



# Minutes

Ordinary Meeting of Council  
Tuesday, 22 May 2018

Held in the  
Council Chambers  
1 Merrijig Drive, Torquay  
Commencing at 6.00pm

**Council:**

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

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MINUTES FOR THE ORDINARY MEETING OF SURF COAST SHIRE COUNCIL  
HELD IN THE COUNCIL CHAMBERS, 1 MERRIJIG DRIVE, TORQUAY  
ON TUESDAY 22 MAY 2018 COMMENCING AT 6.00PM

**PRESENT:**

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

**In Attendance:**

Chief Executive Officer – Keith Baillie  
General Manager Governance & Infrastructure – Anne Howard  
General Manager Culture & Community – Chris Pike  
General Manager Environment & Development – Ransce Salan  
Administration Officer Governance – Claire Rose (minutes)  
Danny Lannen – Communications Officer

49 members of the public  
2 members of the press

**OPENING:**

**Cr Bell opened the meeting.**

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

**PLEDGE:**

**Cr Duke recited the pledge on behalf of all Councillors.**

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

**APOLOGIES:**

Nil.

**CONFIRMATION OF MINUTES:**

**Council Resolution**

**MOVED Cr Clive Goldsworthy, Seconded Cr Margot Smith**

That Council note the minutes of the Ordinary meeting of Council Meeting held on 24 April 2018 as a correct record of the meeting.

CARRIED 9:0

**LEAVE OF ABSENCE REQUESTS:**

Cr Clive Goldsworthy advised that he will be absent from Friday 8 June to Saturday 30 June 2018 inclusive.

**CONFLICTS OF INTEREST:**

Cr David Bell declared an Indirect conflict of interest in Item 6.8 Aireys Inlet Market Licence Review under Section 78 B of the Local Government Act 1989 – conflicting duty. The nature of the interest being Cr Bell is the proprietor of the Torquay Farmers Market that operates on Council managed land with a licence agreement. Cr David Bell left the meeting at 7.00pm and returned at 7.16pm. Cr David Bell was absent whilst this matter was being discussed and considered.

Cr David Bell declared a Direct conflict of interest in Item 6.4 Use of Council Facilities Policy SCS-033 under Section 77A of the Local Government Act 1989. The nature of the interest being Cr Bell operates a market on Council managed land. Cr David Bell left the meeting at 7.00pm and returned at 7.16pm. Cr David Bell was absent whilst this matter was being discussed and considered.

Cr David Bell declared a Direct conflict of interest in Item 4.4 Property Use Agreements Policy SCS-034 under Section 77A of the Local Government Act 1989. The nature of the interest being Cr Bell operates a market provided by a licence agreement with Council. Cr David Bell left the meeting at 7.00pm and returned at 7.16pm Cr David Bell was absent whilst this matter was being discussed and considered.

Cr Rose Hodge declared an Indirect conflict of interest in Item 10.3 All Abilities Advisory Committee Appointments under Section 78 of the Local Government Act 1989 - close association. Cr Rose Hodge left the meeting at 8.10pm and returned at 8.24pm. Cr Rose Hodge was absent whilst this matter was being discussed and considered.

#### **PRESENTATIONS:**

Cr Carol McGregor: I'd like to acknowledge Winchelsea resident Helen Verity who passed away suddenly on Saturday 12 May. Helen actually spent a large part of her life helping others and being a very active volunteer in her community. She was very involved in the Winchelsea Football and Netball Club, she was also involved heavily with Neighbourhood watch. She was involved in organising the schools program at the schools with Neighbourhood Watch. She volunteered at the local Visitor Information Centre and she was Chair Person of Winch House. She was one of those community members who everybody seemed to know. She was very friendly, welcoming and she has a wicked sense of humour, and she was an excellent story teller. She was much loved because of her positive attitude and she was a straight talker and she had a fantastic sense of humour and was very approachable to everybody. So we send our thoughts to her family and friends and acknowledge that her funeral will be this Friday and we expect it to be a big one. Thank you.

Cr Rose Hodge: On that sad note too, Torquay also lost one of their matriarchs Mary Elliot. Many of you may know her through her wonderful pottery that she did for many years, but Mary was a mentor actually, she was one of the leading women in the area. She became the first woman in this district to become a Rotarian and that was back in the late 80's. And that was from a district of Western Victoria right to the South Australia border, she was the first. She was also the first woman Rotarian President of 97/98 and she certainly showed me the way on her leadership qualities right throughout. She was very active in the community as well as she was honoured by the organ donation co-founders of the great work that she did for this charity. And she was also Surf Coast Shire's Citizen of the year in 2008. She passed away on the weekend that Rotary celebrated their 30<sup>th</sup> Birthday so it was a sad occasion but she is now free of pain, but she has been one of the leading lights in our community and vail to Mary and her family.

#### **PUBLIC QUESTION TIME:**

Question 1 and 2 received from Tarney Spencer of Jan Juc

##### **Question 1 - Helicopter Landing site – 420 Coombes Road**

What "Extra information" was requested by Council after the decision on the helipad was deferred at the last ordinary council meeting?

General Manager Environment and Development – Ransce Salan responded:

Council requested the applicant to confirm:

- Whether the application was being made for development of a helicopter landing site.
- Whether the application was made to allow the use to carry out a business from the land.
- The number of helicopter movements sought.
- Whether the application sought approval for use as a heliport.

##### **Question 2 - Helicopter Landing site – 420 Coombes Road**

Will the answers to this "Extra information" be made public?

General Manager Environment and Development – Ransce Salan responded:

The application information may be viewed at the Council's offices during normal working hours until such time as the Victorian Civil and Administrative Tribunal decides on the application.

Question 3 and 4 received from Norman Adams

##### **Question 3 – Helicopter Landing Site – 420 Coombes Road**

Is Council aware that the noise modelling platform used by Marshall Day Acoustics, on the application, is based on the outdated "Integrated Noise Model" (IDM) which had been replaced by the Aviation Environmental Design Tool (AEDT) in May 2015?

General Manager Environment and Development – Ransce Salan responded:

Council understands that the EPA Publication 1254 *Noise Control Guidelines* (October 2008) set the relevant noise level criteria. Council sought advice from the EPA as an expert authority. And the EPA did not object to the granting of a permit.

**Question 4 – Helicopter Landing Site – 420 Coombes Road**

Is Council aware, that the structure at 420 Coombes Road, has all the design features of a TRANSPORT TERMINAL, with multiple helicopter landing pads attached to a large cement tarmac, hangar that can hold 5-8 helicopters, large car parking area, all of which could support passenger and freight operations?

General Manager Environment and Development - Ransce Salan responded:

The current application has not been made for the use or development of a Transport Terminal. Such use would require a planning permit. We're dealing with the planning permit as it has been presented to us.

Question 5 and 6 received from Anne Bullen

**Question 5 – Helicopter Landing Site – 420 Coombes Road**

Is a movement of a privately owned helicopter flown to/from a helicopter landing site (potentially contracted as a commercial business to emergency services at a future date) an exempt use if that particular movement is not engaged in delivering an emergency response? What is the scope of the emergency services exemption?

General Manager Environment and Development – Ransce Salan responded:

The use of a helicopter landing site other than in accordance with the specific exemptions of Clause 52.15 of the Surf Coast Planning Scheme requires a planning application.

Planning Practice Note 75: Planning requirements for heliports and helicopter landing sites (Department of Environment, Land, Water and Planning, 2015) describes the exemption for emergency services as: "This can include hospitals, police, search and rescue and fire service helicopter landing sites, including training and the emergency landing of a helicopter due to a weather event or technical problem."

**Question 6 – Helicopter Landing Site – 420 Coombes Road**

How will this type of information allow the responsible authority to determine whether movements from the landing site fall within an exempt uses or within any potential movement conditions imposed on any planning permit, such as no commercial use? Would a statutory declaration also be required from the applicant?

General Manager Environment and Development – Ransce Salan responded:

The Planning Department has recommended that if a permit is issued that a condition of permit be the requirement for a log book that must record the use of the helicopter landing site. Such a log book may include similar information as the CASA required log book, but would be related to the landing site rather than an individual helicopter. The log book would be required to record the purpose of the flight and the destination and would therefore inform any investigation into the operation of the use.

A statutory declaration would not be required as it is not an appropriate requirement to put as a condition.

Question 7 and 8 received from Cassie Curnow

**Question 7 – Helicopter Landing Site – 420 Coombes Road**

What supporting documents will the Council require from the applicant to authenticate all the helicopter flight movements to and from the site? i.e. who is flying, which helicopters, and what for?

General Manager Environment and Development – Ransce Salan responded:

It is intended that the log book would be required to record the helicopter use, the date and time of use, the pilot, the purpose for the flight, and the destination.

The Victorian Civil and Administrative Tribunal will now decide what conditions to apply if a permit is issued.

**Question 8 – Helicopter Landing Site – 420 Coombes Road**

If the helicopter flight movements are for agricultural purposes BUT are not performed on the farming zone site at 420 Coombes Road, can the Council please explain how such helicopter activity is deemed "agricultural use" not commercial use or how it is seen as use ancillary to the dwelling?

General Manager Environment and Development - Ransce Salan responded:

The relevant exemption of Clause 52.15 of the Surf Coast Planning Scheme provides that "No permit is required under any provision of the planning scheme to use land for a helicopter landing site that is used by a



*helicopter engaged in agricultural activity in conjunction with the use of any land for agriculture.*” Therefore the agricultural use does not need to be on the same land as the helicopter landing site.

*Planning Practice Note 75: Describes the exemption for agriculture as:  
“This can include flights for purposes such as spraying, dusting and fertilising operations and herding cattle. The purpose of the flight must have a direct link to the carrying out of agricultural activity on the land. It does not include private transport to and from other parts of the property or scenic tourist flights.”*

Question 9 and 10 received from Graeme Stockton of Bellbrae

**Question 9 – Impact Study & Torquay**

Where is the Impact study that was promised in 2009?

General Manager Environment and Development – Ransce Salan responded:  
An impact study was never promised in 2009. The analysis mentioned in the 2009 resolution was delivered as part of Sustainable Futures Torquay 2040. A further study is planned in 2020 to consider the impact on services and facilities.

**Question 10 – Impact Study & Torquay**

Will Surf Coast Shire change its current impact Study to include the original Terms of Reference in that the Study be comprehensive and not just on Council facilities?

General Manager Environment and Development - Ransce Salan responded:  
The project charter and project brief for the impact study that is planned for 2020 have not yet been drafted. When the project is in pre-planning stage the project will be scoped and the deliverables will be specified.

Question 11 and 12 received from Marine Young of Torquay

**Question 11 – Impact Study & Torquay**

Is the Context report in the Sustainable Futures Plan 2040 a direct result of the April 2009 Resolution/Impact Study?

General Manager Environment and Development – Ransce Salan responded:  
Yes.

**Question 12 – Impact Study & Torquay**

Who was the author of the Context Report?

General Manager Environment and Development - Ransce Salan responded:  
The Context Report was compiled by a Council Officer and was based on a series of technical reports by various consultants.

Question 13 and 14 received from Maurice Cole

**Question 13 – Impact Study & Torquay**

What were the Terms of Reference for the Context Report which was the basis of the Sustainable Futures Plan 2040?

General Manager Environment and Development – Ransce Salan responded:  
The scoping of a project occurs prior to its commencement. There aren't anything per se called the Terms of Reference. The project Steering Committee set up for each project ensures that the project completes its deliverables. Council considers that sustainable Futures Torquay 2040 was completed satisfactorily and followed due process.

**Question 14 – Impact Study & Torquay**

If the Context Report did not follow the Terms of Reference, would you agree that the Sustainable Futures Plan 2040 is null and void, and needs to be reviewed and updated, as this would be duty of care to the community?

General Manager Environment and Development - Ransce Salan responded:  
No. The Context report met the brief for the project and was subject to extensive community consultation as part of the strategy and the subsequent planning amendment that followed it. It is considered that the community had a number of opportunities to have input and provide feedback during the development of Strategy and its implementation and the amendment process. To reopen the project and produce a new

Strategy is not considered to be appropriate use of Council's resources and is unlikely to be supported at a State Government level.

Question 15 and 16 received from Peter McConachy of Winchelsea

**Question 15 – Barwon Park Road, Winchelsea**

Can the CEO convene and 'on site' meeting with local Councillors, senior Council Staff and the concerned rate payers/families totalling 28 (or more) regarding the widening and upgrade of Barwon Park Road, Winchelsea?

General Manager Governance and Infrastructure – Anne Howard responded:

Council is very happy to discuss the local concerns local community have about Barwon Park Road, and understand that our Coordinator of Traffic and Design has contacted you today to organise our first on-site meeting to seek to understand what the concerns are. We will explore those issues and what opportunities might arise and will be sure to let the CEO, Councillors and the senior staff etc know where we are progressing if they wish to participate.

**Question 16 – Barwon Park Road Winchelsea**

Can the Shire please schedule the installation of traffic monitoring equipment for November 2018, December 2018 and January 2019 to gain a greater understanding of the volume of traffic including the type ie, cars, heavy trucks (stock, grain and earthmoving equipment), farm machinery as well as livestock?

General Manager Governance and Infrastructure – Anne Howard responded:

Council owns a number of traffic count devices and with this amount of notice we will be able to get them organised to get them out there at the right time to get the right information. The counters do record total traffic volume on roads as well as distinguish what are considered to be commercial vehicles, ie. trucks, buses, heavy vehicles. It doesn't distinguish what they are carrying but we get a good idea for what the traffic is. The commercial vehicle counter is based on wheel and weight type data so it does give us that, and it does give us a range of other information around time of day, average speed, that kind of useful information.

Question 17 and 18 received from Nigel Thomason of Winchelsea

**Question 17 – Barwon Park Road, Winchelsea**

What strategy is the Shire implementing to ensure it gains as much benefit as possible from the recently announced 'Rural Road package'?

General Manager Governance and Infrastructure – Anne Howard responded:

Council along with the community are very pleased with the commitment to rural roads that we've seen in recent budget announcements. There is no one single approach we take when we try and make sure when we get our good share and more if we can. We certainly reflect on the strategic work Council has already in place so our Road Safety Strategy for one, will align very strongly with the Towards Zero strategies of the State Government which the funding will be directed to in part. We also have our Sealed Road Network strategy and depending on tonight we may also have some strategic work that we can refer to on our Unsealed Road Network. All of those pieces of information go to us being able to put forward a really strong case as to where we need to have funding directed.

We also work very closely with our partners, to make sure that particularly in the G21 region we agree on what priorities are for the region. They don't stop at our municipal boundaries, and so we make sure that we work with our partners, we work on our advocacy etc in order to make sure we get a good share for us and the community.

**Question 18 – Barwon Park Road, Winchelsea**

What measures do the Shire have in place for permanent livestock signage, etc to be erected along Barwon Park Road, Winchelsea for livestock to be moved safely on the road, as it currently is extremely hazardous with many cars not giving way despite the correct signage being displayed?

General Manager Governance and Infrastructure – Anne Howard responded:

We understand how concerning it is when road users don't follow the road rules and the signage that's put out. Whether that is temporary or permanent, there is a requirement for them to obey that signage. This applies not just to livestock but to roads under construction etc.

In terms of permanent versus temporary, there are guidelines and we understand that the livestock movements on Barwon Park Road probably don't meet permanent requirements or signage requirement, but

temporary signage is out, road rules still have to obey that. If anyone sees drivers behaving in a way that is inconsistent with the rules or of safety concern, we really encourage people to contact the police.

Question 19 received from Freida Wachasmann of Kensington

**Question 19 – Unsealed Road and Street Network Strategy**

How can the proposed strategy be modified to better value and protect the character of unsealed streets in our area as preferred in the Planning Scheme and as strongly valued by local residents?

General Manager Governance and Infrastructure – Anne Howard responded:

Officers and Councillors appreciate AIDA's interest in work that we do particularly around planning our road network, and we do very much appreciate the high value that AIDA and the community place on the character that we see through retaining the unsealed roads. We understand that AIDA has been clear about that and wish to reassure everybody that we understand that.

Officers have tried to show through some modifications to the Strategy since it was first presented formally last year, how the strategy and the Statement of Neighbourhood Character in the Planning Scheme can be considered appropriately when we consider looking at the other unsealed roads across the network.

I'd like to read out some points that the strategy is and is not, to try and be very clear about this.

The Unsealed Road and Street Network Strategy:

1. Creates a structure through which the whole of the unsealed road network can be considered strategically.
2. Includes a range of assessment criteria because we recognise that roads might need to be considered for investment for a range of different reasons.
3. Supports discussion with community and funding partners about which unsealed roads should be prioritised for investment – and why.
4. Conversely it enables an honest conversation about why some roads are unlikely to attract investment.

It would be unfortunate if Council or the community or AIDA see the strategy as a piece of work that is directed at trying to seal unsealed roads. That is not what it is about. It's about recognising that in the unsealed road part of our network, there are roads that need investment. We need investment to address certain things. When we recognise these are of high priority, then the next piece of work comes to what is the appropriate investment and upgrade that follows and it isn't always going to be even the recommendation to seal a road.

We know that these might be something to do with bus routes, and heavily used for certain purposes. It could be vegetation, sight distance embankments and so the response might be nothing to do with the seal but it might be to do with other aspects of the road. When we're looking at the road-specific response that's when we look at the neighbourhood character and look at how we can address the problems we face with the road but also recognise the strategic intent through the neighbourhood character.

Question 20 and 21 received from Doug Webb of Bellbrae

**Question 20 – Cat Curfew – Domestic Animal Management Plan**

Given that the Council rightly has a curfew on cats in residential areas of the Shire, what message do Councillors believe not having the same curfew on cats in rural areas, sends to ratepayers?

General Manager Environment and Development – Ransce Salan responded:

The Cat curfew does apply to urban areas because this is the area of greatest population and impact. There are other controls within the Domestic Animal Act (Section 23) for domestic animals entering private land. These apply across the entire shire. Cats trespassing on private property can result in owners being subject fines.

**Question 21 – Cat Curfew – Domestic Animal Management Plan**

Why shouldn't ratepayers expect a more meaningful approach to this aspect of the Domestic Animal Management Plan?

General Manager Environment and Development - Ransce Salan responded:

The Domestic Animal Management Plan has a combined education and enforcement approach for all owners of domestic animals and was recently concluded having a large number of submissions. The plan has actions around registrations, nuisance and over population of animals. There are less than 1000 cats

registered compared with over 5000 registered dogs. The plan is understandably focused more on dogs than cats.

Cr David Bell, Mayor left the meeting at 6:38pm and Cr Clive Goldsworthy, Deputy Mayor assumed the Chair.

Question 22 and 23 received from John Ollif of Freshwater Creek

**Question 22 – Aireys Inlet Market Licence Review**

Has the Council taken into consideration the loss of revenue and business exposure this motion will have on small businesses in the market?

General Manager Culture and Community – Chris Pike responded:

It's important to put the report in context. It is an officer recommendation to seek expressions of interest from potential market operators with certain parameters set for a licence. Should Council resolve as per the officer advice then we will await with interest the proposals that come in and assess them at that time.

Yes this has been a factor in officers' deliberations but I should point out this is a consideration amongst a number of factors and we have focussed on business within the Shire. We have not isolated individual case studies.

Those balancing factors are:

- The importance of the market at different times of year to the town and Shire to residents and visitors
- The impacts on businesses at different times of the year (those selling at the market and permanent businesses)
- What is appropriate use of a community facility.

The data from the survey along with knowledge acquired over the last year has been used to inform officers' views that on balance a market is clearly beneficial but that there is need to better balance these needs in January and see if we can generate more activity in winter.

**Question 23 – Aireys Inlet Market Licence Review**

Can Council advise what they have planned for affected rural agribusinesses which make up 20% of the market attendees who attend the market, to compensate for their potential losses in financial and business development terms?

General Manager Culture and Community – Chris Pike responded:

This is not a direct consideration of the report. The survey data finds that primary produce and processed produce stalls make up 17% of all stallholders.

Officers also looked at the survey data and concluded that whilst the January market days appear to be critically important to some stallholders, it did not appear vital to a majority who reported that they sell many of their products in other places whether that's through other markets, online or in retail outlets.

Question 24 and 25 received from Libby Stapleton of Aireys Inlet

**Question 24 – Aireys Inlet Market Licence Review**

If a small percentage of permanent businesses in Aireys Inlet object to the local market being run every week in January because "they experience a decrease in trade on market days", how does Council expect winter markets to impact these local businesses, given there are fewer people around and therefore less money to be spent during the low season. Would Council agree that it might be better to encourage visitors in winter to spend their money in local shops and restaurants rather than at another market?

General Manager Culture and Community – Chris Pike responded:

I understand your point. In response I'd say that by proposing to Council that up to 17 market dates be considered this demonstrates that officers believe that the market is very important to the town and the Shire. If we had real doubts about the overall benefit of the market then the recommendation may have been quite different.

What we're trying to do is attend to the issue of how many markets in January is the right amount to get a good spread of benefits. What we're also suggesting in the report is that events like markets held in the winter can help drive visitation and that if there is the right balance of market weekends and non-market weekends then there is the potential for a win/win for all. That's our goal here.

Ultimately an Expression of Interest process will let us know if a market operator is out there who believes it is viable to run a winter market and under what conditions.

### **Question 25 – Aireys Inlet Market Licence Review**

We all know that tourism drops significantly in the Surf Coast Shire over winter, so what will Council do to ensure there are enough visitors to Aireys Inlet during the low season to make the proposed winter markets viable, and does Council consider it reasonable to expect a very small business in your community, with a very small marketing budget, to bear the burden of attracting tourists to the Surf Coast and Great Ocean Road over winter, when so many other mightier powers already struggle to do this?

General Manager Culture and Community – Chris Pike responded:

Council undertakes a number of actions to boost visitation in the off peak season.

- Council has an Event Grants Program which funds events in the off peak season to boost visitation at times of typically low visitation (post Easter to early December). In the current 2017 - 2018 financial year Council allocated \$132,500 towards major and signature events. These events deliver a significant boost in visitor numbers, marketing exposure and expenditure. Events funded include Aireys Inlet Open Mic Festival, Love Winter In Aireys, Surf Coast Trail Marathon (major after event celebration in Aireys Inlet).
- A Destination Action Plan has also been developed by Great Ocean Road Regional Tourism for Aireys Inlet. Priority 3 of the Destination Action Plan has a focus on addressing seasonality and contains a number of actions.

Question 26 received from Mic Stapleton of Aireys Inlet

### **Question 26 – Aireys Inlet Market Licence Review**

Given Council's research shows that the Aireys Inlet Market delivers social and economic benefits to the community, and that the majority of people – including local businesses – are happy for it to run every Sunday in January, why does Council think it's a good idea to halve the number of markets over summer, which will adversely affect so many small business, local producers and artists in our region?

General Manager Culture and Community – Chris Pike responded:

Officers don't think it is clear that the majority of people, particularly businesses, are happy for the market to run every Sunday in January. There has been much conjecture about the impact of the market on permanent businesses. We believe this was evident in the survey responses from business that completed the survey.

The reason officers have proposed the schedule it has (Up to 17 markets per year with a min of 1 a month and max of 2 per month) is primarily to reduce the negative impact that the market might have on permanent businesses at a peak time of year and to seek to offset that impact for businesses associated with the market with the potential for more markets at other times.

The majority of permanent businesses that responded to our survey did not suggest they benefitted directly from the presence of the market with some reporting a reduction in business.

Officers also looked at the survey data and concluded that whilst the January market days appear to be critically important to a minority of stallholders, it did not appear vital to a majority who reported that they sell many of their products in other places whether that's through other markets, online or in retail outlets.

In light of this it's clearly important to retain markets in January but on balance there would seem to be scope to reconsider the number in that month.

Cr David Bell, Mayor returned to the meeting at 6:48pm and assumed the Chair.

Officers confirmed that one question without notice had been received at the commencement of the meeting in relation to the Aireys Inlet Market Licence Review. The Mayor advised that as the question time had already taken 48 minutes, well over the 30 minutes allocated, there was not capacity to take questions without notice at the meeting and a written response will be provided within the nominated time frames.

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## 1. PETITIONS & JOINT LETTERS

### 1.1 Petition Received: Requesting Remove Messmate Track/Harvey Street designated access route off Surf Coast Shire Alcoa submission to State Government

**Author's Title:** Executive Assistant

**General Manager:** Anne Howard

**Department:** Environment & Development

**File No:** F16/1646

**Division:** Environment & Development

**Trim No:** IC18/675

#### Appendix:

1. Petition - Stop The Messmate Track / Harvey Street Access Route - Redacted (D18/53079)

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

#### Status:

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

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

#### Purpose

The purpose of this report is to receive and note a petition requesting that Council remove Messmate Track/Harvey Street designated access route off Surf Coast Shire Alcoa submission to State Government.

1. Categorically rule out the creation of a link road between the Great Ocean Road and Coalmine Road via residential O'Donohue Road and Harvey Street and the four wheel drive Messmate Track, which traverses National Park and sensitive heathland.
2. Reopen Coalmine Road following the completion of the planned realignment works adjacent to the former Alcoa coal mine.
3. Close the four wheel drive Messmate Track at the junction of Coalmine Road, save for emergency access.

The petition consists of 188 signatures.

#### Recommendation

That Council:

1. Receive and note the petition titled Anglesea Futures – Stop the Messmate Track/Harvey Street Route as appended to this report.
2. Note that matters raised in the petition have been considered by Council in part on the 24 April 2018 including amendment to the submission to the Anglesea Futures Draft Land Use Plan.
3. Note that matters raised in the petition relating to use of Messmate Track for emergency access only and Coalmine Road reopening will be considered at a future Council meeting.

#### Council Resolution

##### **MOVED Cr Margot Smith, Seconded Cr Libby Coker**

That Council:

1. Receive and note the petition titled Anglesea Futures – Stop the Messmate Track/Harvey Street Route as appended to this report.
2. Note that matters raised in the petition have been considered by Council in part on the 24 April 2018 including amendment to the submission to the Anglesea Futures Draft Land Use Plan.
3. Note that matters raised in the petition relating to use of Messmate Track for emergency access only and Coalmine Road reopening will be considered at a future Council meeting.

CARRIED 9:0

**1.1 Petition Received: Requesting Remove Messmate Track/Harvey Street designated access route off Surf Coast Shire Alcoa submission to State Government**

**APPENDIX 1 PETITION - STOP THE MESSMATE TRACK / HARVEY STREET ACCESS ROUTE - REDACTED**





**[Stop the Messmate track/Harvey St access route]**

The petitioners whose names, addresses and signatures appear hereunder, petition the Surf Coast Shire as follows: Remove Messmate track/Harvey St designated access route off Surf coast shires Alcoa submission to State government.

1. **Categorically rule out the creation of a link road between the Great Ocean Rd and Coalmine Rd via residential O'Donohue Rd and Harvey St and the four wheel drive Messmate track, which traverses National Park and sensitive heathland.**
2. **Reopen Coalmine Rd following the completion of the planned realignment works adjacent to the former Alcoa coal mine, and**
3. **Close the four wheel drive Messmate track at the junction of Coalmine Rd, save for emergency access.**

NOTE TO SIGNATORIES: Please include your name, address and signature when signing the petition, to ensure the petition conforms to requirements and is accepted by Council.

No.	NAME (First Name & Surname)	ADDRESS (Physical Address & Suburb)	SIGNATURE
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SURF COAST SHIRE  
 FILE: .....  
 FOLIO: .....  
 24 APR 2018  
 OFFICER: .....  
 FILE COPY  DUPLICATE COPY

Surf Coast Shire Council is committed to protecting all personal and sensitive information consistent with the principles set out in the Privacy and Data Protection Act 2014. The personal information in this petition will be used solely by Council for the primary purpose of petitioning Council or directly related purposes as permitted by law. The signatories understand that the personal information provided is for presentation to Council and that they may apply to Council for access to and/or amendment of the information. Please note that any personal information contained in this petition will be redacted from the public agenda.

We the undersigned call upon Surf Coast Shire Council, Parks Victoria and DELWP to:

1. Categorically rule out the creation of a link road between the Great Ocean Road and Coalmine Road via residential O'Donohue Road and Harvey Street and the four-wheel drive Messmate track, which traverses National Park and sensitive heathland;
2. Reopen Coalmine Road following the completion of the planned realignment works adjacent to the former Alcoa coal mine; and
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	Address	Signature	Contact phone number

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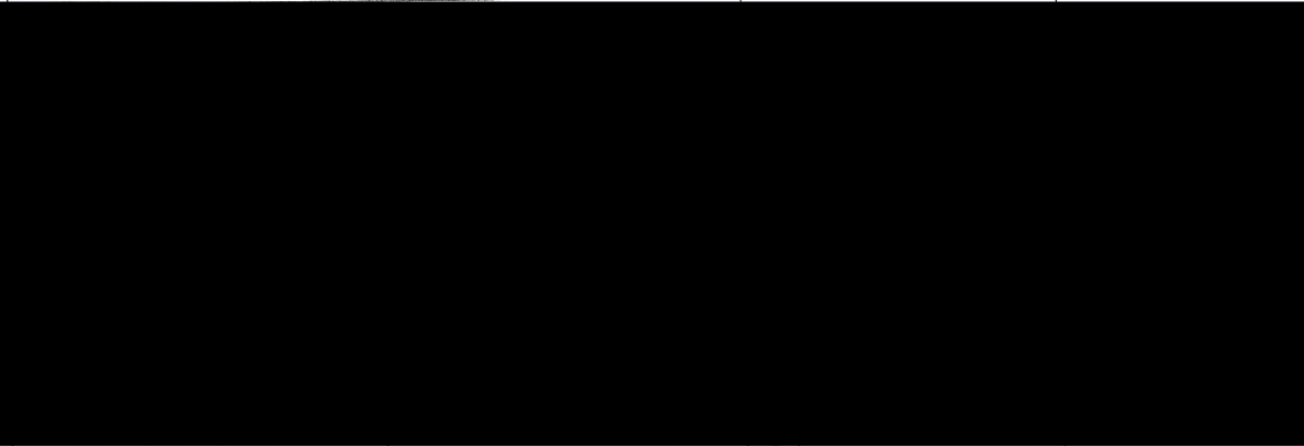
Name	Address	Signature	Contact phone number





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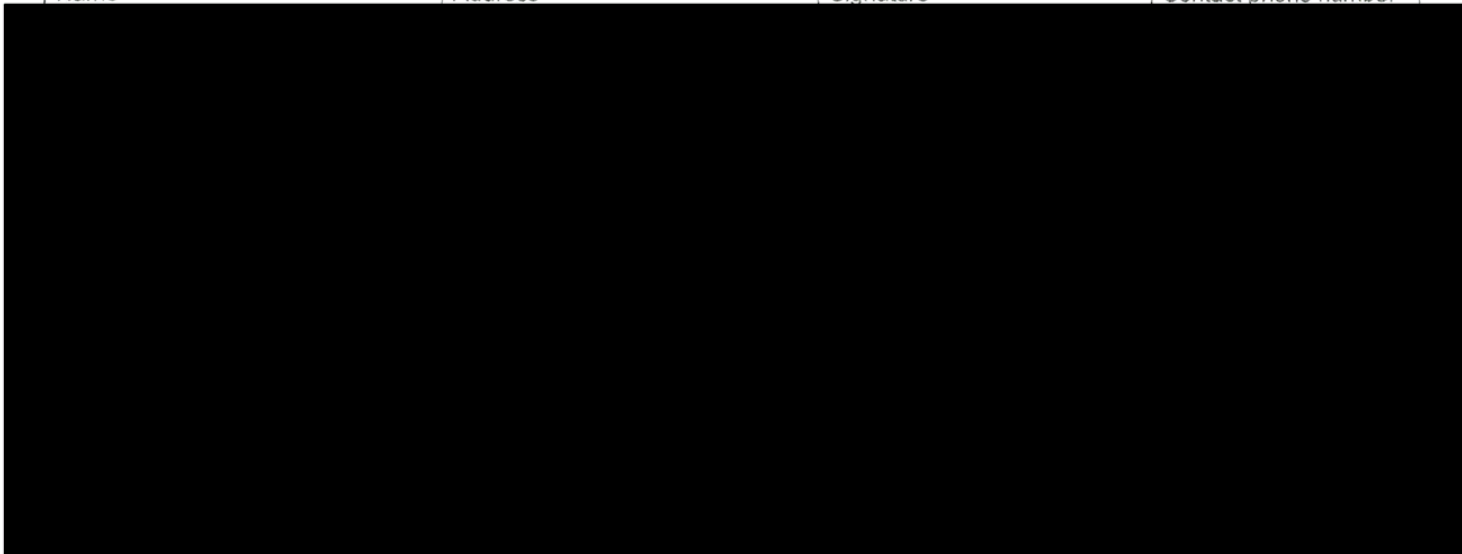
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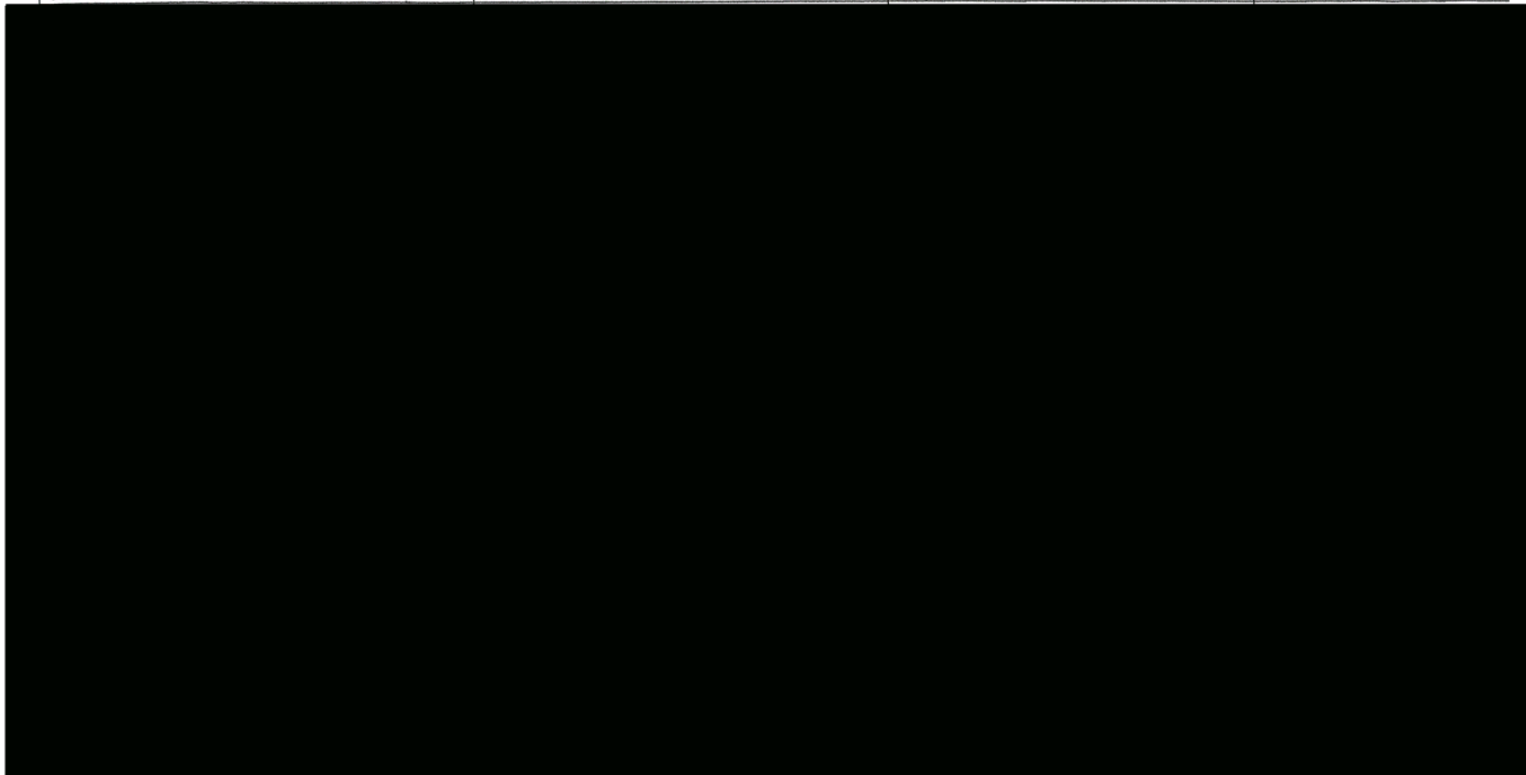





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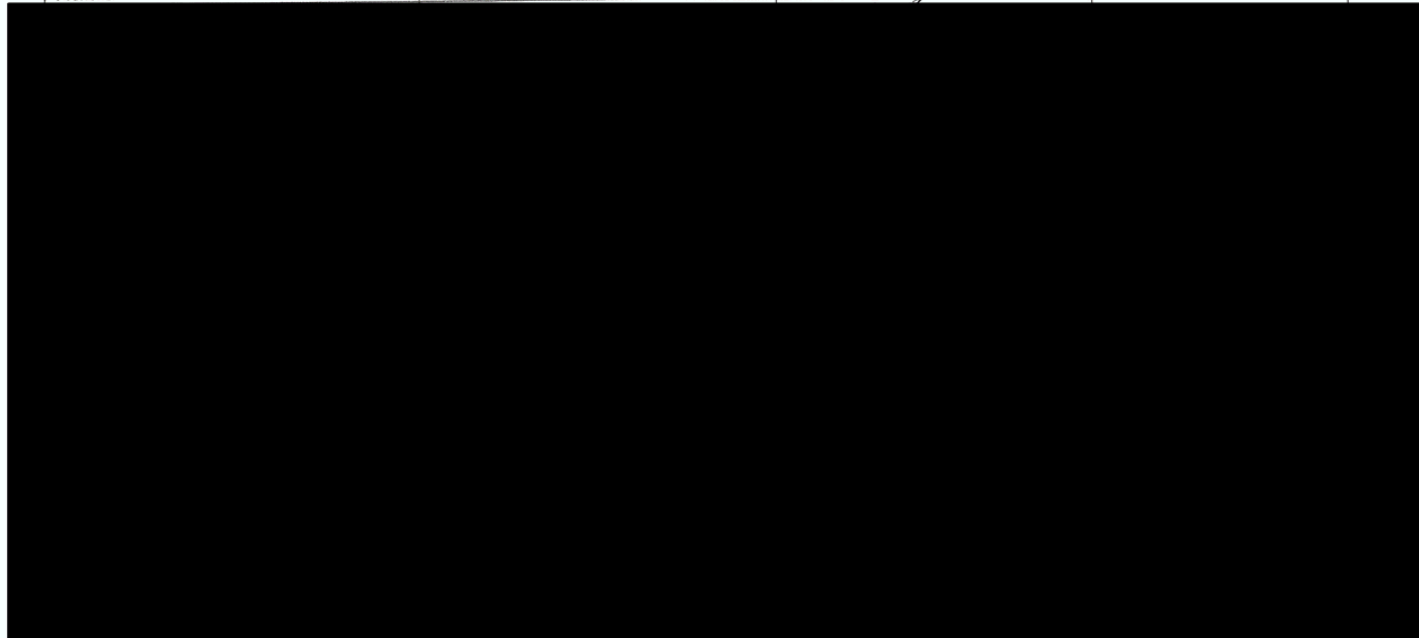




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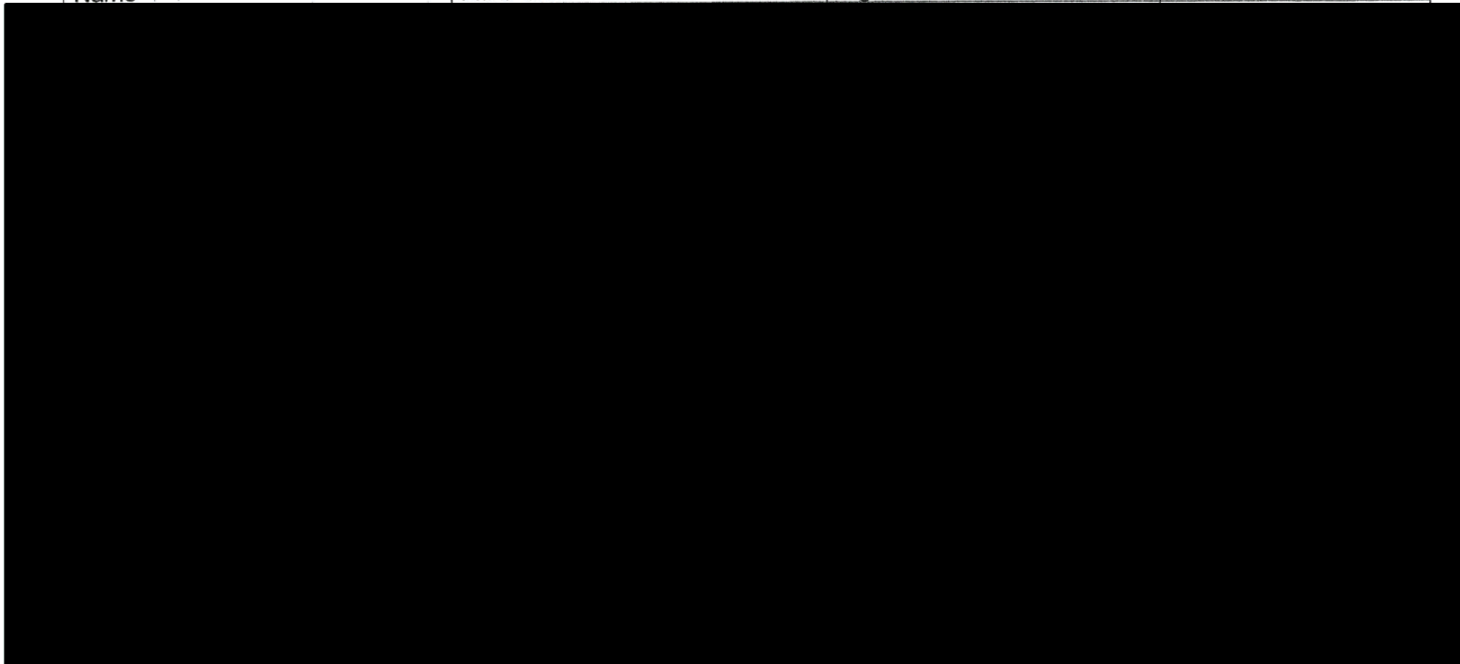
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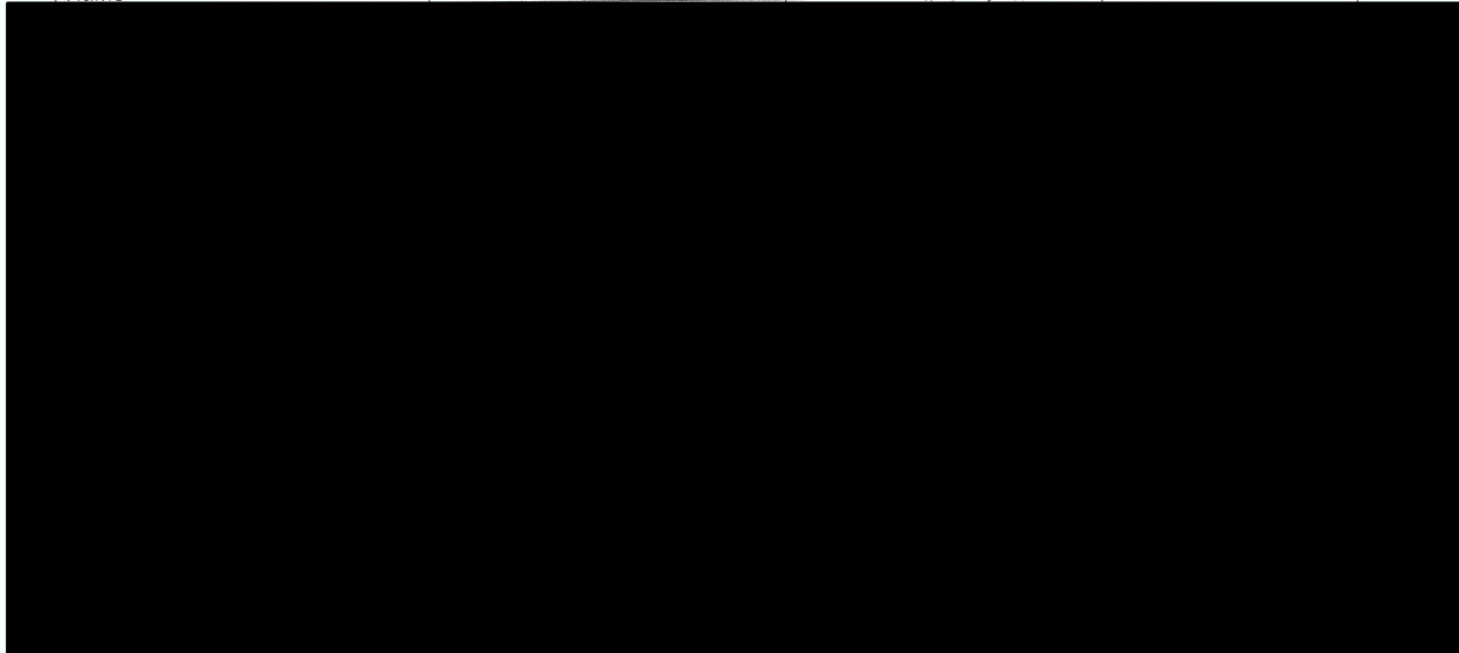
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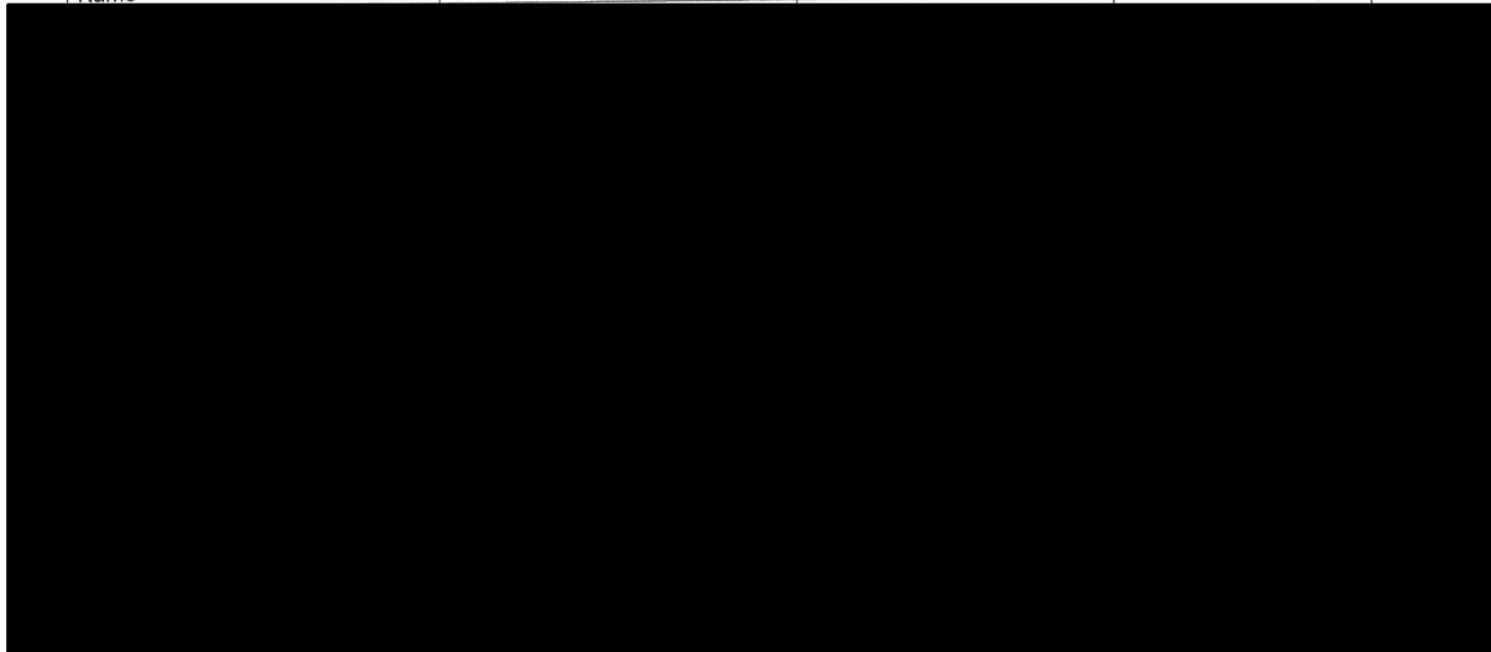
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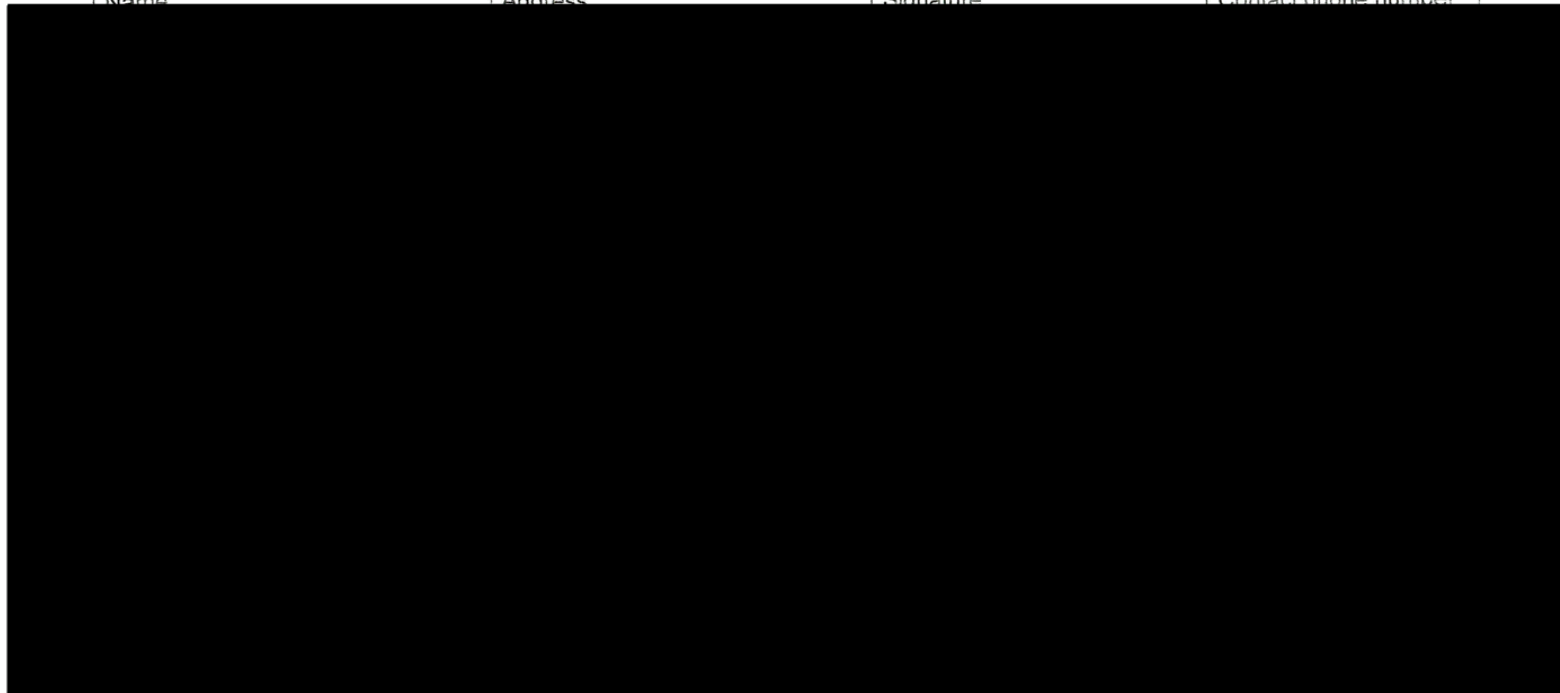
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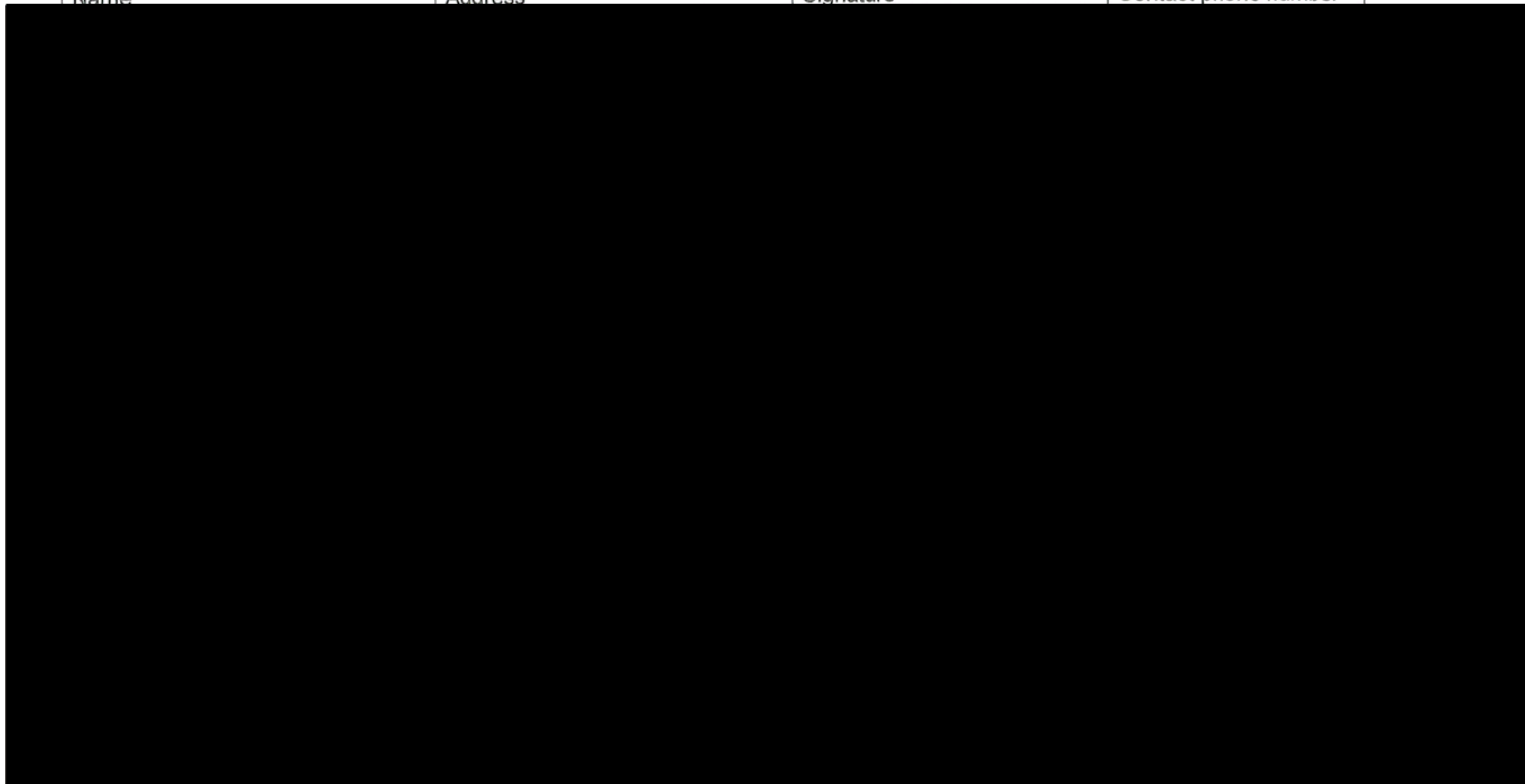
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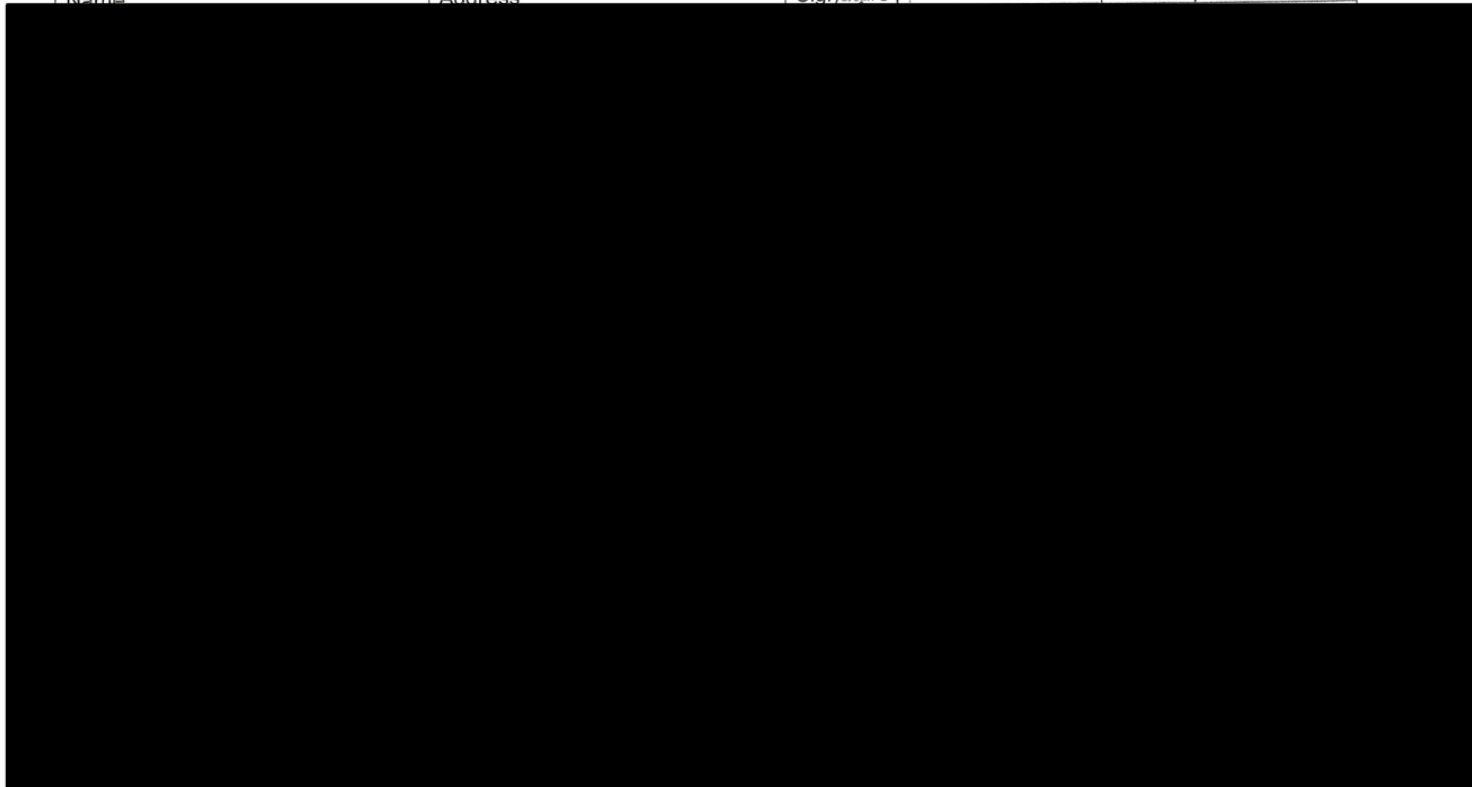
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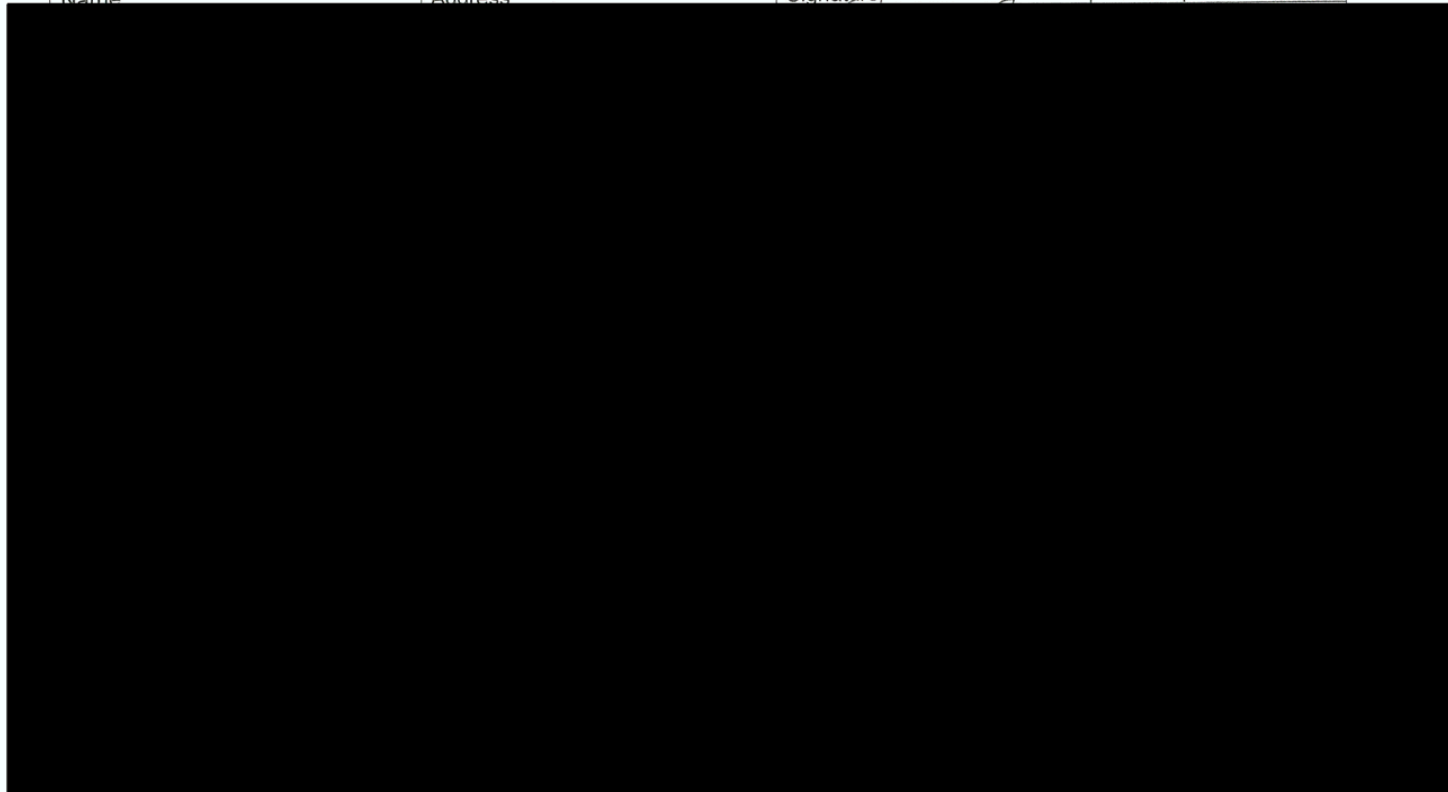
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2. Reopen Coalmine Road following the completion of the planned realignment works adjacent to the former Micoa coal mine; and
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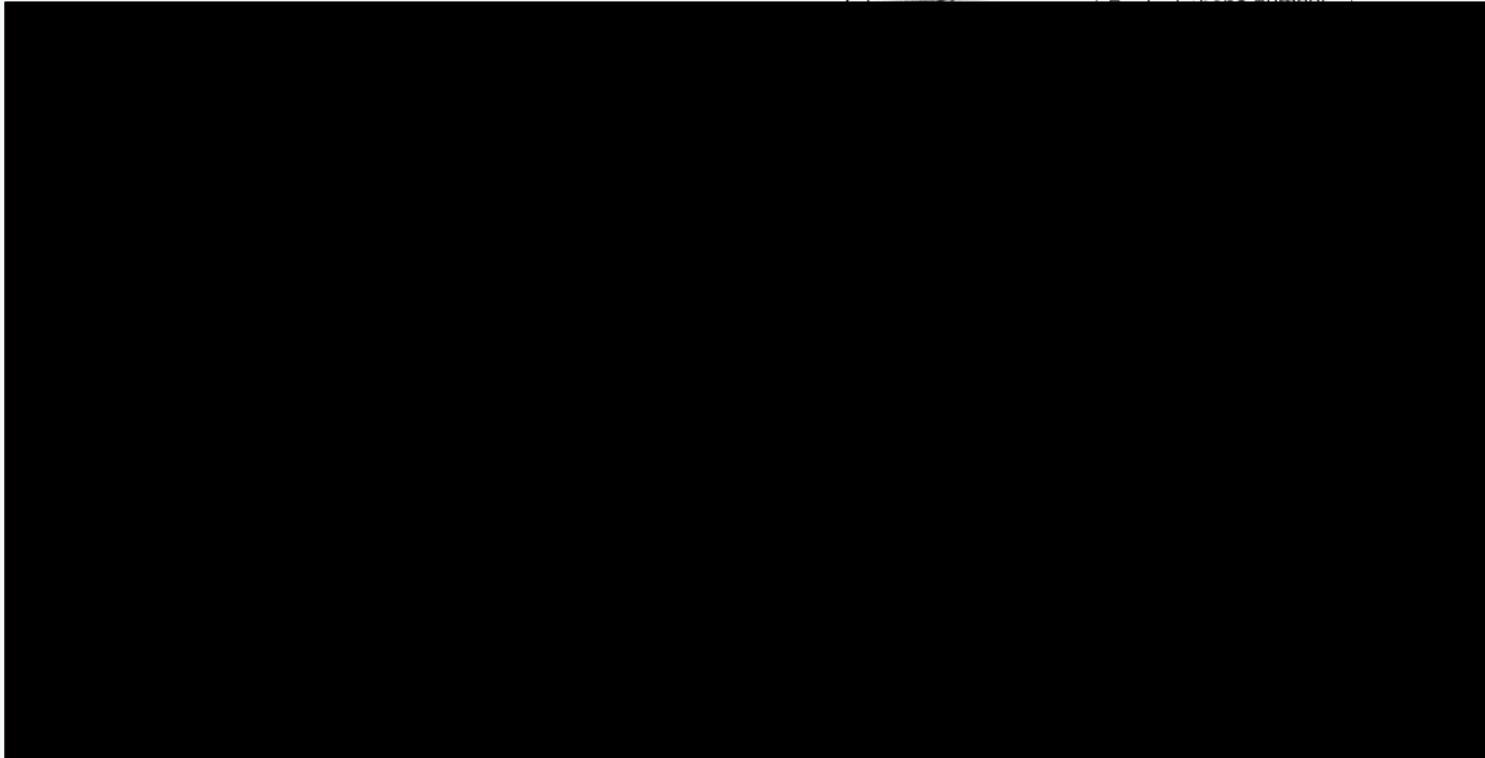
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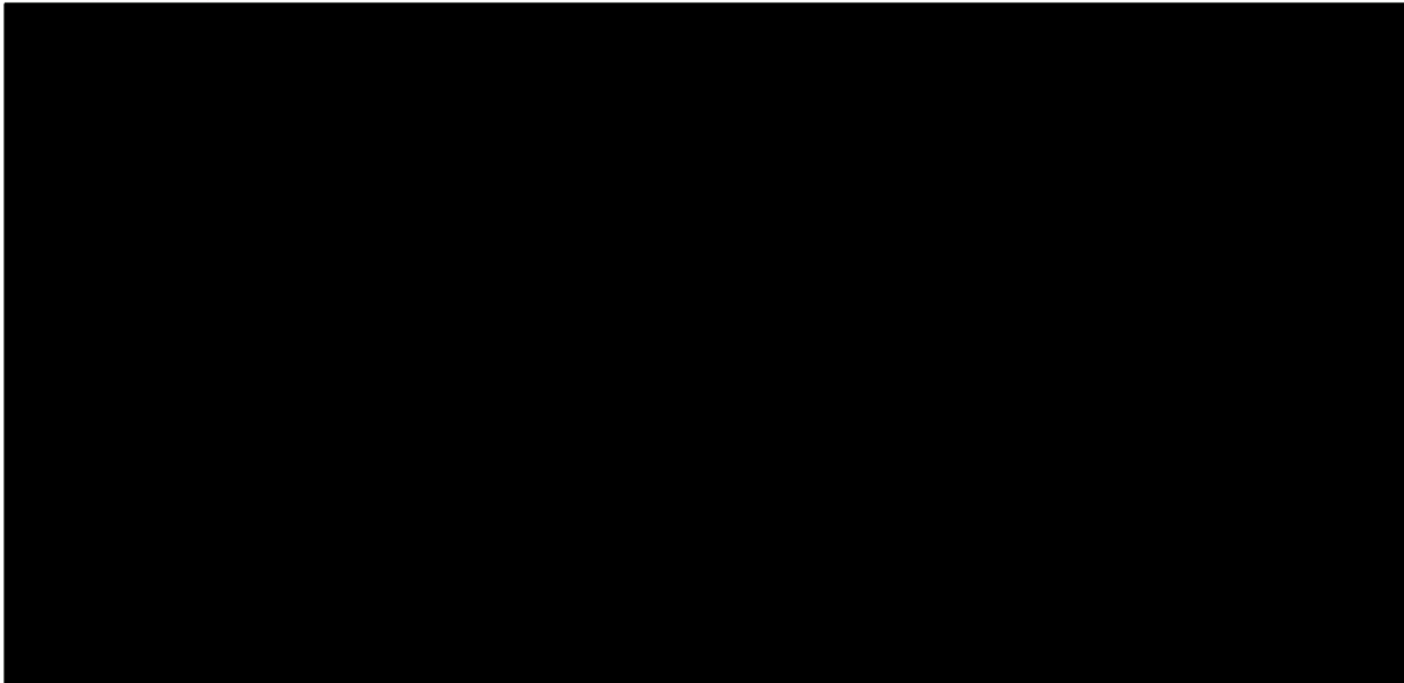
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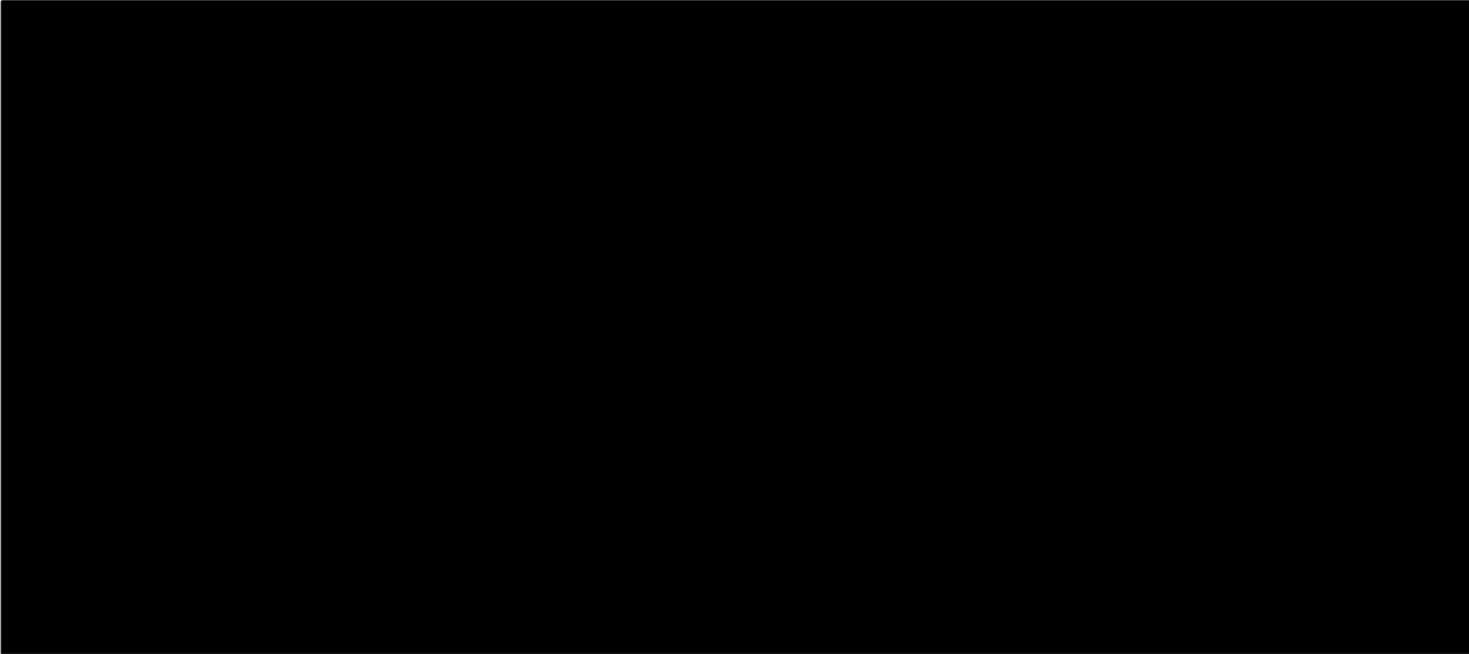


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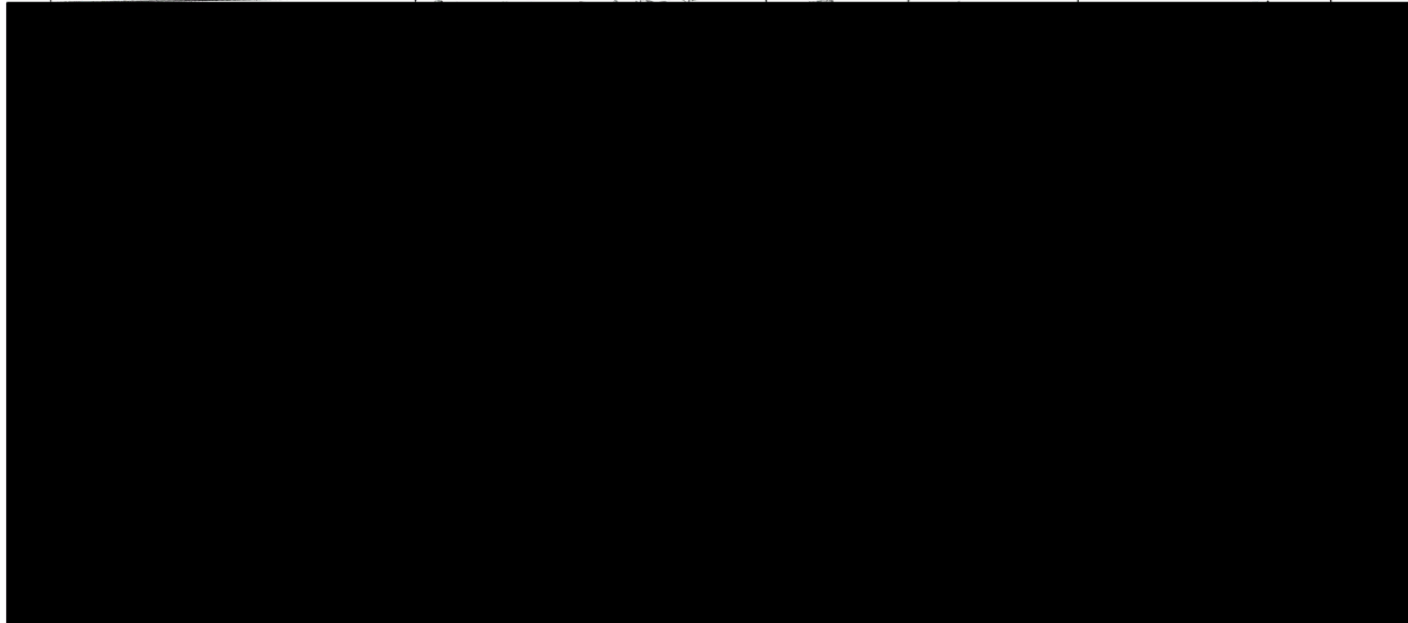
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- 



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Name	Address	Signature	Contact phone number
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## 1.2 Petition Received: Requesting a Reduction in the Speed Limit in Ghazeepore Road, between Coombes Road and Grossmans Road, Torquay

**Author's Title:** Manager Engineering Services

**General Manager:** Anne Howard

**Department:** Engineering Services

**File No:** F17/1113

**Division:** Governance & Infrastructure

**Trim No:** IC18/717

### Appendix:

1. Petition - Speed Limit on Ghazeepore Road to be Reduced to 50kph - Redacted (D18/60378)

### Officer Direct or Indirect Conflict of Interest:

### Status:

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

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

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### Purpose

The purpose of this report is to receive and note the petition requesting that Council to reduce the speed limit in Ghazeepore Road between Coombes Road and Grossmans Road, Torquay to 50kph.

The petition consists of 97 signatures.

### Recommendation

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

1. Receive and note the petition requesting Council to reduce the speed limit on Ghazeepore Road between Coombes Road and Grossmans Road, Torquay to 50kph.
2. Refer the petition to the General Manager Governance and Infrastructure for consideration.
3. Require a report on the petition be presented to the 24 July 2018 Ordinary Council Meeting.

### Council Resolution

#### **MOVED Cr Martin Duke, Seconded Cr Brian McKiterick**

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

1. Receive and note the petition requesting Council to reduce the speed limit on Ghazeepore Road between Coombes Road and Grossmans Road, Torquay to 50kph.
2. Refer the petition to the General Manager Governance and Infrastructure for consideration.
3. Require a report on the petition be presented to the 24 July 2018 Ordinary Council Meeting.

CARRIED 9:0

**1.2 Petition Received: Requesting a Reduction in the Speed Limit in Ghazepore Road, between Coombes Road and Grossmans Road, Torquay**

**APPENDIX 1 PETITION - SPEED LIMIT ON GHAZEPORE ROAD TO BE REDUCED TO 50KPH - REDACTED**

10 MAY 2018

**Covering note for the attached petition addressed to the SurfCoast Council.**

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

We request that the speed limit on Ghazeepoore Rd between Coombes and Grossmans roads be reduced to 50 kilometers per hour where an 80 kph currently applies. The majority frontage on that section of road belongs to Kithbrooke Park Retirement Village currently having 120 Villas with planning permission to increase to twice that number.

The main entrance and exit gate of the Village leads on to Ghazeepoore Road which is being used with increasing frequency by High Mass Load trucks and trailers weighing in excess of 50 tons. These present a significant danger to resident driver vehicles driven by retirees whose reaction time may not be as fast as those of a younger community.

As that section of road is a Council asset (Asset No.29164 ), and Section 11 of the Local Government Act gives power to Councils to determine speed limits on Council controlled roads we request that Surf Coast Shire change the speed limit to 50 kilometers per hour.

Yours Sincerely







**SPEED LIMIT ON GHAZEEPOORE ROAD**

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

**TO REDUCE SPEED LIMIT ON GHAZEEPOORE ROAD BETWEEN COOMBES AND GROSSMANS ROADS, TORQUAY, TO 50 KM/HR.**

NOTE TO SIGNATORIES: Please include your name, address and signature when signing the petition, to ensure the petition conforms to requirements and is accepted by Council.

No.	NAME (First Name & Surname)	ADDRESS (Physical Address & Suburb)	SIGNATURE
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**SPEED LIMIT ON GHAZEEPOORE ROAD**

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## **Move Item Forward**

### **Council Resolution**

#### **MOVED Cr Clive Goldsworthy, Seconded Cr Margot Smith**

That Council consider items

6.1 - Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

6.8 - Aireys Inlet Market Licence Review

4.4 - Property Use Agreements Policy SCS-034

6.4 - Use of Council Facilities Policy SCS-033

2.1 - Planning Permit Application 17/0376: Use of a Helicopter Landing Site at  
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2.2 - Inverleigh Wind Farm - Minister Call In for Integrated Solar Energy

6.10 - Inverleigh Wind Farm Proposal - Council Submission Process

at this point in the Agenda for the benefit of the gallery present.

CARRIED 9:0



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## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

### 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

**Author's Title:** Recreation Development Officer      **General Manager:** Chris Pike

**Department:** Recreation & Open Space Planning      **File No:** F18/359

**Division:** Culture & Community      **Trim No:** IC18/706

#### Appendix:

1. Anglesea Bike Park Location Option Analysis - Final (D18/58811)

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

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

Yes

No

**Reason:** Nil

#### Status:

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

Yes

No

**Reason:** Nil

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#### Purpose

The purpose of this report is to consider the Stage 1 report of the Anglesea Mountain Bike Park and Trails Concept Planning Project exploring potential alternate sites for the Anglesea Bike Park, and determine a way forward to secure a sustainable future for a bike park in Anglesea.

#### Summary

The closure of the Alcoa Mine has resulted in uncertainty as to the future of the Anglesea Bike Park (ABP) as it is located on Alcoa freehold land. The current lease agreement for the bike park is due to expire on 30 June 2018 and Alcoa indicated in its Alcoa Freehold Concept Master Plan that it aspires for the land on which the bike park is currently located to be used for a different purpose.

With this uncertainty regarding the future of the bike park, Council established a project in partnership with the Department of Environment, Land, Water and Planning (DELWP) to identify potential alternate sites for the bike park in the event that it is unable to remain at its existing location. In March 2018 Council engaged the expertise of leading trails consultant World Trail to undertake the required analysis and provide a concise report on its findings. Stage 1 of the project focusses on potential alternate sites for the bike park, while Stage 2 will develop conceptual trail network models including both existing and potential new trails.

Seven preliminary alternative sites were identified, which were then narrowed down to three alternative sites for assessment. The three alternative sites were scored against fourteen criteria as part of a Suitability Assessment with an accompanying rating for feasibility.

Site C ('Camp Road') represents the best alternate site for a bike park however from a mountain biking perspective it is assessed as being inferior to the current facility. A new facility would cost up to \$1.5 million to establish (excluding cost of land). Site C is however on crown land and DELWP has indicated the bike park could be located on that site with Council becoming the Crown Land Committee of Management.

There are various competing issues and factors that must be considered in forming a Council position based on the report findings. Key factors include the uncertainty about the future zoning of the Alcoa freehold land and the benefits of the current site, not least the strong community sentiment about its value.

