 Appendix

6.1 Verbatim survey comments

Golf course:

<p>The current leaseholders have not maintained the property and it has significantly declined since I moved into the area over 20 years ago. The maintenance yard on Dendy Street is an eyesore with tan bark being dumped there regularly by third party operators such as Jim’s tree stump removal. The mounds are higher than the fence and blow everywhere on a windy day. Walking along the boundary of the golf course, the fences are in need of repair, rubbish is seen along the fence line, trees look like they have not been watered and are dying. Golf balls are not always collected at the end of the day from the driving range on Dendy Street and there have been incidences where kids have got into the course at night and thrown balls onto the cars driving along Dendy Street which has missed my car one day by inches! When I spoke with the manager about this, he showed no concern. The grassy area in front of the entrance to the golf course on Dendy Street looks unkempt. The grass is hardly ever mowed and has never recovered since being used for parking when it was being used as a Covid Testing Centre. The flower garden bed under the Brighton Golf Course sign is now full of weeds and hasn’t seen a flower for years. If the current operators can’t even maintain and manage a golf course, I have no confidence whatsoever that they will be able to manage a wellness centre and pools. Local surrounding residents of the golf course have had to endure so much in the past few years with the Covid testing centre, the traffic chaos, the new ugly phone tower and now this development. We hope the council will consider our feedback and our voices are heard.</p>
<p>Nil concerns, remains a great activity for the people of bayside and the improvements seem in line with community expectation</p>
<p>The golf course is part of fabric of Brighton, fully support. The last we want is land being sold to developers and further reducing of our wonderful suburb</p>
<p>I am concerned that the cost of a golf round will escalate significantly especially for the U18 users. This course is great for getting kids started in Golf. Is there a way you could stipulate reduced tee fees for U18 golfers?</p>
<p>I do not support the lease and the 2 year out of 10 year rent free period and the fact that Council has not sought competitive tenders for the lease. The proposal mainly supports and subsidises the residents of Brighton and adjoining suburbs but not the majority of Bayside residents who find these facilities too far away and with minimal public transport and access and find we will be providing financial support thru these poor leases for no benefit.</p>
<p>Support the lease terms. Please ensure maintenance of the golf course is to a high standard. It is very easy for lessees to reduce costs by neglecting course maintenance and/or watering.</p>
<p>Brighton Golf Course is a gem of a suburban public course. Glad to see thought into improving the course and facilities. I golf there now several times per year. I support the proposed lease terms as they appear to support the next ten years for the course to remain a public course.</p>
<p>The golf course is a huge tract of land that is utilized by a few. The rent seems far too low and as a community we are missing out on the fair rent of the land.</p>

<p>I support blue fit managing the facility but please be careful in any negotiations that incomes and revenues are not the highest priority and that this is PUBLIC land so must be in the best interests of the people, not commercially minded companies who are essentially places in charge. Council oversight to ensure the community can access and benefit from this land is important</p>
<p>I play golf at that course. Is there any guarantee that green fees will NOT increase???</p>
<p>Overall the package looks good. In favour of the capital development and improvements. Obviously all three are a package deal to provide a return to them.</p>
<p>I don't support the Wellness Centre. The golf course will be shortened (effecting one of the best holes). An amazing number of golfers use this course and I don't believe a wellness centre is required, nor will it be utilised. The social and exercise benefits to be derived from people remaining in a golf club (I am a member of Nepean Women's Golf Club) are amazing. It's not just a golf club it provides social interaction and I believe Bayside Council have made the wrong decision in compromising the golf course for an unknown number of people who may or may not use a wellness centre.</p>
<p>Why does the council outsource management of the course?</p>
<p>I oppose the removal of the outdoor practice range which is a great way if getting outdoor exercise with attendant health benefits. Short door ranges are not the same. Why is there no tender process? Oppose given no opportunity for comparison of other providers.</p>
<p>Fully support</p>
<p>I have played at this golf course for over 30 years. It badly needs funds designated specifically to tidy up the course, put new seats around the course and have the water and pumping system operating properly to enable the course to flourish in the dry months. I have also been a member of a private club in the time span. Many of my fellow golfers have stopped playing the course at Brighton and commenced playing at Sandringham even though the green fees are far more expensive.</p>
<p>While the lease shows payments to the Bayside Council there is no information on the fee structure users of the Golf Course will be subject to. When the current lease arrangement was made there was a considerable increase in cost to the users of the golf course. Remember the payments to the council come from the course users. The variable component of the payments is based on a percentage total income while the lessee is interested in profit. The lease structure encourages the lessee to charge higher prices even if income drops. Income drops result in lower payments to council however the profit could increase. Some control over user charges is necessary.</p>
<p>I'm supportive of Council entering into a long term lease agreement with BlueFit to operate the golf course. I have worked with BlueFit and engaged their services at another municipality and endorse them as professional, flexible and a great operator to service the community. It's great that Council is willing to provide longer term occupancy in exchange for capital investment.</p>
<p>Yes I support it. Because it will ensure that the whole process starts now and is not delayed any longer for this absolutely amazing community resource for the rapidly aging Bayside community and those with injuries and needing rehabilitation or on the NDIS. I think the company are doing an ok job with the golf course presently.</p>
<p>Investment in the course makes this a winner!</p>

<p>Despite Councils powers under the Local Government Act, Bayside Council should seek public proposals from suitably qualified organisations who seek to lease the golf course and invest in its improvement. The current lessees interest is minimal and accordingly the current lessee should not be granted a lease renewal without comparing other proposals. Obtaining public proposal should minimise the community concerns the best proposal was obtained</p>
<p>I am happy with this proposal.</p>
<p>I am in favour of the proposed lease agreement. LMS followed by Bluefit have done a reasonable job of running the golf course. The Council needs to be more on hand to check that the the course is maintained to the standard that it should be. Since the course has been maintained by private enterprise, in over 20 years the course has deteriorated greatly. Why does not the Council put money back into the course like it does to all the other sporting grounds in the Bayside area?</p>
<p>The golf course itself is currently poorly managed with tees and greens in poor condition and worryingly huge amounts of tree loss over the years and little to no replacement planting.</p>
<p>As a user of Brighton golf course for many years (20) plus years, i would like to comment on the following issues that could arise with new lease holders. 1- not all seniors have access to internet so booking a round of golf should always be available on the telephone. 2 - always keep the CASH service available especially for seniors 3- never implement parking fees for golfers using Brighton Golf Course. 4 - Always keep the senior and pensioner rates at the golf course.</p>
<p>Bluefit have not shown, since taking over from LMS, that they are competent at maintaining the golf course. Firstly allowing them to carve up some of the holes and use some of the current golf course for other commercial ventures is a major conflict of interest. Hole 9 in some of the proposed plans will be considerably shortened. This hole is the best hole on the course as it is long and wide so doesn't suffer from the tree root issues and lack of good turf as do the majority of holes on this very dry course. It doesn't need to be shortened but could be altered a little and go into what is currently used as the teaching fairway. (It has been stated this will not be used in future) I have no faith that Bluefit are capable of creating an acceptable Par 5 hole on the 12th. Also it mentions that close to the 13th will be on a separate lease. Why is this so as I have not seen the need for this on any of the proposed plans.</p>
<p>AGAINST: The lease for the golf course should not be extended prematurely. The offer to provide 2 years rent free to the provider simply means that council is giving up 500,000\$ rent revenue for the promise of a \$1M investment at some stage in the future. There are other better providers out there and council should go to tender before early renewing such leases. This is against all procurement policies and shows the collusion between council and this provider Bluefit (formerly LMS)</p>
<p>We are entering 2024 I understand that the current lease expires 2028, why are we offering extremely favourable lease terms now and why isn't there a tender process, these terms seem extremely generous so I do not support this at all</p>
<p>The Brighton Golf Course should not be chopped up in any way. With Elsternwick Golf Course having been shut down and Sandringham Golf Course reduced to a Par 3 & 4 course, Brighton Golf Course is the only public golf course remaining in Bayside that is a 'proper' course with a good mix of Par 3, 4 and 5 holes. Bayside is very fortunate to have this very pretty, challenging and well designed course. If it was ever properly maintained it</p>

<p>would be a sought out course by golfers living in the south eastern suburbs of Melbourne and beyond. Once bits are chopped off for other uses it will rapidly loose it appeal.</p>
<p>We strongly support the proposed golf course lease. It is a valuable recreational asset for our community. We would however like to see some beautification of this asset. The area along Dendy Street seems to be a council dumping ground with timber waste, chipbark and weeds.</p>
<p>I support as long as itâ€™s not just a golf course but other leisure facilities like the wellness and fitness centre too.</p>
<p>The golf course is currently quite unappealing - fully supportive of capital improvement.</p>
<p>Without having seen the leases in full it is impossible to know what the leases enable or allow the Golf Course lessees to do with the courses, either in terms of charges, access, profits, or alternative use options. This is important as local residents will naturally be concerned that private-public partnerships tend to favour the private entity (ie due to the profit motive), over the public owner, ie the community - which generally seeks sustainable amenity from its parks and recreation areas. Golf courses simultaneously offer both parks and recreation, and the parks component of the equation should not lose out, but rather be a vital and integral component of a broader urban forest plan and accompanying tree canopy targets, especially as BCC's own Urban Forest Plan highlights that tree cover has diminished in almost all wards from 2014 - 2018, including in Brighton East!!</p>
<p>Anything would be an improvement on the present conditions of this golf course. The transformation of the Sandringham course shows what is possible, obviously I understand than much more resources have been poured into Sandy and the improvement would not be as dramatic.</p>
<p>i agree with councils plan</p>