## Recommendation

That Council:

1. Receive the Anglesea Bike Park Location Option Analysis Report attached at Appendix 1.
2. Note that a viable alternate site has been located which could be developed at a cost of up to \$1.5 million.
3. Note that, due to its topography, the viable alternate site is unable to provide a mountain biking experience which matches or exceeds the current facility.
4. Note that the future use of the land on which the current bike park is located is uncertain and dependent on the outcome of planning processes expected to progress over the next two years.
5. In recognition of these findings, seek to work with Alcoa to secure a sustainable future for the Anglesea Bike Park at the current location.
6. Write to Alcoa advising the following:
  - The Anglesea Mountain Bike Park and Trails Concept Planning Project has sought to identify alternate locations for the bike park, however while a viable alternate has been identified it is considered to not be sufficiently attractive to pursue relocation.
  - Council believes it is premature to discontinue the use of the bike park at its current location while the foreshadowed land use re-zoning process has yet to be completed.
  - Council requests Alcoa to agree to a month-by-month lease extension at least until the rezoning of the land is resolved.
  - Should Alcoa wish to finalise the future of the bike park at this time, Council offers to purchase the land associated with the current bike park and its access for \$500,000. This offer is made on the basis of the current use, rather than the potential residential zoning that Alcoa has foreshadowed in the Alcoa Freehold Concept Master Plan.
7. Write to the State Government expressing Council's appreciation for its indication of financial support and land tenure for a relocated bike park, and requesting the retention of this support if required.
8. In the event that Alcoa accepts Council's offer to purchase land:
  - Allocate \$500,000 from the Accumulated Unallocated Cash Reserve
  - Authorise the Chief Executive Officer to represent Council in the land purchase transactions including execution of contracts and other legal documents
  - Agree that legal and planning costs relating to subdivision and land purchase will be paid by Council through recurrent budgets.
9. Note that a sustainable future for a bike park in Anglesea is critical to the vision of a destination trails network that complements existing networks in the region, including Forrest and the You Yangs.
10. Note that this report addresses the 'Save Anglesea Bike Park' petition received by Council on 27 February 2018.

### **Council Resolution**

#### **MOVED Cr Margot Smith, Seconded Cr Libby Coker**

That Council:

1. Receive the Anglesea Bike Park Location Option Analysis Report attached at Appendix 1.
2. Note that a viable alternate site has been located which could be developed at a cost of up to \$1.5 million.
3. Note that, due to its topography, the viable alternate site is unable to provide a mountain biking experience which matches or exceeds the current facility.
4. Note that the future use of the land on which the current bike park is located is uncertain and dependent on the outcome of planning processes expected to progress over the next two years.
5. In recognition of these findings, seek to work with Alcoa to secure a sustainable future for the Anglesea Bike Park at the current location.
6. Write to Alcoa advising the following:
  - The Anglesea Mountain Bike Park and Trails Concept Planning Project has sought to identify alternate locations for the bike park, however while a viable alternate has been identified it is considered to not be sufficiently attractive to pursue relocation.
  - Council believes it is premature to discontinue the use of the bike park at its current location while the foreshadowed land use re-zoning process has yet to be completed.
  - Council requests Alcoa to agree to a month-by-month lease extension at least until the rezoning of the land is resolved.
  - Should Alcoa wish to finalise the future of the bike park at this time, Council offers to purchase the land associated with the current bike park and its access for \$500,000. This offer is made on the basis of the current use, rather than the potential residential zoning that Alcoa has foreshadowed in the Alcoa Freehold Concept Master Plan.
7. Write to the State Government expressing Council's appreciation for its indication of financial support and land tenure for a relocated bike park, and requesting the retention of this support if required.
8. In the event that Alcoa accepts Council's offer to purchase land:
  - Allocate \$500,000 from the Accumulated Unallocated Cash Reserve
  - Authorise the Chief Executive Officer to represent Council in the land purchase transactions including execution of contracts and other legal documents
  - Agree that legal and planning costs relating to subdivision and land purchase will be paid by Council through recurrent budgets.
9. Note that a sustainable future for a bike park in Anglesea is critical to the vision of a destination trails network that complements existing networks in the region, including Forrest and the You Yangs.
10. Note that this report addresses the 'Save Anglesea Bike Park' petition received by Council on 27 February 2018.

CARRIED 9:0

## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

### Report

#### **Background**

The closure of the Alcoa Mine has resulted in uncertainty as to the future of the Anglesea Bike Park (ABP) as it is located on Alcoa freehold land. The current lease agreement for the bike park is due to expire on 30 June 2018 and Alcoa indicated in its Alcoa Freehold Concept Master Plan that it aspires for the land on which the bike park is currently located to be used for a different purpose.

With uncertainty on the future of the bike park, Council established a project to identify potential alternate sites for the bike park in the event that it is unable to remain at its existing location. In February 2018, Council formed a Project Control Group (PCG) to oversee and guide the project including representatives from the Anglesea Bike Park, Surf Coast Trails Group, Department of Land Water and Environment (DELWP) and Council Officers. In March 2018 Council engaged the expertise of leading trails consultant World Trail to undertake the required analysis and provide a concise report on its findings.

Stage 1 of the project focusses on potential alternate sites for the bike park, while Stage 2 will develop conceptual trail network models including both existing and potential new trails.

#### **Discussion**

The Anglesea Bike Park Location Option Analysis Report completed by World Trail as attached at Appendix 1 provided the following key findings:

- Whilst the Anglesea Bike Park is valued highly and the community wish to see it retained in its current location, the feasibility of this occurring is impossible to assess given it is dependent on political processes beyond the scope of the project.
- It is important therefore to identify and assess alternative sites for the relocation of the ABP.
- The total cost of replacement of the ABP is estimated at between \$1.2-\$1.5 million excluding GST.
- The attributes of a successful bike park were identified and distilled into fourteen criteria that could be used to help assess the suitability of alternative sites for a bike park.
- Seven preliminary alternative sites were identified, which were then narrowed down to three alternative sites for assessment:
  - Site A – Roundabout: East of the roundabout at the intersection of Coalmine Rd & Camp Rd
  - Site B – Firebreak Track: East of the DELWP/PV office/depot on Firebreak Track
  - Site C – Camp Road: North of Anglesea Primary School on Camp Rd.



- The three alternative sites were scored against the fourteen criteria to produce a final score for each site (with ABP included for comparison purposes). The final scores were:
  - Site A – Roundabout 37 / 52 (71%)
  - Site C – Camp Road 36 / 52 (69%)
  - Site D – ABP 35 / 52 (67%)
  - Site B – Firebreak Track 26 / 52 (50%)

## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

- With the scores so close the individual attributes of each site required consideration:
  - Site A (Roundabout) – Suitability:
    - Pros: Good slope, aesthetics, connectivity to trails, suitability for mountain biking (MTB), future expansion, event capability.
    - Cons: Farthest from township, pedestrian access, visibility, shade cover.
  - Site B (Firebreak Track) – Suitability:
    - Pros: Connectivity to trails, future expansion.
    - Cons: Second farthest from township, soil stability, suitability for MTB, aesthetics, shade cover, event capability, services.
  - Site C (Camp Road) – Suitability:
    - Pros: Closest to township, easy to find, visibility, future expansion, shade cover, compatibility with adjacent land, event capability, services.
    - Cons: Connectivity to trails, soil stability, suitability for MTB, aesthetics.
  - Site D (ABP) – Suitability Comparison:
    - Pros: Second closest to township, connectivity to trails, easy to find, bike/pedestrian access, visibility, suitability for MTB, aesthetics, shade cover.
    - Cons: Soil stability, future expansion, stormwater run-off impacts, event capability, services.
- It is important to note that both Site B and Site C rated low for 'suitability for MTB' which is the most critical attribute for mountain bike riders.
- The feasibility of the three alternative sites was assessed, discussing constraints such as planning, biodiversity, cultural heritage and so on:
  - Overall feasibility of Site A and Site B was Low
  - Overall feasibility of Site C was Medium – High.

A summary of findings for each site is as follows:

- Site A (Roundabout) scored the highest (71%) in the Suitability Assessment, but was found to have Low feasibility, due to a number of constraints.
- Site C (Camp Road) scored second highest (69%) in the Suitability Assessment, and was found to have Medium – High feasibility.
- Site B (Firebreak Track) scored the lowest (67%) in the Suitability Assessment, and was found to have Low feasibility.
- Overall, Site C (Camp Road) represents the best alternative site for the ABP.

### Challenges

Whilst the scope of the planning project is clearly focussed on potential alternate sites and trail network models, there are various competing issues and factors that must be considered in forming a position which builds on the report findings in order to secure a future for a bike park in Anglesea:

- Lease
  - Council's lease for the ABP expires on 30 June 2018.
  - It is Council's understanding that Alcoa is not willing to provide a further long term lease however may consider a interim extension if Council opts to relocate the bike park.
- Future Use
  - The Alcoa Freehold Concept Master Plan has earmarked the existing Bike Park as a residential zone.
  - The DELWP Anglesea Futures Draft Land Use Plan flags the area as 'Tourism, Accommodation and Residential'. The final land use plan is pending following consideration of submissions.
  - Council understands the State Government has a preference for a bike park to be located on land in public ownership and that alternate sites including the most viable site are located on Crown land.
- Rezoning
  - The long term use of the site would be subject to rezoning via planning scheme amendments which have not been sought and the outcome of which cannot be known.
  - Planning scheme amendments processes typically take up to 24 months with no guaranteed outcome.

## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

- Community Connection
  - The ABP has been a part of the community for 12 years with a high level of use and a strong emotional connection. Council has been advised by the Committee of Management that there is estimated to have been over 1,200 volunteer hours and significant donated materials contributed to its development.
  - The community passion for the ABP is evidenced in the submission of a petition to Council in February 2018 to stay at the current site with 5,687 signatures including 877 hard copy signatures and 4,804 digital signatures.
- Bike Park Continuity
  - Continuity of community access is an important consideration however may not outweigh the community's desire to retain the benefits of the current site.
- Comparison of the existing ABP with any viable alternatives
  - A critical focus of the project is that although any alternate site for a Bike Park will be different; it must be equal to or better in terms of the overall experience it can offer. An alternate site may have some components that are better than the existing, and some that are not as good as the existing. But in its entirety, it must be equal to or better and ideally provide opportunities for expansion and other benefits such as being a trail head and capacity to host events.
- Alcoa Development Providing a 'Net Community Benefit'
  - The Anglesea Structure Plan outlines that consideration for residential development of the area of land on which the ABP is located would need to provide a 'net community benefit'. The Plan outlines this would be in the form of 'ongoing affordable family housing'. Rather than being a consideration in the ABP location, this is a subject for any submission to rezone the land and would be assessed within the related planning scheme amendment.

These factors contribute to a complex situation, however the key focus for Council is to secure a sustainable future for a bike park in Anglesea that provides the best long term outcome for the community.

### ***Financial Implications***

The estimated cost of constructing a new bike park with the same components as the existing ABP would be up to \$1,500,000 (including contingency, project management and cost escalation). This does not include costs associated with land acquisition.

The cost estimate is included in more detail in the consultant report but is fully inclusive of planning, design and construction.

The establishment of a bike park in an alternative location would require substantial financial and/or in-kind assistance from other levels of government and/or Alcoa.

Council understands that Alcoa is willing to consider offers to purchase the current bike park site on commercial terms. However it is noted that Alcoa's aspiration to establish a residential zone is subject to a planning scheme amendment process, the outcome of which is uncertain. Additionally, such a process typically can take up to 24 months to complete and provides full opportunity for community submissions and their independent assessment through a planning panel. Accordingly it is not certain that such terms should be based on a foreshadowed but yet to be achieved zoning.

Council's capacity to contribute to a secure future for a bike park, commensurate with investments in other recreation facilities, is up to \$500k which would be sourced from the Accumulated Unallocated Cash Reserve. Should Council negotiate a land purchase arrangement with Alcoa it will be required to fund legal and planning costs relating to a subdivision and the land transaction. This will be paid by Council through recurrent budgets.

Council has been advised by the State Government that it is prepared to make a substantive financial contribution to the cost of relocating the ABP. The State Government has also advised that it would provide Council with tenure over the land at Area "C" by appointing Council as the Crown Land Committee of

## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

Management. Council understands that the State Government offer for a financial contribution is only available until 30 June 2018.

### **Council Plan**

Theme	1 Community Wellbeing
Objective	1.1 Support people to participate in and contribute to community life
Strategy	1.1.1 Develop and implement a program to support communities of place and interest, and to provide opportunities for them to identify and achieve their community aspirations
Theme	3 Balancing Growth
Objective	3.2 Ensure infrastructure is in place to support existing communities and provide for growth
Strategy	3.2.5 Work with the community and stakeholders to implement the Anglesea Futures program
Theme	4 Vibrant Economy
Objective	4.4 Support key industry sectors such as surfing, tourism, home-based, construction and rural businesses
Strategy	4.4.1 Work with key stakeholders to encourage visitors to stay longer and spend more in the shire

### **Policy/Legal Implications**

As noted previously, if a new bike park needed to be established there would be several key statutory and legal implications including:

- Land Ownership
  - The current site options are on Crown land and Council would need to be appointed as Crown Land Committee of Management.
- Planning/Rezoning
  - All sites are affected by the following zones and overlays:
    - Clause 37.01 Special Use Zone, Schedule 1 Alcoa Lease Land (SUZ1)
    - Clause 44.06 Bushfire Management Overlay (BMO)
    - Clause Vegetation Protection Overlay, Schedule 1 Significant Native Vegetation (VPO1)
  - The proposed bike park would fit the definition of 'informal outdoor recreation'. A rezoning process would need to be undertaken for this to be formalised.
- Environmental Requirements
  - As all identified sites include native vegetation, the appropriate process would need to be undertaken to identify the required vegetation removal for bike park components, and meeting the requirements for the associated offsets.
- Cultural Heritage
  - Information provided by DELWP indicates that none of the potential sites are impacted by Indigenous cultural heritage, however a Cultural Heritage Management Plan would need to be completed for any of the alternate sites.

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

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

### **Risk Assessment**

The issue of locating a bike park is complicated and has a variety of considerations. There are several significant risks to consider in the decision making process.

This decision relates to the differing preferences of different stakeholders including the mountain bike community, broader community, State Government and Alcoa.

Council may also wish to progress opportunities broader than the Anglesea Bike Park such as a destination trail network and decisions on this matter may impact on these goals.

## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

This decision may also lead to the temporary or permanent discontinuance of a bike park leaving the local and regional community without a highly valued facility.

The loss of a facility could have a displacement effect increasing illegal trail riding in the region.

Given the substantial amounts of money involved in securing a future for a bike park that satisfies all stakeholders, there is significant risk that one or more stakeholders are unable or unwilling to make a contribution or forego income to the extent required to achieve that outcome.

There is also a risk that excessive public funds could be spent on a facility prematurely or to deliver an inferior mountain biking outcome. Given the foreshadowed use of the current ABP land for residential purposes is subject to a planning scheme amendment process, it is possible that residential or other uses may not be achieved. Having relocated the ABP in that situation may then be seen to have been premature.

Overall it can be seen that relocating the ABP now would provide a certain outcome for this service. However whilst not relocating leaves the future of the ABP as uncertain at this time, Council understands the bike park stakeholders clearly prefer this direction as they passionately wish to retain the ABP in its existing location.

### ***Social Considerations***

The ABP provides numerous social and health benefits to the community through participation in physical activity in the natural environment. Council wants to secure a sustainable future for a bike park in Anglesea that provides the best long term outcome for the community, and continues to provide the associated benefits.

There is a strong community connection to the ABP, highlighted by the significant voluntary contribution and donated materials, and the 5,687 signature petition. The ABP Committee want to stay at the current site. There must be a consideration of the potential impact to the community of a forced move to an alternate site. Many people have invested time and effort into the ABP and the emotional connection is strong.

Conversely, the potential of what a new site could offer the community is important to consider as there may be significant opportunities that are not possible with the constraints of the existing site. However, the critical aspect is whether the community are excited by this potential, or whether they don't believe it is a better outcome and therefore prefer to remain at the existing ABP.

### ***Community Engagement***

The community has been represented on the PCG by Anglesea community members Mike Bodsworth (Chair of the Anglesea Bike Park Section 86 Committee of Management) and Tony Smales (Chair of the Surf Coast Trails Group, and member of the Anglesea Bike Park Section 86 Committee of Management). Their involvement has been critical in informing the Stage 1 process including the selection and assessment of potential sites and representing the mountain biking community and broader Anglesea community.

Stage 2 of the project will involve a broader Project Working Group (PWG), seeking involvement and input from a wide range of government and community stakeholders.

### ***Environmental Implications***

The most significant environmental implication of any alternate site will be the need to remove native vegetation, which is certain unless the existing site is retained. Council would be required to seek appropriate approvals and make arrangements for offsets.

There are legitimate concerns from environmental groups such as ANGAIR regarding the need for vegetation to be removed if the bike park is to be relocated. This concern has been somewhat addressed through the assessment process where there has been significant importance placed on the quality of vegetation on each site; so much so that any high quality areas have been assessed as having 'low feasibility'.

There are no environmental implications at the existing site as it has been operational since 2006.



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

### **Communication**

A media release and Bulletin outlining the overall project were released in April 2018. The outcomes of Stage 1 will be communicated to key stakeholders via the PCG and PWG. Broader communication to the community will be undertaken via the distribution and promotion of a second Bulletin concluding the outcomes of Stage 1 and introducing the scope and methodology for Stage 2.

### **Options**

#### Option 1 – Seek to work with Alcoa to secure a sustainable future for the Anglesea Bike Park at the current location

This option involves advising Alcoa as follows:

- The Anglesea Mountain Bike Park and Trails Concept Planning Project has sought to identify alternate locations for the bike park, however while a viable alternate has been identified it is considered to not be sufficiently attractive to pursue relocation.
- Council believes it is premature to discontinue the use of the bike park at its current location while the foreshadowed land use re-zoning process has yet to be completed.
- Council requests Alcoa to agree to a month-by-month lease extension at least until the rezoning of the land is resolved.
- Should Alcoa wish to finalise the future of the bike park at this time, Council offers to purchase the land associated with the current bike park and its access for \$500,000. This offer is made on the basis of the current use, rather than the potential residential zoning that Alcoa has foreshadowed in the Alcoa Freehold Concept Master Plan.

This option is recommended for the following key reasons:

- Whilst a viable alternate site has been located which could be developed at cost of up to \$1.5 million, due to its topography, it is unable to provide a mountain biking experience which matches or exceeds the current facility. This is significant issue for thousands that enjoy the existing bike park.
- It is not possible or appropriate for Council to presuppose the outcome of any and all planning scheme amendment processes which will unfold in the coming years. Accordingly any decision to relocate the ABP at this time may be considered as premature, particularly when viewed in the future should the foreshadowed rezoning be unsuccessful.

With a matter of weeks until the lease expiry, there are some key risks associated with this approach including the potential for Alcoa to not agree to any further extensions which would result in the loss of the bike park. In addition, the foreshadowed financial contribution from the State Government would likely not be available in the future should Council take this approach. This may also have ramifications for the State Government's interest in a destination trails network in Anglesea and beyond.

It is clear to Council that the key representatives for the ABP and the Surf Coast Trails Group strongly favour pursuing the retention of the existing ABP, even if it leaves the future of the ABP uncertain with the potential for there to no longer be such a facility in Anglesea.

#### Option 2 – Seek to relocate the Anglesea Bike Park with assistance from others

This option is not recommended by officers as it does not support the preferred outcome of the community and could be considered premature given the uncertainty regarding the use of the land on which the ABP is sited. It also has the potential to consume significant public funds across multiple levels of government which may not provide good value given this uncertainty.

Council believes this option would not be supported by the community.

#### Option 3 – No longer support a bike park in Anglesea

This option is not recommended by officers as the ABP has been a part of the community for 12 years with a high level of use and a strong emotional connection. It would be reasonable to assume that there would be significant backlash and political activism should this approach be taken and there would be increased pressure for Council to be involved in finding a solution.

### **Conclusion**

With uncertainty on the future of the bike park, Council resolved to undertake a project to identify potential alternate sites for the bike park in the event that it is unable to remain at its current location. The 'Anglesea Bike Park Location Option Analysis' completed by World Trail included a comprehensive assessment of three alternate sites and the ABP based on suitability, quality and desirability from a mountain biking perspective and visitor/tourism experience.

### **6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1**

The outcome of the investigation was that Site C ('Camp Road') represents the best alternate site for the ABP, however from a mountain biking perspective it is inferior to the current facility.

There are various competing issues and factors that must be considered in forming a Council position based on the report findings. Key factors include the uncertainty about the future zoning of the Alcoa freehold land and the benefits of the current site, not least the strong community sentiment about its value. Considering the investigation findings and the complex factors in play Officers recommend that Council seek to work with Alcoa to secure a sustainable future for the Anglesea Bike Park at the current location.

**6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1**

**APPENDIX 1 ANGLESEA BIKE PARK LOCATION OPTION ANALYSIS - FINAL**



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

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Anglesea Bike Park Location Option Analysis

World Trail Pty Ltd

**Disclaimer:**

This report was commissioned by Surf Coast Shire and was prepared by World Trail Pty Ltd. This report is the work of World Trail and does not necessarily reflect the final views or opinions of all stakeholders.

**Primary Author:** Gerard McHugh

**Field Research:** Gerard McHugh

**Maps:** the Geo Studio

**Desktop Biodiversity Assessment:** Beacon Ecological

**Acknowledgements:** Project Control Group members including Mike Bodsworth from the Anglesea Bike Park Committee of Management, Tony Smales from the Surfcoast Trail Group, Aaron Garrett from the Department of Environment, Land, Water and Planning and Karyn Rice, Paul Elshaug and Shaan Briggs from Surf Coast Shire.

**Document Name:** Anglesea Bike Park Location Option Analysis

**Document Version:** Final

**Release Date:** 11<sup>th</sup> May 2017



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Anglesea Bike Park Location Option Analysis

World Trail Pty Ltd

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### ABBREVIATIONS

ABP – Anglesea Bike Park  
DELWP – Department of Environment, Land, Water and Planning  
IMBA – International Mountain Bicycling Association  
SCS – Surf Coast Shire  
WT – World Trail





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Anglesea Bike Park Location Option Analysis

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### EXECUTIVE SUMMARY



Photo: ABP Committee of Management



v



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

This report represents Stage 1 of the *Anglesea Mountain Bike Park and Trails Concept Planning Project*. The main objectives of Stage 1 are:

1. To identify bike park location options in the Anglesea area, including the existing Anglesea Bike Park (ABP);
2. To assess their suitability, quality and desirability from a mountain biking (MTB) perspective and potential visitor/tourism experience;
3. To compile and analyse findings to enable Surf Coast Council to make a recommendation.

The structure of the report and the purpose and outcomes of the various sections is outlined below.

**Section 1 Introduction** introduces the project and sets the context for the project.

**Section 2 Anglesea Bike Park** describes the existing ABP and the various tracks and assets contained in it. It provides a map showing the layout of the park and a detailed inventory of the assets therein. It estimates the funding spent on the park historically and what it might cost to replace today. The total cost of replacement of the existing ABP today is estimated at between \$636,655 - \$778,621, excluding GST and land costs and improvements beyond the current conditions.

**Section 3 High Level Options Analysis** discusses the options available for the future of the existing ABP:

- Option 1 – Retain the bike park in its current position;
- Option 2 – Relocate the bike park to a new position).

It discusses the advantages, disadvantages, costs and overall feasibility of each option.

**Section 4 Alternative Site Selection** focuses on finding an alternative site for the existing ABP. Firstly, it outlines the attributes of a successful bike park, culminating in thirteen individual criteria that are used to help assess the suitability of alternative sites for a bike park.

Secondly, it identifies seven preliminary alternative sites, which are then narrowed down to three alternative sites for assessment:

- Site A – Roundabout: East of the roundabout at the intersection of Coalmine Rd and Camp Rd;
- Site B – Firebreak Track: East of the DELWP/PV office/depot on Firebreak Track;
- Site C – Camp Rd: North of Anglesea Primary School on Camp Rd.

Thirdly, and most importantly, this section scores each of the three alternative sites and the existing ABP against the thirteen criteria to produce a final score for each. The final scores are:

1. Site A – Roundabout: 37 / 52 (71%)
2. Site C – Camp Rd: 36 / 52 (69%)
3. ABP: 35 / 52 (67%)



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

#### 4. Site B – Firebreak Track: 26 / 52 (50%)

The scores suggest that Site A – Roundabout has the highest suitability for a bike park, closely followed by Site C – Camp Rd, with Site B – Firebreak Track having much lower suitability. Furthermore, the scores suggest that Site A – Roundabout and Site C – Camp Rd are slightly more suitable than the existing ABP.

Finally, this section explores the feasibility of only the alternative sites, discussing constraints such as planning, biodiversity, cultural heritage and so on. This section concludes that the overall feasibility of Site A – Roundabout and Site B – Firebreak Track is Low and that the overall feasibility of Site C – Camp Rd is Medium – High.

**Section 5 Site Layouts** presents conceptual layouts for the three alternative sites. The purpose of these layouts is to indicate how the various components of the existing ABP might be configured on the alternative sites, making best use of the terrain and topography available on each site and identifying any limitations of the sites.

**Section 6 Cost Analysis** firstly provides a comparative analysis of the potential cost savings and additional costs due to site-specific factors between the three alternative sites.

Secondly, it provides a cost estimate to design and construct a new ABP in one of the alternative locations. Using the base cost of the existing ABP established in Section 2, but including additional cost items for site investigations, design and approvals and allowing for contingency, cost escalations and project management, the total cost is estimated at between \$1,185,983 - \$1,498,232.

Thirdly, it provides an estimate of potential maintenance costs for a 10 year forecast period, based on historical expenditure on the existing ABP and a percentage of the overall estimated replacement cost of the ABP. It also identifies ways in which the ABP might be improved if it was to be replaced in the near future.

**Section 7 Tenure Options** discusses the management model for the existing ABP, and recommends that a similar model be put in place if the park is relocated – that is, that the ABP remain under the management of SCS, with a Committee of Management responsible for the day-to-day management and operation of the park. It also explores some of the other management models that are frequently used to manage trails and bike parks in Australia.

**Section 8 Funding Options for Construction and Maintenance** explores funding sources for trail development in Australia and discusses the challenge of obtaining a direct economic return to reinvest in trail maintenance and management.



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

**In summary**, Site A – Roundabout scores the highest (71%) in the Suitability Assessment, but is found to have Low feasibility, due to a number of constraints.

Site C – Camp Rd scores second highest (69%) in the Suitability Assessment and is found to have Medium – High feasibility.

Site B – Firebreak Track scores the lowest (50%) in the Suitability Assessment and is found to have Low feasibility.

Overall, Site C – Camp Rd represents the best alternative site for the ABP.



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

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Anglesea Bike Park Location Option Analysis

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### 1 INTRODUCTION



Photo: ABP Committee of Management



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

The Anglesea Bike Park (ABP) is a recreational park designed and constructed in 2006 specifically for the use of bike riders. It features a range of track styles and features that appeal to mountain bike (MTB), BMX and trials riders. It is fairly unique in Victoria and provides recreational opportunities not readily available elsewhere in Victoria or the local region. It is considered to be an important recreation and tourism asset and is highly valued by the local Anglesea community.

ABP is approximately 1.2km from the centre of Anglesea. It is set back from Camp Road, with the entrance located across the road from the Anglesea Primary School and adjacent to the combined office/depot for Parks Victoria (PV) and the Department of Environment, Land, Water and Planning (DELWP).

ABP is located on freehold land owned by Alcoa, and is leased to the Surf Coast Shire (SCS), and managed under delegation by the Anglesea Bike Park Section 86 Committee of Management. Alcoa have been a major employer in the region since 1961, when the Anglesea coalmine and power station commenced operation, ostensibly to provide power to their aluminium smelting operations in Port Henry near Geelong. In August 2015, the coalmine and power station ceased operation. Since then, works have been underway to decommission and rehabilitate both the power station and the coalmine.

The Alcoa coalmine and power station are located mostly on Crown land, managed by Alcoa under a lease encompassing approximately 7,000 hectares of land. Following the closure of the Alcoa coal mine and power station the State Government prepared a land use plan for the area – the *draft* Anglesea Futures Land Use Plan was released in December 2017. In January 2018 Alcoa prepared and released a Freehold Concept Master Plan, which indicated that the Bike Park would not remain in its current location.

The current lease agreement for the existing ABP is due to expire on 30 June 2018 and is unlikely to be renewed.

With the future of the ABP in its current location looking uncertain, there is an immediate need to consider other options to secure the future of the park. In addition to this, Anglesea has been identified as having the potential to become a regional mountain biking hub. The ABP will be a key element in this, as it is envisaged to form the main trailhead for a regional network of mountain bike trails.

In March 2018 SCS commissioned World Trail (WT) to commence work on the *Anglesea Mountain Bike Park and Trails Concept Planning Project*, which is comprised of two stages:

- Stage 1 – Anglesea Bike Park Location Options Analysis;
- Stage 2 – Anglesea Mountain Bike Trail Concept Plan.



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

Stage 1 is focused on investigating bike park location options in the Anglesea area, including the existing bike park. Stage 2 will focus on developing concepts for a trail network throughout the wider Anglesea area, using existing trails and identifying the potential to develop new trails, utilizing the ABP as its primary trailhead. Stage 2 of this project will follow after the completion of Stage 1.

The main objectives of Stage 1 are:

1. To identify bike park location options in the Anglesea area, including the existing ABP;
2. To assess their suitability, quality and desirability from a MTB perspective and potential visitor/tourism experience;
3. To compile and analyse findings to enable Surf Coast Council to make a recommendation.

A Project Control Group (PCG) has been established to guide the development of this project and make decisions as required. The Project Control Group includes representatives from the Surcoast Trails Group, ABP Committee of Management, SCS and DELWP.





## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

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### 2 ANGLESEA BIKE PARK



Photo: ABP Committee of Management



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

### 2.1 DESCRIPTION

<b>Description:</b>	<p>ABP is a recreational park focussed on providing off-road riding opportunities, predominantly for mountain bikes, BMX bikes and trials bikes. The 4X (pronounced "four-cross") track was the main feature of the park initially, with other elements such as jump tracks, skills tracks, pump track and trials areas being progressively added over time. The park has been built through a variety of community grants and thousands of volunteer hours. While it is suitable for all skills levels and ages, it is suitable for children and is very popular with families. The park also features a shelter, toilet and picnic tables.</p> <p>The log rides on the skills tracks and the trials features constructed of rock and timber offer unique character, riding and play opportunities. These hand-built features are some of the most popular and memorable aspects of the park. The trials zone is regarded by trials riders as among the best dedicated trials facility in Australia and has been used as a training venue by pro riders.</p>
<b>Management:</b>	<p>ABP is managed by the Anglesea Bike Park Committee of Management. Members of the committee are all volunteers and are not remunerated for their work. The Committee produced a Master Plan for the ABP in 2015, which has been used to guide the works and developments since then. It outlined their development and management objectives and some of the key issues with the park. Many of the objectives have since been achieved.</p>
<b>Size:</b>	<p>1.25ha (not including the access road and overflow car park, which are outside the lease area)</p>
<b>Aspect:</b>	<p>West/northwest</p>
<b>Highest elevation:</b>	<p>36m above sea level</p>
<b>Lowest elevation:</b>	<p>14m above sea level</p>
<b>Vertical elevation:</b>	<p>22m</p>
<b>Slope:</b>	<p>Ranging from 0% (flat) to 15%</p>
<b>Car parking capacity:</b>	<p>Approximately 10-15 cars</p>
<b>Vegetation:</b>	<p>Some native, some introduced. Large pine trees provide shade on lower portions. Numerous revegetation areas (fenced off).</p>

The layout of the existing ABP is shown in Figure 1 on the next page. Photos of the existing ABP are provided in Appendix 10.1.





# 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

Anglesea Bike Park Location Option Analysis

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Figure 1. Current Layout for the Existing Anglesea Bike Park



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

### 2.2 ASSET INVENTORY

Table 1 below provides an inventory of all the assets contained within the existing ABP.

**Table 1. Asset Inventory**

Asset Category	Item	Quantity	Approximate Dimensions	Details
Non-track Assets	Shelter	1	6m x 12m = 72m <sup>2</sup> (includes toilets and storage room)	<ul style="list-style-type: none"> <li>Materials – concrete, timber, corrugated iron roof</li> <li>Condition – good</li> <li>Includes unisex toilet, storage room, drinking tap, 2 x bench seats (6m long each) and noticeboard</li> </ul>
	Picnic table with bench seats	1		
	Timber fence	1		<ul style="list-style-type: none"> <li>Timber posts with two timber rails</li> </ul>
	Timber sleeper retaining walls	2	11m long each	
	Gates	2	3m wide	
	Trailhead sign	1		
	Trail signs	2		
	Perimeter fencing		490m	<ul style="list-style-type: none"> <li>Entire perimeter</li> </ul>
Track Assets	4X Track	1	310m long x 3-5m wide	<ul style="list-style-type: none"> <li>1 start mound</li> <li>5 berms</li> <li>23 jumps/rollers (up to 2m high)</li> <li>Sand/granitic sand surface</li> <li>Average track gradient approx. 7%</li> </ul>



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

Anglesea Bike Park Location Option Analysis

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	Advanced dirt jump track	1	120m long x 2m wide	<ul style="list-style-type: none"> <li>5 jumps (up to 2m high)</li> <li>2 berms</li> <li>Sand/granitic sand surface</li> </ul>
	Intermediate dirt jump track	1	75m long x 1-2m wide	<ul style="list-style-type: none"> <li>4 jumps (up to 1m high)</li> <li>2 berms</li> <li>Sand/granitic sand surface</li> </ul>
	Walk/ride up-track	1	120m long x 1.8m wide	<ul style="list-style-type: none"> <li>Crushed rock surface</li> </ul>
	Pump track	1	Total area 200m <sup>2</sup>	<ul style="list-style-type: none"> <li>Mix of natural soil and imported sand/granitic sand surface</li> </ul>
	Trials areas	2	Total area 600m <sup>2</sup>	<ul style="list-style-type: none"> <li>30-50 features</li> <li>Features constructed from rock and timber</li> </ul>
	Cross-country trails	2	<ul style="list-style-type: none"> <li>Northern trail – 140m long</li> <li>Southern trail – 240m long</li> </ul>	<ul style="list-style-type: none"> <li>Natural surface trails</li> </ul>
	Skills Track	1	140m long	<ul style="list-style-type: none"> <li>Multiple line options</li> <li>10-20 timber balance beam features up to 1.5m high</li> </ul>



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

### 2.3 HISTORICAL EXPENDITURE

Table 2 below shows a summary of the historical expenditure by SCS on the existing ABP.

**Table 2. Historical Expenditure on Existing ABP**

	2008/ 2007	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011	2011/ 2012	2012/ 2013	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017	2017/ 2018
<b>1. Maintenance</b>												
a. Building Utilities Maintenance		\$306	\$1,075	\$2,246	\$2,177	\$6,455	\$4,794	\$5,706	\$5,878	\$2,763	\$3,656	\$5,766
b. Park Maintenance								\$1,154	\$98	\$818	\$822	\$1,790
c. Entry Road and Car Park Maintenance									\$666	\$893	\$723	
<b>2. Capital</b>												
a. ABP Path	\$34,040								\$9,160			\$6,250
b. ABP Toilet Block		\$52,325	\$3,550									
c. ABP Building Facility Signage			\$1,227									
d. ABP Jumptrack Pathway Renewal								\$7,658				
e. ABP Drainage and Track Surface Works									\$1,850			
f. ABP 4X Track Resurfacing										\$10,802		
g. ABP Dirt Track Surface Renewal and H Barriers											\$10,120	
<b>3. Total</b>	<b>\$34,040</b>	<b>\$52,631</b>	<b>\$5,853</b>	<b>\$2,246</b>	<b>\$2,177</b>	<b>\$6,455</b>	<b>\$4,794</b>	<b>\$14,518</b>	<b>\$17,652</b>	<b>\$15,276</b>	<b>\$15,321</b>	<b>\$13,806</b>
<b>4. Cumulative Total</b>	<b>\$34,040</b>	<b>\$86,671</b>	<b>\$92,524</b>	<b>\$94,770</b>	<b>\$96,947</b>	<b>\$103,402</b>	<b>\$108,196</b>	<b>\$122,714</b>	<b>\$140,366</b>	<b>\$155,642</b>	<b>\$170,963</b>	<b>\$184,769</b>

Figures are GST exclusive.



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

### **2.4 VOLUNTEER CONTRIBUTIONS AND MATERIAL DONATIONS**

ABP Committee of Management estimate up to 1000m<sup>3</sup> of fill material has been imported to the site to construct the various jumps, berms and other features. A substantial quantity of rocks and timber has also been imported for the construction of features. Most of these materials have been donated by the local business community.

ABP Committee also estimates that a total of around 1,200 volunteer hours has been contributed throughout the life of the park. This is based on 100 volunteer hours per year average on average, since 2006 when the park first opened. The current contribution is estimated to be closer to 200 hours for 2017/2018 financial year.

State Government guidelines suggest non-specialist volunteer in-kind labour should be valued at \$20 per volunteer hour. The total volunteer labour contributions over the 10 years of operation of the existing ABP are valued at approximately \$24,000.

If the same number of hours were completed by a SCS Council Officer on a Band 3A, the total value of voluntary labour would increase to \$35,184 (based on an hourly rate would be \$29.32 as at May 2018).



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

### 2.5 COST ESTIMATE

Table 3 below provides a cost estimate for the existing ABP, if it were to be built today using a professional trail design and construction company. The various items have been costed on a 'like-for-like' scenario, and using the asset inventory to estimate quantities of materials and labour etc. The table provides a lower and upper cost for each element, with approximately 20% variance between them.

**Table 3. Cost Estimate for Track and Non-Track Assets**

Item	Item Components	Cost Range - Lower	Cost Range - Upper
4X Track	Design & Documentation	\$10,800	\$13,200
	Material Costs	\$32,000	\$39,600
	Labour	\$48,600	\$59,400
	Project Expenses <sup>1</sup>	\$9,000	\$11,000
	<b>Item Total</b>	<b>\$100,400</b>	<b>\$123,200</b>
Advanced Dirt Jump Track	Design & Documentation	\$1,800	\$2,200
	Material Costs	\$4,375	\$5,345
	Labour	\$13,500	\$16,500
	Project Expenses	\$3,600	\$4,400
	<b>Item Total</b>	<b>\$23,275</b>	<b>\$28,445</b>
Intermediate Dirt Jump Track	Design & Documentation	\$1,800	\$2,200
	Material Costs	\$2,025	\$2,475
	Labour	\$8,100	\$9,900
	Project Expenses	\$2,700	\$3,300
	<b>Item Total</b>	<b>\$14,625</b>	<b>\$17,875</b>
Up Track	Design & Documentation	\$450	\$550
	Material Costs	\$1,080	\$1,320

<sup>1</sup> Project expenses are expenses incurred by the contractor such as mobilization, accommodation and project management. This is typical in the trail design and construction industry where contractors are not local to the area where the project is located.



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

Anglesea Bike Park Location Option Analysis

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	Labour	\$5,400	\$6,600
	Project Expenses	\$900	\$1,100
	<b>Item Total</b>	<b>\$7,830</b>	<b>\$9,570</b>
<b>Pump Track<sup>2</sup></b>	Design & Documentation	\$3,600	\$4,400
	Material Costs	\$13,500	\$16,500
	Labour	\$28,350	\$34,650
	Project Expenses	\$10,800	\$13,200
	<b>Item Total</b>	<b>\$56,250</b>	<b>\$68,750</b>
<b>Trials Areas</b>	Design & Documentation	\$2,700	\$3,300
	Material Costs	\$13,500	\$16,500
	Labour	\$18,000	\$22,000
	Project Expenses	\$3,600	\$4,400
	<b>Item Total</b>	<b>\$37,800</b>	<b>\$46,200</b>
<b>Cross Country Trail – Northern</b>	Design & Documentation	\$900	\$1,100
	Material Costs	\$0	\$0
	Labour	\$5,400	\$6,600
	Project Expenses	\$900	\$1,100
	<b>Item Total</b>	<b>\$7,200</b>	<b>\$8,800</b>
<b>Cross Country Trail – Southern</b>	Design & Documentation	\$900	\$1,100
	Material Costs	\$0	\$0
	Labour	\$10,800	\$13,200
	Project Expenses	\$1,350	\$1,650
	<b>Item Total</b>	<b>\$13,050</b>	<b>\$15,950</b>
<b>Skills Park</b>	Design & Documentation	\$3,600	\$4,400

<sup>2</sup> Replacement costs for the pump track assume 'like for like' replacement and make no allowance for storm water drainage, detailed engineering design and signoff, asphalt surfacing, track features higher than 800mm, surveying services or compaction testing, which would represent best practice approach for pump track design and construction.



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

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Anglesea Bike Park Location Option Analysis

World Trail Pty Ltd

	Material Costs	\$6,300	\$7,700
	Labour	\$33,750	\$41,250
	Project Expenses	\$3,600	\$4,400
	<b>Item Total</b>	<b>\$47,250</b>	<b>\$57,750</b>
Shelter <sup>3</sup>	Fit out	\$28,769	\$35,162
	Roof	\$20,056	\$24,513
	Services	\$95,541	\$116,772
	Structure	\$94,609	\$115,634
	<b>Item Total</b>	<b>\$238,975</b>	<b>\$292,081</b>
Other Non-track Assets <sup>4</sup> (fencing, gates, car parks, retaining walls, landscaping, drainage etc.)	<b>Item Total</b>	<b>\$90,000</b>	<b>\$110,000</b>
<b>Total</b>		<b>\$636,655</b>	<b>\$778,621</b>

Figures are GST exclusive.

Note that this cost estimate assumes that all work would be completed by contractors, and doesn't include any volunteer labour or donated materials.

<sup>3</sup> ABP shelter and toilet replacement costs provided by SCS.

<sup>4</sup> Provisional sum only – items have not been costed.





## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

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### 3 HIGH LEVEL OPTIONS ANALYSIS



Photo: ABP Committee of Management



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

SCS values the existing ABP highly and supports the community's wish to see it retained in its current location. It acknowledges the important contributions the park makes to the local community in terms of tourism benefits, health benefits, youth activities and assisting to cement the image of healthy, outdoors, adventure that Anglesea embodies.

Table 4 on the next page lists the two possible options (Option 1, retain the bike park in its current position; Option 2, relocate the bike park to a new position) and lists the advantages, disadvantages, costs and overall feasibility of each.



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

**Table 4. Options Analysis and Feasibility**

Option	Advantages	Disadvantages	Cost	Feasibility
<b>1 – Retain the bike park in its current position</b>	<ul style="list-style-type: none"> <li>Current bike park has high level of community ownership;</li> <li>Minimal disruption to natural environment (i.e. no need to clear native vegetation);</li> <li>Best position available – all alternative sites are further from town centre.</li> </ul>	<ul style="list-style-type: none"> <li>Current bike park is restricted in its ability to expand and/or hold events.</li> <li>Current bike park lease does not include the access road on private land.</li> </ul>	<ul style="list-style-type: none"> <li>No development costs as facility already exists;</li> <li>Potential future expenditure to upgrade car parking and/or drainage as required;</li> <li>There will be a cost to purchase the land from Alcoa;</li> <li>Cost of acquiring land is hard to assess – commercial value of the land will depend on planning and zoning considerations and subject to the way in which it is developed;</li> <li>Maintenance costs.</li> </ul>	<ul style="list-style-type: none"> <li>Feasibility is impossible to assess, given it is dependent on processes beyond the scope of this project.</li> </ul>
<b>2 – Relocate the bike park to a new position</b>	<ul style="list-style-type: none"> <li>Opportunity to create something new and potentially better than the existing bike park;</li> <li>Possible new sites could potentially be larger than current bike park, as they are less restricted in terms of land tenures;</li> <li>No questions over land tenure/security;</li> <li>Greater ability to expand and/or hold events.</li> </ul>	<ul style="list-style-type: none"> <li>All possible sites have native vegetation, so there will be environmental impacts;</li> <li>Potential for a delay between closure of current bike park and construction of new bike park;</li> <li>Possible sites are all slightly further away from town centre.</li> </ul>	<ul style="list-style-type: none"> <li>Cost of developing the new bike park (i.e. clearing the site of vegetation, trails, features, shelter, access road and car parking, toilets, etc.);</li> <li>Cost of native vegetation offsets;</li> <li>Cost of permits, approvals, technical consultants etc.;</li> <li>Maintenance costs.</li> </ul>	<ul style="list-style-type: none"> <li>Feasibility is high – subject to identifying a suitable site and design and cost considerations.</li> </ul>

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Anglesea Bike Park Location Option Analysis

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### 4 ALTERNATIVE SITE SELECTION



Photo: ABP Committee of Management



### 4.1 ATTRIBUTES OF A SUCCESSFUL BIKE PARK

The ABP Committee of Management were asked to define what attributes make the existing ABP a success. They defined the following list of attributes as being essential elements for success:

1. Accessibility to the site – this is critical to high usage, safety & security and also encourages volunteering. A small difference in accessibility can make a big difference, i.e. “how about a quick blast at the bike park?”;
2. Accessibility within the site – Its important for the terrain/basic physical attributes of the site to support accessibility to riders of varying abilities, ages & levels of mobility. Pedestrian/onlooker accessibility is important (younger siblings, grandparents etc.) too;
3. Activity attracts activity – The ABP is a social space as much as a recreational or sporting space. Whereas conventional MTB singletrack trails in forested areas provide minimal opportunities for social interaction, the social aspect of a bike park is a key attribute, as it is to any playground or town square. Conversely, lack of activity can deter usage (as per playgrounds, restaurants, town squares, most social settings);
4. Visibility – like accessibility, visibility creates a sense of safety and security and there are benefits both ways (i.e. benefits from being able to see in to the bike park and benefits from being able to see out. The ABP’s elevation and orientation makes it easily visible from Camp Rd and adds to its appeal. Visibility is also important in terms of cultivating a sense of the value of the bike park to the broader (non-riding) community – i.e. if the broader community see the bike park being a used and enjoyed, they perceive it as having value;
5. Inclusion – inclusion is linked to accessibility and visibility but is cultural rather than geographic. It is a sense that the bike park is part of, rather than separate from, the town. This relates to the social nature of the space and the notion that a bike park can be a hybrid between a town square/playground/sports arena. It also relates to perceived safety/security – its important to both riders and parents/carers to feel a sense of inclusiveness. The existing ABP is located adjacent to the Anglesea Primary School, the DELWP/PV office/depot and close to nearby houses. This adds to the sense of inclusion/connectedness;
6. Opportunities for physical challenge and risk-taking – a bike park should offer diverse opportunities for physical challenge and risk-taking;
7. Nice place to be – a bike park should be a nice place to visit, even if you aren’t a rider. It should be attractive and aesthetically pleasing, with the key test being – would you take visitors there even if they aren’t riders? Will it be popular for picnics/kids birthday parties? Will people want to take photos there and share them on social media?;
8. Basic amenities – shelter, toilets, car parking, pathways, shade and trees;
9. Maintenance – maintenance is not only important to maintain the asset and protect the investment, but it is critical to the safety of users and the overall amenity, marketability, environmental sustainability and usage of the bike park;
10. Maturity – ABP is improving every year. It takes a long time for any park to mature and often they get better over time if well cared for and well used and continually invested into;



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

11. Diversity – its important for the park to offer a broad spectrum of recreation opportunities. While riding is the primary focus of ABP, many people, especially children, enjoy other activities at the park, including relaxing in the shade or sun, exploring, trailhead functions, picnicking, birthday parties, photography, social exchange, etc.;
12. Event ready – ideally a bike can cater for bike events. It should have appropriate spaces for marquees, trade displays, food vendors, track/facility standards, overflow parking, be easy to find etc.;
13. Ride in, ride out – ABP is easy to access by bike, either from town or nearby trails. This reduces traffic and parking issues on site, adds a sense of vitality to the streets, builds on the town's outdoors culture and has environmental benefits. The proximity of the ABP to school camp venues is also a bonus;
14. Terrain – Ideally a bike park has a range of slope classes ranging from almost flat to moderately steep. The ABP site is ideal – it has flat areas lower down for car parking and other facilities, with moderate slopes in the upper areas for the trails. The moderate amount of fall suits both novice and advanced users and is not sufficiently steep that getting back up the hill is overly difficult;
15. Useable natural soil – The natural soil at the ABP is not ideal. Its very sandy which makes it hard to construct features with and prone to erosion. The solution to this has been to use imported fill material to construct features on top of the natural surface, but all the imported material must be purchased or donated;
16. Good signage – Signage must be well planned, designed and placed to ensure it is effective. It has an important role in ensuring the safety and enjoyment of all users;
17. Masterplan – Having a masterplan in place for the development/evolution of the ABP has been important to guide ongoing development;
18. Engaging the community in maintenance – The ABP is maintained with the help of many volunteers. Keeping volunteering fun is essential. Being able to offer volunteering opportunities to teenagers and even younger is extremely important. Engaging and keeping volunteers engaged is critical and goes back to the importance of accessibility and aesthetics;
19. Social media – ABP's social media presence has been important. Other media formats such as newspaper, TV and radio have all played a part in telling the story of the park over time.

This list of attributes provides a good starting point for devising a series of criteria that potential alternative sites can be scored against. However, many of the attributes listed above relate to the management and maintenance of the site, or elements of the design and construction of the trails and features that make up the existing ABP and don't provide much help in determining the best alternative site for the ABP. The attributes that provide the most help in determining the best alternative site for the ABP are those that relate to values that are inherent to the site prior to its development as a bike park – i.e. those relating to position, topography, soils, vegetation etc.

In 2014 the International Mountain Bicycling Association's (IMBA) published 'Bike Parks – IMBA's Guide to New School Trails'. This publication is an excellent resource for bike park development, even in an Australian context. In Chapter 4 'Planning' it discusses the recommended





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approach to be taken when there may be multiple sites available for developing a bike park and how best to differentiate between them. Key questions to be used to help determine the best sites include:

- Will the site integrate and connect to the fabric of the cycling community?
- How will riders access the park? Can they ride there or take public transport?
- Assess terrain, boundaries, vegetation, existing infrastructure, site constraints and opportunities, entry and access points, staging areas for events, views etc.;
- Is there an opportunity to share facilities such as toilets, parking, shelters with other parks/facilities?
- Is there water available on site for trail construction and maintenance?

The attributes provided by the ABP Committee of Management, key points from IMBA's publication 'Bike Parks – IMBA's Guide to New School Trails' and learnings accumulated through World Trail's ten plus years of designing and building mountain bike facilities have been incorporated into a series of thirteen criteria that are used to score potential alternative sites against. These criteria are shown below:

1. **Proximity to CBD** – How close is the site to the centre of Anglesea?
2. **Connectivity to MTB trails** – Does the site provide good connectivity to current and potential future MTB trails? (Note that while the position of future MTB trails isn't yet known, it is possible to consider whether the site borders land tenures with possibility for MTB trail development).
3. **Easy to Find** – Is the site easy to find and access by vehicle for visitors?
4. **Bike / Pedestrian Access** – Does the site offer safe cycling / pedestrian access from the centre of Anglesea? Are there footpaths or off-road pathways? Are there any marked bike lanes on the road? Is there scope to create a dedicated off-road linkage?
5. **Visibility** – Does the site offer good visibility to passing traffic? Concept of passive surveillance – users feel more secure and comfortable when there is visibility to passing traffic.
6. **Soil Stability** – How stable is the soil at the site? Based on visual assessment only and will consider elements like vegetation cover, apparent watercourses, slope, apparent soil types.
7. **Suitability for MTB** – Does the site possess good attributes for MTB trail development? Based on visual assessment only and will include consideration of slope, aspect, available features (e.g. rocks or other interesting features) etc.
8. **Availability of Land for Future Expansion** – Does the site offer future expansion opportunities?
9. **Aesthetic Values** – Is the site aesthetically pleasing?
10. **Shade Cover** – Are there any significant trees to provide shade?
11. **Stormwater Run-off Impacts** – Can stormwater run-off be contained on-site or prevented from impacting on other land tenures?
12. **Event Capability** – Can the site host MTB events? Does it provide sufficient space for staging areas, car parking and race start/finish areas? If not on-site, is there capacity nearby?
13. **Services** – Are any services (water, sewage, electricity) available on site?



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### 4.2 PRELIMINARY ALTERNATIVE SITES

At the commencement of this project, one of the first steps was to identify possible sites for the relocation of the ABP. Members of the PCG were asked to nominate any sites that offered suitable qualities as an alternative location for the ABP. A primary criterion was that any sites nominated must be Crown Land, in order to provide certainty and security of tenure into the future.

Seven sites were initially identified as preliminary alternative locations for the ABP. These seven sites are shown in Map 1 on the next page.

Of the seven sites identified, it was eventually determined to exclude four from any further assessment, and to retain three for further assessment. Table 5 on the following page provides some explanation of the rationale behind which sites were excluded and which sites were retained.



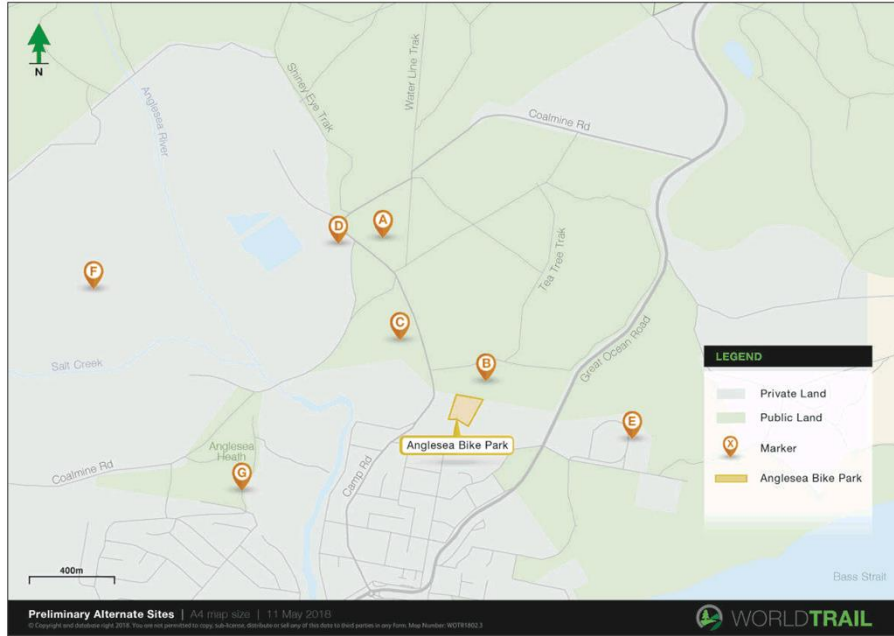


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Map 1. Preliminary Alternative Sites



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**Table 5. First round assessment of preliminary alternative sites**

Site	Location	Anglesea Futures Draft Land Use Plan Area	Decision
A	East of the roundabout at the intersection of Coalmine Rd and Camp Rd.	Located within Area 8 of the Anglesea Futures Draft Land Use Plan.	Retained for further assessment.
B	East of the DELWP/PV office/depot on Firebreak Track.	Located within Area 9 of the Anglesea Futures Draft Land Use Plan.	Retained for further assessment.
C	North of Anglesea Primary School on Camp Rd.	Located within Area 8 of the Anglesea Futures Draft Land Use Plan.	Retained for further assessment.
D	West of Coalmine Rd (gravel section on the western side of Camp Rd).	Located within Area 6 of the Anglesea Futures Draft Land Use Plan.	While this site has some good attributes, it was ultimately excluded on the basis that: <ul style="list-style-type: none"> <li>• It is in Area 6 of the Anglesea Futures Draft Land Use Plan which does not specifically support any forms of active recreation such as MTB;</li> <li>• Is quite far from town;</li> <li>• Is generally less attractive/feasible than the three sites above;</li> <li>• It is privately owned land.</li> </ul>
E	Anglesea Recreation Reserve on Ellimatta Rd.	None – outside the area considered in the Anglesea Futures Draft Land Use Plan.	This site has many excellent attributes, and has hosted MTB events in the recent past. However, it was ultimately excluded on the basis that: <ul style="list-style-type: none"> <li>• It already suffers from capacity and resourcing conflicts between the different existing uses (football, cricket, netball);</li> <li>• It is quite constrained topographically, by steep topography to the west and north;</li> <li>• Being located on the eastern side of the Great Ocean Rd, it is in a very different location to all other sites. While it has some connectivity to existing and proposed MTB trails, it was thought that this site wouldn't offer very good connectivity to the future proposed trail network due to its position.</li> </ul>



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<b>F</b>	Northeast of the proposed water body to be established inside the open cut coal mine.	Located within Area 2 of the Anglesea Futures Draft Land Use Plan.	This site is located within the former operational area of the coalmine and is still under active rehabilitation works. This site was excluded on the basis that: <ul style="list-style-type: none"> <li>• It is not likely to be accessible for some 5-10 years (the expected likely timeframe for all rehabilitation and stabilization works to be completed);</li> <li>• It is the furthest and least accessible site from the centre of Anglesea.</li> </ul>
<b>G</b>	West of Coogoorah Park	Located partially within Area 4 of the Anglesea Futures Draft Land Use Plan.	This site has many excellent attributes – it is very close to town, has existing facilities (toilets, playground and car parking) and excellent aesthetics. However, it was ultimately excluded on the basis that: <ul style="list-style-type: none"> <li>• It is in Area 4 of the Anglesea Futures Draft Land Use Plan which does not specifically support any forms of active recreation such as MTB;</li> <li>• Impact on the playground. The sloping land suitable for the bike park is too close to the playground area. Developing a bike park would require significant modification to the existing playground;</li> <li>• The land upslope and to the west of Coogoorah Park has been actively revegetated in the past as part of a community revegetation program;</li> <li>• Apart from the steeper section adjacent to the playground, the site is otherwise fairly flat;</li> <li>• Coogoorah Park has a strong sense of community ownership and it is clear that the community has contributed significantly to both the park and the revegetation zones behind the park.</li> </ul>

The three sites which were retained for further assessment are discussed in greater detail in the following section. For ease of identification in the remainder of this report, they will be referred to as:

- Site A – Roundabout;
- Site B – Firebreak Track;
- Site C – Camp Rd.



### 4.3 ASSESSING THE SUITABILITY OF ALTERNATIVE SITES

Map 2 on the next page shows the three alternative sites that were retained for further assessment and the existing ABP.

For each of the three sites, a polygon of approximately the same size as the existing ABP (approximately 1.25ha) is shown. The shape and position of these polygons was determined based on a number of variables, such as roads and topography, but is ultimately to be determined during subsequent stages where the provisional site layout plans will be presented. Furthermore, information discovered during this assessment about the existing values/constraints on these sites could also influence the exact position or shape of the footprint of these sites.

The intent of this section is to determine the site that has the greatest potential as a bike park benchmarked against the existing ABP site. That is, when considering each of the three sites from a visitor, tourism and mountain biking experience perspective, irrespective of development costs and cultural heritage and environmental values (which are considered later), which site represents the best possible opportunity?

Each of the possible alternative sites is scored against a raft of different criteria. These criteria represent different attributes that are all considered to be important variables factors in the success or failure of the bike park. These criteria were identified by considering other successful bike parks and MTB destinations and considering what aspects or attributes contributed to the success of those parks/destinations. All criteria were approved by the PCG and refined or modified as a result of discussion.

For each criterion, each site is given a score of 1-4, where scores are comparative against the other sites: 4 is the highest score, 1 is the lowest. Where there is no clear difference between sites for a given criterion, sites can be scored equally – that is all 4 sites could be given the same score. For each criterion, an explanation of how the score was arrived at is also provided. Ultimately, the scoring is subjective, but the inclusion of this explanation provides transparency as to how scores were determined.

Table 6 following the map shows the result of the assessment.

Note that the existing ABP is also included in the assessment for benchmarking purposes. That is, at the end of the exercise, the scores for sites A, B and C can be compared with the score for the existing ABP, to determine whether they are better or worse prospects than the existing ABP.

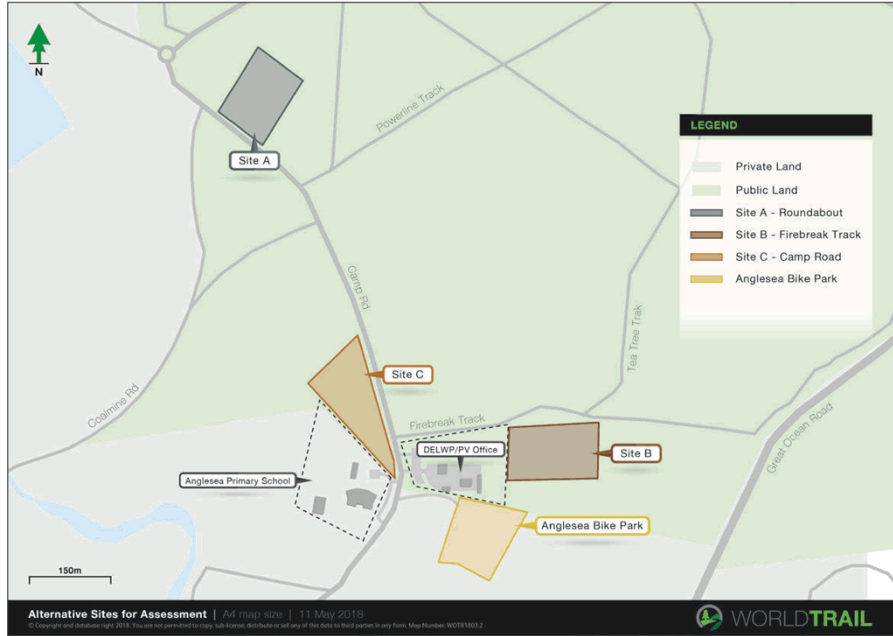


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Map 2. Alternative Sites for Assessment



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**Table 6. Suitability Assessment**

No.	Criteria	Site A – Roundabout	Site B – Firebreak Track	Site C – Camp Rd	ABP	Justification
1.	Proximity to CBD – How close is the site to the centre of Anglesea?	1	2	4	3	Measured from the roundabout at the intersection of Great Ocean Rd and Camp Rd and assuming travel along Camp Rd, Site C is closest (1.15km), followed by ABP (1.22km), Site B (1.44km) and then Site A (1.84km).
2.	Connectivity to MTB trails – Does the site provide good connectivity to current and potential future MTB trails? (Note that while the position of future MTB trails isn't yet known, it is possible to consider whether the site borders land tenures with possibility for MTB trail development).	3	4	2	4	<p>Site B and ABP score the most for this criterion, on the basis that there are existing mountain bike trails that already connect to these sites, as well as having good connectivity with suitable land tenures.</p> <p>Site A scores next best, on the basis that it is close to existing MTB trails and has good connectivity with suitable land tenures.</p> <p>Site C scores most poorly, but still receives a reasonable score. It does not connect to existing MTB trails at all, and is located on the opposite side of Camp Rd from most of the current trails, but it does connect into suitable land tenures, hence the score of 2. Furthermore, it offers an opportunity to connect back into the township of Anglesea and the Anglesea River via a narrow corridor of land to the west of the Anglesea Primary School.</p>
3.	Easy to Find – Is the site easy to find and access by vehicle for visitors?	4	2	4	3	Sites A and C score the most for this criterion, on the basis that both sites would most likely have frontage directly onto Camp Rd, making them extremely easy to find.



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						<p>ABP scores slightly less, on the basis that it is tucked back away from Camp Rd, with some vegetation screening the actual site from the road.</p> <p>Site B scores lowest, on the basis that it is tucked back away from Camp Rd and is obscured behind the DELWP/PV office/depot.</p>
4.	Bike / Pedestrian Access – Does the site offer safe cycling / pedestrian access from the centre of Anglesea? Are there footpaths or off-road pathways? Are there any marked bike lanes on the road? Is there scope to create a dedicated off-road linkage?	1	2	2	3	<p>ABP scores highest, as it has footpath access almost all the way to the entry into the bike park. It scores 3 rather than 4 on the basis that the access (i.e. footpath) along the west side of Camp Rd is not continuous the entire way, with some sections missing closer to the centre of Anglesea.</p> <p>Site B and C score next best, as both are only slightly further away and would only need small extensions of the existing footpath.</p> <p>Site A scores the least, as it is furthest away with no current obvious off-road pathway available.</p> <p>There are no marked bike lanes on the road.</p> <p>All sites could potentially be linked back into town via a dedicated off-road MTB trail that could be located to the west of the Anglesea Primary School, connecting to the end of Bingley Parade beside the river.</p>
5.	Visibility – Does the site offer good visibility to passing traffic? Concept of passive surveillance – users feel more secure and comfortable when there is visibility to passing traffic.	2	1	4	3	<p>Site C scores the most for this criterion, on the basis that it has the most road frontage, has reasonably sparse vegetation and is at or below the level of the road, offering excellent visibility.</p> <p>ABP scores next best – while it is removed from the road, there are open sightlines from Camp Rd through</p>



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						<p>the reasonably sparse vegetation. Furthermore, there is good visibility from the DELWP/PV office/depot, and also some limited visibility from the houses to the south/southwest.</p> <p>Site A scores next best – while it will have good visibility and has good road frontage, it is much higher up than the road which may restrict sightlines, and has a reasonably thick border of vegetation.</p> <p>Site B scores lowest, given it is located behind the DELWP/PV office/depot and will likely not be visible at all from Camp Rd.</p>
6.	Soil Stability – How stable is the soil at the site? Based on visual assessment only and will consider elements like vegetation cover, apparent watercourses, slope, apparent soil types.	3	1	2	2	<p>Site A scores highest. It is located on higher ground, and appears to be less sandy than some of the other sites. It was historically used as a landfill and could possibly be capped with imported material.</p> <p>Site C and ABP appear to have a mix of sandy soils and light clay soils. Clay is beneficial in that it can be used for construction of features for MTB trails.</p> <p>Site B is located on fairly flat terrain and appears to have fine, sandy soil, which has potentially washed down from higher ridges surrounding and accumulated there.</p> <p>Generally, there is not much variation across the four sites – soils in the region are generally sandy and poor. None of the sites have obvious watercourses or any signs of soil erosion or scouring.</p>
7.	Suitability for MTB – Does the site possess good attributes for MTB trail development? Based on visual assessment only and will	4	2	1	3	<p>Site A scores best for this criterion, based mostly on having the best topography and vertical elevation (approximately 17m vertical elevation), which are</p>





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	include consideration of slope, aspect, available features (e.g. rocks or other interesting features) etc.					<p>important characteristics for bike park features like 4X tracks and jump tracks. It also includes some flatter portions, which would be used for car parks, passive recreation areas etc.</p> <p>ABP is only just behind Site A. It also has good slope and topography and some flat parts, but it doesn't offer quite as much slope and vertical elevation (approximately 13m vertical elevation) as Site A.</p> <p>Site B scores next best – it has fairly gently sloping topography, uniform across the site and reasonable vertical elevation (approximately 12m vertical elevation).</p> <p>Site C scores lowest, on the basis that it is the flattest site (approximately 7m vertical elevation). While a flat site lends itself to development of car parks and passive recreation areas, some slope is desirable for developing trails and trail features. Drainage at this site could be problematic.</p> <p>None of the sites present other attributes that make them stand out from each other – for example, large rocks or boulders or interesting features.</p>
8.	Availability of Land for Future Expansion – Does the site offer future expansion opportunities?	4	3	3	1	<p>Site A scores the highest for this criterion. It has a large area that is cleared of native vegetation, reducing the cost and environmental impacts of expansion. Furthermore, it has no real constraints in terms of neighbouring land tenures, with the exception of the Holcim concrete plant around 100-150m to the southeast.</p> <p>Sites B and C both score 3 for this criterion. While they also share the same land tenure as Site A (i.e. Alcoa</p>



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						<p>leasehold land), which is likely to remain as Crown land in the long term, the position of Sites B and C is such that they have constraints along some boundaries, with Crown land along at least one side, allowing for opportunity for future expansion in that direction.</p> <p>ABP only scores 1 for this criterion, on the basis that it is located on valuable freehold land owned by Alcoa, with this tenure extending on three sides of the site. The fourth remaining boundary is shared with the DELWP/PV office/depot.</p>
9.	Aesthetic Values – Is the site aesthetically pleasing?	3	2	2	3	<p>Site A and ABP score the highest in this criterion.</p> <p>Site A is elevated on a small knoll, providing views out over the bushland.</p> <p>ABP has a mix of large mature trees and native vegetation and presents a shady, pleasant aesthetic with some views towards Camp Rd.</p> <p>Site B scores a 2 due to its location and aspect directly adjacent to the DELWP/PV office/depot, which dominates views in this area. It still scores a 2, however, due to the pleasant native vegetation and woodland aspect and the fact that much of the DELWP/PV office/depot is screened by vegetation.</p> <p>Site C scores a 2 also. It has a pleasant and shady aesthetic, but being quite low down and flat, has limited views.</p>
10.	Shade Cover – Are there any significant trees to provide shade?	2	2	3	4	<p>ABP and Site C both have a number of large mature pine trees. While not native, they do provide significant shade.</p>



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						Site A and Site B do have some mature Eucalypt trees on site, but they are smaller and sparser.
11.	Stormwater Run-off Impacts – Can stormwater run-off be contained on-site or prevented from impacting on other land tenures?	3	2	3	2	<p>Site A and C are given a score of 3, on the basis that site run-off would not impact on any other landowners or developments.</p> <p>Site B and ABP are given a score of 2, on the basis that both sites could potentially cause water to discharge into adjacent land.</p> <p>Note that there isn't a great difference between the four sites in this regard. None of the sites have any defined watercourses (although ABP does have a low drainage gully that can hold water from time to time) and all have moderate amounts of vegetation.</p>
12.	Event Capability – Can the site host MTB events? Does it provide sufficient space for staging areas, car parking and race start/finish areas? If not on-site, is there capacity nearby?	4	2	3	2	<p>Site A poses the best opportunity for an event space, due mostly to the large space available and the cleared nature of the site.</p> <p>Site C poses the next best opportunity for an event. It has a fairly large, flat open space available, with the overflow capacity potentially available next door at the Anglesea Primary School.</p> <p>Site B and ABP score the lowest, as they have limited space for events and no real overflow capacity, except along the verges of Camp Rd or across the road at the Anglesea Primary School.</p>
13.	Services – Are any services (water, sewage, electricity) available on site?	3	1	3	2	Water and electricity services are available along Camp Rd. Therefore, all 4 sites have access to power and water, but would need to have it physically connected (should it be required).





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### **4.4 ASSESSING THE FEASIBILITY OF ALTERNATIVE SITES**

The previous section determined which site that has the greatest potential as a bike park. This section will explore and discuss the values and constraints of each site and assess the feasibility of developing each site as a bike park.

Note that the existing ABP is not included in this assessment. This section discusses the feasibility of developing the possible alternative sites into a bike park. For example, it considers the potential impacts on the native flora and fauna and cultural heritage values if the site was to be developed into a bike park. Including the existing ABP in this assessment has no value given that it has been operational on the site since 2006.

Note also that this feasibility assessment has been based on a desktop review of available databases and known information and is based on the approximate site outlines provided in Map 2. It is not a full and thorough review of the values and constraints of each site.

Refer to Appendix 10.2 for the complete biodiversity assessment of the three sites provided by Beacon Ecological.



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### 4.4.1 Site A – Roundabout

Consideration	Assessment
<b>Biodiversity Considerations</b>	<ul style="list-style-type: none"> <li>• Appears to be subject to significant weed control over past 10 years. Likely to support regenerating native vegetation;</li> <li>• Ecological Vegetation Class is Healthy Woodland (EVC 48), classified 'Least Concern';</li> <li>• Mapped Location Category (under the 'Guidelines For The Removal, Destruction Or Lopping Of Native Vegetation', DELWP 2018) is mostly Location 3 (i.e. highest risk);</li> <li>• Modelled Condition Score is 0.794;</li> <li>• Strategic Biodiversity Score is 0.872;</li> <li>• Potential Offset Requirements include:               <ul style="list-style-type: none"> <li>○ 2,085 species units of habitat for Coast Twin-leaf, <i>Zygophyllum billardierei</i>;</li> <li>○ 2,088 species units of habitat for Otway Grey-gum, <i>Eucalyptus litoralis</i>;</li> </ul> </li> <li>• EPBC Species:               <ul style="list-style-type: none"> <li>○ Southern Brown Bandicoot recorded within site in 2004;</li> <li>○ Potential habitat for Swamp Antechinus;</li> </ul> </li> <li>• <b>Summary:</b> <ul style="list-style-type: none"> <li>○ <b>Site may or may not be dominated by native vegetation;</b></li> <li>○ <b>If the site is dominated by native vegetation, known previous records of the Southern Brown Bandicoot and potential habitat for the Swamp Antechinus may require targeted surveys and a referral under the EPBC Act;</b></li> <li>○ <b>Depending on the level of disturbance to native vegetation, species habitat offsets may be required that may not be available for purchase from accredited offset brokers.</b></li> </ul> </li> </ul>
<b>Planning Considerations</b>	<ul style="list-style-type: none"> <li>• The following planning scheme zones and overlays apply to the site:               <ul style="list-style-type: none"> <li>○ Clause 37.01 Special Use Zone, Schedule 1 Alcoa Lease Land (SUZ1);</li> <li>○ Clause 44.06 Bushfire Management Overlay (BMO);</li> <li>○ Clause Vegetation Protection Overlay, Schedule 1 Significant Native Vegetation (VPO1);</li> </ul> </li> <li>• Clause 52.10 'Uses with Adverse Amenity Potential' recommends a buffer distance of 300m between a concrete batching plant and a residential zone. In terms of best practice it would be considered appropriate to apply the same buffer between a "sensitive use" such as open space recreation (i.e. a bike park) and the batching plant;</li> <li>• The position shown for Site A is less than 300m from the boundary of the concrete batching plant. While there is some scope to move the site further to the north or northwest and away from the plant, achieving an offset distance of 300m from the plant is not feasible.</li> </ul>



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<b>Cultural Heritage Considerations</b>	There are no significant cultural heritage values associated with this site.
<b>Cost Considerations</b>	<p>There are anecdotal reports that the site is a former landfill site – this is supported by visual inspection. It was allegedly used as the landfill for many of the houses and buildings destroyed in the Ash Wednesday bushfires of 1983. As such, there is high probability that the landfill could contain hazardous materials like asbestos. Unfortunately there is no information on this site in SCS records, so historical evidence of the materials and processes used to seal and cap the site is lacking.</p> <p>Geotechnical investigations would be required to further understand the constraints of the site and it's feasibility as a bike park.</p>
<b>Existing Infrastructure</b>	The site has a management vehicle track passing through it, but it is most likely not in the right location to have any value as an access road and is not in particularly good condition.
<b>Compatibility with Adjacent Land Tenures</b>	<p>Site A is surrounded by Crown land and has no close neighbours. As the most remote and secluded site from other land uses, it is least likely to be impacted by surrounding/nearby land tenures.</p> <p>The only exception to this is the Holcim concrete batching plant which is about 140m from the boundary of Site A. As has been stated, there is some scope to move the site further to the north or northwest and away from the plant, but it would still be within the 300m offset distance discussed previously. This position would be unlikely to impact on the day-to-day operations of the plant and would not be within line of sight of the batching plant.</p>
<b>Summary</b>	<ul style="list-style-type: none"> <li>• <b>Pros:</b> <ul style="list-style-type: none"> <li>○ Site appears to have a history of modification;</li> <li>○ There are no cultural heritage concerns;</li> </ul> </li> <li>• <b>Cons:</b> <ul style="list-style-type: none"> <li>○ Based on the desktop biodiversity assessment, it is likely that offset requirements for this site may not be achievable;</li> <li>○ EPBC listed fauna has been recorded on the site in the past;</li> <li>○ Best practice planning would require the park to be offset from the concrete batching plant by 300m;</li> <li>○ Concerns around the former use of the site as a landfill and implications for public safety;</li> <li>○ Further investigations would be required to assess native vegetation quality and extent, determine whether EPBC listed fauna are present on the site and determine the extent of the landfill, soil contamination and capping materials used. Depending on outcomes, potential site rehabilitation works could be required.</li> </ul> </li> </ul> <p><b>Overall feasibility of Site A – Roundabout is Low.</b></p>



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### 4.4.2 Site B – Firebreak Track

Consideration	Assessment
Biodiversity Considerations	<ul style="list-style-type: none"> <li>• Likely to support relatively intact native vegetation;</li> <li>• Ecological Vegetation Class is Riparian Scrub/Swampy Riparian Woodland Complex (EVC 17), classified 'Depleted';</li> <li>• Mapped Location Category (under the 'Guidelines For The Removal, Destruction Or Lopping Of Native Vegetation', DELWP 2018) is Location 1 (western half) and Location 3 (eastern half). The guidelines state <i>"the higher category is used if the native vegetation to be removed includes more than one location category"</i>. In other words, the entire site is classified as Location 3 (i.e. highest risk);</li> <li>• Modelled Condition Score is 0.805;</li> <li>• Strategic Biodiversity Score is 0.941;</li> <li>• Potential Offset Requirements include: <ul style="list-style-type: none"> <li>○ 2.373 species units of habitat for Coast Bush-pea, <i>Pultenaea canaliculata</i>;</li> <li>○ 2.361 species units of habitat for Coast Twin-leaf, <i>Zygophyllum billardierei</i>;</li> <li>○ 2.373 species units of habitat for Otway Grey-gum, <i>Eucalyptus litoralis</i>;</li> <li>○ 2.373 species units of habitat for Large Plumeorchid, <i>Pterostylis sp. aff. plumose</i> (Anglesea)</li> </ul> </li> <li>• EPBC Species: <ul style="list-style-type: none"> <li>○ Potential habitat for Southern Brown Bandicoot;</li> <li>○ Potential habitat for Swamp Antechinus;</li> </ul> </li> <li>• <b>Summary:</b> <ul style="list-style-type: none"> <li>○ <b>Likely to be dominated by native vegetation. Potential habitat for the Southern Brown Bandicoot and potential habitat for the Swamp Antechinus. May require targeted surveys and a referral under the EPBC Act;</b></li> <li>○ <b>Depending on the level of disturbance to native vegetation, species habitat offsets may be required that may not be available for purchase from accredited offset brokers.</b></li> </ul> </li> </ul>
Planning Considerations	<ul style="list-style-type: none"> <li>• The following planning scheme zones and overlays apply to the site: <ul style="list-style-type: none"> <li>○ Clause 37.01 Special Use Zone, Schedule 1 Alcoa Lease Land (SUZ1);</li> <li>○ Clause 44.06 Bushfire Management Overlay (BMO);</li> <li>○ Clause Vegetation Protection Overlay, Schedule 1 Significant Native Vegetation (VPO1);</li> </ul> </li> </ul>
Cultural Heritage Considerations	<ul style="list-style-type: none"> <li>• Site contains a listed historical site: <ul style="list-style-type: none"> <li>○ Forest Commission No. 2 Camp (Ref# H7721-0018);</li> <li>○ Site registered in 1985, site of early 20<sup>th</sup> century powder magazine (building);</li> </ul> </li> </ul>





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	<ul style="list-style-type: none"> <li>• Steps required for use of site:             <ul style="list-style-type: none"> <li>○ Site visit with archaeologist to provide update on condition, extent of features, location and potential impact of proposed works to determine need for consent (see <i>Guidelines for Investigating Historical Archaeological Artefacts and Sites</i> (January 2014));</li> <li>○ Consent from Heritage Victoria (Consent to Excavate followed by Consent to Damage as necessary), if required;</li> <li>○ Development of an Interpretation Scheme may be a Heritage Act requirement (providing site interpretation).</li> </ul> </li> </ul>
Cost Considerations	There are no specific cost considerations associated with this site.
Existing Infrastructure	The site has a management vehicle track passing through it, which could potentially be used as the site access road if the site was developed.
Compatibility with Adjacent Land Tenures	Site B has a fairly secluded position – the only close neighbour is the DELWP/PV office/depot to the immediate west. The existing ABP (which is located on freehold land owned by Alcoa) is about 50m to the south. It is difficult to comment on the compatibility of Site B in relation to this freehold land owned by Alcoa, as it is not known what future uses may be developed on this site.
Summary	<ul style="list-style-type: none"> <li>• Pros:             <ul style="list-style-type: none"> <li>○ None</li> </ul> </li> <li>• Cons:             <ul style="list-style-type: none"> <li>○ High quality and extent of native vegetation – depleted EVC;</li> <li>○ Based on the desktop biodiversity assessment, it is likely that offset requirements for this site may not be achievable;</li> <li>○ Site contains a listed historical site.</li> </ul> </li> </ul> <p><b>Overall feasibility of Site B – Firebreak Track is Low.</b></p>

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### 4.4.3 Site C – Camp Rd

Consideration	Assessment
<b>Biodiversity Considerations</b>	<ul style="list-style-type: none"> <li>• Majority of south of site dominated by introduced pine trees;</li> <li>• Ecological Vegetation Class is Heathy Woodland (EVC 48), classified 'Least Concern';</li> <li>• Mapped Location Category (under the 'Guidelines For The Removal, Destruction Or Lopping Of Native Vegetation', DELWP 2018) is Location 1 (i.e. lowest risk);</li> <li>• Modelled Condition Score is 0.775;</li> <li>• Strategic Biodiversity Score is 0.870;</li> <li>• Potential Offset Requirements include:               <ul style="list-style-type: none"> <li>○ 0.731 general habitat units;</li> <li>○ Vicinity: Corangamite Catchment Management Authority (CMA) or Surf Coast Shire Council;</li> <li>○ Strategic Biodiversity Score: 0.696;</li> </ul> </li> <li>• EPBC Species:               <ul style="list-style-type: none"> <li>○ Potential habitat for Southern Brown Bandicoot in north of site only;</li> <li>○ Potential habitat for Swamp Antechinus in north of site only;</li> </ul> </li> <li>• <b>Summary:</b> <ul style="list-style-type: none"> <li>○ <b>Likely to support native vegetation in the north of the site only;</b></li> <li>○ <b>Design of track may be able to avoid impacts to native vegetation and require general biodiversity unit offset only which can be easily purchased from an accredited offset broker.</b></li> </ul> </li> </ul>
<b>Planning Considerations</b>	<ul style="list-style-type: none"> <li>• The following planning scheme zones and overlays apply to the site:               <ul style="list-style-type: none"> <li>○ Clause 37.01 Special Use Zone, Schedule 1 Alcoa Lease Land (SUZ1);</li> <li>○ Clause 44.06 Bushfire Management Overlay (BMO);</li> <li>○ Clause Vegetation Protection Overlay, Schedule 1 Significant Native Vegetation (VPO1);</li> </ul> </li> </ul>
<b>Cultural Heritage Considerations</b>	<ul style="list-style-type: none"> <li>• The site is adjacent to two Aboriginal heritage sites (77421-0503 and 1121-0205), being located on Anglesea Primary School site (though incorrectly mapped):               <ul style="list-style-type: none"> <li>○ The sites are in the Wathaurung RAP area;</li> <li>○ Advice from DELWP confirms that the registered Aboriginal heritage sites are incorrectly mapped and actually occur on the site of the Anglesea Primary School;</li> <li>○ Despite this, due to these nearby sites, there is a possibility of additional heritage occurring through this area, thus it is a 'sensitive area';</li> </ul> </li> </ul>



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	<ul style="list-style-type: none"> <li>• Steps required for use of site:             <ul style="list-style-type: none"> <li>○ If machinery is to be used for earthworks, a Cultural Heritage Management Plan (CHMP) will be required (unless the area of sensitivity can be avoided);</li> <li>○ If constructed by hand, a CHMP would not be mandatory (even if within the sensitive area);</li> <li>○ In either case, identification of any additional heritage material in the area would require appropriate management.</li> </ul> </li> </ul>
Cost Considerations	There are no specific cost considerations associated with this site.
Existing Infrastructure	There is no existing infrastructure on the site. It is partially fenced along the boundary with the Anglesea Primary School. There is also an abundance of fallen timber (pine trees) on the site, some of which could be repurposed for usage in the construction of the bike park.
Compatibility with Adjacent Land Tenures	Site C is constrained to the east by Camp Rd and to the southwest by Anglesea Primary School, but the land immediately north is Crown land. Its location adjacent to Anglesea Primary School can be perceived as both a negative and a positive. To date, the Primary School doesn't have a strong engagement with the bike park, but there are definite synergies and positives to be drawn from a close association between the bike park and the school.
Summary	<ul style="list-style-type: none"> <li>• Pros:             <ul style="list-style-type: none"> <li>○ Site has lowest vegetation values – partially cleared and largely vegetated with introduced species;</li> <li>○ Potential offset requirements are general in nature and easily available;</li> </ul> </li> <li>• Cons:             <ul style="list-style-type: none"> <li>○ Site is considered to be a 'sensitive area' for cultural heritage.</li> </ul> </li> </ul> <p><b>Overall feasibility of Site C – Camp Rd is Medium – High.</b></p>



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### 5 SITE LAYOUTS



Photo: ABP Committee of Management



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This section presents potential layout designs for each of the alternative sites.