Warm Water Pool:

<p>Nil concerns, remains a great activity for the people of bayside and the improvements seem in line with community expectation. It would be fabulous to see an improvement to the bathroom facilities for both family and women - current facilities are rather terrible and unsafe/unhygienic for babies and people- it has been this way for years, it is not simply a cleaning issue.</p>
<p>Great the operators wants to invest in the facility.</p>
<p>What benefits to Brighton Senior residents ?</p>
<p>I do not support the lease and the 8 year out of 10 year rent free period and the fact that Council has not sought competitive tenders for the lease. The proposal mainly supports and subsidises the residents of Brighton and adjoining suburbs but not the majority of Bayside residents who find these facilities too far away and with minimal public transport and access and find we will be providing financial support thru these poor leases for no benefit.</p>
<p>These seems to be an interesting concept, and not one that is currently well served in the community.</p>

<p>I support this as the huge amount of land is really underutilized for the community as a whole. Adding a warm water pool will allow this open space to be used by more people and provide a better return for investment. I will actively use the warm water pool so I am keen to see this development occur.</p>
<p>I currently use the Kingston Council Waves heated pool in Chesterville Rd. It is very popular across all demographics. Therefore I support the construction of similar at the recommended location. I would like to see generous free car parking and concession fees similar to those of the Waves complex.</p>
<p>I support blue fit managing the facility but please be careful in any negotiations that incomes and revenues are not the highest priority and that this is PUBLIC land so must be in the best interests of the people, not commercially minded companies who are essentially places in charge. Council oversight to ensure the community can access and benefit from this land is important. Including pricing and opening hours that allow access for all within bayside.</p>
<p>Overall the package looks good. In favour of the capital development and improvements. Obviously all three are a package deal to provide a return to them.</p>
<p>Warm water pool sounds like a great addition to the facility.</p>
<p>Rent free period if 8 years seems over generous given the amount of the proposed investment. Again no tender/comparison process. Hard to comment without more detail on proposed commercial operation. Focus should be on community health facility.</p>
<p>Fully support</p>
<p>While the lease shows payments to the Bayside Council there is no information on the fee structure users of the Warm water pool will be subject to. Remember the payments to the council come from the course users. The variable component of the payments is based on a percentage total income while the lessee is interested in profit. The lease structure encourages the lessee to charge higher prices even if income drops. Income drops result in lower payments to council however the profit could increase. Some control over user charges is necessary. The warm water pool is for therapeutic purposes, a community service, yet there is not control over user charges.</p>
<p>I'm supportive of Council entering into a long term lease agreement with BlueFit to operate the warm water pool. I have worked with BlueFit and engaged their services at another municipality and endorse them as professional, flexible and a great operator to service the community. It's great that Council is willing to provide longer term occupancy in exchange for capital investment.</p>
<p>I support this lease. Only thing is to ensure the entry and use costs stay reasonable so that the greatest number of all our residents are able to afford to use this facility (pool). And the pool water temperature must be at least 32C. If not then there will be very little benefit for users. A 26C water temperature is inadequate. You can get that at any other warm water indoor pool etc Waves, GESAC. Please refer to GESACs fantastic hydrotherapy pool for a marvellous example.</p>
<p>New facilities including proshop & cafe a plus!</p>

<p>The Council should seek public proposals from suitably qualified organisations who seek to lease and invest in the Warm Water Pool. The current lessee of the golf course should not be given any greater right to a lease for the pool without comparing other proposals.</p>
<p>There is no 50m pool in Bayside. The proposed development should include this option. The space for the 50m pool can be gained with minimal interference to the golf course by utilising the semi-circular entrance and exit. The entry and exit roads to the golf course can be consolidated on the west side. I agree the Golf Course site is the best place for a swimming complex but it should include a 50m pool. This option was omitted at an early stage of consultation but, at the very least, planning should include a way to incorporate this facility at a later time, though it would be better to build it at the outset.</p>
<p>I am happy with this proposal.</p>
<p>Have you mentioned the need for the warm water pool? Hydrotherapy pool? Will it be cheaper for local residents?</p>
<p>A single lease holder should ensure a co-ordinated management, with minimal confusion and conflict, of the two or three adjacent users of the site.</p>
<p>AGAINST: Rental terms are much too low: \$60,000 annual rent is probably 3 times lower than rent for other similar facilities. It is also not clear why council would grant 8 YEARS free lease for the promise of a future invest. This is against all procurement policies and shows the collusion between council and this provider Bluefit (formerly LMS)</p>
<p>Again as per above I do not trust that this has been done properly as it looks like bluefit wrote the terms as it is extremely favourable to them not to the rate payer at all. This does not pass the test of transparency and honesty</p>
<p>I support currently bayside offers no warm water facilities to its residents unlike its neighbouring councils itâ€™s much needed</p>
<p>Believe the area would benefit from a local pool, as the nearest pools are suburbs away.</p>
<p>I support the warm water poolâ€™; it suits any ages and conditions. Warm water is so therapeutic for sporting injury and older bodies.</p>
<p>I just believe this is the latest accepted treatment for arthritis sufferers, and a range of post operative and mobility issues. As many other areas have such facilities, I think that it would be highly desirable to have one in this location, and that it would sit very well in this area. The proposed lease arrangements seem reasonable with a view to management establishing the centre as a going concern. The extension option gives both parties the opportunity to review.</p>
<p>I note that drilling is already taking place for warm underground water to potentially heat the 'warm water pool' (WWP). This drilling is taking place very near to the Mens' Shed, which is in turn a reasonable distance from the site of the WWP. Even though I have attended the WWP community consultations and subscribe to the updates, I have not been made aware of either the fact that drilling would take place, or where it would take place, or what impacts this might have on local amenity. I am happy to be proven wrong about whether such advice has been made available, but if it has not, it is disturbing that local residents have to find out about such matters for themselves, and, as such, start wondering just how many more potentially adverse local impacts there will be? Clear and honest communication about all such matters is key to keeping residents and the community on-side!</p>

<p>Noisy water pumps and air conditioners will impact native fauna as well as residents. Ensure industrial plant equipment including water pumps, and HVAC plant equipment operation is very quiet between 8 pm and 8 am everyday. Recommend domestic levels, not industrial levels as the area is in a residential zone.</p> <p>I object to any rent free period greater than 2 years. This does not seem fair, given the history of operators not adequately maintaining buildings and facilities, instead letting plant equipment run down, then operator departs at end of lease period, leaving the cost of servicing and repairing plant equipment and facilities for the public purse to fund. Not in line with fair commercial practises.</p>
<p>unnecessary really</p>

Wellness Centre:

<p>This looks like great outcome for the community, council and Bluefit. Well done all!</p>
<p>Great facility for people in Bayside.</p>
<p>Great the operators wants to invest in the facility.</p>
<p>What costs are anticipated for use by Senior Brighton residents ?</p>
<p>I do not support the lease and the 8 year out of 10 year rent free period and the fact that Council has not sought competitive tenders for the lease. The proposal mainly supports and subsidises the residents of Brighton and adjoining suburbs but not the majority of Bayside residents who find these facilities too far away and with minimal public transport and access and find we will be providing financial support thru these poor leases for no benefit.</p>
<p>I support the Wellness Centre lease, as it appear to be a significant part of the overall business case for the bidder. It does appear to be in a commercial sector that is otherwise fairly well served by other businesses in the community - though perhaps not super close to the golf course location.</p>
<p>I support this as the huge amount of land is really underutilized for the community as a whole. Adding a wellness centre will allow this open space to be used by more people and provide a better return for investment. I will actively use the wellness centre so I am keen to see this development occur.</p>
<p>I support a Wellness Centre because of its health benefits. But would like to see plans regarding what will be available in the Centre.</p>
<p>I support blue fit managing the facility but please be careful in any negotiations that incomes and revenues are not the highest priority and that this is PUBLIC land so must be in the best interests of the people, not commercially minded companies who are essentially places in charge. Council oversight to ensure the community can access and benefit from this land is important. Similar to my other responses.</p>
<p>Overall the package looks good. In favour of the capital development and improvements. Obviously all three are a package deal to provide a return to them.</p>
<p>Not interested in using the wellness facilities.</p>
<p>10 year rent free seems ridiculous. So much could have changed and it depends on how itâ€™s operated. Some of the proposed activities are well catered for already in the commercial area. Again no tender process. I understand the current operator wants an incentive to invest but this seems too much. Again no tender/comparison process.</p>