The purpose of these layouts is to indicate how the various components of the existing ABP might be configured on the alternative sites, making best use of the terrain and topography available on each site and identifying any limitations of the sites.

Note that some of the site layouts provided do not strictly stay within the boundaries of the sites. Given that all three of the alternative sites are surrounded on all/most sides by Crown land, with plenty of room for expansion, it was determined that it was valid to allow elements of the bike park to spill outside the boundary if there was a valid reason to do so.

The layouts presented here are not intended to be concept designs showing the proposed layout for any of the sites – that step is one of many that will need to occur should the existing ABP be shut down and one of the sites be formally chosen as the new location for the ABP. The exact shape, size and elements for inclusion in the new bike park would need to be re-assessed at that time. While this project has focused on comparing 'like-for-like' to enable 'apples with apples' comparisons, there is no reason that the new bike park must be constructed to the same size or specifications as the existing ABP, other than considerations of cost. Indeed, if the existing ABP is to be closed, then the silver lining for the bike community is the opportunity to do something bigger and better at the next site. The process to design that future facility should include consultation with the ABP Committee of Management, riders and the broader community.



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## 5.1 SITE A – ROUNDABOUT

Figure 2. Potential Conceptual Layout for Site A - Roundabout



### Key Features

1. The only item located outside the site boundary is the car park. It is positioned in this location, as it is the flattest part of the site, with the slope dropping away down towards Camp Rd.
2. This site features moderately steep side slopes, increasing towards the bottom at Camp Rd.
3. Steeper slopes provide an excellent basis for the more advanced trail elements.



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### 5.2 SITE B – FIREBREAK TRACK

Figure 3. Potential Conceptual Layout for Site B – Firebreak Track



#### Key Features

1. The only item located outside the site boundary is the car park. It is positioned in this location as it is located beside the access road (Firebreak Track).
2. This site has very gentle slopes, generally sloping from east to west, but flatter towards the bottom.
3. While not shown here, the site is quite heavily vegetated. The site layout doesn't take consideration of the vegetation, ideally any facility would be designed to minimise impacts to vegetation where possible.



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### 5.3 SITE C – CAMP RD

Figure 4. Potential Conceptual Layout for Site C – Camp Rd



#### Key Features

1. The 4X track and Up Track are located outside the site boundary.
2. This site slopes very gently from east to west.
3. The 4X track has been straightened to maximise the vertical fall from start to finish. It will be very different to the current 4X track and will need creative design and construction direction to maintain challenge and interest.
4. The Up Track runs adjacent to Camp Rd. It could potentially provide riding/walking connections into future tourism developments.





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### 6 COST ANALYSIS



Photo: ABP Committee of Management



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### 6.1 COMPARITIVE COST ANALYSIS BETWEEN SITES

Looking forward, if the existing ABP is to be closed and a new bike park is to be constructed in one of the alternative locations explored here, the next steps would apply across all sites:

1. Resolution of land tenure, ownership and zoning issues – the future land tenure arrangements for the parcels of Crown land currently held under lease by Alcoa is the subject of processes currently underway and is outside the scope of this project and summarized in the DELWP Anglesea Futures Draft Land Use Plan. These processes would need to be resolved prior to any of the alternative sites being available for development as a bike park;
2. Bike park design – including concept design, community input and consultation and detailed design;
3. Field based biodiversity assessment – this would be undertaken concurrently with the bike park design process and would be based on (and influence) the footprint of the design;
4. Cultural heritage management plan – again, this would be undertaken concurrently with the bike park design process and would be based on (and influence) the footprint of the design;
5. Construction.

Depending on which site is chosen, there could be other steps that may apply, due to site-specific factors – for example, geotechnical investigations for Site A. These other steps will have an impact on the cost of the project and also potentially the timeframe for delivery.

Table 3 on page 11 established that the approximate cost to build the existing ABP today would be between \$636,655 - \$778,621. This cost estimate relates solely to the infrastructure items within the existing ABP – both the track and non-track assets. This cost estimate provides a baseline cost estimate that would be common across all the sites.

Table 7 on the following page identifies some of the potential costs and cost savings that could apply at the different sites due to site-specific factors.



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**Table 7. Comparative Cost Analysis Between Sites**

Site	Potential Cost Savings Due to Site-Specific Factors	Potential Additional Costs Due to Site-Specific Factors
Site A – Roundabout	<ul style="list-style-type: none"> <li>Range of slopes available (from flat to moderately steep) offer ideal setting for various infrastructure items, potentially minimizing earthworks and need for large quantities of fill materials;</li> <li>Large sections of the site have been cleared of vegetation, potentially minimizing physical clearing works that would be required.</li> </ul>	<ul style="list-style-type: none"> <li>Geotechnical investigations required to determine landfill location, capping materials and depth, soil contamination etc.;</li> <li>Depending on outcomes of geotechnical investigations, rehabilitation may be required, at significant cost and time delay<sup>5</sup>;</li> <li>Fauna monitoring required to determine presence/absence of EPBC listed fauna species;</li> <li>Depending on outcome of field based biodiversity assessments, the vegetation offsets required may not be available. If they are available, the cost of obtaining those offsets may be significant;</li> <li>Being further from Anglesea, any walking/cycling pathways connecting back into town will be longer and more expensive.</li> </ul>
Site B – Firebreak Track	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Site is heavily vegetated. Extensive clearing of vegetation will be required;</li> <li>Depending on outcome of field based biodiversity assessments, the vegetation offsets required may not be available. If they are available, the cost of obtaining those offsets may be significant;</li> <li>Site has gentle slopes. Will require the importation of significant amounts of fill material for the construction of features;</li> <li>Site is located a large distance from Camp Rd (200m). Connection of services (water, electricity etc.) will be more expensive than other sites;</li> <li>Site contains a listed historical site. Additional costs associated with this include approvals and permits, archaeology services and potential site interventions and dedicated interpretive signage.</li> </ul>

<sup>5</sup> SCS estimate that a 'Preliminary Environmental Site Assessment', 'Site Remediation Strategy Plan' and actual remediation works could be anywhere between \$15,000 - \$225,000 (mostly depending on any required remediation work) and take between 2 – 9 months.

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<b>Site C – Camp Rd</b>	<ul style="list-style-type: none"><li>• Large sections of the site have been cleared of vegetation, potentially minimizing physical clearing works that would be required;</li><li>• Depending on outcome of field based biodiversity assessments, the vegetation offsets required are likely to be available and significantly less expensive than other sites;</li><li>• Site is very close to Camp Rd and Anglesea Primary School. Connection of services (water, electricity etc.) will be cheaper than other sites.</li><li>• Being closest to Anglesea, the length of any new walking/cycling pathways connecting back into town are minimized (there is already a pathway to the school).</li></ul>	<ul style="list-style-type: none"><li>• Site has gentle slopes. Will require the importation of significant amounts of fill material for the construction of features;</li><li>• Site has a number of large, mature pine trees that may require assessment and works by arborists;</li><li>• Site has a large stockpile of tree trunks/branches. Some of this material may be useful for construction of features, but it is expected that a significant portion will need to be removed;</li><li>• Site has Indigenous cultural heritage sensitivities. Additional approvals and investigations may be required, and some site interventions may be required. However, assume that most of these can be covered by CHMP process.</li></ul>
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### 6.2 COST ESTIMATE FOR THE REPLACEMENT OF ABP

Table 3 on page 11 established that the approximate cost to build the existing ABP today would be between \$636,655 - \$778,621. This cost estimate was related solely to the infrastructure items within the existing ABP – both the track and non-track assets. However, if the bike park is to be relocated to a new location, there would be additional costs on top of the actual construction of the park. Table 8 below outlines the various additional cost items and provides a lower and upper cost estimate for each item, to arrive at a final price to design and construct a new ABP.

**Table 8. Cost Estimate for Design and Construction of New ABP**

Stage	Item	Cost Range - Lower	Cost Range - Upper
Planning and Design <sup>6</sup>	Geotechnical Investigation	\$3,000	\$4,200
	Feature and Level Survey	\$6,000	\$9,000
	Cultural Heritage Management Plan	\$30,000	\$45,000
	Flora and Fauna Assessment (including vegetation offsets)	\$15,000	\$22,000
	Planning/Zoning Assessments	\$100,000	\$140,000
	<b>Sub-total</b>	<b>\$154,000</b>	<b>\$220,200</b>
Construction	Service Connections (power, water, sewerage)	\$150,000	\$210,000
	4X Track	\$100,400	\$123,200
	Advanced Dirt Jump Track	\$23,275	\$28,445
	Intermediate Dirt Jump Track	\$14,625	\$17,875
	Up Track	\$7,830	\$9,570
	Pump Track	\$56,250	\$68,750

<sup>6</sup> Estimates only, based on other projects undertaken by SCS.



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	<b>Trials Areas</b>	\$37,800	\$46,200
	Cross Country Trail – Northern	\$7,200	\$8,800
	Cross Country Trail – Southern	\$13,050	\$15,950
	Skills Park	\$47,250	\$57,750
	Shelter	\$238,975	\$292,081
	Other Non-track Assets (fencing, gates, car parks, retaining walls, landscaping, drainage etc.)	\$90,000	\$110,000
	Sub-total	\$636,655	\$778,621
Contingencies	Contingency (30%)	\$237,197	\$299,646
	Project Management (10%) <sup>7</sup>	\$79,066	\$99,882
	Cost Escalation (10%) <sup>8</sup>	\$79,066	\$99,882
	Sub-total	\$395,328	\$499,411
<b>TOTAL</b>		<b>\$1,185,983</b>	<b>\$1,498,232</b>

Figures are GST exclusive.

<sup>7</sup> In line with Surf Coast Shire's Project Management Framework.

<sup>8</sup> This assumes a 5% increase per year for two years and that construction after this time would need to consider a higher cost escalation.



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### 6.3 ONGOING OPERATIONAL COSTS

Looking further forward beyond the construction of the new ABP, the ongoing operation of the bike park will need to be adequately funded into the future.

Table 2 on page 9 listed the historical expenditure by SCS on the existing ABP. It is assumed that the first two years of expenditure was associated with the capital investment to construct the park. Excluding the first two year's expenditure, the annual average expenditure on the existing ABP is \$9,809 and can be allocated to ongoing maintenance, servicing and replenishment of the assets. Using the median of the lower and upper cost estimate shown in Table 3 (\$707,638), this annual average expenditure equates to about 1.4% of the capital cost of the facility.

While the status quo may be adequate, this project represents an opportunity to establish new and more realistic funding benchmarks for the ABP moving forward. Therefore, it is proposed that SCS's ongoing annual expenditure be increased from 1.4% to 2% of the capital cost of the park based on the full capital cost of relocating the bike park as shown in Table 8 – nearly \$27,000 annually.

In addition, it is assumed that the ABP Committee of Management in partnership with the local community will continue to contribute the same amount of volunteer labour as they are currently contributing, estimated at around 200 hours per year and valued at \$4,000 annually.

Finally, many of the features of the current bike park are constructed/surfaced with locally sourced granitic sand material. This material is reasonably cheap and abundant locally, but isn't the ideal material for many of the features, requiring ongoing replenishment roughly every 3 years. As an estimate, an allocation of an additional 2% of the capital cost of the park would be required every 3 years to replenish features such as the 4X track, dirt jumps and pump track.

Table 9 on the next page illustrates these costs over a 10 year forecast period.



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**Table 9. Forecast Maintenance Costs**

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
SCS Ongoing Expenditure (2% of capital cost, 3% increase per year)	\$26,842	\$27,647	\$28,477	\$29,331	\$30,211	\$31,117	\$32,051	\$33,012	\$34,003	\$35,023
Volunteer Contributions (200 hours/year @ \$20/hour)	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
Recurrent Replenishment of Assets (2% of capital cost every 3 years)			\$28,477			\$31,117			\$34,003	
Annual Total	\$30,842	\$31,647	\$60,954	\$33,331	\$34,211	\$66,235	\$36,051	\$37,012	\$72,006	\$39,023
Cumulative Total	<b>\$30,842</b>	<b>\$62,490</b>	<b>\$123,443</b>	<b>\$156,774</b>	<b>\$190,985</b>	<b>\$257,220</b>	<b>\$293,271</b>	<b>\$330,284</b>	<b>\$402,289</b>	<b>\$441,312</b>

Figures are GST exclusive.

Finally, while the existing ABP is well used and loved by the riders and the broader community, it doesn't represent current best-practice for a modern bike park. This may reflect the fact that funding opportunities have been difficult to secure in recent years with the future of the existing ABP in doubt.

While the cost estimates and forecasts provided in this report are based on replacing the existing ABP with another one very similar (i.e. like-for-like), a range of improvements could be made, either to the existing bike park or incorporated into any new bike park, as follows:

- Increase the size of the pumptrack and consider surfacing with asphalt – Pumptracks are growing in popularity around Australia, with many communities and land managers seeing them as a safer, cheaper alternative to skate parks, appealing to a larger user group (asphalt pump tracks can be used by bikes, scooters and skateboards and are suitable for all ages, right down to toddlers on balance bikes);
- Use better quality surfacing materials for dirt jumps and 4X track – Higher quality materials with smaller particle size and higher clay content will provide good plasticity and better erosion resistance. Consider the addition of soil stabilizing agents;





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- Ensure best practice civil construction standards are applied to any built structures – Any timber structures with in-ground posts should be constructed according to civil building practices. This includes using appropriate timber species for in-ground applications, protecting the timber, using galvanized or stainless fixings etc.;
- Surface car park and entry road with asphalt – the current car park at the existing ABP can become very wet and boggy in wet weather. The addition of an asphalt seal and installation of proper drainage structures would greatly increase the use and appeal of the ABP.

Obviously these improvements would add substantial cost to the project at the construction stage, but would also potentially provide cost savings over the life of the facility as they would reduce or remove some of the ongoing maintenance and recurrent replenishment works. For example, the lifespan of an asphalt pumptrack is estimated at 15 years and requires almost zero maintenance, whereas the lifespan of a natural surface pumptrack is estimated at around 3-4 years without any replenishment.



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### 7 TENURE OPTIONS



Photo: ABP Committee of Management



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The existing ABP is located on freehold land owned by Alcoa. It is leased to the Surf Coast Shire (SCS) and managed under delegation by the Anglesea Bike Park Section 86 Committee of Management.

All the alternative bike park locations are located on Crown land, two of them within Alcoa's current leasehold (Site A – Roundabout and Site C – Camp Rd). While the exact tenure arrangements for these sites moving forward is not known, it is assumed that:

1. At some point in the near future the Alcoa lease will be discontinued;
2. The alternative sites will remain Crown land;
3. Future tenure arrangements will be suitable for the purpose of a bike park.

In 2015 TRC Tourism released the publication '*Guidelines for Trail Planning, Design and Management - A Toolkit for State and Local Government Agencies, Community Groups And Investors on How to Plan, Manage and Market Exceptional Trail Experiences.*' The guidelines were prepared with the support of the nine local governments within Barwon South West Region (including SCS), Great Ocean Road Regional Tourism as well as Regional Development Australia, Regional Development Victoria and Parks Victoria. The guidelines are an excellent resource and discuss many issues relevant to the planning and development of trails. The guidelines identify three main models for the management of trails generally. These different management models, their features and applications and the advantages and disadvantages of each are shown below in Table 10 on the following pages.

Under the management models shown, the management model for the existing ABP would be a 'Partnership'.

Moving forward, it is the preference that the bike park retains strong community leadership and ownership. Indeed, the most successful MTB trails and bike parks have heavy community ownership and involvement of the MTB and broader community. The 'Partnership' model is recommended as the management model moving forward, but the details may change, depending on the final land tenure arrangements. The future land tenure arrangements for these parcels of Crown land is the subject of processes currently underway outside the scope of this project and summarized in the DELWP Anglesea Futures Land Use Plan. Ideally, the future location of the ABP would remain under the management of SCS, with a Committee of Management responsible for the day-to-day management and operation of the park.



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**Table 10. Potential Management Models**

Model	Features	Examples	Scenarios Where This Could Be Applied	Advantages	Disadvantages
<b>Agency sole managed</b>	One or more federal or state government agencies, or local authority manages the trail exclusively. Commercial licenses for guided tours, accommodation or other services may or may not be provided. Ultimate responsibility lies with the management agency. These trails are typically all on public land although small sections of private land are sometimes involved through easements over title. Little or no volunteer involvement.	<ul style="list-style-type: none"> <li>Great Ocean Walk</li> <li>Warmambool Foreshore</li> <li>Geelong Waterfront</li> <li>Overland Track</li> <li>Larapinta Trail</li> <li>All New Zealand Great Walks</li> </ul>	<p>Mostly public land in remote location.</p> <p>Limited capacity or interest from volunteers, user groups or local community.</p> <p>Could be a pioneering development project where government takes the risk and lays the enabling infrastructure for other parties to invest over time.</p> <p>Complex destination where competing land uses could jeopardise the recreation opportunity, hence need for strong, executive decision-making powers to protect recreation and open space values.</p>	<ul style="list-style-type: none"> <li>Clear role and responsibility</li> <li>Can enable quick decision-making but not always</li> <li>Easier to apply consistent service standards although not guarantee</li> </ul>	<ul style="list-style-type: none"> <li>Consumer and tourism industry vulnerable to agency performance</li> <li>Limited ability to leverage funding and broader community support</li> </ul>

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<p><b>Partnerships</b></p>	<p>Multiple variations exist including</p> <ol style="list-style-type: none"> <li>1. Vesting and control from a land management agency to a Committee of Management;</li> <li>2. Agency trail maintenance with foundation/trust/incorporated society assisting with maintenance, funding and expansion of trail network;</li> <li>3. Land management agency as primary trail manager with assistance from volunteers drawn from trail users.</li> </ol>	<ul style="list-style-type: none"> <li>• Bellarine Rail Trail</li> <li>• You Yangs</li> <li>• Forrest</li> <li>• Port Fairy to Warmambool Rail Trail</li> <li>• Surf Coast Walk</li> <li>• 12 Apostles Trail</li> <li>• Old Beechy Rail Trail</li> <li>• Great South West Trail</li> <li>• Munda Biddi Trail, WA</li> <li>• Bibbulman Track, WA</li> <li>• Queenstown Trails Network, NZ</li> </ul>	<p>Capacity and willingness from community, recreation or other groups exists to share maintenance and development.</p> <p>Where funding from a single source is constrained.</p> <p>Mixed land tenure may require a partnership in order to guarantee access over private land.</p>	<ul style="list-style-type: none"> <li>• Leverages a broader support base for maintenance, development, funding, expansions, events</li> <li>• Shares risk</li> <li>• Forces stakeholders to enter into management agreements so that roles and responsibilities are clear</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholders can be 'held to ransom' if partners do not perform</li> <li>• Roles and responsibilities can become confused</li> <li>• Some agencies struggle to change organizational culture towards working in partnership</li> </ul>
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<p><b>Private</b></p>	<p>Trails over mostly private land managed by land owners</p>	<ul style="list-style-type: none"> <li>• Banks Peninsula Track, NZ</li> <li>• Tora Walk, NZ</li> </ul>	<p>Where public lands in the region do not have potential for quality trails</p> <p>Where other trails in the region offer the same type of experience, private trails can more easily differentiate the experience and potentially attract new markets.</p>	<ul style="list-style-type: none"> <li>• No political or democratic interference with decision-making</li> <li>• Can respond quickly to market preferences</li> <li>• Offers a different experience for consumers who are used to only publicly administered trails</li> </ul>	<ul style="list-style-type: none"> <li>• Trail can close without public consultation or notification</li> <li>• Vulnerable to economic conditions</li> <li>• Generally only capable of catering to a small volume of visitors (group sizes typically less than 20)</li> </ul>
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### 8 FUNDING OPTIONS FOR CONSTRUCTION AND MAINTENANCE



Photo: ABP Committee of Management





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Funding for the planning, design and construction of mountain bike trails and parks in Australia has typically come from Government agencies (Federal, State and Local) through a range of different grant programs. Historically, the grants that have funded MTB trail projects tend to have a focus on job creation, tourism development and regional economic growth. Funding programs focusing on community health and wellbeing are also a potential source of funding, but tend to be less common in funding MTB trail projects and are for smaller amounts. Table 11 below provides some examples of recent MTB trail projects, with details about the funding, distance of trails and outcomes achieved.

**Table 11. Recent examples of Government funded MTB projects**

Location	Details
<p>Creswick MTB Trails, Creswick, Victoria</p>	<ul style="list-style-type: none"> <li>• Funding announced 5<sup>th</sup> April 2017;</li> <li>• \$2.56m grant from the Victorian State Government;</li> <li>• Expected to attract more than 80,000 annual visitors and create 30 new jobs;</li> <li>• The project will deliver:               <ul style="list-style-type: none"> <li>• The development of Hammon Park into a Trail Head;                   <ul style="list-style-type: none"> <li>○ Construction of a Pump Track at Hammon Park;</li> <li>○ Construction of 100kms of new trail; and</li> <li>○ Signage through all trail networks;</li> </ul> </li> </ul> </li> <li>• The project is funded by the Government's flagship <i>Regional Tourism and Infrastructure Fund</i> (RTIF).</li> </ul>
<p>Haunted Hills Bike Park, Latrobe Valley, Victoria</p>	<ul style="list-style-type: none"> <li>• Funding announced 28<sup>th</sup> April 2018;</li> <li>• \$1m grant from the Australian Government's <i>Regional Jobs and Investment Packages</i> (RJIP);</li> <li>• Bike park to be constructed on a greenfield site located at Haunted Hills near Newborough;</li> <li>• Trails progressing from beginner (4km) to intermediate (4km) and expert (2km) plus skills area and pump track;</li> <li>• It will also have quality infrastructure including shelter, bike wash, picnic tables, toilets and car park;</li> <li>• Working closely with Latrobe City Council, the Haunted Hills Bike Park project will commence development planning within the next few months with the aim of completion in approximately two years.</li> </ul>



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<p><b>La Larr Ba Gauwa Park, Harcourt, Victoria</b></p>	<ul style="list-style-type: none"> <li>• Opened in March 2018;</li> <li>• 34 kilometres of MTB trails;</li> <li>• 11 trails catering to riders of all abilities from beginner to advanced;</li> <li>• La Larr Ba Gauwa Park is 2km east of Harcourt and adjacent to the Mount Alexander Regional Park. It is 130km north of Melbourne;</li> <li>• \$1.99m grant from the Victorian State Government through the <i>Regional Jobs and Infrastructure Fund</i> (RJIF);</li> <li>• DELWP managed the construction of the trails;</li> <li>• Managed by a volunteer committee of management.</li> </ul>
<p><b>Blue Derby Mountain Bike Trails, Derby, Tasmania</b></p>	<ul style="list-style-type: none"> <li>• Blue Derby is a network of mountain bike trails in north-east Tasmania centred on the two rural settlements of Derby and Weldborough;</li> <li>• Approximately 80km of trails currently available;</li> <li>• Majority of the trails opened in June 2016;</li> <li>• \$2.45m funding from the Australian Government's <i>Community Development Grant Programme</i> (CDGP);</li> <li>• \$700,000 funding from partnership of local stakeholders;</li> <li>• Since its opening, Blue Derby has been averaging 1,000 visitors a month;</li> <li>• Town of Derby has seen new businesses open, accommodation beds increase and a wave of residential and commercial real estate acquisitions;</li> <li>• Hosted the Australian XCM MTB Marathon National Championship in 2015 and 2016;</li> <li>• 2015 National Award by Economic Development Australia;</li> <li>• 2015 LGAT Award for Delivering Excellence;</li> <li>• In 2015 Tourism Australia nominated Blue Derby as a reason to visit Australia in its marketing promotions;</li> <li>• Hosted a round of the Enduro World Series in 2017 and will again in 2019;</li> <li>• One of the trails (Detonate) voted Best Trail of the 2017 Enduro World Series;</li> <li>• Another 30km of trails currently being added, including a whole new precinct of Easy (beginner) trails, more gravity trails and an asphalt pump track.</li> </ul>



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

There are plenty of examples where MTB trail projects have been funded by Government agencies in the planning, design and construction phases. The business cases for these projects can be compelling, and the amount of money required is often much smaller than other tourism or infrastructure projects. However, there are very few examples of funding being provided for ongoing operations – i.e. management and maintenance.

This issue is common in Australia where MTB trails have been invested in. The model has been proven to work in terms of attracting visitation – investing in high quality trail infrastructure (either walking or MTB) is a successful strategy to attract visitation. The challenge is figuring out how the land manager can turn visitation into an economic return to fund the ongoing operation of the trails. Typically the economic return on visitation goes to the local business community through accommodation, food and beverage spending and tourism services like guided tours and tuition, bike hire and shuttle services. Generally, trails are free to access and ride and there is no real mechanism for the land manager to capture revenue towards the upkeep of the trails. This is not so much a reflection of the willingness of riders to pay<sup>9</sup> but the challenge of how to collect and administer trail access fees.

Table 12 on the next page summarizes some of the funding sources available and their applications. This table is from TRC Tourism's 2015 publication *'Guidelines for Trail Planning, Design and Management - A Toolkit for State and Local Government Agencies, Community Groups And Investors on How to Plan, Manage and Market Exceptional Trail Experiences.'*

<sup>9</sup> Most surveys that have focused on demographics of MTB riders show generally high levels of income and an understanding that good trails cost money to construct and maintain.



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

**Table 12. Potential Funding Sources for Trail Projects (TRC Tourism 2015)**

Funding Source	Iconic trails with strong tourism component	Community trails for recreation, health, wellbeing, civic amenity	Mountain bike parks (urban, resort-based or rural)	Rail Trails
Land manager/government funds	✓✓✓	✓✓	✓✓	✓✓✓
Grants direct to agency	✓✓✓	✓✓	✓✓	✓✓✓
Grants via a trails trust, incorporated society, foundation in partnership with land management agency	✓✓✓	✓✓	✓✓	
Philanthropic donations	✓✓	✓✓	✓✓	✓✓
Sponsorship	✓	✓✓	✓✓	✓
Fee for use	✓✓✓	✗	✓✓	
Camping fee contribution	✓✓✓	✓	✗	✗
Commercial tour operator contribution for trail use	✓✓✓	✗	✓✓✓ (having State, National or International significance)	✓✓
Information sales (guide book)	✓✓✓	✗	✓	✓
Merchandise	✓✓✓	✗	✗	✓



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### 9 KEY FINDINGS



Photo: ABP Committee of Management



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

Key findings include:

- While SCS values the existing ABP highly and supports the community's wish to see it retained in its current location, the feasibility of this occurring is impossible to assess given it is dependent on processes beyond the scope of this project;
- It is important therefore to identify and assess alternative sites for the relocation of the ABP, should relocation be required;
- The total cost of replacement of the existing ABP today is estimated at between \$636,655 - \$778,621, excluding GST and land costs and improvements beyond the current conditions;
- The attributes of a successful bike park were identified and distilled into thirteen criteria that could be used to help assess the suitability of alternative sites for a bike park;
- Seven preliminary alternative sites were identified, which were then narrowed down to three alternative sites for assessment:
  - Site A – Roundabout: East of the roundabout at the intersection of Coalmine Rd and Camp Rd;
  - Site B – Firebreak Track: East of the DELWP/PV office/depot on Firebreak Track;
  - Site C – Camp Rd: North of Anglesea Primary School on Camp Rd;
- The three alternative sites were scored against the thirteen criteria to produce a final score for each site. The final scores were:

○ Site A – Roundabout:	37 / 52 (71%)
○ Site C – Camp Rd:	36 / 52 (69%)
○ ABP:	35 / 52 (67%)
○ Site B – Firebreak Track:	26 / 52 (50%)
- The scores suggest that Site A – Roundabout has the highest suitability for a bike park, closely followed by Site C – Camp Rd, with Site B – Firebreak Track having much lower suitability. Furthermore, the scores suggest that Site A – Roundabout and Site C – Camp Rd are slightly more suitable than the existing ABP;
- The feasibility of the three alternative sites was assessed, discussing constraints such as planning, biodiversity, cultural heritage and so on:
  - Overall feasibility of Site A – Roundabout and Site B – Firebreak Track was Low;
  - Overall feasibility of Site C – Camp Rd was Medium – High;
- The total cost to design and construct a new ABP in one of the alternative locations is estimated at between \$1,185,983 - \$1,498,232.



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**In summary**, Site A – Roundabout scored the highest (73%) in the Suitability Assessment, but was found to have Low feasibility, due to a number of constraints.

Site C – Camp Rd scored second highest (69%) in the Suitability Assessment, and was found to have Medium – High feasibility.

Site B – Firebreak Track scored the lowest (50%) in the Suitability Assessment, and was found to have Low feasibility.

Overall, Site C – Camp Rd represents the best alternative site for the ABP.



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### 10 APPENDICES

#### 10.1 ABP PHOTOS





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# 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

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<p>Rock Features in Main Trials Area</p> 	<p>Rock and Log Features in Small Trials Area</p> 
<p>Pump Track (Works Underway)</p> 	<p>Up Track in Centre, Jumps Track to Left</p> 



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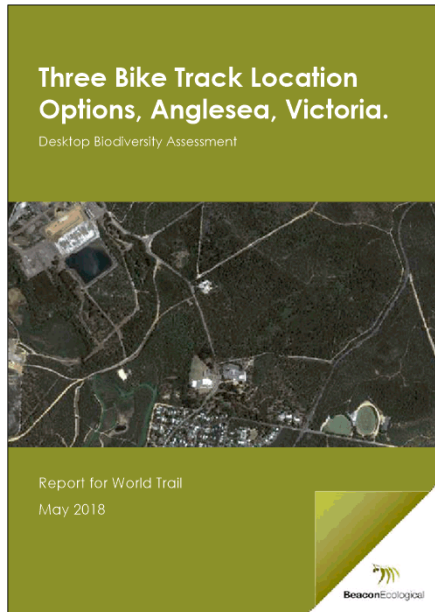
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<p>Entry (Trailhead) Signage</p> 	<p>Community Noticeboard</p> 
<p>Main Car Park</p> 	<p>Overflow Car Park</p> 



# 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

## 10.2 BIODIVERSITY ASSESSMENT






# 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

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Three Bike Track Options, Anglesea, Victoria - Desktop Biodiversity Assessment

## 1 INTRODUCTION

Beacon Ecological was engaged by World Trail to undertake a desktop Biodiversity Assessment for three site options to relocate the Anglesea bike track. All three options are located immediately north of the Anglesea township.

This report provides a desktop analysis relating to ecological constraints and any likely requirements relating to impacts to ecological values for each of the proposed sites.

### 1.1 SCOPE OF WORKS

The following tasks were completed during the vegetation assessment:

**Background Review:** Relevant documentation, government databases and modelling pertaining to the sites were reviewed.

**Mapping:** A location map has been prepared for inclusion in the report.

**Report Production:** A report was prepared to detail the:

- Results of the desktop assessment.
- Potential requirements and recommendations to protect and conserve ecological values.


### 1.2 STUDY AREA

The study area includes the current bike track location and three other relation locations nearby (Figure 1):

- **Existing bike track:** A 1.41 hectare site located at 80 Camp Road, Anglesea.
- **Site 1:** A 1.448 hectare site located near the intersection of Coalmine Road and Camp Road at 150 Camp Road, Anglesea.
- **Site 2:** A 1.443 hectare site located to the northeast of the existing bike track on Firebreak Track, Anglesea.
- **Site 3:** A 1.292 hectare site located at 70A Camp Road, Anglesea.

All site options and the existing bike track, are located within Special Use Zone (S21) and covered by Vegetation Protection Overlay (VPO) - Significant Native Vegetation.

All site options are located within the boundaries of the Surf Coast Shire, Corangamite Catchment Management Authority Chazy Plain bioregion (DCLVP 2016a).

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## 2 METHODOLOGY

### 2.1 DATABASE REVIEW

The following databases were reviewed to obtain background information on the study area:

- Nature Kit for pre-1750 (pre-European settlement) and 2005 (current) native vegetation Ecological Vegetation Class modelling and significant flora and fauna species previously recorded within a five-kilometre radius of the study area (DELWP 2018a).
- Victorian Biodiversity Atlas for Environment Protection and Biodiversity Conservation Act 1999 listed species previously recorded within five kilometres of the study area (DELWP 2018b).
- Native Vegetation Information Management Tool for determining location risk and calculating strategic biodiversity and condition scores (DELWP 2018c).
- Planning Schemes Online for information regarding planning provision overlays and zones pertaining to native vegetation and ecological values within the study area (DELWP 2018d).
- Google Earth for aerial photography.

### 2.2 MAPPING AND OTHER LITERATURE

Relevant literature, such as Bioregional Ecological Vegetation Class (EVC) benchmarks and national/state/local policies and legislation were also reviewed as part of the investigation. Other relevant documents were reviewed including:

- Anglesea Mountain Bike Park and Trail Concept Planning – O18-55071 (World Trail 2018).

### 2.3 ECOLOGICAL VEGETATION CLASS


Ecological vegetation classes (EVC) and Bioregional Conservation Significance (BCS) at each site were determined using Nature Kit (DELWP 2018a). Bioregional Conservation significance uses the definitions below:

**Endangered:** Contacted to less than 10% of former range; OR Less than 10% pre-European extent remains; OR Combination of depletion, degradation, current threats and rarity is comparable overall to the above.

- 10 to 30% pre-European extent remains and severely degraded over a majority of this area; or
- Naturally restricted EVC reduced to 30% or less of former range and moderately degraded over a majority of this area; or rare EVC cleared and/or moderately degraded over a majority of former area.

**Vulnerable:** 10 to 30% pre-European extent remains; OR Combination of depletion, degradation, current threats and rarity is comparable overall to the above.

- Greater than 30% and up to 50% pre-European extent remains and moderately degraded over a majority of this area; or

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- Greater than 50% pre-European extent remains and severely degraded over a majority of this area; or
- Naturally restricted EVC where greater than 30% pre-European extent remains and moderately degraded over a majority of this area; or
- Rare EVC cleared and/or moderately degraded over a minority of former area.

**Depleted:** Greater than 30% and up to 50% pre-European extent remains; OR Combination of depletion, degradation and current threats is comparable overall to the above and

- Greater than 50% pre-European extent remains and moderately degraded over a majority of this area.

**Rare:** Rare EVC (as defined by geographic occurrence) but neither depleted, degraded nor currently threatened to an extent that would qualify as Endangered, Vulnerable or Depleted.

**Least Concern:** Greater than 50% pre-European extent remains and subject to little to no degradation over a majority of this area.

### 2.4 BIODIVERSITY ASSESSMENT

The Guidelines (DELWP 2018e) are incorporated into the Victoria Planning Provisions and all planning schemes in Victoria. The purpose of the Guidelines is to set out, and describe the application of Victoria's statewide policy, in relation to assessing and compensating for the removal of native vegetation.

The three-step approach (avoid, minimise, offset native vegetation) is the key policy in relation to the removal of native vegetation to achieve no net loss to biodiversity. To determine extent of native vegetation, remnant patch or scattered tree is used as defined below:

**Patch**

A patch of native vegetation is:

- An area of vegetation where at least 25 per cent of the total perennial understorey plant cover is native; or
- Any area with three or more native canopy trees where the drip line of each tree touches the drip line of at least one other tree, forming a continuous canopy; or
- Any mapped wetland included in the Current wetlands map, available in DELWP systems and tools.


**Scattered tree**

A scattered tree is:

- A native canopy tree that does not form part of a patch.

Applications to remove native vegetation are categorised in to one of three assessment pathways with corresponding application requirements and decision guidelines:

- Basic: limited impacts on biodiversity;
- Intermediate: could impact on large trees, endangered EVCs, and sensitive wetlands and coastal areas;

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\* Detailed: could impact on large trees, endangered EVCs, sensitive wetlands and coastal areas, and could significantly impact on habitat for rare or threatened species

The assessment pathway is determined by considering the extent and location risk modeling of the native vegetation to be removed as per Table 1 below:

**Table 1. Determining the assessment pathway.**

Extent of native vegetation	Location 1	Location 2	Location 3
Less than 0.5 hectares and not including any large trees	Basic	Intermediate	Detailed
Less than 0.5 hectares and including one or more large trees	Intermediate	Intermediate	Detailed
0.5 hectares or more	Detailed	Detailed	Detailed

To determine vegetation loss associated with all three options, a precautionary approach was used with a cover of native vegetation assumed across each site forming a patch with no large trees.


The modeled condition score and strategic biodiversity value score (defined below) were used to determine potential effects of each site.

**Condition score:** A score that describes how close native vegetation is to its mature natural state. The condition score is a value between 0 and 1. For the purposes of the Guidelines the condition score is the 'habitat score', as described in the Vegetation Quality Assessment Manual, divided by 100 to achieve a value between 0 and 1.

**Strategic Biodiversity Value Score:** A rank of a location's complementary contribution to Victoria's biodiversity, relative to other locations across the state. The strategic biodiversity value score of native vegetation is shown in the Strategic biodiversity value map.

**2.5 LIMITATIONS**

This desktop assessment used the best available data at the time of the assessment. It should be noted that field surveys would provide a much greater understanding of ecological values at each site. However, the survey effort and review of existing relevant information is considered sufficient to provide preliminary desktop assessment.

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Three Bike Track Options, Anglesea, Victoria - Desktop Biodiversity Assessment

### 3 RESULTS

Details of the desktop assessment are provided below in table 1.

**Table 1. Desktop assessment of ecological values of each site.**

Location	Site 1	Site 2	Site 3	Existing Bike track
<b>Location</b>	Southeast of the Coomera Rd/Comp Road roundabout	Immediately east of 261st Anglers Depot	Immediately north of Anglers primary Depot	Immediately south of 261st Anglers Depot
<b>Size</b>	1.443 hectares	1.443 hectares	1.495 hectares	1.41 hectares
<b>Ecological Vegetation Class</b>	Healthy Woodland (EVC 46)	Riparian Sandstone/Myrtle Riparian Woodland Complex (EVC 17)	Healthy Woodland (EVC 46)	Healthy Woodland (EVC 46) (part of) Corner Riparian Sandstone/Myrtle Riparian Woodland Complex
<b>Comments from aerial photos and incidentals visits</b>	Site subject to significant weed control over past 10 years. Likely to support regenerating native vegetation	Likely to support residents select native vegetation.	Majority of south of site dominated by introduced pine trees.	Site supports a mix of native vegetation and introduced pine trees.
<b>(Bioregional) Conservation Status</b>	Least Concern	Depleted	Least Concern	Least Concern
<b>Location Risk</b>	Moderate Location 3	The western half of Location 1, Eastern half of Location 3	Location Risk 1	Approximately half location 1 and half location 3
<b>Potential Offset Requirement</b>	<ul style="list-style-type: none"> <li>2,266 species units of habitat for Coast Rain forest</li> <li>2,268 species units of habitat for Cheery Grey gum, Eucalyptus thicket</li> </ul>	<ul style="list-style-type: none"> <li>2,370 species units of habitat for Coast Rain forest, Pullenbush, Coprosma</li> <li>2,341 species units of habitat for Coast Rain forest, Zygophyllum interdense</li> <li>2,370 species units of habitat for Cheery Grey gum, Eucalyptus thicket</li> </ul>	<ul style="list-style-type: none"> <li>40,751 general habitat units</li> <li>1,000,000 Corangamite Catchment Management Authority (CMA) or Surf Coast Shire Council Strategic Biodiversity Score: 0.696</li> </ul>	Not applicable
<b>Modeled Condition Score</b>	0.774	0.865	0.775	0.776
<b>Strategic Biodiversity Value Score</b>	0.872	0.841	0.870	0.879
<b>Strategic Biodiversity Value Score (Excluded or EPVC species)</b>	Southern Brown Bandicoot recorded within site in 2014. Potential habitat for Swamp Antechinus	Potential habitat for Southern Brown Bandicoot. Potential habitat for Swamp Antechinus	Potential habitat for Southern Brown Bandicoot in north of site only. Potential habitat for Swamp Antechinus in north of site only.	Unlikely to utilize as significant habitat.
<b>Overlays</b>	All sites covered by Vegetation Protection Overlay VPO1 - Significant Native Vegetation			

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### 4 RELEVANT LEGISLATION AND POLICIES

The following policies and legislation were taken into consideration during the assessment.

#### 4.1 NATIONAL

##### Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)

The Environment Protection and Biodiversity Conservation Act 1999 (the EPBC Act) is the central piece of national environmental legislation in Australia. The Act provides a legal framework to protect and manage nationally and internationally important flora, fauna, ecological communities and heritage places – defined in the Act as matters of national environmental significance (DEWAPAC 2006).

Under the EPBC Act an action will require approval from the Minister if the action has, will have, or is likely to have, a significant impact on a matter of national environmental significance. The EPBC Act Significant Impact Guidelines (SIVPAC 2006) provide information on whether an action (e.g. a project or development, an undertaking, an activity or a series of activities) requires a referral.

**Implications –**

Depending on the habitat condition on site, Sites 1 and 2 may support habitat for EPBC listed species. Targeted surveys and a referral under the EPBC Act may be required for these sites. There is a lower likelihood of this requirement at Site 3 considering the likely modified condition of the site.

#### 4.2 STATE

##### The Flora and Fauna Guarantee Act 1988 (FFG Act)


The FFG Act is the key state legislation for the conservation of threatened species and communities and for the management of potentially threatening processes. The FFG Act provides for the listing of taxa (genera, species, subspecies, varieties) and communities of flora and fauna that are threatened (Threatened List), potentially threatening processes (Processes List), and flora that have legal protection (Protected Flora List).

A permit is required from DELWP if an action on public land proposes to collect, kill, injure or disturb protected flora (ROV 2016).

**Implications –**

All sites are on public land and common protected species likely to be present at all sites, a FFG permit is likely to be required from DELWP for development at any site.

**Planning and Environment Act 1987 (PE Act)**

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Three Bike Track Options, Anglesea, Victoria - Desktop Biodiversity Assessment

The Planning and Environment Act 1987 (PE Act) establishes a framework for planning the use, development and protection of land in Victoria. The PE Act provides for the Minister to prepare a set of standard provisions for municipal planning schemes called the Victoria Planning Provisions (VPP).

Under Clause 52.17 of the VPP a planning permit is required from the responsible authority (local council) to remove, destroy or lop native vegetation on land unless the action is exempt. Clause 52.17 also specifies that applications must also be classified as basic, intermediate or detailed assessment pathway as defined in the Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2016a). Each assessment pathway has specific application requirements and decision guidelines that must be considered.

Under Clause 66 Referral and Notice Provisions of planning schemes, the following applications are referred to the Secretary to DELWP (DELWP 2016b):

- To remove, destroy or lop native vegetation in the Detailed Assessment Pathway
- To remove, destroy or lop native vegetation if a PVP applies to the site
- To remove, destroy or lop native vegetation on Crown land which is occupied or managed by the responsible authority.

**Implications –**

All site options are likely to require a permit to remove native vegetation from the Surf Coast Shire. Depending on the amount and location of clearing required, under Clause 52.17 of the Planning and Environment Act 1987 the application may be classed as a basic, moderate or detailed assessment pathway.


Sites 1 and 2 are likely to be of the detailed assessment pathway as vegetation may be removed within location 3. As per Table 1, impacts to native vegetation at these sites may also require species habitat units which may be difficult to source.

Site 3 is likely to be a basic application if less than one hectare of native vegetation is proposed to be impacted. As per Table 1, impacts to native vegetation at this site will require general habitat units which are easy to source through accredited offset brokers.

#### 4.3 LOCAL AND REGIONAL

##### Planning Scheme

Each municipality in Victoria is covered by a planning scheme, which sets out policies and provisions for the use, development and protection of land (zones and overlays). They are legal documents, sourced and conducted according to the VPP, prepared by the local council or Minister and approved by the Minister. Particular zones and overlays (such as Environmental Significance Overlays and Green Wedge Zones), in the planning scheme may stipulate additional conditions and requirements for applications proposing to remove native vegetation.

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A zone is a planning provision that reflects the primary character of land (such as residential, industrial or rural) and indicates the type of use and development, which may be appropriate in that zone (DSE 2010a).


An overlay is also a planning provision, but one which is in addition to the zone. Overlays ensure that important aspects of the land are recognised (such as areas of significant vegetation). Overlays indicate the type of development and/or protection, which may be appropriate in that area (DSE 2010a).

**Implications –**

The Vegetation Protection Overlay (VPO1 – Significant Native Vegetation) covers all proposed sites. Any development within these sites must consider the decision guidelines of the overlay listed below.


Before deciding on an application, the responsible authority must consider, as appropriate:

- Any comments by the Department Sustainability and Environment (DSE);
- The importance of using indigenous species of local provenance for revegetation;
- The need to retain remnant vegetation and conserve flora and fauna habitats including habitat corridors and biolinks;
- The need to maintain ecological processes and dynamics of the ecosystem in a local context;
- The value of the native vegetation in terms of physical and biological condition, rarity, variety and habitat quality;
- The need to maintain viable examples of vegetation communities;
- The need to maintain habitat corridors and to prevent the fragmentation of habitats and the degradation of native riparian habitats;
- The preservation of and the impact of soils and the need to prevent erosion;
- The purpose for the removal, destruction or logging of native vegetation;
- The likely effect of removal, destruction or logging of native vegetation on resident and migratory fauna and the need to retain trees (live and dead) with hollows for habitat value;
- The need to retain the connectivity in a local, regional, state or national context of linear remnants (vegetation along roadsides, unused roads, railway lines, rivers, streams and water channels), habitat corridors and biolinks;
- The need for fencing and off the native vegetation and other land management areas;
- The alternative options for carrying out development on land and the availability of alternative land outside the overlay area;
- The impacts on soil, water, flora, fauna, air and ecosystems;
- Pest plant and animal control;
- The future use of the land and whether it is appropriate to include conditions requiring restoration, regeneration, revegetation or other treatment of any part of the land.

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Three Bike Track Options, Anglesea, Victoria - Desktop Biodiversity Assessment

- Whether an agreement under section 173 of the Act is appropriate providing for vegetation protection and/or management on the land;
- The existence or potential use of conservation covenants or other similar controls;
- DSE Action Statements for endangered species and communities and threatening processes;
- The relevant Regional Vegetation Plan and DSE Biodiversity Map.

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# 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

Three Bike Track Options, Anglesea, Victoria - Desktop Biodiversity Assessment

### 5 CONCLUSION

While field visits have not been undertaken, the desktop assessment reveals the following conclusions.


**Site 1** May or may not be dominated by native vegetation. If the site is dominated by native vegetation, known previous records of the Southern Brown Bandicoot and potential habitat for the Swamp Antechinus may require targeted surveys and a referral under the EPBC Act. Depending on the level of disturbance to native vegetation, species habitat offsets may be required that may not be available for purchase from accredited offset brokers.

**Site 2** Likely to be dominated by native vegetation. Potential habitat for the Southern Brown Bandicoot and potential habitat for the Swamp Antechinus may require targeted surveys and a referral under the EPBC Act. Depending on the level of disturbance to native vegetation, species habitat offsets may be required that may not be available for purchase from accredited offset brokers.

**Site 3** Likely to support native vegetation in the north of the site only. Design of track may be able to avoid impacts to native vegetation and require general biodiversity unit offset only which can be easily purchased from an accredited offset broker.


The following actions are recommended during any construction processes of any of the sites.

- Avoid removal of and disturbance to native vegetation. Where possible, native vegetation should be thinned rather than removed.
- Inform any contractors of areas of native vegetation within the study area. Ensure any contractors onsite are aware of and educated about areas of native vegetation to be retained within the study area and enforce penalties for those who enter into or disturb these areas.
- Exclusion areas and 'no go' zones should be established and protected (i.e. use high visibility para-webbing to delineate areas of ecological value). Stockpiles, machinery and personnel rest areas should be placed in designated areas away from native vegetation.
- Ensure any proposed works remain within the permitted construction and defensible space footprint (i.e. do not disturb or remove areas of native vegetation outside this footprint).
- Any revegetation or landscaping should use locally indigenous species.
- Inform contractors that drainage lines are areas of ecological value or pathways to areas of ecological values (e.g. rivers, oceans and wetlands).
- Ensure best practice sedimentation and pollution control measures, to the satisfaction of the Environment Protection Authority (EPA 1991), are undertaken at all times to prevent offsite impacts.
- Ensure waste stockpiles, skips and personnel rest areas are located away from drainage areas to prevent accidental movement of rubbish and construction materials within waterways.

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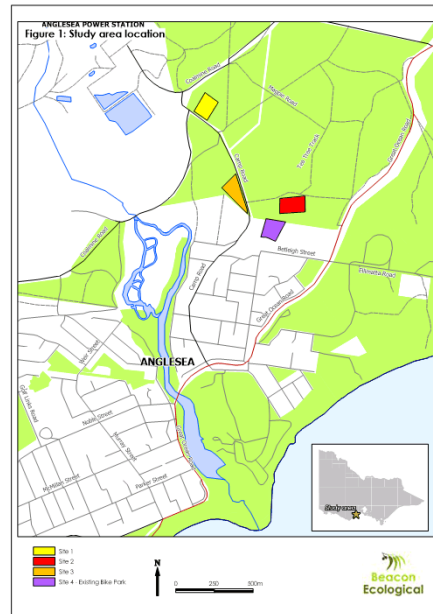
Three Bike Track Options, Anglesea, Victoria - Desktop Biodiversity Assessment

- Any imported soil or gravel must be weed free to prevent importation of weed seed into the study area.
- Control the placement of any soil stockpiles and green waste outside areas of native vegetation.

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# 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1








## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

### 10.3 IMBA TRAIL DIFFICULTY RATING SYSTEM

Rating	Very Easy	Easiest	More Difficult	Very Difficult	Extremely Difficult
Symbol					
Description	Likely to be a fire road or wide single track with a gentle gradient, smooth surface and free of obstacles.  Frequent encounters are likely with other cyclists, walkers, runners and horse riders.	Likely to be a combination of fire road or wide single track with a gentle gradient, smooth surface and relatively free of obstacles.  Short sections may exceed these criteria.  Frequent encounters are likely with other cyclists, walkers, runners and horse riders.	Likely to be a single trail with moderate gradients, variable surface and obstacles.  Dual use or preferred use.  Optional lines desirable.	Likely to be a challenging single trail with steep gradients, variable surface and many obstacles.  Single use and direction.  Optional lines.  XC, DH or trials.	Extremely difficult trails will incorporate very steep gradients, highly variable surface and unavoidable, severe obstacles.  Single use and direction.  Optional lines.  XC, DH or trials.
Trail Width	2100mm plus or minus 900mm	900mm plus or minus 300mm for tread or bridges.	600mm plus or minus 300mm for tread or bridges.	300mm plus or minus 150mm for tread and bridges.  Structures can vary.	150mm plus or minus 100mm for tread or bridges.  Structures can vary.
Trail Surface	Hardened or smooth.	Mostly firm and stable.	Possible sections of rocky or loose tread.	Variable and challenging.	Widely variable and unpredictable.

## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

Anglesea Bike Park Location Option Analysis

World Trail Pty Ltd

<b>Average Trail Grade</b>	Climbs and descents are mostly shallow. Less than 5% average.	Climbs and descents are mostly shallow, but may include some moderately steep sections. 7% or less average.	Mostly moderate gradients but may include steep sections. 10% or less average.	Contains steeper descents or climbs. 20% or less average.	Expect prolonged steep, loose and rocky descents or climbs. 20% or greater average
<b>Maximum Trail Grade</b>	Max 10%	Max 15%	Max 20% or greater	Max 20% or greater	Max 40% or greater
<b>Level of Trail Exposure</b>	Firm and level fall zone to either side of trail corridor.	Exposure to either side of trail corridor includes downward slopes of up to 10%.	Exposure to either side of trail corridor includes downward slopes of up to 20%.	Exposure to either side of trail corridor includes steep downward slopes or free-fall.	Exposure to either side of trail corridor includes steep downward slopes or free-fall.
<b>Natural Obstacles and Technical Trail Features (TTFs)</b>	No obstacles.	Unavoidable obstacles to 50mm (2") high, such as logs, roots and rocks. Avoidable, rollable obstacles may be present. Unavoidable bridges 900mm wide. Short sections may exceed criteria.	Unavoidable, rollable obstacles to 200mm (8") high, such as logs, roots and rocks. Avoidable obstacles to 600mm may be present. Unavoidable bridges 600mm wide. Width of deck is half the height. Short sections may exceed criteria.	Unavoidable obstacles to 380mm (15") high, such as logs, roots, rocks, drop-offs or constructed obstacles. Avoidable obstacles to 1200mm may be present. Unavoidable bridges 600mm wide. Width of deck is half the height. Short sections may exceed criteria.	Large, committing and unavoidable obstacles to 380mm (15") high. Avoidable obstacles to 1200mm may be present. Unavoidable bridges 600mm or narrower. Width of bridges is unpredictable. Short sections may exceed criteria.



## 6.1 Anglesea Mountain Bike Park & Trails Concept Planning Project - Stage 1

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Anglesea Bike Park Location Option Analysis

World Trail Pty Ltd

### 11 WORLD TRAIL CONTACT DETAILS

**Postal Address:**  
World Trail Pty Ltd  
P.O BOX 6108  
CAIRNS QLD  
AUSTRALIA 4870

**Head Office:**  
World Trail Pty Ltd  
288 Kamerunga Road  
CAIRNS, QLD  
AUSTRALIA, 4870

**ACN:**  
126 067 847

**ABN:**  
93 794 484 623

**Email:**  
[info@world-trail.com](mailto:info@world-trail.com)

**Website:**  
[www.world-trail.com](http://www.world-trail.com)

**Phone:**  
(07) 40 382 658





Cr David Bell declared an Indirect conflict of interest in Item 6.8 Aireys Inlet Market Licence Review under Section 78 B of the Local Government Act 1989 – conflicting duty. The nature of the interest being Cr Bell is the proprietor of the Torquay Farmers Market that operates on Council managed land with a licence agreement.

Mayor Bell left the meeting and Cr Goldsworthy, Deputy Mayor assumed the Chair at 7:00pm.

## 6.8 Aireys Inlet Market Licence Review Inlet Market Licence Review

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

**Department:** Recreation & Open Space Planning      **File No:** F18/705

**Division:** Culture & Community      **Trim No:** IC18/684

### Appendix:

1. Aireys Inlet Market - Market Survey Report - January 2018 (D18/29427)

### Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

### Status:

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

Yes

No

Reason: Nil

### Purpose

The purpose of this report is to consider the Aireys Inlet Market as operated over the last 12 months and the proposition of a market running at the Anderson Roadknight Hall in the future.

### Summary

At its Ordinary Meeting on 22 August 2017 Council resolved to enter into a 12 month interim Licence Agreement with Libby Waldren PR to hold 14 markets at the Anderson Roadknight Hall at a rate of \$300 plus GST per market inclusive of outgoings.

The interim Licence Agreement was proposed while other policies were prepared including the Use of Community Facilities Policy and the Property Agreement Policy to establish a consistent framework for various uses of Council property including markets. The policies will enable Council to consider future licence requests and were released for public exhibition during March 2018 and will be presented to Council for final adoption in separate reports at the 22 May 2018 Ordinary Meeting. The advice and recommendations in this report are aligned with these policies.

In January 2018 Council engaged ITESA (data collection agency) to carry out a survey to identify the social and economic impact the Aireys Inlet Market has on the local community (including local businesses). The results from this survey provide valuable data to support Council to make an informed decision when considering the outcomes of the Aireys Inlet Market licence review.

The Aireys Inlet Market has been running since September 2017 under the existing Licence Agreement with 14 markets to be held up until the licence expiry on 30 June 2018. A review has been completed taking into consideration the following:

- Waste Management
- Compliance: Public liability insurance, payment of licence fee, licensed area, Hours of use, stall holder requirements and pack up of site
- Accessibility: Adequate parking
- Maintenance: Customer requests received
- Feedback: Anderson Roadknight Hall Committee of Management and local community.

Apart from extending the hours on one Saturday at the request of the School Fair Committee due to Occupational Health and Safety concerns for pedestrians during the pack-down of stalls, the market has operated in accordance with the licence conditions.

## 6.8 Aireys Inlet Market Licence Review

The Aireys Inlet Market survey results indicate that the market has a positive economic and social impact on the local community, however opportunities may exist to make some improvements to the scheduling to attract more people to the town during the quieter months and strike a balance between permanent and temporary businesses operating during peak season.

### Recommendation

That Council:

1. Note that this report has been developed in accordance with the Use of Council Facilities Policy SCS-033 and Property Use Agreement Policy SCS-034 both of which are being considered at this Ordinary Meeting.
2. Note the successful operation of the Aireys Inlet Market in accordance with the interim licence conditions.
3. Note the Aireys Inlet Market Survey Report attached at Appendix 1.
4. Undertake an Expression of Interest process to identify parties interested in operating a market at the Anderson Roadknight Hall with the following key parameters:
  - 4.1 3 year Licence Agreement with options for 2 x 2 years.
  - 4.2 Up to 17 markets per year with a minimum of 1 market per month and a maximum of 2 markets per month.
  - 4.3 A rental fee to be determined by an independent valuation inclusive of outgoings.
  - 4.4 Maximum of 50 stalls per market with at least 90% of stall holders being based in or originating from the G21 region.
5. Note that a report will be presented to Council following the Expression of Interest process.

### Council Resolution

#### **MOVED Cr Libby Coker, Seconded Cr Margot Smith**

That Council:

1. Note that this report has been developed in accordance with the Use of Council Facilities Policy SCS-033 and Property Use Agreement Policy SCS-034 both of which are being considered at this Ordinary Meeting.
2. Note the successful operation of the Aireys Inlet Market in accordance with the interim licence conditions.
3. Note the Aireys Inlet Market Survey Report attached at Appendix 1.
4. Undertake an Expression of Interest process to identify parties interested in operating a market at the Anderson Roadknight Hall with the following key parameters:
  - 3 year Licence Agreement with options for 2 x 2 years.
  - Up to 17 markets per year with a minimum of 1 market per month and a maximum of 2 markets per month except for January during which a maximum of 4 markets may be held.
  - A rental fee to be determined by an independent valuation inclusive of outgoings.
  - Maximum of 50 stalls per market with at least 90% of stall holders being based in or originating from the G21 region.
5. Note that a report will be presented to Council following the Expression of Interest process which will include the following:
  - Details of all proposals received regardless of their conformity with the key parameters
  - An assessment of information provided within each proposal addressing the key parameters
  - An assessment of any other information provided by proponents.

CARRIED 7:1

### Division

Councillor *Heather Wellington* called for division, voted on which was as follows:

<u>For</u>	<u>Against</u>	<u>Abstained</u>
Cr Coker	Cr Wellington	Nil
Cr Duke		
Cr Goldsworthy		
Cr Hodge		
Cr McGregor		
Cr McKiterick		
Cr Smith		

CARRIED 7:1

## 6.8 Aireys Inlet Market Licence Review

### Report

#### **Background**

At its Ordinary Meeting on 22 August 2017 Council resolved the following:

1. Enter into a 12 month interim Licence Agreement with Libby Waldren PR to hold 14 markets, with a maximum of 50 stalls per market, with at least 90% coming from the G21 region, at the Anderson Roadknight Hall as per the dates in the public notice attached at Appendix 1 at a rate of \$300 plus GST per market (\$4,200 per annum) inclusive of outgoings.
2. Note that officers will liaise with Libby Waldren PR during the term of the licence agreement to ensure compliance with its conditions.
3. Note that officers are developing policies to establish a consistent framework for commercial uses of Council property (including markets) and that these policies will enable Council to consider licence requests in the future.

The interim Licence Agreement was proposed while other policies were prepared including the Use of Community Facilities Policy and the Property Agreement Policy to establish a consistent framework for various commercial uses of Council property including markets. The two draft policies were released for public exhibition during March 2018 and are to be presented to Council for final endorsement in a separate report on the 22 May 2018.

In January 2018 Council engaged ITESA (data collection agency) to carry out a survey to identify the social and economic impact the Aireys Inlet Market has on the local community (including local businesses).

#### **Discussion**

Council's resolution on 22 August 2017 relating to the proposal to licence Council land for the purpose of a market considered and responded to a range of concerns identified in submissions from the community including:

- The market is exempt from a planning permit as the land is zoned public use zone schedule 6 (PUZ6) and the use is consistent with the Local Government purpose for this zone (regardless of being a privately run market).
- The existing hall hire fees provide a commercial advantage to the market operator
- The number of market stalls creates increased competition for local traders
- Market frequency is too focussed on peak season
- Local stall holders should be priority.

These issues informed the development of special conditions within the Licence Agreement and these factors have been considered as part of this licence review:

<b>Waste Management</b>	<b>Comments</b>	<b>Compliance</b>
Rubbish removed	<ul style="list-style-type: none"> <li>• No customer complaints received</li> </ul>	✓
<b>Compliance</b>		
Public Liability Insurance	<ul style="list-style-type: none"> <li>• In accordance with Clause 7(d) of the Licence Agreement a certificate has been supplied</li> </ul>	✓
Payment of licence fee	<ul style="list-style-type: none"> <li>• In accordance with Clause 4(a) all Licence Agreement payments are up to date</li> </ul>	✓
Licensed area	<ul style="list-style-type: none"> <li>• In accordance with Clause 7(b) the Licensee has kept the Licensed area in a clean and tidy state</li> <li>• Set-up of stalls has been restricted to the licensed area only</li> </ul>	✓
Hours of use (approved operating hours 9:00am – 1:00pm with access for set-up from 6:00am and clean up until 3:00pm)	<ul style="list-style-type: none"> <li>• One complaint was received with the market operating until 3pm. Investigation confirmed that this happened on one occasion when the School Fair Day was on and the Fair Committee requested on the day that the market extend as packing down the market while there was a steady flow of pedestrians to the fair was not considered safe</li> </ul>	×
Stall holder requirements	<ul style="list-style-type: none"> <li>• A maximum of 50 stalls per market with a minimum of 90% of stall holders being based in or originating from</li> </ul>	✓

## 6.8 Aireys Inlet Market Licence Review

	the G21 region has been maintained	
Pack up of site	<ul style="list-style-type: none"> <li>Completed within timeframes</li> </ul>	✓
<b>Accessibility</b>		
Adequate parking	<ul style="list-style-type: none"> <li>Parking available in reserve/hall car park, school car park and in nearby residential streets</li> <li>Some stall holders require access to a vehicle and are located within the car park footprint (included in licenced area). These stalls are protected by barriers</li> </ul>	✓
<b>Maintenance</b>		
Customer requests received	<ul style="list-style-type: none"> <li>No requests for maintenance have been received in the interim licence period</li> </ul>	✓
<b>Feedback</b>		
Anderson Roadknight Hall Committee of Management	<ul style="list-style-type: none"> <li>No complaints received and the Committee are very happy with the first year performance of market</li> </ul>	✓
Local Community	<ul style="list-style-type: none"> <li>No complaints received</li> </ul>	✓

The economic and social impact assessment of the Aireys Inlet Market (refer Appendix 1) included a two week online survey and face to face interviews at the market held 28 January 2018. The key findings from the survey results include:

### Stall Holders and Performers - 51 respondents

- 41% of stall holders sell Art and Craft, 12% processed produce (small goods) and 12% ready to eat food and drink
- 47% of stall holders attend every market and 25% attend every other market.
- 71% of stall holders indicate they would hold a stall at the market during low season (Jul – Sep) if the opportunity arose.

### Patrons - 186 respondents

- 77% female and 23% male with the largest age group being 46-55 year olds (39%)
- 38% of patrons divide their spending between regular shops and the market on market days
- 6% never shop in town on market days
- 42% spend \$21-\$50 and 39% spend \$51-\$100 on average at the market
- 32% make a special trip to attend the market, 34% enjoy the market but it does not influence their decision to visit the town
- 88% have discovered new artists, producers or products as a result of attending the market
- 30% attend almost every market and 16% were attending for their first time.

### Local Permanent Business Owners – 20 respondents (from 64 businesses who received the survey)

- Type of business responses include Retail (7), Hospitality (4), Tourist Attraction (3), Accommodation (2) and Other (4)
- 40% located in top shops, 30% located in bottom shops and 30% in other areas
- 45% did not experience an increase or decrease in trade on market days and 10% a slight increase
- 35% experience a large decrease in trade on market days and 10% a slight decrease
- 25% indicate the market has a 'very positive' impact on the Aireys Inlet community and 30% a 'positive' impact
- 25% indicate the market has 'no impact' and 15% indicate a 'negative impact' on the Aireys Inlet community
- 10% of local business owners sell products at the market
- Feedback to the 2017/18 market calendar (below) identified that 40% of responses would like to see the market run all year to encourage people to visit in quieter times and held less during peak season.

2017						2018					
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
			8	4,12	10,31	7,14,21,28	11	11	1	13	10

## 6.8 Aireys Inlet Market Licence Review

A review has now been undertaken and the Aireys Inlet Market has operated in accordance with the conditions of the Licence Agreement.

Tourism Research Australia data indicates that over the past 5 years, the Surf Coast received an average of 1.96million visitors with 198,000 (10%) going to a market during their trip. The data also confirms that 23% of all visitor nights in the Surf Coast included a visit to a market, suggesting that markets attract people to stay longer in the region and have an influence on yield and visitor spend per trip.

The survey results indicate that Aireys Inlet Market has a positive economic and social impact on the local community, however opportunities may exist to make some improvements to the scheduling to attract more people to the town during the quieter months.

The draft Property Use Agreement Policy to be endorsed by Council on 22 May 2018 confirms that should Council determine a market is a desired use of a Council property then an Expression of Interest (EOI) process should be completed to determine a preferred user. The initial term of the Licence should be 3 years with options for further terms at 2 x 2 years.

### **Financial Implications**

As at 13 May 2018, revenue from the Licence Agreement is \$3,900, in-line with the licence rental fee.

35% of the local permanent business owners surveyed indicated that they experience a large decrease in trade on market days and 10% a slight decrease. 40% of responses would like to see the market run all year to encourage people to visit in quieter times and held less during peak season.

Should Council determine a market is a desired use of Anderson Roadknight Hall and Reserve and proceed with an Expression of Interest (EOI) process, an updated independent valuation will be secured (based on the proposed market schedule) to determine an appropriate rental fee.

### **Council Plan**

Theme 4 Vibrant Economy  
Objective 4.3 Strengthen the vitality of town centres  
Strategy 4.3.1 Identify and support the economic and social drivers of town centres within the shire

Theme 4 Vibrant Economy  
Objective 4.4 Support key industry sectors such as surfing, tourism, home-based, construction and rural businesses  
Strategy 4.4.1 Work with key stakeholders to encourage visitors to stay longer and spend more in the shire

### **Policy/Legal Implications**

All terms and conditions in the current Licence Agreement have been complied with.

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

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

### **Risk Assessment**

The tenant has provided a current copy of Public Liability Insurance indemnifying Surf Coast Shire.

Officers have developed a Use of Council Facilities Policy SCS-033 and a Property Use Agreement Policy SCS-034 that are to be considered by Council at the 22 May 2018 Ordinary Meeting. If adopted these will establish a consistent framework for uses of Council property (including markets).

Should either of these policies not be adopted by Council, consideration would need to be given as to the suitability of the recommendations within this report.

## 6.8 Aireys Inlet Market Licence Review

### **Social Considerations**

The Aireys Inlet Market survey results indicate that the market has a positive economic and social impact on the local community. 71% of stall holders surveyed indicated that they would hold a stall at the market during low season (Jul – Sep) if the opportunity arose.

### **Community Engagement**

No community engagement is required as part of this licence review. The market survey captures the economic and social impacts that the market provides the local Aireys Inlet community.

Previous submitters to the proposal to licence Council land for the purpose of a market have been notified to confirm that the Aireys Inlet Market interim licence review is to be presented to Council on the 22 May 2018 and a copy of the Council report including the survey results will be available on the Council website on Friday 18 May 2018.

### **Environmental Implications**

There are no environmental implications associated with this report.

### **Communication**

The outcomes of the Aireys Inlet Market Licence Agreement review will be shared with Libby Waldren, the Anderson Roadknight Hall and Recreation Reserve Section 86 Committee of Management and the 103 submitters who previously responded to the proposal to licence Council land for the purpose of a market.

### **Options**

Option 1 – Undertake an Expression of Interest process to enter into a 3 year Licence Agreement with options for 2 x 2 years, to hold up to 17 markets per year at the Anderson Roadknight Hall with a minimum of 1 market per month and a maximum of 2 markets per month at a rental fee to be determined by an independent valuation inclusive of outgoings

This option is recommended by officers as the Aireys Inlet Market Licence Agreement review confirms that the market is able to operate in accordance with the licence conditions and the market survey results confirm overwhelming support to see a market continue in the town albeit with a more even spread of markets across the year. Only 15% of local permanent business owners surveyed indicated that the market had a negative impact on the community.

Option 2 – Undertake an Expression of Interest process to enter into a 3 year Licence Agreement with options for 2 x 2 years, maintaining the status quo with no change to fee, market frequency and conditions

This option is not recommended by officers as the market survey results provided a clear indication that 40% of local permanent business owners surveyed would like to see the market run all year to encourage people to visit in quieter times and held less during peak season. 71% of stall holders surveyed indicated that they would hold a stall at the market during low season (Jul – Sep) if the opportunity arose. This data provides clear evidence that although the market is strongly supported a change to the scheduled market frequency is worthy of consideration.

Option 3 – Consider not approving any use of the facility for the purpose of a market

This option is not recommended by officers as it does not align with the principles of Council's Community Building Study 2015 that seeks to optimise the use of Council facilities. The market survey also confirms that the Aireys Inlet Market provides valuable economic and social benefits to the local Aireys Inlet community.

### **Conclusion**

The Aireys Inlet Market has operated in accordance with the licence conditions. Survey data including 51 stall holders and performers, 186 market patrons and 20 local permanent business owners confirms strong support for a market to continue, however an opportunity exists to make some improvements to the scheduling to attract more people to the town during the quieter months and strike a balance between permanent and temporary businesses during peak season.

It is recommended that Council undertake an Expression of Interest process to licence Council land for the purpose of a market at the Anderson Roadknight Hall and Reserve.

**6.8 Aireys Inlet Market Licence Review**

**APPENDIX 1 AIREYS INLET MARKET - MARKET SURVEY REPORT - JANUARY 2018**



## AIREYS INLET MARKET MARKET SURVEY

**SURVEY RESULTS**

**Prepared by**



PO Box 1421  
Vic, 3354  
[reports@itesa.com.au](mailto:reports@itesa.com.au)



Aireys Inlet Market

Market Survey



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## EXECUTIVE SUMMARY

### Background

ITESA was commissioned by Surf Coast Shire Council to carry out an Economic and Social Impact Assessment for the Aireys Inlet Community Market.

As this market is a non-ticketed event, accurate patron numbers could not be determined; therefore the use of multipliers in some cases was not possible. Data was gathered online and voluntarily by respondents in the four categories, Stallholders or Performers; Patrons; Aireys Inlet Permanent Businesses; and Market Organiser.

The type of stalls presented at the Market would classify this market as a Mixed Market. There were a reasonable number of Stallholders or Performers present and the greater number would be of the Arts and Craft type. The market was conducted both, outdoors in the car park area and indoors, inside the hall.

The research was designed to capture data from four categories of the Market, these being,

1. Stallholders or Performers
2. Patrons
3. Aireys Inlet Permanent Businesses
4. Market Organiser

### Purpose

The key purpose of this research is:

- a. To identify the social and economic impact the event has on the local community.
- b. To identify the business impact of the event.
- c. To identify patron shopping habits to this and other markets within the Shire.
- d. To identify what plans the Market Organiser has for the future growth of the market.

### Key Objectives

1. Identify patron demographic; how often they attend this market, determine the proportion of patrons as Local or from outside Aireys Inlet.
2. Identify the forms of communication that attracted patrons to the market.
3. Identify if patrons attend other markets within the Shire.
4. Identify Aireys Inlet Market Patron and Stallholder or Performer spending behavior in Aireys Inlet as a result of attending the Aireys Inlet Market.
5. Identify the percentage of products sold by Stallholders or Performers as being sourced locally.
6. Identify the impact the Stallholders or Performers; Patrons; Aireys Inlet Permanent Businesses; and Market Organiser perceive the Aireys Inlet Markets to have on the town's businesses and the community.



## Methodology

### *Survey Design*

The survey was designed to capture data as required in "Objectives" above. The design allowed for the completion within approximately 3 minutes. No patrons objected to the time taken to complete the survey.

#### **Question list No. 1.**

Question list No. 1 was prepared and included 3 separate sections to collect data from the following:

1. Stallholders or Performers
2. Patrons
3. Aireys Inlet Permanent Businesses.

#### **1. Stallholders or Performers**

Question list No. 1, section 1 was specifically designed for Stallholders & Performers who operate at the Aireys Inlet market.

Data gathered was automatically loaded into the ITESA system for inclusion in this report document. The data is not compromised in any way and responses to each question are provided in this report.

Note: An online link to the question list No.1 was also forwarded to the Aireys Inlet Tourism and Traders for them to circulate to their members for completion.

#### **2. Patrons**

Question list No. 1, section 2 was specifically designed for patrons attending the Aireys Inlet Market. Patrons attending the Aireys Inlet Market on the day were intercepted by ITESA staff and asked if they would like to participate in the survey.

#### **3. Aireys Inlet Permanent Businesses**

Question list No. 1, section 3 was provided to 64 Aireys Inlet Permanent Businesses by the Surf Coast Shire Council 2 days after the 28<sup>th</sup> January Market, on 30<sup>th</sup> January.

ITESA shut down the survey link at 5pm on the 5<sup>th</sup> February.



**Question list No. 2.**

A second question list was used to gather data from the Market Organiser only.

**Market Organiser Survey**

Question list No. 2 was specifically designed for the Market Organiser and was forwarded electronically, by the Surf Coast Shire Council for completion. Data gathered was automatically loaded into the ITESA system for inclusion in this report. The data is not compromised in any way and responses to each question are provided in this report.

The survey link was provided 1 week prior to the 28<sup>th</sup> January market and was to be completed by the 5<sup>th</sup> February. ITESA shut down the survey link at 5pm on the 5<sup>th</sup> February.

**KEY OUTCOMES**

***Completed Surveys***

The following data shows key responses gathered from respondents in all the four groups during the survey period. Greater detail is provided following the General Summary.

***Stallholders & Performers***

There were 51 Respondents to the Stallholders or Performers survey questions

Further detail available on pages 12 - 32.

***Patrons***

There were 187 respondents to the Patron survey questions.

Further detail available on pages 33 - 50.

***Aireys Inlet Permanent Businesses***

There were 20 respondents to the Aireys Inlet Permanent Businesses survey questions.

Further detail available on pages 51 - 61.

***Market Organiser***

There was 1 respondent to the Market Organiser questions.

Further detail available on pages 62 - 65.



## METHODOLOGY

### *Intercept Survey Conditions*

The temperature was predicted to be around 38 degrees in Aireys Inlet for this market day. Patrons arrived early to shop for specific items and only stayed for a short period due to the heat and lack of shaded areas for patrons. Several patrons indicated that it was too hot to stand in open areas to complete the survey.

Some stalls were located inside the hall; however because of the heat and lack of air conditioning it was uncomfortable when inside the building.

The ITESA survey team consisted of three team members who intercepted patrons upon their arrival at the market or whilst in the area. Whilst the market was un-gated, most patrons entered via the car park driveway to access the Stall area. This made it easy to identify patron arrivals and departures.

### *Survey Type*

ITESA was commissioned to carry out a face-face survey of patrons visiting the market. The survey question list was loaded onto iPads, which were used to record the responses to the questions.

### *Survey Area*

Two areas were identified as suitable intercept locations:

1. The Car Park area; and
2. The Hall area.

### *Survey Period*

The survey period commenced at 9:00am and ended at 12:30pm which included a short drink break at 11:00am. As a result of the heat and lack of patrons the market was shut down at 12:30pm. Actual survey time was 3.25 hours.

### *Survey Team*

The survey team provided by ITESA consisted of 3 members. Between the hours of 9:00am and 12:30pm the survey team approached patrons at the market and asked them to participate in the survey.

To ensure that people were not surveyed twice, they were first asked if they had already completed the survey.

The responses to the face-face survey were collected using iPads supplied by ITESA. Patrons could view the question and their response on the iPad. If they were not satisfied with their response to a particular question, they had the opportunity to change their response, as they could go back to previous questions at any time.





*Survey Team Performance*

To ensure that the desired number of surveys were completed the survey team performance was also measured. The data shows that each survey team member collected 11.07 surveys per hour.

To assist in gaining the required number of completed surveys the survey team members were strategically placed at the more popular vantage points around the market.

*Survey question list*

The survey question list was designed to quickly and accurately gather responses to key questions, with minimal interference. None of the questions asked were mandatory.



### KEY OUTCOMES

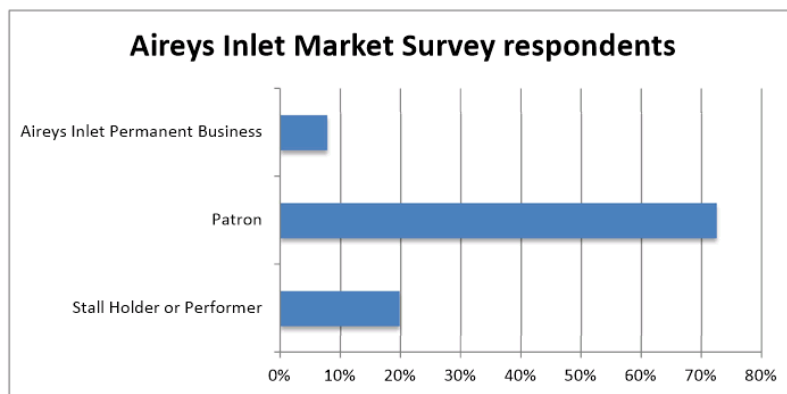
The following report shows the results gathered from respondents in all the four groups during the survey period.

#### SURVEY 1 – Stallholders or Performers; Patrons; and Aireys Inlet Permanent Businesses

##### Q 1. WHICH OF THE FOLLOWING BEST DESCRIBES YOUR INVOLVEMENT IN THE AIREYS INLET MARKET?

258 responses were received to this question, which shows that 51 (19.8%) of respondents were Stallholders or Performers. 20 responses or (7.8%) were received from Aireys Inlet Permanent Business Owners.

It should be noted that responses by patrons, (187), include 107 intercept surveys carried out on the Market day, 28<sup>th</sup> January 2018 and 80 responses received online.



### STATISTICS

#	Answer	Responses	% of respondents
1	Stallholder or Performer	51	19.8
2	Patron	187	72.5
3	Aireys Inlet Permanent Business	20	7.8

**GROUP 1 – Stallholders or Performers**

**Q 2. WHAT IS THE POSTCODE OF YOUR BUSINESS OR PLACE OF RESIDENCE?**

Listed are the postcodes of the respondents to this question. The data shows the most common postcode regions being:

3231 (Aireys Inlet) = 7 respondents;

3228 (Torquay, Bells Beach, Bellbrae, Jan Juc) = 7 respondents; and

3219 (Newcomb, Whittington, East Geelong, St Albans Park, Breakwater, Thompson)= 6 respondents

53 responses were received in total.