Fully support
I note it includes a heated pool. Why are we doing both. Why do we need a wellness centre. How about something down black rock end.
I'm supportive of Council entering into a long term lease agreement with BlueFit to operate the wellness centre. I have worked with BlueFit and engaged their services at another municipality and endorse them as professional, flexible and a great operator to service the community. It's great that Council is willing to provide longer term occupancy in exchange for capital investment.
Yes I agree with the lease. To start this building process asap.
Looks like a great facility for Bayside!
The Council should seek public proposals from suitably qualified organisations who seek to lease the Wellness Centre. The current lessees interest in the Golf Course is minimal and accordingly the current lessee should not be granted a lease without comparing other proposals.
I am happy with this proposal.
Please outline the footprint of the Wellness centre and impact to 13th hole
I do not support the lease for this at all. As I said above it is a conflict of interest to have the same company running these two facilities. Bluefit claim that they will be planting a lot of new trees, shrubs etc. There is not sufficient water to maintain the current vegetation in the area and the golf course should not be carved up for this use.
AGAINST: There is no need for a massive wellness centre. This centre has not even been approved from a planning perspective. As such it is completely premature to already seek a grant of lease ahead of a final decision regarding this wellness centre. Council would basically create undue facts ahead of the due process. A very unusual proposal to have a lease granted before site planning permits are even granted. Process should be reviewed by IBAC and other government entities.
As above this seems like the terms were written by blue fit and we are not reaping the benefits as rate payersâ€¦something does not seem right about this
BlueFit have not yet demonstrated that they can maintain the Golf Course to a reasonable standard. It would be irresponsible to allow them at this stage to commence a new project and risk further deterioration to the existing Golf Course.
I support, a wellness centre makes the place a one stop destination for wellness and fitness and residents well being why not utilise the space for all people instead of one certain demographic that just plays golf
Needed - so long as it is at reasonable prices.
I support this as for the warm water pool. It is a suitable adjunct to the pool , enabling compatible services to be provided.
Am very concerned if the wellness centre or other new facility is to be operated as a convention hall. Noisy catering equipment including extraction fans, air conditioners, PA systems and music bands will impact native fauna as well as residents. Ensure all such equipment is only operated quietly between 8 pm and 8 am everyday. Recommend domestic levels, not industrial levels as the area is in a residential zone. Note that I am unaware of any supplied noise level information to participate in this consultation. Nor any native fauna impact study.

I object to any rent free period greater than 2 years. This does not seem fair, given the history of operators not adequately maintaining buildings and facilities, instead letting plant equipment run down, then operator departs at end of lease period, leaving the cost of servicing and repairing plant equipment and facilities for the public purse to fund. Not in line with fair commercial practises.

yes to this

6.2 Written statements

10 December 2023

[Redacted]

[Redacted]

Lease of Brighton Golf Course to BlueFit
Feedback – Proposed Lease terms
[submitted via website yoursay.bayside.vic.gov.au/BGC-leases]

Dear Sir,

I am the owner of 25 Glencairn Avenue, which backs on to Brighton Golf Course.

My property is one of a number of properties that due to its location [mine is near the 7th hole] regularly gets "hits" from stray golf balls.

The regularity of these hits makes them more than just a nuisance. They cause damage to my home and place me, members of my family and visitors at risk of serious injury [a visitor was hit by a golf ball which ricocheted off my roof].

Mine is not the only property to suffer damage from golf balls, nor my visitor the only person to be hit by a stray gold ball. These incidents have been reported by me and other Glencairn residents to Council. Councillor Jo Samuel-King is fully aware of my and other residents' concerns.

I have no issue with both Bayside and BlueFit seeking to maximise their respective returns/profits from the lease of the golf course, but this must not be done at the safety and expense of Glencairn Avenue residents.

Lease condition – golf course design and barriers

As a public golf course, Brighton Golf Course is open to anyone, irrespective of their level of experience, and I would proffer that it is the in-experienced golfers that are responsible for most, if not all, stray golf balls and the damage they cause.

What other explanation is there when a golfer who can hit a golf ball from the 7th hole tee off, that lands in my front yard [a distance of circa 185 metres – Image 1] but be 90 metres off course [7th hole to my front yard – Image 2]?

The number of golf balls that currently cross the golf course boundary into neighbouring Glencairn properties is a clear indication that the golf course design and/or the current barriers are not "fit for purpose", particularly as there is no skill level required to play a round of golf at Brighton Golf Course.

I understand that BlueFit is seeking a 10 year lease term with options to renew, which should be more than sufficient to *incorporate lease terms that require BlueFit to:*

- *implement a golf course design that minimises the risk [from stray golf balls] of personal injury and property damage to residents that border the golf course; and*
- *install appropriate barriers to keep stray golf balls within the golf course boundaries*

taking into account that the golf course caters for golfers with minimal to no skill in playing golf.

Failure of Bluefit to comply with this condition should be a ground for terminating the lease.

Lease condition – compensation for damage to neighbouring properties from stray golf balls.

The attitude of the previous lessee to damage to neighbouring properties from stray golf balls was disappointing.

I was told on more than one occasion that " you should expect property damage and personal injuries from stray golf balls if you live next to a golf course.... the golf course has no liability, you need to take action against the golfer responsible".

For any damage other than broken windows, they imposed impossible conditions on residents to prove the damage was caused by a golf ball. A resident had to witness the ball causing the damage and be able to identify the golfer responsible for the damage.

To meet these conditions, a resident would have to be at home from 6:00am to 7:00pm everyday the golf course is open, focussing all their attention on the possibility of a stray golf ball entering their property, immediately identify any damage from a stray golf ball [including broken roof tiles], and then be prepared to make a citizen's arrest of up to 4 golfers, while waiting for the police to arrive to question the golfers to establish which golfer was responsible. And then take legal action against the golfer to recover the costs of the damage. Ludicrous.

The lease with BlueFit should include *terms & conditions that incorporate the following:*

- **When a neighbouring property suffers damage from a stray golf ball, Bluefit be responsible for costs of repairing the damage. Specifically:**
 - It should not fall on the property owner to identify the golfer responsible for the damage and then have to take legal action against the golfer to pay for repair costs.
 - The standard of proof to be applied when determining whether damage is attributable to a stray golf ball should be based on a "reasonableness /balance of probabilities" test. The standard of proof placed on residents should not be impossible to satisfy [as was the case with the previous lessee when it came to damage other than broken windows].
 - An independent "golf ball ombudsman" be appointed to arbitrate disputes between the residents and BlueFit whether, on the balance of probabilities, a golf ball is responsible for damage to a neighbouring property.
- **The green fees charged by Bluefit to include a component set aside to pay for:**
 - Repairing damage to neighbouring properties caused by golf balls and/or
 - Insurance premiums for an insurance policy that pays for the damage to residents' property.
 - Costs of the "golf ball ombudsman"
- **The register that BlueFit has already established be made available to neighbouring residents when requested, at no cost to the residents.**
- **BlueFit to report annually to Council the following information [with an obligation to provide Council with such additional information as requested by Council]:**
 - Number of stray golf balls reported by residents.
 - Number of residents reporting damage to their property.
 - Number of residents whose claim for property damage was accepted and the value of those claims, broken down between those accepted by the Golf Course and those accepted by the "ombudsman".
 - Number of residents whose claim for property damage was rejected and the value of those claims, broken down between those rejected by the Golf Course and those rejected by the "ombudsman".
 - All reported incidents of personal injury [and near misses] to neighbours, the circumstances of the injury/near miss, the severity of the injury and the outcome of the incident.

Failure to comply with these conditions to be grounds for terminating the lease.

I remind Council that its primary obligation is to its residents, and these obligations take precedence over making money from leasing the Brighton Golf Course to BlueFit.

The cost of Council failing to put the safety of its residents and protection of their property as its number one priority will invariably result in a cost to Council far in excess than what it expects to earn from its BlueFit lease.

Please do not hesitate to contact me should you require any further information or clarification of the matters raised by me.

Yours sincerely





In addition to the wellness centre, I would like to see a FULLY fenced, fully secure off-leash dog exercise area. There are none in Bayside now that Wishart is being renovated. This is important to the dog owners of Bayside and we are not considered in this matter. Our neighbouring municipalities have several fully fenced secure dog parks, we will shortly have zero.

Brighton Golf Club Submission re current and proposed Golf Course Leases

Overview

Brighton Golf Club members are concerned about many aspects of the proposed leases starting with the number of inconsistencies between minutes from Council meetings in relation to the proposed facilities and information in the documentation on which comment is sought.

For example we have consistently been advised by Sarah Townsend from Council and Will Guile from Bluefit that the course will not be affected by the WWP facility alone, but would be impacted if and when the Wellness Centre proceeds.

This is far from evident in the documentation where these two separate projects are routinely combined, even though the Wellness Centre Project has yet to receive formal Planning Approval.

Members are also concerned that on the Site Locality and Planning documents made available to the community during a consultation period, the Golf Club car park is shown as available for parking. While this may not be Council's intent it is incorrect and misleading.

Minutes from Council's Nov 21st meeting describe the proposed site of the Wellness Centre as adjacent to the 13th Green whereas the correct location is actually near the 9th Green.

These minutes also state the area of the proposed WWP and Wellness Centre lease areas as 2,225 square metres and 14,000 square metres respectively compared to the 1,611 square metres and 18,000 square metres on Council's Invitation to Comment documentation.

These inconsistencies are confusing to say the least and do not augur well for the accuracy of any other data provided.

While much of the information was shared with the community during the recent consultation period, some of the “new” data around the lease terms and extended rent free periods was not. The current proposal to extend the lease term of the Wellness Centre to a potential 45 years is a significant and material departure from the original plan and likely to elicit quite a different level of perceived community support for the project.

This was pitched by Council as fully funded by Bluefit, where ratepayers, via Council, would inherit a 30 year old facility. To claim that the Wellness Centre, with a 45 year rather than a 30 year lease, coupled with an extended rent free period is still “fully funded” by Bluefit does not stand scrutiny.

On the Golf Course lease Bluefit are to invest \$1m in term one, however there is little detail on this. Term One commences on the surrender of the current golf course lease, which could be 5 years away. As it reads, this investment could be in the very last year of term one, potentially 14 years hence, or spread over the 10 years @ \$100,000 per year, the equivalent of \$1.40 per round base on the approximate 70,000 rounds currently played.

\$1m is not a lot of money but questions arise on whether this money replaces funds which were already planned by either Bluefit or Council, or how much is to be spent on actual course quality and improvement rather than on additional baffles to minimise issues with neighbours.

How are these proposed spends, including timing, to be overseen by Council ?

There is no reference in the documentation to the Telecommunications Tower lease, which in itself is an example of Council straying from it’s own Lease Policy by sharing income with Bluefit / LMS, not only for the remainder of the current lease but for the next 10 year term. While there may be a case for the remainder of the current term, agreeing to continue a sharing of income beyond that period is simply writing unnecessary cheques with ratepayers’ money.

This arrangement alone questions whether Bayside ratepayers will derive appropriate benefit from any of these proposed leases.

It is also concerning that despite the matter being brought to their attention many times since July 2023, including in writing, Bluefit, Council's partner in these current and proposed facilities, continue to operate in a manner which does not comply with Trade Practice Regulations.

This relates specifically to surcharge rates and pricing where there is no cash payment option available.

The penalties for continued breaches can be significant fines, including a percentage of turnover, which could ultimately lead to price hikes for users, in the main Bayside residents and ratepayers.

All of these points call for greater detail of the proposed lease terms as well as formal oversight of commitments made by the Lessee.

On a final but important note the club is concerned about the poor response times to attend to issues with the course water harvesting and irrigation systems.

While the course is currently in good shape this is attributable to recent favourable weather rather than any master plan from Council or Bluefit.

The chain of command so to speak, in addressing course issues, seems to take much longer than it should.

A prime example of this occurred in early November where many of the greens were burnt over a few days of hot and windy conditions, simply because the water in almost full dams, could not be pumped on the course for days.

What protocols will be included in the new golf course lease, to ensure this issue is not repeated and what are the plans to ensure commitments from both Council and Bluefit are clearly articulated and delivered.

We are writing to you as a result of your invitation to provide feedback on "proposed leases to BlueFit to manage the operation of all current and proposed facilities on Brighton Golf Course site".

We would like to suggest that you take a walk along Dendy Street on the northern boundary of the Brighton Golf Course to assess the current quality of maintenance of the fence, the trees and shrubs and of how the piles of woodchips etc. are maintained. Of how they all affect the streetscape available to residents and visitors who have to look at this unsightly and neglected mess every day.

You may also like to enjoy the long walk around the perimeter of the Course so that you have time to assess the quality of the maintenance and safety of the many large trees that grow just within the boundary. We hope you have time to note the number of dead branches, the length of the grass away from the tees and the amount of tree litter which will be a huge concern as we move into the current summer.

We sincerely hope you may be able to achieve an overall positive improvement of the eyesore we already have to look at this year before the Council moves on to grander and more ambitious projects in the years ahead.

We regret that experience has shown that signing a request like this is sometimes not received well.

10.7 FRAUD AND CORRUPTION PREVENTION POLICY REVIEW

Corporate Services - Commercial Services
File No: PSF/24/88 – Doc No: DOC/24/40777

Executive summary

Purpose and background

This report provides an overview of minor changes to the Fraud and Corruption Prevention Policy. The previous version of the Fraud and Corruption Prevention Policy was adopted by Council in April 2022.

A draft of the policy was presented to the Audit and Risk Committee who endorsed the changes at its November 2023 meeting.

Key issues

A review of the Fraud and Corruption Prevention Policy has been undertaken and no significant changes have been made since it's last review in November 2021.

The only change proposed is to move from a 2 year review cycle, to a 4 year review cycle with updates as needed. To support this the Monitoring, Evaluation and Review section has incorporated a requirement to report any proposed changes to the Audit and Risk Management Committee and seek adoption of such changes at Council. This update has been highlighted in yellow in the attached policy document.

A draft of the policy was presented to the Audit and Risk Committee who endorsed the changes at its November 2023 meeting.

The policy is supported by Fraud and Corruption Control System which was last reviewed in November 2021 following the release of the Fraud and Corruption Control AS8001:2021 Standard. No updates are required at this time; however, a review will be undertaken alongside the policy in 2027 or sooner if required.

Recommendation

That Council adopts the Fraud and Corruption Prevention Policy (Attachment 1).

Support Attachments

1. Fraud and Corruption Prevention Policy - Review 2023 ↓

Considerations and implications of recommendation

Social

There are no social considerations or implications.

Natural Environment

There are no environmental considerations or implications.

Climate Emergency

There are no climate emergency considerations or implications.

Built Environment

There are no built environment considerations or implications.

Customer Service and Community Engagement

In consideration of the Community and Stakeholder Engagement Policy 2021, it is not proposed that this internal facing policy is subject to a public community engagement program. The revisions to this existing policy are minor and designed to ensure best practice in accordance with relevant AS/NZ ISO standards. These changes would be non-negotiable. Consultation has been undertaken with Council's Audit and Risk Committee to provide subject matter expertise. Interested community members can request to be heard in relation to these policies at the Council meeting which considers the matter.

The Audit and Risk Management Committee has reviewed and endorsed the revised policy at its November 2023 meeting.

Equity Impact

The implications of this report have been assessed and are compliant with the requirements of the Gender Equality Act 2020.

In development of this policy, the requirement for Equity Impact pre-assessment has been completed. The pre-assessment concluded that this policy/strategy/plan/program/service: a) does not meet the requirement for a comprehensive Equity Impact Assessment (EIA) at this time and it has been approved by the EIA Lead not to progress with the assessment.

Human Rights

The implications of the report have been assessed and are not considered likely to breach or infringe upon, the human rights contained in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

Governance

Officers involved in the preparation of this report have no conflict of interest.

In the development of the Procurement Policy the requirements of the Governance Principles as per the *Local Government Act 2020* have been considered and are summarised below:

LGA S 9.1	Governance Principle	Consideration
a)	Compliance with the law	This policy meets the requirements of the <i>Local Government Act 2020</i> . All relevant requirements have been considered in developing this policy.
b)	Achieve best outcomes for the community	The draft policy relates to risk management principles and appropriate management of fraud and corruption risk which support achievement of best outcomes to the community. It has considered recent reports by IBAC and the Ombudsman in relation to Fraud and Corruption risks.
c)	Promote the sustainability of the municipality	The policy aims to support management of risk which in turn supports ongoing management decisions related to the sustainability of the municipality across all areas including financial, environmental, social and economic.
d)	Engage the community in strategic planning and decision making	The Policy is an internally focussed policy related to managing risk and does not require external community engagement.
e)	Strive for innovation and continuous improvement	The Policy supports improved risk management practices related to Fraud and Corruption which in turn support continuous improvement. The Policy is in line with best practice and Fraud and Corruption Control AS8001:2021
f)	Collaborate with all other levels of government and government agencies	The Policy relates to internal risk management practices and has been reviewed against best practices including recent reports by IBAC and the Ombudsman in relation to Fraud and Corruption risks. The policy will support identification and management of risk associated with collaboration activities.
g)	Secure the ongoing financial viability of Council	Effective management of Fraud and Corruption risk is essential to supporting a financially viable Council.
h)	Strategic planning and decision making must take into account plans and policies in operation at all levels.	The policy supports the objective of Council through the Council Plan – Our Promise. The principles of risk management are to be appropriately applied at all stages of decision making.
i)	Council decisions, actions and information must be transparent.	This Policy relates to regulation of risk management activities in Council. Any change to the policy will require a Council decision.