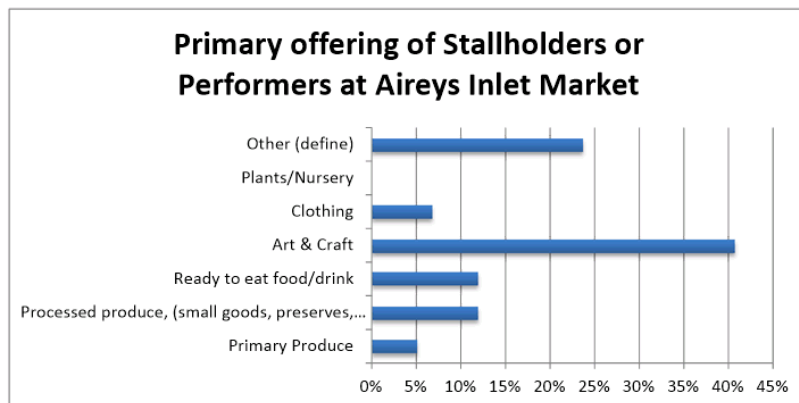
**RESULTS**

Postcode	#	Postcode	#
3193	1	3219	6
3216	4	3231	7
3018	1	3018	1
3220	2	3224	2
3221	1	3550	2
3226	2	3020	1
3228	7	3186	1
3321	1	3217	1
3332	2	3011	1
3324	1	3012	1
3241	1	3335	1
3232	1	3227	1
3250	2	3215	1
3331	1		

**Q 3. WHAT DO YOU PRIMARILY SELL AT THE AIREYS INLET MARKET?**

Art and Craft was clearly the most popular category sold by Stallholders or Performers as indicated by 40.7% of Stallholders or Performers at this market.

Processed produce (Small goods, Preserves, Alcohol etc.) and Ready to eat food/drink were the next most popular products sold by 11.9% of Stallholders or Performers.



**STATISTICS**

#	Answer	Responses	% of respondents
1	Primary Produce	3	5.1
2	Processed produce, (small goods, preserves, alcohol, etc.)	7	11.9
3	Ready to eat food/drink	7	11.9
4	Arts and Craft	24	40.7
5	Clothing	4	6.8
6	Plants/Nursery	0	0
7	Other (define)	14	23.7



**Q 4. YOU SELECTED "OTHER". IN A FEW WORDS WHAT DO YOU SELL?**

13 responses were received for the "Other" category of items sold by Stallholders or Performers. This is 23.7% of the Stallholders or Performers who responded.

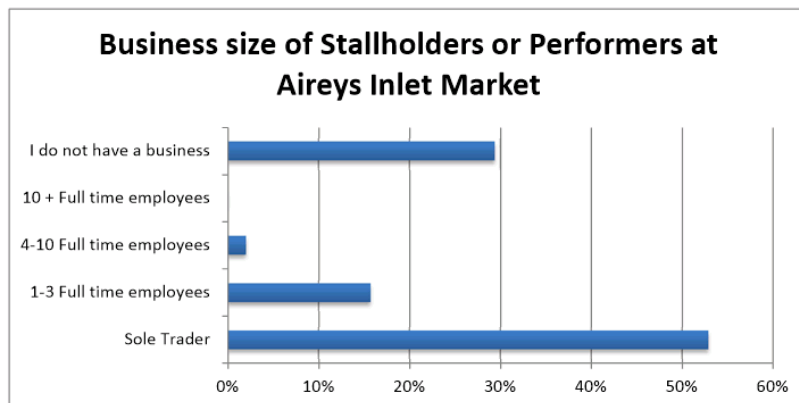
**RESULTS**

#	RESPONSES
1	Baby and children items
2	Body care products and linen homewares
3	Pet Treats
4	Handmade children's goods
5	Gumboots designed by me!
6	Hand blended teas and herbs
7	Information about current policies towards refugees and people seeking asylum
8	Jewell the
9	Candles and bodily products
10	Garlic
11	I sell eco friendly and sustainable products - from non toxic laundry and cleaning, to re-usable coffee cups and bamboo toothbrushes.
12	Performer
13	Grooming products

**Q 5. WHAT IS THE SIZE OF YOUR USUAL BUSINESS?**

52.9% of the Stallholders or Performers who responded are a Sole Trader, whilst those who have 1-3 full time employees were recorded at 15.7% of respondents.

2.0% of Stallholders or Performers employ 4-10 employees. Respondents who do not have a business were recorded at 29.4%.



**STATISTICS**

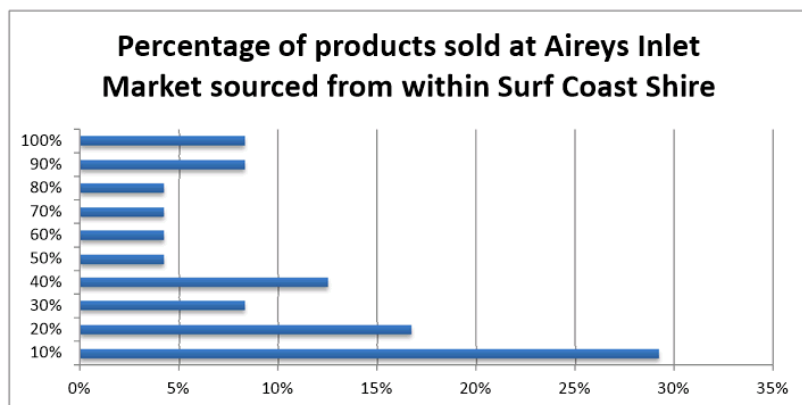
#	Answer	Responses	% of respondents
1	Sole Trader	27	52.9
2	1-3 Full time employees	8	15.7
3	4-10 Full time employees	1	2
4	10 + Full time employees	0	0
5	I do not have a business	15	29.4

**Q 6. WHAT PERCENTAGE OF YOUR PRODUCTS SOLD AT AIREYS INLET MARKET ARE SOURCED:**

**A. FROM WITHIN THE SURF COAST SHIRE**

The data shows that 8.3% of Stallholders or Performers selling at this market source 100% of their products from within the Surf Coast Shire. An additional 8.3% of Stallholders or Performers source 90% of their products, from within the Surf Coast Shire.

Stallholders or Performers who source 90% of their products from outside the Surf Coast Shire were recorded at 29.2%. Those who source 50, 60, 70, and 80% from outside the Surf Coast Shire were all recorded at 4.2% respectively.



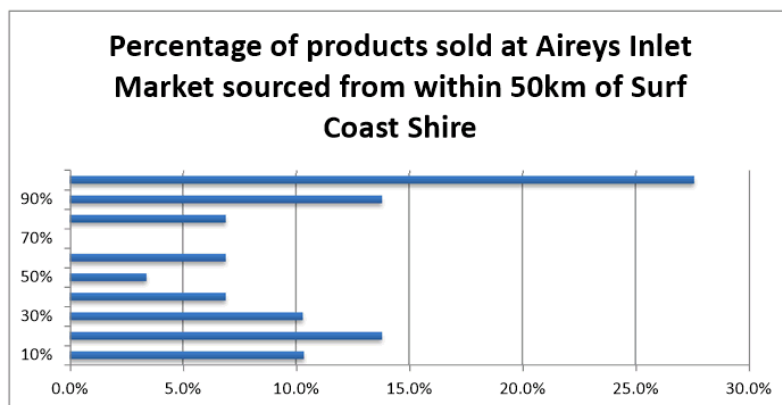
**STATISTICS**

#	Answer	Responses	% of respondents
1	10%	7	29.2
2	20%	4	16.7
3	30%	2	8.3
4	40%	3	12.5
5	50%	1	4.2
6	60%	1	4.2
7	70%	1	4.2
8	80%	1	4.2
9	90%	2	8.3
10	100%	2	8.3



**B. WITHIN 50KM OF THE SURF COAST SHIRE**

There were 29 respondents to this question and Stallholders or Performers who source 100% of their products from within 50 km of the Surf Coast Shire were recorded at 27.6%. Those sourcing 90% of their products within 50km were recorded at 13.8% of respondents.



**STATISTICS**

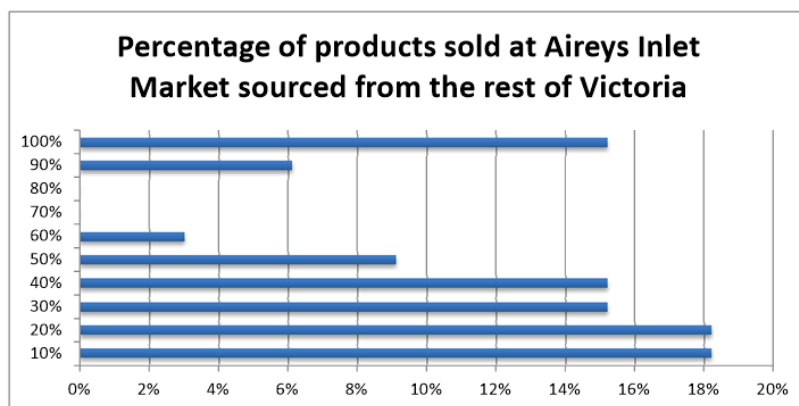
#	Answer	Responses	% of respondents
1	10%	3	10.3
2	20%	4	13.8
3	30%	3	10.3
4	40%	2	6.9
5	50%	1	3.4
6	60%	2	6.9
7	70%	0	0
8	80%	2	6.9
9	90%	4	13.8
10	100%	8	27.6



**C. REST OF VICTORIA**

There were 33 respondents to this question. Products sourced from the rest of Victoria recorded high percentages.

Those Stallholders or Performers who source 100% of their products from the Rest of Victoria were recorded at 15.2%, with those sourcing 90% recorded at 6.10%. Those sourcing 10-40% of their products were recorded at between 15.2% and 18.2%.



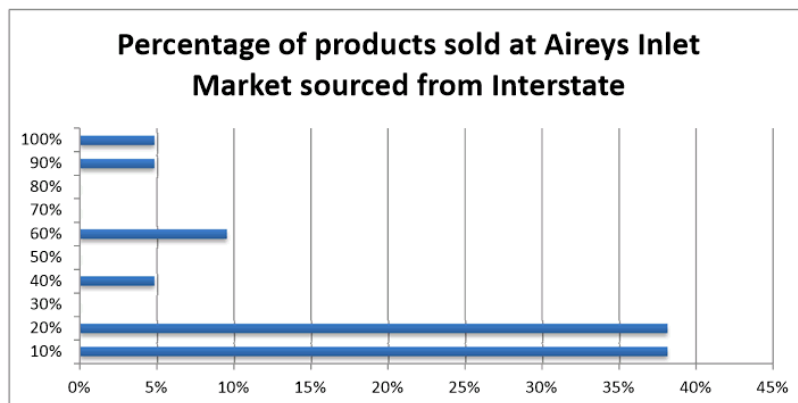
**STATISTICS**

#	Answer	Responses	% of respondents
1	10%	6	18.2
2	20%	6	18.2
3	30%	5	15.2
4	40%	5	15.2
5	50%	3	9.1
6	60%	1	3
7	70%	0	0
8	80%	0	0
9	90%	2	6.1
10	100%	5	15.2

**D. INTERSTATE**

21 responses were recorded for this question.

The need to source products from Interstate is considerably less with 38.1% indicated for 10% and 20% of products.



**STATISTICS**

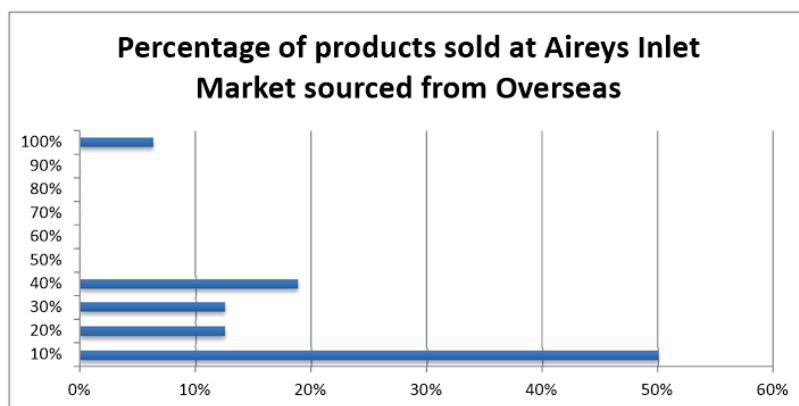
#	Answer	Responses	% of respondents
1	10%	8	38.1
2	20%	8	38.1
3	30%	0	0
4	40%	1	4.8
5	50%	0	0
6	60%	2	9.5
7	70%	0	0
8	80%	0	0
9	90%	1	4.8
10	100%	1	4.8

**E. OVERSEAS**

16 responses were received for this question.

Some interesting responses to this question with 50% of respondents indicating they source 10% of their product from Overseas. Those sourcing 20% and 30% were recorded by 12.5% respectively.

6.3% of respondents source 100% of their product from Overseas.



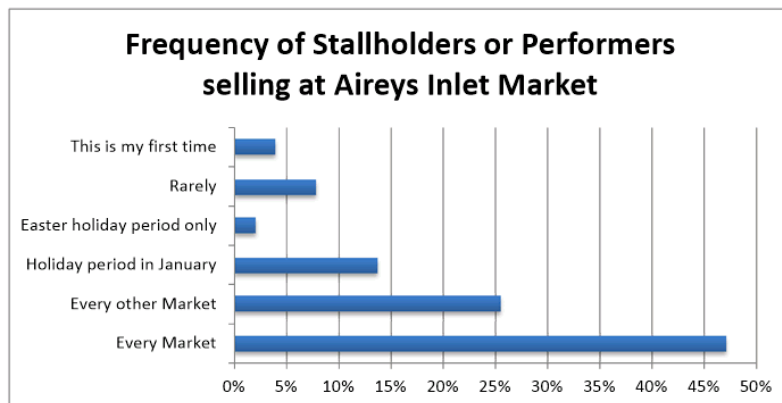
**STATISTICS**

#	Answer	Responses	% of respondents
1	10%	8	50
2	20%	2	12.5
3	30%	2	12.5
4	40%	3	18.8
5	50%	0	0
6	60%	0	0
7	70%	0	0
8	80%	0	0
9	90%	0	0
10	100%	1	6.3

**Q 7. HOW OFTEN DO YOU SELL AT THE AIREYS INLET MARKET?**

47.1% of Stallholders or Performers who sell through the Aireys Inlet market do so at every market day with another 25.5% selling at every other market day. There are 13.7% of Stallholders or Performers who only sell at this market during the January period.

The commitment to selling at every market day or every other market is recorded at 72.6%.

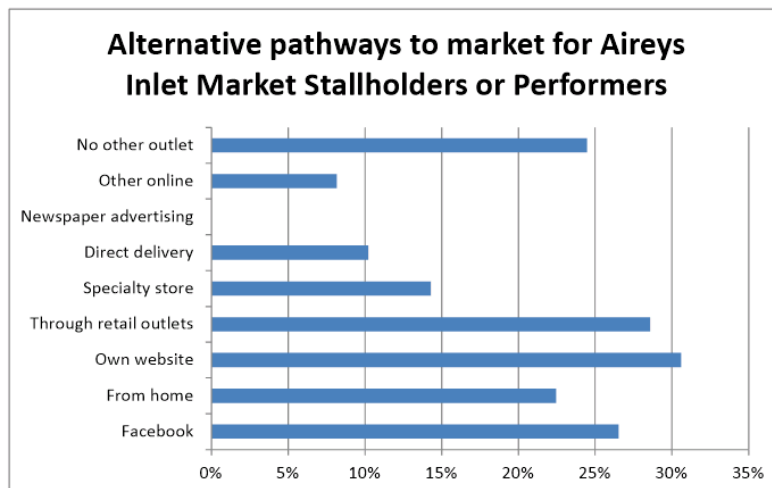


**STATISTICS**

#	Answer	Responses	%
1	Every Market	24	47.1
2	Every other Market	13	25.5
3	Holiday period in January	7	13.7
4	Easter holiday period only	1	2
5	Rarely	4	7.8
6	This is my first time	2	3.9

**Q 8. APART FROM THE AIREYS INLET MARKET, HOW ELSE DO YOU SELL YOUR PRODUCT/S?**

Stallholders or Performers who sell at the Aireys Inlet market also sell their products in other ways. The data shows that combined Website, Facebook and other online services, 39.1% of Stallholders or Performers products are sold this way. Multiple responses to this question were possible to this question.



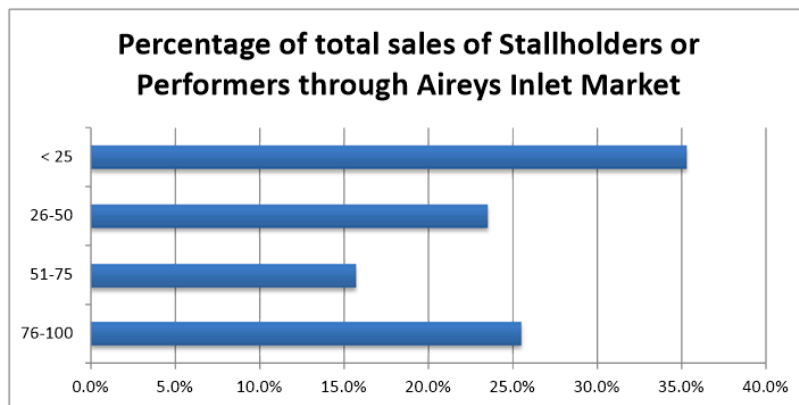
**STATISTICS**

#	Answer	Responses	% of respondents
1	Own website	15	30.6
2	Facebook	13	26.5
3	Other online	4	8.2
4	From home	11	22.4
5	Newspaper advertising	0	0
6	Direct delivery	5	10.2
7	Through retail outlets	14	28.6
8	Specialty store	7	14.3
9	No other outlet	13	24.5

**Q 9. WHAT PERCENTAGE OF YOUR TOTAL SALES ARE THROUGH THE AIREYS INLET MARKET?**

There were 51 responses received to this question, with 35% of the Stallholders or Performers indicated that they sell up to 25% of their products at this Market. Those Stallholders or Performers who sell 100% of their products at this market was recorded at 25.5%.

Overall the data shows a strong commitment by Stallholders or Performers to sell considerable amounts of their products through the Aireys Inlet market.



**STATISTICS**

#	Answer	Responses	% of respondents
1	76-100	13	25.5
2	51-75	8	15.7
3	26-50	12	23.5
4	< 25	18	35.3

**Q 10. DO YOU FEEL THE MARKET PROVIDES A GOOD PLATFORM TO GROW YOUR BUSINESS, TRIAL NEW IDEAS, PRODUCTS OR CONCEPTS? IN 50 WORDS OR LESS, PLEASE EXPLAIN YOUR THOUGHTS.**

There were 48 responses received for this question. It is a great result as respondents provided very positive feedback for the Market as a place to grow their businesses. The Art and Craft Stallholders or Performers are very passionate about the products they make and patrons indicate a high level of craftsmanship in all goods available for purchase.

Listed are some of the key comments made by the Stallholders or Performers to this question.

- It allows me to see the reaction to new designs and meet customers and potential customers
- My product is a local book about birds so it is a good way to get direct feedback
- The market is a good place to promote new concepts and designs
- The Aireys Inlet market brings an array of people from all areas
- As a hobbyist the market provides an outlet for me to sell my product
- As a performer the market is a great platform for me as a local musician
- We've built up a wonderful customer base of locals and returning holiday makers
- Yes for me a start up business they are a viable way to be seen and to get exposure
- Many people come here and are willing to try new things which enables me to expand my business and grow a little bit.

**RESULTS**

#	Responses
1	The market is fantastic. Great opportunity to sample products to locals and the many tourists travelling thru. Sampling at busy market's like Aireys Inlet is ideal for immediate feedback on new products.
2	Markets are essential for growing my business. It allows me to see the reaction to new designs and meet customers and potential customers
3	The demographic of the surf coast fits my products perfectly ie wood furniture and home decor all hand made
4	My product is a local book about birds so it is a good way to get direct feedback, meet the customers and share information about birds and spread the message about the importance of habitat preservation.
5	Direct contact & instant feedback from customers and fellow stallholders inspire me to have new products each market. Small runs of items keep things fresh and interesting. As I have many products from \$2.50 to \$100 there is something for everyone. Aireys Market has high quality & interesting stalls
6	Its a great market
7	Due to the wide variety of stalls it gives me the opportunity to get my products out to a different customer base
8	Yes it is a good platform clientele is very varied and open to new hand made products
9	The market is a good place to promote new concepts and designs as the people attending come from different locales ie local, interstate, country Victoria, Melbourne, and overseas and it has a wide appeal due to the market content and its location.
10	Definitely yes. Holiday makers love the market and come from all over Vic and interstate, many have holiday houses so are regulars. People on holiday come to get delicious food and spend Xmas money
11	The Aireys Inlet market brings an array of people from all areas. I think it is great exposure to my business. It's a relaxed market with quality products for people to buy. I enjoying going to the market as I meet potential customers that are interested in my product.
12	Yes. Aireys Inlet like lots of other markets around the Geelong District provide this. On the



	couple of occasions I have attended as a stallholder patrons were down which is a bit disappointing.
13	I hand craft items on a hobby bases only. Every item I create is a one of piece & I enjoy selling them locally at this market. Unlike Lorne, Anglesea & to a lesser extent Torquay which all allow cheap imports to be sold, the Aireys market is high quality hand made LOCAL products.
14	Yes I do. Aireys Inlet has a large dog population and this provides new ideas from a large amount of people.
15	Yes definately, it allows me to see what's on trend and popular and get feedback from customers
16	I'm able to have direct contact with the clients and have feedback about my product.
17	Yes, there is a variety of patrons that come to the market from various locals, ie local, across victoria, interstate, international, whom provide great feedback
18	Today was my first market. Beautiful Stallholders and customers. Everyone appreciated that all the Stallholders were small business operators who designed/made their craft.
19	Great market! Great variety, gorgeous produce
20	Yes, it is a fantastic market with excellent cliental that are after handcrafted products from stallholders. It is great promotional marketing as well as most customers have a holidays house or are visiting the region
21	Yes, because of the number of visitors to the market it is a great place to trial new ideas. The other Stallholders are also a source of information and ideas.
22	The market helps with letting the public know of a locally owned Geelong business creating tea blends all by hand and not having to buy massed produced products from overseas.
23	As a hobbyist the market provides an outlet for me to sell my product, in turn allows me the funds to create more of my craft.
24	Good for promotion
25	The market provides us with an opportunity to connect with people from our local community and from further afield, growing the membership of our organisation.
26	It didn't provide any grows for my business this season as i could only get couple of spots during busy summer period. The competition is also not allowed if somebody wants to bring the same but different at the same time primary produce from different farm for an example. I don't understand why free market is not encouraged as long as it is locals produce?
27	Aireys Inlet market specialises in handmade, homegrown etc. The people who seem to come there are looking for artisan products and while i sell a range of items I get new ideas and requests for one-off items from patrons. Some of my products sell well all the time and the sales of some are irregular.
28	Great atmosphere. have tried new ideas and can get feedback from people, wether they buy or just btowse.
29	Definitely
30	Yes
31	Yes, great networking opportunity with other Stallholders & a learning platform
32	Yes definitely
33	Yes
34	Amazing, love it, got good promotion.
35	Yes,
36	Yes excellent platform- clientele responded well and are keen for more frequent attendance
37	Absolutely! Customers at the AIM are from varied backgrounds but all have the same ethos when coming to my stall - they care about their impacts on their health and the environment. I have many regular customers who return to my stall to stock up on products and to see new products in my range. I always get great feedback about making eco - friendly and sustainable products available to them. Many customers purchase from me out of market season from my online store and recommend my business to their friends and families.
38	I sell my product only through markets and minor Instagram and Facebook inquiries. This market provides an excellent platform to promote and grow my business as it is very well



	situated on one of the best scenic roads in Australia. This market also has a reputation for interesting handcrafted goods. Customers say they know they will always find something individual here hence my products suitability. Word of mouth is powerful for promotion and then direct feedback with broadening my range from such a diverse group of visitors is invaluable.
39	As a performer the market is a great platform for me as a local musician. I can sell a few of my cd's and it provides exposure and I often get other gigs from people seeing me there.
40	The market does provide a good platform because it attracts both locals and visitors, giving a great cross-section of customers who are interested in the arts. I get feedback as well as sales to guide the production of my artworks. I can trial new ideas without risk and without great additional cost. It works as an exhibition opportunity with a captive audience which also leads to sales and new ideas.
41	We are the only stall selling our particular product which is not available in Aireys, so people in the area travel there especially when they know we will be there
42	I think the market is a great platform for the Stallholder to grow their business. I also think the market goers enjoy the time spent at the market.
43	Yes it's fantastic, ours is an ethically sourced product, which we then carefully process ourselves before selling - the market is perfect for reaching customers who want to buy this type of product and support small businesses at the same time. We've built up a wonderful customer base of locals and returning holiday makers.
44	Yes for me a start up business they are a viable way to be seen and to get exposure to many walks of life
45	Its a terrific platform, I can directly talk to my customers, ask what they think, and add changers to my products directly, the summer markets are especially great because of the number of shoppers, you get an idea of how a product is going very quickly. I also find the clientele respond to my product better when they are at the beach on holiday rather than at a market in the city. This is a small boutique market there is nothing else like it.
46	I do lots of markets, Aireys Inlet has the highest amount customers that are extremely dedicated to my brand and look specifically for me and what new items I have to offer.
47	it's incredible place for me to sell my produce. it provides me with a regular place to sell my goods and bring the town together. many people come here and are willing to try new things which enables me to expand my business and grow a little bit. also even if people don't buy from me they see me and my stall and word spreads.
48	The Aireys Inlet market is a unique and original market that is not like the other markets around the coast, therefore it attracts a clientele that is not after cheap imported produces from overseas. The clientele want quality local products that have been handmade or produced locally, which creates work locally.

**Q 11. YOU HAVE INDICATED THAT THIS MARKET PROVIDES/DOES NOT PROVIDE YOU WITH A GOOD PLATFORM, PLEASE EXPLAIN WHY YOU GAVE THIS RESPONSE, 50 WORD MAXIMUM.**

There were 38 responses recorded to this question. A number of respondents had expanded their response to the previous question in detail, thus responding to this question as "Same as previous question".

Listed are some of the key comments made by the Stallholders or Performers to this question.

- When I sell at the market I talk about my products and people are very interested.
- My book is about local birds and the conversations at the market are informative
- Without a doubt it is the best market for high quality, "Locally produced" product
- I gave this response because I am an emerging artist who has few other opportunities to show my work, and the Market offers that opportunity at a reasonably low cost
- It provides a great platform to sell produces cause of the loyal and quality driven clientele.

**RESULTS**

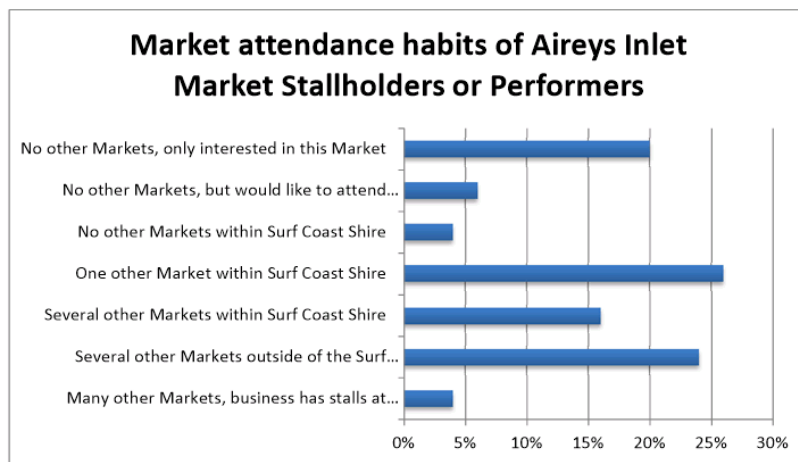
#	RESPONSE
1	Because of the vast array of customers it captures down the GOR it is ideal. Tourists and locals alike.
2	Answered in previous response
3	See previous answer
4	My book is about local birds and the conversations at the market are informative for me and for them. People like the opportunity to meet the author of this popular book. The January markets on every Sunday are excellent but popular and it would be good to have more stalls possible. An additional one in December before Xmas would be good too.
5	I gave many locals & tourists that visit my stall & collect my work or follow me on Instagram.
6	I do a lot of baby markets so I've found at Aireys inlet it expands my customer base to people buying baby gifts rather than my usual base of mothers/pregnant women
7	Because the products on this market are high quality and hand made mostly
8	it provides a good platform for my products compared to other markets due to its location and content
9	People from varied places all over Australia that are regular holiday makers at Aireys area
10	This market gets my business branding out there. When I sell at the market I talk about my products and people are very interested. The market attracts a higher profile of clientele
11	Me probably as a speciality stallholder some markets suit you better than others. You need to give a market at least a years exposure to judge that. At this stage I have only attended a couple of times. Does it provide a good platform? I'm sure it would.
12	Without a doubt it is the best market for high quality, "Locally produced" product on the surf coast. I have tried selling at the other 3 markets & gave up because of the imported cheap rubbish that was being sold by some Stallholders.
13	I have missed the cut off for Stallholder positions in the past, this is the only reason
14	Same as last answer
15	By hearing the feedback from public I can plan a bit ahead of what will be could to sell to my stockists and other markets
16	??
17	Yes - the customers of Aireys Inlet use Gumboots regularly/and care about supporting victorian designed/owned businesses.
18	Lovely market! Great variety
19	The market is a fantastic blend of high quality artisan made products. I hear several comments from customers stating that it is one of the best markets that they have ever attended
20	The Aireys market has a wide range of visitors from local to Melbourne, interstate and



	overseas. Many of these visitors return to the market on a regular basis looking for the goods they have purchased previously. For example one of the market's regular visitors who lives 6mths in Switzerland and 6 mths in Australia purchases numerous items from stallholders at the Aireys market to take back with her to Switzerland.
21	the market does provide me with a good platform to grow my hobby. I am not a business, I am an hobbyist, I enjoy what I do and Aireys market allows me to continue doing what I love
22	I am limited to what products i can bring as some Stallholders want to keep the monopoly and market owners support this. Plus like mentioned prior the availability of spots were too limited this season.
23	friendly atmosphere. no pressure. fun day. lovely compliments. advice and suggestions from more experienced stallholders about promoting/selling/displaying etc
24	Everyone in this area relies on this market because it's good quality, homegrown and local
25	See last response
26	Only outlet
27	Excellent contact with locals and tourists
28	Introducing many new customers to our business.
29	Gives opportunity to market hobby.
30	My hand made clothing is one of a kind
31	As per my previous response - the market provides repeat business from regular clients as well as growth opportunity from both local residents and holiday makers. My business provides products that are not always available in other areas within the Surf Coast Shire.
32	Hand made crafts are not an easy way to make a living but I love what I do. Direct interaction with patrons is vital for growing my business. It is important to me for this market to continue.
33	I gave this response because I am an emerging artist who has few other opportunities to show my work, and the Market offers that opportunity at a reasonably low cost without the expense of gallery fees, enabling the growth and development of my art.
34	See answer before
35	A great platform to grow because the customer can actually see and feel the product in person.
36	The Aireys Inlet Market has a fantastic atmosphere and has been carefully 'curated' to include a great mix of small businesses, all with very high quality products. The market (and to an extent the town) has become synonymous with this quality, it draws people from around to coast to Aireys Inlet specifically for it -in this sense the platform is marvelous for all involved.
37	Because the people who go to markets are looking for unique products with a special twist of quality
38	I rely extremely heavily on being able to trade at this particular market, it is an integral part of my business and income. My brand aligns perfectly with the demographic of the customers that attend this market.
39	i did already a bit in previous question but it gives me an opportunity to sell my goods and get my name out there in a area that is so well loved for the culture and vibe in and around the market
40	it provides a great platform to sell produces cause of the loyal and quality driven clientele.

**Q 12. DO YOU ATTEND OTHER MARKETS AS A STALLHOLDER?**

The data shows that many Stallholders or Performers sell at other markets within and outside of the Surf Coast Shire.



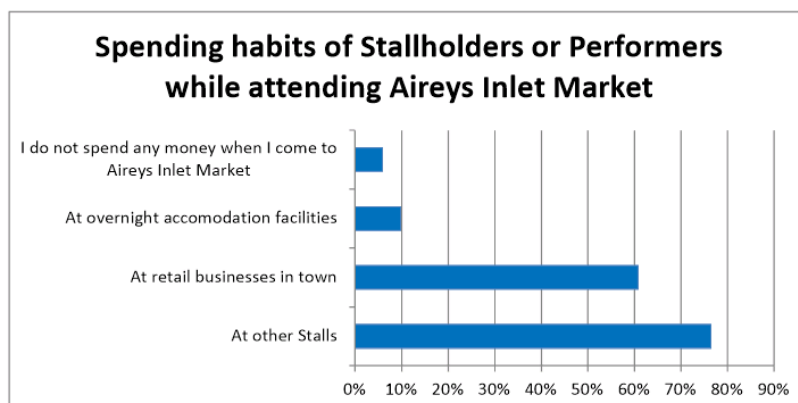
**STATISTICS**

#	Answer	Responses	% of respondents
1	Many other Markets, business has stalls at several Markets each week	2	4
2	Several other Markets outside of the Surf Coast Shire	12	24
3	Several other Markets within Surf Coast Shire	8	16
4	One other Market within Surf Coast Shire	13	26
5	No other Markets within Surf Coast Shire	2	4
6	No other Markets, but would like to attend others	3	6
7	No other Markets, only interested in this Market	10	20



**Q 13. AS A RESULT OF HOLDING A STALL AT THE AIREYS INLET MARKET, DO YOU SPEND MONEY IN THE TOWN?**

This is a summary of responses where more than one response was possible. The data is reflective of the number of respondents, not the percentage of responses. Stallholders or Performers indicated that they do spend money in Aireys Inlet as a result of participating in the Market day. 76.5% indicated they spend at other Stalls, 60.8% spend at Aireys Inlet retail businesses in town, whilst 9.8% stay at overnight accommodation facilities.



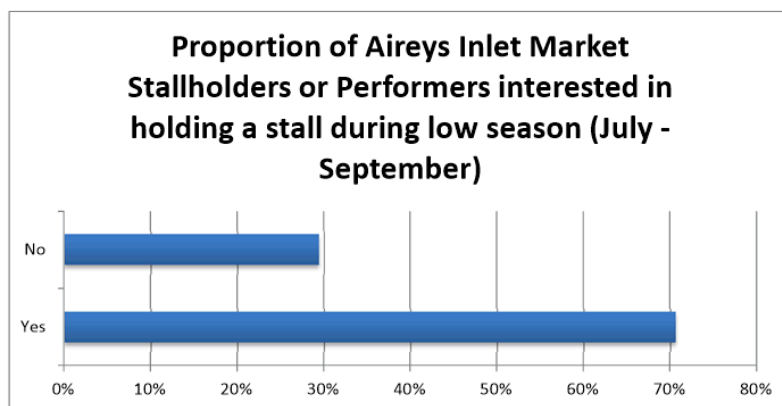
**STATISTICS**

#	Answer	Responses	% of respondents
1	At other stalls	39	76.5
2	At retail businesses in town	31	60.8
3	At overnight accommodation facilities	5	9.8
4	I do not spend any money in Aireys Inlet when I come to the Market	3	5.9

**Q 14. WOULD YOU HOLD A STALL IF THE AIREYS INLET MARKET OPERATED IN THE LOW SEASON (JULY, AUGUST, SEPTEMBER)**

There were 51 responses recorded for this question.

This result is promising with 70.6% of the existing Stallholders or Performers indicating they would hold a stall at the market during the low season (July-September) if the opportunity arose.



**STATISTICS**

#	Answer	Responses	% of respondents
1	Yes	36	70.6
2	No	15	29.4

**Q 15. ENTER YOUR COMMENT, 50 WORD MAXIMUM**

Respondents who indicated "No" to Question 14 were given the opportunity to provide comment following their response. Whilst 15 indicated "No", only 11 provided comment as shown below. The responses received showed little relevance to Question 14.

**RESULTS**

#	RESPONSE
1	This market is great. Great customers, great location, great range of produce and crafts. It has done wonders for my business!
2	This is the best market in the surf coast the quality of the products are superb
3	Aireys inlet is a tourist place and I believe that people come to the area for a holiday.
4	I think the Surfcoast shire should support artisans that reside in the Surfcoast shire & this rule should apply to ALL markets that are allowed to operate in the Surfcoast shire not just the Aireys market. Support locally created products not imports.
5	I think the Aireys Inlet market is important for the town. If there was a business in town that was selling my pieces I wouldn't do it. So for me is crucial as a selling point in town!
6	Thank you for having us!
7	Its a fantastic market with quality stalls and well patronated by locals and holiday makers
8	Market is a very important platform for business development and cash flow
9	Poor weather conditions is not conducive to my business. It puts my products and my set up at risk, i.e. from wind and rain. It doesn't make sense to have my market stall during off peak seasons. I do however, communicate with my clients (if they have provided contact information ) alternatives to purchase online and I also do deliveries in the Shire.
10	brings life to the town and supports all the tourism by bring people down therefore helping other business'
11	This survey seems to not cater for locals residents. It also seems a bit ridicules and a waste of tax payers money when the shire are said to advocate for small business, which the market gives 50 small business owners a place to sell their wares.

## GROUP 2 - Patrons

### Q 16. WHAT IS THE POSTCODE OF YOUR NORMAL PLACE OF RESIDENCE?

186 responses were received to this question.

Patrons were asked to provide their Post Code and listed below are the responses. The data shows that the Aireys Inlet Market attracts people from many towns and City's surrounding Aireys Inlet. It can be assumed that many patrons would attend the Market whilst holidaying in the area at different times of the year.

### RESULTS

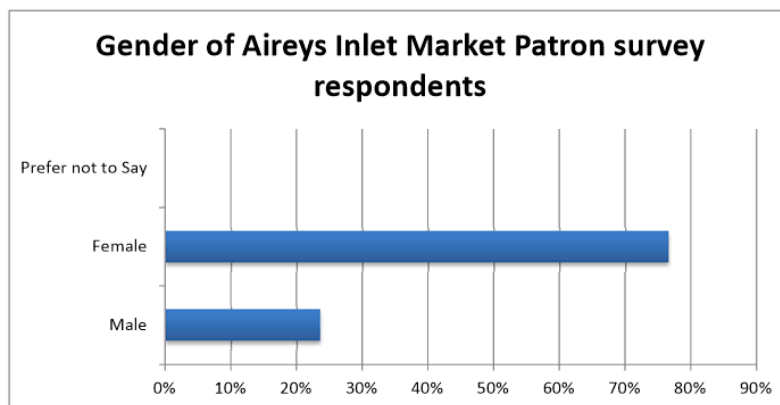
POSTCODE	#	AREA	POSTCODE	#	AREA
2456	2	Woolgoolga (NSW)	3172	1	Springvale South
3002	1	East Melbourne	3175	1	Dandenong
3011	1	Footscray	3181	1	Prahran
3012	2	West Footscray	3182	2	St Kilda
3018	1	Altona	3184	2	Elwood
3032	1	Maribyrnong	3185	2	Elsternwick
3034	1	Sunshine North	3186	3	Brighton
3039	1	Moonee Ponds	3187	2	Brighton East
3040	1	Essendon	3191	2	Sandringham
3051	1	North Melbourne	3192	1	Cheltenham
3052	1	North Melbourne	3201	1	Carrum Downs
3054	1	Carlton North	3204	1	Bentleigh
3055	1	Melbourne	3205	1	South Melbourne
3057	2	Brunswick East	3206	1	Albert Park
3058	1	Coburg	3212	1	Lara / Point Wilson
3065	1	Fitzroy	3215	1	Hamlyn Heights
3068	4	Edinburgh Gardens	3216	3	Waurin Ponds
3070	4	Edinburgh Gardens	3217	1	Freshwater Creek
3072	1	Preston	3218	2	Geelong
3084	1	Heidelberg	3219	3	East Geelong
3094	1	Montmorency	3220	1	Geelong
3095	1	Eltham	3223	1	Port Arlington / Indented Heads
3101	3	Kew	3224	1	Leopold
3103	2	Balwyn	3228	2	Torquay
3106	1	Templestowe	3230	7	Anglesea
3107	1	Melbourne	3231	52	Aireys Inlet
3108	1	Doncaster	3232	1	Lorne
3120	1	New Zealand	3235	1	Penny Royal / Deans Marsh
3121	2	Richmond	3240	1	Moriac / Modewarre
3124	4	Camberwell	3249	2	Barongarook / Peron Yallock
3126	1	Canterbury	3250	1	Colac



POSTCODE	#	AREA	POSTCODE	#	AREA
3127	1	Surrey Hills	3336	1	Plumpton
3133	1	Vermont	3429	1	Sunbury
3136	1	Croydon	3451	1	Castlemaine
3141	2	South Yarra	3550	2	Ballarat
3144	1	Malvern	3631	1	Shepparton / Mooroopna
3145	4	Malvern East	3660	1	Seymour
3146	3	Glen Iris	3720	1	Bonnie Doon
3147	1	Ashburton	3752	1	South Morang
3149	1	Mount Waverly	3786	1	Ferny Creek
3150	1	Wheelers Hill	3792	1	Melbourne
3156	1	Ferntree Gully	3805	2	Narre Warren
3170	1	Mulgrave	3810	1	Pakenham
3172	1	Springvale South	3931	1	Mornington
3175	1	Dandenong	4551	1	Caloundra (QLD)

**Q 17. WHAT IS YOUR GENDER?**

The data shows that 143 (76.5%) of respondents were female whilst 44 (23.5%) were male. The survey result indicates the rate of participation in the survey was higher for females, than males.



**STATISTICS**

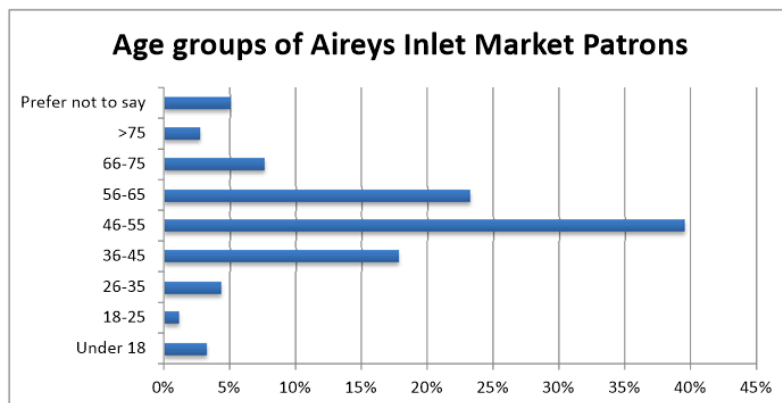
#	Answer	Responses	% of respondents
1	Male	44	23.5
2	Female	143	76.5
3	Prefer not to Say	0	0

**Q 19. WHAT IS YOUR AGE GROUP?**

185 responses were received to this question with the largest age group being 46-55 year olds. This group was represented by 39.5% of respondents.

Patrons in the 56-65 year group were the next largest group with 23.2% of patron numbers. Added to this the 66-75 age group of 7.6%, and you have the majority of patrons ranging from 36 to 75 years.

Only 8.6% of patrons were under 35 years of age.

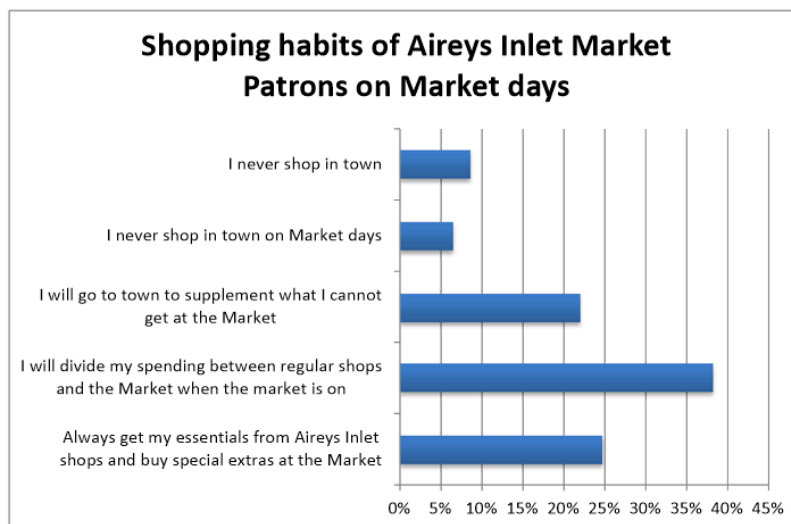


**STATISTICS**

#	Answer	Responses	% of respondents
1	Under 18	6	3.2
2	18-25	2	1.1
3	26-35	8	4.3
4	36-45	33	17.8
5	46-55	73	39.5
6	56-65	43	23.2
7	66-75	14	7.6
8	>75	5	2.7
9	Prefer not to say	1	0.5

**Q 20. WHAT ARE YOUR SHOPPING HABITS IN TOWN ON MARKET DAYS?**

The results provided to this question by the 186 respondents show a positive outcome for both the Aireys Inlet Market and Aireys Inlet businesses.

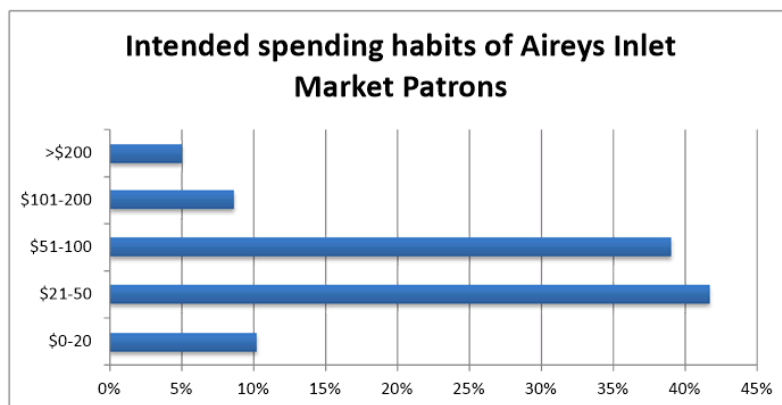


**STATISTICS**

#	Answer	Responses	% of respondents
1	Always get my essentials from Aireys Inlet shops and buy special extras at the Market	46	24.7
2	I will divide my spending between regular shops and the Market when the market is on	71	38.2
3	I will go to town to supplement what I cannot get at the Market	41	22
4	I never shop in town on Market days	12	6.5
5	I never shop in town	16	8.6

**Q 21. ON AVERAGE, HOW MUCH MONEY DO YOU SPEND WHEN YOU ATTEND THE MARKET?**

There were 187 responses received to this question. A spend of \$21-\$50 was indicated by 41.7% of respondents and a spend of \$51-\$100 was indicated by 39.0% of respondents.



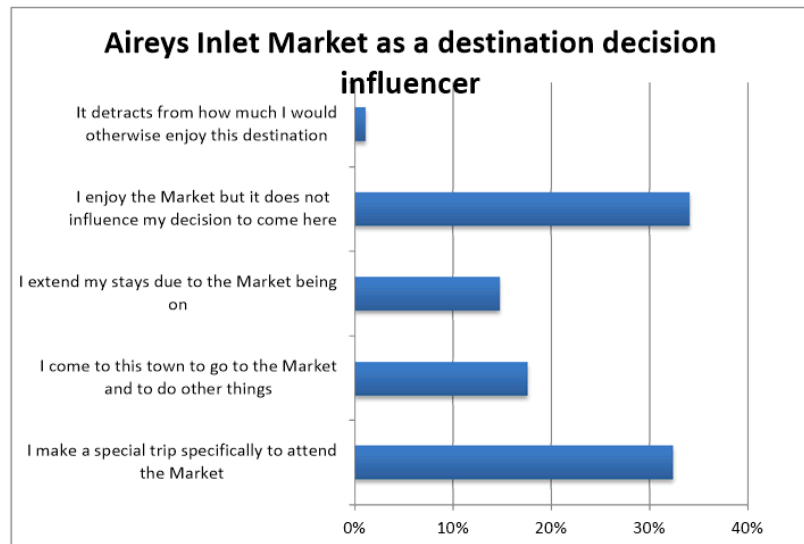
**STATISTICS**

#	Answer	Responses	% of respondents
1	\$0-20	19	10.2
2	\$21-50	78	41.7
3	\$51-100	73	39
4	\$101-200	16	8.6
5	>\$200	1	0.5

**Q 22. WHICH STATEMENT BEST DESCRIBES THE INFLUENCE OF THE MARKET ON YOUR DECISION TO COME TO TOWN?**

The data shows that 34.1% of patrons come to Aireys Inlet to visit and are not influenced by the Market to do so. Another 32.4% make a special trip to Aireys Inlet to attend the Market whilst another 14.8% extend their stay in Aireys Inlet to visit the Market.

17.6% of patrons come to the Market and then do other things in Aireys Inlet.



**STATISTICS**

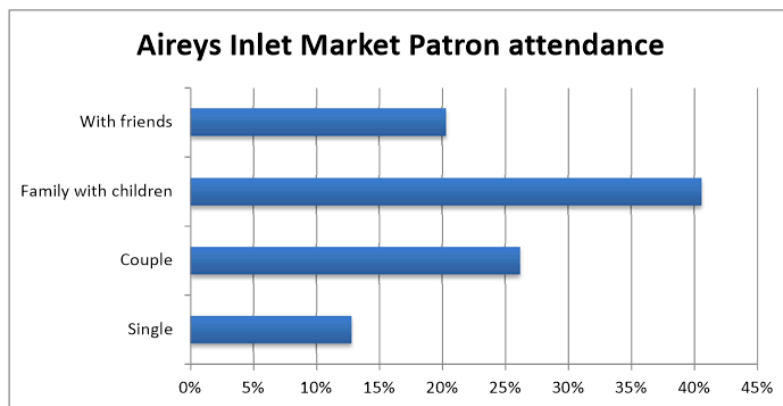
#	Answer	Responses	% of respondents
1	I make a special trip specifically to attend the Market	59	32.4
2	I come to this town to go to the Market and to do other things	32	17.6
3	I extend my stays due to the Market being on	27	14.8
4	I enjoy the Market but it does not influence my decision to come here	62	34.1
5	It detracts from how much I would otherwise enjoy this destination	2	1.1



**Q 23. WHICH OF THE FOLLOWING BEST DESCRIBES WHO CAME WITH YOU TO THE MARKET?**

Family with children received the most responses to this question with Couples being the next highest group in attendance.

There was also a considerable number 12.8% of patrons who attended as Singles.



**STATISTICS**

#	Answer	Responses	% of respondents
1	Single	24	12.8
2	Couple	49	26.2
3	Family with children	76	40.6
4	With friends	38	20.3

**Q 24. HOW LIKELY WOULD YOU BE TO RECOMMEND THE MARKET TO FAMILY AND FRIENDS, 1 = NOT LIKELY AT ALL, 10 = VERY LIKELY?**

A sliding scale was provided for respondents to select how likely they would be to recommend the Market to family and friends. The above scale of, 1 Not likely – 10 Very likely was used.

The table below shows that 133 respondents provide a “Very likely” response to this question, with an additional 32 indicating a 9 response.

Scale	Responses
1 Not likely	2
2	0
3	2
4	0
5	0
6	2
7	7
8	17
9	32
10 Very likely	133



**Q 25. WHAT WAS YOUR REASON TO VISIT THE MARKET TODAY?**

This was a Multi response question where respondents could select more than 1 item to purchase. As a consequence of this the number of responses for each item will be different to other single response questions. Total number of responses to this question is 558.

What it does show is that 93 Patrons or 16.7% of patrons purchase groceries and produce whilst another 62 patrons or 11.1%, purchase gifts / something special.



**STATISTICS**

#	Answer	Responses	% of respondents
1	To buy groceries/produce	93	50.0
2	To buy gifts/something special	62	33.3
3	A great day out meeting friends	58	31.2
4	To meet the grower/producer	26	14.0
5	To learn about new/local produce and how best to use it	26	14.0
6	A way to contribute to the community	59	31.7
7	A new experience	15	8.1
8	An opportunity to reduce my food miles	24	12.9
9	A reason for a family outing	38	20.4
10	To see the entertainers and artists	27	14.5
11	To find out what is going on in the community	24	12.9
12	A way to feel connected to the community	55	29.6
13	To buy something I can't normally get in this town	51	27.4



**Q 26. HOW MUCH DO YOU FEEL THE MARKET EDUCATES AND SUPPORTS THE SHIRE'S PLASTIC WISE AND WASTE AVOIDANCE VALUES? 1 = THERE ARE A LOT OF SINGLE USE PLASTICS AND FEW ALTERNATIVE OPTIONS, 10 = THERE ARE NO SINGLE USE PLASTICS AND THE MARKET ACTIVELY PROMOTES REUSABLE BAGS, CUPS AND CONTAINERS.**

There were 184 responses received for this question.

A sliding scale 1-10 was used to measure responses, where:

1= There are a lot of single use plastics and few alternative options; and

10= There are no single use plastics and the Market actively promotes reusable bags, cups and containers.

The data shows that 44 respondents gave a top mark of 10 for this question. Other responses are shown.

**RESULTS**

SLIDING SCALE 1-10	RESPONSES
1 "There are a lot of single use plastics and few alternative options"	1
2	1
3	0
4	2
5	1
6	54
7	10
8	31
9	40
10 "There are no single use plastics and the Market actively promotes reusable bags, cups and containers"	44



**Q 27. HOW WELL DO YOU THINK THE MARKET MANAGES LITTER AND RUBBISH? 1 = NOT ENOUGH BINS, LOTS OF RUBBISH ON THE GROUND, 10 = I DON'T THINK THE MARKET GENERATES ANY RUBBISH OR LITTER.**

There were 185 responses received for this question.

A sliding scale was used to measure responses in this case, where:

1 = Not enough bins, lots of rubbish on the ground; and

10 = I don't think the market generates any rubbish or litter

The data shows that 76 respondents gave a top mark of 10 for waste management at this market. Other responses are shown.

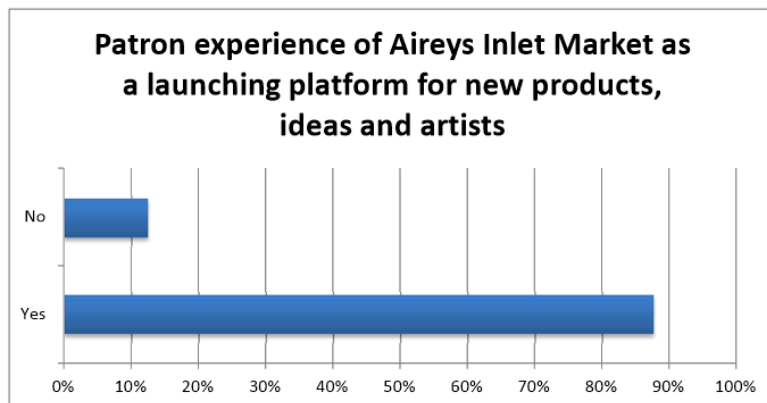
**RESULTS**

SLIDING SCALE 1-10	RESPONSES
1 "Not enough bins, lots of rubbish on the ground"	0
2	0
3	1
4	1
5	0
6	24
7	3
8	27
9	51
10 "I don't think the market generates any rubbish or litter"	76



**Q 28. HAVE YOU DISCOVERED NEW LOCAL ARTISTS, PRODUCERS AND/OR PRODUCTS AS A RESULT OF COMING TO THE MARKET?**

Of the 186 respondents to this question, 87.6%, indicated “Yes”, they had discovered new local artists, producers or products as a result of coming to the market. This response supports the data in this report as to the high level of positive support for the Aireys Inlet Market by all who attend.

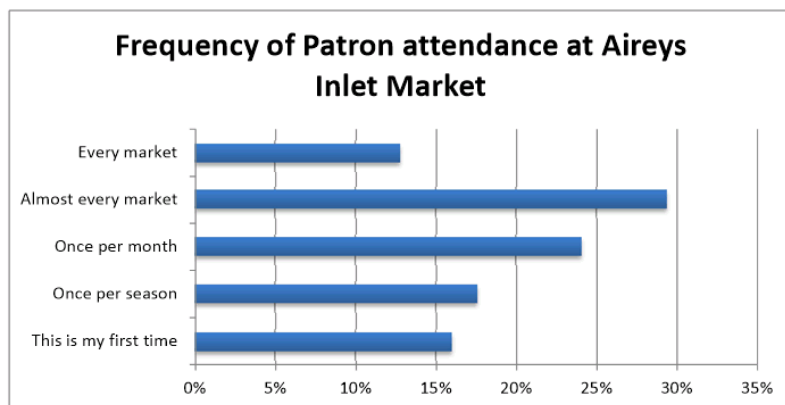


**STATISTICS**

#	Answer	Responses	% of respondents
1	Yes	163	87.6
2	No	23	12.4

**Q 29. HOW OFTEN DO YOU ATTEND THE MARKET?**

There were 29.4% of respondents who indicated that they attend almost every Aireys Inlet Market with another 12.8% attending every Aireys Inlet market. As this market was held the weekend before school returned and was an extremely hot day, it was interesting to note that 16% of respondents were attending for the first time.



**STATISTICS**

#	Answer	Responses	% of respondents
1	This is my first time	30	16
2	Once per season	33	17.6
3	Once per month	45	24.1
4	Almost every market	55	29.4
5	Every market	24	12.8

**Q 30. WHAT DO YOU FEEL MAKES THIS MARKET SPECIAL/UNIQUE?**

There were 169 responses received to this question. Listed below are the responses.

Key responses are:

- Handmade homegrown home baked
- The buzz of locals and visitors catching up
- The Aireys Inlet market gives a lovely insight into the local artists and producers
- It has a fabulous vibe. Grass roots, relaxed feeling with makers and growers providing interesting gifts and fresh produce
- It is an important part of life at Airey's Inlet
- Always has quality produce and items

**RESULTS- ALL RESPONSES**

#	Response
1	Not too big, as an older person it easily to comfortably see all the interesting stalls
2	has a great atmosphere, a great variety of stores, both food and craft perfect hours with time still to go to the beach in the afternoon, great location indoors and outdoors so it goes ahead regardless of the weather, some markets are cancelled when its too hot but its too hot to go to the beach too so good to have something to entertain the family
3	Handmade homegrown home baked
4	The buzz of locals and visitors catching up. Loved the music ( my kind) Great sausages. Sample wines. Jewellery and other crafty pieces that provide creativity for those blessed with it
5	The amazing produce, gifts and artists. I also think the market showcases our small rural community. I just hope it will be around for years to come.
6	Local produce ... home made & home grown
7	I always find something new/different and the people/Stallholders are always lovely
8	Crafty, local, no mass production
9	The Aireys Inlet market gives a lovely insight into the local artists and producers of the area. We also love the community feel and festival atmosphere with the live music.
10	local produce, local artist produce
11	Community spirit and environmental awareness/commitment
12	Good local produce and not too many stalls that you see at other markets.
13	It adds to our small community socially and it adds some retail to a very small retail area. I don't think it competes very much with our local retailers and gives an outlet for people who are crafty and want to sell their goods. I hope the market stays.
14	Manned by locals, goods produced locally, local artists/performers, a special Aireys feel.
15	Local producers and produce of good quality. Small market with local artisan crafts local community emphasis
16	Meeting the community with whom i want to feel part of
17	It has a fabulous vibe. Grass roots, relaxed feeling with makers and growers providing interesting gifts and fresh produce. It's become a place to get together with friends and family and then go have lunch at one of Aireys Inlet excellent eateries. Love it
18	Stall variety, location, food
19	The food and artwork
20	You get to meet lots of interesting and different people and their products
21	The whole vibe...the music...the sense of community...the friendliness...the home made products...the food stalls...the set up! I love absolutely everything about this Market. Living here it's a wonderful way to meet with the community and catch up with all your friends. It's a very valuable asset for our little Aireys community.
22	It is an important part of life at Airey's Inlet - and it showcases the variety of people and their skills and interests in this community. It is something different for city folk to



	experience. Indeed, it is what a lot of them crave. That feeling of being connected to others. Of getting away from a mass produced, consumption oriented society. The Surf Coast Shire should continue supporting this wonderful Market - and if possible put on more market days during the Summer period - just not in the first two weeks of January as the Melbourne traffic coming down the GOR is threatening to spoil the very lifestyle everyone seeks to enjoy.
23	It's not unique. It's like every other market...except my friends are about.
24	It's not unique but it's special as an outing
25	Always has quality produce and items. Compared to Anglesea Riverbank market where the quality is more varied. Great environment to meet and chat with other locals from the community. Has a very relaxed friendly vibe.
26	Quality of the stalls and products
27	Friendly vibes. Welcoming, great range of goods for sale, promotes different musicians, includes some of the local businesses as well, doesn't use up parking for local shops as in a different location,
28	The inside /outside layout with playground facilities for children
29	Local produce great quality goods
30	meeting the makers and growers of the products
31	Friendly people. Its different to other markets in its intimacy. Feel like I'm part of a welcoming community. It's something we lack in Melbourne. Please don't change what so many other markets aspire to achieve.
32	It promotes local produce / producers, and presents products that are not usually offered at "non-market" retail outlets
33	Local things fresh food music
34	im Extremely proud of the Aireys Inlet market! As a resident I believe it's a positive thing to have in our town. It generates crowds which is beneficial for all businesss in Aireys Inlet.
35	meeting local producers and being able to converse with them about their philosophy behind what they do
36	community
37	Unique items I cant find elsewhere
38	Things that you can't easily purchase at the local shops
39	I am a permanent local resident of Aireys. I like the feel and mix of the growers, producers and Artists that can be found at the market. There is also often some interesting food and snacks that are not available in Aireys retailer stores or restaurants. It is very friendly and social, I like having access to a wide range of fresh artisan foods and fresh vegetables. And I can assure you that my spending at the Aireys Market does not detract from what I spend in Aireys Inlet Shops on a regular basis. Most of the shops in Aireys, apart from the general store, do not have any items that I might want to buy. I really appreciate the wide range of personally made products, jewellery and food.
40	Because there are a variety of fresh fruit/vegetables on sale. Also, items for sale that are hand made, paintings, leather hand bags etc.
41	Good for a hot day
42	Good mix of foods and art crafts
43	Excellent stalls and management and great atmosphere. Excellent music
44	Small unique produce, oil, biscuits, berries. Locals. Not too big
45	Inside a hall
46	Community, neat and organised
47	Music
48	Different
49	Holiday house and a very big verities here
50	Hand crafts
51	Kept in what area its about and friendly and good reason to visit
52	Mix of food and craft
52	Small little community market
54	Quality and crafty
55	Music, quality what's here is the best, mix of foods and items. Hoping to see crafts people
56	Local and community
57	Community

58	Local
59	Setting
60	Local produce, markets, community
61	Catch up with people I knew, social
62	Music
63	Local produce
64	Community and people
65	Community feel
66	Small
67	Always on holidays
68	Big variety of items and its local, neighbors and friendly people and good quality
69	Always get parking, smaller and more regular and intimate, well set out
70	Good for our community and gets the community evolved a and good for business, different
71	A local market
72	Quality
73	It's quaint
74	Artisan
75	Local produce not a lot of out of towners
76	The set up, ability to wander through
77	Location
78	Unique to the area, lovely feel & captures the essence of the town
79	Good quality local products
80	Produce & variety
81	Small but quality of products & stalls
82	Small, intimate. Great products, good quality
83	The people, Stallholders the regulars
84	Unique stalls & local produce
85	Local producers
86	Good range of produce & supports the local community
87	Local produce
88	The locally made element
89	Local produce & Australian made
90	Great local produce
91	Community spirit
92	Good quality produce & handmade things
93	Good quality produce
94	Beautiful location
95	Good amount of stall and variety
96	Unsure
97	Location
98	Excellent produce & handcrafts
99	Artists
100	Local to areas.
101	Local when possible, more so when it was going back into the community.
102	All the stalls and their wares.
103	Personal contact, community
104	It isn't
105	Fresh produce and art. Baked goods.
106	People.
107	Small, not too big
108	Different crafty stalls.
109	People.
110	Small, not too big
111	Different crafty stalls.
112	Home town.
113	Local community.
114	Local artists.
115	Local produce and wares.
116	Australian made.





117	Don't know I don't go elsewhere.
118	Local produce.
119	Local.
120	On good dates.
121	Local suppliers and produce.
122	Local and easy to get to.
123	Friendly nature.
124	Location
125	Local produce.
126	Quality produce. Consistency.
127	Local. Nice people.
128	Local products.
129	Doesn't sell DVDs and sock. Local producers with quality products. Discover a range of products. Top quality.
130	The people.
131	Location, fits well with market.
132	Local artists, products and performers. Many that otherwise don't have an outlet to sell their goods and entertainment. Unique items.
133	The Aireys market is unique because of the quality and diversity of the stakeholders. It is obvious care is taken not to have a glut of any product and that all of the product is local. We love it.
134	The quality of the products is outstanding. And this market is a great combo of art, craft & produce.
135	I like the intimate scale and the range of product on offer
136	The art, the people, there is always something new and unique to find. It is a great outing. I would be interested to know whether council scrutinise all markets and shops within the shire to the same degree.
137	The art, the people, there is always something new and unique to find. It is a great outing. I would be interested to know whether council scrutinise all markets and shops within the shire to the same degree.
138	Good variety of products and no trash
139	Community feel in a beautiful coastal town. Fresh produce. Variety
140	Community support and nice intimate setting
141	Not unique but certainly the range of Stallholders has really improved this year. Seem to be some new and better quality stalls
142	The quality & variety of the goods
143	Unfortunately they do not seem to use local businesses that much? I am aware of several aireys/businesses that have approached to become stallholders and they have been turned down? It also detracts from the school fund raising fair!
144	Local produce Great crafts
145	Compact. Variety of goods. Easy parking. Nice atmosphere.
146	Aireys Inlet is a unique place. The market is an added bonus. I love that it has local produce and local artists. It has a wonderful community feel to it.
147	Local makers/producers
148	Local goods, not factory made, handmade with care and passion, not from China cheap that breaks easily. The friendliness of the Stallholders, that take pride in their product
149	Local growers and bespoke products.
150	There is none of the usual market junk you get at other markets (socks and jocks, plastic crap made in China). There is a variety of hand crafted homemade goods that you don't find everywhere and that make it a special reason to attend
151	Excellent stalls. Lovely people
152	The community based makers and growers
153	Great variety of products that are unique plus everyday items such as produce & food trucks. Everyone is always so friendly so it's always an enjoyable market to go to.
154	Quality: Food / Wine / Art and Crafts.
155	The fresh food/ produce and handcrafts.
156	Quality produce
157	The aireys community,
158	The lady that runs the market is offensive.
159	Very community oriented. Suitable to the area

160	Nice size, market not too big, one only Stallholders per category, items not repeated.
161	The quality of goods is outstanding
162	Quality and Location
164	Quaint, quirky, different products, sustainable products. Unique to other markets
164	It's intimate, it's social and a lovely setting
165	I like the blueberries
166	it offers a range of great resources for the fridge and around the house. it has a great atmosphere and is fun to be there.
167	It offers a range of great resources for the fridge and around the house. It has a great atmosphere and it's fun to be there
168	It offers a diverse range of foods and gifts and everyone at the market is nice and kind. It also has lots of different foods to take home and put in the fridge/pantry. I love the market.
169	Lots of high quality products, local(ish) products, it's a good size/not too big, there is allowance for community stalls such as Aireys Inlet RAR.

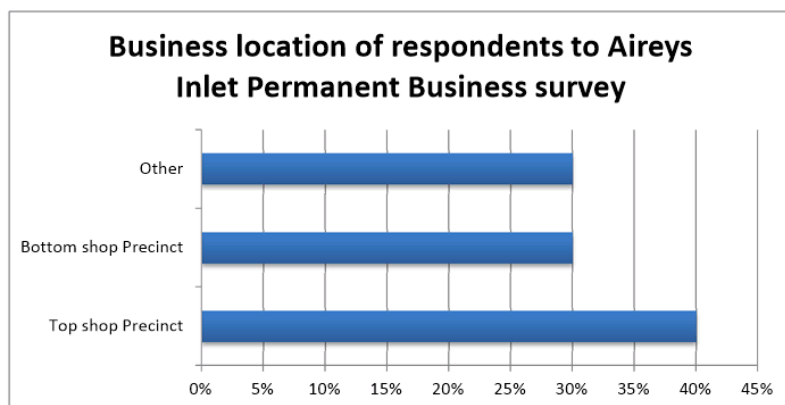
**GROUP 3 – Local Permanent Business Owners**

Local Permanent Business Owners located in Aireys Inlet were also provided with the opportunity to participate in the Market Survey. The Surf Coast Shire emailed the survey question list to 64 businesses and received completed surveys from 20.

**Q 31. WHERE IS YOUR BUSINESS LOCATED IN AIREYS INLET?**

The data shows that 40% of the Local Permanent Business Owners who responded are located in the Top Shop precinct and a further 30% are located in the Bottom Shop precinct.

An additional 30% of the Local Permanent Business Owners indicated that they are located in other areas.



**STATISTICS**

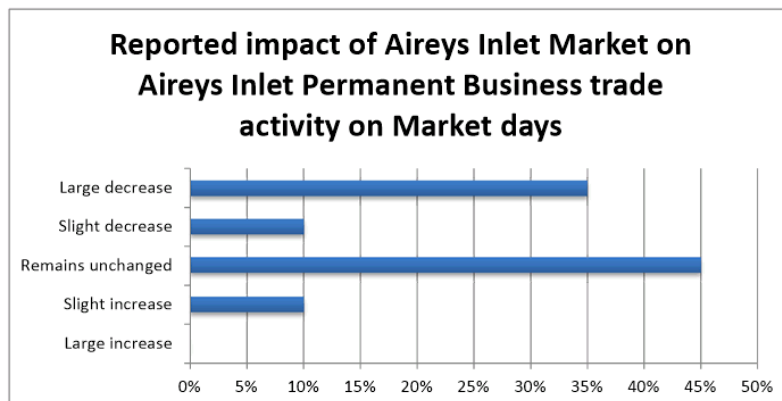
#	Answer	Responses	% of respondents
1	Top shop precinct	8	40
2	Bottom shop precinct	6	30
3	Other	6	30



**Q 32. DOES YOUR BUSINESS EXPERIENCE AN INCREASE OR DECREASE IN TRADE ACTIVITY ON MARKET DAYS?**

Responses to this question show that 45% of the responding 20 the Local Permanent Business Owners indicated that their business did not experience an increase or decrease in trade activity on market days. There were no responses received for "Large Increase", and a 10% response for "Slight Increase".

There was however responses from 35% of the 20 respondents to this question who indicated a "Large Decrease" in their trade activity on days when the Market was operational. An additional 10% indicated a "Slight Decrease" in trade activity on Market days.



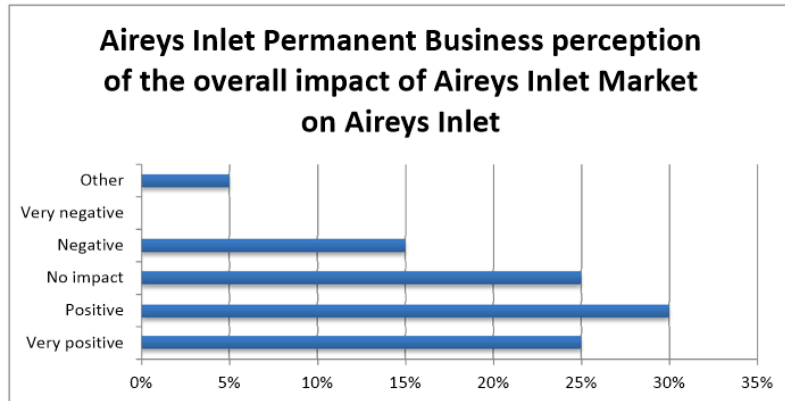
**STATISTICS**

#	Answer	Responses	% of respondents
1	Large increase	0	0
2	Slight increase	2	10
3	Remains unchanged	9	45
4	Slight decrease	2	10
5	Large decrease	7	35

**Q 33. HOW WOULD YOU RATE THE OVERALL IMPACT THE MARKET HAS ON AIREYS INLET?**

Local Permanent Business Owners were also given the opportunity to rate what they thought the overall impact the Market has on Aireys Inlet. 25% of the Local Permanent Business Owners responded with a "Very Positive" impact and an additional 30% indicated a "Positive" impact.

25% also indicated that the Market had "No Impact". An additional 15% indicated a "Negative Impact". Respondents were provided with a "Other" option and their responses are shown in question 34 below.



**STATISTICS**

#	Answer	Responses	% of respondents
1	Very positive	5	25
2	Positive	6	30
3	No impact	5	25
4	Negative	3	15
5	Very negative	0	0
6	Other	1	5

**Q 34. IN 100 WORDS, OR LESS, CAN YOU PLEASE EXPLAIN WHY YOU HAVE PROVIDED THIS RATING?**

The responses below are those received from 18 of the respondents to expand on their response to question 33.

Key responses,

- It is a delightful market that brings people to town and provides an activity for both permanent residents and visitors
- It's obvious, how can a market on big holiday weekends or in January not impact on our sales
- We pay our extremely high rates and taxes and employ staff only to lose business when the market is open.
- I think it's great for the town to have a market. It attracts people to our town, and I do feel for those patrons the market takes away from our business, is made up by those who head to the market then pop in for lunch afterwards. It's great to see the town buzzing on a Sunday morning market day.

**RESULTS- ALL RESPONSES**

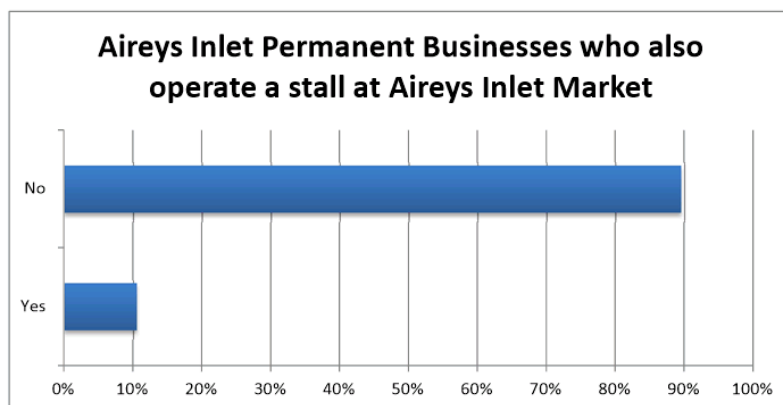
#	RESPONSE
1	More people seem to be out and about on market days when the weather is cool.
2	I have a 7 day a week business (Great Escape Books) at the bottom shops. The summer feedback we have received from locals and holiday makers is that they see Aireys as an interesting, progressive town with lots of interesting artists and food makers. The organic nature, colour and vibe of this new and improved market, under the direction of Libby Stapleton, definitely adds immensely to the character and feel-good vibe of the town. I'm very happy to support the Sunday morning market as a wonderful addition to our town.
3	It is a delightful market that brings people to town and provides an activity for both permanent residents and visitors
4	The market attracts visitors to the area. This can only prove beneficial for all other businesses and tourism of the Great Ocean Road in general. Tourists and locals including business owners love to visit the market and most will make a purchase however small. Win Win Win
5	I think the market is great for showcasing local people making great things! It also gets people to stop in Aireys Inlet! I don't believe the parking is adequate and something that the council didn't weight heavily! It is extremely unsafe. As a rate paying resident of Alice Rd, turning onto the great ocean Rd either way is impossible without taking a "guess" on whether there is cars coming! Cars are parked right up to the st making visibility impossible!
6	The market creates an exciting buzz to our small community. It provides market goers with beautiful handmade items and produce which I travel to purchase. Having this to look forward to and for convenience is awesome for us, let alone the numbers which frequent it. A wonderful thing for our small town
7	I'm not sure if the market makes Aireys Inlet any busier for other businesses. People don't go specifically to Aireys because the market is on... do they, no they go as it's a beautiful place and attend the market in passing. Also in no way does the market promote other local businesses. And it certainly does not promote local stallholders, community or the school.
8	It's obvious, how can a market on big holiday weekends or in January not impact on our sales. People have a certain amount of money they are willing to spend, it is not infinite
9	I think it's busy here regardless so having market days in holiday periods doesn't change how busy we are. It just adds to traffic issues



10	Most businesses in the top shop precinct are very quiet during these market days. Patrons from market park their cars in the top shop precinct car parks. This doesn't allow for patrons to park in these car parks. It's on too much in January. Should be one like Lorne has
11	We pay our extremely high rates and taxes and employ staff only to lose business when the market is open. The store holders pay a minimal fee under the pretence they are local produce when they are not.
12	The market creates a point of interest, provides opportunities for craftspeople and small enterprises to share their wares in our town where these products are not normally available. Through providing an activity (I.e a visit to the market) for the town, patrons are more likely to also spend additional time and therefore money in other businesses having lunch etc. The market is the type of activity that should be fully supported in line with the G20 and GORT great ocean road strategy of encouraging weekenders and tourists to 'stay and spend' and therefore increase revenue growth opportunities for local business.
13	The market is on only in peak times, holiday weekends. people are already here. It is nice to have monthly, but impacts on takings & thereby growth and my employing more staff. Until we work out how to connect the top & bottom shops more successfully it will always be an issue. They are a business, treat them as such equally to us.
14	Being the Manager of the Resort for the past 10 years, I don't feel it adds or takes away that much to the town. My guests here see it as another activity to do while staying in Aireys. No one that stays here comes for the market but all enjoy having the walk and a browse around, it also then makes most stay out and walk around, hopefully this helps other traders. No negatives with this market from me. Sue
15	People who come to the market do that and leave.
16	The more attractions there are in town, the more people choose to come to Aireys for their weekend away. It makes Aireys a more exciting destination, and hopefully those people coming to the market will also wander the other shops, have lunch at a cafe, stay overnight somewhere, rent a DVD for the kids and take a lighthouse tour while they are here.
17	I think its great for the town to have a market. It attracts people to our town, and I do feel for those patrons the market takes away from our business, is made up by those who head to the market then pop in for lunch afterwards. It's great to see the town buzzing on a Sunday morning market day.
18	Because this market is on every Sunday in the peak summer months. It takes lots of business away from permanent business holders in the town. Just like everyone else. We also have Bills to pay . Rates, wages (especially Sunday rates), superannuation, workcover and Utilities. Whilst stallholders and the market owners use a community building at the ratepayers expense. Our limited parking space is also used up by people attended the market and not our businesses. So makes it difficult for the actual people that want to patronize my business.

**Q 35. AS A BUSINESS OWNER/OPERATOR IN AIREYS INLET, DO YOU ALSO SELL PRODUCTS AT THE AIREYS INLET MARKET?**

The data shows that 10.5% of the Local Permanent Business Owners also sell at the Market.



**STATISTICS**

#	Answer	Responses	% of respondents
1	Yes	2	10.5
2	No	17	89.5



**Q 36. WHAT TYPE OF BUSINESS DO YOU OPERATE?**

Of the 20 Local Permanent Business Owners who participated in this survey they were asked to nominate their business activity. The responses are listed below.

**RESULTS**

Type of business	# of responses
Retail	7
Hospitality	4
Tourist attraction	3
Accommodation	2
Other	4

**Q 37. YOU ANSWERED OTHER, WHAT TYPE OF BUSINESS DO YOU OPERATE?**

Responses from the Local Permanent Business owners who selected "Other" for question 36, are shown below.

**RESULTS**

Other type of business	#
Yoga classes	1
Land Surveying	1
Other	1
No response	1

**Q 38. HOW LONG HAVE YOU BEEN OPERATING YOUR CURRENT BUSINESS IN AIREYS INLET?**

No responses were received from any of the 20 Local Permanent Business Owners to this question.

**STATISTICS**

#	Answer	Responses	% of respondents
1		0	0

**Q 39. DO YOU HAVE ANY FEEDBACK RELATING TO THE 2017/18 MARKET SCHEDULE? 2017- 8 OCT, 4-12 NOV, 10-31 DEC, 7-14-21-28, JAN, 11 FEB, 11 MAR, 1 APR, 13 MAY, 10 JUNE ?**

Key responses,

- As it follows previous years, I think it is appropriate.
- On too much should be once a month.
- I feel that the saturation of markets over the busy summer period is a little extreme and does not provide a fair playing field for all the retail businesses in the community.

**RESULTS- ALL RESPONSES**

#	Responses
1	It's all fine
2	As it follows previous years, I think it is appropriate.
3	I imagine the 28th Jan was not as successful due to most heading home however great to keep the regularity. The 31st Dec would have worked! I think it needs to also be on the 7th or 14th April,
4	Markets should run all year and encourage more people to come during quieter times! Not necessary to run every weekend during already busy times!
5	Nope
6	Too many markets particularly in January. Also it does not operate in winter!!! Clearly it only operates on big weekends whereas we pay rates, phone, water, wages etc all year
7	Yes it should not be when its peak season. It causes too much congestion and competes with businesses who have spent hundreds of thousands of dollars purchasing property or leasing to run their business in town. Products sold at the market shouldn't compete with what is in town already. Keep it as fresh food and maybe some plants or hard goods for houses.
8	On too much. Should be once a month.
9	no
10	Perfect
11	Should be once per month. -being generous here.12 per year. small town such as ours has more markets yearly than any other town on the coast.
12	It would be good to have more markets in Winter but I have been told Stallholders wont commit to winter? We need more attractions in Winter, summer already has beach, etc and people come regardless
13	I feel that the saturation of markets over the busy summer period is a little extreme and does not provide a fair playing field for all the retail businesses in the community. One market a month, all year round would be much more appropriate and it must be noted that the market in Aireys Inlet is a business and not a community event.
14	no
15	Yes it's too much. Should be once a month like Anglesea.



## SURVEY 2 - Market Organiser

In response to the final question of this survey, "Do you have anything further to add?" the Market Organiser responded:

"Please refer to the Aireys Inlet Market Business Plan, which has been provided separately, and to our full submission made to Council in June 2017 as part of the public submission process. We're happy to discuss any additional queries, or to clarify any questions you have in relation to this survey. Please note that the Aireys Inlet Market Business Plan (including the Finance Plan) has been provided in confidence and only to be used for this research and not to be shared with any other entity or individual without prior consent from owners of Aireys Inlet Market."