Legal

Regular review of the Fraud and Corruption Prevention Policy is in line with best practice and Fraud and Corruption Control AS8001:2021.

Finance

There are no financial considerations or implications.

Links to Council policy and strategy

Risk Management Policy.



Council policy title:	Fraud and Corruption Prevention Policy 2023
Council policy owner:	Director Corporate Services
Adopted by:	Bayside City Council
Date adopted:	April 2022 (TBD)
Scheduled review:	December 2023 (December 2027)
Document Reference:	DOC/18/97273

(Council Policy is a high level public statement formally resolved by Council, which clearly states Council's requirements, intent or position with regard to a particular matter or issue. It is not intended to be procedural in nature.)

1. Policy intent

Bayside City Council has a zero tolerance stance on fraud and corruption and is committed to minimising the risks of such behaviour and ensuring continuing organisational integrity and transparency. Council recognises that fraud and corruption management is an integral part of good governance and Council's Fraud and Corruption Policy forms part of the internal control framework which is designed to prevent and detect fraud and corruption.

2. Policy purpose

This policy is designed to protect public funds, other assets, and the integrity security and reputation of Council and its staff and to assist in maintaining a high level of services to the community. Council will do this by:

- Developing and maintaining an organisational culture of honesty and integrity,
- Putting in place processes for the prevention, detection, and management of fraud and corruption, and
- Encourage, support and protect persons who report suspected fraud and corruption.

3. Scope

This policy applies to any irregularity, or suspected irregularity, involving employees and Councillors as well as, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with Bayside City Council. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to Council.

4. Policy statement

Council is committed to protecting its revenue, expenditure and property, including intellectual property, from any attempt, either by members of the public, contractors, elected members or its own staff, to gain by deceit, any financial or other benefits.

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November 2023

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The core elements to this policy are:

- Reducing losses through fraud and corruption by developing and maintaining a Fraud Risk Register;
- A commitment to detecting, investigating and prosecuting individual cases of Criminal behavior, including fraud and corruption;
- Educating staff to ensure they have an understanding of what fraud and corruption is and how to report it.

Expectations

Council will conduct its business in a fair and honest manner. The elected members and staff of Council will maintain a high standard of ethical conduct in all activities, in particular with respect to resources, information and authority.

All staff will develop, encourage, insist upon and implement sound financial, legal and ethical decision making within their areas of responsibility. Measures to prevent fraud and corruption will be monitored, reviewed and developed as part of Council's Risk Management framework.

All staff are required to be familiar with and act in accordance with Council's Staff Code of Conduct. Appropriate behavior for staff is contained in the Code of Conduct and other relevant policies and procedures. Council expects similar standards from the people, agencies or organisations that do business, with Council. The Mayor and Councillors are expected to comply with the Councillors' Code of Conduct.

Fraud Prevention

Fraudulent and corruption acts against Council are unacceptable, may constitute a criminal offence and may result in prosecution.

Guidance and training regarding fraud and corruption prevention is provided as part of Council's induction program. All new staff are provided with a copy of the Fraud and Corruption Prevention Policy with further guidance included in the Staff Induction Manual including the Staff Code of Conduct. All staff are required to complete the mandatory fraud e-learning module every 2 years.

Reporting Fraud

Staff are required to report anything in the workplace they think is suspicious to their or an alternative Supervisor, Manager or Director who must the report to either the Director Corporate Services or Manager Governance. The process to review any suspected fraud is to be based on the following principles:

- That any review will be conducted in an unbiased manner;
- That each relevant party be provided with an opportunity to be heard; and
- That action to be taken is based on due consideration of the evidence or information collected.

Protected Disclosure

Suspected fraud and corruption can be reported by making a protected disclosure under the *Public Interest Disclosure Act 2012* and Council's protected disclosure procedure, which guarantees employee anonymity. Staff can contact Council's Protected Disclosure Officers either the Director of Corporate Services or the Manager Governance. Reports made will be



protected in accordance with the *Public Interest Disclosure Act 2012* and Council's Protected Disclosure Procedures. If an employee makes a protected disclosure to their or an alternative Supervisor, Manager, or Director, the Supervisor, Manager or Director must protect the identity of the person making the disclosure and bring the matter to the attention of the Protected Disclosure officers.

In some circumstances, further investigation may be required, including engagement of Council's auditors, internal or external investigation

In some cases Police presence will be required either as a matter of urgency or as a result of an audit or investigation. Where Police presence is necessary, the decision to call Police will normally be made by the Chief Executive Officer or in their absence by the most senior staff member on the site at the time of the incidence. If a senior officer calls the police they will also notify the Chief Executive Officer.

Independent Broad Based Anti-Corruption Commission

From 1 December 2016, Council CEOs must notify IBAC of any matter which they suspect on reasonable grounds that fraud or corrupt conduct has occurred or is occurring. Furthermore anyone can make a complaint about a Councillor or Council Officer directly to IBAC who will determine if the complaint is of serious or systematic corruption and an investigation is required.

Councillor Code of Conduct

The Code of Conduct is designed to assist the Mayor and Councillors to maintain the highest levels of professional integrity and ethical standards. These qualities and behaviors are imperative for the prevention of fraud and the identification, reporting and resultant action as a result of any incidence of fraud.

Staff Code of Conduct

The Code of Conduct is designed to assist staff to maintain the highest levels of professional integrity and ethical standards. These qualities and behaviors are imperative for the prevention of fraud and the identification, reporting and resultant action as a result of any incidence of fraud.

Disciplinary Actions

Disciplinary actions to be undertaken as per Staff Code of Conduct and Disciplinary Guideline.

Public Interest Disclosure Legislation

Council supports and upholds the Public Interest Disclosure legislation and principles. And this is addressed in Council's Protected Disclosure Procedures.

The *Public Interest Disclosure Act 2012* ([Vic](#)) enables people to make disclosures about improper conduct within the public sector without fear of reprisal. Council will take action to protect people from victimisation and ensure that they are not subjected to intimidation or discrimination in the workplace.



5. Monitoring, evaluation & review

The Risk Management Coordinator is responsible for maintain Council's Fraud Risk Register and monitoring its controls and effectiveness. The Manager Commercial Services reports to the Director Corporate Services on fraud and corruption issues ensuring that risks are identified and acted on.

Council's internal auditor carries out audits of financial processes, including fraud and corruption prevention policies and procedures. They report to the Audit Committee on a quarterly basis regarding the results of independent audits carried out as part of the Audit Program, Council's annual schedule of internal audits. The Audit Committee in consultation with the Director Corporate Services determines the Audit Program.

A fraud and corruption staff survey is conducted annually in order to measure the effectiveness of Council's fraud and corruption training.

Any proposed changes to the Policy are to be presented to the Audit and Risk Committee and subsequently adopted by Council.

6. Roles & Responsibilities

Councillors

Council has a duty to ensure that Council assets are safeguarded from fraud and corruption and to ensure that the Council's powers, duties and responsibilities are exercised in an open fair and proper manner to the highest standards of probity. Councillors will endorse and support all policies and measures taken to prevent, deter, detect and resolve instances or suspected instances of fraud and corruption throughout the Council. Councillors will conduct themselves in a manner that will ensure they avoid situations where their actions may be perceived to be fraudulent, corrupt or unduly influenced by a conflict of interest.

Chief Executive Officer

The Chief Executive Officer has primary responsibility for the proper management of Council resources and the development and implementation of systems and practices to minimise the risk of fraud and corruption.

Management

Management is responsible for the detection and prevention of fraud and corruption. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity. Any irregularity that is detected or suspected must be reported immediately to the Director of Corporate Services, who coordinates all investigations with the relevant Department and other affected areas, both internal and external.

Council Officers

Employees and volunteers will:

- Comply with internal control requirements, policies and procedures.
- Be aware of the signs of acts of fraud or corruption.



- Report suspected acts of fraud or corruption to their supervisor and/or management.
- Assist with any enquiries and investigations pertaining to fraud or corruption.
- Conduct themselves in a manner that will ensure they avoid situations where their actions may be perceived to be fraudulent, corrupt or unduly influenced by a conflict of interest.

Internal Audit

Internal audit has an important role in assisting management in the prevention and detection of fraud and corruption by:

- Independently reviewing systems, procedures and controls to ensure that there are adequate safeguards to prevent, deter and detect fraud and corruption;
- Identify areas of concern through specific audits and testing of systems,
- Advising on the production of rules, regulations and policies which deter fraud and corruption.