In light of this response, the Aireys Inlet Market Plan will be used by Surf Coast Shire officers to complete relevant survey analysis separately to this report.

### Q 1. WHAT TYPE OF MARKET DO YOU OPERATE?

No response received to this question.

#### STATISTICS

#	Answer	Responses	%
1		0	0

### Q 2. HOW MANY SITES ARE AVAILABLE TO VENDORS AT YOUR MARKET ON ANY GIVEN DAY?

No response was received to this question.

#### STATISTICS

#	Answer	Responses	%
1		0	0
2		0	0



**Q 3. ON ANY GIVEN MARKET DAY, WHAT WOULD BE THE AVERAGE OCCUPANCY RATE PERCENTAGE?**

No response was received to this question.

**STATISTICS**

#	Answer	Responses	%
1		0	0
2		0	0
3		0	0

**Q 4. WHAT WOULD BE YOUR AVERAGE INCOME PER MARKET, OVER A TWELVE MONTH PERIOD?**

No response was received to this question.

**STATISTICS**

#	Answer	Responses	%
1		0	0
2		0	0
3		0	0

**Q 5. DO YOU HAVE PLANS IN PLACE FOR FUTURE GROWTH OF THE MARKET?**

A “Yes” response was received to this question.

**STATISTICS**

#	Answer	Responses	%
1	Yes	1	100
2	No	0	0

**Q 6. BRIEFLY EXPLAIN YOUR PLANS (100 WORD MAXIMUM)**

**RESULTS**

The intimate, boutique nature of the Aireys Inlet Market is important to the integrity of the brand. With this in mind, we are reluctant to create a much larger market but we will review opportunities to increase the number of stallholders marginally (up to 65) and introduce a 'peak rate' over summer to help manage the demand (evident in our extensive waiting list) and to generate additional income that may allow us to add more attractions for kids and families, and provide more 'community stalls' catering for children, community groups and non-profit organisations. We would also like to investigate the possibility of introducing an occasional 'twilight market' over the summer period. In future years, we will review opportunities to introduce a market into new locations along the Great Ocean Road.

**Q 7. WHAT IMPACT DO YOU BELIEVE THE MARKET HAS ON THE TOWNS BUSINESSES AND THE COMMUNITY? (FREE TEXT 150 WORDS MAXIMUM).**

No response was received to this question.

**STATISTICS**

#	Answer	Responses	%
1		0	0

**Q 8. DO YOU HAVE ANYTHING FURTHER TO ADD?**

Text response received to this question.

**RESULTS**

Please refer to the Aireys Inlet Market Business Plan, which has been provided separately, and to our full submission made to Council in June 2017 as part of the public submission process. We're happy to discuss any additional queries, or to clarify any questions you have in relation to this survey. Please note that the Aireys Inlet Market Business Plan (including the Finance Plan) has been provided in confidence and only to be used for this research and not to be shared with any other entity or individual without prior consent from owners of Aireys Inlet Market.



Cr David Bell declared a Direct conflict of interest in Item 4.4 Property Use Agreements Policy SCS-034 under Section 77A of the Local Government Act 1989. The nature of the interest being Cr Bell operates a market provided by a licence agreement with Council.

#### 4.4 Property Use Agreements Policy SCS-034

**Author's Title:** Property & Legal Services Officer

**General Manager:** Anne Howard

**Department:** Governance & Risk

**File No:** F14/582

**Division:** Governance & Infrastructure

**Trim No:** IC18/474

#### Appendix:

1. DRAFT Property Use Agreements Policy SCS-034 (D17/68566)

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

#### Status:

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

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

#### Purpose

The purpose is to present the Property Use Agreements Policy SCS-034 to Council for endorsement following the conclusion of the public comment period on 13 April 2018.

#### Summary

Property Use Agreements Policy SCS-034 sets out the terms and conditions of any agreement developed with an approved user. This policy complements the Use of Council Facilities Policy SCS-033, which determines who can use Council facilities.

Policy SCS-034 looks to provide agreements that are consistent, protect public land and assets, and support facility users' objectives.

The current status of agreements raises a number of issues:

- inconsistencies and inequity in use of facilities
- over 50% of agreements have expired or were not developed.

The draft Policy was endorsed by Council in February 2018 and forwarded to all users of Council facilities on 6 March 2018 inviting feedback until Friday 13 April 2018. Council received three submissions and a summary of the feedback is as follows:

- positive feedback to have a policy that will provide consistency and equity between all users of Council facilities across the shire
- welcome commercial operators being charged
- common sense approach to a vast array of assets
- would like further clarification of using Council's contractors for works to the facility versus the club organising volunteers.

#### Recommendation

That Council adopt the Property Use Agreements Policy SCS-034.

#### Council Resolution

**MOVED Cr Rose Hodge, Seconded Cr Martin Duke**

That Council adopt the Property Use Agreements Policy SCS-034.

CARRIED 8:0

#### **4.4 Property Use Agreements Policy SCS-034**

##### **Report**

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

Surf Coast Shire has no policy regarding Property Use Agreements which has created inconsistent and inequitable agreements for users of Council facilities. In order to establish a clear and consistent framework for the users of Council facilities, officers have developed the Property Use Agreements Policy.

The Property Use Agreements Policy has been developed:

- by working with Council's Recreation and Open Space Team who work regularly with the users of Council facilities
- from benchmarking other Local Government authorities, researching relevant legislation to ensure compliance and establishes a best practice approach to property agreements for Surf Coast Shire.

The current status of agreements raises a number of issues:

- inconsistencies and inequity in use of facilities
- over 50% of agreements have expired or were not developed.

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

As part of the policy it is recommended that all users contribute to utilities. Previously these costs were not treated consistently and this Policy will ensure that all users are treated in the same way. There is expected to be little impact to the status quo for the majority of users.

The policy will also work to ensure all terms and conditions of agreements are consistent across the board for all users of Council facilities.

The draft Policy was forwarded to all users of Council facilities on 6 March 2018 inviting feedback until Friday 13 April 2018. Council received three submissions and a summary of the feedback is as follows:

- positive feedback to have a policy that will provide consistency and equity between all users of Council facilities across the shire
- welcome commercial operators being charged
- common sense approach to a vast array of assets
- would like further clarification of using Council's contractors for works to the facility vs the club organising volunteers.

##### ***Financial Implications***

There will be a future financial benefit to Council through users contributing to utilities.

##### ***Council Plan***

Theme	5 High Performing Council
Objective	5.2 Ensure that Council decision-making is balanced and transparent and the community is involved and informed
Strategy	5.2.2 Evolve our community engagement approach to inform strategic Council direction and decision-making

##### ***Policy/Legal Implications***

The Policy has been developed to comply with legislation and best practice guidelines.

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

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

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

Without a clear policy there are many inconsistencies and inequities between the user groups who utilise Council facilities.

##### ***Social Considerations***

Community facilities serve an important role in community connection around community participation and service provision. The establishment of this policy will support users to meet their objectives while using facilities.

#### **4.4 Property Use Agreements Policy SCS-034**

##### ***Community Engagement***

Users of Council facilities were informed of the draft Policy on 6 March 2018 with feedback requested by Friday 13 April 2018.

##### ***Environmental Implications***

Not applicable.

##### ***Communication***

Users of Council facilities were informed of the draft Policy on 6 March 2018 with feedback requested by Friday 13 April 2018.

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

###### **Option 1 – Adopt the Property Use Agreements Policy SCS-034**

This option is recommended by officers as the Policy looks to provide agreements that are consistent, protect public land and assets, and support facility users' objectives.

###### **Option 2 – Do not adopt the Property Use Agreements Policy SCS-034**

This option is not recommended by officers as it will further delay our efforts to address the issue of inconsistency between agreements.

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

Adopting the Property Use Agreements Policy will allow a clear and consistent framework for the users of Council Facilities.

#### **4.4 Property Use Agreements Policy SCS-034**

#### **APPENDIX 1 DRAFT PROPERTY USE AGREEMENTS POLICY SCS-034**

## COUNCIL POLICY



<b>Property Use Agreements</b>	Document No:	SCS - 034
	Approval Date:	
	Approved By:	
	Review Date:	
	TRIM Reference	D17/68566
Responsible Officer:	General Manager Governance and Infrastructure	
Authorising Officer:	Chief Executive Officer	

### 1. Purpose

To ensure that Council has a clear and workable framework for property use agreements with individuals, businesses and/or groups that:

- Are consistent in their application;
- Protect public land and assets; and
- Support the users' objectives.

### 2. Scope

This policy covers the following aspects of developing Agreements for the use of Council property:

- Types of Agreements;
- Conditions of Agreements;
- Landowner obligations; and
- User obligations.

### 3. Application

This policy applies to individuals groups or businesses that have been determined by Council to be a preferred user of a Council property.

The consideration of eligible preferred users will be determined through other policies and processes approved by Council.

This policy applies to parties who use Council owned or managed property on a regular, medium to long term basis.

This Policy does not apply to users seeking access to facilities for less than 3 months or an ad-hoc basis.

#### 3.1 Pre-Agreement requirements

The party must have all the following before entering into an agreement:

- Be a registered legal entity;
- Hold current Public Liability Insurance; and
- Capacity for electronic business transactions primarily financial and communication.

## COUNCIL POLICY



### 4. Definitions

**Agreement** – A Lease, Licence, User Agreement, Casual Hire Agreement, Tour Operator Licence, Retail Lease, Residential Tenancy Agreement, Commercial Lease for Council Property.

**Casual Hire Agreement** – An Agreement that is no longer than three months in length and is for short term, non-regular bookings.

**Carrying Capacity** – Acknowledges the competing goals of recreation and preservation of site values in natural public land. It can refer to a numerical threshold of activities beyond which the loss of site values is unacceptable.

**Commercial Occupiers** – Any occupier who operates a business or commercial enterprise with the intent to generate profit. \* Note that does not include operators who are classified as Tour Operators under the Crown Land Reserves Act 1978.

**Council** – Surf Coast Shire Council which may be the Landlord, Licensor or Lessor under an Agreement.

**Council Property** – Land (including open space), buildings, property or facilities owned or managed by Council.

**Crown Land** – As defined in the Crown Land (Reserves) Act 1978

**Expression of Interest** – A process whereby Council invites individuals, groups or businesses to submit a detailed expression of interest detailing how it will meet key objectives, to be assessed under et evaluation criteria

**Not for Profit** – Any occupier who operates a business or activity that does not operate for profit, personal gain or other benefit of particular people i.e. its members.

**DELWP** – Department of Environment Land Water and Planning

**Facility** – A place and amenity provided for a particular purpose

**Head-lease** – A Head-lease is the original Lease between a Tenant and a Landlord. In such a Lease, the overall contractual responsibility is given to one identifiable tenant called the Head-lessee. It is a primary Lease under which Sub-leases have been granted.

**Insurable Value** – The cost of replacement of a building which could conceivable be destroyed. The assessed value excludes any contents stored on the premises e.g. furniture and equipment.

**Lease** – A Lease is a right granted by the owner of the property (Landlord) to another person (Tenant) to have exclusive possession of that property, or part thereof, for a fixed duration in return for rental payment. Council will grant a Lease where the premises will be occupied exclusively by the one user.

**Licence** – A Licence permits a person (Licensee) to occupy property (or part thereof) under particular conditions. The main feature that distinguishes a Licence from a Lease is that a Licence does not permit exclusive occupancy of the property.

**Market Rental Value** – The estimated amount for which an asset should rent, as at the relevant date, between a willing Tenant and a willing Landlord in an arm's length transaction, wherein the parties had each acted knowledgably, prudently and without compulsion, and having regard to the usual terms and conditions for agreements of similar property.

**Minimum Rent / Peppercorn** – \$1.00 per annum

**Non-commercial group** - Not-for-profit community based groups and funded organisations and agencies that service community members that live, work or have a connection with Surf Coast Shire.

## COUNCIL POLICY



**Outgoings** – including but not exclusive to water, sewerage services and usage charges, electricity and gas utilised at the property.

**Residential Tenancy Agreement** – A Residential Tenancy Agreement is a right granted by the owner of the land (Landlord) to a Tenant to have possession of a house for a fixed duration in return for rental payment.

**Regular User** – Regular pattern of use for a period between 3 to 12 months, however it must be less than 10 occasions. A regular use cannot reapply for a User Agreement on an annual basis.

**Sub-letting** – Sub-lease or Sub-let is the name given to an arrangement in which the Tenant in a Lease assigns or transfers the Lease to a third party, thereby making the old Lessee the Sub-lessor, and the new Tenant the Sub-tenant. This means they are not only leasing the property, but also Sub-leasing it simultaneously.

**Tenant** – a person who occupies land or property rented from a landlord.

**Tour Operator** – A person who conducts an organised tour or recreational activity for profit on land reserved under section 3A of the Crown Land Reserves Act. This amendment to the Act came in 2009.

**User** – a person who uses Council property as per a User Agreement or Casual Hire Agreement.

**User Agreement** – An Agreement that is no longer than twelve months in length and is for regular bookings with a high frequency.

## COUNCIL POLICY



### 5. Policy

Council aims to provide a workable framework for property use agreements that are consistent in their application, protect public land and assets; and Support the users' objectives.

### 6. Consultation and Notification

Council will undertake consultation or notification in following circumstances:

- Where Council has an identified desired use for a property and is seeking to identify potential users to deliver this use, eg. a Commercial Occupier or Tour Operator. The consultation process will generally be an Expression of Interest (EOI) process. Once the EOI process is completed all submissions will be assessed in accordance with the eligibility criteria advertised to determine the preferred user.
- Where Council is approached by a potential interested individual, group or business that wishes to use a Council property and Council wishes to inform key stakeholders, competitors or the broader community. Council will advertise a notice stating we are considering entering into an agreement in the local newspaper and or on Council's website seeking public feedback. This may also occur when existing agreements are nearing expiry.
- Where Council needs to comply with legislation or regulatory requirements



## COUNCIL POLICY



### 7. Types of Agreements

The following table sets out a framework for different types of agreements to be applied under various situations and with an outline of typical pre-requisites or conditions.

Types of Agreement	Intended or desired Access	User Type	Pre-application Process	Payment Type	Payment Basis	Initial Terms	Options for further terms	Outgoings	Maintenance by User	Sub-letting Permissible
<b>Casual User</b>	<3 months and irregular pattern of use	N/A Users will access through casual user hire arrangements								
<b>Regular User</b>	<ul style="list-style-type: none"> <li>• between 3-12 months; and</li> <li>• regular pattern of use; and</li> <li>• less than 10 occasions.</li> </ul>	Any user	N/A	User Fee	Set through Annual Budget	<12months	No	Contribution through fee.	No	No
<b>Licence</b>	<ul style="list-style-type: none"> <li>• Greater than 12 months; and</li> <li>• Regular pattern of use; and</li> <li>• Non-exclusive occupation</li> </ul>	Crown Land Tour Operator	Expression of Interest	Licence Fee	Statutory Fee set by State Govt.	3 years	2 x 2 years	N/A	Yes	No
		Commercial User	Expression of Interest	Licence Fee	Market Valuation	3 years	2 x 2 years	Direct outgoings charged if possible, otherwise apportionment based on time	Yes	No
		Non-commercial User	Advertise Council are considering entering into an	Licence Fee	Set through Annual Budget	1 to 3 years by agreement	Nil	Direct outgoings charged if possible, otherwise	Yes	No

**COUNCIL POLICY**



Types of Agreement	Intended or desired Access	User Type	Pre-application Process	Payment Type	Payment Basis	Initial Terms	Options for further terms	Outgoings	Maintenance by User	Sub-letting Permissible
			agreement					apportionment based on time		
<b>Lease</b>	<ul style="list-style-type: none"> <li>• Greater than 12 months; and</li> <li>• Exclusive occupation</li> </ul>	Commercial User	Expression of Interest	Rent	Market Valuation	5 years	3 x 3 years	Yes	Yes	Yes
		Non-commercial User	Advertise Council are considering entering into an agreement	Rent	Peppercorn amount (set through Annual Budget)	5 years	Nil	Yes	Yes	Yes
<b>Lease</b>	<ul style="list-style-type: none"> <li>• Greater than 12 months; and</li> <li>• Residential occupation</li> </ul>	Residential Tenancy	Tenant Selection by Dept. of Human Services	Rent	Rent determined by Department of Human Services	1 year	Nil	Yes	Yes	No

## COUNCIL POLICY



### 7.1 Lease

A Lease may be used if Council considers that providing exclusive rights to a single Tenant is:

- Necessary to provide sufficient certainty and security to the Tenant to invest in their business;
- Necessary to recognise financial investment by the Tenant to the facility;
- The only way to secure the desired use; and
- Aligned with the long term strategic plan for the property.

#### 7.1.1 Commercial Leases / Retail Leases

Commercial lease agreements will be prepared and managed in accordance with the requirements of the Retail Leases Act 2003 (if applicable) and any other legislative requirements.

#### 7.1.2 Peppercorn Leases

Peppercorn leases are generally used where access and conditions are as per a standard commercial or retail use but Council is entering the lease with a not-for-profit or non commercial group. In these circumstances the lease agreements will be prepared and managed in accordance with the requirements of the Retail Leases Act 2003 (if applicable) and any other legislative requirements, but only a nominal or 'peppercorn' rent will be requested.

#### 7.1.3 Residential Tenancy Agreement

Residential Tenancy Agreements will be prepared and managed by Council's preferred Real Estate Agent in accordance with the Residential Tenancies Act 1997 and the Residential Tenancies Regulations 2008.

### 7.2 Licences

#### 7.2.1 Tour Operator Licence (only applicable to Crown land managed by Council)

Tour Operator Licences are required for anyone who runs an organised tour or recreational business for profit on Crown Land managed by Council which may be part of Council's open space network. Tour Operator Licences will be prepared and managed in accordance with the requirements of the Crown Land (Reserves) Act 1978.

#### 7.2.2 Other Licences

Other licence agreements will be used where users require certainty about facility or land availability but do not require exclusive use. In these instances, licence agreements will be based on the requirements of the Crown Land (Reserves) Act 1978.

### 8. Rent

#### 8.1 Rent

Rent is applicable for all lease agreements as follows:

- Commercial users will pay rent based on a market valuation prepared by a suitably qualified valuer.
- Not-for-profit users will pay a peppercorn amount for rent based on a peppercorn fee set by Council through the Annual Budget.

#### 8.2 Rent Review

Council reserves the right to review and amend the rent if a Tenant or Licensee obtains access to other commercial means of income (excluding fundraising) generated during the term of the Agreement e.g. rent received from sub-letting, obtaining a liquor licence, telecommunication tower rental, revenue received from advertising at the premises. Consent from Council is required for any such use.

## 6.4 Use of Council Facilities Policy SCS-033

### COUNCIL POLICY



Council reserves the right to review and amend the rent if the footprint of the property increases to be greater than the footprint in the existing Agreement, or the property has undergone significant refurbishment improvements which increases the value of the property by more than 10%.

All Commercial rent will be increased annually by 3% during the term of a lease. On the exercise of any option for renewal the rent will be determined by Council's qualified Valuer at the current market rental.

#### 8.3 Sub-letting

Tenants or Licensees may only Sub-Lease or Sub-License with prior written consent from Council in all instances and the Department of Environment Land Water and Planning (DELWP) if the property is Crown Land.

The rent of the Head-lease or Head-Licence will immediately be reviewed when a Sub-lease or Sub-Licence is developed.

Any financial gain from Sub-leasing or Sub-licensing will be payable to the Head tenant or Head Licensee, except where Council has decided to apply a subsidy to assist the Tenant or Licensee with operational costs such as outgoings, maintenance or to reinvest into future capital works.

#### 8.4 Maintenance responsibilities

Each Tenant, Licensee or User is required to maintain the facility in accordance with the Outgoings and Maintenance Schedule attached to their agreement. This Outgoing and Maintenance Schedule is available on Council's website as updated from time to time. The Outgoing and Maintenance Schedule specifies the responsibilities of Council and the Tenant, Licensee or User. The Tenant, Licensee or User will be responsible for keeping the facility clean, in good condition and performing incidental maintenance not requiring a skilled tradesperson.

All work is to be undertaken by an accredited qualified tradesperson registered on Council's Work Health and Safety (WHS) System.

Council reserves the right to negotiate maintenance responsibilities and costs. Council reserves the right to inspect the premises each year or more frequently as required.

#### 8.5 Capital Works – Alterations or Additions

Tenants and Licensees will not make any alteration or additions to the Council Property without Council and / or DELWP consent. Any alterations or additions consented to shall be undertaken by Council's contractors, unless otherwise agreed between the parties in writing.

#### 8.6 Outgoings

Council reserves the right to apply a subsidy for outgoings. Any subsidy will be decided through Council resolution or by an officer that has been delegated this authority by Council.

#### 8.7 Insurance (Building, Contents and Public Liability)

The Tenant, Licensees or Users must hold current insurance for contents or equipment held by them at the Council Property.

Building Insurance for all Council assets will be paid for by Council.

All Tenants, Licensees, or Users are required to hold current Public Liability Insurance to a value determined by Council as detailed in the agreement. A copy of the Public Liability Insurance is to be provided to Council on an annual basis as evidence of cover.

## 6.4 Use of Council Facilities Policy SCS-033

### COUNCIL POLICY



#### 8.8 Use of Council Property

Tenants, Licensees or Users must obtain prior written consent for any change or additional use of the Council Property.

For Licensees who occupy Council property under a Licence Agreement, Council may also use or allow others to use the Council Property outside the normal operating hours of the Licensee, provided the use does not unreasonably interfere with the Licensees' use.

Tenants, Licensees or Users must also comply with all guidelines and directions issued by the Environment Protection Authority, Planning Permit provisions (including Liquor Licence provisions), Liquor Licensing Commission and Council Local Laws.

##### 8.8.1 Child safe standards

Surf Coast Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected valued and encouraged to reach their full potential. Surf Coast Shire Council's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. If the use of Council's property involves the tenant or any sublease tenant being in the physical proximity of children, the tenant must comply with the Child Safe Standards made under section 17(1) of the Child Wellbeing and Safety Act 2005.

#### 8.9 Permits

All Tenants, Licensees or Users must adhere to the conditions of any Planning Permit, Food Handling Permit, or any other permit issued by Council or any other authority.

Council prohibits gaming Licences in Leased or Licensed Council Property.

Liquor Licence applications require Council approval and must only be applied for after prior written consent is given.

### 9. Records

Record	Retention/Disposal Responsibility	Retention Period	Location
Legal Documents	General Manager Governance and Infrastructure	Term of Legal Document	Legal Documents Register – Authority  Original document – strong room  Relevant file in TRIM

#### 10. Attachments

Nil

#### 11. References

Local Government Act 1989  
Local Government (General) Regulations 2015  
Retail Leases Act 2003  
Retail Leases Regulations 2003  
Crown Land (Reserves) Act 1978  
Crown Land Acts Amendment (lease and licence terms) Act 2009  
Crown Land (Reserves) (Tour Operator Licence Fee) Regulations 2011  
Occupational Health and Safety Act 2004  
Residential Tenancies Act 1997  
Residential Tenancies Regulations 2008  
Children's Services Act 1996 & Children's Services Regulations 1998 – Outlines the space and safety requirements for children's service centres.

## 6.4 Use of Council Facilities Policy SCS-033

### COUNCIL POLICY



**Other document references:**

Use of Council Facilities Policy (SCS-033)  
Council Plan 2013-2017  
Open Space Land Management System  
Capital Works Program  
Asset Management Plan for Buildings  
Condition Appraisal Report  
Outgoing and Maintenance Obligations Schedule  
Casual Hire Form  
Standard templates for Agreements for Council and Crown Land

#### 6.4 Use of Council Facilities Policy SCS-033

Cr David Bell declared a Direct conflict of interest in Item 6.4 Use of Council Facilities Policy SCS-033 under Section 77A of the Local Government Act 1989. The nature of the interest being Cr Bell operates a market on Council managed land.

#### 6.4 Use of Council Facilities Policy SCS-033

**Author's Title:** Recreation Planning Coordinator      **General Manager:** Chris Pike  
**Department:** Recreation & Open Space Planning      **File No:** F14/582  
**Division:** Culture & Community      **Trim No:** IC18/411

#### Appendix:

1. Use of Council Facilities Policy SCS-033 (D16/43161)

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

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

Yes

No

Reason: Nil

#### Status:

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

Yes

No

Reason: Nil

#### Purpose

The purpose of this report is for Council to consider the adoption of the proposed Use of Council Facilities Policy SCS-033.

#### Summary

Council views the sustainable use of community spaces as integral to the Surf Coast community having access to a variety of social, cultural, educational and recreational opportunities. The provision of community facilities contributes to enhancing community connection and is consistent with Council's purpose.

The Community Buildings Study 2015 included a three year action plan to improve the use and management of Council owned and/or managed community buildings. A key action of the study is the development of an integrated policy and procedures framework including guiding principles for the use of community buildings.

The Use of Council Facilities Policy SCS-033 addresses this action and provides guidance regarding who (i.e. which individuals, groups or businesses) shall be granted use of a Council owned or managed facility and the priority order for allocating access to facilities. The policy also complements the Property Use Agreements Policy SCS-034.

The Use of Council Facilities Policy SCS-033 was released for public exhibition from 6 March 2018 to 13 April 2018. The policy was sent directly to 79 community groups who use Council facilities, eight Section 86 Committees of Management and was available on Councils website for comment. Community groups have had the opportunity to provide feedback to the Use of Council Facilities Policy SCS-033 and there has been no feedback received to suggest that any further change is required to improve the policy.

This policy will ensure that Council is able to optimise the use of its community facilities and sets a framework for a consistent, transparent and fair approach for providing access to community facilities.

#### Recommendation

That Council adopt the Use of Council Facilities Policy SCS-033 as presented in Appendix 1.

#### Council Resolution

#### MOVED Cr Martin Duke, Seconded Cr Carol McGregor

That Council adopt the Use of Council Facilities Policy SCS-033 as presented in Appendix 1.

CARRIED 8:0

## 6.4 Use of Council Facilities Policy SCS-033

### Report

#### **Background**

The Community Buildings Study 2015 included a three year action plan to improve the use and management of Council owned and/or managed community buildings. A key action of the study is the development of an integrated policy and procedures framework including guiding principles for the use of community buildings.

The Use of Council Facilities Policy SCS-033 addresses this action and provides guidance regarding who (i.e. which individuals, groups or businesses) shall be granted use of a Council owned or managed facility and the priority order for allocating access to facilities.

Subsequent to Council determining that an individual, group or business shall be granted access to a facility, Council needs to ensure that there is a formal agreement established that outlines the rights and obligations of each party. The draft Property Agreements Policy SCS-034 will establish a clear and consistent framework for these agreements.

#### **Discussion**

There are a number of issues that have led to the need for a Use of Council Facilities Policy to be developed, including:

- Many inconsistencies in the way that tenants access Council facilities.
- The Community Building Study confirms that many of our facilities are under-utilised with the potential to increase shared/multi- use.
- We have no policy to support conversations with community groups where there is competing interests to use the same space.
- Council's current practice is not aligned to the VAGO report recommendations relating to cost recovery with some groups not contributing at all toward utilities as a minimum (e.g. Banyul Warri Fields).
- Over 50% of tenure agreements where Council are the Landlord have expired or are not formally documented.
- The benefit of Council's financial and community investment in facilities is not being maximised.

The development of complementary policies aims to address these issues and to more effectively improve the use and management of community facilities and land.

Council aims to optimise the use of its community facilities and set a framework for a consistent, transparent and fair approach for providing access to community facilities. Council will have regard to the following guiding principles in facilitating access to community facilities:

- **Appropriate**

Council facilities will enable the delivery of a mix of Council and community programs, activities and services in response to local need that will promote social, health and wellbeing outcomes to the Surf Coast community. Assessment of booking requests for use will include consideration of the suitability of the facility and the surrounding community and compatibility with other users in the facility for the type of activity required. Council may refuse or limit access to a community facility if the intended use does not support the strategic direction of the Council Plan, this Policy, and the best interests of the Surf Coast community.

- **Equitable and Fair**

Council will consider booking requests from all sections of the community in an equitable and fair manner that promotes optimum use of community facilities. Council may limit the use of space by some groups/organisations to ensure that facilities are not dominated by one type of user group.

- **Local Priority**

Groups and organisations that live, work or have a connection with Surf Coast residents and those that service the local community surrounding the facility (including regional groups and organisations providing services for Surf Coast residents) will have priority over groups and organisations providing services for people outside of the municipality.

The priority order by which Council will determine use of community facilities is as follows:



## 6.4 Use of Council Facilities Policy SCS-033

- **Priority One: Municipal Purposes**

Services directly provided by Council will have primary use of Council's community facilities where appropriate, and be given the highest priority in their access and allocation. However, this does not exclude these facilities from being accessed by the community if available. For example, a consultation room can only be hired externally where a Maternal and Child Health service does not need access to deliver their services (i.e Kurrabee Myaring Community Centre).

- **Priority Two: Non-Commercial Groups**

Booking requests that fall within this category will have priority of access to community facilities over those that fall within the commercial occupier category, but after municipal purposes.

- **Priority Three – Commercial Occupiers**

Booking requests that fall within this category will have priority of access where municipal purposes and non-commercial groups are not using these spaces.

### Public Exhibition

The policy was forwarded to all 79 tenanted users of Council facilities including all eight Section 86 Committees of Management on 6 March 2018 inviting feedback until Friday 13 April 2018. The policy was also available on Council's website for comment during this period and three submissions were received and are summarised as follows:

- Positive feedback to have a policy that will provide consistency and equity between all users of Council facilities across the Shire
- Welcome commercial operators being charged a fee
- Common sense approach to prioritising use of a wide variety of community buildings and spaces
- A request for further clarification of Council contractors being used for maintenance works to a facility versus club organised volunteers
- A request that Council consider that certain commercial providers deliver value to the community equal to small community groups.

The feedback has been considered and any specific questions have been responded to. There has been no feedback received to suggest that any further change is required to improve the policy.

### ***Financial Implications***

There are no financial implications in endorsing the Use of Council Facilities Policy SCS-033. It should be noted that the Property Agreement Policy SCS-034 recommends that community groups should contribute toward utilities on a proportion of time basis in-line with the recommendations in the Victoria Auditor General Office '*Fees & Charges Cost Recovery – Local Government*' report (April, 2010).

### ***Council Plan***

Theme	1 Community Wellbeing
Objective	1.1 Support people to participate in and contribute to community life
Strategy	1.1.1 Develop and implement a program to support communities of place and interest, and to provide opportunities for them to identify and achieve their community aspirations
Theme	5 High Performing Council
Objective	5.2 Ensure that Council decision-making is balanced and transparent and the community is involved and informed
Strategy	5.2.2 Evolve our community engagement approach to inform strategic Council direction and decision-making

### ***Policy/Legal Implications***

Council aims to optimise the use of its community facilities and set a framework for a consistent, transparent and fair approach for providing access to community facilities.

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

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

## **6.4 Use of Council Facilities Policy SCS-033**

### ***Risk Assessment***

If this policy is not approved, the lack of clear policy, process and guidelines will continue as an impediment to optimising use of community facilities and having constructive conversations with user groups when change is required.

### ***Social Considerations***

Community facilities serve an important role in community connection around community participation and service provision. The establishment of this policy will increase Council's capacity to adapt to future demographic change, community needs and expectations to ensure community facilities are well used and managed.

### ***Community Engagement***

Community groups have had the opportunity to provide feedback to the Use of Council Facilities Policy SCS-033 and there has been no feedback received to suggest that any further change is required to improve the policy. This policy will ensure that Council is able to optimise the use of its community facilities and sets a framework for a consistent, transparent and fair approach for providing access to community facilities.

### ***Environmental Implications***

There are no environmental implications relating to the recommendations in this report.

### ***Communication***

Following adoption this policy will be made publicly available and all community groups will be forwarded a copy of the policy.

### ***Options***

#### **Option 1 – Adopt the Use of Council Facilities Policy SCS-033**

This option is recommended by officers as it is identified as a key action in the Community Building Study 2015. The Use of Council Facilities Policy will promote optimum use of community facilities and set a framework for a consistent, transparent and fair approach for providing access to community facilities.

#### **Option 2 – Do not adopt the Use of Council Facilities Policy SCS-033**

This option is not recommended by officers as the policy provides clarity for users of Council facilities and addresses the inconsistency, under-utilisation and competing interests for use of Council facilities.

#### **Option 3 – Defer adoption of the Use of Council Facilities Policy SCS-033**

This option is not recommended by officers as Council is currently without a policy that establishes the principles that underpin Council's approach to identifying and prioritising appropriate users of Council owned and /or managed facilities.

### ***Conclusion***

The proposed Use of Council Facilities Policy SCS-033 sets a clear policy position for Council and encourages use of facilities to their full extent which will result in increased participation opportunities for our community.

**6.4 Use of Council Facilities Policy SCS-033**

**APPENDIX 1 USE OF COUNCIL FACILITIES POLICY SCS-033**

## COUNCIL POLICY



<b>Use of Council Facilities</b>	Document No:	SCS - 033
	Approval Date:	
	Approved By:	Council
	Review Date:	
	TRIM Reference	D16/43161
Responsible Officer:	Manager Recreation & Open Space Planning	
Authorising Officer:	Chief Executive Officer	

### 1. Purpose

The purpose of this policy is to establish the principles that underpin Council's approach to identifying and prioritising appropriate users of Council owned and /or managed facilities.

### 2. Scope

#### Includes:

Community facilities:

- Council owned or managed open spaces and community buildings.

#### Excludes:

- Council facilities where Council has exclusive use and operates services such as Council Civic Office, Council Depots and waste centres or other buildings for municipal purposes.

### 3. Application

- Council, its employees, volunteers (s86) and contracted service providers
- Tenants of community facilities
- Seasonal user groups of community facilities
- Casual users (including schools) of community facilities
- Private infrastructure on Council owned or managed land.

### 4. Definitions

**Community Facilities** – Council owned and/or managed buildings and open space.

**Optimise** - To appropriately use the facilities to their fullest extent.

**Tenant** - A person who occupies land or property rented from a landlord being the Surf Coast Shire Council.

**Booking Requests** - Requests for use from potential users of community facilities owned and/or managed by Surf Coast Shire.

**Municipal Purposes** – Council managed services that are provided from Council community facilities including maternal & child health and kindergarten services (including fee for service providers).

**Non-Commercial Groups** – Not-for-profit community based groups and funded organisations and agencies that service community members that live, work or have a connection with Surf Coast Shire.

**Commercial Occupiers** – Any occupier who operates a business or commercial enterprise with the intent to generate profit.

**Private Infrastructure** - Non-Council owned infrastructure. i.e. Barwon Water, Powercor, private utility providers.

### 5. Context

A community facility is a focal point for community interaction; a place where people can build relationships and a community identity; where residents can meet and carry out activities; a place that strengthens the life of a community; and where residents can access community services.

## COUNCIL POLICY



The Surf Coast Shire views the sustainable use of community spaces as integral to the Surf Coast community having access to a variety of social, cultural, educational and recreational opportunities. The provision of community facilities contributes to enhancing community connection and is consistent with Council's purpose. Community facilities are recognised as an important means of creating capacity within the community. This policy has been developed to:

- Define Council's policy position relating to access and use of community facilities.
- Ensure that Council provides a consistent and transparent approach for access to and management of community facilities across the organisation.
- Enable the allocation of community facility spaces in an appropriate, equitable and fair manner.
- Optimise opportunities for local communities to access facilities for social, cultural, recreational and other activities as required.
- Promote, encourage and facilitate multi-use intergenerational facilities.
- Encourage and support existing organisations and activities and the emergence of new groups and activities that address community needs.
- Encourage groups and organisations that improve individual and community health and wellbeing to access community facilities.
- Optimise the use of the community facilities and maximise the outcomes from Council's financial and community investment.

### 6. Policy

Council aims to optimise the use of its community facilities and set a framework for a consistent, transparent and fair approach for providing access to community facilities. In prioritising access to community facilities, Council will have regard to the following guiding principles:

#### 6.1 Guiding Principles

- *Appropriate*

Council facilities will enable the delivery of a mix of Council and community programs, activities and services in response to local need that will promote social, health and wellbeing outcomes to the Surf Coast community.

Assessment of booking requests for use will include consideration of the suitability of the facility and the surrounding community and compatibility with other users in the facility for the type of activity required.

Council may refuse or limit access to a community facility if the intended use does not support the strategic direction of the Council Plan, this Policy, and the best interests of the Surf Coast community.

- *Equitable and Fair*

Council will consider booking requests from all sections of the community in an equitable and fair manner that promotes optimum use of community facilities. Council may limit the use of space by some groups/organisations to ensure that facilities are not dominated by one type of user group.

- *Local Priority*

Groups and organisations that live, work or have a connection with Surf Coast residents and those that service the local community surrounding the facility (including regional groups and organisations providing services for Surf Coast residents) will have priority over groups and organisations providing services for people outside of the municipality.

#### 6.2 Priority of Use

- *Priority One: Municipal Purposes*

Services directly provided by Council will have primary use of Council's community facilities where appropriate, and be given the highest priority in their access and allocation. However, this does not exclude these facilities from being accessed by the community if available. For example, a consultation room can only be hired externally where a Maternal and Child Health service does not need access to deliver their services (i.e Kurrambee Myaring Community Centre).

## COUNCIL POLICY



- *Priority Two: Non-Commercial Groups*

Booking requests that fall within this category will have priority of access to community facilities over those that fall within the commercial occupier category, but after municipal purposes.

- *Priority Three – Commercial Occupiers*

Booking requests that fall within this category will have priority of access where municipal purposes and non-commercial groups are not using these spaces.

### 6.3 Implementation

Council will attempt to negotiate an outcome for all booking requests that may include exploring alternative options in-line with the principles of this policy.

Where there is an existing agreement, Council will honour the existing arrangement until the expiration of that agreement and then review the agreement in-line with the principles of this policy and other policies and procedures approved by Council.

Regular, medium or long term bookings will have priority over booking requests for less than 3 months or on an adhoc basis.

Where there is competing demand for use of facilities between non-commercial groups and an outcome is unable to be negotiated in-line with the principles of this policy, officer discretion will be applied considering the objectives of the current Council Plan to determine the most suitable applicant.

Council will provide tenant and management committees of community facilities with assistance and support in understanding and complying with this Policy.

Rent for all lease and licence agreements are guided by Council's Property Agreements Policy (SCS-034).

User group contributions (cash or in-kind) to capital improvements of facilities does not entitle exclusive access to that facility.

### 7. Records

Not applicable.

### 8. Attachments

Nil

### 9. References

- Council Plan 2013-2017
- Community Buildings Study 2015
- Open Space Strategy 2016-2025
- Property Agreement Policy SCS-034

Cr David Bell, Mayor returned to the meeting at 7:16pm and assumed the Chair.

## 2.1 Planning Permit Application 17/0376: Use of a Helicopter Landing Site at 420 Coombes Road, Freshwater Creek

**Author's Title:** Statutory Planner

**General Manager:** Ransce Salan

**Department:** Planning & Development

**File No:** 17/0376

**Division:** Environment & Development

**Trim No:** IC18/740

**Appendix:**

Nil

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

**Status:**

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

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

### Purpose

The purpose of this report is to present Council with an update on Planning Permit Application 17/0376 for 420 Coombes Road, Freshwater Creek.

### Summary

An application has been received to allow the use of the land at 420 Coombes Road Freshwater Creek as a helicopter landing and departure site to accommodate three helicopters. The application was considered at the meeting of 24 April 2018, when Council resolved to defer its decision to enable further consideration of the issues related to the use and development of the site as a helicopter landing site.

On 15 May 2018 Council was served with notice that the permit applicant has made application to the Victorian Civil and Administrative Tribunal (VCAT) for a review of Council's failure to determine the application within statutory time frames. The date of the application to VCAT was the 2 May 2018.

Council will need to have a position on this application when it is considered by VCAT. The position will be subject to a future report to enable matters arising from any VCAT directions to be considered.

### Recommendation

That Council:

1. Note that an application for review to the Victorian Civil and Administrative Tribunal has been made in respect of the failure to determine Planning Application 17/0376.
2. Receive further report to determine Council's position with regards to this Planning Application 17/0376 at a Council meeting prior to the VCAT hearing.

### Council Resolution

**MOVED Cr Carol McGregor, Seconded Cr Heather Wellington**

That Council:

1. Note that an application for review to the Victorian Civil and Administrative Tribunal has been made in respect of the failure to determine Planning Application 17/0376.
2. Receive further report to determine Council's position with regards to this Planning Application 17/0376 at a Council meeting prior to the VCAT hearing.

CARRIED 9:0

## 2.1 Planning Permit Application 17/0376: Use of a Helicopter Landing Site at 420 Coombes Road, Freshwater Creek

### **Report**

#### ***Background***

The application seeks approval to use the land as a helicopter landing site associated with the existing dwelling use. It proposes a total of four helicopter movements per day (one movement being an arrival or departure) between the hours of 7am and 8pm daily. It is proposed that the helicopters will follow a designated flight path which forms part of the application.

Council considered the matter at its ordinary meeting of 24 April 2018, resolving on that date to defer the determination of the application.

#### ***Discussion***

The permit applicant made application to the Victorian Civil and Administrative Tribunal (VCAT or the Tribunal) for a review of Council's failure to determine the application within statutory time frames. The application has been made to the Major Cases List which provides an expedited process. The initiating order of the Tribunal has scheduled a practice day hearing on the 22 June 2018, a compulsory conference on the 10 August 2018 and the merits hearing for 24 September 2018. The practice day hearing usually considers procedural matters relating to the further conduct of the application. The compulsory conference is primarily a form of mediation.

Once a failure application has been made Council is not obliged to determine the application; VCAT considers the failure to decide as a refusal of the application. However Section 84 of the *Planning and Environment Act 1987* provides that:

- 1) *A responsible authority may decide on an application for a permit at any time after an application is made for review of the failure of the responsible authority to grant the permit.*
- 2) *Except in accordance with the advice of the principal registrar under subsection (4), the responsible authority must not issue or give a permit, notice of decision or notice of refusal to the applicant, a referral authority or any objector after an application is made to the Tribunal for review of a failure to grant a permit.*
- 3) *The responsible authority must inform the principal registrar if the responsible authority decides to grant a permit with or without conditions after an application is made for the review of its failure to grant the permit.*
- 4) *The principal registrar must refer the decision of the responsible authority to a presidential member of the Tribunal for consideration.*
- 5) *If the presidential member of the Tribunal so directs, the principal registrar must advise the responsible authority that a permit in accordance with the responsible authority's decision may be issued.*
- 6) *The responsible authority must issue the permit within 3 business days after receiving that advice.*

It is considered appropriate that Council determine its position with regards to this application so as to have a clear position to present to the Tribunal at the compulsory conference and merits hearing. However as an application for review has now been made it is now considered appropriate that Council explore further information that may arise from the VCAT directions on the matter.

Therefore it is recommended that Council note the making of the application for review and that a decision with regards Council's support or otherwise be made at a later date prior to the commencement of the VCAT proceedings.

#### ***Financial Implications***

Failure to determine appeals can result in council having to pay the costs of the VCAT application fee to the applicant.

#### ***Council Plan***

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



## **2.1 Planning Permit Application 17/0376: Use of a Helicopter Landing Site at 420 Coombes Road, Freshwater Creek**

### ***Policy/Legal Implications***

The application will be assessed against relevant provisions of the Surf Coast Planning Scheme in accordance with the requirements of the *Planning & Environment Act 1987* (the Act).

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

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

### ***Risk Assessment***

The merits of the proposal will be considered against the relevant provisions of the Surf Coast Planning Scheme and the Act.

### ***Social Considerations***

There could be perceived impacts on the individuals and or the community. These will be considered against the relevant provisions of the Surf Coast Planning Scheme and the Act.

### ***Community Engagement***

Public notice of the application has been undertaken in accordance with the requirements of the Act. Objectors will be given the opportunity to join as a party to the application for review.

### ***Environmental Implications***

There are no unforeseen impacts on the environment arising from the proposed development.

### ***Communication***

The applicant for review is required by order of the Tribunal to serve the objectors to the application with a copy of the application for review by the 23 May 2018.

### ***Options***

#### **Option 1 – Note the application for review and determine the application at an ordinary meeting prior to the VCAT hearing**

This option is recommended by Officers as it will provide opportunity for further analysis of recent information submitted by the applicant before Council determines the application at a later ordinary meeting.

#### **Option 2 – Note the application for review and not consider the application further**

This option is not recommended by Officers as failing to have a position on the proposal will hamper Council being appropriately represented in the Tribunal proceedings. It would also present a reputational risk and increase the risk of costs being awarded against Council.

#### **Option 3 – Make a decision on the application**

This option is not recommended by officers as an application for review is underway and proceeding quickly to determine an application with unresolved issues will not facilitate a well-considered determination based on best available information.

### ***Conclusion***

An application for review has been lodged by the permit applicant and the future progress of the matter will be controlled by VCAT with a scheduled hearing on the 24 September 2018. This provides Council with an opportunity to further consider the issues arising from the application before making a decision.

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## 2.2 Inverleigh Wind Farm - Minister Call In for Integrated Solar Energy

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

**General Manager:** Ransce Salan  
**File No:** F18/583  
**Trim No:** IC18/728

**Appendix:**

Nil

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

Yes

No

**Reason:** Nil

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

Yes

No

**Reason:** Nil

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### Purpose

The purpose of this report is to discuss the best way to consider the proposed solar power component of the Inverleigh Wind Farm.

### Summary

The Minister for Planning has received an application for the Inverleigh Wind Farm, which is located at Mt Pollock. The Minister for Planning is the responsible authority for the use and development of land for a Wind energy facility, including the use and development of a minor utility installation/utility used to transmit or distribute electricity generated by a Wind energy facility.

Concurrent with the application it is proposed to construct a solar farm. Council has been advised by DELWP that the Minister is not the responsible authority for this and a separate application should be submitted to Council for a decision by the proponents of the wind farm.

The wind farm and the solar farm are integrated facilities. Therefore the planning applications are related and it is appropriate that the Minister for Planning consider both matters as per Section 97C (1) of the *Planning and Environment Act 1987*.

The splitting of the proposal across two planning applications and two different responsible authorities (Council and the Minister for Planning) will cause confusion in the community and potentially greater costs to all parties involved if there were dual planning processes.

Given that this essentially and integrated development and the splitting of the application is likely to have adverse impact on the community it is proposed a better way to manage this would be for the Manager of Planning and Development write to the Minister for Planning pursuant to Section 97C (1) of the *Planning and Environment Act 1987* and request the Minister determine both applications as one integrated development. This would facilitate an orderly planning outcome.

If approved there would be one permit issued.

### Recommendation

That Council request the Minister for Planning pursuant to Section 97C (1) of the *Planning and Environment Act 1987* to decide any application for a solar energy facility associated with the Inverleigh wind farm application located at Mt Pollock.

### Council Resolution

#### **MOVED Cr Heather Wellington, Seconded Cr Carol McGregor**

That Council request the Minister for Planning pursuant to Section 97C (1) of the *Planning and Environment Act 1987* to decide any application for a solar energy facility associated with the Inverleigh wind farm application located at Mt Pollock.

CARRIED 9:0

## 2.2 Inverleigh Wind Farm - Minister Call In for Integrated Solar Energy

### Report

#### **Background**

The Minister for Planning has received an application for the Inverleigh Wind Farm, which is located at Mt Pollock. Pursuant to Clause 61.01-1 of the Surf Coast Planning Scheme, the Minister for Planning is the responsible authority for the use and development of land for a Wind energy facility, including the use and development of a minor utility installation/utility used to transmit or distribute electricity generated by a Wind energy facility.

As part of the assessment phase of the application the Minister will require public notification of the application to all properties within five kilometres of the development. Community members have the opportunity to make submissions to the Minister. Council also has the opportunity to make a submission.

Council's Statutory Planning Officers will coordinate a response advice to the Minister for Planning (DELWP) on appropriate conditions to protect Council assets such as roads and other infrastructure should the Minister for planning be of a mind to approve the proposed development. Council's Planning Officers will not be making a technical assessment of the application against the planning scheme requirements as this is the responsibility of the Minister (DELWP officers).

It is understood that concurrent with the application for the Wind energy facility, the applicant intends to seek approval for the construct a solar energy facility. DELWP have advised that the Minister is not the responsible authority for this part of the application and a separate application should be submitted to Council for a decision. The proponent has stated the solar energy facility will not proceed if the wind farm is not approved by the Minister as the sub-station is required for both. It is understood there are power generation advantages in combining the two forms of energy generation on the site, even though it is not a particularly good location for a solar farm being in the southern part of Australia. For all intense purposes this on one integrated facility comprising of two components.

#### **Discussion**

The splitting of the proposal across two planning applications and two different responsible authorities (Council and the Minister for Planning) will cause confusion in the community. It will also result in greater costs to the applicant and potentially to all parties involved if there were dual planning processes. This would also be exacerbated should either or both of the applications proceed to appeal at the Victorian Civil and Administrative Tribunal (VCAT).

The Murra Wara Wind and Solar Farm was recently approved on the municipal border of the Rural City of Horsham and the Yarriambiack Shire at Blackheath. That approval has three permits, which relies on some cross referencing of permit conditions and duplication. There are a total of 35 pages of conditions. It is considered to be an overly complex way of managing an approval which was complicated by the fact that there were two Council's involved. The enforcement of the conditions is likely to be problematic.

The Minister could then call the application in pursuant to Section 97B(1)(C) of *the Planning and Environment Act 1987* which sets out that *before a responsible authority makes a decision in respect of an application for a permit in accordance with section 61, the Minister may direct the responsible authority to refer the application to the Minister if it appears to the Minister that the use or development to which the application relates is also required to be considered by the Minister under another Act or regulation and that consideration would be facilitated by the referral of the application to the Minister.*

If the Minister agrees to the request, Council must refer the application once received to the Minister and must not proceed further with the application.

#### **Financial Implications**

Nil.

#### **Council Plan**

Theme 2 Environmental Leadership  
Objective 2.1 Drive the use of renewable energy  
Strategy Nil

## 2.2 Inverleigh Wind Farm - Minister Call In for Integrated Solar Energy

### **Policy/Legal Implications**

Council is able to request the Minister for Planning to call in an application pursuant to Section 97C (1) of the *Planning and Environment Act 1987*.

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

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

### **Risk Assessment**

There is no risk associated with adopting this position.

### **Social Considerations**

The splitting of the proposal across two planning applications and two different responsible authorities (Council and the Minister for Planning) will cause confusion in the community. It will also result in greater costs to the applicant and potentially to all parties involved if there were dual planning processes. This would also be exacerbated should either or both of the applications proceed to appeal at the Victorian Civil and Administrative Tribunal (VCAT). A single application would result in an orderly planning outcome.

### **Community Engagement**

External consultation has not taken place as DELWP has requested further information. As part of the assessment phase of the application the Minister will require public notification of the wind energy facility application to all properties within five kilometres of the development. Community members have the opportunity to make submissions to the Minister. Council also has the opportunity to make a submission.

If Council is required to determine the solar energy facility application, public notice of the application is required and community members have the opportunity to make submissions to Council.

### **Environmental Implications**

Nil.

### **Communication**

Once the application is lodged, the Manager of Planning and Development will write to the Minister for Planning pursuant to Section 97C (1) of the *Planning and Environment Act 1987* and request the Minister to call in the application.

### **Options**

#### Option 1 – Seek the Minister to be the Responsible authority for the entire application

This option is recommended by officers as consideration of the integrated facility would be facilitated by the referral of the application to the Minister and would result in an orderly planning outcome.

#### Option 2 – Council to act as the responsible authority for the solar energy facility

This option is not recommended by officers and would not result in an orderly planning outcome.

### **Conclusion**

The splitting of the proposal across two planning applications and two different responsible authorities (Council and the Minister for Planning) will cause confusion in the community and result in result in greater costs to the applicant and potentially to all parties involved if there were dual planning processes.

Council is able to request the Minister for Planning to call in an application pursuant to Section 97C (1) of the *Planning and Environment Act 1987* and have the Minister make a decision on the application. Consideration of the integrated facility would result in an orderly planning outcome. Therefore, it is recommended that council request the Minister to become the responsible authority for the solar energy facility.

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## 6.10 Inverleigh Wind Farm Proposal - Council Submission Process

**Author's Title:** Manager Community Relations

**General Manager:** Chris Pike

**Department:** Community Relations

**File No:** F18/583

**Division:** Culture & Community

**Trim No:** IC18/744

**Appendix:**

Nil

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

**Status:**

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

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

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### Purpose

The purpose of this report is to determine the process to develop Council's submission to the Inverleigh Wind Farm proposal.

### Summary

Officers understand that a planning permit application has been lodged with the Minister for Planning for a wind farm on land bordered by Gnarwarre Road, Peels Road and Mt Pollock Road in the Surf Coast Shire.

A solar farm is proposed within the same project although as yet no planning permit application has been submitted. The proposal in entirety is known as the Inverleigh Wind Farm. Inverleigh is located 7km to the north.

People and organisations will be able to provide a submission to a planning process run by the Department of Environment Land Water and Planning (DELWP).

Council is interested in this project as it is a sizable renewable energy project, has environment and amenity implications and will be of interest for Surf Coast Shire residents and visitors.

It is important to establish a clear process for Council to develop its submission which can be well understood by community members interested in the proposal. This will enable them to determine how they can have the most effective input into decision making regarding the Inverleigh Wind Farm proposal.

### Recommendation

That Council:

1. Notes a planning permit application has been lodged with the Minister for Planning for a wind farm on land bordered by Gnarwarre Road, Peels Road and Mt Pollock Road in Surf Coast Shire.
2. Notes that a planning permit application has not been received by Council at this time in relation to the co-located solar farm.
3. Affirms its intention to provide a submission to the DELWP formal planning process.
4. Considers the following matters in developing its submission to the DELWP planning process:
  - 4.1 Council's stated position on renewable energy including those contained in the Council Plan incorporating the Health and Wellbeing Plan 2017-21.
  - 4.2 Council's environmental leadership objectives including the renewable energy target.
  - 4.3 Planning regulations and any relevant legal matters.
  - 4.4 Environmental and amenity impacts on the broader community that may not be participating in the planning process.
5. Does not conduct its own community engagement process to inform Council's submission in order to avoid duplicating the consultation stage of the planning process.
6. Actively promotes the formal planning process as community members' best way to articulate their views about the proposal.
7. Notes that Shire Officers will attend community consultation events organised by the proponent or DELWP in relation to this proposal in order that Council may be fully informed about the key issues raised.

---

### **Council Resolution**

#### **MOVED Cr Margot Smith, Seconded Cr Martin Duke**

That Council:

1. Notes a planning permit application has been lodged with the Minister for Planning for a wind farm on land bordered by Gnarwarre Road, Peels Road and Mt Pollock Road in Surf Coast Shire.
2. Notes that a planning permit application has not been received by Council at this time in relation to the co-located solar farm.
3. Affirms its intention to provide a submission to the DELWP formal planning process.
4. Considers the following matters in developing its submission to the DELWP planning process:
  - 4.1 Council's stated position on renewable energy including those contained in the Council Plan incorporating the Health and Wellbeing Plan 2017-21.
  - 4.2 Council's environmental leadership objectives including the renewable energy target.
  - 4.3 Planning regulations and any relevant legal matters.
  - 4.4 Environmental and amenity impacts on the broader community that may not be participating in the planning process.
5. Does not conduct its own community engagement process to inform Council's submission in order to avoid duplicating the consultation stage of the planning process.
6. Actively promotes the formal planning process as community members' best way to articulate their views about the proposal.
7. Notes that Shire Officers will attend community consultation events organised by the proponent or DELWP in relation to this proposal in order that Council may be fully informed about the key issues raised.

CARRIED 9:0

## **6.10 Inverleigh Wind Farm Proposal - Council Submission Process**

### **Report**

#### ***Background***

Surf Coast Shire Council considered a planning permit application for what was then known as the Winchelsea Wind Farm in 2008. Council granted the planning permit which was appealed and referred to the Victorian Civil and Administrative Tribunal (VCAT).

VCAT upheld Council's decision to grant the permit although the wind farm did not proceed which may have been due to uncertainty in policy and funding conditions at that time.

The current planning permit application was lodged with the Minister for Planning in March 2018.

#### ***Discussion***

Council is interested in lodging a submission to this planning process due to its stated position on renewable energy, the planning and amenity considerations and the high community interest in the project.

It is important to be clear at the beginning about the process Council will undertake to develop its submission so that people understand the process and the matters Council is considering.

It is also very important to be clear with community members that they should understand how to lodge their own submission to this planning process. Council is taking a supportive approach through a communication campaign to help community members navigate what can be a complex process. This report proposes that no Council led engagement on its submission takes place in the interest of clarity and in helping people understand how they can directly have their say to the decision makers on this proposal.

Council's submission will note the views that community members have expressed through key strategic directions including the Council Plan incorporating the Health and Wellbeing Plan 2017-21 and through Council's Towards Environmental Leadership program.

Council is fully aware there will be many different views throughout the community. Council officers will be present at the key community engagement activities delivered by the proponent and DELWP and will seek to understand the range of views.

However, it is not recommended that Council runs an active engagement process in developing its submission. Instead, Council will make every effort to clearly explain how people can engage with DELWP's planning process. It is important that Council is clear with our community on the process used to develop our submission and promote the most direct way people can engage in the planning process. This can reduce confusion where and how community members should engage on this proposal.

A planning permit application is yet to be lodged for the solar farm component of the project. This planning permit application may come to Council. If Council is the planning authority for the solar farm planning permit application, Council needs to carefully consider maintaining separation from this responsibility and how it develops its submission to the wind farm planning process.

Council may choose to write to the Minister for Planning requesting that the solar farm is considered under the same planning process as the wind farm. This may improve clarity for those wanting to engage with the planning process.

#### ***Financial Implications***

The main financial implications in Council developing its submission to the wind farm planning process relates to officer time. Any financial requirements will be funded through existing operational budgets.

#### ***Council Plan***

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

## 6.10 Inverleigh Wind Farm Proposal - Council Submission Process

### ***Policy/Legal Implications***

The Inverleigh Wind Farm proposal will need abide by the *Planning and Environment Act 1987*. There are several Acts that make up the regulatory framework of the Victorian gas and electricity sectors including; *Electricity Industry Act 2000*, *Electricity Safety Act 1998*, *National Electricity (Victoria) Act 2005* and *Victorian Renewable Energy Act 2006*

The Council Plan incorporating the Health and Wellbeing Plan 2017-21 states Council's strategic objective is to drive the use of renewable energy.

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

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

### ***Risk Assessment***

The risk of not adopting the process by which Council develops its submission is that there may be a lack of clarity in how the submission is developed. This report seeks to manage this risk.

### ***Social Considerations***

There will be a range of views on the Inverleigh Wind Farm proposal. It is important that people wishing to engage on this topic have a clear understanding of the most effective way they can directly have input into this decision.

The way Council develops its submission should not confuse or inhibit people from providing their view directly to the decision makers on this matter. The proposed approach helps people engage directly in the decision making process and limits confusion in a complex process.

### ***Community Engagement***

There is no active engagement proposed to develop Council's submission to the Inverleigh Wind Farm planning process. Council will listen to community members' views by attending DELWP and the proponent engagement activities. Council will be clear with the community to inform them how they can engage directly with the planning process. This approach is proposed to increase clarity and certainty about how to engage with the planning process on the proposal.

### ***Environmental Implications***

The proposal of a large scale wind farm has significant environmental implications as it can produce a maximum of 76.8 megawatts of power according to the proposal on the DELWP website.

Renewable energy such as wind and solar is making up an increasing portion of our energy system as our country transitions away from traditional fossil fuels. This transition is being driven by the rapidly decreasing cost of renewable energy technology and as research continues to demonstrate renewable energy has positive impact on climate change.

### ***Communication***

Council will communicate the process that will be used to develop its submission to the wind farm via Council communication channels and a media release sent to media outlets.

### ***Options***

Option 1 – Determine the process to develop Council's submission to the Inverleigh Wind Farm proposal which includes no direct engagement but helps people engage with the planning process directly

This option is recommended by officers as this improves clarity about how the submission will be developed including a clear communication to inform people how to engage directly with the planning process. This approach places Council in a better position should it become the planning authority on the solar component if required to do so.

Option 2 – Determine the process to develop Council's submission to the Inverleigh Wind Farm proposal which includes direct engagement and helps people engage with the planning process directly

This option is not recommended by officers as it reduces clarity about how to engage directly in the planning process. It is almost impossible for Council to be able to represent the many diverse views it



## **6.10 Inverleigh Wind Farm Proposal - Council Submission Process**

is likely to receive if it actively engages the community on its submission. This option would make it more difficult for Council to be the planning authority on the solar component if required to do so.

### Option 3 – Does not adopt a process to develop Council's submission

This option is not recommended by officers as this does not provide clarity about how the submission will be developed. This option may make it more difficult for Council to be the planning authority on the solar component if required to do so.

### **Conclusion**

The most effective way people can contribute to the decision on the Inverleigh Wind Farm is through the DELWP planning process. Council should have a clear communication campaign that explains to people and helps them understand the planning process and how they can make a submission.

An engagement process to develop Council's submission is not required as it could create confusion, may undermine a planning process and inhibits Council's ability to be the planning authority to consider the solar component if required to do so.

**2. RESPONSIBLE & PLANNING AUTHORITIES**

Nil

**3. OFFICE OF THE CEO**  
Nil

#### 4. GOVERNANCE & INFRASTRUCTURE

##### 4.1 Project Budget Adjustments and Cash Reserve Transfers - May 2018

**Author's Title:** Coordinator Management Accounting      **General Manager:** Anne Howard

**Department:** Finance      **File No:** F17/954

**Division:** Governance & Infrastructure      **Trim No:** IC18/729

**Appendix:**

Nil

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

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

Yes

No

**Reason:** Nil

**Status:**

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

Yes

No

**Reason:** Nil

#### Purpose

The purpose of this report is to approve of the Project Budget Adjustments and Cash Reserve Transfers.

#### Summary

The project Budget Adjustments and Cash Reserve transfers report for May 2018 are included in this report. All figures in this report are exclusive of GST. Note that there are not reserve transfers this month

#### Recommendation

That Council:

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

Funding Sources	Transfers From/ (to) Reserve
Asset Renewal Reserve	345,000
<b>Grand Total</b>	<b>345,000</b>

#### Council Resolution

**MOVED Cr Clive Goldsworthy, Seconded Cr Margot Smith**

That Council:

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

Funding Sources	Transfers From/ (to) Reserve
Asset Renewal Reserve	345,000
<b>Grand Total</b>	<b>345,000</b>

CARRIED 9:0

#### 4.1 Project Budget Adjustments and Cash Reserve Transfers - May 2018

##### Report

##### **Background**

Council allocates project funding to projects through its annual budget or specific resolution.

From time to time, situations arise whereby initial budgets need to be reconsidered to achieve their planned objectives and project scope. It is important that Council's decisions to adjust project budgets from the originally approved allocations are open and transparent to the community. Therefore any changes to initially approved project budgets are reported in a manner that demonstrates the diligence and transparency of the organisation's project management processes.

Closure of projects is another important process for maintaining a well-managed program and involves financial review, asset management and project review activities. Projects reported for closure have been through Council's project review and closure process.

##### **Discussion**

The following budget transfers, detailed in Table 1, are newly initiated projects.

**Table 1 – Newly Initiated Projects**

Project Name	Funding Source	Basis for Variation	Project Allocation \$
New: Adult Changing Places - Winchelsea and Anglesea	Grant Funded	Grant funding has been received. Council contribution including project management and contingency to be added in new financial year.	200,000
New: Cape Otway Road Bridge Strengthening	Asset Renewal Reserve	Strengthening of bridge deck at Tea Tree Creek on Cape Otway Road.	250,000

The following budget transfers, detailed in Table 2, are required where it has been identified that projects require adjustments to their approved budgets to allow achievement of project scope and objectives; or there is a request to adjust scope of project.

**Table 2 – Project Budgets Requiring Adjustment**

Project Name	Funding Source	Basis for Variation	Project Allocation \$
9641: Road Safety Strategy Implementation	Grant Funded	Vic Roads funding for Community Road Safety - 'Looking after our mates, Speed Advisory Messages, Child Restraint and Fit2Drive' programs.	13,300
8482: Roadside Weed and Pest Management	Grant Funded	Grant income was received however not recorded on the program.	23,487
9626: Winchelsea Netball Pavilion Upgrade	Contribution Funded	Agreements signed for community contributions from Eastern Reserve Committee of Management \$15,000, Winchelsea Lions Club \$9,091K and Winchelsea Football Netball Club \$30K.	54,091

#### 4.1 Project Budget Adjustments and Cash Reserve Transfers - May 2018

Project Name	Funding Source	Basis for Variation	Project Allocation \$
9626: Winchelsea Netball Pavilion Upgrade	Grant Funded	Agreement signed for grand funding from Building Better Regions Fund.	200,000
9688: Community Facilities Roof Replacement	Asset Renewal Reserve	Additional components requiring replacement identified during quotation process.	30,000
9573: Anglesea Art House Shed Renewal	Asset Renewal Reserve	Additional costs due to discovery of a Barwon Water asset adjacent to works, requiring redesign and contribution to pipe re-sleeving.	60,000
9045: Light Fleet Replacement	Asset Renewal Reserve	Change to program, purchase of large vehicle instead of small.	5,000

The following budget transfers, detailed in Table 3, represent projects that have been successfully completed and are presented to Council for acknowledgement. Where unexpended funds remain they are returned to the source of funding as per Council's business practices, if the source of funds is the Accumulated Unallocated Reserve, the funds are returned to the Project Savings Account during the year and at the end of the year the balance of the Project Savings Account will be returned to the Accumulated Unallocated Reserve.

#### Table 3 Projects to be Closed

The following budget transfers, detailed in Table 3, represent projects that due to exceptional circumstances the Chief Executive Officer has approved project budget adjustments that now require Council ratification.

Project Name	Funding Source	Basis for Variation	Project Allocation \$
8737: VicSmart Planning Scheme Amendment	Project Savings Account	In December 2017 Council resolved not to continue with this amendment due to recent and planned State Government reforms to Vic Smart and the planning scheme. Includes \$2,000 contingency.	(20,000)
8563: Bells Beach Hinterland Planning Scheme Amendment	Project Savings Account	Scope complete and savings can be returned to source.	(2,565)
8547: Environmental Overlays Review C96 Planning Scheme Amendment	Project Savings Account	Scope complete and savings can be returned to source.	(1,521)
8350: Waterway, Wetland and Flooding C85 Planning Scheme Amendment	Project Savings Account	Scope complete and savings can be returned to source.	(692)
9668: Aireys Inlet Bottom Shops Pedestrian Access	Project Savings Account	This project is to be closed and funds returned because the scope of this project will be incorporated into the 'Walk the	(14,000)

#### 4.1 Project Budget Adjustments and Cash Reserve Transfers - May 2018

Project Name	Funding Source	Basis for Variation	Project Allocation \$
		Painkalac' project to ensure integration of objectives.	
9352: Asset Management Information system	Project Savings Account	Scope complete and savings can be returned to source.	(910)

#### **Financial Implications**

The proposed Project Budget Adjustments and Cash Reserve Transfers are outlined in this Report. Through this report all financial implications of the project budget adjustments and cash reserve transfers are clearly and transparently presented to Council and the community.

#### **Council Plan**

Theme 5 High Performing Council  
Objective 5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives  
Strategy 5.1.1 Establish long-term financial principles and incorporate into the long-term financial plan

#### **Policy/Legal Implications**

Not applicable.

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

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

#### **Risk Assessment**

Not applicable.

#### **Social Considerations**

Not applicable.

#### **Community Engagement**

Not applicable.

#### **Options**

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

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

##### Option 2 – Adopt officer recommendation

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

#### **Environmental Implications**

Not applicable.

#### **Communication**

Not applicable.

#### **Conclusion**

It is recommended that Council approve the Project Budget Adjustments and Cash Reserve Transfers for May 2018.

#### 4.2 Adoption of Local Law No. 2 of 2018 - Council Meeting Procedures and Common Seal

**Author's Title:** Manager Governance & Risk

**General Manager:** Anne Howard

**Department:** Governance & Risk

**File No:** F17/1053

**Division:** Governance & Infrastructure

**Trim No:** IC18/564

**Appendix:**

1. Local Law No. 2 2018 - Council Meeting Procedures and Common Seal - For Adoption (D17/64417)

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

**Status:**

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

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

**Purpose**

The purpose of this report is to approve the final version of Local Law No. 2 – Council Meeting Procedures & Common Seal following a period of public exhibition in accordance with sections 119 and 223 of the Local Government Act 1989.

**Summary**

Local Law No. 2 – Council Meeting Procedures & Common Seal was reviewed by Council in March 2018 and a draft was placed on public exhibition along with the Local Laws Community Impact Statement.

No public submissions were received through that process although officers are recommending changes through an organisation submission, as summarised below:

Clause Number	Recommended Change	Reason for Change
Definitions - Clause 7	Deputy Mayor/Acting Mayor – to make it clear that the Deputy Mayor automatically takes on the duties/role and acts in the role of Mayor when the Mayor is unavailable or absent.	Current clause does not make this clear.
Special Committees - Hearing of Submissions - Clause 56	Hearing of Submissions Committee – to clarify speaking times and rules relating to receipt and presentation of public submissions. <ul style="list-style-type: none"> <li>• Submitters to be allocated 5 minutes and applicants 10 minutes.</li> <li>• Joint submitters to nominate a speaker with a total of 5 minutes allocated.</li> <li>• Submissions to be received as per the deadline stated in the Notice. For submissions made under the Planning and Environment Act, late speakers can be accepted up to 10am on the day of the Hearing of Submissions meeting.</li> <li>• Requests for variations to process outlined above to be ruled on by the Committee.</li> </ul>	Guidance is required to ensure consistency and transparency. Hearing of Submissions Committee would also have flexibility to allow or disallow any requests that do not fall within the guidelines.

The final version of the Local Law is attached at Appendix 1.

The Local Law is now being presented for final adoption in accordance with the Local Government Act 1989 (the Act) section 119. Once approved, Council will be required to advertise adoption of the local law in the Government Gazette and via a public notice, with a copy of the final gazetted local law being submitted to the Minister.

**Recommendation**

That Council adopt the final version of Local Law No. 2 of 2018 – Council Meeting Procedures & Common Seal as at Appendix 1 to come into force on 18 June 2018, in accordance with section 119 of the Local Government Act 1989.

**Council Resolution**

**MOVED Cr Heather Wellington, Seconded Cr Martin Duke**

That Council adopt the final version of Local Law No. 2 of 2018 – Council Meeting Procedures & Common Seal as at Appendix 1 to come into force on 18 June 2018, in accordance with section 119 of the Local Government Act 1989.

CARRIED 9:0



## 4.2 Adoption of Local Law No. 2 of 2018 - Council Meeting Procedures and Common Seal

### Report

#### **Background**

As required by section 119 of the Local Government Act 1989, proposed Local Law No. 2 of 2018 - Council Meeting Procedures & Common Seal was reviewed by Council in March 2018 and placed on public exhibition along with the Local Laws Community Impact Statement. At the same time a notice was placed in the Government Gazette, Surf Coast Times and on Council's website.

Submissions were invited via email, hardcopy mail or through Council's Your Say webpage with a closing date of 6 May 2018.

The timeline for formal adoption of the local law was set as follows:

Status/Date	Action
Completed	Officer review and benchmarking with other Councils. Review included request for feedback from Councillors and legal advice in relation to some sections.
Completed	EMT consideration.
Completed	Council Briefing.
Completed	Council meeting resolution to adopt draft Local Law and place on public exhibition.
Completed	Public notice and Government Gazettal of intention to amend the local law including invitation for public submissions 5 April 2018. Publishing of Community Impact Statement (LLCIS) with draft local law.
Completed	Public exhibition period ends 6 May 2018 (at least 28 days)
Not required	Hearing of Submissions Committee to consider public comments and hear submissions. Where appropriate, incorporate any amendments suggested during the submissions process.
22 May 2018	Council to consider submissions and adopt finalised local law.
Early June 2018	Prepare advertisements for newspapers and Government Gazette.
Early June 2018	Submit an updated copy to the Minister.
18 June 2018	Local Law No. 2 of 2018 commences.

#### **Discussion**

No public submissions were received through the process outlined above although officers are recommending procedural clarifications through an organisation submission, as summarised below:

Clause Number	Recommended Change	Reason for Change.
Definitions - Clause 7	Deputy Mayor/Acting Mayor – to make it clear that the Deputy Mayor automatically takes on the duties/role and acts in the role of Mayor when the Mayor is unavailable or absent.	Current clause does not make this clear.
Special Committees - Hearing of Submissions - Clause 56	Hearing of Submissions Committee – to clarify speaking times and rules relating to receipt and presentation of public submissions. <ul style="list-style-type: none"> <li>• Submitters to be allocated 5 minutes and applicants 10 minutes.</li> <li>• Joint submitters to nominate a speaker with a total of 5 minutes allocated.</li> <li>• Submissions to be received as per the deadline stated in the Notice. For submissions made under the Planning and Environment Act, late speakers can be accepted up to 10am on the day of the Hearing of Submissions meeting.</li> <li>• Requests for variations to process outlined above to be ruled on by the Committee.</li> </ul>	Guidance is required to ensure consistency and transparency. Hearing of Submissions Committee would also have flexibility to allow or disallow any requests that do not fall within the guidelines.

## **4.2 Adoption of Local Law No. 2 of 2018 - Council Meeting Procedures and Common Seal**

The Local Law is now being presented for final adoption in accordance with the Local Government Act 1989 (the Act) section 119. Once approved, Council will be required to advertise adoption of the local law in the Government Gazette and via a public notice, with a copy of the final gazetted local law being submitted to the Minister.

Once adopted Council will be required to advertise in the Government Gazette and via a public notice, with a copy of the final gazetted local law being submitted to the Minister.

It is therefore proposed that Local Law No. 2 will come into operation on 18 June 2018, to allow time for the statutory processes to be completed. The local law will be available on Council's website and at the Council office for inspection during normal business hours.

### ***Financial Implications***

There are no financial implications associated with this report.

### ***Council Plan***

Theme 2 Governance  
Objective 2.4 Transparency in decision making and access to information  
Strategy 2.4.1 Communicate decisions clearly and in a timely manner.

### ***Policy/Legal Implications***

This process complies with sections 119 and 223 of the Local Government Act.

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

No officers involved in the preparation of this report have any conflicts of interest.

### ***Risk Assessment***

Not applicable.

### ***Social Considerations***

Officers have assessed this proposed Local Law for compatibility with the Charter of Human Rights and Responsibilities Act 2006 and it is not considered that the rights of any individual would be adversely impacted.

There are minor restrictions on allowing the freedom of expression which is necessary to regulate how the public can ask questions or participate in Council meetings. The restrictions are intended to provide for the efficient and orderly conduct of the meetings and are considered reasonable and justifiable pursuant to section 7(2) of the Act. The request for members of the public to sign in aligns with Council's procedures during normal business hours.

### ***Community Engagement***

The community was provided with an opportunity to comment through the section 223 process described in the Act.

### ***Environmental Implications***

Not applicable.

### ***Communication***

The required public notices will be published within the local media and in the Government Gazette pursuant to section 119 of the Act. A copy of the final local law will be made available for public inspection at Council's offices, on the website and a copy forwarded to the Minister.

### ***Conclusion***

Local Law No. 2 of 2018 – Council Meeting Procedures & Common Seal is now ready for final adoption by Council after which time the statutory process described in section 119 of the Act will be followed, with the local law coming into effect on 18 June 2018.

**4.2 Adoption of Local Law No. 2 of 2018 - Council Meeting Procedures and Common Seal**

**APPENDIX 1 LOCAL LAW NO. 2 2018 - COUNCIL MEETING PROCEDURES AND COMMON SEAL -  
FOR ADOPTION**



**Local Law No. 2 of 2018**

**Council Meeting Procedures  
&  
Common Seal**

*(Adopted by Council 22 May 2018)*

**Local Law No.2 of 2018  
Council Meeting Procedures & Common Seal**

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**LOCAL LAW NO. 2 of 2018  
COUNCIL MEETING PROCEDURES & COMMON SEAL**

**PART 1 - PRELIMINARY PROVISIONS**

**1 Title**

- 1.1 This Local Law is known as Local Law No.2 of 2018– Council Meeting Procedures & Common Seal and is referred to below as the 'Local Law'.

**2 Purpose of Local Law**

The purpose of this Local Law is to facilitate good governance by:

- 2.1 Regulating proceedings for the election of the Mayor;  
2.2 Regulating proceedings of Ordinary and Special meetings of Council;  
2.3 Regulating proceedings of Special Committees and other meetings conducted by or on behalf of Council where Council has resolved that the provisions of this Local Law are to apply;  
2.4 Promoting and encouraging community participation in the system of Local Government by providing mechanisms within the meeting arrangements for the Council to ascertain the community's views and expectations;  
2.5 Regulating and controlling the use of Council's Common Seal; and  
2.6 To repeal Local Law No. 2 of 2016 – Meeting Procedure & Common Seal.

**3 Power for Making this Local Law**

This Local Law:

- 3.1 Is made under Section 91 and Part 5, in particular Section 111 (1) of the *Local Government Act 1989*; and  
3.2 Was prepared following due consideration of the *Charter of Human Rights and Responsibilities Act 2006*.

**4 Revocation**

- 4.1 Local Law No. 2 of 2016 – Meeting Procedure and Common Seal is revoked on the day Local Law No. 2 of 2018 comes into operation, save that any notice or consent given or any business matter or thing commenced, made or done under the repealed local law is not affected.

**5 Sunset Provision**

- 5.1 This Local Law ceases to operate on the tenth anniversary of its commencement, unless earlier revoked.

**6 Commencement**

- 6.1 This Local Law comes into operation on the 18 June 2018.

## 7 Definitions

Unless the contrary intention appears in this Local Law, the following words and phrases are defined to mean:

**'Absolute Majority'** means a number of votes greater than one-half of the total number of ballot papers (excluding ballot-papers which are rejected) and if necessary includes the vote by lot.

**'Act'** means the *Local Government Act 1989* (*'the Act'*).

**'Acting Mayor'** means the Councillor appointed to represent the Mayor in the event of the Mayor and Deputy Mayor's absence or where there is a need to fill the role.

**'Agenda'** means the notice of a meeting setting out the business to be transacted at the meeting

**'Amendment'** means a proposed alteration to the wording of a motion without being contradictory.

**'Authorised Officer'** means a person appointed as such by Council under section 224 of the Act.

**'Chairperson'** means the Chairperson of the meeting and includes acting, temporary and a substitute Chairperson.

**'Chief Executive Officer'** means the Chief Executive Officer of Council, and includes a person acting as Chief Executive Officer.

**'Clause'** means a clause of this Local Law.

**'Common Seal'** means the Common Seal of Council.

**'Council'** means the Surf Coast Shire Council

**'Councillor'** means a Councillor of Council who has taken the oath of office in accordance with Section 63 of the Act

**'Council meeting'** is a meeting at which the Mayor is elected, an Ordinary meeting and a Special meeting of Council.

**'Day'** means a Council business day.

**'Deliver'** means to hand over or mail to a recipient and includes transmission by facsimile or other electronic means, electronic mail or published on Council's internet site.

**'Deputy Mayor'** means the Councillor appointed to represent the Mayor and act in the Mayor's role in the event of the Mayor's absence. Elected in accordance with this Local Law.

**'Formal Motion'** means a motion related to a formal procedure as per Schedule C.

**'Gallery'** means the area set aside in the Council chamber or meeting room for the public.

**'Joint Letter'** means a formal application to Council in the form of a letter which has been signed at least ten people from separate entities whose names and physical addresses also appear on the letter. A letter from a single entity or organisation that is signed by multiple parties from that organisation or entity will not be classed as a joint letter.

**'Leave of absence'** means being absent from any Ordinary meeting of Council.

**'Mayor'** means the Mayor of Council and/or any person acting as Mayor.

**'Meeting'** means an Ordinary or Special meeting of Council or Special Committee meeting.

**'Minutes'** mean the collective record of proceedings of Council (meeting records).

**'Municipal district'** means the municipal district of Council.



**'Notice of motion'** means a notice in writing, including the Councillor initiative, setting out the text of a motion/item which it is proposed to be moved by the Councillor at the next relevant meeting.

**'Offence'** means an act or default contrary to this Local Law.

**'Ordinary Meeting'** means a meeting of Council at which general business of Council may be transacted.

**'Penalty unit'** means penalty units as prescribed in the *Sentencing Act 1992*.

**'Petition'** means a formal written application to Council, typed or printed without erasure, signed by at least ten people whose names and physical addresses also appear, and on which each page of the petition bears the wording of the whole of the petition.

**'Quorum'** means the minimal number of Councillors, at least a majority, who must be present for the valid transaction of business.

**'Resident'** means a person who has a place of residence within the Municipal District.

**'Resolution'** means a formal determination by a meeting of Council or special committee.

**'Special Committee'** means a special committee established by Council under Section 86 of the *Local Government Act 1989*.

**'Special Meeting'** means a meeting of Council convened in accordance with Section 84 of the Act and is a meeting at which business specified in the notice calling the meeting is transacted.

**'Visitor'** means any person (other than a Councillor, or member of Council staff) who is in attendance at a Council meeting or a special committee

**'Written'** includes duplicated, lithographed, photocopied, photographed, emailed, faxed, printed and typed.

## PART 2 – THE MAYOR

*(Pursuant to Section 71 of the Act– Election of Mayor)*

### **8 Procedure for Election of Mayor**

- 8.1 Any Councillor is eligible for election or re-election to the office of Mayor.
- 8.2 The agenda for the meeting to elect the Mayor may include:
  - 8.2.1 The taking of the oath of office by each Councillor, under Section 63 of the Act;
  - 8.2.2 The fixing of allowances for the Mayor and Councillors under Section 74 of the Act; and
  - 8.2.3 The appointment of Councillor representatives to various bodies.
- 8.3 The Chief Executive Officer will be the temporary Chairperson of the meeting at which the election of Mayor is to be conducted but will have no voting rights.
- 8.4 The meeting to elect the Mayor shall be held in accordance with the Act.
- 8.5 The Chief Executive Officer shall be responsible for the counting of votes.
- 8.6 The election of the Mayor shall be by a show of hands.
- 8.7 The Councillor who receives the majority of votes cast must be declared elected.
- 8.8 For the purposes of this clause the following will apply:
  - 8.8.1 Nominations must be moved and seconded;
  - 8.8.2 Where only one nomination is received, that Councillor must be declared elected; or
  - 8.8.3 Where two nominations are received, the Councillor with an absolute majority of votes cast must be declared elected; or
  - 8.8.4 Where there are more than two nominations received, the Councillor who receives an absolute majority at the first round of votes cast must be declared elected, or if no candidate receives an absolute majority of votes, the candidate with the least number of votes must be eliminated as a candidate and a further ballot conducted between the remaining candidates. If there are several candidates, this procedure must be repeated until a candidate receives an absolute majority of votes and that candidate shall be declared elected.
  - 8.8.5 If for the purpose of eliminating the candidate with the least number of votes, two or more candidates have the same least number of votes, the candidate to be eliminated shall be determined by simple majority vote. If there is an equality of votes with respect to the candidate to be eliminated, the candidate to be eliminated shall then be determined by lot conducted by the Chief Executive Officer in presence of the meeting.

### **9 Procedure for Election of Deputy Mayor or Acting Mayor**

- 9.1 Where the Council has resolved to appoint a Deputy or Acting Mayor the provisions contained in clause 8 for the election of the Mayor will apply to the election of the Deputy or Acting Mayor.
- 9.2 The Mayor shall preside over the election of the Deputy or Acting Mayor.

### **10 Mayor to Take Chair**

- 10.1 After the election of the Mayor is determined, the Mayor must take the Chair.
- 10.2 The Mayor must take the chair at all Council meetings at which he or she is present unless precluded from doing so because of a conflict of interest.
- 10.3 In the absence of the Mayor, the Deputy Mayor shall take the chair.
- 10.4 If a Deputy Mayor is not elected and the Mayor is absent, a Councillor shall be elected, in accordance with the Election process in clause 8.

### PART 3 - COUNCIL MEETINGS

*The purpose of this Part is to regulate proceedings at all meetings of the Council.*

#### **11 Chairperson's Duties & Responsibilities**

The Chairperson's duties and responsibilities are set out below.

- 11.1 Formally declare the meeting open, after ascertaining that a quorum is present and to welcome guest speakers, and other visitors;
- 11.2 At the start of each Council meeting, the Chairperson will recite the Pledge or allocate this role to another Councillor;
- 11.3 Preside over and control the meeting, conduct it impartially and according to this local law and established protocols in order to ensure the smooth passage of the business;
- 11.4 Sign minutes of meetings as correct when they have been confirmed;
- 11.5 Present any reports for which he or she is responsible;
- 11.6 Ensure that debates are conducted in the correct manner;
- 11.7 Declare the results of all votes;
- 11.8 Give rulings on points of order and other questions of procedure;
- 11.9 Preserve order, and, if necessary, "name" offending members; and
- 11.10 Adjourn (when so resolved) or formally declare the meeting closed when all business has been concluded.

#### **12 Quorum**

- 12.1 A quorum is a majority of the number of Councillors entitled to be present and to vote at the meeting.
- 12.2 If a quorum is not present within 30 minutes of the time appointed for the commencement of a Council meeting:
  - 12.2.1 The meeting shall deem to have lapsed;
  - 12.2.2 The Mayor must convene another Council meeting and ensure that the agenda for such meeting is identical to the agenda for the meeting which is deemed to have lapsed; and
  - 12.2.3 The Chief Executive Officer must give all Councillors notice of the meeting convened by the Mayor.
- 12.3 If a quorum fails after a Council meeting has begun, the meeting lapses.
- 12.4 If the meeting lapses, the undisposed business must, unless it has already been disposed of at a Special meeting, be included in the agenda for the next Ordinary meeting.

#### **13 Call of the Council**

*(Pursuant to Section 85 of the Act)*

- 13.1 If a call of the Council has been required, immediately after the opening of the meeting:
  - 13.1.1 The Chief Executive Officer must call the name of;
    - 13.1.1.1 The Mayor; and
    - 13.1.1.2 Each Councillor in alphabetical order
  - 13.1.2 Each person present must answer to his or her name;
  - 13.1.3 All excuses for absence must be considered;
  - 13.1.4 As to each excuse the question;  
"Is the excuse of Cr # a reasonable excuse to the satisfaction of Council?" must be put to the vote of the Councillors present at the meeting; and
  - 13.1.5 If the answer to the question described in paragraph 13.1.4 is resolved in the negative, the Chief Executive Officer shall advise the Minister responsible for administering the Act accordingly.

#### **14 Attendance & Notice of Meetings**

*(Pursuant to Section 84 of the Act)*

- 14.1 The Chief Executive Officer must give notice to the public of any meeting of the Council by public notice at least seven days prior to the meeting and via Council's website.
- 14.2 The dates, time and place for all Ordinary Council meetings shall be fixed by the Council from time to time.
- 14.3 An electronic agenda will be delivered to Councillors at least 48 hours before an Ordinary meeting.

- 14.4 Despite clause 14.3, the Chief Executive Officer may deliver an agenda for a Special meeting to Councillors in less than 48 hours, if the Chief Executive Officer considers that in view of the urgency of the matter(s) this should occur.
- 14.5 Despite sub-clause 14.5, an item of business which has:
- 14.5.1 been referred to Council by a Special Committee which has met since the agenda was prepared; or
- 14.5.2 arisen since the preparation of the agenda, and is the subject of a written supplementary report by a member of Council staff, may be considered by Council if it so resolves.
- 14.6 Members of the public will be requested to sign in before entering the meeting area.

**15 Time Limit for Meetings**

- 15.1 Council meetings must conclude no later than 10pm unless a resolution is carried to extend the meeting (in which case the meeting shall conclude no later than 11pm).
- 15.2 A continuance of a meeting will be in block period of 30 minutes.
- 15.3 After the initial 30 minute extension the meeting must not continue unless a majority of Councillors present vote in favour of its continuance.
- 15.4 In the absence of such continuance, the meeting must stand adjourned to a time, date and place to be then and there announced by the Chairperson.
- 15.5 The Chief Executive Officer must give notice to each Councillor of the date, time and venue to which the meeting stands adjourned and of the business remaining to be considered.

#### PART 4 - BUSINESS: DESCRIPTION & PROCEDURE

##### 16 Conduct of Business

- 16.1 The order of business will be determined by the Chief Executive Officer to facilitate and maintain open, efficient and effective process of government.
- 16.2 Once an agenda has been sent to Councillors the order of business for that meeting may only be altered by consent of the Council.
- 16.3 The Chief Executive Officer may include any matter on an agenda, which he or she thinks should be considered by the meeting.

##### 17 Disclosure of Conflicts of Interest

*(Pursuant to Sections 77, 78 & 79 of the Act.)*

A Councillor must disclose any conflicts of interest in accordance with the Act.

- 17.1 In every case where disclosure of a conflict of interest is made at a meeting, the minutes shall record:
  - 17.1.1 The name of the Councillor, making the disclosure; and
  - 17.1.2 The type and nature of interest; and
  - 17.1.3 Whether the Councillor left the room prior to discussion of the matter and remained outside while the vote was taken; and
  - 17.1.4 The exact times that the Councillor left the room and then returned.
  - 17.1.5 Councillors will be required to complete a Conflict of Interest Declaration form for each conflict of interest declared at a Council meeting.

##### 18 Confirmation of Minutes

*(Pursuant to Section 93 of the Act)*

At every meeting of Council the minutes of the preceding meeting(s) must be dealt with as set out below:

- 18.1 If the minutes have been delivered to each Councillor at least 48 hours before the meeting, a motion must be put for the confirmation of the minutes.
- 18.2 If the minutes have not been delivered, they must be read and a motion must be put for the confirmation of the minutes.
- 18.3 The minutes must be signed by the Chairperson of the meeting at which they have been confirmed.
- 18.4 The minutes shall record the business of the meeting and in particular:
  - 18.4.1 The date, place, time and nature of the meeting;
  - 18.4.2 The names of the Councillors present and those who have submitted apologies or been granted leave of absence;
  - 18.4.3 The disclosure of conflicts of interest made by a Councillor and the type and nature of such interest;
  - 18.4.4 Arrivals and departures (including temporary) of Councillors during the course of the meeting;
  - 18.4.5 Each motion and amendment moved and seconded;
  - 18.4.6 The vote cast by each Councillor upon a division;
  - 18.4.7 The total numbers of Councillors voting for, against and abstaining
  - 18.4.8 Questions upon notice;
  - 18.4.9 The failure of a quorum;
  - 18.4.10 When requested by a Councillor, a record of their opposition to any motion; and
  - 18.4.11 Closure of the meeting to members of the public and the reasons for such closure.
- 18.5 No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.
- 18.6 Council may defer the confirmation of minutes until later in the Council meeting or until the next Council meeting if considered appropriate.
- 18.7 Ordinary Council meeting minutes from meetings that are open to the public will be confirmed in the open section of the agenda. Minutes from closed meetings will be confirmed in the closed section of the meeting.

##### 19 Petitions and Joint Letters

- 19.1 A petition or joint letter must be presented to the next available Ordinary meeting of Council.
- 19.2 A petition or joint letter shall not be presented at a meeting of Council or received by Council unless:
  - 19.2.1 The petition or joint letter contains at least ten signatures.

- 19.2.2 Each page of the petition or joint letter bears the whole of the wording of the petition.
- 19.2.3 In addition to the signature(s) of the petitioners the name(s) and physical address(es) of all persons who signed the petition are detailed in the petition; and
- 19.2.4 The petition and any letter or document presented with or accompanying the petition, the name(s) and physical address(es) of the person(s) and/or organisation(s) submitting the petition, letter or document appear on such petition, letter or document.
- 19.3 The Council may, by resolution, resolve to receive a petition or joint letter which does not comply with one or all of sub clauses 19.2.1, 19.2.2, 19.2.3, 19.2.4. Online or electronic petitions may be admitted by resolution of Council where these are addressed direct to Council.
- 19.4 When a petition or joint letter presented to a meeting of the Council relates to an item of business on the agenda, the submission is to be considered by Council as part of its deliberations on such item.
- 19.5 Unless Council determines to consider it as an item of urgent business, no motion (other than a motion to receive the same) may be made on any petition or joint letter, until the next Ordinary meeting of Council after that at which the petition or joint letter has been presented.
- 19.6 The Chairperson may disallow any petition or joint letter which is considered to:
- 19.6.1 Relate to a matter beyond the power or duties of Council;
- 19.6.2 Be defamatory, indecent, offensive, abusive, irrelevant, trivial or objectionable in language or nature;
- 19.6.3 Be confidential in nature or of legal significance;
- 19.6.4 Be repetitive of a question already answered (whether at the same or any earlier meeting);
- 19.6.5 Be aimed to embarrass a Councillor or member of Council staff;
- 19.6.6 Relate to personnel matters;
- 19.6.7 Relate to the personal hardship of any resident or ratepayer;
- 19.6.8 Relate to proposed developments or legal advice;
- 19.6.9 Relate to matters affecting the security of Council property;
- 19.6.10 Relate to a matter which has already been acted on;
- 19.6.11 Relate to any other matter which Council considers would prejudice the Council or any person; or
- 19.6.12 Relate to a matter for which there is already a primary avenue of redress such as planning permits or amendments which will be addressed through the planning submissions process.
- 19.7 An officer report pertaining to any petition or joint letter may be required at the next Ordinary Meeting of Council (if the petition has not been dealt with in accordance with the provisions of clauses 19.4 and 19.5).

## **20 Public Question Time**

- 20.1 There shall be a public question time not exceeding thirty minutes at every Ordinary Meeting of Council to enable members of the public to submit questions to Council. Public question time may be extended at the discretion of the Chair.
- 20.2 Questions with notice must be submitted to Council in writing generally in a form approved or permitted by Council (in accordance with Schedule A) stating the name and address of the person submitting the question by 10am on the day of the meeting.
- 20.3 Questions without notice may be asked at the meeting with a written copy of the question to be tabled in a form approved or permitted by Council (in accordance with Schedule A) stating the name and address of the person asking the question.
- 20.4 No person may submit more than two questions at any one meeting.
- 20.5 A question may be disallowed by the Chairperson if it is considered to:
- 20.5.1 Relate to a matter beyond the power or duties of Council;
- 20.5.2 Be defamatory, indecent, offensive, abusive, irrelevant, trivial or objectionable in language or nature;
- 20.5.3 Be confidential in nature or of legal significance;
- 20.5.4 Be repetitive of a question already answered (whether at the same or any earlier meeting);
- 20.5.5 Be aimed to embarrass a Councillor or member of Council staff;
- 20.5.6 Relate to personnel matters;
- 20.5.7 Relate to the personal hardship of any resident or ratepayer;
- 20.5.8 Relate to proposed developments or legal advice;
- 20.5.9 Relate to matters affecting the security of Council property; or
- 20.5.10 Relate to any other matter which Council considers would prejudice the Council or any person.
- 20.6 All questions must be as brief as possible, and no discussion shall be allowed other than for the purposes of clarification.
- 20.7 All questions must be directed to Council as a whole and not to individual or specific Councillors.

- 20.8 The Chairperson may nominate a Councillor or member of Council staff to briefly answer a question.
- 20.9 The nominated Councillor or member of Council staff may:
  - 20.9.1 Require a question to be put 'on notice' until the next Ordinary meeting of Council, at which time the question must be briefly answered by that person; or
  - 20.9.2 Elect to submit a written answer to the person asking the question within 5 days.
- 20.10 If the nominated Councillor or member of Council staff advises Council that it is his or her opinion that the reply to a question should be given in a meeting closed to the public, he or she must state briefly the reason why the reply should be given in a closed meeting and, unless Council resolves to the contrary, the reply to such question shall be so given.
- 20.11 The question and the name and suburb address of the person who asked the question shall be read out and recorded in the minutes.
- 20.12 The name of the Councillor or member of Council staff who responded to the question received with notice and their response, if provided at the meeting, shall be recorded in the minutes.
- 20.13 A question shall not be read out unless the person asking the question, or their proxy, is in the gallery at the time it is due to be read.

## **21 Notice of Motion**

- 21.1 A notice of motion must be in writing and signed by a Councillor, or sent electronically, and be lodged with the Chief Executive Officer by 5pm on the seventh working day prior to the date of the meeting to allow sufficient time for the Notice of Motion to be included in the Agenda for the next Council meeting. The Chief Executive Officer will give each Councillor notice of such intention.
- 21.2 A Councillor may attach any supporting documentation to their notice of motion for inclusion in the Agenda.
- 21.3 The Chief Executive Officer must cause all notices of motion to be numbered, dated and entered in the notice of motion register in the order in which they were received.
- 21.4 Any notice of motion which in the opinion of the Chief Executive Officer or the Chairperson:
  - 21.4.1 Is defamatory; or
  - 21.4.2 Is objectionable in language or nature; or
  - 21.4.3 Is outside the powers of the Councilmust not be accepted by the Chairperson.
- 21.5 Except by resolution of Council, notices of motion before any Council meeting must be considered in the order in which they were recorded in the notice of motion register.
- 21.6 Before a notice of motion at a Council Meeting is moved, the Councillor may introduce it by indicating, in not more than five minutes:
  - 21.6.1 Its intent; and/or
  - 21.6.2 The desired outcome if passed.
- 21.7 If a Councillor who has given a notice of motion:
  - 21.7.1 Is absent from the Council meeting; or
  - 21.7.2 Fails to move the motion when called upon by the Chairperson;any other Councillor may himself/herself move the notice of motion.
- 21.8 If a notice of motion is not moved and seconded at the Council meeting in which it was included on the agenda, it lapses.
- 21.9 Before the notice of motion is put to the vote, it may be withdrawn by the Councillor.

## **22 Rescission or Alteration**

- 22.1 A Councillor may propose a motion to amend or rescind a previous resolution of Council provided the notice of motion is signed by a total of three (3) Councillors and delivered to the Chief Executive Officer no later than 72 hours following the meeting of Council at which the motion proposed to be rescinded or altered was adopted.
- 22.2 Notices of Motion to rescind or amend a previous resolution of Council are to be lodged in the format provided for this purpose as appearing in Schedule B.
- 22.3 No action will be taken to implement a resolution on which a notice to rescind or alter the resolution has been given pursuant to clause 22.1.
- 22.4 A notice of motion to rescind or alter a previous resolution of Council shall be deemed to have been withdrawn if not moved at the next meeting at which such business may be transacted.
- 22.5 A Councillor may not propose a motion to rescind or alter a decision of the Council which has been acted upon.
- 22.6 A resolution will be considered as having been acted upon once its details have been formally communicated to persons affected by or reliant on the resolution or where a statutory procedure has commenced or been carried out.

- 22.7 A second or subsequent notice to rescind or amend an earlier resolution must not be accepted by the Chief Executive Officer until a period of three months has elapsed since the date of the meeting at which the previous motion of rescission or alteration was dealt with.

### **23 Formal or Procedural Motions**

- 23.1 Formal or procedural motions, unless otherwise prohibited, may be moved at any time and shall be dealt with in accordance with Schedule C.  
23.2 Formal or procedural motions require a seconder.  
23.3 Debate on a formal or procedural motion is not permitted and the mover does not have a right of reply.  
23.4 A formal motion cannot be amended.

### **24 Urgent Business**

- 24.1 Business must not be admitted as urgent business unless:  
24.1.2 It relates to or arises out of a matter which has arisen since distribution of the agenda; and  
24.1.3 It cannot safely or conveniently be deferred until the next Ordinary meeting; and  
24.1.3 The Council resolves to admit an item considered to be urgent business.  
24.2 Items of Urgent Business are to be supported by an officer's report. Notices of Motion will not be admitted into urgent business and will be dealt with in accordance with clause 21.  
24.3 Unless a majority of Councillors present resolve to deal with another matter as Urgent Business, no business can be transacted at an Ordinary meeting unless it appears on the agenda.

### **25 Reports from Officers**

- 25.1 Any report(s) by Officers to a Council meeting must contain a recommendation and be in the appropriate report style format.  
25.2 When Officer reports are before a Council meeting and after all Councillors have asked any questions in relation to the report, the Chairperson must then ask a Councillor to move an appropriate motion. If the motion is seconded the motion is dealt with in the normal manner.

### **26 Reports from Committees**

- 26.1 Any report(s) by a Special Committee or an Advisory Committee to a Council meeting must contain a recommendation and must be listed on the next scheduled Council meeting agenda.  
26.2 When the report(s) of a Committee is before a Council meeting:  
26.2.1 The Chairperson must ask whether any Councillor wishes to speak to any report and record the item number of any such report; and  
26.2.2 After all Councillors have indicated the reports which they wish to speak to, the Chairperson may ask for a motion to adopt all reports to which no requests to speak have been expressed and proceed to deal with that motion.  
26.2.3 The Chairperson of the Audit and Risk Committee may request a report be tabled at any Council meeting.

### **27 Leave of Absence**

*(Pursuant to Section 69(1)(g) of the Act.)*

- 27.1 Any Councillor seeking leave of absence from Council duties must do so at a prior Council meeting or, if this is not practicable, the Councillor must give the Chief Executive Officer written notice of an apology prior to the Council meeting.  
27.2 Unless there is an emergency, a leave of absence requested during a Council meeting will only be granted at the end of a motion and not during a debate.  
27.3 Pursuant to the Act, absence from four consecutive meetings of the Council without leave being obtained from the Council may result in the office of the Councillor becoming vacant.  
27.4 It will not be necessary for a notice of meeting, agenda or minutes to be delivered to any Councillor who has been granted leave of absence, unless the Councillor has requested the Chief Executive Officer in writing to continue to give notice of any meeting to be held during the period of his or her absence.



## **28 Confidential Reports**

*(Pursuant to Section 89 of the Act.)*

- 28.1 The Chief Executive Officer must ensure that a report is classified as confidential if the Chief Executive Officer considers it has been prepared for consideration in respect of a matter which is expected to be the subject of a resolution under section 89(2) of the Act to close the Council meeting to the public while that report is discussed.
- 28.2 The Chairperson must call for a motion to close the meeting to the public and this motion must be carried prior to commencing any business pertaining to confidential reports. The time of this motion must be recorded in the minutes of the meeting.
- 28.3 The motion must contain the reasons why the meeting is being closed to the public by referencing that it is pursuant to section 89(2) of the Local Government Act and inserting the appropriate clause for each closed item. All confidential reports to be considered must be listed as part of this motion.
- 28.4 The Chairperson must advise those present in the public gallery that an item is required to be considered in a closed meeting and request that they vacate the chamber while the confidential matter(s) is discussed and determined.
- 28.5 The Chairperson must call for a motion to re-open the meeting to the public. This motion must be carried and the time recorded in the minutes of the meeting.
- 28.6 If an item or recommendation is to be moved out of the closed section:
  - 28.6.1 The Chairperson must call for a motion to move all or part of the item or items into open Council; and
  - 28.6.2 That report or section must be included in the minutes of the Ordinary meeting showing the Council decision that was made in the closed section of the meeting.
- 28.7 All items that are considered confidential pursuant to Section 89 of the Act remain confidential until Council has passed a resolution that the information is no longer confidential.

## PART 5 - CONDUCT OF DEBATE AND RULES OF SPEAKING

### 29 Addressing the Council Meeting

- 29.1 Councillors and any other person addressing the Chair must refer to the Chairperson as:
- 29.1.1 'Madam Mayor'; or
  - 29.1.2 'Mr Mayor'; or
  - 29.1.3 'Madam Chair'; or
  - 29.1.4 'Mr Chair'
- As the case may be.
- 29.2 All Councillors other than the Mayor must be addressed as Councillor (surname).
- 29.3 All members of Council staff must be addressed as Mr or Ms (surname) as appropriate or by their official title.

### 30 Priority of Address

- 30.1 In the case of competition for the right to speak, the Chairperson must decide the order in which the Councillors concerned will be heard.

### 31 Time Limits

- 31.1 A Councillor must not speak longer than the time set out below, unless granted an extension by the Chairperson:
- 31.1.1 The mover of a motion or an amendment: 5 minutes;
  - 31.1.2 Any other Councillor: 3 minutes; and
  - 31.1.3 The mover of a motion exercising a right of reply: 2 minutes.

### 32 Debate

- 32.1 Councillors may stand to address the Chairperson, to move or second a motion or amendment, or to take part in a debate.
- 32.2 The Councillor acknowledged by the Chairperson is to speak and must not be interrupted unless:
- 32.2.1 He or she is called to order; or
  - 32.2.2 His or her speaking time has expired; or
  - 32.2.3 A point of order is raised; or
  - 32.2.4 A formal motion is moved.
- 32.3 Councillors must designate each other by their official titles during debate and throughout the meeting.

### 33 Conduct of Meetings

- 33.1 A motion or an amendment must:
- 33.2
- 33.2.1 Not be defamatory;
  - 33.2.2 Not be objectionable in language or nature;
  - 33.2.3 Relate to the powers or functions of Council;
  - 33.2.4 Be in writing, if requested by the Chairperson;
  - 33.2.5 Except in the case of urgent business, be relevant to an item of Business on the agenda; and
  - 33.2.6 Be moved and seconded, otherwise it lapses.
- 33.3 A motion, amendment or question must not be defamatory or objectionable in language or nature.
- 33.4 The Chairperson may refuse to accept any motion, amendment or question which contravenes sub-clause 33.2 and 33.3 or which:
- 33.4.1 Is not relevant to the item of business on the Agenda and has not been admitted as urgent business; or;
  - 33.4.2 Purports to be an amendment but is not.
- 33.5 A motion or amendment cannot be withdrawn without the consent of the meeting.

#### **34 Procedures with Respect to Seeking Clarification or Asking Questions of Officers**

- 34.1 Officers will support the meeting process through provision of reports for the agenda and Councillors should make every effort to seek clarification from officers in advance of the meeting.
- 34.2 Where Councillors need to seek clarification by asking questions of officers throughout the meeting, that were not able to be asked prior to the meeting, such questions need to be:
  - 34.2.1 Directed through the CEO;
  - 34.2.2 Relevant to an item on the agenda;
  - 34.2.3 Seeking genuine clarification of a matter that is not already addressed in the officer's report;
  - 34.2.4 Not objectionable in language, nature or tone;
  - 34.2.5 Not intended to draw officers into debating a matter or justifying a recommendation; and
  - 34.2.6 Not designed to canvass matters or disseminate information to the public.

#### **35 Procedures with Respect to Recommendations and Motions**

- 35.1 The Chairperson will summarise the report recommendation.
- 35.2 The Chairperson will call for a mover and seconder.
- 35.3 If there is no mover and/or seconder the motion lapses.
- 35.4 The Chairperson shall ask immediately after a motion is moved and seconded and after the mover has spoken to the motion (or deferred speaking), whether it is opposed. If no opposition is indicated the Chairperson may then put it to the vote, without debate.
- 35.5 The mover of a motion has the right of reply with respect to the debate on his or her motion immediately before the vote is taken, but that right of reply is lost if an amendment to the motion is carried.
- 35.6 Apart from the mover's right of reply referred to in sub-clause 35.5 a Councillor may only speak once on the motion.
- 35.7 The mover of a motion must not introduce a fresh matter when exercising any right of reply.

#### **36 Procedures with Respect to Amendments and Foreshadowed Motions**

- 36.1 No notice needs to be given of any amendment.
- 36.2 Amendments must be dealt with one at a time.
- 36.3 An amendment must be relevant to the motion upon which it is moved.
- 36.4 An amendment must not amount to a direct contradiction of the motion.
- 36.5 The mover or seconder of a motion cannot move an amendment to it.
- 36.6 A second or subsequent amendment cannot be moved until the immediately preceding amendment is disposed of, unless both the mover and seconder of the original amendment agree to this.
- 36.7 A Councillor proposing an amendment must first state briefly the nature of the amendment and then move it, without speaking to it.
- 36.8 Chairperson is to ask for seconder.
- 36.9 If the amendment is not seconded the amendment lapses for want of a seconder.
- 36.10 After the amendment has been seconded the Chairperson must call upon the mover of the amendment to speak to the amendment.
- 36.11 After the mover of the amendment has spoken the Chairperson must call upon the seconder to speak to the amendment. The seconder can reserve their right.
- 36.12 After the mover and seconder of the amendment have spoken the Chairperson must call upon any other Councillor who may wish to speak to the amendment.
- 36.13 After any other Councillor has spoken to the amendment or if no Councillor has indicated an intention to speak the Chairperson will put the amendment to the vote.
- 36.14 If the amendment effectively negates the substance of the motion before the Chair, it is ruled to be a foreshadowed motion and shall only be considered in the event that the motion before the Chair is lost.
- 36.15 If an amendment is adopted it becomes the substantive motion and, as such, shall be put to the vote by the Chairperson, or be subject to amendment.
- 36.16 A Councillor cannot move more than two (2) amendments in succession.
- 36.17 With the leave of the Chairperson another amendment or a new motion can be foreshadowed by any Councillor stating in brief terms the nature of it.
- 36.18 A Councillor can only speak once on the amendment.

#### **37 Interruptions, Interjections, Questions and Relevance**

- 37.1 A Councillor must not be interrupted except by the Chairperson or upon a point of order or personal explanation.

- 37.2 If a Councillor is interrupted by the Chairperson or upon a point of order or personal explanation, he or she must remain silent until the Chairperson has ceased speaking, the point of order has been determined or the personal explanation has been given (as appropriate).
- 37.3 Questions are not to be asked between moving and seconding a motion except to seek clarification on the motion received.
- 37.4 A Councillor must not digress from the subject matter of the motion or business under discussion.

**38 Repeating Motion, Amendment or Question**

- 38.1 Before any matter is put to the vote, a Councillor may require that the question, motion or amendment be read again.
- 38.2 The Chairperson without being so requested may direct the Chief Executive Officer (or other person authorised by the Chief Executive Officer) to read the question, motion or amendment to the meeting before the vote is taken.

**39 Adjournment & Resumption of Adjourned Debate**

- 39.1 The Council may by resolution adjourn a meeting to a later time on the day for which the meeting was called or for a period not exceeding seven (7) days.
- 39.2 When a motion to adjourn a meeting is before the Council, the Chairperson must not allow discussion on the motion to adjourn. If the Council fails to pass the motion to adjourn, the Chairperson must resume the meeting at the item of business under consideration.
- 39.3 The Chief Executive Officer must deliver written notice of an adjourned meeting to all Councillors, except when the meeting is adjourned to a later time on the same day, in which case any form of notice may be given to all Councillors.
- 39.4 If a debate is adjourned by motion, the Councillor moving the adjournment has the right to be the first speaker upon the resumption of debate unless he or she has already spoken to the motion or amendment.

**40 Voting**

*(Pursuant to Section 90 of the Act.)*

- 40.1 Except where a Councillor may call for a division, Councillors must remain seated in silence while a vote is being taken.
- 40.2 Unless this Local Law provides otherwise or Council otherwise determines, voting must be by a show of hands.
- 40.3 The Chairperson may direct that the vote be recounted as often as may be necessary for him or her to satisfy himself or herself of the result.
- 40.7 A Councillor can abstain from voting however, the decision to do so should not be taken lightly. Not participating in decisions taken by Council could be seen as an abrogation of a Councillor's oath of office and responsibility to represent the community.

**41 Division**

- 41.1 Immediately after any motion, amendment or question is put to a meeting and before the next item of business has commenced, a Councillor may call for a division.
- 41.2 When a division is called, the Chairperson must:
  - 41.2.1 First ask each Councillor wishing to vote for the motion to stand. The Chairperson must then state, and the Chief Executive Officer (or person authorised by the Chief Executive Officer to take the minutes of the meeting) must record the names of those Councillors voting for the motion;
  - 41.2.2 Then ask each Councillor wishing to vote against the motion to stand. The Chairperson must then state, and the Chief Executive Officer (or person authorised by the Chief Executive Officer to take the minutes of the meeting) must record the names of those Councillors voting against the motion.
  - 41.2.3 Then if not all Councillors have declared either for or against the motion, ask each Councillor wishing to abstain to stand. The Chairperson must then state, and the Chief Executive Officer (or person authorised by the Chief Executive Officer to take the minutes of the meeting) must record the names of those Councillors abstaining from voting.
- 41.3 The Chairperson must declare the result of the vote or division as soon as it is taken.

#### **42 Recording of Opposition or Support for Motion**

- 42.1 Any Councillor may request that his or her opposition to, or support for, a motion adopted by the meeting be recorded. It must then be recorded in the minutes of the Council meeting.

#### **43 Recording of Proceedings**

- 43.1 Council will record the proceedings at each Council meeting unless there is a specific resolution not to do so. This will take whatever form the Council has decided.
- 43.2 Except where Council conducts the recording, no video or audio recording of proceedings of Council meetings shall be permitted without specific approval by resolution of the meeting.
- 43.3 Council will make the recordings of open Council meetings available to the public.

#### **44 Points of Order**

- 44.1 A point of order is an objection that the motion, amendment or statement made is:
- 44.1.1 Contrary to this Local Law;
  - 44.1.2 Defamatory;
  - 44.1.3 Irrelevant;
  - 44.1.4 Improper; or
  - 44.1.5 Outside Council's legal powers
- and may be made despite the fact that the Councillor or Chairperson is speaking at the time.
- 44.2 A point of order must be taken by stating:
- 44.2.1 The matter complained of; and
  - 44.2.2 The reason constituting the point of order;
- 44.3 The Chairperson may raise a point of order without it having been made by a Councillor.
- 44.4 When called to order, a Councillor must remain silent until the point of order is decided unless he or she is requested by the Chairperson to provide an explanation.
- 44.5 The Chairperson may adjourn the meeting to consider a point of order but must otherwise rule upon it as soon as it is taken.
- 44.6 The Chairperson must, when ruling on a point of order, give reasons for the ruling.
- 44.7 The Chairperson's ruling shall be final unless the majority of Councillors present at the meeting vote in favour of a motion of dissent that is moved and seconded immediately after the Chairperson's ruling is given.
- 44.8 A motion of dissent must state the provision or practice in substitution for the Chairperson's ruling.
- 44.9 A motion of dissent that is carried must be acted upon by the Chairperson.
- 44.10 Only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of reply.
- 44.11 The Chairperson is not required to vacate the chair.

#### **45 Suspension of Standing Orders**

- 45.1 The provisions of this Local Law, except the quorum requirements applying under clause 12, may be suspended for any part of a meeting at the Chairperson's discretion. The Chairperson can accept a motion to suspend standing orders where he/she believes the Councillors or Public Gallery need a break due to the intensity or length of the meeting, or to seek technical advice from a person not listed as an official attendee. Such suspension would normally be for five minutes or less.
- 45.2 A suspension is not intended for Councillors to discuss the issue or seek to reach agreement outside a formal debate.
- 45.3 No motion, except one which proposes the resumption of standing orders, may be accepted by the Chairperson or be lawfully dealt with during any suspension of standing orders.
- 45.4 Resumption of standing orders should occur as soon as possible after any discussion or break is concluded.

#### **46 Chairperson's Right to Speak**

- 46.1 The Chairperson may address a meeting upon any matter under discussion, following presentations by all Councillors, and is not deemed to have left the Chair on such occasions. The Chairperson may physically 'step away' from the Chair to make their point in a discussion in which case they are not deemed to have left the Chair.
- 46.2 The Chairperson may choose to vacate the Chair for the duration of any item under discussion whereupon a temporary Chairperson (usually the Deputy Mayor) or other Councillor elected by the meeting shall take the Chair until such item has been disposed of.

**47 Clarification by Chief Executive Officer or another member of Council staff**

- 47.1 With the prior consent, or at the request of the Chairperson, the Chief Executive Officer or a member of Council staff may address any item to clarify a statement made by a Councillor during the course of debate.

**48 Ordering Withdrawal of Remark**

- 48.1 The Chairperson may require a Councillor to withdraw any remark which is defamatory, indecent, abusive, offensive, disorderly or objectionable in language, substance or nature.  
48.2 A Councillor required to withdraw a remark must do so immediately without qualification or explanation.

**49 Suspensions**

*(Pursuant to Section 66 of the Act)*

- 49.1 Council may by resolution suspend from a meeting, and for the balance of the meeting, any Councillor whose actions have disrupted the business of Council, and have impeded its orderly conduct, provided the Councillor in question has received an initial warning from the Chairperson that his/her conduct is, in the Chairperson's opinion, impeding the orderly conduct of the meeting.

**50 Chairperson may Adjourn Disorderly Meeting**

- 50.1 If the Chairperson is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the meeting, he or she may adjourn the meeting to a later time on the same day or to some later day as he or she thinks proper.

**51 Public Behaviour**

- 51.1 Any member of the public addressing Council must extend courtesy and respect to the Council and the processes under which it operates and must take direction from the Chairperson whenever called on to do so.

**52 Removal from Chamber or Meeting Room**

- 52.1 The Chairperson, may ask any Authorised Officer, member of the Police Force or person appointed by Council to maintain security, to remove from the Chamber or meeting room any person who acts in breach of this Local Law.

## **PART 6 - COMMITTEES**

*The purpose of this Division is to regulate proceedings at Committee meetings.  
(Pursuant to Section 86 of the Act.)*

### **Part 1 – Special Committees**

#### **53 Application Generally**

- 53.1 Except as provided in this Part, if Council establishes a Special Committee, all of the provisions of this Local Law shall apply with any necessary modifications.
- 53.2 For the purposes of clause 53.1, a reference to:
  - 53.2.1 A Council Meeting is to be read as a reference to a meeting of the Special Committee; and
  - 53.2.2 The Mayor is to be read as a reference to the Chairperson of the Special Committee.
- 53.3 The following provisions of this local law do not apply to Special Committees:
  - 53.3.1 All of Part 2
  - 53.3.2 Part 3, clause 13 (Call of the Council)
  - 53.3.3 Part 4, clauses 19 and 20 (Petitions and Public Question Time)
- 53.4 Public participation in a meeting of a Special Committee shall be permitted in accordance with guidelines and policies adopted by Council from time to time.

#### **54 Quorum**

- 54.1 The quorum of a meeting of a Special Committee is the number fixed by Council, being at least a majority, or if no number has been fixed, a majority of the number of members of the Committee.

#### **55 Addressing a Special Committee Meeting**

- 55.1 It is not necessary for a Member to rise when addressing a Special Committee meeting.

#### **56 Hearing of Submissions**

- 56.1 Where Council has set up a Hearing of Submissions (HoS) Committee to hear public submissions. The following procedures shall apply:
  - 56.1.1 Submissions must be provided by the deadline specified in the public notice/advertisement. For submissions made under the Planning and Environment Act, late speakers may be accepted up to 10am on the day of the Hearing of Submissions meeting.
  - 56.1.2 Submitters will be allocated a maximum of 5 minutes to speak to their submission, and applicants a maximum of 10 minutes.
  - 56.1.3 In the case of joint submissions, a maximum of 5 minutes will be allocated per submission and one person shall be nominated to speak on behalf of the submitters.
  - 56.1.4 Requests for variations to the process outlined above shall be decided by the HoS Committee.

#### **57 Application Specifically**

- 57.1 Despite clause 53.1 if Council establishes a Special Committee, Council may resolve that provisions contained within this Local Law do not apply.

### **Part 2 – Advisory Committees**

#### **58 Application Specifically**

- 58.1 If Council establishes an Advisory Committee, Council may resolve that various provisions of this Local Law apply to that Advisory Committee with any necessary modifications.

**PART 7 – COMMON SEAL**

*The purpose of this Part is to regulate the use of the Common Seal, which is a device which formally and solemnly records the collective will of the Council. The purpose of this Part is to prohibit the use of the Common Seal or any device resembling the Common Seal, as required by Section 5 (3)(b) and (c) of the Act.*

**59 Common Seal**

59.1 The Council must authorise the use of the Common Seal by resolution.

59.2 The Common Seal and words to be used accompanying it on any document to which it is affixed are as follows:

*The COMMON SEAL of SURF COAST )  
SHIRE COUNCIL was affixed in the ) [Affix common seal here]  
presence of: )*

.....  
*Chief Executive Officer*

.....  
*Mayor/Deputy Mayor*

.....  
*Witness*

- 59.3 The Chief Executive Officer and, either the Mayor or Deputy Mayor of the day, must sign every document to which the Common Seal is affixed. The Common Seal may only be used to sign, seal, issue, revoke or cancel any notice, document, order or agreement pursuant to a decision of Council.
- 59.4 It is an offence for a person to use the Common Seal or any device or representation resembling the Common Seal without authority given by resolution of the Council.
- 59.5 The Chief Executive Officer must keep the Common Seal in safe custody at all times.



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## PART 8 – OFFENCES AND PENALTIES

### 60 Offences

It is an offence:

- 60.1 For a Councillor to not withdraw an expression which is considered by the Chairperson to be defamatory, indecent, abusive, offensive, disorderly or objectionable, and to not satisfactorily apologise when called upon twice by the Chairperson to do so.  
*Infringement Notice Penalty: 2 units*  
*Penalty: 5 penalty units*
- 60.2 For any person, not being a Councillor, who is guilty of any improper or disorderly conduct to not leave the meeting when requested by the Chairperson to do so.  
*Infringement Notice Penalty: 2 units*  
*Penalty: 5 penalty units*
- 60.3 For any person, not being a Councillor, who is guilty of any improper or disorderly conduct at the meeting.  
*Infringement Notice Penalty: 2 units*  
*Penalty: 5 penalty units*
- 60.4 For any person to fail to obey a direction of the Chairperson relating to the conduct of the meeting and the maintenance of order.  
*Infringement Notice Penalty: 2 units*  
*Penalty: 5 Penalty Units*
- 60.5 For a Councillor to refuse to leave the chamber on suspension.  
*Infringement Notice Penalty: 2 units*  
*Penalty: 5 Penalty Units*
- 60.6 For any person to use the common seal of Council or any device resembling the common seal without the authority of Council.  
*Infringement Notice Penalty: 10 units*  
*Penalty: 20 penalty units*

### 61 Infringement Penalties

- 61.1 If an offence is committed against this Local Law, the Chairperson shall request the Chief Executive Officer to issue to the offender an infringement notice in a form approved by Council for the amount of two penalty units as an alternative to a prosecution for the offence.
- 61.2 To avoid prosecution, a person to whom an infringement notice has been issued must pay to Council the amount specified in the notice within 28 days.
- 61.3 A person in receipt of an infringement notice is entitled to disregard the notice and defend a prosecution in court.

This Local Law was made by resolution of the Surf Coast Shire Council on 22 May 2018.

*The COMMON SEAL of SURF COAST )  
SHIRE COUNCIL was affixed in the ) [Affix common seal here]  
presence of: )*

.....  
*Chief Executive Officer*

.....  
*Mayor/Deputy Mayor*

.....  
*Witness*

*Record of Statutory Process*

*Stage 1 – Adoption for public consultation - Council provided notice to the public of the intention to make this Local Law which was duly advertised in the Victorian Government Gazette publication G14 dated 5 April 2018 and Surf Coast Times on 5 April 2018.*

*Public submissions were invited with a closing date of 6 May 2018. No public submissions were received although an organisation submission was provided.*

*Stage 2 – Final adoption - Council resolved to adopt this Local Law at its meeting held on 22 May 2018 and this was duly advertised in the Victoria Government Gazette and The Surf Coast Times.*

**SCHEDULE A - PUBLIC QUESTION TIME FORM**

Page 1 of 2

**Public Question Time  
Council Meeting**

Questions must be written and be received at Council by 10am on the day of the meeting. Questions can be emailed to [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au), faxed to 5261 0525 or hand delivered to Customer Service, Council Offices, 1 Merrijig Drive, Torquay.

Information			
Date			
Surname		First Name	
Postal address			
Suburb		Post Code	
Phone		Mobile	
Email			
Suburb to be disclosed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>IMPORTANT INFORMATION:</b> Please note that as required by Council's Local Law, your name and address will be read out in a public meeting and form part of the minutes of the Council meeting. If you wish only your name and not your address to be called, please indicate this above.			

Questions	
Date of Council meeting	
Subject	
Question(s)	<i>(NB: There is a limit of two questions per person, per meeting.)</i>
<input type="checkbox"/>	By ticking this box, I acknowledge that Surf Coast Shire Council will accept this communication as containing my electronic signature for the purpose of signing this document to identify me in accordance with the Electronic Transactions (Victoria) Act 2000.
Electronic signature (please type your name)	

1 Merrijig Drive / P.O. Box 350, TORQUAY, VIC, 3228  
Ph: 03 5261 0600 / 1300 610 600 / Fax: 5261 0525  
Email: [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au)



**SCHEDULE B – NOTICE OF MOTION TO RESCIND OR AMEND**



**NOTICE OF MOTION TO RESCIND OR AMEND**

*This form lodges a notice of intention to move that a resolution passed by Council be rescinded or amended in accordance with Section 22 of Local Law No.2 – Council Meeting Procedures and Common Seal.*

I, Councillor \_\_\_\_\_ give notice of my intention to move at the Ordinary Meeting of Council to be held on \_\_\_ / \_\_\_ / \_\_\_\_\_ that the resolution of Council passed on \_\_\_ / \_\_\_ / \_\_\_\_\_, namely:

*(Wording of resolution proposed to be amended/rescinded)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

be rescinded  OR amended  *(Please tick one box)*

and subject to that motion being carried, in its place, Cr \_\_\_\_\_

proposes to move that Council:

*(Wording of proposed motion to replace/amend above)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(To be signed by Councillor lodging this notice and two other Councillors)*

\_\_\_\_\_  
**COUNCILLOR**                      **COUNCILLOR**                      **COUNCILLOR**

-----  
*Chief Executive Officer to complete*

This notice was received by me at \_\_\_\_\_ am/pm on \_\_\_\_\_

\_\_\_\_\_  
**CHIEF EXECUTIVE OFFICER**

**SCHEDULE C - FORMAL MOTIONS PROCEDURE AND EFFECT**

FORMAL MOTION	FORM	WHO CAN MOVE OR SECOND	IS A SECONDER REQUIRED	MATTERS IN RESPECT OF WHICH MOTION MAY BE MOVED	EFFECT IF CARRIED	EFFECT IF LOST	WHEN MOTION PROHIBITED
Adjournment of debate to later hour/date	That this matter be adjourned until...	Any Councillor	Yes	Any matter except where prohibited	Motion and amendments postponed to the stated time/date.	Debate continues unaffected	(a) During the election of the Chairperson (b) When another Councillor is speaking
Adjournment of debate indefinitely	That this matter be adjourned until further notice.	Any Councillor	Yes	Any matter except where prohibited	Motion and amendments postponed but may be resumed:  (a) At the same meeting upon motion to resume  (b) At any later meeting if on the Agenda.	Debate continues unaffected.	(a) During the election of the Chairperson  (b) when another Councillor is speaking  (c) when the matter is one in respect of which a call of Council has been made  (d) When a motion would have the effect of causing Council to be in breach of a legislative requirement
Adjournment of meeting to later hour/date	That this meeting be adjourned until...	Any Councillor	Yes	Any matter except where prohibited	As per adjournment of debate	Debate continues unaffected	As for adjournment of debate
Adjournment of meeting indefinitely	That this meeting be adjourned until further notice.	Any Councillor	Yes	Any matter except where prohibited	Meeting adjourns until further notice.	Debate continues unaffected	(a) During the election of the Chairperson  (b) when another Councillor is speaking  (c) During a meeting which is a call of the Council.

**SCHEDULE C (Cont)**

FORMAL MOTION	FORM	WHO CAN MOVE OR SECOND	IS A SECONDER REQUIRED	MATTERS IN RESPECT OF WHICH MOTION MAY BE MOVED	WHEN MOTION PROHIBITED	EFFECT IF CARRIED	EFFECT IF LOST
The closure	That the question be now put.	A Councillor who has not moved, seconded or spoken to the motion or any amendment of it	Yes	Any matter except where prohibited	During nominations for Chairperson (A closure motion shall not be accepted by the Chairperson unless the Chairperson considers there has been sufficient debate for and against the original motion or amendment)	Motion or amendment in respect of which the closure carried is put to the vote immediately, without further debate, subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion	Debate continues unaffected
Proceeding to the next item of business	That the meeting proceed to the next item of business.	A Councillor who has not moved, seconded or spoken to the motion or any amendment of it	Yes	Any matter except where prohibited	(a) During the election of the Chairperson  (b) When another Councillor is speaking  (c) During a meeting which is a call of the Council  (d) When a motion would have the effect of causing Council to be in breach of a legislative requirement	(a) If carried in respect to a formal motion, its effect is to remove that motion from consideration – no vote or further discussion on the motion until it is places on an Agenda for a later Council Meeting  (b) If carried in respect to an amendment, its effect is to dispose of the amendment and debate resumes upon the motion.	Debate resumed at point of interruption and continues unaffected

### 4.3 Unsealed Road and Street Network Strategy

**Author's Title:** Coordinator Special Projects

**General Manager:** Anne Howard

**Department:** Engineering Services

**File No:** F17/342

**Division:** Governance & Infrastructure

**Trim No:** IC18/429

**Appendix:**

1. Unsealed Road and Street Network Strategy (D18/59553)

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

**Status:**

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

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

#### **Purpose**

The purpose of this report is to seek adoption of the Unsealed Road and Street Network Strategy.

#### **Summary**

In 2017 Council engaged consultants AECOM to develop an Unsealed Road and Street Network Strategy to complement the 2015 Sealed Road Network Plan. Both Plans provide a rational basis for assessing and prioritising road and street improvements using a multi criteria assessment (MCA) tool.

Following Council's endorsement of the draft strategy in November 2017, the document was released for community consultation. Two submissions were received and a number of minor changes are proposed to the strategy.

#### **Recommendation**

That Council:

1. Acknowledge the submissions received.
2. Adopt the Unsealed Road and Street Network Strategy as per Appendix 1.

#### **Council Resolution**

**MOVED Cr Carol McGregor, Seconded Cr Heather Wellington**

That Council:

1. Acknowledge the submissions received.
2. Adopt the Unsealed Road and Street Network Strategy as per Appendix 1.

CARRIED 9:0

## 4.3 Unsealed Road and Street Network Strategy

### Report

#### **Background**

In recent times there has been a concerted effort to develop a more integrated approach to management of the Shire's 1,000 km long road network.

Council's approach to managing its road network has four elements that contribute to an overall Integrated Road Management Framework:

- (i) Strategic plans and policies
- (ii) Organisational structure, roles and responsibilities
- (iii) Organisation and business processes
- (iv) Performance monitoring, review and feedback.

Council has progressively introduced new work and reforms across all elements of this integrated management framework.

The Sealed Road Network Management Plan of September 2015 provides an objective information-based methodology to help prioritising investment across the 500 km of sealed roads and streets. This document has supported a number of requests for external funding with strong success by Council, as evidenced by Council's success in attracting funds for Cape Otway Road, Cressy Road and Forest and Grays Road in recent years.

Council recognised that there was a gap in its road management framework with regard to the unsealed roads in the road network. This was contributing to ad hoc responses to requests to upgrade unsealed roads and limiting Councillors and offices in their response to queries from the community about how to prioritise potential upgrades to unsealed roads.

To complement the sealed road management plan, Council resolved that it:

- Supports the allocation of up to \$25,000 from the Gravel Pits Reserve Fund for preparation of an Unsealed Road Network Strategy
- Consultants, AECOM, have completed a draft report which includes a proposed methodology for the assessment of unsealed roads and prioritising improvements of these roads and streets.

The strategy includes a Multi Criteria Assessment (MCA) tool that enables individual roads and streets to be assessed according to the following factors:

- Strategic importance
- Benefit to abutting residents
- Road safety & pavement condition
- Existing traffic characteristics
- Traffic volumes and potential growth.

Council endorsed the draft strategy, communications plan and allied funding strategy at its 28 November 2017 Council meeting.

#### **Discussion**

The Unsealed Road and Street Network Strategy has been amended in response to community submissions and to include the recent changes in road hierarchy. The output of this strategy is the multi criteria assessment which provides a priority list of the unsealed roads that require upgrading. Upgrading may be in many forms including surface sealing, alignment improvements and signage and line-marking improvements.

A communications plan to inform the community about this draft strategy and seek feedback was prepared in consultation with Councillors and subsequently implemented. Two formal submissions and several site specific emails were received. Several minor modifications have been made to the Strategy to address some of the concerns raised, particularly those expressed by AIDA. Councillors were briefed on outcomes of the submission period on 1 May 2018.



### 4.3 Unsealed Road and Street Network Strategy

If Council adopts the strategy it is proposed that officers incorporate it into a formalised the Road Management Framework which would incorporate this Strategy, the Sealed Road Strategy, and funding strategy to provide a clear and transparent basis for allocation of Council road management funding. Officers recognise that this is particularly important as the delivery of road-related services is often contentious in rural communities. For example, it is important that Council is clear about the purpose and scope of its plans and policies.

In this case the Unsealed Road and Street Network Strategy is a tool that will assist Council to prioritise investment and advocate for external funding for the purpose of upgrading unsealed roads. It is not the purpose or scope of this strategy to address other road management issues such as maintenance practices or council's investment into maintenance and renewal of council's current network. These are areas that Council needs to consider and address through other pieces of work that are planned for in coming years.

#### Financial Implications

There is no financial impact presented by the recommendation to adopt this strategy.

#### Council Plan

Theme	1 Community Wellbeing
Objective	1.3 Improve community safety
Strategy	1.3.1 Understand community safety issues and needs, and design an appropriate local response
Theme	5 High Performing Council
Objective	5.2 Ensure that Council decision-making is balanced and transparent and the community is involved and informed
Strategy	5.2.2 Evolve our community engagement approach to inform strategic Council direction and decision-making
Theme	4 Vibrant Economy
Objective	4.1 Support the creation and retention of jobs in existing and new businesses to meet the needs of a growing community
Strategy	4.1.2 Investigate how the strategic road network impacts on commercial transport

#### Policy/Legal Implications

The adoption of the Strategy will assist in the review of Council's Special Charge Scheme Policy - which is now due.

#### Officer Direct or Indirect Interest

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

#### Risk Assessment

The adoption and use of the Unsealed Road and Street Network Strategy will enhance Council decision making by providing a tool to prioritise future financial resources allocation in respect to the management of the road network.

#### Social Considerations

The 2016 Community Satisfaction survey reconfirmed that Council's performance in relation to unsealed roads rates poorer than most other services.

#### Community Engagement

The attached communications plan sets out the proposed engagement strategy.

#### Environmental Implications

Nil.

#### Communication

The communications plan used Surf Coast Conversations web page and written communication with key community groups.

### **4.3 Unsealed Road and Street Network Strategy**

#### **Options**

##### Option 1 - Adopt the Unsealed Road and Street Network Strategy

This option is recommended.

##### Option 2 - Do not adopt the Unsealed Road and Street Network Strategy

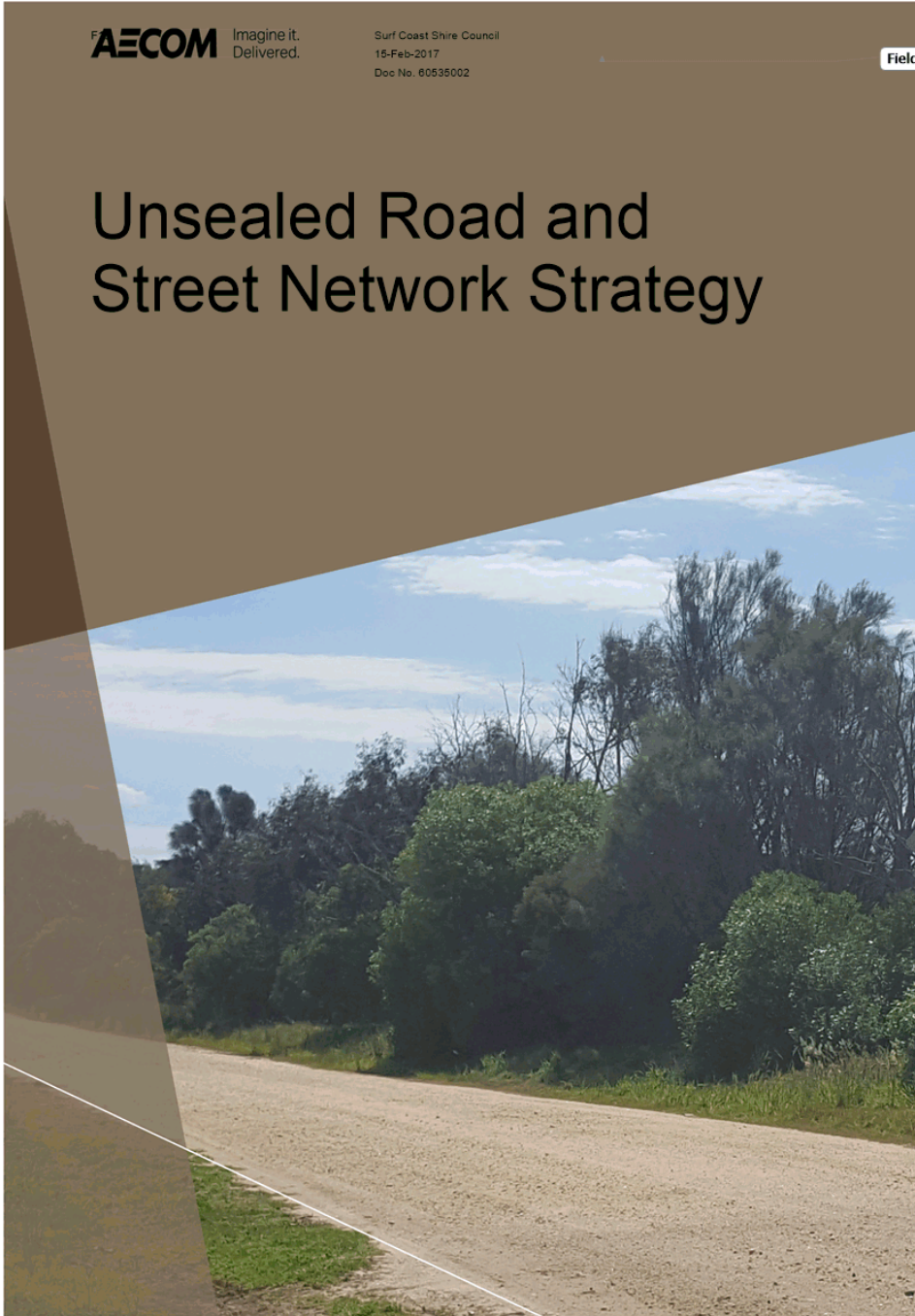
This option is not recommended by officers because adoption of a methodology for assessing and comparing road improvements will enhance decision making.

#### **Conclusion**

It is considered that adoption of the amended Unsealed Road and Street Network Strategy will enhance Council's decision making in regard to management of the road network.

### **4.3 Unsealed Road and Street Network Strategy**

#### **APPENDIX 1 UNSEALED ROAD AND STREET NETWORK STRATEGY**



AECOM

Unsealed Road and Street Network Strategy

## Unsealed Road and Street Network Strategy

D18/59553

Client: Surf Coast Shire Council

ABN: 18 078 461 409

Prepared by

**AECOM Australia Pty Ltd**  
Level 10, Tower Two, 727 Collins Street, Melbourne VIC 3008, Australia  
T +61 3 9653 1234 F +61 3 9654 7117 [www.aecom.com](http://www.aecom.com)  
ABN 20 093 846 925

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Unsealed Road and Street Network Strategy

### Quality Information

Document Unsealed Road and Street Network Strategy




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Reviewed by Adrian Koorn

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Unsealed Road and Street Network Strategy

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## 1.0 Introduction

The management and development of Victoria's roads is shared between VicRoads, municipal councils, private toll road operators, the Department of Environment, Land, Water and Planning and other government departments and agencies.

With exception to the privately operated CityLink, Eastlink and Peninsula Link, VicRoads manage the State's entire freeway and major arterial road network. Service roads, pathways and roadside areas adjacent to these major roads are the responsibility of the municipal council in which they are located. Local roads—including bicycle lanes, kerbsides and footpaths—are also the responsibility of the municipal council in which they are located.

Surf Coast Shire is responsible for management of a 1,000 kilometre long road network, approximately 574 kilometres is unsealed. The network includes both urban and rural segments and provides for a range of uses, including access to residential properties, commuting between key townships, haulage routes for industrial and agricultural supply chains and access for emergencies and disasters.

This Strategy has been developed to assist Council in the allocation of funding and grants towards the permanent upgrading of the unsealed network of roads and streets – and will complement existing road strategies, management plans and policy. The scope of this project includes the development of a tool which can be used to help prioritise when, why, how and in what form, an upgrade to the unsealed road network is appropriate, based on an objective, evidence based approach.

It is understood that once this Strategy is adopted Council proposes developing an overarching Road Management Framework referencing all the relevant documents to provide a clear and transparent overview of how Council manages the road network as a whole.

### 1.1 Background

In September 2015, AECOM provided the final report and multi-criteria assessment (MCA) tool for prioritising the upgrade of Surf Coast Shire's rural sealed road network to Surf Coast Shire Council. This tool was focused predominantly on the sealed, rural road network, however included a number of other strategically important segments of urban and unsealed roads. Following receipt of this report, and further internal consultation, Council now requires a similar tool for the urban and rural unsealed road network. The drivers for this include:

- A recent increase in requests from the community for unsealed road upgrades
- Feedback in the 2016 community satisfaction survey around the performance of the unsealed road network
- A review of the Council's special charge scheme policy
- Recommendations included in the Surf Coast Shire Council Road Safety Strategy 2016 – 2021

### 1.2 Reference documents

A number of documents have been consulted throughout the study. These are discussed briefly below.

#### **Unsealed Roads Manual: Guideline to Good Practice, 3<sup>rd</sup> edition (2009), ARRB**

The purpose of the *Unsealed Roads Manual* is to provide councils and other road management authorities with guidelines on ways to better manage unsealed roads that will achieve cost-effective and transparent outcomes. In deciding when a gravel road should be sealed, the *Unsealed Roads Manual* states the following factors should be considered:

- Establish a performance management program to assess costs being incurred in maintaining the unsealed road
- Consider the traffic that will be diverted to the road from other parts of the network when the road is sealed



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- Ensure geometric design and safety features of an unsealed road are of a standard that can accommodate higher speed vehicles, should it later be sealed.
- Ensure road pavement and drainage systems are sufficient prior to sealing, to ensure full life of asset is obtained
- Results of a full life cycle economic evaluation
- Inclusion of criteria other than economic, including environmental, scenic appeal and community service obligations.
- Impact of road dust on health and safety of adjoining environments and residents

As a general rule, the *Unsealed Roads Manual* states it is difficult to economically justify sealing a road carrying less than 100 vehicles per day, whereas if it's carrying 250 vehicles per day it will probably be justified. Between these values is when an assessment including the factors listed above should be undertaken.

The *Unsealed Roads Manual* notes that it was prepared for general use, and actual operating conditions at the local level must take precedence over the general measures outlined in the manual.

#### **Surf Coast Shire Road Management Plan 2017-2021 (2017), Surf Coast Shire**

The Surf Coast Shire *Road Management Plan* was developed by Surf Coast Shire to review the management system for Council's road maintenance function that is based on policy and operational objectives as well as available resources. The document provides a classification of all roads within the Surf Coast Shire and a register of responsible authorities for each. This plan was endorsed by Council in June 2017.

#### **Infrastructure Special Rate or Charge Scheme Policy (2014), Surf Coast Shire**

The *Infrastructure Special Rate or Charge Scheme Policy* outlines the circumstances and way new or improved infrastructure works are undertaken with financial contributions from benefiting property owners. This contribution is obtained through a special rate or charge scheme, having regard to the special benefit received by those properties and the level of benefit received by the wider community. The procedures for developing and managing a scheme follow legislation outlined in the 1989 Local Government Act.

#### **Surf Coast Shire Rural Road Network Management Plan (2015), AECOM**

The *Rural Road Network Management Plan* provides a framework which can be used to prioritise when, why, how and in what form, an upgrade to the sealed, rural road network is appropriate based on an objective, evidence based approach. This study was a precursor to this current study.

#### **Surf Coast Shire Road Asset Management Plan (2010), Surf Coast Shire**

The *Road Asset Management Plan* assists with the management of infrastructure assets and to deliver infrastructure services that meet community expectations. The document provides a Road Hierarchy for the shire, definitions of the different road classifications, guidance on the recommended level of service for each classification and a process for identifying, prioritising and undertaking renewal work.

#### **Surf Coast Economic Snapshot 2014 (2014), Surf Coast Shire**

The *Economic Snapshot* document provides an overview of the economic and demographic aspects taking place in the shire, measuring these trends against other regions and municipalities for benchmarking purposes. A range of data is provided on population and employment growth, and other economic indicators.

#### **Surf Coast Shire Pathway Strategy (2012), Surf Coast Shire**

The *Pathway Strategy* outlines Council's strategy for maintaining and upgrading its pathways, including pedestrian, cycling and shared use paths. Key projects are identified, costed and prioritised for funding over a ten-year period.

#### **Surf Coast Shire Asset Management Database, Surf Coast Shire**

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The *Asset Management Database* is maintained and updated by Council. It contains various characteristics of road segments within Surf Coast Shire, with the purpose of informing decision making relating to road maintenance. See section 4.1 for further information about the Asset Management Database.

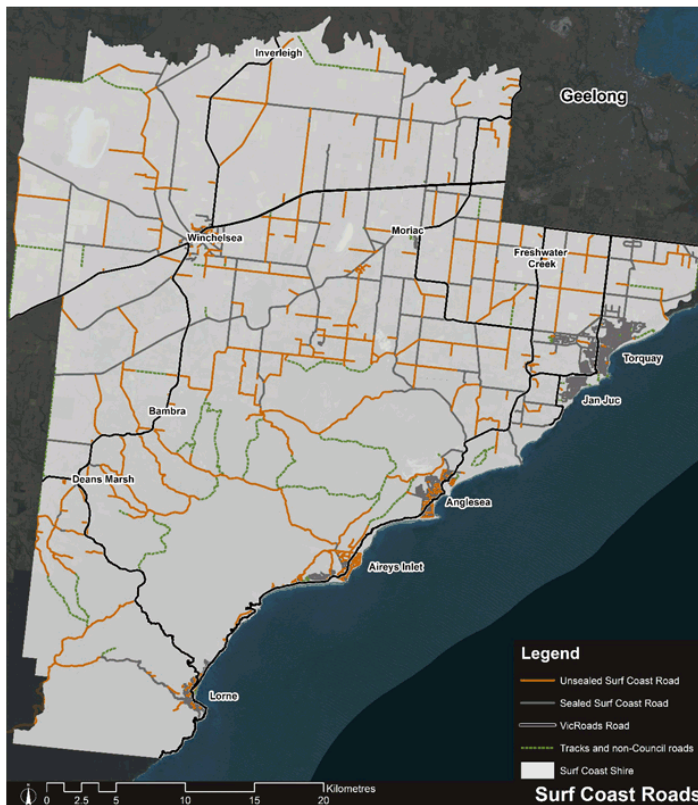
### 1.3 Study area

The study area is illustrated in Figure 1, and the unsealed road networks in the below townships are illustrated in the corresponding figures:

- Winchelsea - Figure 2
- Torquay, Jan Juc and Bellbrae - Figure 3
- Anglesea and Point Roadknight - Figure 4
- Aireys Inlet, Fairhaven, Moggs Creek and Eastern View - Figure 5
- Lorne - Figure 6

The source of road segments for these figures was Council's Asset Management Database. A complete list of the unsealed road segments considered in this study is provided in Appendix A.

Figure 1 Study area – full extent



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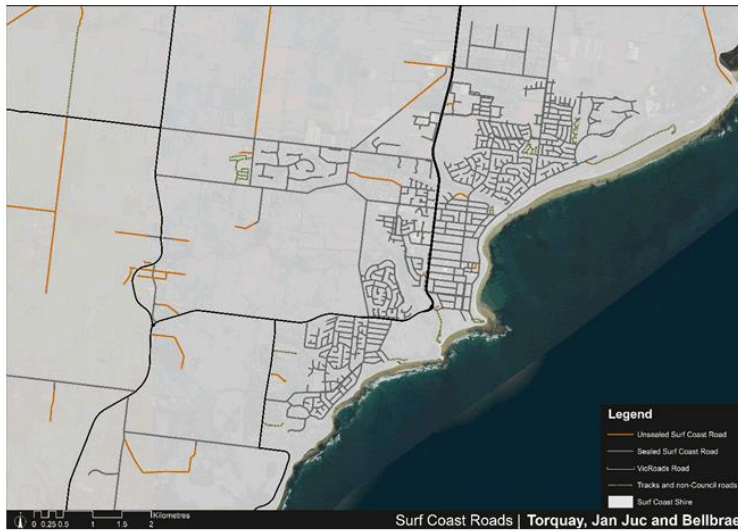
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Figure 2 Study Area – Winchelsea



Figure 3 Study Area – Torquay, Jan Juc and Bellbrae



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Figure 4 Study Area – Anglesea and Point Roadknight



Figure 5 Study Area – Aireys Inlet, Fairhaven, Moggs Creek and Eastern View

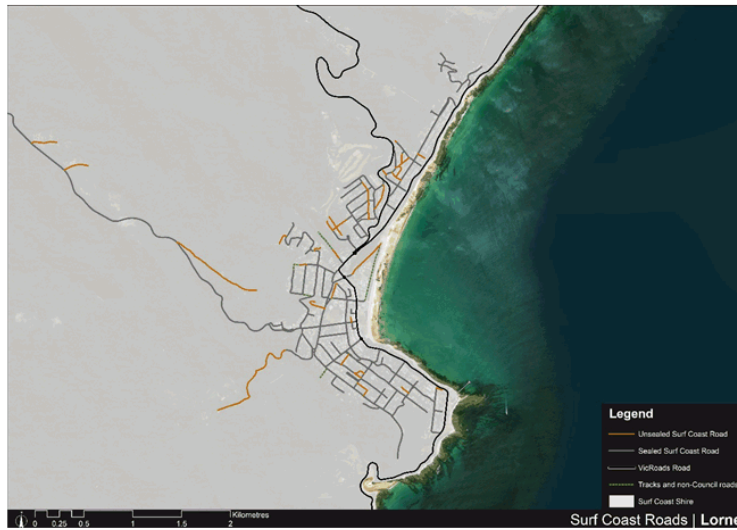


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Figure 6 Study Area – Lorne



## 2.0 Unsealed road management

Under the Local Government Act (1989), all Victorian Councils are required to update their road management plans within 12 months of a new electoral term. This section contains a brief literature review of some of the current Victorian Council road management plans, with an objective of understanding how other Councils manage their unsealed road network and what mechanisms they use to fund these activities.

### **Campaspe Shire Council**

Campaspe's *Road Management Plan*, adopted in May 2017, was developed to establish a management system for the inspection and repair of municipal roads, including approximately 2,900 kilometres of unsealed (gravel and earth) roads.

Under the Plan, routine asset inspections are undertaken in accordance with the road hierarchy and sub hierarchy classification. Inspection frequency for unsealed roads is as follows:

- Rural and urban gravel and earth collector roads are to be inspected during the day four times per year, and once during the night every two years
- Rural and urban gravel access roads are to be inspected two times per year during the day, and once during the night every two years
- Rural and urban earth access roads are to be inspected once every two years during the day, with no inspections required during night time.

Guided by the Plan, road defects are repaired within a specified response time once they reach a certain intervention level. Response times vary from 1 day for emergency works, to 120 days for more holistic and involved intervention works, such as management of rutting.

### **Golden Plains Shire Council**

In its *Road Strategy* (2013), Golden Plains Shire Council sought to update its approach to identifying gravel roads for upgrade; previously upgrades had been based purely on traffic volumes. In addition to traffic volumes, the following criteria were also considered:

- Number of properties along a road
- Number of dwellings in a cluster, or a cluster of properties accessed from a road
- Safety issues
- Designated bus route
- Tourist route or community feature that attracts motorists not familiar with the road condition
- Number of commercial vehicles using the road
- Importance of the road as part of a linkage route

Using 2009 ARRB guidance, different criteria were established for rural and township gravel roads, based firstly on traffic volumes, but also considering the criteria listed above. The strategy also lists criteria in which narrow unsealed roads should receive localised widening to improve safety.

### **City of Ballarat**

In a response to increased demand from the community for the upgrade of unsealed roads, City of Ballarat introduced the *Sealing of Unsealed Road Policy* (2015). The purpose of the policy is to establish clear guidelines and principles for the assessment of warrants for upgrading unsealed road; and facilitate the application of equitable and reasonable principles when determining whether an unsealed road should be sealed. The following criteria are considered:

- Traffic Amenity: traffic volumes, gradient, traffic speed limit, commercial vehicle density
- Community Benefit: development density, building setback, traffic growth, special need
- Financial Benefit: return on investment—construction cost vs future maintenance costs

Funding is provided via the Council's annual capital works budget and the commencement of projects subject to available budget funding.

#### **Pyrenees Shire Council**

The Pyrenees Shire Council *Gravel Roads Strategy (2017)* provides a strategic direction on how to deliver gravel road maintenance and renewal that meets community expectations. Some of the recommendations include:

- To budget for the use of higher durability seals as a response to amenity and maintenance issues related to gravel roads in urban areas
- Council to use its power to restrict access to heavy vehicles on certain gravel roads where alternative access is available to protect roads from damage
- Additional training provided to grader operators to ensure grading techniques continue to have regard to industry practices, recognising constraints and demands on the networks

Several funding mechanisms were considered in this policy, including a special charge scheme to apply to beneficiaries of projects. However, the document suggested that Council apply for a higher rate cap in order to fund such upgrades.

#### **Mornington Peninsula Shire**

The Mornington Peninsula Shire *Unmade Roads Construction Strategy (2006)* used a multi-criteria assessment to prioritise the upgrade of Mornington Peninsula Shire's roads. The criteria include:

- Environmental impact, including topography of land surrounding the road and distance between the road and the nearest waterway
- Economic impact, including level of abutting development, road classification, annual grading frequency and crash history
- Requests for construction from local community members
- Average annual daily traffic volumes

Seasonal impacts associated with tourism were not included in the analysis.

The strategy states that the sole purpose of the multi-criteria assessment was to evaluate and prioritise unmade roads for construction. For this reason, the analysis focussed on the negative impacts created by the presence of unmade roads within the municipality.

The strategy does, however, note that unmade roads are valued by some members of the Mornington Peninsula community. While these values were not considered in the multi-criteria assessment, they were noted as important for consideration during the implementation of the strategy.



### 3.0 Methodology

The methodology for this *Unsealed Road and Street Network Strategy* is based on the methodology applied for the *Rural Road Network Management Plan* that AECOM provided to Council in 2015. Variations were made, however, due to availability of new data and requirements that are specific to the unsealed road network. The methodology for this report is shown in Figure 7 below.

Figure 7 Process undertaken to develop the Unsealed Road Network Strategy and MCA tool

#### 1. Data Collection and Review

Surf Coast Shire provided the majority of data, including GIS data of dwelling plots and road segments. AECOM sourced additional crash statistics, land use and population projection data to inform the analysis. The data collected was reviewed by AECOM in consultation with Surf Coast Shire, and refinements were made to improve its accuracy.

#### 2. GIS Analysis

Data was analysed and edited in ArcGIS to determine the strategic performance, quality, traffic volume and safety of each road link, as well as develop an understanding of population growth areas and how many dwellings border each road link.

#### 3. Development of Multi-Criteria Analysis Tool

Database files from the GIS analysis were exported to excel and used as inputs for development of a multi-criteria assessment tool. This tool allows each road segment to be analysed individually and within the broader context of the entire unsealed road network. The assessment criteria include:

- Strategic routes (section 4.2)
- Road surface condition
- Severity of vehicle crashes (section 4.3)
- Population growth (section 4.4)
- Number of bordering dwellings (section 4.5)
- Traffic volumes on each road link (section 4.6)

These criteria were weighted in consultation with Surf Coast Shire.

#### 4. Assessment of Road Sections

The results of the multi-criteria assessment tool identified the highest priority sections for road maintenance or upgrade. These were sense checked with Surf Coast Shire to ensure that the weightings applied for the multi-criteria assessment tool did not under or over emphasise road segments of concern.

## 4.0 Project inputs

Project inputs for analysis of unsealed Surf Coast Shire roads are summarised in Table 1.

**Table 1 Data inputs**

Data	Source
Surf Coast Shire Asset Management Database	Surf Coast Shire GIS file
Population growth	Forecast.id
Dwelling locations	Surf Coast Shire GIS file and data.vic.gov.au
Crash statistics	VicRoads GIS file
VicRoads declared roads	VicRoads GIS file

### 4.1 Asset Management Database

The Surf Coast Shire has a comprehensive Asset Management Database for their road network, which among other things includes:

- Road segment name, description, locality, hierarchy classification and ID
- Surface type of each road segment
- Owner and manager of each road segment
- Whether a road segment is used by a school bus route
- Road segment pavement condition
- Traffic volumes

The database contains 627 unsealed road segments, which formed the foundation for development of AECOM's MCA tool.

### 4.2 Strategic routes

A number of strategic routes were identified for development of the Sealed Road Network Management Plan that AECOM provided to Surf Coast Shire in September 2015. These routes were reviewed in consultation with Surf Coast Shire for the purpose of this report and, in some instances, adapted to reflect network updates. Inclusion of strategic routes in the analysis serves to differentiate roads that purely serve local residents from roads that serve a wider catchment and/or a specific class of users. The strategic routes include inter-township routes, school bus routes, cycle routes, industrial and agricultural routes and seasonal and tourist routes. They are discussed sequentially below.

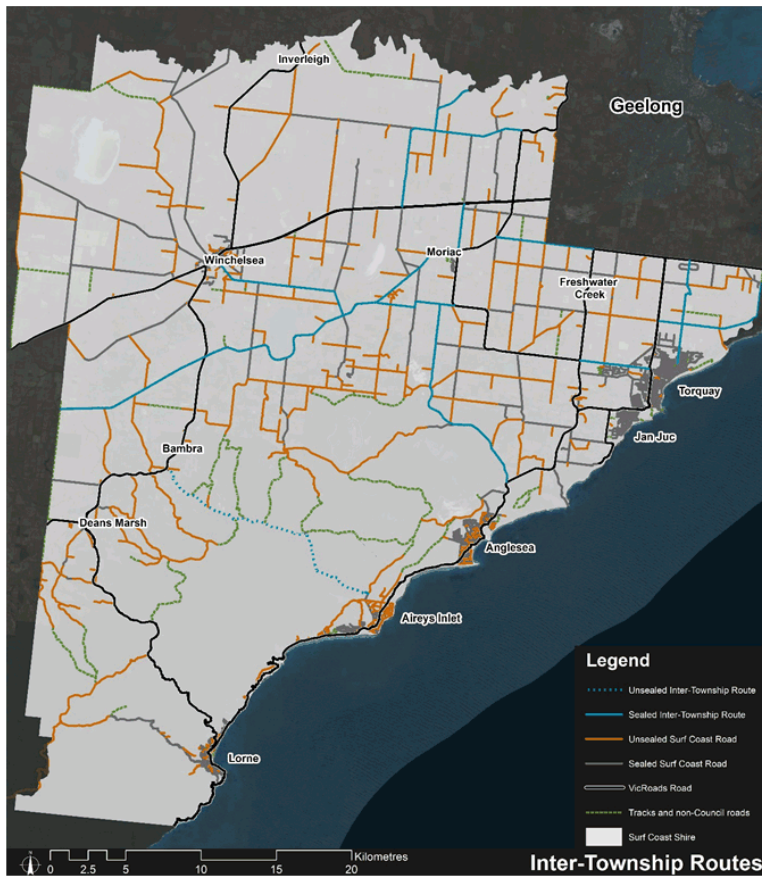
Emergency service routes were also considered, however were not included in the analysis as they were all found to be on sealed roads controlled and maintained by VicRoads.

#### 4.2.1 Inter-township routes

While a number of important inter-township routes were identified, the only inter-township route on the unsealed road network is Bambra-Aireys Inlet Road, which connects Winchelsea-Deans Marsh Road (VicRoads controlled) to Aireys Inlet and the Great Ocean Road.

The entire inter-township network is illustrated in Figure 8 below.

Figure 8 Inter-township routes under Council management

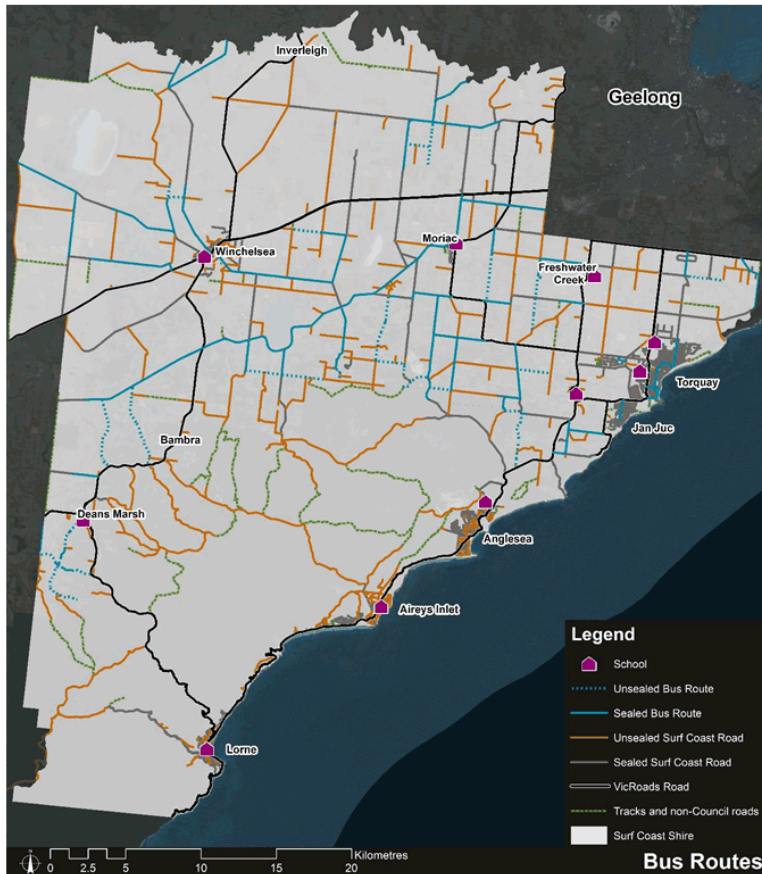


#### 4.2.2 School bus routes

Surf Coast Shire's Asset Management Database classifies a number of road segments within the study area as being part of a school bus route. These are illustrated in Figure 9 below.

School bus routes that utilise the unsealed road network are summarised in Table 2.