Investigation Responsibilities

The Director Corporate Services has the primary responsibility for the investigation of all suspected fraudulent or corrupt acts. If the investigation substantiates that fraudulent or corrupt activities have occurred, the Director Corporate Services will issue report/s to the Chief Executive Officer and other appropriate designated personnel if appropriate.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies **including IBAC for independent investigation will be made in conjunction with legal counsel and the Chief Executive Officer**, as will final decisions on disposition of the case.

7. Related documents

Policies	Risk Management Policy
Strategies/Plans	Fraud Control System
Procedures/Processes	Councillor Code of Conduct Staff Code of Conduct Disciplinary Guidelines Protected Disclosure Procedures Public Interest Disclosure Act 2012
Guidelines	
Other	Risk Management Framework Independent Broad Based Anti-Corruption Commission Website http://www.ibac.vic.gov.au Fraud and Corruption Control AS8001:2021



8. Definition

Term	Meaning
Fraud	<p>Fraud is dishonest activity causing actual or potential loss to Council (including theft of money or other property) by persons internal or external to Council and where deception is used immediately before or immediately following the activity.</p> <p>This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for normal business purpose or improper use of information or position.</p> <p>While conduct must be dishonest for it to meet the definition of “fraud” the conduct need not necessarily represent a breach of the criminal law.</p> <p>Examples of fraud are but not limited to:-</p> <ul style="list-style-type: none"> • Theft and/or misappropriation of Council revenue • Theft of digital data and identity theft • Unauthorised removal of equipment, parts, software and office supplies from Council premises • Deliberate over ordering of materials or services to allow a proportion to be used for personal purposes • Submission of sham taxation arrangements for an employee or contractor to circumvent the Council’s procedures for engagement of employees and contractors • Submission of fraudulent application for reimbursement • Payment of fictitious employees or suppliers • Falsifications of timesheets • Damage, destruction or falsification of documents • Misrepresentation of qualifications • Theft • Obtaining property or financial advantage by deception • False accounting



Corruption	<p>Corruption is dishonest activity in which a person acts contrary to the interests of Council and abuses their position of trust in order to achieve personal advantage for themselves or another person or organisation or to disadvantage Council.</p> <p>While conduct must be dishonest for it to meet the definition of “corruption” the conduct does not necessarily represent a breach of the law.</p> <p>Examples include but are not limited to:</p> <ul style="list-style-type: none"> • Release of confidential information for a reason other than a proper operational purpose in exchange for some form of benefit or advantage (financial or non-financial). • Collusive tendering or failing to disclose conflicts of interest as part of a tendering process.
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Please note: This policy is current as at the date of approval. Refer to Council’s website (www.bayside.vic.gov.au) to ensure this is the latest version.



10.8 NAMING OF FERN STREET CHILDREN'S CENTRE, FERN STREET SANDRINGHAM

Corporate Services - Governance
File No: PSF/24/100 – Doc No: DOC/24/41137

Executive summary

Purpose and background

The purpose of this report is to assign a name to the new Children's Centre located in the F G Tricks Reserve, facing Fern Street, Sandringham.



The site previously was home to the Janet Mundy Kindergarten which was closed in 2017 for the purpose to develop a Children's Centre in the southern part of the municipality.

This site has provided a great opportunity to create a new-state-of-the-art children's centre for community use. In addition to the kindergarten, the centre is also home to the Maternal and Child Health Services providing enhanced services, and a single multi-use room catering for occasional care, playgroup and community activities.

Given the building is being used for multiple children's services, it is proposed that the centre is named for its location as the 'Fern Street Children's Centre'. The incorporation of the street name will provide increased awareness of the locality of the Children's Centre for users of the service and emergency services.

Council officers support the proposed naming of the Centre to be known as the 'Fern Street Children's Centre'.

Key issues

It's appropriate that the Children's Centre be given a name for identification purposes and to provide a sense of address to the property. On this basis, it is recommended that the building as identified within the map be named the 'Fern Street Children's Centre'.

It is also proposed to install a plaque in the grounds to record that the location was the former site of the Janet Mundy Kindergarten for historical purposes.

Recommendation

That Council:

1. approves the use of the name 'Fern Street Children's Centre' for the new facility located on Fern Street, Sandringham
2. advises the Registrar of Geographical Names of this decision
3. erects appropriate building and street signage once the building name has been formally gazetted.

Support Attachments

Nil

Considerations and implications of recommendation

Social

Naming the building will provide a sense of location/address to the facility assisting users of the services and, most importantly, provide an identifier for emergency services.

Natural Environment

There are no natural environment implications associated with this report.

Climate Emergency

There are no climate emergency implications associated with this report.

Built Environment

There are no built environment implications associated with this report.

Customer Service and Community Engagement

Community engagement was not required for the naming of this building.

Equity Impact

The implications of this report have been assessed and are compliant with the requirements of the Gender Equality Act 2020.

Human Rights

The implications of the report have been assessed and are not considered likely to breach or infringe upon, the human rights contained in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

Governance

Officers involved in the preparation of this report have no conflict of interest.

Legal

The Local Government 2020 provides that Council may approve, assign or change the name of a feature/building and in exercising that power must act in accordance with the guidelines in force for the time, being under the *Geographical Place Names Act 1998* and must advise the Registrar under the Act of the action taken.

Finance

Approximate cost for Council for the installation of signage is approximately \$5500 and has been accommodated within the external works costs of the project.

Links to Council policy and strategy

This report relates to Council's policy on naming of streets and roads and places and has regard to the guidelines of the Geographical Place Names.

10.9 CONTRACT CON/23/3 MISCELLANEOUS CIVIL WORKS PANEL CONTRACT

Environment, Recreation and Infrastructure - City Assets and Presentation
File No: PSF/23/177 – Doc No: DOC/23/352386

Executive summary

Purpose and background

The purpose of this report is to recommend the appointment of a panel of four contractors to undertake civil works under CONTRACT CON/23/3 for three years with the option of extending for a further two years in one-year increments.

The works under this contract comprise of various civil works throughout the municipality, including footpath (asphalt and concrete) reconstruction, kerb and channel reconstruction, and pipe and pit reconstruction in easements and roads.

This contract is expected to commence on 1 March 2024 and is for a total period of 3 years initially with a plus 2 year extension.

Most of the works delivered under this contract are asset renewal activities delivered in accordance with the relevant Asset Management Plan and Road Management Plan. The condition of these assets throughout the municipality has been assessed by condition assessments, proactive contractor inspections, follow-up visual surveys, and inspections by Council staff.

While Citywide Services Solutions is currently contracted by Council for the maintenance of all civil assets such as roads, footpaths and drainage infrastructure, upgrade and renewal works are not covered as part of that contract. Should Council decide to use Citywide Services Solutions to renew or upgrade assets under the maintenance contract as an additional service, the cost of each job is capped at \$50,000.00.

Additionally, establishing a panel of four contractors as opposed to only using Citywide Service Solutions provides better value for money it gives opportunities to other contractors to competitively submit prices for the works. It will also alleviate some of the resourcing pressure that is placed on Citywide Services Solutions when being utilised for maintenance and renewal works at the same time.

Key issues

A public tender was advertised in The Age and released through eProcure on Saturday 13 October 2023. It closed on Wednesday 8 November 2023 and the following submissions were received:

1. Citywide Service Solutions
2. Kaizen Civil
3. KPC Plumbing and Drainage
4. Vcrete Concrete Contractors
5. Paper Street Pty Ltd
6. Victorian Infrastructure Services
7. A and G Concrete Construction
8. Prestige Paving
9. Ilinden Paving Construction
10. Blue Peak Constructions
- 1.

The result of the tender evaluation can be found in *Confidential Attachment 1: Evaluation Matrix*.

All the tenderers were evaluated based on five criteria: cost, relevant experience, resources, project appreciation and methodology, and quality assurance.

The objective of the evaluation is to establish a panel of contractors for execution of the deed of standing offer.

Citywide Services Solutions is contractor that specialises in working for local governments. They have a specific division specialised in civil projects and maintenance services. Its expertise ranges from laying asphalt and concrete to major civil drainage projects. Citywide's delivery processes focus on safety, high performance outcomes and value for money for Councils. They also have a good understanding of community expectations in the south-eastern region of Melbourne.

Paper Street Pty Ltd has primarily been involved in the business under its current name for 12 years, with 20 years of civil infrastructure project delivery experience overall. Paper Street Pty Ltd successfully delivered the Kerb and Channel replacement program for Bayside City Council from 2014 to 2023. They are experienced in delivering similar projects that involve community and stakeholder engagement and management.

Victorian Infrastructure Services Pty Ltd is based in Hallam, Victoria. They have current contracts with the City of Casey, City of Whitehorse, City of Stonnington, City of Glen Eira and Baw Baw Shire. They are relatively new to the market (formed in March 2017) but have the necessary expertise to deliver projects under this contract.

Prestige Paving is a civil construction organisation with a range of services to cater to various project needs. Its expertise includes concrete & asphalt maintenance reinstatement, asphalt paving, profiling, concrete supply and lay, wide range of civil construction projects including drainage, topsoil recycling facility, transport & haulage, traffic management & plant & machinery hire. They deliver these services for a large number of local government authorities such as Yarra Ranges Shire Council, Kingston City Council, Greater City of Dandenong, Monash City Council, Glen Eira City Council, Manningham City Council, Maroondah City Council and others.

This is a schedule of rates contract and therefore no lump sum prices were received through tender submissions. For comparison of pricing, hypothetical scenarios were formulated based on real projects delivered in recent years. Eight scenarios were formulated ranging from small kerb and channel jobs to large drainage projects. The rates under the submitted schedule of rates were used to estimate the lump sum prices for each tenderer for each of those eight scenarios.

As shown in Confidential Attachment 1 – Evaluation Matrix, the tender evaluation panel concluded that tenderers 1, 5, 6 and 8 offered the best value for money and recommends that the Deed of Standing Offer be executed with these recommended panellists.

Recommendation

That Council:

1. notes the report and the outcomes of the tender process for civil works under CONTRACT CON/23/3
2. delegates authority to the Chief Executive Officer to execute the Deed of Standing Offer under CONTRACT CON/23/3 Miscellaneous Civil Works Panel Contract with Citywide Services solutions Pty Ltd (ABN 94 066 960 085); Paper Street Pty Ltd (ABN 81 152 055 359); Prestige Paving Pty Ltd (ABN 84 140 970 912); and Victorian Infrastructure Services Pty Ltd (ABN 34 618 155 927) for the specified schedule of rates in Confidential Attachment 2
3. advises the unsuccessful tenderers accordingly.

Support Attachments

1. Confidential Attachment 1 CON233 Evaluation Matrix (separately enclosed) (confidential)
2. Confidential Attachment 2 CON233 Schedule of Rates (separately enclosed) (confidential)

Considerations and implications of recommendation

Social

The works under this contract will renew kerb and channels, footpaths, and drainage infrastructure that have reached a condition where reconstruction is necessary to maintain residential amenity and safety for Bayside's community.

Natural Environment

Wherever there are asphalt works, a percentage of the new asphalt material will be recycled from previously used asphalt in Victoria. Recycled concrete will be used in construction of the base of kerb and channel and footpaths, and demolished concrete will be sent to recycling plants.

This contract will be utilised to construct more drainage pits with litter baskets which will eventually positively impact the water quality of the bay.

Climate Emergency

Adapting to the changing climate is a key focus of this contract. Bayside has experienced the impacts of climate change with increased demands of drainage rectification and upgrading works due to unprecedented volume of rain events.

Built Environment

Damaged or deteriorated kerb and channel allows water to ingress into the road pavement contributing to road failure and also hinders smooth flow of storm water to the drainage system.

Damaged or defected footpaths that are beyond the scope of maintenance require full renewal. Without a proper renewal program under this contract, footpaths within the municipality will deteriorate to a level that poses risks to the community.

Damaged or deteriorated pits and pipes cause flooding issues to Bayside's community. Works under this contract will alleviate and solve many of these problems including flooding issues within easements.

Customer Service and Community Engagement

Advice in relation to the work and traffic management arrangements will be communicated directly to the residents prior to commencement of the work in relevant areas. If works are within an easement, communication lines with affected properties will be established and maintained.

Human Rights

Implications of the report have been assessed and are not considered likely to breach or infringe upon, the human rights contained in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

Legal

This Request for Tender was undertaken in accordance with the Bayside City Council's Quotation and Tendering Procedure and section 108 of the *Local Government Act 2020*.

Finance

The budget allocation for miscellaneous Civil Works in year 2023–24 is \$1,500,00.00. This figure is expected to be the minimum expenditure for each year this contract is active.

Furthermore, this figure is derived from allocations in the four-year capital programs to footpath, kerb and channel, and drainage renewals.

As the contract is a schedule of rates contract, it does not have a total contract value. Hence, it is appropriate that this deed of standing offer be executed based on the schedule of rates. The schedule of rates is subject to review on each anniversary of the Execution Date during the Deed Term.

Links to Council policy and strategy

This project is consistent with the 2021–25 Council Plan as identified under Goal 3 – Our Place, Theme 9 – The Built Environment – We will plan for and implement effective stewardship of all Council assets to ensure our infrastructure is safe, accessible, adaptable and environmentally sustainable to provide high levels of value to our community.

A key objective of this goal is to ensure Infrastructure and assets are sustainable, accessible and fit-for-purpose now and for the future.

10.10 COUNCIL ACTION AWAITING REPORT

Corporate Services - Governance
File No: PSF/24/100 – Doc No: DOC/24/37755

Executive summary

Purpose and background

This report presents to Council a schedule of actions pending for the period to 20 February 2024.

Key issues

This report contains resolutions of Council that require a further report to Council.

Recommendation

That Council notes the Council Action Awaiting Report.

Support Attachments

1. Council Action Awaiting Report - February 2024 ↓

Council Action Awaiting Report

DATE OF MEETING	ITEM	COUNCIL RESOLUTION	DIVISION	COMMENTS/STATUS
24/05/16	10.7	<p><u>Children's Sensory Garden Investigation</u> That Council:</p> <ol style="list-style-type: none"> notes the typical elements of a suburban sensory garden; proposes the CSIRO site is the preferred location for the establishment of a sensory garden in Bayside; seeks community feedback regarding the concept of establishing a sensory garden in Bayside to inform future decisions on this matter; and receives a further report detailing the financial implications associated with the establishment of a sensory garden. 	ERI	<p>A report will be provided to a future Council meeting detailing the implications of including a sensory garden in the planning of the one hectare passive open space in the CSIRO site.</p> <p>The timeline of this report will be subject to the transfer of land (one hectare passive open space) is confirmed and planning can commence.</p>
18/08/20	10.22	<p><u>CONTRACT CON/20/82 Moorabbin West, Hampton East and Sandringham Oval Reconstruction</u> That Council: ... 5. receives a report at a future meeting detailing the outcomes of a review of the Sportsground Reconstruction Program.</p>	ERI	<p>A report will be submitted to a future meeting.</p>
20/09/22	10.12	<p><u>Update on the Inquiry into the Protections within the Victorian Planning Framework</u> That Council: ... 2. receives a further report once the committee's substantive findings and the Government response to the Committee's recommendations and proposed actions are publicly available.</p>	CPA	<p>A report will be submitted to a future Council Meeting.</p>

DATE OF MEETING	ITEM	COUNCIL RESOLUTION	DIVISION	COMMENTS/STATUS
22/11/22	10.9	<p><u>CONTRACT CON/22/74 Thomas Street, Hampton Reconstruction (Foam Street - Bluff Road)</u></p> <p>That Council:</p> <p>...</p> <p>2. defers consideration of this matter to a future Council Meeting</p>	ERI	A report will be submitted to a future Council Meeting.
20/12/22	10.1	<p><u>Inter War Heritage Study - Next Steps</u></p> <p>That Council:</p> <p>...</p> <p>2. defers the commencement of the Inter-War Heritage Study and the allocation of the relevant funding to the newly elected Council in November 2024 for further consideration at the March 2025 Council Meeting</p>	CPA	A report will be submitted to the March 2025 Council Meeting.
20/12/22	10.8	<p><u>Dendy Street Beach erosion mitigation - Update</u></p> <p>That Council:</p> <p>1. undertakes further investigation into the long-term option presented by The Nature Conservancy to address erosion at Dendy Street Beach</p> <p>2. engages a third-party independent consultant to review and compare all options recommended, including beach amenity and habitat for marine life, and report back to Council at a future meeting.</p>	ERI	A report will be submitted to a future Council Meeting.

DATE OF MEETING	ITEM	COUNCIL RESOLUTION	DIVISION	COMMENTS/STATUS
16/5/23	13.1	<p>Notice of Motion - 328 - Community Groups involvement in the planning of Council events</p> <p>That Council:</p> <p>.....</p> <p>3. undertakes a critical review of the trial and reports back to Council in June 2024.</p>	ERI	A report will be submitted to the June 2024 Council Meeting.
27/6/23	10.14	<p>Wangara Road Rehabilitation Plan and Masterplan</p> <p>That Council:</p> <p>...</p> <p>2. receives a further report once the Rehabilitation Plan has been endorsed by EPA Victoria</p>	ERI	A report will be submitted to the March 2024 Council Meeting.