Figure 9 Bus routes on roads under Council management



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Table 2 Unsealed road network bus routes

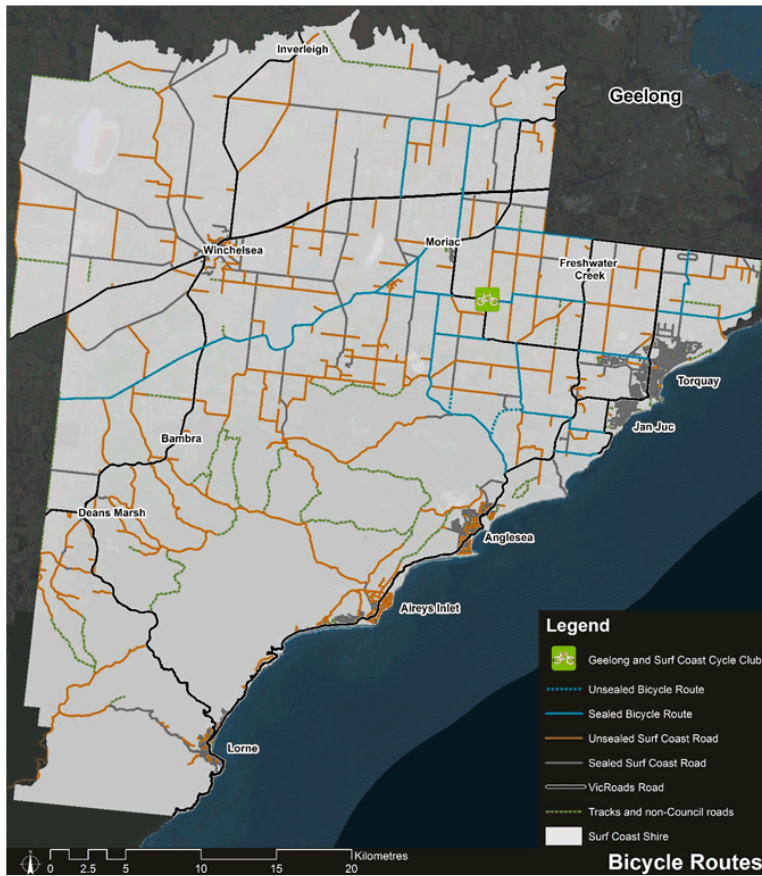
Route	Description
Blacks Road and Shelford Road	The bus routes on these unsealed roads connect to Barwon Park Road and a sealed section of Shelford Road
Brickmakers Road and Fultons Lane	The bus routes on these unsealed roads connect to Winchelsea-Deans Marsh Road (VicRoads controlled) between Deans Marsh and Bambra
Buckley School Road	East of Winchelsea, the unsealed portion of this road connects Wainewrights Lane to the intersection of Mt Pollock Road where it becomes sealed
Dangers Road, Nobles Road, Tanners Road and Thielemanns Road	The bus routes on these unsealed roads connect Dangers Road south of Layard Road near Modewarre to Forest Road
Elkington Road and Gundrys Road	These unsealed roads connect the Great Ocean Road (VicRoads controlled) to Eagle Point Road towards the north
Gherang Road	The bus network on this unsealed road connects from the eastern point of Prices Road to Wormbete Station Road
Hunts Road	The unsealed portion of Hunts Road used by school buses connects Grassdale Road near Henry Main Road (VicRoads controlled) to the intersection of Dickins Road where it becomes sealed
McCanns Road	This stretch of unsealed road in Connewarre is located east of Horseshoe Bend Road
Monohans Road and Reads Road	These roads in Gnarwarre connect to Barrabool Road
Nortons Road	This unsealed road in Bellbrae connects to Vickerys Road towards the west
Pettavel Road	Running north-south near Freshwater Creek, this section of unsealed road used by school buses connects between Loutitt Bay Road and just north of Thompson Creek where it becomes sealed
Pennyroyal Station Road and Pennyroyal Valley Road	The bus routes on these unsealed roads connect to Deans Marsh-Lorne Road (VicRoads controlled), south of Deans Marsh
Portreath Road	This unsealed road in Bellbrae connects two sealed roads; Forest Road and Flaxbournes Road
Wormbete Station Road	The bus route on this unsealed road connects from Prices Road to Wurdale Road

#### 4.2.3 Cycle routes

The cycle routes managed by Surf Coast Shire are illustrated in Figure 10 below. While most of the cycle routes use the sealed road network, the unsealed Flaxbournes Road in Paraparap and Gundrys Road in Bellbrae also accommodate cyclists.

The cycle routes were identified using Council's Pathway Strategy (2012), the VicRoads Principal Bicycle Network and Council's 2015 Rural Road Network Management Plan.

Figure 10 Cycle routes under Council management

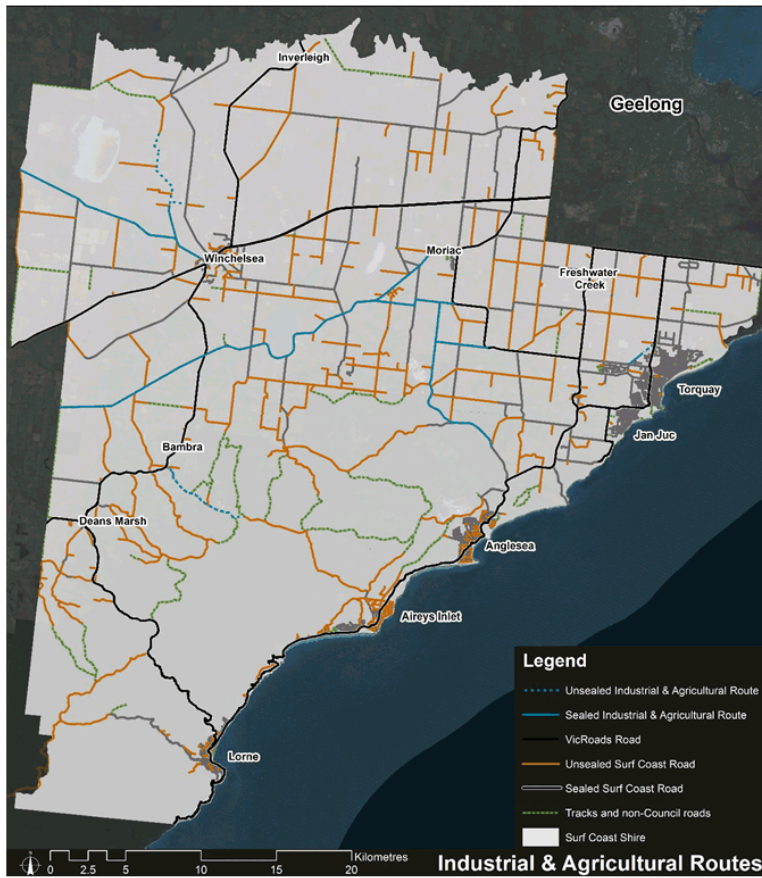




#### 4.2.4 Industrial and agricultural routes

As illustrated in Figure 11, a number of important industrial and agricultural routes were identified in Surf Coast Shire, most of them on the sealed road network. The industrial and agricultural routes on the unsealed road network are the Bambra-Aireys Inlet Road, which is discussed above in section 4.2.1, the north east portion of Messmate Road in Torquay which connects to the Surf Coast Highway, and the southern portion of Shelford Road and Blacks Road to the north west of Winchelsea which connect to a piggery.

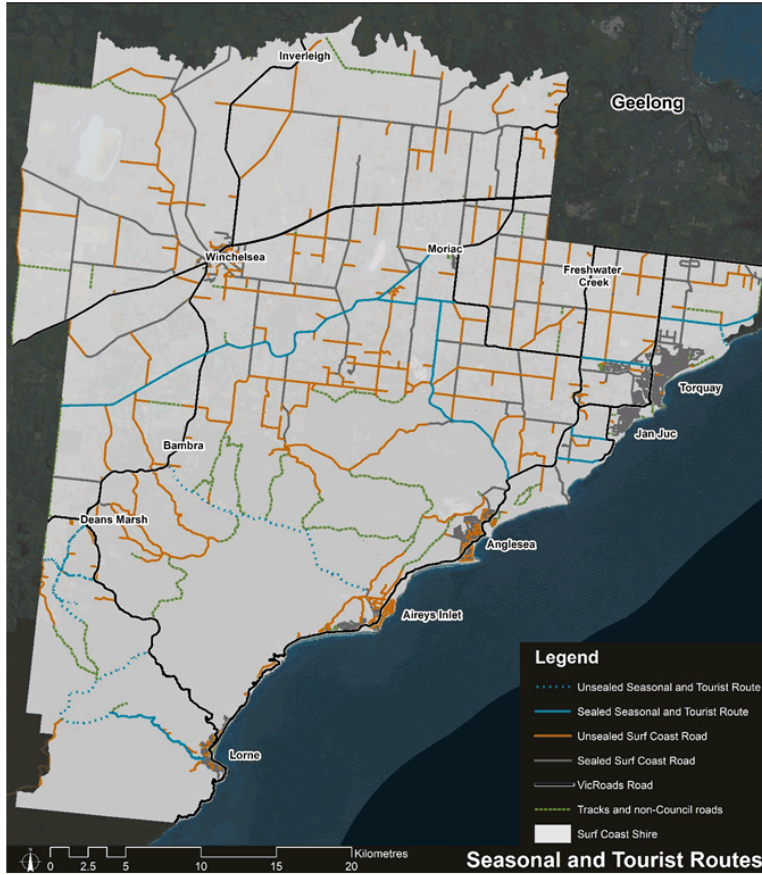
Figure 11 Industrial and agricultural routes under Council management



#### 4.2.5 Seasonal and tourist routes

Routes that experience a significant increase in utilisation during summer are illustrated in Figure 12 and summarised in Table 3 below.

Figure 12 Seasonal and tourist routes under Council management





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Table 3 Unsealed seasonal and tourist routes

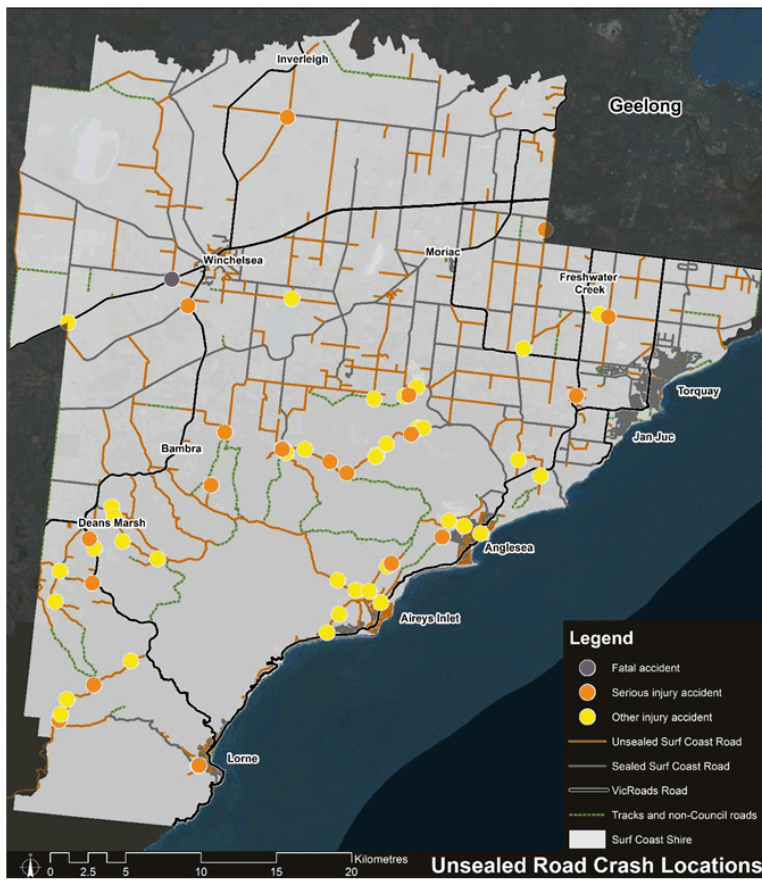
Route	Description
Pennyroyal Station Road and Pennyroyal Valley Road	The seasonal and tourist routes on these unsealed roads connect to Deans Marsh-Lorne Road (VicRoads controlled), south of Deans Marsh
Point Impossible Road	This north-south route to the east of Torquay Airport connects between Blackgate Road and Point Impossible Car Park
Inlet Crescent and Reserve Road	These unsealed roads connect from the Great Ocean Road to the Aireys Inlet Lighthouse
Bambra-Aireys Inlet Road	This road connects Winchelsea-Deans Marsh Road (VicRoads controlled) to Aireys Inlet and the Great Ocean Road
Erskine Falls Road and Benwerrin-Mt Sabine Road	These roads experience a significant increase in utilisation during the Falls Festival period.
Forest Road	Hinterland link to Anglesea

### 4.3 Crash statistics

Crash statistics are collected and published for every single reported crash on Victorian roads by VicRoads. Among other statistics, the database includes road speed, vehicle make and model, driver demographic, number of occupants and severity of crash. For the purpose of this report, severity of crashes that have occurred on unsealed Surf Coast Shire roads or on the sealed network but within 20 metres of an unsealed road intersection during the past five years were examined. Crashes prior to this time period were excluded to eliminate the risk of misrepresenting the current conditions on the road network.

The locations of all crashes resulting in an injury during the past five years are illustrated in Figure 13 below.

Figure 13 Unsealed road crash statistics (past five years)

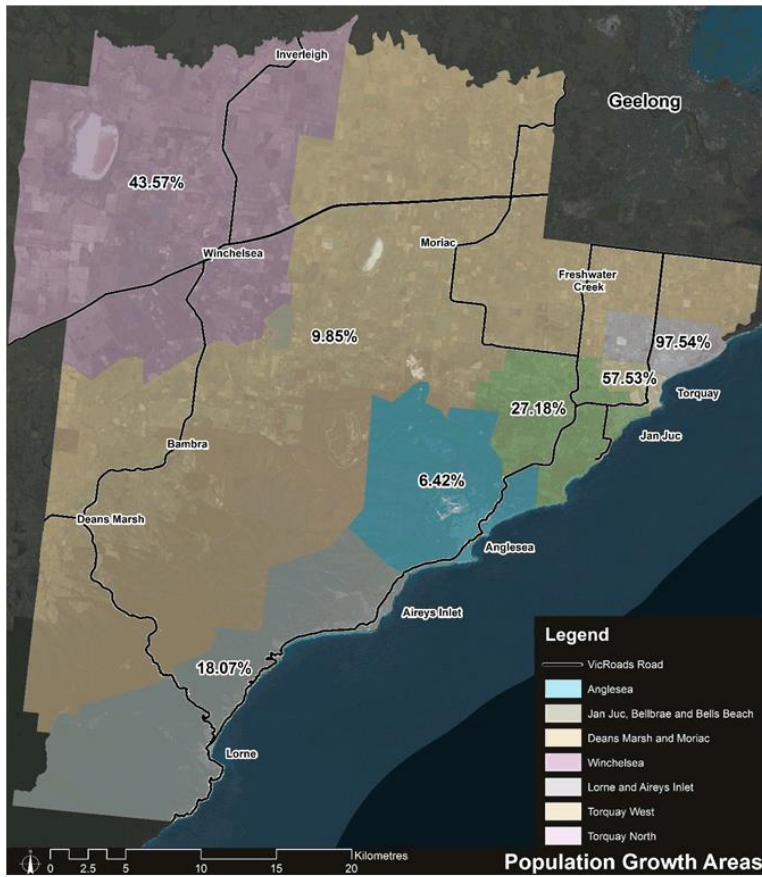


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#### 4.4 Population growth

Forecast id project the population of the Surf Coast Shire will increase from its current permanent population of around 30,000 to approximately 44,000 in 2036. This projection is based on the age structure, household types and residential development activity in seven areas of the Surf Coast Shire. These seven areas and corresponding projected growth are illustrated in Figure 14 below. Note that population growth associated with the Armstrong Creek development is not included as it is located to the north east of Freshwater Creek in Greater Geelong.

Figure 14 Population growth catchments



#### 4.5 Dwellings

Urban and rural dwellings were determined through proximity analysis in ArcGIS. In urban precincts, dwellings within 20 metres of an unsealed road segment were selected, while in rural precincts the distance was increased to 50 metres to allow for wider road reserves. Note that the method applied double counts dwelling land plots that are within proximity of two road segments (for example, corner dwelling plots). This is viewed as appropriate as a corner dwelling would likely benefit from the upgrade of each bordering road.

Dwellings bordering unsealed road segments are illustrated in Figure 15 through Figure 20.

Figure 15 Dwellings bordering unsealed roads under Surf Coast Shire management – full extent

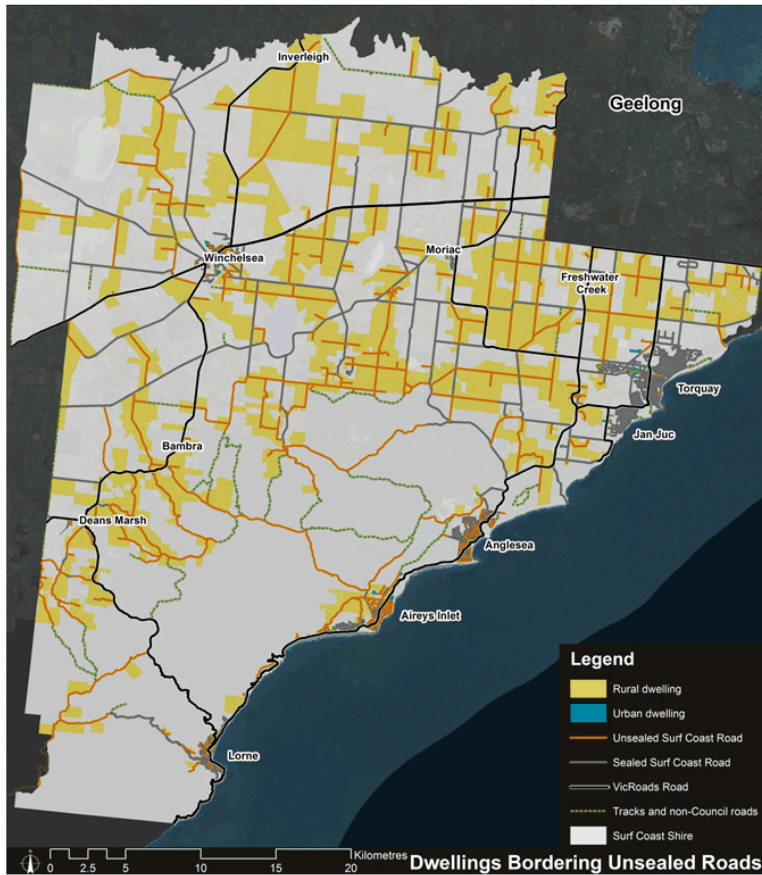


Figure 16 Dwellings bordering unsealed roads under Surf Coast Shire management – Winchelsea

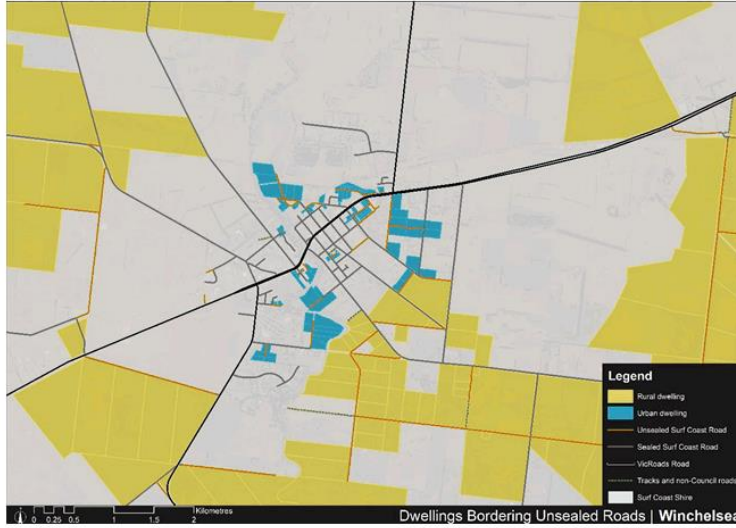


Figure 17 Dwellings bordering unsealed roads under Surf Coast Shire management – Torquay, Jan Juc and Bellbrae

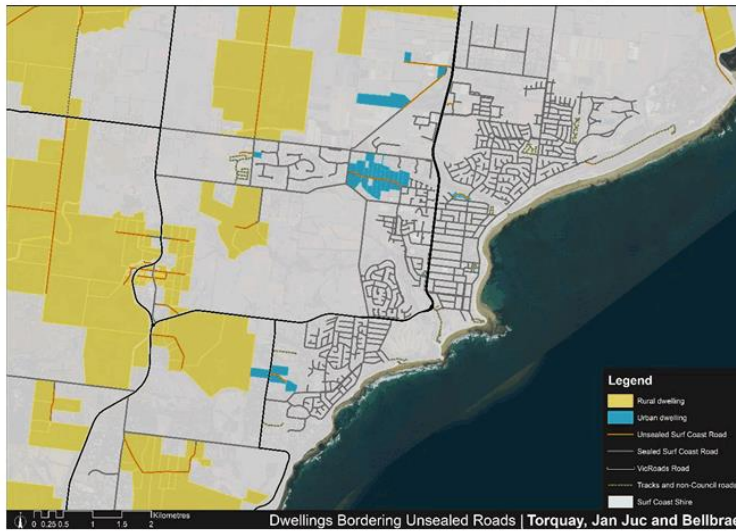




Figure 18 Dwellings bordering unsealed roads under Surf Coast Shire management – Anglesea and Point Roadknight

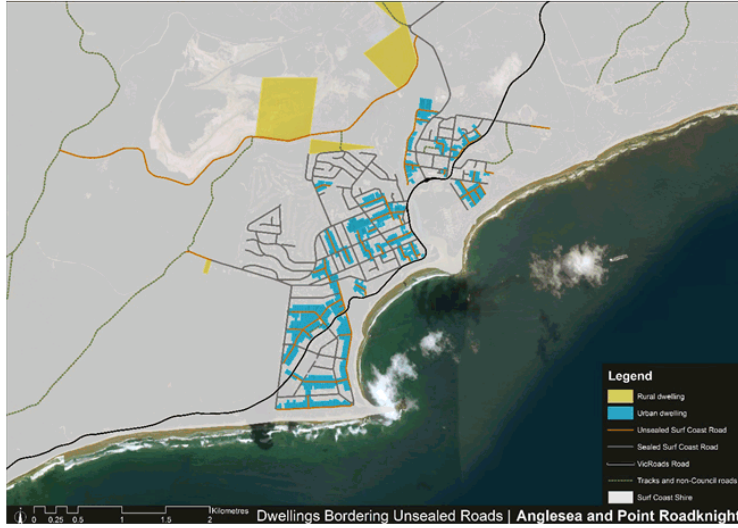


Figure 19 Dwellings bordering unsealed roads under Surf Coast Shire management – Aireys Inlet, Fairhaven, Moggs Creek and Eastern View

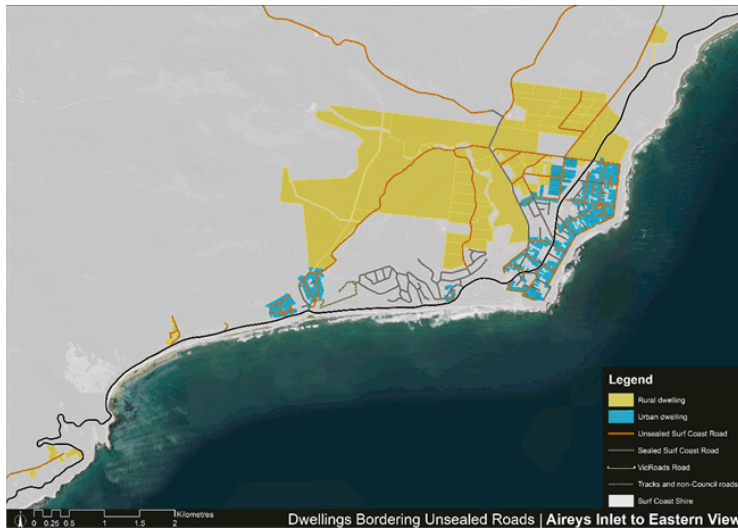
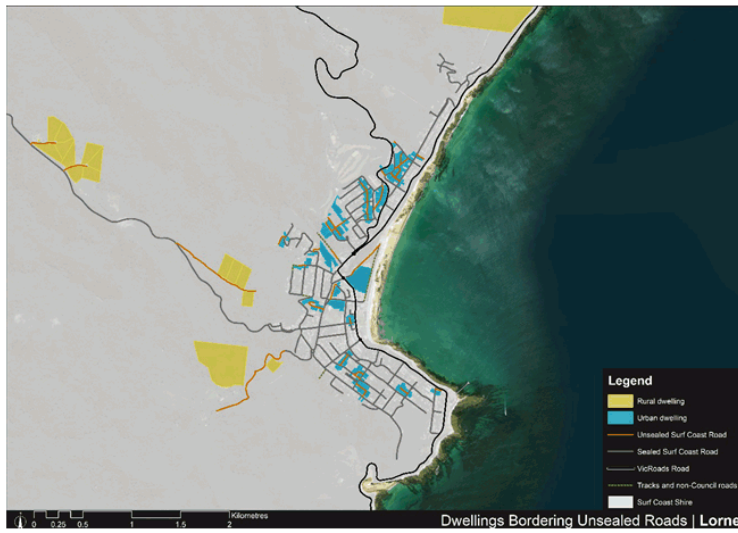


Figure 20 Dwellings bordering unsealed roads under Surf Coast Shire management- Lorne



#### 4.6 Traffic volumes

Surf Coast Shire's Asset Management Database contains traffic volumes for 258 of the 627 unsealed road segments; consequently 369 unsealed road segments contain no traffic volume data. AECOM attributed a traffic volume to these latter segments based on the below characteristics:

- Characteristic one – allocate traffic volume based on the volume of a joining road segment, or a road segment in the same street where there are no major intersections between the two segments that would significantly influence traffic volume
- Characteristic two – allocate traffic volume based on a nearby segment that was viewed to have a similar volume due to configuration of the road network and surrounding origin and destination points
- Characteristic three – the traffic volume was determined by multiplying the number of abutting dwellings by five. This was viewed as suitable for roads that do not have a function as a thoroughfare, such as courts and other minor residential roads. The multiplier of five was selected based on an observation of the relationship between the traffic volumes on similar non-thoroughfare roads and the number of abutting dwellings.

#### 4.7 Costs

Cost figures provided by Council are provided in Table 4.

Table 4 Assumed Costs

Treatment type	Assumed cost per lineal kilometre	Frequency
Full construction and seal (urban road), including provision of underground drainage and provision for driveways	\$400,000	N/A
Full construction and seal (rural road)	\$200,000	N/A
Gravel re-sheeting	\$30,000	10 – 12 years
Pavement modification	\$9,000	N/A
Dust suppression	\$3,000	Annually



## 5.0 Multi-criteria assessment tool

The MCA tool was developed to identify the highest priority unsealed road segments for upgrade. It is intended to be used as a 'live' tool by Surf Coast Shire, which can be adapted over time as road conditions, populations and network priorities change.

The MCA tool has two primary inputs, one being the definition and scores of assessment criteria and the second being assessment criteria weighting. These are discussed below.

### 5.1 Definition of assessment criteria

Each unsealed road segment was assessed against the following criteria:

- Pavement condition
- Strategic importance
- Road safety
- Operational performance
- Current benefit
- Traffic volumes

#### 5.1.1 Pavement condition

Surf Coast Shire's Asset Management Database includes an assessment of the pavement condition of each road segment. Road segment conditions are ranked on a sliding scale from 1 to 10, with a condition of 1 being applied to assets in optimum condition and a condition of 10 being applied to assets that are unfit for service continuation.

The MCA scores applied to each pavement condition is shown in Table 5 below.

**Table 5 Pavement condition score allocation**

Road segment condition	Score
1. A near new asset with no visible signs of deterioration	0
2. An asset in excellent overall condition with very slight condition decline	0
3. An asset in very good overall condition but with some early stages of deterioration evident	1
4. An asset in good overall condition but with some obvious deterioration evident	1
5. An asset in fair overall condition deterioration in condition would be obvious	2
6. An asset in Fair to poor overall condition. The condition deterioration would be quite obvious	2
7. An asset in poor overall condition deterioration would be quite severe	2
8. An asset in very poor overall condition with serviceability now being heavily impacted	3
9. An asset in extremely poor condition with severe serviceability problems	3
10. An asset that has failed is no longer serviceable and should not remain in service	5

### 5.1.2 Strategic importance

Strategic importance evaluation is based on the road segments that strategic routes utilise (see section 4.2). A score of three was applied to inter-township, bus and industrial and agricultural routes, while a score of two was applied to cycle and seasonal and tourist routes. In instances where unsealed road segments are used by more than one strategic route, scores are added together.

Table 6 Strategic importance score allocation

Route	Score
Inter-township route	3
Bus route	3
Industrial and agricultural route	3
Cycle route	2
Seasonal and tourist route	2

### 5.1.3 Road safety

Unsealed road segment safety is based on the severity of vehicle crashes, which is provided within the VicRoads crash statistics database (see section 4.3).

VicRoads classify the severity of all vehicle crashes into one of three categories. These categories and the corresponding scores applied for the MCA are shown in Table 7. In instances where more than one accident occurred on a road segment within the past five years, scores are added together.

Table 7 Road safety score allocation

Crash severity	Score
Crash severity 1: Fatal accident	3
Crash severity 2: Serious injury accident (at least one in accident sent to hospital, possibly admitted)	2
Crash severity 3: Other injury accident	1

### 5.1.4 Operational performance

Operational performance is based on the population projections of seven areas within Surf Coast Shire (see section 4.4).

MCA scores attributed to growth categories are shown in Table 8.

Table 8 Operational performance score allocation

Growth	Score
>75% Growth to 2036	2
50 <75% Growth to 2036	2
25 <50% Growth to 2036	1
10 <25% Growth to 2036	0
<10% Growth to 2036	0

### 5.1.5 Current benefit

As stated in section 1.0, upgrades to the unsealed network are managed under the Infrastructure Special Rate or Charge Scheme policy. Under this policy, equitable financial contributions are sought from property owners who will derive access or amenity benefits from the upgrade that are additional to or greater than the benefits to other properties. Individual property contributions depend upon the benefit received from the proposed works. Often the amounts contributed by individual owners vary. A key objective of the scheme is to ensure the solutions developed are cost effective, affordable and of a standard that meets community expectations.

The current benefit in this analysis is based on the cost of sealing a road segment, divided by the number of dwellings attached to that road segment. Note that this methodology differs between the cost of sealing rural and urban roads (see section 4.7). This methodology contains a key limitation in that it assumes the only beneficiaries of a road upgrade are those that own properties abutting the road. While this provides an indication of benefit, it is limited in that some property owners abutting the road may access their properties without using the upgraded road (for example, corner properties), while other property owners that do not directly border the upgraded road may depend upon it to access their property.

MCA scores attributed to current benefit are shown in Table 9 below.

Table 9 Benefit score allocation

Cost	Score
Cost per dwelling is less than \$5,000	5
Cost per dwelling is between \$5,000 and \$10,000	4
Cost per dwelling is between \$10,000 and \$30,000	3
Cost per dwelling is between \$30,000 and \$50,000	2
Cost per dwelling is between \$50,000 and \$200,000	1
Zero dwelling are attached to a road link, or cost per dwelling is greater than \$200,000	0

### 5.1.6 Traffic volume

As noted in section 1.2, ARRB states it is difficult to justify sealing an unsealed road if it accommodates fewer than 100 vehicles per day. Due to limitations in the application of traffic volumes across the entire unsealed road network (see section 4.6); a more conservative minimum threshold of 80 vehicles per day was applied as a means to exclude unsealed road segments in Surf Coast Shire from further analysis. The exception to this is road segments that serve a strategic function (see section 4.2), which were included in the analysis regardless of traffic volume.

Of the 627 unsealed road segments, the above methodology excluded 460 segments, meaning 167 remained for analysis.

MCA scores attributed to traffic volume are shown in Table 10 below.

Table 10 Traffic volume

Traffic volume	Score
Traffic count greater than 500	4
Traffic count between 200 and 500	2
Traffic count between 80 and 200	1
Traffic count less than 80	Road segment excluded from analysis, unless it also serves a strategic function

## 5.2 Assessment criteria weighting

The assessment criteria were weighted in consultation with Surf Coast Shire. The weightings preference strategic importance and road condition as inputs influencing the prioritisation of unsealed road network upgrades.

The weightings applied to each assessment criteria is shown in Table 11 below.

Table 11 Assessment criteria weighting

Criteria	Weight
Strategic importance	3
Current benefit	3
Crash severity	3
Traffic count	3
Condition	1
Growth	1

## 6.0 Assessment results

The MCA scores for the 167 unsealed road segments included in the analysis range from three to 36, with an average score of 15.97. The average score for 127 rural road segments is 16.07, and the average score for 40 urban road segments is 15.65. These averages are similar as although rural unsealed road segments receive higher scores associated with strategic function (i.e., inter-township routes, bus routes etc), urban unsealed road segments receive higher scores due to the lower seal costs per dwelling, which allows for proportionately greater public contributions under Council's Infrastructure Special Rate or Special Charge Scheme policy.

As shown in Table 12 below, the highest priority upgrade segments are largely rural, with Hopkins Street in Aireys Inlet being the one exception for segments with MCA scores 24 and above.

Table 12 Top 15 priority upgrade routes

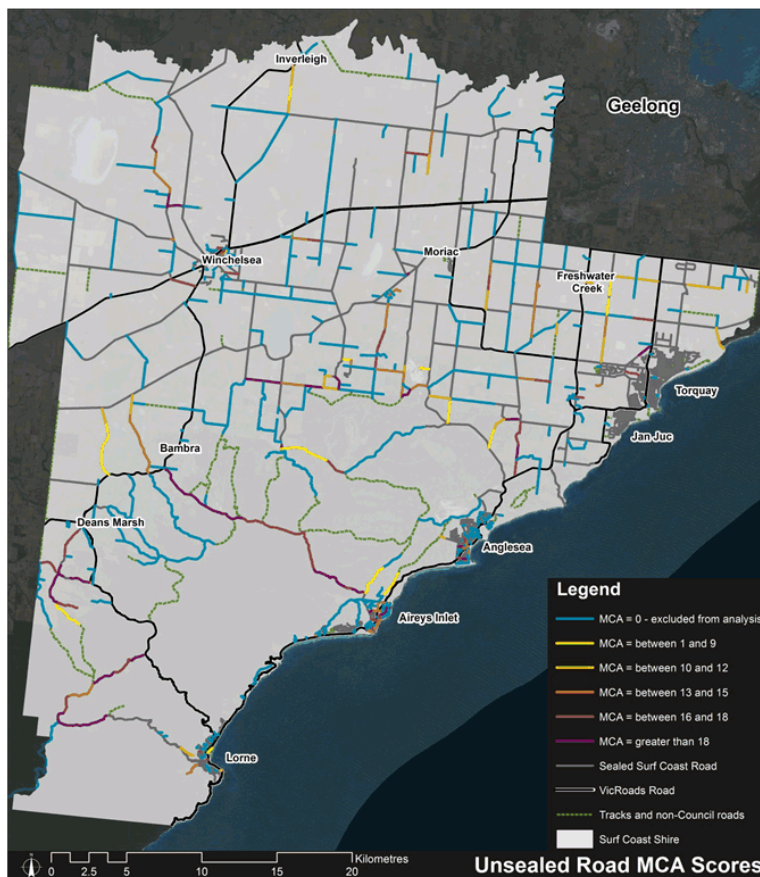
Road name	Location	Segment	Road type	MCA Score	Seal cost
Bambra-Aireys Inlet Road	Bambra	007.1 - Property No 215 RHS To Bend Right	Rural	36	\$226,000
Bambra-Aireys Inlet Road	Bambra	006.2 - Property 355 RHS To Property 215 RHS	Rural	33	\$246,000
Bambra-Aireys Inlet Road	Bambra	006.1 - Jinda Park La To Property No 355 RHS	Rural	31	\$143,000
Pennyroyal Station Road	Pennyroyal	001 - Deans Marsh/Lorne Rd To Pennyroyal Valley Rd	Rural	30	\$280,000
Bambra-Aireys Inlet Road	Bambra	005.1 - Retreat Rd (From Ch 11700m) To Ch 12700m	Rural	30	\$200,000
Bambra-Aireys Inlet Road	Bambra	005.2 - From Ch 12700m To Jinda Park La	Rural	30	\$214,000
Bambra-Aireys Inlet Road	Bambra	007.2 - Bend Right To Start of Seal of WC/DM Rd	Rural	30	\$143,000
Bambra-Aireys Inlet Road	Aireys Inlet	004.2 - Old Telegraph To Retreat Rd	Rural	28	\$122,000
Gundrys Road	Bellbrae	007 - Vickers Rd + 138 m To Eagle Point Rd	Rural	28	\$181,400
Blacks Road	Winchelsea	001 - Shelford Rd To Barwon Park Rd	Rural	25	\$216,000
Benwerrin-Mt Sabine Road	Benwerrin	002 - Pennyroyal Track To Norman Track	Rural	24	\$387,800
Pennyroyal Station Road	Pennyroyal	003 - Deans Marsh/Lorne Rd To Pennyroyal Valley Rd	Rural	24	\$76,000
Benwerrin-Mt Sabine Road	Benwerrin	004.2 - No 755 To Erskine Falls Rd	Rural	24	\$171,000
Wormbete Station Road	Wurdi Boluc	003 - Centre Rd To Wensleydale Sta Rd	Rural	24	\$212,000
Erskine Falls Road	Lorne	006 - Segment Change To Benwerrin/Mt Sabine Rd	Rural	23	\$186,400

MCA scores for unsealed roads within the entire study area are illustrated in Figure 21 below. MCA scores for unsealed roads within the below townships are illustrated in the corresponding figures:

- Winchelsea – Figure 22
- Torquay, Jan Juc and Bellbrae – Figure 23
- Anglesea and Point Roadknight – Figure 24
- Aireys Inlet, Fairhaven, Moggs Creek and Eastern View – Figure 25
- Lorne – Figure 26

A complete list of MCA scores is provided in Appendix A.

Figure 21 MCA scores – full extent



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Figure 22 MCA Scores – Winchelsea



Figure 23 MCA Scores – Torquay, Jan Juc and Bellbrae

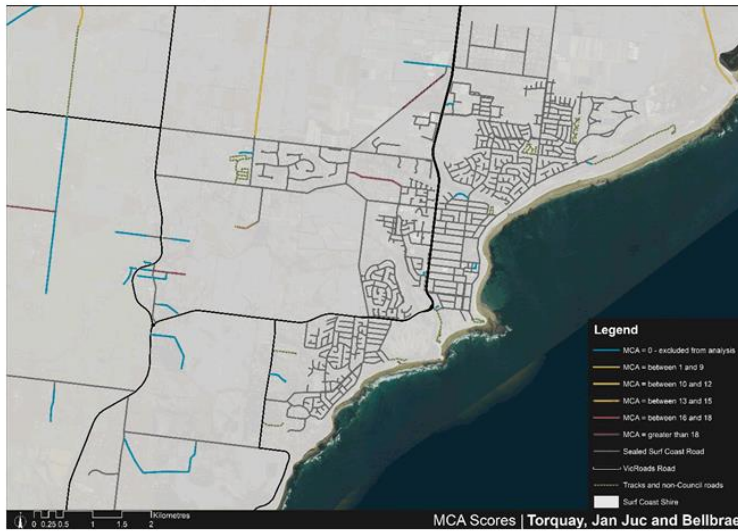




Figure 24 MCA Scores – Anglesea and Point Roadknight



Figure 25 MCA Scores – Aireys Inlet, Fairhaven, Moggs Creek and Eastern View

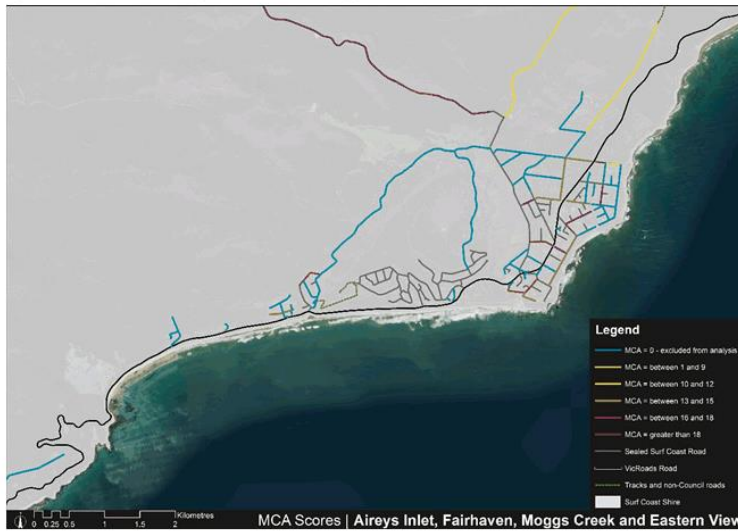
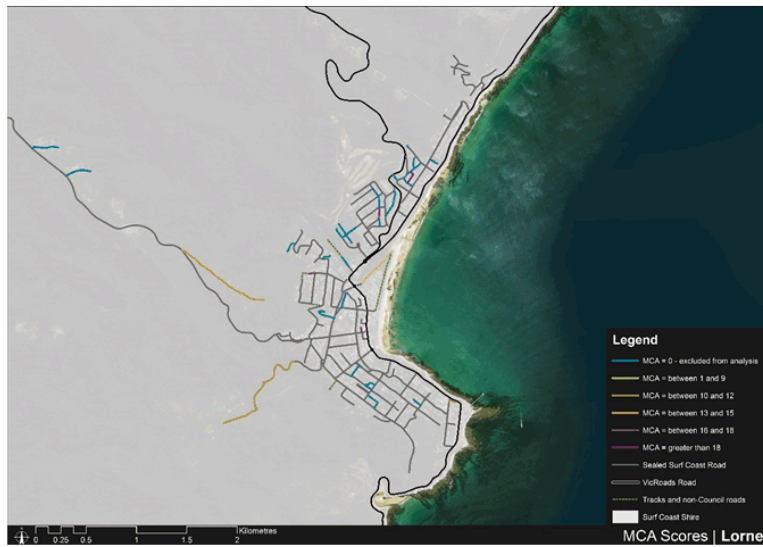




Figure 26 MCA Scores – Lorne



The cost to upgrade road segments within each MCA category is shown in Table 13 below. Roads excluded from the analysis due to low traffic volumes and lack of a strategic function would cost \$69,912,000 to seal.

Table 13 Cost to upgrade segments by MCA category

MCA category	Cost
MCA less than 10	\$4,672,800
MCA between 10-12	\$4,577,800
MCA between 13-15	\$7,899,000
MCA between 16-18	\$7,936,600
MCA greater than 18	\$7,319,600
<b>Total cost</b>	<b>\$32,405,800</b>

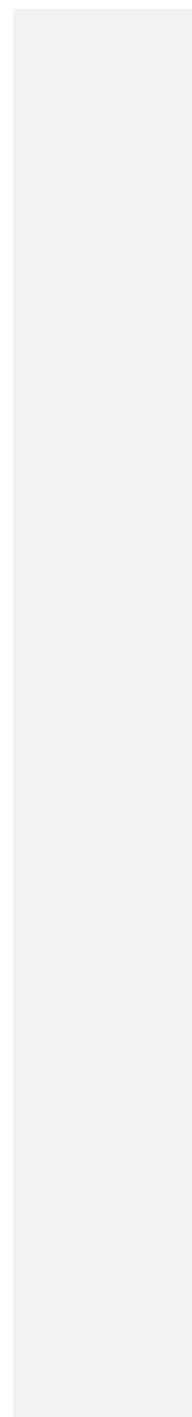
## 7.0 Conclusion

The key output from this study is the development of the Multi Criteria Assessment tool, which with regular updates, will assist in guiding the allocation of Council funding towards the permanent upgrading of its unsealed road and street network.

This Strategy will become a key reference document for the proposed Road Management Framework which will reference all related road management documents including the Infrastructure Special charge Scheme Policy and funding principles.

# Appendix A

## Assessment Results of Unsealed Road Segments



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Unsealed Road and Street Network Strategy

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## Appendix A Assessment Results of Unsealed Road Segments

The table below provides details on the road segments under consideration.

Road name	Location	Segment	Road type	Asset ID	MCA score
Aireys Street	Aireys Inlet	001 - Eagle Rock Pde To Creek	Urban	26472	<b>Excluded</b>
Aireys Street	Aireys Inlet	002 - Creek To GI Ocean Rd (Ocean Side)	Urban	28598	<b>15</b>
Aireys Street	Aireys Inlet	003.1 - Gilbert St to Pearse Rd Intersection	Urban	56646	<b>15</b>
Aireys Street	Aireys Inlet	003.3 - Pearse Rd Intersection to 40m from Bamba	Urban	56654	<b>19</b>
Alice Road	Aireys Inlet	002 - Anderson St to start of seal	Urban	29520	<b>18</b>
Allen Street	Anglesea	002 - End of Seal (No 2) to McRorie St	Urban	26480	<b>Excluded</b>
Allen Street	Lorne	004 - Gravel turning bay at the end of Allen St	Urban	29382	<b>Excluded</b>
Allenvale Road	Lorne	002 - End of Seal To End	Rural	26486	<b>15</b>
Almira Street	Anglesea	001 - McDougall St To House No 5	Urban	26488	<b>Excluded</b>
Alsops Road	Wensleydale	001 - Breakfast Crk Rd To End	Rural	26492	<b>Excluded</b>
Anderson Street	Aireys Inlet	002 - Creek To Aireys St	Urban	28597	<b>Excluded</b>
Anderson Street	Aireys Inlet	001 - intersection seal at Alice Rd to Creek	Urban	29329	<b>19</b>
Armistead Lane	Lorne	001 - Hall St To Dorman St	Urban	28619	<b>Excluded</b>
Armistead Street	Winchelsea	001 - Collins St To Gladman St	Urban	26520	<b>Excluded</b>
Armytage Street	Winchelsea	001 - Barwon River To McDonald Drive	Urban	28698	<b>Excluded</b>
Ashmore Road	Torquay	001.2 - From Ch 640m To End (Ch 1000m)	Rural	53447	<b>14</b>
Aurel Road	Deans Marsh	001.2 - End of Seal to End	Urban	26542	<b>Excluded</b>
Babenorek Track	Deans Marsh	001 - Pennyroyal Valley Road To End	Rural	28443	<b>Excluded</b>
Baker Street	Anglesea	002 - Mc Millan St To End	Urban	26561	<b>Excluded</b>
Ballanlea Road	Barrabool	001 - Barrabool Rd To Polleys Rd	Rural	26563	<b>Excluded</b>
Ballanlea Road	Barrabool	002 - Polleys Rd To End	Rural	28382	<b>Excluded</b>
Bambra Cemetery Road	Bambra	002.1 - Parkers Rd To Property No 200 Sth Side	Rural	53448	<b>Excluded</b>
Bambra Cemetery Road	Bambra	002.2 - Property No 200 To Swayns La	Rural	53449	<b>Excluded</b>
Bambra Cemetery Road	Bambra	003.1 - Swayns La (From Ch 2940m) To Ch 4065m	Rural	53450	<b>Excluded</b>
Bambra Cemetery Road	Bambra	003.2 - From Ch 4065m To Ch 5450m	Rural	53451	<b>Excluded</b>

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Unsealed Road and Street Network Strategy

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Road name	Location	Segment	Road type	Asset ID	MCA score
Bambra Cemetery Road	Bambra	003.3 - From Ch 5450m To Bambra-Boonah Rd	Rural	53452	<b>Excluded</b>
Bambra School Road	Bambra	001 - Winch/Deans Rd To Brickmakers Rd	Rural	26587	<b>Excluded</b>
Bambra-Aireys Inlet Road	Aireys Inlet	002.1 - Bambra Rd + 220 m To Painkalac Reservoir	Rural	53453	<b>21</b>
Bambra-Aireys Inlet Road	Aireys Inlet	002.2 - Painkalac Resv (From Ch 1110m) To Ch 1550m	Rural	53454	<b>18</b>
Bambra-Aireys Inlet Road	Aireys Inlet	002.3 - From Ch 1550m To Quarry Entrance	Rural	53455	<b>21</b>
Bambra-Aireys Inlet Road	Eastern View	002.4 - Quarry Entrance (From Ch 3190m) To Ch 4130m	Rural	53456	<b>19</b>
Bambra-Aireys Inlet Road	Eastern View	002.5 - From Ch 4130m To Loves Tk	Rural	53457	<b>18</b>
Bambra-Aireys Inlet Road	Wensleydale	002.6 - Loves Tk To Breakfast Ck Rd	Rural	53458	<b>18</b>
Bambra-Aireys Inlet Road	Wensleydale	003.1 - Breakfast Creek Rd To Iron Bark Spur Tk	Rural	53459	<b>18</b>
Bambra-Aireys Inlet Road	Wensleydale	003.2 - Iron Bark Spur Tk To Hammonds Rd	Rural	53460	<b>18</b>
Bambra-Aireys Inlet Road	Wensleydale	004.1 - Hammonds Rd To Old Telegraph Rd	Rural	53461	<b>16</b>
Bambra-Aireys Inlet Road	Aireys Inlet	004.2 - Old Telegraph To Retreat Rd	Rural	53462	<b>28</b>
Bambra-Aireys Inlet Road	Bambra	005.1 - Retreat Rd (From Ch 11700m) To Ch 12700m	Rural	53463	<b>30</b>
Bambra-Aireys Inlet Road	Bambra	005.2 - From Ch 12700m To Jinda Park La	Rural	53464	<b>30</b>
Bambra-Aireys Inlet Road	Bambra	006.1 - Jinda Park La To Property No 355 RHS	Rural	53465	<b>31</b>
Bambra-Aireys Inlet Road	Bambra	006.2 - Property 355 RHS To Property 215 RHS	Rural	53466	<b>33</b>
Bambra-Aireys Inlet Road	Bambra	007.1 - Property No 215 RHS To Bend Right	Rural	53467	<b>36</b>
Bambra-Aireys Inlet Road	Bambra	007.2 - Bend Right To Start of Seal of WC/DM Rd	Rural	53468	<b>30</b>
Bambra-Boonah Road	Bambra	002.1 - Deans/Winch Rd + 130 m To Property No 110	Rural	53469	<b>Excluded</b>
Bambra-Boonah Road	Bambra	002.2 - Property No 110 To Ch 2000m	Rural	53470	<b>Excluded</b>
Bambra-Boonah Road	Bambra	003.1 - From Ch 2000m To Property No 250	Rural	53471	<b>Excluded</b>
Bambra-Boonah Road	Bambra	003.2 - Property No 250 To White Tk	Rural	53472	<b>Excluded</b>
Bambra-Boonah Road	Bambra	004.1 - White Tk (From Ch 4000m) To Ch 4900m	Rural	53473	<b>Excluded</b>
Bambra-Boonah Road	Bambra	004.2 - From Ch 4900m To Ch 6000m	Rural	53474	<b>Excluded</b>
Bambra-Boonah Road	Bambra	004.3 - From Ch 6000m To Retreat Rd	Rural	53475	<b>Excluded</b>
Bambra-Boonah Road	Bambra	005.1 - Retreat Rd (From Ch 6955m) To Ch 8000m	Rural	53476	<b>Excluded</b>
Bambra-Boonah Road	Bambra	005.2 - From Ch 8000m To Ch 8870m	Rural	53477	<b>Excluded</b>
Bambra-Boonah Road	Bambra	006.1 - From Ch 8870m To Ch 10000m	Rural	53478	<b>Excluded</b>

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Unsealed Road and Street Network Strategy

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Road name	Location	Segment	Road type	Asset ID	MCA score
Bambra-Boonah Road	Bambra	006.2 - From Ch 10000m To Parkers Rd	Rural	53479	<b>Excluded</b>
Barkly Street	Winchelsea	002 - Mercer St To Austin St	Urban	26592	<b>Excluded</b>
Barreet Lane	Deans Marsh	001 - Deans Marsh Lorne to Pennyroyal Station Rd	Rural	29076	<b>Excluded</b>
Barton Court	Aireys Inlet	001 - Inlet Cres To End	Urban	26603	<b>Excluded</b>
Barwonleigh Lane	Inverleigh	001 - Inverleigh-Winchelsea Rd To End	Rural	26623	<b>Excluded</b>
Barwonleigh Lane	Inverleigh	002 - Barwonleigh Ln to Inverleigh-Winchelsea Rd	Rural	29237	<b>Excluded</b>
Batson Street	Winchelsea	004 - Barwon Terrace To End	Urban	26628	<b>Excluded</b>
Batsons Road	Modewarre	001.1 - From Ch 55m To Ch 1000m	Rural	53480	<b>Excluded</b>
Batsons Road	Modewarre	001.2 - From Ch 1000m To End of Road	Rural	53481	<b>Excluded</b>
Beach Road	Aireys Inlet	001 - Eagle Rock Pde To Gt Ocean Rd	Urban	26635	<b>19</b>
Beach Road	Aireys Inlet	002 - Gt Ocean Rd To Bambra Rd	Urban	26637	<b>16</b>
Bellbird Drive	Moggs Creek	001 - Gt Ocean Rd To Robyn Rd	Urban	26658	<b>Excluded</b>
Bells Road	Bells Beach	002.1 - Bones Rd + 107 m To Addiscott Rd	Rural	53482	<b>Excluded</b>
Bells Road	Bells Beach	002.2 - From Ch 1000m To Addiscott Rd	Rural	53483	<b>Excluded</b>
Benwerrin-Mt Sabine Road	Benwerrin	002 - Pennyroyal Track To Norman Track	Rural	26677	<b>24</b>
Benwerrin-Mt Sabine Road	Benwerrin	005 - Erskine Falls Rd To Segment Change	Rural	26680	<b>Excluded</b>
Benwerrin-Mt Sabine Road	Benwerrin	001.2 - From Ch 150m To Ch 1300m	Rural	53485	<b>21</b>
Benwerrin-Mt Sabine Road	Benwerrin	001.3 - From Ch 1300m To Pennyroyal Tk	Rural	53486	<b>16</b>
Benwerrin-Mt Sabine Road	Benwerrin	003.1 - Norman Tk To Property No 560	Rural	53487	<b>14</b>
Benwerrin-Mt Sabine Road	Benwerrin	003.2 - No 560 To Wickham Tk	Rural	53488	<b>15</b>
Benwerrin-Mt Sabine Road	Benwerrin	004.1 - Wickham Tk To Property No 755	Rural	53489	<b>16</b>
Benwerrin-Mt Sabine Road	Benwerrin	004.2 - No 755 To Erskine Falls Rd	Rural	53490	<b>24</b>
Benwerrin-Mt Sabine Road	Benwerrin	006.1 - From Ch 10000m To Delaney Rd	Rural	53491	<b>Excluded</b>
Benwerrin-Mt Sabine Road	Benwerrin	006.2 - Delaney Rd (From Ch 11455m) To Ch 12500m	Rural	53492	<b>Excluded</b>
Benwerrin-Mt Sabine Road	Benwerrin	006.3 - From Ch 12500m To Ch 13700m	Rural	53493	<b>Excluded</b>
Benwerrin-Mt Sabine Road	Benwerrin	006.4 - From Ch 13700m To Ch 15000m	Rural	53494	<b>Excluded</b>
Benwerrin-Mt Sabine Road	Benwerrin	006.5 - From Ch 15000m To Ch 15500m	Rural	53495	<b>Excluded</b>
Benwerrin-Mt Sabine Road	Benwerrin	006.6 - From Ch 15500m To Ch 16700m	Rural	53496	<b>Excluded</b>

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Road name	Location	Segment	Road type	Asset ID	MCA score
Benwerrin-Mt Sabine Road	Benwerrin	006.7 - From Ch 16700m To Ch 17700m	Rural	53497	<b>Excluded</b>
Benwerrin-Mt Sabine Road	Benwerrin	006.8 - From Ch 17700m To Thompson Rd	Rural	53498	<b>Excluded</b>
Benwerrin-Mt Sabine Road	Benwerrin	006.9 - Thompson Rd To Shire Boundary	Rural	53499	<b>Excluded</b>
Berthon Street	Aireys Inlet	001.1 - Aireys St (From Ch 0m) To Ch 150m	Urban	53500	<b>Excluded</b>
Berthon Street	Aireys Inlet	001.3 - Hopkins Street (From Ch 307m) To Ch 457m	Urban	53502	<b>Excluded</b>
Bimbadeen Drive	Fairhaven	002.1 - Kalbaru Drive To Culvert	Rural	53503	<b>Excluded</b>
Bimbadeen Drive	Fairhaven	002.2 - Culvert To Old Coach Rd	Rural	53504	<b>Excluded</b>
Bingley Parade	Anglesea	001 - Wilkins St To Bollards near Murch Cres	Urban	26691	<b>Excluded</b>
Blackgate Road	Mount Duneed	007 - Surfcoast Hwy To Williams Rd	Rural	26701	<b>16</b>
Blackgate Road	Mount Duneed	008 - Williams Rd To Ghazeepore Rd	Rural	26702	<b>Excluded</b>
Blackgate Road	Mount Duneed	011 - Ghazeepore Rd To Anglesea Rd	Rural	26705	<b>Excluded</b>
Blacks Road	Winchelsea	001 - Shelford Rd To Barwon Park Rd	Rural	26711	<b>25</b>
Blackwood Lane	Aireys Inlet	001 - Gt Ocean Rd Service Rd to T-Intersection	Urban	28979	<b>Excluded</b>
Blackwood Lane	Aireys Inlet	002 - T-Intersection parallel to Service Rd	Urban	28980	<b>Excluded</b>
Block Lane	Winchelsea	001.1 - Shelford Rd To Cattle Grid	Rural	53508	<b>Excluded</b>
Block Lane	Winchelsea	001.2 - Cattle Grid To Lake Murdeduke	Rural	53509	<b>Excluded</b>
Bogans Lane	Freshwater Creek	001 - Mt Duneed Rd To Dickens Rd	Rural	26719	<b>Excluded</b>
Bon Air Avenue	Anglesea	001 - Parker St To property number 15	Urban	26725	<b>Excluded</b>
Bon Air Avenue	Anglesea	002 - Great Ocean Rd to property number 15	Urban	29481	<b>Excluded</b>
Boundary Road	Aireys Inlet	001 - Eagle Rock Pde To Hartley St	Urban	26737	<b>12</b>
Boundary Road	Aireys Inlet	006 - McConnachy Rd To Bambra Rd	Rural	26739	<b>Excluded</b>
Boundary Road	Aireys Inlet	002 - Hartley St To Gt Ocean Rd	Urban	28384	<b>18</b>
Boundary Road	Aireys Inlet	004 - Great Ocean Rd to Gilbert St intersection	Rural	29336	<b>15</b>
Boundary Road	Aireys Inlet	005 - Gilbert St to McConachy Rd	Rural	29337	<b>Excluded</b>
Boyd Avenue	Moggs Creek	001 - Old Coach Rd To Old Neuk Rd	Urban	26741	<b>16</b>
Boyd Avenue	Moggs Creek	002 - Creek To End (Does not continue Seg 1)	Urban	26742	<b>Excluded</b>
Breakfast Creek Road	Wensleydale	001.1 - Gum Flats Rd To Bend Right (Ch 1430m)	Rural	53510	<b>Excluded</b>
Breakfast Creek Road	Wensleydale	001.2 - Bend Right (From Ch 1430m) To Ch 3000m	Rural	53511	<b>Excluded</b>

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Unsealed Road and Street Network Strategy

A-5

Road name	Location	Segment	Road type	Asset ID	MCA score
Breakfast Creek Road	Wensleydale	001.3 - From Ch 3000m To Property Entrance LHS	Rural	53512	<b>Excluded</b>
Brickmakers Road	Bambra	001.2 - Cape Otway Rd To Ch 1400m	Rural	53514	<b>12</b>
Brickmakers Road	Bambra	001.3 - From Ch 1400m To Ch 2800m	Rural	53515	<b>15</b>
Brickmakers Road	Bambra	002.1 - From Ch 2800m To Ch 4200m	Rural	53516	<b>15</b>
Brickmakers Road	Bambra	002.2 - From Ch 4200m To Winch/Deans Marsh Rd	Rural	53517	<b>13</b>
Briody Drive	Torquay	002 - Illowong Drive To Messmate Rd	Urban	26759	<b>17</b>
Broadbent Road	Lorne	001.2 - From Ch 80m To Start of Concrete (Ch 280m)	Rural	53799	<b>Excluded</b>
Broadbent Road	Lorne	001.4 - From Ch 310m To End of Pavement (Ch 480m)	Rural	53801	<b>Excluded</b>
Bronwyns Court	Anglesea	001 - Melba Pde To End	Urban	26769	<b>Excluded</b>
Brownes Lane	Lorne	003 - William St To End (North)	Urban	28587	<b>18</b>
Brushfields Road	Bellbrae	003 - Hendy Main Rd to Nortons Rd	Rural	26777	<b>Excluded</b>
Brushfields Road	Bellbrae	004 - Nortons Rd to End (South)	Rural	28387	<b>Excluded</b>
Brushfields Road	Bellbrae	001 - Loutitt Bay Rd To Hendy Main Rd	Rural	28465	<b>12</b>
Buckley School Road	Buckley	001 - Princes Hwy To Mt Pollock Rd	Rural	26786	<b>Excluded</b>
Buckley School Road	Buckley	005 - Buckley Rd Sth To Lake Modewarre	Rural	26790	<b>Excluded</b>
Buckley School Road	Buckley	003.1 - From Ch 814m To Ch 1900m	Rural	53521	<b>15</b>
Buckley School Road	Buckley	003.2 - From Ch 1900m To Mt Pollack Rd	Rural	53522	<b>18</b>
Buhrmanns Road	Winchelsea	001 - Barwon Tce To McConachy St	Rural	26792	<b>17</b>
Callemondah Road	Gnarwarre	001 - Gnarwarre Rd To End	Rural	26804	<b>Excluded</b>
Cambridge Street	Modewarre	001 - Cape Otway Rd To Russel St	Rural	26806	<b>Excluded</b>
Cambridge Street	Modewarre	002 - Dangers Rd To Lyons St	Rural	28600	<b>Excluded</b>
Cape Otway Road Service Road	Modewarre	001 - Cape Otway Recreation Reserve - Service Rd	Rural	28986	<b>21</b>
Carrong Track	Deans Marsh	001 - Deans Marsh Lorne Road To End	Rural	28445	<b>Excluded</b>
Casboults Road	Winchelsea South	001 - Wensleydale Stn To Knight Rd	Rural	26849	<b>Excluded</b>
Cemetery Road	Bellbrae	001.2 - From Ch 72m To Start of Seal (Ch 440m)	Rural	53803	<b>Excluded</b>
Centre Road	Winchelsea South	003 - End of Seal to Wests Rd	Rural	29141	<b>Excluded</b>
Centre Road	Winchelsea South	001.2 - From Ch 115m To Morgans Rd (Ch 1160m)	Rural	53528	<b>Excluded</b>
Centre Road	Winchelsea South	001.3 - Morgans Rd To Start of Seal	Rural	53529	<b>Excluded</b>



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Unsealed Road and Street Network Strategy

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Road name	Location	Segment	Road type	Asset ID	MCA score
Charas Road	Bellbrae	001 - Nortons Rd To End	Rural	28607	Excluded
Charles Street	Anglesea	002 - Mcmillan St To Noble St	Urban	26872	Excluded
Chatby Lane	Lorne	001 - Howard St To Dalway St	Urban	26878	Excluded
Clarkes Road	Winchelsea South	001 - Holloway Rd To Wests Rd	Rural	26888	Excluded
Clarkes Road	Winchelsea South	002 - Wests Rd To End	Rural	28388	Excluded
Clarkes Road	Winchelsea South	003 - Wensleydale Rd To End	Rural	28730	Excluded
Clissold Street	Lorne	003 - Hopetoun Tce To Toorak Tce	Urban	26896	17
Clovelly Court	Lorne	001 - Otway St To End	Urban	26898	Excluded
Coalmine Road	Anglesea	002 - Camp Rd To Bridge	Rural	28595	Excluded
Coalmine Road	Anglesea	003.1 - Bridge To Fire track south side	Rural	53530	Excluded
Coalmine Road	Anglesea	003.2 - Fire track south side To Messmate Tk	Rural	53531	Excluded
Coalmine Road	Anglesea	003.3 - Messmate Tk To Top of Hill	Rural	53532	Excluded
Coalmine Road	Anglesea	003.4 - Top of Hill To Bald Hills Rd	Rural	53533	Excluded
Coalmine Road	Winchelsea South	001.1 - From Ch 45m To Culvert (Ch 1125m)	Rural	53534	Excluded
Coalmine Road	Winchelsea South	001.2 - Culvert To Gate on North Side	Rural	53535	Excluded
Coalmine Road	Winchelsea South	001.3 - Gate North side To Wardale Rd	Rural	53536	Excluded
Connies Lane	Modewarre	001 - Cape Otway Rd To Buckley Rd Sth	Rural	26912	Excluded
Cooper Street	Winchelsea	001 - Austin St To End	Urban	28614	Excluded
Cora Lynn Court	Lorne	001 - Erskine Falls Rd To End	Rural	26925	Excluded
Coulson Lane	Torquay	001 - Zeally Bay Rd To Cliff St	Urban	28810	Excluded
Crafters Road	Gherang	001.1 - Gherang Rd To Property No 290	Rural	53537	Excluded
Crafters Road	Gherang	001.2 - Property No 290 To End of Road	Rural	53538	Excluded
Cressy Road	Winchelsea	013 - Service Rd between Cressy Rd and Shelford Rd	Rural	29238	13
Crooks Road	Barrabool	001 - Merrawarp Rd To End	Rural	26951	Excluded
Cunningham Drive	Bellbrae	001 - Anglesea Rd To School Rd	Rural	26957	Excluded
Cunningham Drive	Bellbrae	002 - School Rd To Wood Rd	Rural	26958	Excluded
Dangers Road	Gherang	001 - Cambridge St To Layard Rd	Rural	26966	Excluded
Dangers Road	Gherang	002 - Layards Rd To Guye Ct	Rural	26967	15

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Unsealed Road and Street Network Strategy

A-7

Road name	Location	Segment	Road type	Asset ID	MCA score
Dangers Road	Gherang	004 - Layards Rd To Guye Ct	Rural	26969	18
Dangers Road	Gherang	005 - Guye Ct To Thielemanns Rd	Rural	26970	18
Dangers Road	Gherang	006.1 - Thielemanns Rd + 23 To Property No 545	Rural	53539	Excluded
Dangers Road	Gherang	006.2 - Property No 545 To Tanners Rd	Rural	53540	Excluded
Dans Road	Connewarre	001 - McCanns Rd to start of sealed section	Rural	29302	Excluded
Dans Road	Connewarre	003 - sealed section to Bluestone School Rd	Rural	29303	Excluded
Dickins Road	Mount Duneed	001 - Surf Coast To Williams Rd	Rural	26988	12
Dickins Road	Mount Duneed	002 - Williams Rd To Ghazeepore Rd	Rural	26989	12
Dickins Road	Moriac	006 - Pettavel Rd To Willowite Rd	Rural	26993	Excluded
Dickins Road	Moriac	007 - Willowite Rd To Hunts Rd	Rural	26994	Excluded
Dicksons Road	Winchelsea	001 - Barwon Tce To Orchards Rd	Rural	26996	Excluded
Dicksons Road	Winchelsea	002 - Orchards Rd To Stephensions Rd	Rural	26997	Excluded
Dicksons Road	Winchelsea	003 - Stephensions Rd To End	Rural	26998	Excluded
Dillwynia Lane	Torquay	001 - Lane off Ghazeepore Rd behind Kithbrooke Pk	Urban	29472	Excluded
Distillery Creek Road	Aireys Inlet	003 - Segment Change To End of Council Asset	Rural	28463	Excluded
Distillery Creek Road	Aireys Inlet	002.1 - Bamba Rd To Loves Tk	Rural	53541	9
Distillery Creek Road	Aireys Inlet	002.2 - Loves Tk (From Ch 1090m) To Ch 2200m	Rural	53542	5
Drayfons Road	Bambra	001 - Winch/Deans Marsh Rd To Paddys Swamp Rd	Rural	27018	Excluded
Drewry Lane	Moriac	001 - Cape Otway Rd To Reservoir Rd	Rural	27020	Excluded
Dunse Track	Pennyroyal	001.1 - Pennyroyal Valley Rd To Ch 1200m	Rural	53543	6
Dunse Track	Pennyroyal	001.2 - From Ch 1200m To End of Council Asset	Rural	53544	9
Dwyer Street	Winchelsea	002 - Smith St To End	Urban	28618	Excluded
Dwyers Road	Gnarwarre	001 - Barrabool Rd To End	Rural	27034	Excluded
Dysons Lane	Winchelsea South	001 - Cape Otway Rd To End	Rural	27036	Excluded
Eagle Rock Parade	Aireys Inlet	001 - Boundary Rd To West of Roadnight St	Urban	27042	Excluded
Eagle Rock Parade	Aireys Inlet	002 - East of Kingsley Dr To Alice Rd	Urban	27043	Excluded
Eagle Rock Parade	Aireys Inlet	003 - Alice Rd To Lighthouse Dr	Urban	28389	15
Edward Street	Anglesea	001 - Sparrow Ave To Noble St	Urban	27049	Excluded

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Unsealed Road and Street Network Strategy

A-8

Road name	Location	Segment	Road type	Asset ID	MCA score
Elkington Road	Belbrae	001.1 - Gt Ocean Rd To Minter Dr	Rural	53547	16
Elkington Road	Belbrae	001.2 - Minter Dr (From Ch 1120m) To Ch 2200m	Rural	53548	19
Elkington Road	Belbrae	002.1 - From Ch 2200m To Gundrys Rd	Rural	53549	16
Ellimatta Road	Anglesea	002 - Great Ocean Rd To End	Urban	27065	Excluded
Erskine Avenue	Lorne	002 - Gt Ocean Road To End	Urban	28588	Excluded
Erskine Falls Road	Lorne	006 - Segment Change To Benwerrin/Mt Sabine Rd	Rural	27084	23
Erskine Falls Road	Lorne	005.1 - Polwarth Road To Property No 985	Rural	53551	21
Erskine Falls Road	Lorne	005.2 - Property No 985 To Ch 10500m	Rural	53552	21
Erskine Street	Lorne	001 - Alpha Tce To Lorne Tce	Urban	27086	Excluded
Erskine Street	Lorne	002 - Lorne Tce To Fernleigh Tce	Urban	27087	18
Erskine Street	Lorne	003 - Fernleigh Tce To Belvedere Tce	Urban	27088	Excluded
Erskine Street	Lorne	004 - Belvedere Tce To Normanby Terrace	Urban	27089	Excluded
Erwins Road	Mount Moriac	002.1 - Reservoir Rd To Property No 160	Rural	53553	Excluded
Erwins Road	Mount Moriac	002.2 - Property No 160 To Start of Seal	Rural	53554	Excluded
Evans Street	Anglesea	002 - Property 3 to Hedley St	Urban	29193	Excluded
Evans Street	Anglesea	003 - Hedley St to End	Urban	29194	Excluded
Fernald Avenue	Anglesea	001 - Mawson St To Murray St	Urban	27106	Excluded
Fifth Avenue	Anglesea	001 - Melba Pde To O'Donohue Rd	Urban	27111	Excluded
First Avenue	Anglesea	001 - Gt Ocean Rd To End	Urban	27113	Excluded
Fishers Road	Connewarre	002 - Horseshoe Bend Road to End	Rural	28870	Excluded
Flax Lilly Lane	Fairhaven	001 - Lialeeta Road to 315 Great Ocean Rd	Urban	29468	Excluded
Flaxbournes Road	Paraparap	001 - Mc Phees Rd To Grays Rd	Rural	27124	Excluded
Flaxbournes Road	Paraparap	006 - Portreith Rd To Forest Rd	Rural	27129	6
Fords Outlet Road	Bambra	001.2 - From Ch 80m To Culvert (Ch 1045m)	Rural	53558	Excluded
Fords Outlet Road	Bambra	001.3 - Culvert To Ch 1900m	Rural	53559	Excluded
Fords Outlet Road	Bambra	001.4 - From Ch 1900m To Bambra Cemetery Rd	Rural	53560	Excluded
Foster Street	Anglesea	002 - Murray St To End	Urban	27160	Excluded
Fourth Avenue	Anglesea	002 - Fifth Ave to ODonohue Rd	Urban	29209	Excluded

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Unsealed Road and Street Network Strategy

A-9

Road name	Location	Segment	Road type	Asset ID	MCA score
Fourth Avenue	Anglesea	001 - Property 2 to Fifth Ave	Urban	29518	<b>Excluded</b>
Francis Lane	Lorne	001 - Francis Street To End	Urban	27162	<b>Excluded</b>
Fultons Lane	Bambra	001.2 - Cape Otway Rd To Ch 1200m	Rural	53562	<b>11</b>
Fultons Lane	Bambra	001.3 - From Ch 1200m To Ch 2000m	Rural	53563	<b>9</b>
Fultons Lane	Bambra	002.1 - From Ch 2000m To Ch 3400m	Rural	53564	<b>9</b>
Fultons Lane	Bambra	002.2 - From Ch 3400m To Winch/Deans Marsh Rd	Rural	53565	<b>9</b>
Georges Road	Barrabool	001 - Merrawarp Rd To End	Rural	27193	<b>Excluded</b>
Georges Road	Barrabool	003 - Haines Rd To End (Gate across Rd)	Rural	28621	<b>Excluded</b>
Ghazepore Road	Torquay	005 - Dickins Rd To Blackgate Rd	Rural	27201	<b>9</b>
Ghazepore Road	Torquay	010 - Blackgate Rd To Coombes Rd	Rural	27204	<b>14</b>
Ghazepore Road	Torquay	011 - Blackgate Rd To Coombes Rd	Rural	27205	<b>11</b>
Ghazepore Road	Torquay	007 - Dickins Rd To Blackgate Rd	Rural	28370	<b>7</b>
Gherang Road	Gherang	005.1 Prices Rd To Start of Seal at No.465 - 64190	Rural	64190	<b>21</b>
Gherang Road	Gherang	005.3 - End of seal at No 485 To Wormbete - 64197	Rural	64197	<b>21</b>
Giddings Road	Moriac	001 - Hendy Main Rd To Mc Phees Rd	Rural	27213	<b>Excluded</b>
Gilbert Street	Aireys Inlet	009 - Aireys St To Boundary Rd Intersection	Urban	53686	<b>13</b>
Gilbert Street	Aireys Inlet	006 - Unnamed Rd RHS To Ch 5000m	Urban	53692	<b>9</b>
Gilbert Street	Aireys Inlet	007 - From Ch 5000m To Katalin Rd	Urban	53693	<b>6</b>
Gilbert Street	Aireys Inlet	008 - Katalin Rd To Boundary Rd	Urban	53694	<b>Excluded</b>
Gladman Street	Winchelsea	001 - Princes Hwy To Witcombe St	Urban	27223	<b>Excluded</b>
Gnarwarre Road	Gnarwarre	006.1 - Peels Rd (From Ch 8405m) To Ch 9400m	Rural	53566	<b>10</b>
Gnarwarre Road	Gnarwarre	006.2 - From Ch 9400m To Ch 10400m	Rural	53567	<b>7</b>
Gnarwarre Road	Gnarwarre	006.3 - From Ch 10400m To Inverleigh Rd	Rural	53568	<b>10</b>
Golf Links Road	Eastern View	001 - Gt Ocean View To End	Rural	27244	<b>Excluded</b>
Goodenia Lane	Anglesea	001 - Laneway at rear of shops off Tonge St	Urban	29460	<b>Excluded</b>
Government Road	Bellbrae	003 - Anglesea Rd To House No 1548	Rural	28808	<b>Excluded</b>
Grahams Lane	Connewarre	001 - Dans Rd To End	Rural	27251	<b>Excluded</b>
Gravel Pits Road	Moriac	002 - Forest Road to Shire lease gate	Rural	29094	<b>6</b>

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Unsealed Road and Street Network Strategy

A-10

Road name	Location	Segment	Road type	Asset ID	MCA score
Great Ocean Road Service Road	Anglesea	001 - Wray St To Webb St	Urban	28608	<b>Excluded</b>
Great Ocean Road Service Road	Aireys Inlet	001 - Inlet Cres To Painkalac Crt	Urban	28799	<b>Excluded</b>
Greeves Street	Anglesea	001 - Mc Millan St To End	Urban	27266	<b>Excluded</b>
Grove Road	Lorne	008 - Unnamed Road Reserve To Erskine Falls Rd	Rural	28467	<b>12</b>
Gullan Lane	Winchelsea	001 - Laneway between Witcombe St and Lennox St	Urban	29474	<b>16</b>
Gum Flats Road	Wensleydale	004 - Bald Hills Rd To Otway Forest Park	Rural	27286	<b>17</b>
Gum Flats Road	Anglesea	002.1 - Forest Rd To Ch 3000m	Rural	53569	<b>Excluded</b>
Gum Flats Road	Anglesea	002.2 - From Ch 3000m To Ch 3600m	Rural	53570	<b>Excluded</b>
Gum Flats Road	Anglesea	002.3 - From Ch 3600m To Ch 4600m	Rural	53571	<b>Excluded</b>
Gum Flats Road	Anglesea	003.1 - From Ch 4600m To Ch 5470m	Rural	53572	<b>Excluded</b>
Gum Flats Road	Anglesea	003.2 - From Ch 5470m To End of Council Asset	Rural	53573	<b>Excluded</b>
Gum Flats Road	Anglesea	003.3 - Fence North side To Great Otway Nat. Park	Rural	53574	<b>Excluded</b>
Gum Flats Road	Anglesea	003.4 - Great Otway Nat. Park To Bald Hills Rd	Rural	53575	<b>Excluded</b>
Gum Flats Road	Anglesea	005.1 - Otway Forest Park To Culvert	Rural	53576	<b>3</b>
Gum Flats Road	Anglesea	005.2 - Culvert To Track North Side	Rural	53577	<b>6</b>
Gum Flats Road	Anglesea	005.3 - Track North Side To Wensleydale Station Rd	Rural	53578	<b>8</b>
Gundrys Road	Bellbrae	007 - Vickers Rd + 138 m To Eagle Point Rd	Rural	53702	<b>28</b>
Gundrys Road	Bellbrae	008 - Eagle Point Rd To Ch 2100m	Rural	53703	<b>12</b>
Gundrys Road	Bellbrae	009 - From Ch 2100m To Forest Rd	Rural	53704	<b>9</b>
Guye Court	Gherang	001 - Dangers Rd To End	Rural	27298	<b>Excluded</b>
Haines Road	Barrabool	002.1 - Georges Rd To Nerremen	Rural	53579	<b>Excluded</b>
Haines Road	Barrabool	002.2 - Nerremen To End at Cattle Grid	Rural	53580	<b>Excluded</b>
Hallam Grove	Anglesea	001 - Camp Rd To Bingleigh Pde	Urban	27307	<b>Excluded</b>
Hardings Road	Freshwater Creek	001 - Anglesea Rd To End (West)	Rural	27323	<b>Excluded</b>
Hartley Street	Aireys Inlet	001 - Boundary Rd to Hopkins St	Urban	29187	<b>Excluded</b>
Hartley Street	Aireys Inlet	002 - Hopkins St to Aireys St	Urban	29188	<b>19</b>
Harvey Street	Anglesea	006 - Pickworth To Water Tower	Rural	28381	<b>10</b>
Heath Street	Lorne	001 - Gardiner Av To End	Urban	27336	<b>Excluded</b>

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Unsealed Road and Street Network Strategy

A-11

Road name	Location	Segment	Road type	Asset ID	MCA score
Heather Court	Anglesea	001 - Hallam Gve To End	Urban	27338	<b>Excluded</b>
Heaths Road	Gnarwarre	001 - Barrabool Rd To End	Rural	27340	<b>Excluded</b>
Hedley Street	Anglesea	001 - Cameron Rd To Ramsay St	Urban	27342	<b>Excluded</b>
Heidi Road	Moriac	001 - Hendy Main Rd To End	Rural	27344	<b>Excluded</b>
Herschell Road	Big Hill	001 - Gt Ocean Rd To Big Hill Track	Rural	27355	<b>Excluded</b>
Holes Lane	Winchelsea	001.1 - Barwon Park Road To Gate	Rural	53584	<b>Excluded</b>
Holloways Road	Winchelsea South	001 - Clark Rd To Wensleydale Stn	Rural	27373	<b>Excluded</b>
Holmwood Avenue	Anglesea	001 - Diggers Pde To Mawson Ave	Urban	27375	<b>Excluded</b>
Holmwood Avenue	Anglesea	002 - Mawson Ave To Murray St	Urban	27376	<b>Excluded</b>
Honeys Road	Barrabool	001 - Barrabool Rd To End	Rural	27382	<b>Excluded</b>
Hopkins Street	Aireys Inlet	002 - Gilbert St To McConnachy Rd	Rural	27387	<b>Excluded</b>
Hopkins Street	Winchelsea	002 - Lennox St To Witcombe St	Urban	27388	<b>13</b>
Hopkins Street	Winchelsea	001 - Lennox St to End (East End)	Urban	28871	<b>6</b>
Hunts Road	Moriac	002.1 - Dickins Rd To Property No 420	Rural	53586	<b>15</b>
Hunts Road	Moriac	002.2 - Property No 420 To Ch 3700m	Rural	53587	<b>18</b>
Hunts Road	Moriac	002.3 - From Ch 3700m To Grassdale Rd	Rural	53588	<b>12</b>
Hurst Road	Bellbrae	001.1 - From Ch 50m To Ch 1060m	Rural	53589	<b>Excluded</b>
Hurst Road	Bellbrae	001.2 - From Ch 1060m To Grasstrees	Rural	53590	<b>Excluded</b>
Ingleby Road	Winchelsea	006 - Winchelsea-Deans Marsh Road To Princes Hwy	Rural	27422	<b>Excluded</b>
Ingleby Road	Winchelsea	008 - Winchelsea-Deans Marsh Road To Princes Hwy	Rural	28364	<b>Excluded</b>
Ingleby Road Service Road	Winchelsea	001 - Winchelsea - Deans Marsh Rd to Ingleby Rd	Rural	29033	<b>Excluded</b>
Inlet Crescent	Aireys Inlet	002 - Lighthouse Rd To Gt Ocean Rd	Urban	27427	<b>18</b>
Inverloch Street	Anglesea	003 - Simmons Crt To End (House No 32)	Urban	28462	<b>Excluded</b>
James Street	Lorne	001 - Lorne Av To John St	Urban	27448	<b>Excluded</b>
Jarrall Lane	Lorne	001 - John St To George St	Urban	27453	<b>Excluded</b>
Jinda Park Lane	Bambra	001 - Bambra/Aireys Inlet Rd To Paddys Swamp Rd	Rural	27455	<b>Excluded</b>
John Pawson Jnr Lane	Torquay	001 - Messmate Rd To End (Up Hill)	Urban	27459	<b>Excluded</b>
Kahls Road	Gnarwarre	001 - Volumns Rd To End	Rural	27463	<b>Excluded</b>

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Unsealed Road and Street Network Strategy