DATE OF MEETING	ITEM	COUNCIL RESOLUTION	DIVISION	COMMENTS/STATUS
15/8/23	10.1	<p><u>Urban Forest Precinct Plans</u></p> <p><u>PART A</u></p> <p>That Council:</p> <p>...</p> <p>2. requires the Cheltenham (including Pennydale) Urban Forest Precinct Plan 2023 to be amended, to provide greater clarity and details regarding the Pennydale urban area separate from the remainder of the Cheltenham precinct, prior to it being reported to Council for adoption at the February 2024 Council Meeting.</p> <p><u>PART B</u></p> <p>That Council:</p> <p>... seeks a report by February 2024 on the updated development of the Municipal Emergency Management Plan including preparations relating to fire management</p>	CPA	<p>A report is included in this Agenda.</p>
15/8/23	10.3	<p><u>Road Management Plan review</u></p> <p>That Council:</p> <p>...</p> <p>2. prepares a report for consideration in the 2024–25 budget on the financial and risk implications and community benefits of reducing the threshold from 25mm to 20mm in major activity centres and other pedestrian high traffic areas, such as aged care facilities. The report should also consider other budget allocation models for enhancing pedestrian safety in these areas.</p>	ERI	<p>A report is included in this Agenda.</p> <p>A report will be submitted to a future Council Meeting.</p>

DATE OF MEETING	ITEM	COUNCIL RESOLUTION	DIVISION	COMMENTS/STATUS
15/8/23	10.5	<p><u>Investigation into alternatives to glyphosate products for weed and invasive plant control in Bayside</u></p> <p>That Council:</p> <p>...</p> <p>5. receives an annual report to Council on the use of chemicals used in managing public open space</p>	ERI	A report will be submitted to a future Council Meeting.
15/8/23	10.8	<p><u>Integrated Transport Strategy - Implementation Progress During 2022-23</u></p> <p>That Council:</p> <p>...</p> <p>2. receives a report on the delivery of the Bayside Integrated Transport Strategy (ITS) during 2023-2024 and the updated Action Plan at the August 2024 Council Meeting.</p>	ERI	A report will be submitted at or before the August 2024 Council Meeting.
15/8/23	13.1	<p><u>Notice of Motion - 329 - Stray Golf Balls - Brighton Golf Course</u></p> <p>That Council:</p> <p>...</p> <p>3. receives a report at the June 2024 Council meeting on the impacts of the mitigation strategies implemented.</p>	CORP	A report will be submitted at the June 2024 Council Meeting.

DATE OF MEETING	ITEM	COUNCIL RESOLUTION	DIVISION	COMMENTS/STATUS
19/9/23	10.1	<p><u>Climate Emergency Action Plan - Annual Update</u></p> <p>That Council:</p> <p>...</p> <p>3. receives a report in 2023-24 detailing delivery of Year 4 of the Climate Emergency Action Plan 2020-25</p>	ERI	A report will be submitted at or before the June 2024 Council Meeting.
21/11/23	10.2	<p><u>Proposed Leases Brighton Golf Course</u></p> <p>That Council:</p> <p>...</p> <p>5. following the consideration of any submissions, receives a further report at a future Council meeting.</p>	CORP	A report will be submitted to a future Council Meeting.
21/11/23	10.6	<p><u>Domestic Animal Management Plan 2022-26 Annual Update</u></p> <p>That Council:</p> <p>...</p> <p>5. prepares a report on the ability to introduce a permit scheme for dog walkers, with a particular focus on walkers with four (4) or more dogs, who utilise council reserves. The report is to be presented to Council at or before the February 2024 Council Meeting.</p>	CPA	A report is included in this Agenda.

DATE OF MEETING	ITEM	COUNCIL RESOLUTION	DIVISION	COMMENTS/STATUS
19/12/23	10.3	<p><u>Hampton Hub - Concept Design and Feasibility Analysis</u></p> <p>That Council:</p> <p>...</p> <p>2. receives a complete report at the February 2024 Council Meeting on the three concepts, with the inclusion of the following additional considerations:</p> <ul style="list-style-type: none"> a. the feasibility and cost of providing a multi-deck car parking on 20–22 Willis Lane b. the impact of the deletion of any basement parking located in the centre of the Willis Street Precinct site would have on the feasibility and costs c. the feasibility and cost of providing alternative access and loading arrangements in the precinct to minimise vehicle access in Koolkuna Lane and Willis Lane d. the impact of the deletion of the library and reduction of the floor area would have on the feasibility and costs. 	CPA	<p>A report is included in this Agenda.</p>
19/12/23	10.7	<p><u>Proposed Discontinuance and Sale of Road adjoining 113 Male Street, Brighton</u></p> <p>That Council:</p> <p>...</p> <p>5. following the consideration of any submissions, receives a further report at a future Council Meeting.</p>	CORP	<p>A report will be submitted to a future Council Meeting.</p>

DATE OF MEETING	ITEM	COUNCIL RESOLUTION	DIVISION	COMMENTS/STATUS
19/12/23	13.1	<p><u>Notice of Motion - 331 - Maintaining existing car parking provisions within Activity Centres</u></p> <p>That Notice of Motion 331 - <i>Maintaining existing car parking provisions within Activity Centres</i> be deferred to the February 2024 Council meeting for further consideration.</p>		<p>A report is included in this Agenda.</p>

11. Reports by Delegates

1. **Association of Bayside Municipalities** – The Mayor, Cr Fiona Stitfold
2. **Metropolitan Transport Forum** – The Director Environment, Recreation and Infrastructure
3. **Inner South Metropolitan Mayors' Forum** – The Mayor, Cr Fiona Stitfold
4. **South East Councils Climate Change Alliance** – Crs Clarke Martin and The Mayor, Cr Fiona Stitfold

12. Urgent Business

13. Notices of Motion

13.1 NOTICE OF MOTION - 331 - MAINTAINING EXISTING CAR PARKING PROVISIONS WITHIN ACTIVITY CENTRES

City Planning and Amenity - Urban Strategy
File No: PSF/23/167 – Doc No: DOC/24/16221

I, Cr Hanna El Mouallem, hereby give notice that I intend to move at the Council Meeting to be held on 20 February 2024 at 6.30pm at the Council Chamber, Civic Centre, Boxshall Street, Brighton the following Notice of Motion:

Motion

That Council, further to its decision at the December 2022 Council Meeting to consider 6 sites for conversion to public open space, resolves to exclude any current car parking sites and existing on-street carparking within Activity Centres from conversion to open space through the:

- a. development of the Open Space Strategy
- b. current work being progressed as part of the Higher Order Connectivity Corridors
- c. implementation of the Property Strategy
- d. use of open space reserve to purchase appropriate land in Activity Centres for open space
- e. consideration for multideck parking with open space at roof level.

Cr Hanna El Mouallem

Rationale

Given the on-going car parking pressures within Activity Centres and the economic viability of shopping centres, it is appropriate that Council preserves and enhance the existing car parking provisions within activity centres and therefore exclude Activity Centres from opportunities to convert existing car parking to open space.

Future provisions of open space should be confined to those areas not dependant on car parking provisions or the purchase of land for the purpose of open space utilising open space reserves.

Support Attachments

Nil

13.2 NOTICE OF MOTION - 332 - ALTERNATIVE HEATING SOURCES TO SUBSTITUTE GAS HEATING ON FOOTPATHS

City Planning and Amenity - Urban Strategy
File No: PSF/23/162 – Doc No: DOC/23/348002

I, Cr Hanna El Mouallem, hereby give notice that I intend to move at the Council Meeting to be held on 20 February 2024 at 6.30pm at the Council Chamber, Civic Centre, Boxshall Street, Brighton the following Notice of Motion:

Motion

That Council amends the Footpath Trading Policy 2023 specifically relating to section 5.17 to delete reference to the *transitional requirements for all gas heaters to be discontinued as part of the 2025 permit renewal process for footpath trading.*

Cr Hanna El Mouallem

Rationale

Business owners have raised concerns that there are currently no feasible alternative options to gas heating particularly where there is difficulty in accessing electricity supply safely, and the costs associated with the upgrading electricity switchboards to accommodate electric heaters.

Support Attachments

Nil

14. Confidential Business

That pursuant to Section 66(2)(a) of the Local Government Act 2020 (the Act), the Council resolves that so much of this meeting be closed to members of the public, as it involves Council consideration of matters coming within some or all of the following categories listed in Section 3(1) (confidential information) of such Act:

- (a) Council business information*
- (b) security information*
- (c) land use planning information*
- (d) law enforcement information*
- (e) legal privileged information*
- (f) personal information*
- (g) private commercial information, being information provided by a business, commercial or financial undertaking that—*
 - (i) relates to trade secrets; or*
 - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;*
- (h) confidential meeting information*
- (i) internal arbitration information*
- (j) Councillor Conduct Panel confidential information*
- (k) information prescribed by the regulations to be confidential information for the purposes of this definition*
- (l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.*

14.1 BRIGHTON RECREATIONAL CENTRE

(LGA 2020 Section 3(1)(g) private commercial information, being information provided by a business, commercial or financial undertaking that—

- (i) relates to trade secrets; or*
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.*

As Chief Executive Officer, I hereby declare that the contents of this agenda relating to the closed meeting of the ordinary meeting of Council are deemed confidential and accordingly members of Council are reminded that the contents of the agenda are not to be disclosed to any other party.

Mick Cummins

Chief Executive Officer