A-12

Road name	Location	Segment	Road type	Asset ID	MCA score
Karamarra Road	Gherang	001 - Gherang Rd To End	Rural	27471	<b>Excluded</b>
Katalin Road	Aireys Inlet	001 - Gilbert St To End	Rural	27473	<b>Excluded</b>
Kellys Lane	Gherang	001 - Gherang Rd To End	Rural	27476	<b>Excluded</b>
Kellys Lane	Winchelsea	001.1 - Armytage Rd (From Ch 0m) To Ch 1200m	Rural	53591	<b>Excluded</b>
Kellys Lane	Winchelsea	001.2 - From Ch 1200m To Ch 2400m	Rural	53592	<b>Excluded</b>
Kellys Lane	Winchelsea	001.3 - From Ch 2400m To Prices La	Rural	53593	<b>Excluded</b>
Kenneth Street	Anglesea	001 - Bingleigh Pde To Camp Rd	Urban	27478	<b>Excluded</b>
Kildean Road	Winchelsea	001.1 - Cape Otway Rd To Ch 1200m	Rural	53594	<b>Excluded</b>
Kildean Road	Winchelsea	001.2 - From Ch 1200m To Floodway	Rural	53595	<b>Excluded</b>
Kildean Road	Winchelsea	002.1 - Floodway To Ch 3200m	Rural	53596	<b>Excluded</b>
Kildean Road	Winchelsea	002.2 - From Ch 3200m To Ingleby Rd	Rural	53597	<b>Excluded</b>
Knights Track	Winchelsea South	001 - Wormbete Stn To Casbouilts Rd	Rural	27500	<b>Excluded</b>
Kurzmanns Road	Bellbrae	001 - Gt Ocean Rd To Bones Rd	Rural	27508	<b>Excluded</b>
Lascelles Lane	Lorne	001 - Staughton Av To End	Urban	27515	<b>Excluded</b>
Lascelles Terrace	Lorne	001 - Staughton Av To End	Urban	27517	<b>Excluded</b>
Leighs Lane	Winchelsea	001.1 - Cressy Rd To McConachy Rd	Rural	53598	<b>Excluded</b>
Leighs Lane	Winchelsea	001.2 - McConachy Rd To Ondit Rd	Rural	53599	<b>Excluded</b>
Lennox Street	Winchelsea	001 - Princes Hwy To Hopkins St	Urban	27525	<b>Excluded</b>
Lewis Court	Anglesea	001 - Golf Links Rd To End	Urban	27527	<b>Excluded</b>
Lewis Road	Buckley	001 - Buckley Rd To Lake Modewarre	Rural	27529	<b>Excluded</b>
Little Street	Anglesea	001 - Hedley St To End	Urban	27539	<b>Excluded</b>
Lloyds & Sellwoods Lane	Winchelsea	001 - Deans/Winch To Barwon River	Rural	27543	<b>Excluded</b>
Lomandra Lane	Anglesea	001 - Walker Street To End	Urban	29035	<b>Excluded</b>
Lorne Avenue	Lorne	003 - Roadknight Street To John St	Urban	27551	<b>Excluded</b>
Lorne Avenue	Lorne	004 - Roadknight Street To John St	Urban	28694	<b>Excluded</b>
Loutitt Bay Road	Freshwater Creek	001 - Blackgate Rd To Brushfields Rd	Rural	27555	<b>Excluded</b>
Loutitt Bay Road	Freshwater Creek	002 - Brushfields Rd To Hendy Main Rd	Rural	27556	<b>Excluded</b>
Loutitt Bay Road	Freshwater Creek	004 - Brushfields Rd To Hendy Main Rd	Rural	27557	<b>Excluded</b>

AECOM

Unsealed Road and Street Network Strategy

A-13

Road name	Location	Segment	Road type	Asset ID	MCA score
Luggs Road	Aireys Inlet	001 - Boundary Rd To Bambra Rd	Rural	27565	Excluded
Lumley Close	Torquay	001 - Laneway behind 44 to 50 Bell St	Urban	29466	Excluded
Lyons Street	Modewarre	001 - Cape Otway Rd To End	Rural	27571	Excluded
Mair Road	Big Hill	001 - Gt Ocean Rd To End	Rural	27578	Excluded
Mair Road	Big Hill	002 - Gt Ocean Rd To End	Rural	28687	Excluded
Marian Street	Aireys Inlet	001 - Roadknight St To End	Urban	27589	Excluded
Marks Track	Deans Marsh	001 - Parkers Rd to Property No 125	Rural	29405	Excluded
Marshmans Outlet	Gherang	001 - Cape Otway Rd To End	Rural	27591	Excluded
Marshmans Outlet	Gherang	002 - Cape Otway Rd To End	Rural	28697	Excluded
Marshmans Road	Wurdi Boluc	001 - Atkin Rd Swarbys Ln	Rural	27593	Excluded
Matthews Road	Gherang	001 - Nobles Rd To Tanners Rd - Service Road	Rural	28601	Excluded
Mawson Avenue	Anglesea	001 - Fernald Ave To Noble St	Urban	27601	16
Mawson Avenue	Anglesea	002 - Noble St To Nr Holmwood Ave	Urban	27602	Excluded
Mawsons Lane	Winchelsea	001 - Atkins Rd to Property 40	Rural	29331	Excluded
McCallums Lane	Winchelsea	001.1 - Shelford Rd To End	Rural	53600	Excluded
McCallums Lane	Winchelsea	001.2 - Gate To Ch 1780m	Rural	53601	Excluded
McCanns Road	Connewarre	003 - Horseshoe Bend To Dans Rd	Rural	27609	12
McConachy Lane	Winchelsea	001 - Leighs Ln To End	Rural	27611	Excluded
McConachy Road	Aireys Inlet	001 - Boundary Rd To Hopkins St	Rural	27249	Excluded
McConachy Road	Aireys Inlet	003 - Hopkins St To Bambra Rd	Rural	28594	Excluded
McConachy Road	Aireys Inlet	002 - Boundary Rd To Hopkins Rd	Rural	28708	Excluded
McCormacks Road	Gnarwarre	001 - Reids Rd To End	Rural	27619	Excluded
McDonalds Lane	Winchelsea	001 - Princess Hwy To Winchelsea Deand Marsh Rd	Rural	53705	16
McFarlanes Lane	Winchelsea	001 - Inverleigh / Winchelsea Rd to end	Rural	27628	Excluded
McGilvrays Lane	Winchelsea South	001 - Winch/Deansmarsh To Water Channel	Rural	27630	Excluded
McGilvrays Lane	Winchelsea South	003 - From Ch 3200m To Brickmakers Rd	Rural	27632	Excluded
McIntyres Road	Freshwater Creek	001 - Anglesea Rd to End	Rural	27634	12
McIntyres Road	Inverleigh	002 - Flemmings Rd + 1020 m To Property No 220	Rural	53707	Excluded



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Unsealed Road and Street Network Strategy

A-14

Road name	Location	Segment	Road type	Asset ID	MCA score
McIntyres Road	Inverleigh	003 - Property No 220 To Width Change (Ch 3400m)	Rural	53708	Excluded
McIntyres Road	Inverleigh	004 - Width Change (From Ch 3400m) To Ch 4875m	Rural	53709	Excluded
McMillans Lane	Inverleigh	001.2 - End of Seal to Barwon River	Rural	27646	Excluded
McMullans Road	Barrabool	001 - Merrawarp Rd To End	Rural	27648	Excluded
McPhees Road	Moriac	001 - Larcombes Rd To Giddings Rd	Rural	27650	Excluded
McPhillamy Road	Eastern View	001 - Golf Links Rd To End	Rural	27604	Excluded
Melaleuca Lane	Anglesea	001 - Laneway betwn 1 McMillan & 5-25 Diggers Pde	Urban	29462	Excluded
Melba Parade	Anglesea	001 - Harvey St To Fifth Ave	Urban	27656	15
Melba Parade	Anglesea	003 - GT Ocean Rd To Seventh Ave	Urban	27657	Excluded
Melba Parade	Anglesea	004 - Seventh Ave To Roundabout at Sixth Ave	Urban	28374	15
Melba Parade	Anglesea	005 - Roundabout at Sixth Ave To Tenth Ave	Urban	28375	Excluded
Melba Parade	Anglesea	002 - Fifth Ave To Great Ocean Rd	Urban	28397	15
Melba Parade	Anglesea	006 - Tenth Ave Road Closure To Start of Seal	Urban	53713	Excluded
Melba Parade	Anglesea	008 - End of Seal Eighth Av To Road Closure	Urban	53714	Excluded
Melba Parade	Anglesea	009 - Road Closure To Twelfth Av	Urban	53715	Excluded
Melba Parade	Anglesea	010 - Twelfth Ave To End of Road	Urban	53716	Excluded
Menzels Road	Bellbrae	001 - Seifferts Rd To End	Rural	27660	Excluded
Messmate Road	Torquay	002 - Surf Coast Hwy to Surf Coast Shire Depot	Urban	29585	20
Meyler Lane	Winchelsea	001 - Laneway off Hesse St to 19-29 Main St	Urban	29478	Excluded
Millards Road	Deans Marsh	001 - Winchelsea Deans Marsh Rd To End	Rural	27671	Excluded
Milner Avenue	Anglesea	001 - Parker St To End	Urban	27675	Excluded
Minifie Avenue	Anglesea	001 - GT Ocean Rd To Murray St	Urban	27679	Excluded
Minter Drive	Bellbrae	001.1 - Gt Ocean Rd To Ch 1200m	Rural	53605	Excluded
Minter Drive	Bellbrae	001.2 - From Ch 1200m To ElkingTon Rd	Rural	53606	Excluded
Minya Lane	Connewarre	001 - Blackgate Rd To Fisher Rd	Rural	27683	Excluded
Mirnee School Road	Winchelsea	001.1 - Cressy Rd (From Ch 0m) To Ch 1000m	Rural	53607	Excluded
Mirnee School Road	Winchelsea	001.2 - From Ch 1000m To Ch 2000m	Rural	53608	Excluded
Mirnee School Road	Winchelsea	001.3 - From Ch 2000m To Ondit Rd	Rural	53609	Excluded

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Unsealed Road and Street Network Strategy

A-15

Road name	Location	Segment	Road type	Asset ID	MCA score
Monohans Road	Gnarwarre	001.2 - Barrabool Rd To Reads Rd	Rural	53611	15
Monohans Road	Gnarwarre	001.3 - Reads Rd (From Ch 1655m) To Ch 2900m	Rural	53612	12
Moores Road	Belbrae	001 - East end To Anglesea Rd	Rural	27691	Excluded
Moores Road	Belbrae	004 - Anglesea Rd To West end	Rural	28372	Excluded
Morgans Road	Winchelsea South	001 - Centre Rd To End	Rural	27697	Excluded
Mountjoy Parade Service Road	Lorne	001 - Unsealed section outside Grand Pacific Hotel	Urban	29248	12
Mousley Road	Winchelsea	003 - Alsop Dr To Princes Hwy	Urban	28702	Excluded
Mousley Road	Winchelsea	005 - Alsop Dr To Princes Hwy	Urban	28703	Excluded
Mt Pollock Road	Buckley	001 - Gnarwarre Rd To Princes Hwy	Rural	27707	Excluded
Mt Pollock Road	Buckley	003 - From Ch 1107m To Ch 2300m	Rural	53723	Excluded
Mt Pollock Road	Buckley	004 - From Ch 2300m To Ch 3400m	Rural	53724	Excluded
Mt Pollock Road	Buckley	005 - From Ch 3400m To Ch 4600m	Rural	53725	Excluded
Mt Pollock Road	Buckley	006 - From Ch 4600m To Ch 5600m	Rural	53726	Excluded
Mt Pollock Road	Buckley	007 - From Ch 5600m To Princes Hwy	Rural	53727	Excluded
Mt Pollock Road	Buckley	008 - Princes Hwy (From Ch 6540m) To Ch 7400m	Rural	53728	Excluded
Mt Pollock Road	Buckley	009 - From Ch 7400m To Buckley School Rd	Rural	53729	Excluded
Mt Pollock Road	Buckley	011 - Buckley School Rd To Underwoods La	Rural	53731	Excluded
Mt Pollock Road	Buckley	012 - Underwoods La To End of Road	Rural	53732	Excluded
Murrengurk Road	Buckley	001 - Princes Hwy To End	Rural	27730	Excluded
Myrtle Lane	Fairhaven	001 - Access laneway to Lialeeta Rd	Urban	29470	Excluded
Nancy Street	Aireys Inlet	001 - Hopkins St To End	Urban	27732	Excluded
Neilson Street	Winchelsea	001 - Barkley/Austin Sts To Bend	Urban	27736	Excluded
Nobles Road	Modewarre	004 - Larcombes Road To Tanners Rd	Rural	27756	12
Nobles Road	Modewarre	006 - Larcombes Road To Tanners Rd	Rural	27757	15
Nobles Road	Gnarwarre	002 - Volums Rd To House #190	Rural	28458	Excluded
Noel Road	Moggs Creek	001 - Great Ocean Rd to Robyn Rd	Urban	29184	Excluded
Noel Road	Moggs Creek	002 - Robyn Rd to Boyd Ave	Urban	29185	Excluded
Noels Lane	Gherang	001 - Prices Rd To End	Rural	27759	Excluded

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Unsealed Road and Street Network Strategy

A-16

Road name	Location	Segment	Road type	Asset ID	MCA score
Nortons Road	Belbrae	001.1 - Brushfields Rd (From Ch 0m) To Ch 1100m	Rural	53613	16
Nortons Road	Belbrae	001.2 - From Ch 1100m To Vickerys Rd	Rural	53614	13
Nortons Road	Belbrae	002.1 - Vickerys Rd (From Ch 2230m) To Ch 3200m	Rural	53615	Excluded
Nortons Road	Belbrae	002.2 - From Ch 3200m To Charas Rd	Rural	53616	Excluded
Nortons Road	Belbrae	003.1 - Charos Rd (From Ch 4045m) To Ch 5100m	Rural	53617	Excluded
Nortons Road	Belbrae	003.2 - From Ch 5100m To Flaxbournes Rd	Rural	53618	Excluded
Nortons Road	Belbrae	004.1 - Flaxbournes Rd (From Ch 6450m) To Ch 7400m	Rural	53619	Excluded
Nortons Road	Belbrae	004.2 - From Ch 7400m To Start of Seal	Rural	53620	Excluded
O'Donnell Lane	Torquay	004 - Rocklea Drive to end; rear of corner shops	Urban	29091	Excluded
Old Coach Road	Moggs Creek	002 - Old Neuk Rd To Boyd Ave	Urban	27784	Excluded
Old Coach Road	Moggs Creeks	003 - Boyd Ave To Gentle Annie Track	Rural	27785	Excluded
Old Coach Road	Moggs Creeks	004 - Gentle Annie Track To Bimbadeen Dr	Rural	28411	Excluded
Old Coach Road	Moggs Creeks	005 - Bimbadeen Dr To Bambra Rd	Rural	28412	Excluded
Old Coach Road Service Road	Moggs Creek	001 - Old Coach Road	Urban	28938	Excluded
Old Lorne Road	Deans Marsh	001 - DeansMarsh/Lorne To Deans Marsh Lorne Rd	Rural	27787	Excluded
Olney Street	Winchelsea	001 - Princes Hwy To End	Urban	27791	16
Orchards Road	Winchelsea	001 - Barwon Tce To Dicksons Rd	Rural	27801	Excluded
Otway Street	Lorne	001 - Access road to car park on Riverbank	Urban	29364	6
Paddys Swamp Road	Bambra	001 - Coaimine Rd To north of Telegraph Road	Rural	27815	Excluded
Palmer Street	Winchelsea	001 - Main St To End	Urban	27819	Excluded
Panmure Street	Modewarre	001 - Lyons St To Cambridge St	Rural	27823	Excluded
Parish Court	Bambra	001 - Winchelsea-Deans Marsh Road to End	Rural	29044	Excluded
Parishs Lane	Winchelsea	001 - Mathisons Rd To Cape Otway Rd	Rural	27832	Excluded
Parishs Lane	Winchelsea	002 - Mathisons Rd To Cape Otway Rd	Rural	28704	Excluded
Parkers Road	Deans Marsh	001.1 - Bambra Cemetery Rd To Property No 130	Rural	53628	Excluded
Parkers Road	Deans Marsh	001.2 - Property No 130 To Splatts Rd	Rural	53629	Excluded
Parkers Road	Deans Marsh	002.1 - Splatts Rd (From Ch 2660m) To Ch 3700m	Rural	53630	Excluded
Parkers Road	Deans Marsh	002.2 - From Ch 3700m To Ch 4700m	Rural	53631	Excluded

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Unsealed Road and Street Network Strategy

A-17

Road name	Location	Segment	Road type	Asset ID	MCA score
Parkers Road	Deans Marsh	002.3 - From Ch 4700m To Bambra Cemetery Rd	Rural	53632	<b>Excluded</b>
Parkside Crescent	Torquay	002 - Darian Road To Fischer St	Urban	28380	<b>Excluded</b>
Paton Street	Anglesea	001 - Gt Ocean Rd To Elizabeth St	Urban	27849	<b>Excluded</b>
Pearse Road	Aireys Inlet	003 - Property No 36 to McConachy Road	Rural	56642	<b>Excluded</b>
Peels Road	Inverleigh	001.1 - From Ch 45m To Ch 1000m	Rural	53633	<b>Excluded</b>
Peels Road	Inverleigh	001.2 - From Ch 1000m To Ch 2000m	Rural	53634	<b>Excluded</b>
Peels Road	Inverleigh	002.1 - From Ch 2000m To Ch 3000m	Rural	53635	<b>Excluded</b>
Peels Road	Inverleigh	002.2 - From Ch 3000m To Ch 4000m	Rural	53636	<b>Excluded</b>
Peels Road	Inverleigh	003.1 - From Ch 4000m To Ch 5000m	Rural	53637	<b>Excluded</b>
Peels Road	Inverleigh	003.2 - From Ch 5000m To Inverleigh Rd	Rural	53638	<b>Excluded</b>
Pennyroyal School Road	Pennyroyal	001 - Pennyroyal/Wymbooliel Rd To End	Rural	27865	<b>Excluded</b>
Pennyroyal Station Road	Pennyroyal	001 - Deans Marsh/Lorne Rd To Pennyroyal Valley Rd	Rural	27867	<b>30</b>
Pennyroyal Station Road	Pennyroyal	006 - Pennyroyal Valley Rd To Bushs Ln	Rural	27871	<b>18</b>
Pennyroyal Station Road	Pennyroyal	003 - Deans Marsh/Lorne Rd To Pennyroyal Valley Rd	Rural	28365	<b>24</b>
Pennyroyal Station Road	Pennyroyal	008 - Deans Marsh Lorne Rd to Old Lorne Rd South	Rural	29074	<b>15</b>
Pennyroyal Valley Road	Deans Marsh	002 - End of Seal to Sealed Section at No 115	Rural	27875	<b>18</b>
Pennyroyal Valley Road	Deans Marsh	004.1 - End of Seal to Seal South of Babenarek Tk	Rural	53738	<b>18</b>
Pennyroyal Valley Road	Deans Marsh	007 - End of Seal to House No 485	Rural	53740	<b>22</b>
Pennyroyal Valley Road	Deans Marsh	008 - End of Seal to Bridge	Rural	53741	<b>21</b>
Pennyroyal Valley Road	Deans Marsh	009 - Bridge to Ch 7530m (House No 760)	Rural	53742	<b>18</b>
Pennyroyal Valley Road	Deans Marsh	004.3 - End of Seal to Seal at Pennyroyal Stn Rd	Rural	59471	<b>21</b>
Pennyroyal-Wymbooliel Road	Pennyroyal	001.1 - Pennyroyal ST Rd To Pennyroyal School Rd	Rural	53639	<b>Excluded</b>
Pennyroyal-Wymbooliel Road	Pennyroyal	001.2 - Pennyroyal School Rd To Ch 2300m	Rural	53640	<b>Excluded</b>
Pennyroyal-Wymbooliel Road	Pennyroyal	002.1 - From Ch 2300m To Ch 3400m	Rural	53641	<b>Excluded</b>
Pennyroyal-Wymbooliel Road	Pennyroyal	002.2 - From Ch 3400m To State Forest	Rural	53642	<b>Excluded</b>
Peregrine Close	Bellbrae	001 - Jarosite Rd To End	Rural	27887	<b>Excluded</b>
Peter Avenue	Anglesea	002 - Mcmillan St To Parker St	Urban	27892	<b>Excluded</b>
Pettavel Road	Mount Moriac	002 - Reservoir Rd To Mt Duneed Rd	Rural	27897	<b>Excluded</b>

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Unsealed Road and Street Network Strategy

A-18

Road name	Location	Segment	Road type	Asset ID	MCA score
Pettavel Road	Freshwater Creek	003 - Mt Duneed Rd To Dickins Rd	Rural	27898	<b>Excluded</b>
Pettavel Road	Freshwater Creek	005 - Dickens To Blackgate Rd	Rural	27900	<b>15</b>
Pettavel Road	Freshwater Creek	006 - Blackgate Rd To Loutitt Bay Rd	Rural	27901	<b>15</b>
Pettavel Road	Freshwater Creek	005.3 - End of Seal To Blackgate Road	Rural	65632	<b>15</b>
Phillip Street	Aireys Inlet	001 - Eagle Rock Pde To Gt Ocean Rd	Urban	27903	<b>Excluded</b>
Phillip Street	Aireys Inlet	002 - Gt Ocean Rd To Bambra Rd	Urban	27904	<b>Excluded</b>
Phillips Lane	Winchelsea	001 - Shelford Rd To End	Rural	27906	<b>Excluded</b>
Pinewood Road	Gherang	001 - Thielemanns Rd To End	Rural	27910	<b>Excluded</b>
Point Impossible Road	Breamlea	001 - Blackgate Rd To Carpark Entrance	Rural	27915	<b>12</b>
Polleys Road	Barrabool	001 - Devon Rd To Ballanclae Rd	Rural	27917	<b>Excluded</b>
Polwarth Road	Lorne	001 - Erskine River To Richardson Blvd	Urban	28732	<b>Excluded</b>
Portreath Road	Bellbrae	003 - Eagle Point Road Flaxbournes Rd	Rural	27931	<b>Excluded</b>
Portreath Road	Bellbrae	004 - Eagle Point Road Flaxbournes Rd	Rural	27932	<b>Excluded</b>
Portreath Road	Bellbrae	005 - Flaxbournes Rd To Forest Rd	Rural	27933	<b>12</b>
Prices Lane	Winchelsea	001.1 - Cressy Rd (From Ch 0m) To Ch 1400m	Rural	53645	<b>Excluded</b>
Prices Lane	Winchelsea	001.2 - From Ch 1400m To Kellys Rd	Rural	53646	<b>Excluded</b>
Prices Lane	Winchelsea	002.1 - Kellys Rd (From Ch 2790m) To Ch 3900m	Rural	53647	<b>Excluded</b>
Prices Lane	Winchelsea	002.2 - From Ch 3900m To Ch 5200m	Rural	53648	<b>Excluded</b>
Prices Lane	Winchelsea	002.3 - From Ch 5200m To Ondit Rd West	Rural	53649	<b>Excluded</b>
Prices Lane	Winchelsea	002.4 - Ondit Rd West Rt To Ondit Rd West Lt	Rural	53650	<b>Excluded</b>
Prices Road	Gherang	002.1 - Gherang Rd to Seal at Noels Rd	Rural	27945	<b>12</b>
Prices Road	Gherang	002.3 - End of Seal at Noels Rd to Wormbete Stn Rd	Rural	59469	<b>12</b>
Raglan Street	Modewarre	001 - Cape Otway Rd To Russell St	Rural	27956	<b>Excluded</b>
Raglan Street	Modewarre	002 - Russell St to Property No25	Rural	29404	<b>Excluded</b>
Railway Terrace	Deans Marsh	001.2 - End Seal to End (Gateway)	Urban	27958	<b>Excluded</b>
Ramsay Street	Anglesea	001 - Purnell Tce To End	Urban	27960	<b>Excluded</b>
Randles Road	Connewarre	002 - end of seal to end	Rural	29367	<b>10</b>
Reads Road	Gnarwarre	001 - Monahans Rd To Barrabool Rd	Rural	27964	<b>18</b>

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Unsealed Road and Street Network Strategy

A-19

Road name	Location	Segment	Road type	Asset ID	MCA score
Reserve Road	Aireys Inlet	001 - Inlet Cres To End	Urban	27970	<b>15</b>
Retreat Road	Boonah	001 - Bambra/Boonah Rd To Bambra/Aireys In Rd	Rural	28714	<b>Excluded</b>
Reynolds Street	Winchelsea	001 - Harding St to End	Urban	27978	<b>Excluded</b>
Richert Court	Winchelsea	001 - Lauders Ln To End	Urban	27983	<b>Excluded</b>
Richmonds Lane	Winchelsea	002 - Lauders Ln To Barwon River	Urban	27986	<b>Excluded</b>
River Reserve Road	Aireys Inlet	001 - River Rd To End	Urban	28593	<b>Excluded</b>
River Road	Aireys Inlet	001 - Bambra Rd To Bambra Rd	Urban	27997	<b>Excluded</b>
River Road	Aireys Inlet	002 - Bambra Rd to Property No 2	Urban	29369	<b>Excluded</b>
Roadknight Street	Aireys Inlet	001 - Aireys St To Eagle Rock Pde	Urban	28006	<b>Excluded</b>
Roadknight Street	Lorne	001 - Charles St To Lorne Ave	Urban	28007	<b>Excluded</b>
Robertson Road	Winchelsea	001 - Princes Hwy To End	Rural	28009	<b>Excluded</b>
Robyn Road	Moggs Creek	002 - Nr Southerland Rd To End	Urban	28011	<b>15</b>
Rochforts Road	Gherang	002 - Gherang Rd to start of seal at bend	Rural	29338	<b>9</b>
Rochforts Road	Gherang	004 - Thielmanns Rd to start of seal at bend	Rural	29340	<b>13</b>
Romaro Street	Lorne	001 - Smithers St To Dorman St	Urban	28015	<b>Excluded</b>
Rooke Street	Lorne	001 - Smithers St To Romaro St	Urban	28019	<b>19</b>
Rowan Lane	Winchelsea	001.2 End of Concrete to End	Urban	65664	<b>Excluded</b>
Russell Street	Modewarre	001 - Lyons St To End	Rural	28029	<b>15</b>
Sabine Street	Lorne	002 - Fron Allen St to Smithers St	Urban	29100	<b>Excluded</b>
Sanctuary Road	Aireys Inlet	001 - Inlet Cres To End	Urban	28713	<b>Excluded</b>
Scott Street	Anglesea	001 - Purnell St To End	Urban	28049	<b>Excluded</b>
Seaches Outlet	Winchelsea South	001 - Winchelsea/Deans Marsh Rd To End	Rural	28053	<b>Excluded</b>
Seascape Court	Lorne	001 - Erskine Falls Rd To End	Rural	28055	<b>Excluded</b>
Seaview Road	Bambra	001 - Bambra Boonah Rd To Deans Marsh Lorne Rd	Rural	28615	<b>Excluded</b>
Seifferts Road	Bellbrae	001 - School Rd To intersection at Anglesea Rd	Rural	28059	<b>Excluded</b>
Seifferts Road	Bellbrae	002 - end of intersection seal to west end	Rural	28060	<b>Excluded</b>
Seventh Avenue	Anglesea	001 - Melba Pd To Third Ave	Urban	28062	<b>Excluded</b>
Shelford Road	Winchelsea	002 - Phillips Ln To Culvert	Rural	53743	<b>22</b>

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Unsealed Road and Street Network Strategy

A-20

Road name	Location	Segment	Road type	Asset ID	MCA score
Shelford Road	Winchelsea	003 - Culvert To Ch 4400m	Rural	53744	13
Shelford Road	Winchelsea	004 - Ch 4400m To Block Lane	Rural	53745	13
Shelford Road	Winchelsea	005 - Block Lane (Ch 5440m To Ch 6550m)	Rural	53746	13
Shelford Road	Winchelsea	006 - Bend Left (Ch 6550m To Ch 7850m)	Rural	53747	16
Shelford Road	Winchelsea	007 - Ch 7850m To Ch 9000m	Rural	53748	Excluded
Shelford Road	Winchelsea	008 - Ch 9000m To Witcombes Road	Rural	53749	Excluded
Shelford Road	Winchelsea	009 - Witcombes Rd To Barwon Park Rd - 35 m	Rural	53750	Excluded
Simmonds Road	Mount Moriac	001 - Princes Hwy To End	Rural	28112	Excluded
Sincocks Road	Deans Marsh	001 - Deans Marsh/Lorne Rd To End	Rural	28088	Excluded
Smith Street	Lorne	001 - Grove Rd To Grove Road	Urban	28592	Excluded
Smithers Street	Lorne	001 - Allen St To Neade Street	Urban	28107	Excluded
Smiths Lane	Deans Marsh	001 - Bambra Cemetery Rd To End	Rural	28110	Excluded
Sparrow Avenue	Anglesea	002 - Property 64 McMillan Street to Harvey St	Urban	28119	16
Spence Avenue	Aireys Inlet	001 - Katalin Road To End	Rural	28122	Excluded
Splatts Road	Deans Marsh	001 - Parkers Rd To End	Rural	28124	Excluded
Staughton Avenue	Lorne	002 - Minapre Street To Waverly Av	Urban	28134	Excluded
Stephen Avenue	Moggs Creek	001 - Old Coach Ave To Boyd Ave	Urban	28136	Excluded
Stephenson Road	Winchelsea	001 - Mathinsons Rd To Mawsons Ln	Rural	28138	Excluded
Stephenson Road	Winchelsea	002 - Mawsons Ln To Dicksons Rd	Rural	28139	Excluded
Stephenson Street	Winchelsea	001 - Witcombe St To Jackson St	Urban	28142	Excluded
Stirling Street	Lorne	002 - Smithers Street To Deans Marsh/Lorne Rd	Urban	28589	Excluded
Sussex Street	Winchelsea	001 - Neilson Street to Cooper Street	Urban	27320	Excluded
Sussex Street	Winchelsea	002 - Cooper Street to end	Urban	27321	Excluded
Sutherland Court	Moggs Creek	001 - Robyn Road To End	Urban	28117	Excluded
Swabys Lane	Buckley	001.1 - Mathinsons Rd (From Ch 0m) To Ch 1200m	Rural	53653	Excluded
Swabys Lane	Buckley	001.2 - From Ch 1200m To Marshmans Rd	Rural	53654	Excluded
Swabys Lane	Buckley	002.1 - Marshmans Rd (From Ch 2400m) To Ch 3400m	Rural	53655	Excluded
Swabys Lane	Buckley	002.2 - From Ch 3400m To Ch 4400m	Rural	53656	Excluded

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Unsealed Road and Street Network Strategy

A-21

Road name	Location	Segment	Road type	Asset ID	MCA score
Swabys Lane	Buckley	002.3 - From Ch 4400m To Start of Seal	Rural	53657	<b>Excluded</b>
Swayns Lane	Deans Marsh	001 - Bambra Cemetery Rd To End	Rural	28168	<b>Excluded</b>
Tanners Road	Gherang	005 - House 35 To Wormbete Station Rd	Rural	29177	<b>Excluded</b>
Tanners Road	Gherang	001.2 - End of Seal To Nobles Rd Slip Lane	Rural	53660	<b>15</b>
Tanners Road	Gherang	001.3 - Nobles Rd Slip Lane To Nobles Rd	Rural	53661	<b>21</b>
Taylor's Road	Modewarre	001.2 - Cape Otway Rd To Ch 1200m	Rural	53671	<b>Excluded</b>
Taylor's Road	Modewarre	001.3 - From Ch 1200m To Start of Seal	Rural	53672	<b>Excluded</b>
Tenth Avenue	Anglesea	001 - Melba Pde To Eighth Ave	Urban	28180	<b>Excluded</b>
Tenth Avenue	Anglesea	002 - Eighth Ave To Seventh Ave	Urban	28181	<b>19</b>
Tenth Avenue	Anglesea	003 - Seventh Ave To Gt Ocean Rd	Urban	28182	<b>17</b>
The Esplanade	Torquay	017 - 61m End of Seal	Urban	28864	<b>Excluded</b>
Thielemanns Road	Gherang	002.1 - End of Seal To Pinewood Rd	Rural	53752	<b>15</b>
Thielemanns Road	Gherang	002.2 - Pinewood Rd To Dangers Rd	Rural	53753	<b>15</b>
Thielemanns Road	Gherang	005 - Dangers Rd To Lakeside Dr	Rural	53754	<b>Excluded</b>
Thielemanns Road	Gherang	006 - Lakeside Dr To End	Rural	53755	<b>Excluded</b>
Third Avenue	Anglesea	001 - ODonohue Rd To Fifth Ave	Urban	28200	<b>19</b>
Third Avenue	Anglesea	002 - Fifth Avenue To Gt Ocean Rd	Urban	28202	<b>15</b>
Thomas Road	Inverleigh	001.1 - Gnarwarre Rd (From Ch 0m) To Ch 1000m	Rural	53673	<b>Excluded</b>
Thomas Road	Inverleigh	001.2 - From Ch 1000m To Ch 2000m	Rural	53674	<b>Excluded</b>
Thomas Road	Inverleigh	002.1 - From Ch 2000m To Gate	Rural	53675	<b>Excluded</b>
Thomas Road	Inverleigh	002.2 - Gate to Seal	Rural	53676	<b>Excluded</b>
Thompsons Road	Gherang	001 - Dangers Rd To End	Rural	28208	<b>Excluded</b>
Toadhall Lane	Jan Juc	001 - Bells Blvd To End	Urban	28214	<b>Excluded</b>
Tonge Street	Anglesea	002 - 4A Tonge St to intersection at Parker St	Urban	29190	<b>Excluded</b>
Twelfth Avenue	Anglesea	001 - Eleventh Ave To Melba Pde	Urban	28235	<b>Excluded</b>
Underwoods Lane	Buckley	001 - Mt Pollock Rd To End	Rural	28237	<b>Excluded</b>
Underwoods Lane	Buckley	002 - Wainwrights Ln To End	Rural	28609	<b>Excluded</b>
Vic Tantau Walk	Torquay	001 - Wadawurrung to Edge of Concrete	Urban	29565	<b>Excluded</b>



AECOM

Unsealed Road and Street Network Strategy

A-22

Road name	Location	Segment	Road type	Asset ID	MCA score
Vic Tantau Walk	Torquay	003 - Gravel Section at End of Ceremonial Dr	Urban	29567	<b>Excluded</b>
View Road	Eastern View	001.2 - From Ch 86m To End (Ch 170m)	Rural	53810	<b>Excluded</b>
Wainewrights Lane	Winchelsea	002 - Buckley School Rd To Underwoods Lane	Rural	28256	<b>Excluded</b>
Wainewrights Lane	Winchelsea	003.1 - Underwoods Ln (From Ch 1785m) To Ch 2800m	Rural	53677	<b>Excluded</b>
Wainewrights Lane	Winchelsea	003.2 - From Ch 2800m To Aitkins Rd	Rural	53678	<b>Excluded</b>
Waller Road	Barrabool	001 - Merrawarp Rd To End	Rural	28266	<b>Excluded</b>
Waltons Road	Modewarre	001 - Princes Hwy To End (South)	Rural	28268	<b>Excluded</b>
Waverley Avenue	Lorne	002 - Staughton Av To End	Urban	28277	<b>Excluded</b>
Webb Street	Anglesea	001 - Gt Ocean Rd To Elizabeth St	Urban	28279	<b>Excluded</b>
Wells Street	Winchelsea	001 - Austin St To Witcombe St	Urban	28284	<b>Excluded</b>
Wensleydale Station Road	Wensleydale	005 - End of seal to Gum Flats Rd	Rural	29353	<b>21</b>
West Road	Winchelsea South	001 - Centre Rd To Clark Rd	Rural	28293	<b>Excluded</b>
Wilkins Street	Anglesea	002 - Camp Rd To Bingleigh Pde	Urban	28298	<b>Excluded</b>
Williams Road	Mount Duneed	001 - Mt Duneed Rd To Dickins Rd	Rural	28304	<b>Excluded</b>
Williams Road	Mount Duneed	002 - Dickins Rd To End	Rural	28305	<b>Excluded</b>
Willis Street	Winchelsea	009 - Olney St To Creek (Hse No 87) - Service Rd	Urban	28611	<b>Excluded</b>
Willis Street	Winchelsea	010 - Willis St To Creek (Hse No 89) - Service Rd	Urban	28612	<b>Excluded</b>
Willowite Road	Freshwater Creek	002 - Mt Duneed Rd To Dickens Rd	Rural	28307	<b>Excluded</b>
Willowite Road	Freshwater Creek	003.1 - Dickens Rd To Floodway	Rural	53758	<b>Excluded</b>
Willowite Road	Freshwater Creek	003.2 - Floodway To Blackgate Rd	Rural	53759	<b>Excluded</b>
Willowite Road	Freshwater Creek	005 - Grassdale Rd To Culvert	Rural	53760	<b>Excluded</b>
Willowite Road	Freshwater Creek	006 - Culvert To Hendy Main Rd	Rural	53761	<b>Excluded</b>
Winklers Lane	Connewarre	001 - Lower Duneed Rd To Danns Rd	Rural	28319	<b>Excluded</b>
Witcombe Street	Winchelsea	003 - Collins St To Mc Conachy St	Urban	28323	<b>Excluded</b>
Wood Road	Bellbrae	001 - School Rd To End	Rural	28325	<b>17</b>
Woodacres Road	Bellbrae	002 - Gundrys Rd To End	Rural	28327	<b>Excluded</b>
Wormbete Station Road	Wurdi Boluc	001 - Wurdale Rd To Centre Rd	Rural	28331	<b>21</b>
Wormbete Station Road	Wurdi Boluc	003 - Centre Rd To Wensleydale Sta Rd	Rural	53762	<b>24</b>

AECOM

Unsealed Road and Street Network Strategy

A-23

Road name	Location	Segment	Road type	Asset ID	MCA score
Wormbete Station Road	Wurdi Boluc	004 - Wensleydale Sta Rd To Knights Track	Rural	53763	15
Wormbete Station Road	Wurdi Boluc	005 - Knights Track To Prices Rd	Rural	53764	21
Wormbete Station Road	Wurdi Boluc	006 - Prices Rd To Gherang Rd	Rural	53765	12
Wormbete Station Road	Wurdi Boluc	007 - Gherang Rd (From Ch 6127m) To Ch 7012m	Rural	53766	Excluded
Wormbete Station Road	Wurdi Boluc	008 - From Ch 7012m To Ch 7862m	Rural	53767	Excluded
Wormbete Station Road	Wurdi Boluc	009 - From Ch 7862m To Dangers Rd	Rural	53768	Excluded
Wormbete Station Road	Wurdi Boluc	010 - Dangers Rd To House 955	Rural	53769	Excluded
Wright Street	Aireys Inlet	001 - Hopkins St To End	Urban	28341	Excluded
Wurdale Road	Winchelsea South	002.1 - Wormbete Stn Rd + 108 m To Major Culvert	Rural	53681	Excluded
Wurdale Road	Winchelsea South	002.2 - Major Culvert (From Ch 3350m) To Ch 4250m	Rural	53682	Excluded
Wurdale Road	Winchelsea South	002.3 - From Ch 4250m To Ch 5300m	Rural	53683	Excluded
Wurdale Road	Winchelsea South	002.4 - From Ch 5300m To Coalmine Rd	Rural	53684	Excluded
Yandina Road	Freshwater Creek	001 - Anglesea Rd To End	Rural	28348	Excluded



#### 4.5 Council Representation on the Rural and Peri-Urban Advisory Committee

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

**General Manager:** Anne Howard  
**File No:** F12/2042  
**Trim No:** IC18/698

**Appendix:**

Nil

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

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

#### Purpose

The purpose of this report is to seek ratification of Council's delegates appointed to the Rural and Peri-Urban Advisory Committee for 2018.

#### Summary

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

Delegates are responsible for reporting back to Council in regard to any actions or outcomes from the meetings.

At the 28 November 2017 Ordinary Council Meeting, Council appointed delegates to various Committees and regional/peak organisations.

The Rural and Peri-Urban Advisory Committee has since been established by the City of Greater Geelong in February 2018. Nominations were recently sought for Committee members and were due in April 2018. Cr Carol McGregor was nominated and put forward as Council's delegate and Cr Heather Wellington the sub-delegate for 2018.

#### Recommendation

That Council:

1. Ratify the appointment of the 2018 delegates on the Rural and Peri-Urban Advisory Committee (established by the City of Greater Geelong) as below:

Organisation/Committee	2018 Delegates
Rural and Peri-Urban Advisory Committee (COGG)	Cr McGregor Cr Wellington (Sub)

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

#### Council Resolution

##### MOVED Cr Rose Hodge, Seconded Cr Margot Smith

That Council:

1. Ratify the appointment of the 2018 delegates on the Rural and Peri-Urban Advisory Committee (established by the City of Greater Geelong) as below:

Organisation/Committee	2018 Delegates
Rural and Peri-Urban Advisory Committee (COGG)	Cr McGregor Cr Wellington (Sub)

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

CARRIED 9:0

## 4.5 Council Representation on the Rural and Peri-Urban Advisory Committee

### **Report**

#### ***Background***

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

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

At the 28 November 2017 Ordinary Council Meeting, Council appointed delegates to various committees and regional/peak organisations.

The Rural and Peri-Urban Advisory Committee has since been established by the City of Greater Geelong in February 2018. Nominations were recently sought for Committee members and were due in April 2018. Cr Carol McGregor was nominated and put forward as Council's delegate and Cr Heather Wellington the sub-delegate for 2018.

#### ***Discussion***

In accordance with the Committee's terms of reference, adopted by the City of Greater Geelong at the 27 February 2018 Ordinary Council meeting, the objective of the Committee is to consider and provide advice to the City of Greater Geelong on matters relevant to rural and peri-urban constituents, including:

- Transition strategies for saleyards services such as:
  - Livestock exchange
  - Information exchange
  - Hygiene and vehicle wash-down
- Rural and peri-urban agricultural and environmental management practices
- Bio-security strategies
- City Plan strategies
- Key planning strategies and structure plans.

The Committee's membership includes:

- City of Greater Geelong Councillor, Cr Jim Mason appointed as Chair
- Five independent community representatives who are residents or ratepayers of the City of Greater Geelong representing a balanced and diverse mix of rural and peri-urban interests
- Four City of Greater Geelong Council officers representing a balanced and diverse mix of Council functions, including:
- A representative from Agriculture Victoria; and
- A member representative from each of the following Councils:
  - Golden Plains Shire;
  - Colac Otway Shire; and
  - Surf Coast Shire.

#### ***Financial Implications***

Not applicable.

#### ***Council Plan***

Theme      5 High Performing Council  
Objective   Nil  
Strategy    Nil

#### ***Policy/Legal Implications***

Councillors appointed to represent Council on the various committees and regional/peak organisations must ensure that their input to decision making on these committees and/or regional/peak organisations is consistent with Council's view on such matters.

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

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

#### **4.5 Council Representation on the Rural and Peri-Urban Advisory Committee**

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

Not applicable.

##### ***Social Considerations***

Not applicable.

##### ***Community Engagement***

Involvement with various committees and regional/peak organisations provides Council with an opportunity for to engage with others and to consider issues that may have local and broader impact.

##### ***Environmental Implications***

Not Applicable.

##### ***Communication***

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

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

Option 1 – Ratify the appointment Cr Carol McGregor as Council’s delegate and Cr Heather Wellington the sub-delegate on the Rural and Peri-Urban Advisory Committee

This option is available at the discretion of Councillors.

Option 2 – Appoint different delegates to the Rural and Peri-Urban Advisory Committee

This option is available at the discretion of Councillors.

Option 3 – Do not appoint delegates to the Rural and Peri-Urban Advisory Committee

This option is not recommended by officers as involvement with various committees and regional/peak provides an important opportunity for engagement and forms an important part of Council’s role in representing the community.

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

There are a number of Committees to which Council delegates are appointed on an annual basis, including regional/peak organisations and internal Advisory Committees. Following the establishment of the Rural and Peri-Urban Advisory Committee by the City of Greater Geelong, Council is required to ratify delegates nominated in April 2018.

**5. ENVIRONMENT & DEVELOPMENT**

Nil

**6. CULTURE & COMMUNITY**



## 6.2 Small Grants Program - March 2018

**Author's Title:** Community Project Officer                      **General Manager:** Chris Pike  
**Department:** Recreation & Open Space Planning           **File No:** F17/1782  
**Division:** Culture & Community                                   **Trim No:** IC18/229

### Appendix:

1. Small Grants Program - March 2018 Projects - Supported (D18/54612)
2. Small Grants Program - March 2018 Projects - Ineligible, Not Supported and Withdrawn (D18/54611)

### Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

### Status:

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

Yes

No

Reason: Nil

### Purpose

The purpose of this report is to allocate funding for the March 2017-18 Round 2 Small Grants Program.

### Summary

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

A total of 28 applications were received. Eligible applications were assessed by Council Officers against the Small Grants Program selection criteria in the categories of 'Community Initiatives', 'Culture and Arts', 'Environment' and 'Recreation and Leisure'. A recommended project funding list has been developed for Council endorsement (see Appendix 1).

A total of 19 applications are recommended for funding in the Small Grants Program, including 5 projects requiring project management support. Four projects were assessed as ineligible, 5 not recommended and 1 project withdrawn (see Appendix 2).

At the 28 November 2017 Ordinary Meeting Council resolved to '*Amend the Small Grants Program Guidelines to increase the grant amount from 'up to \$1000 for projects that meet the selection criteria' to 'up to \$2000 for projects that meet the selection criteria'.*

### Recommendation

That Council:

1. Allocate funding for the March round of the 2017-18 Small Grants Program to 19 projects to the value of \$35,686.60 as per Appendix 1.
2. Note that the Business and Tourism Anglesea, Anglesea Kindergarten, Torquay Historical Society, Jan Juc Preschool and Moriac Preschool projects include capital elements and officers will provide project management support as required.

### Council Resolution

#### **MOVED Cr Martin Duke, Seconded Cr Clive Goldsworthy**

That Council:

1. Allocate funding for the March round of the 2017-18 Small Grants Program to 19 projects to the value of \$35,686.60 as per Appendix 1.
2. Note that the Business and Tourism Anglesea, Anglesea Kindergarten, Torquay Historical Society, Jan Juc Preschool and Moriac Preschool projects include capital elements and officers will provide project management support as required.

CARRIED 9:0

## 6.2 Small Grants Program - March 2018

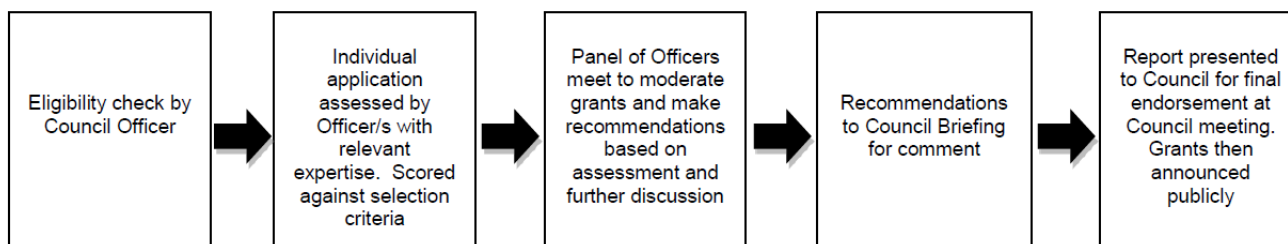
### Report

#### **Background**

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

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

The diagram below details the assessment process:



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

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

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

The Small Grants Policy and Guidelines were reviewed and adopted by Council on the 28 February 2017. The most significant changes have been:

- portable equipment is recommended as eligible (club property/asset)
- capital items with a total project cost less than \$10,000 (subject to obtaining land owner/manager approval for appropriate standard of construction and installation method) are recommended as eligible.

\* Note: Total project cost must include a provision for contingency. Council will provide a project manager for any successful project on Council owned or managed land (does not apply to projects on private land).

At the 28 November 2017 Ordinary Meeting Council resolved to 'Amend the Small Grants Program Guidelines to increase the grant amount from 'up to \$1000 for projects that meet the selection criteria' to 'up to \$2000 for projects that meet the selection criteria'.

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

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

Projects not funded under the Small Grants Program include:

- capital items with a total project cost greater than \$10,000
- building maintenance works
- general administrative, wages or contracts
- projects funded under other programs supported by the Surf Coast Shire
- projects that have already commenced or already occurred
- projects that are part of curriculum-based activities in schools
- projects that are fundraising in nature (unless the project provides considerable community benefit)
- recurrent funding for ongoing projects or projects which have already been funded.

## 6.2 Small Grants Program - March 2018

Organisations ineligible to apply for a Small Grant include:

- individuals (applicants will need to approach an organisation to auspice the project)
- any Committees of the Surf Coast Shire Council including Advisory Committees, Committees of Management or Sub Committees
- organisations who have received a Surf Coast Shire Small Grant in the previous funding round
- organisations that have not completed an Acquittal Report for a previously funded Surf Coast Shire Small Grant
- for profit or commercial organisations - unless the application can demonstrate that the proposed project or activity will have considerable tangible community benefit.

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

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

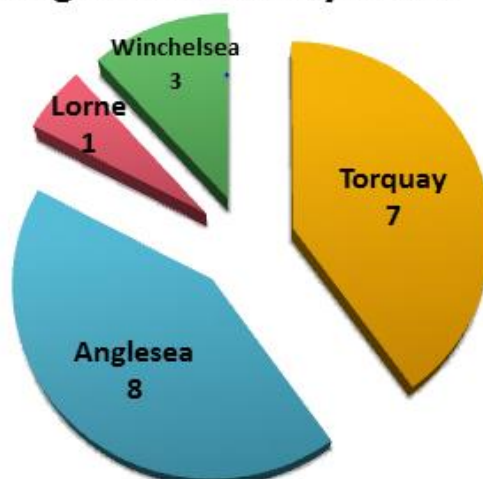
### Discussion

A total of 28 applications were received and 4 applications were assessed as ineligible, 4 not recommended and 1 withdrawn. Following a thorough assessment process Officer's recommendation is to fund a total of \$35,686.60 to deliver 19 projects.

The breakdown of the 19 recommended projects by Ward is as follows:

Category	Applications received	Recommended for funding	Funding amount
Torquay	11	7	\$14,300
Anglesea	11	8	\$15,216
Winchelsea	4	3	\$4,170.60
Lorne	2	1	\$2,000
<b>Total</b>	<b>28</b>	<b>19</b>	<b>\$35,686.60</b>

### Funding Allocation by Ward



## 6.2 Small Grants Program - March 2018

The breakdown of the 19 recommended projects by Category is as follows:

Category	Applications received	Recommended for funding	Funding amount
Arts and Culture	8	6	\$12,576
Community Initiatives	9	6	\$9,710
Environment	6	3	\$4,500
Recreation and Leisure	5	4	\$8,900.60
<b>Total</b>	<b>28</b>	<b>19</b>	<b>\$35,686.60</b>

### Funding Allocation by Category



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

Of the 19 recommended projects, 5 projects include capital elements on Council owned or managed land. Council officer project management support will be provided to the following projects as required:

- Business and Tourism Anglesea: Anglesea Streetscape Art Installations
- Anglesea Kindergarten: Anglesea Preschool Swing Installation
- Torquay Historical Society: Construction of Bathing Box and Boardwalk
- Jan Juc Preschool: Wildflowers Sculpture Garden
- Moriac Preschool: Disability Inclusion Playground Equipment.

The grant guidelines confirm that grants up to \$2,000 are available and at the discretion of Council some projects that meet additional community need may be considered for funding up to \$5,000. To be considered for additional funding, projects need to demonstrate:

- High evidence of need and participation by a wide variety of key audiences
- A provide track record in managing similar size projects
- Have a well-developed project plan
- Appropriate expenditure and resourcing.

## 6.2 Small Grants Program - March 2018

There are a total of 5 projects that have been recommended to receive a contribution greater than \$2,000.

<b>Applicant</b>	Ocean Mind
<b>Project name</b>	Boards for Mental Health
<b>Description</b>	To purchase foam surf boards for Ocean Mind youth program which provides therapeutic surfing interventions for young people with mental health issues, social isolation and disabilities aged 8-18 years.
<b>Comments</b>	There is a current list of 32 young people waiting to participate in program. Since inception five 6-week programs have been run for 50 disadvantaged young people. 80% of participants of the program join the Surf Club to continue their surfing journey and connection with mentors.
<b>Recommended funding</b>	\$3,000
<b>Applicant</b>	Business and Tourism Anglesea (BATA)
<b>Project name</b>	Anglesea Streetscape Art Installations
<b>Description</b>	To install creative metalwork art pieces with solar lighting on light poles in Anglesea main shopping area.
<b>Comments</b>	Christmas lights have been vandalized. BATA wish to move to a more permanent all year round option to beautify the streetscape as well as enhance Anglesea's reputation as having a rich artistic community. Project referred by the Community Project Proposal (CPP) process. Well-developed project plan including quotations and images of metal sculptures (Cinnamon Stephens) approved by Arts Development Officer.
<b>Recommended funding</b>	\$4,500
<b>Applicant</b>	Anglesea Kindergarten
<b>Project name</b>	Anglesea Preschool Swing Installation
<b>Description</b>	Install multi-purpose swing set and associated landscaping.
<b>Comments</b>	Referred by the Community Project Proposal (CPP) process. Project promotes recreation, physical activity and increases participation for all abilities. Well-developed project plan and quotations. Project aims to build community links and keep families engaged in the kindergarten and playgroup.
<b>Recommended funding</b>	\$4,730
<b>Applicant</b>	Torquay Historical Society
<b>Project name</b>	Construction of Bathing Box and Boardwalk
<b>Description</b>	Construction of bathing box and boardwalk to display an important part of Torquay's 1020's history.
<b>Comments</b>	This is a heritage project that supports participation, learning and recording of the cultural history of Surf Coast Shire. The society has a proven track record of managing similar projects. Project will provide wheel chair access to a permanent display with a photographic exhibition inside. The project is in line with Torquay Price Street Community House Precinct Plan.
<b>Recommended funding</b>	\$3,500
<b>Applicant</b>	Jan Juc Preschool
<b>Project name</b>	Wildflowers Sculpture Garden
<b>Description</b>	Produce and install a sculpture garden containing vertical carved timber (from a tree removed from the Kinder) depicting indigenous wildflower 'creatures'.
<b>Comments</b>	Well-developed project plan with quotations by Mark Trinham a local artist. Project depicts indigenous wildflower 'creatures' made from a tree cut down in the kindergarten. The Jan Juc Kindergarten committee will deliver the project.
<b>Recommended funding</b>	\$2,500

## 6.2 Small Grants Program - March 2018

There are 4 projects that have been assessed as ineligible, 4 not recommended and 1 withdrawn as detailed in Appendix 2. Officers will work with all unsuccessful applicants to improve their project applications for future rounds or assist in referring to appropriate Shire funding programs.

### **Financial Implications**

The total pool for two rounds of Small Grants funding for 2017/18 is \$75,000. The total funding allocation of recommended projects for Round 1 was \$39,236.40 and Round 2 is \$35,686.60, totalling \$74,923 allocated to 37 community projects and initiatives.

### **Council Plan**

Theme 1 Community Wellbeing  
Objective 1.1 Support people to participate in and contribute to community life  
Strategy 1.1.1 Develop and implement a program to support communities of place and interest, and to provide opportunities for them to identify and achieve their community aspirations

Theme 1 Community Wellbeing  
Objective 1.1 Support people to participate in and contribute to community life  
Strategy 1.1.3 Work in partnership with the community to review, update and continue to implement the heritage, arts and culture strategy

Theme 1 Community Wellbeing  
Objective 1.2 Support people to be healthy and active  
Strategy 1.2.1 Develop and implement local programs to support Healthy Eating and Active Living

### **Policy/Legal Implications**

The Small Grants Program supports the Council Plan (2017-21) objective 'Support people to participate in and contribute to community life'.

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

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

### **Risk Assessment**

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

### **Social Considerations**

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

### **Community Engagement**

Engagement activities prior to the March round of grants include:

- media campaign including advertising in the Surf Coast Times, Winchelsea Star and Lorne Independent
- presentations at Kindergarten Parent Advisory Group meetings
- promotion via Council Officer E-mail networks, word of mouth, Community House and Men's shed networks
- direct email to previous grant recipients
- direct contact with potential grant recipients
- promotion via the Surf Coast Shire website, social media and intranet.

### **Environmental Implications**

The Small Grants program is often used by local environment groups. 6 applications have been received under the 'Environment' category and 3 projects have been recommended for funding.

## 6.2 Small Grants Program - March 2018

### **Communication**

Following adoption at the 22 May 2018 Council meeting, all applicants will receive a letter informing them of the outcome of their application.

### **Options**

Option 1 – Allocate funding for the March round of the 2017-18 Small Grants Program to 19 projects to the value of \$35,686.60 as per Appendix 1

This option is recommended by officers as it aligns to Council's adopted Small Grant Guidelines and completes a formal application and assessment process that supports people to participate in and contribute to community life.

Option 2 – Allocate funding for the March round of the 2017-18 Small Grants Program to a mix of projects identified in Appendix 1 and 2

This option is not recommended by officers as projects considered 'ineligible' or 'not supported' have either not met eligibility criteria as per the Small Grants Program Guidelines or not scored as strongly against the grants assessment criteria as the other officer supported projects.

Option 3 – Do not allocate funding for the March 2017-18 round of Small Grants Program

This option is not recommended by officers as many important community projects will not be able to progress without funding support.

### **Conclusion**

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

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

A celebration to recognise successful grant recipients will be held in Council Chambers on Thursday 14 June 2018 at 10.30am. Ward Councillors will be invited to present certificates to successful applicants.

**6.2 Small Grants Program - March 2018**

**APPENDIX 1 SMALL GRANTS PROGRAM - MARCH 2018 PROJECTS - SUPPORTED**



**APPENDIX 1: Surf Coast Shire Small Grants Program March 2018 - 'Projects Supported'**

Name of Applicant	Project Title	Description	Alignment to Grant Guidelines	Category	Ward	Applicants Total Project Costs	Amount Sought	Recommended
Ocean Mind	Boards for Mental Health	To purchase foam surf boards for Ocean Mind youth program which provides therapeutic surfing interventions for young people with mental health issues, social isolation and disabilities aged 8-18 years	Group has a proven track record in managing similar projects and program addresses an important community need and contributes to the wellbeing and quality of life of Surf Coast Shire residents	Community Initiative	Torquay	\$18,000.00	\$3,000.00	\$3,000.00
Business and Tourism Anglesea	Anglesea Streetscape Art Installations	To install creative metalwork art pieces with solar lighting on light poles in the Anglesea main shopping centre	Referred by the Community Project Proposal (CPP) process. Project supports development of quality arts initiatives. Well developed project plan	Culture and Arts	Anglesea	\$10,000.00	\$5,000.00	\$4,500.00
Repair Café Surfcoast (Auspiced by SCEG)	Repair Café Surfcoast	Venue hire, signage and printing for Repair Café Surfcoast. An initiative where people bring broken and worn-out items and volunteers help repair them	Project works towards sustainability and encourages and enables individuals across the Shire to collaborate, share knowledge, skills and resources	Environment	Anglesea	\$27,297.00	\$2,000.00	\$2,000.00
Moriac Preschool	Disability Inclusion Playground Equipment	Purchase and install a set of 'Talking Pipes' in the playground which can be used by all students and allow a student with Spinal Muscular Atrophy to interact with other children	Project promotes recreation, physical activity and increases participation for all abilities	Recreation and Leisure	Winchelsea	\$4,979.60	\$1,859.60	\$1,859.60
Anglesea Mens Shed (Auspiced by Anglesea Community House)	First Aid Course	For 6 members to attend first aid training provided by Anglesea Community House	Project contributes to the wellbeing and quality of life of Surf Coast Shire residents. Appropriate expenditure and resourcing	Community Initiative	Anglesea	\$2,380.00	\$1,020.00	\$1,020.00
Anglesea Kindergarten	Anglesea Preschool Swing Installation	Install multi-purpose swing set and associated and landscaping	Referred by the Community Project Proposal (CPP) process. Project promotes recreation, physical activity and increases participation for all abilities	Recreation and Leisure	Anglesea	\$9,460.00	\$4,730.00	\$4,730.00
Aireys Inlet Combined Churches (Auspiced by Surf Coast Uniting Church Linked Congregations Council)	Hearing for our Community	Purchase 2 wireless head set microphones to supplement kit used by the community for functions such as the Aireys Inlet Community Carols	Project encourages and enables the participation of a wide variety of local residents and encourages groups to share resources	Community Initiative	Anglesea	\$1,790.00	\$890.00	\$890.00
Working Equitation Geelong (WEG)	WEG Equipment Upgrade	Purchase 24 light weight jumping training poles to replace older heavier equipment	Project promotes recreation, physical activity and increases participation for all abilities. Appropriate expenditure and resourcing	Recreation and Leisure	Winchelsea	\$2,000.00	\$1,000.00	\$1,000.00
Probus Club of Torquay Jan Juc (Auspiced by Rotary Club of Torquay)	Effective Communications Project	Purchase digital projector to engage members who suffer from visual difficulties	Equipment will contribute to the wellbeing and quality of life of Surf Cost Shire Residents. Appropriate expenditure and resourcing	Community Initiative	Torquay	\$7,750.00	\$3,250.00	\$1,300.00
ANGAIR	ANGAIR Taxidermy Project	To preserve two bird species - Musk Lorikeet and Red-browed Firetail Finch for display and educational purposes	Group has a proven track record in managing similar projects. Appropriate expenditure and resourcing	Environment	Anglesea	\$1,100.00	\$500.00	\$500.00
Torquay Historical Society	Construction of Bathing Box and Boardwalk	Construction of bathing box and boardwalk to display an important part of Torquay's 1920's history	Heritage project that supports participation, learning and recording of the cultural history of the Surf Coast Shire. The society has a proven track record of managing similar projects	Culture and Arts	Torquay	\$9,990.00	\$5,000.00	\$3,500.00
Bonnie Upwelling (Auspiced by Surf Coast Arts)	Building Resources for the Christmas Carolvan	Supply 34 X 16 GB USB sticks for audio learning for the Bonnie Upwellers and Bonnie Bambini singing groups to allow students to take resources home	Project encourages and enables group to share knowledge, skills and resources. Group has a proven track record in managing similar projects	Culture and Arts	Torquay	\$4,010.00	\$2,000.00	\$500.00
Anglesea and District Historical Society	Bathing Box Display	Purchase and install hanging system for historical photos inside bathing box located in the garden of history house at McMillan Street, Anglesea	Heritage project that supports participation, learning and recording of the cultural history of the Surf Coast Shire. The society has a proven track record of managing similar projects	Culture and Arts	Anglesea	\$1,176.00	\$576.00	\$576.00
U3A Surfcoast	U3A Office Administration	Purchase 2 laptop computers to manage memberships, course administration, correspondence and website maintenance	Group contributes to the wellbeing and quality of life of Surf Coast Residents and has a proven track record in managing similar projects	Community Initiative	Torquay	\$5,975.00	\$1,500.00	\$1,500.00
Freshwater Creek Riding Club	Frangible Pins for Safety	To purchase frangible pins which are designed to improve safety of cross-country fences, allowing rails to drop when hit with force, preventing rotational fall. (One rail kit, two oxer kits and one repair kit)	Project addresses an important community safety need and shows appropriate expenditure and resourcing	Recreation and Leisure	Winchelsea	\$2,622.00	\$1,311.00	\$1,311.00
Lorne Community Hospital	Grand Tour of Europe	Virtual travelling tour of Europe including food, cultural activities and music for residents in aged care. Program runs over 10 month period	Program contributes to the wellbeing and quality of life of Surf Coast Shire residents. Well developed project plan	Community Initiative	Lorne	\$4,520.00	\$2,000.00	\$2,000.00
Jan Juc Pre School	Wildflowers Sculpture Garden	Produce and install a sculpture garden containing vertical carved timber (from a tree removed from the Kinder) depicting indigenous wildflower 'creatures'	Community arts project that supports the development of quality arts initiatives. Appropriate expenditure and resourcing	Culture and Arts	Torquay	\$9,830.00	\$5,000.00	\$2,500.00
City Harvest (Freshwater Creek)	City Harvest Market Garden	Support community market garden in partnership with Farmers Place. Purchase of racks, seedling trays, seed and soil. The garden will be used to provide horticultural training and education for disadvantaged members within the community	Project works towards sustainability and encourages and enables individuals across the Shire to collaborate and share knowledge, skills and resources	Environment	Torquay	\$6,928.94	\$4,978.94	\$2,000.00
Writers Victoria	Words from the Surf Coast Arts Trail 2018	Tutor fees in delivering a workshop on writing responses to visual art	Community arts project that supports the development of quality arts initiatives. Appropriate expenditure and resourcing	Culture and Arts	Anglesea	\$5,160.00	\$1,000.00	\$1,000.00
						<b>\$134,968.54</b>	<b>\$46,615.54</b>	<b>\$35,686.60</b>

**6.2 Small Grants Program - March 2018**

**APPENDIX 2 SMALL GRANTS PROGRAM - MARCH 2018 PROJECTS - INELIGIBLE, NOT SUPPORTED AND WITHDRAWN**

**APPENDIX 2: Surf Coast Shire Small Grants Program March 2018 - 'Projects Ineligible (as per Program Guidelines) and Not Supported'**

Name of Applicant	Project Title	Description	Category	Ward	Applicant Total Project Costs	Amount Sought	Comment
Torquay Commerce and Tourism	Establishment of 'Committee for Torquay'	Support the establishment of 'Committee for Torquay'. Logo design and artwork and website development	Community Initiative	Torquay	\$9,740.00	\$2,000.00	<b>Not supported</b> - Highly competitive round. Project did not score strongly against grant criteria. Council's Community Development and Community Relations representatives to meet with group to progress initiative. Potential for Council to consider request for funding through budget process
Anglesea Baptist Church	The Sprit of Anglesea	Art supplies for the 'Spirit of Anglesea' wall mural located between shop windows of Seaside Seconds in the heart of Anglesea	Culture and Arts	Anglesea	\$7,060.00	\$2,000.00	<b>Not supported</b> - Project needs further scoping. No images supplied. Community and Wadawurrung (Registered Aboriginal Party RAP) consultation required. Referred to Arts Development Officer
Sirovilla	New Oven for Community Centre	Replacement oven for Village Centre	Community Initiative	Anglesea	\$1,800.00	\$900.00	<b>Not supported</b> - Highly competitive round. Project did not score strongly against grant criteria. Project does not enable the participation of a wide variety of local residents
Surf Coast Secondary College	Greening our School	Landscaping project including purchase and planting of mature plants to enhance the open space of the school grounds	Environment	Torquay	\$2,165.00	\$995.00	<b>Not supported</b> - Highly competitive round. Project did not score strongly against grant criteria
Anglesea Table Tennis	Anglesea and District Table Tennis	To purchase 3 partitions to prevent balls interfering with adjoining tables	Recreation and Leisure	Anglesea	\$647.00	\$317.00	<b>Ineligible</b> - Group is not incorporated or auspiced as per grant guidelines. Public liability insurance, project plan and quotations not provided. Recommend club contact Table Tennis Geelong for potential auspice and equipment support. Officers to work with club for eligible application next round
Friends of the Outdoor Classroom - Bellbrae Primary School	Indigenous Food Trail	Plant a food trail of indigenous edible plants through the sensory play garden	Environment	Torquay	\$2,700.00	\$1,000.00	<b>Ineligible</b> - Group is not incorporated or auspiced as per grant guidelines. Project plan and public liability insurance not provided. Officers to work with group for eligible application next round
Surf Coast Relay for Life	Surfcoast Relay for Life 2019	To purchase tree signs, shop decorations and lawn signs.	Community Initiative	Torquay	\$3,000.00	\$3,000.00	<b>Ineligible</b> - Funding not matched in-kind. Quotations not provided. Project has secured event grant funding for 2018/19. Officers to work with group to ensure matched funding and quotations are provided in future applications.
Surf Coast Animal Rescue Service (SCARS) Auspice Australian Fauna Society	Grass Tree Nature Reserve Planting for Animals	Plant a large patch of native vegetation in Grass Tree Reserve	Environment	Winchelsea	\$5,000.00	\$5,000.00	<b>Ineligible</b> - Funding not matched in-kind. Public liability insurance, project plan and quotations not supplied. Refer to Environment Unit who will engage group in Grass Tree Park Masterplan implementation
Picturing History Deans Marsh (Auspiced by Deans Marsh Cottage)	Picturing History Deans Marsh	Purchase a high resolution scanner to digitise 2,000 historic photographs and upload to Victoria's cultural treasures to be able to share electronically	Culture and Arts	Lorne	\$24,320.00	\$2,556.00	<b>Withdrawn</b> - Applicant withdrew application post officer assessment process and is no longer able to deliver project in 2018/19. Officers to work with group to re-apply in future grant rounds. Project will record the cultural history of the Deans Marsh community and its residents
					<b>\$56,432.00</b>	<b>\$17,768.00</b>	

### 6.3 Petition Response: Use of vacant land in the Civic and Community Precinct in North Torquay

**Author's Title:** Recreation Planning Coordinator      **General Manager:** Chris Pike  
**Department:** Recreation & Open Space Planning      **File No:** F18/210  
**Division:** Culture & Community      **Trim No:** IC18/683

**Appendix:**

1. Signed Petition - Upgrade of Vacant Land - 1 Merrijig Drive, Torquay - Redacted (D18/42679)

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

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

Yes

No

**Status:**

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

Yes

No

**Reason:** Nil

**Reason:** Nil

#### Purpose

The purpose of this report is to respond to the petition received at the Ordinary Meeting held 24 April 2018 requesting that Council 'create a park like area' on the vacant land along Yallock Circuit in the Civic and Community Precinct in North Torquay.

#### Summary

On 24 April 2018, Council received a petition with 11 signatures from local residents living in close proximity to the vacant land in the North-East section of the Banyul Warri Fields Precinct at the corner of Yallock Circuit and Dya Avenue, Torquay. The petition requests that Council create a new park area including trees, BBQ, shelter, tables and bench seats on the vacant land.

Council's Open Space Strategy 2016-25 outlines accessibility standards to parklands in line with best practice and recommends that access to a local park should be no more than a five minute walk which generally transcribes to 400 metres.

Officers have investigated the petition request and are able to confirm that Djila Tjarri Park and a planned reserve development in the Stretton Estate are both within a five minute walk or 400 metres of the petitioners' residences.

Council is undertaking a Torquay and Jan Juc Social Infrastructure Study that will inform the future infrastructure needs for the local area and will inform any future Council decision relating to the development of the vacant land identified by the petitioners. The study is due for completion in late 2018.

#### Recommendation

That Council:

1. Note the petition has been received and properly considered.
2. Note that Djila Tjarri Park and a planned reserve development in the Stretton Estate are both within a five minute walk or 400 metres of the petitioners' residences so meeting accessibility standards within Council's Open Space Strategy 2016-2015.
3. Note that the Torquay and Jan Juc Social Infrastructure Study will be completed by late 2018 and this will inform any future decision relating to the development of vacant land within the Civic and Community Precinct.
4. Advise the author of the petition of Council's resolution on this matter.

#### Council Resolution

##### **MOVED Cr Rose Hodge, Seconded Cr Martin Duke**

That Council:

1. Note the petition has been received and properly considered.
2. Note that Djila Tjarri Park and a planned reserve development in the Stretton Estate are both within a five minute walk or 400 metres of the petitioners' residences so meeting accessibility standards within Council's Open Space Strategy 2016-2015.
3. Note that the Torquay and Jan Juc Social Infrastructure Study will be completed by late 2018 and this will inform any future decision relating to the development of vacant land within the Civic and Community Precinct.
4. Advise the author of the petition of Council's resolution on this matter.

CARRIED 9:0

### 6.3 Petition Response: Use of vacant land in the Civic and Community Precinct in North Torquay

#### Report

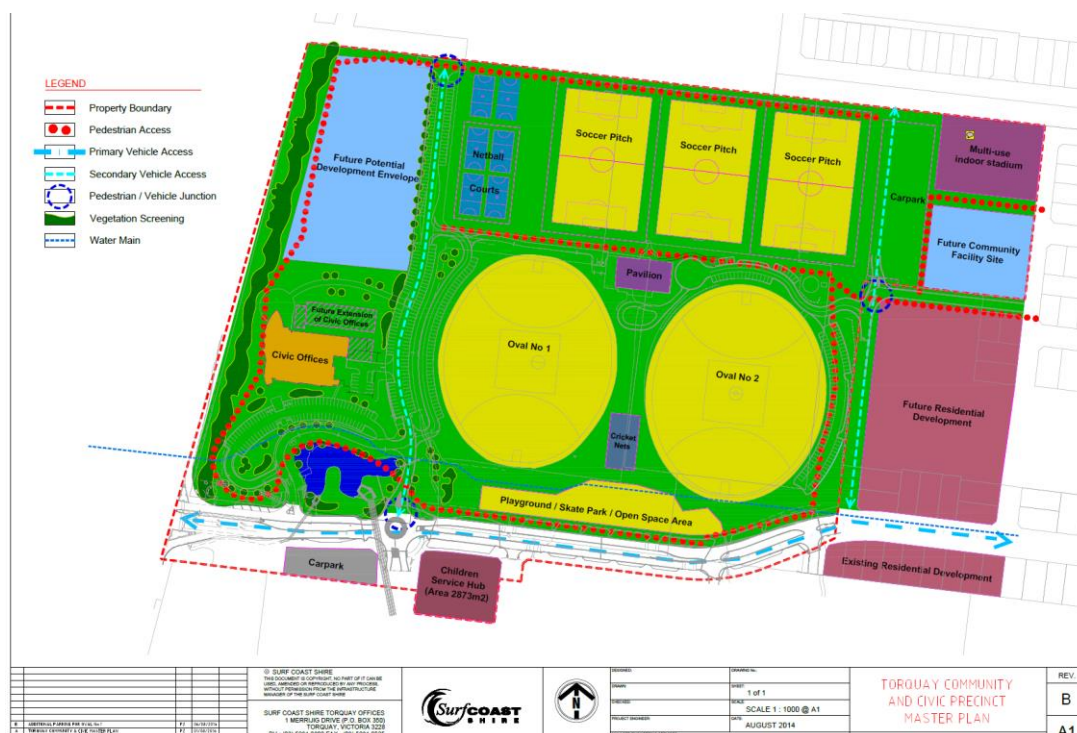
##### Background

On the 24 April 2018, Council received a petition with 11 signatures from local residents living in close proximity to the vacant land in the North-East section of the Banyul Warri Fields Precinct at the corner of Yallock Circuit and Dya Avenue, Torquay. The petition requests that Council develop this site and create a new park area including trees, BBQ, shelter, tables and bench seats.

The land forms part of the Civic and Community Precinct (Banyul Warri Fields) which is reserved for public park and recreation.

##### Discussion

The Torquay Community and Civic Precinct Masterplan 2011 (reviewed in 2014) recommended the land area referred to in the petition as a Multi-purpose Indoor Stadium and Future Community Facility Site (potential Aquatic and Health Centre).



**Image 1: Torquay Community and Civic Precinct Master Plan 2014**

As a result of changing participation levels and demographic projections, Council identified the need to revalidate requirements for an Indoor Stadium in North Torquay as previously identified in the Masterplan and on 24 May 2016 noted an Indoor Sports Plan study that recommended the Indoor Stadium is best located on the west side of the Banyul Warri Fields precinct.

Subsequently, Council has progressed a major project in partnership with the Education Department and has recently been successful in securing funding to extend the existing Surf Coast Secondary School stadium with an additional three indoor courts and associated amenities.

With regard to a future community facility or Aquatic and Health Centre, Council resolved on the 8 December 2015 not to undertake any further planning for an aquatic and health centre at this time. However, Council is mindful of the potential to consider a facility in the longer-term and has retained sufficient land for an aquatic and health centre within the Community and Civic Precinct. It is recommended by officers that should an Aquatic Facility become a future project of Council it would be best located adjacent to the Indoor Stadium and Surf Coast Highway.

### 6.3 Petition Response: Use of vacant land in the Civic and Community Precinct in North Torquay

Council is undertaking a Torquay and Jan Juc Social Infrastructure Study that will inform the future infrastructure needs for the local area and will inform any future Council decision relating to the development of the vacant land within the Civic and Community Precinct. The study is due for completion in late 2018.

Council's Open Space Strategy 2016-2025 outlines accessibility standards to parklands in line with best practice and recommends that access to a local park should be no more than a five minute walk which generally transcribes to 400 metres.

The park facilities identified in the petition including BBQ and picnic facilities are already provided at the Djila Tjarri play space which is located within a 5 minute walk or 400 metres of the petitioners residences.



**Image 2: Access to Park Facilities**

There is also a planned reserve development in the Stretton Estate that includes a large open space reserve with wetland, BBQ and picnic facilities that will be comfortably located within a five minute walk or 400 metres of the petitioners residences.

#### **Financial Implications**

There are no financial implications relating to the recommendations in this report.

#### **Council Plan**

Theme 1 Community Wellbeing  
Objective 1.1 Support people to participate in and contribute to community life  
Strategy 1.1.1 Develop and implement a program to support communities of place and interest, and to provide opportunities for them to identify and achieve their community aspirations

Theme 5 High Performing Council  
Objective 5.2 Ensure that Council decision-making is balanced and transparent and the community is involved and informed  
Strategy 5.2.2 Evolve our community engagement approach to inform strategic Council direction and decision-making

#### **Policy/Legal Implications**

There are no policy or legal implications relating to the recommendations in this report.

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

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

#### **Risk Assessment**

There are no risks associated with the recommendations within this report.

### **6.3 Petition Response: Use of vacant land in the Civic and Community Precinct in North Torquay**

#### ***Social Considerations***

There are no social impacts relating to the recommendations in this report.

#### ***Community Engagement***

This report is a response to the petition received by Council on the 24 April 2018.

#### ***Environmental Implications***

There are no environmental implications relating to the recommendations in this report.

#### ***Communication***

Officers will advise the author of the petition of Council's resolution on this matter.

#### ***Options***

Option 1 – Note the petition and advise the author of Council's resolution on this matter consistent with the findings of this report

This option is recommended by officers as the proximity of the petitioners' residences to a local park is consistent with Council's Open Space Strategy 2016- 2025 that recommends that access to a local park should be no more than a five minute walk which generally transcribes to 400 metres.

Option 2 – Note the petition and defer a decision until the Torquay Jan Juc Social Infrastructure Study is complete in late 2018

This option is not recommended by officers as it delays a decision to the petitioners when a local park is already located within a 5 minute walk or 400 metres of the petitioners' residences.

Option 3 – Do nothing

This is not recommended as it provides no feedback to our community.

#### ***Conclusion***

Officers have investigated the petition request and are able to confirm that Djila Tjarri Park and a planned reserve development in the Stretton Estate are both within a five minute walk or 400 metres of the petitioners' residences. This proximity from the petitioners' residences to a local park meets the accessibility standards recommended within Council's Open Space Strategy 2016-2015.

Officers are undertaking a Torquay and Jan Juc Social Infrastructure Study that will inform the future infrastructure needs for the local area and will inform any future Council decision relating to the development of the vacant land identified by the petitioners. The study is due for completion in late 2018.

**6.3 Petition Response: Use of vacant land in the Civic and Community Precinct in North Torquay**

**APPENDIX 1 SIGNED PETITION - UPGRADE OF VACANT LAND - 1 MERRIJIG DRIVE, TORQUAY - REDACTED**



### 6.3 Petition Response: Use of vacant land in the Civic and Community Precinct in North Torquay

25<sup>th</sup> March 2018

Att: Jarrod  
Recreational & Parks  
Surf Coast Council  
Torquay

**Re: The vacant land at the end of Mirri Drive, Dya Avenue which runs along that part of Yallock Circuit and backs onto the oval (Goim Pitch).**

Dear Jarrod,

We the residents listed on the attached spreadsheet have met on Sunday the 25<sup>th</sup> March 2018 to hold an informal "Get to know your neighbours" gathering and as per your suggestion, we met on the middle area of lawn between the two ovals as we don't have a green space area to facilitate this, other than the skate park next to the main thoroughfare Road of Merrijig, which is obviously set up for children and their family.

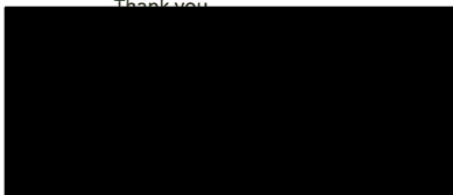
Due to the fact there are no facilities for us to meet in a serene "park like" situation with trees and green space and picnic tables etc. we the residents listed on the attached spreadsheet would like to formally ask the council for the following to be created on the vacant land noted above;

*Create a park like area with trees and shrubs to encourage birds to come back to the area. To also have numerous picnic tables and benches (ie four or more) for us to sit at and provide enough seating so it caters to a number of families using the space and not being on top of each other. To also have at least two BBQ' s nearby to these picnic tables to allow families to cook a meal. To also have an open structure like a weatherproof roof Gazebo or covered pergola/structure with a bar or benches inside, so we can prepare food and drinks undercover and have somewhere to move to, if it rains.*

*Due to the fact we all have very small backyards, this would give all residents the extra space to hold a family BBQ or a place to meet with visitors and friends, or if we just want to sit in a parklike space and listen to the birds chirping and breath in that clean air, save for the disgusting stinking diesel smell that could waft over from time to time from that completely hideous petrol station going in up the other end of the highly and densely populated residential street. Hence, why we would need lots of mature trees to filter out such things.*

If you can please let me know how long council will take to make a decision on the above and the outcome, so I can convey this information to all those residents listed on the attached spreadsheet.

Thank you







## 6.5 Contributions to Developments on Land Owned or Managed by Others Policy SCS-037

**Author's Title:** General Manager Culture & Community **General Manager:** Chris Pike

**Department:** Culture & Community

**File No:** F16/683

**Division:** Culture & Community

**Trim No:** IC18/687

### Appendix:

1. Contributions to Developments on Land Owned or Managed by Others Policy SCS-037: (D18/57826)

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

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

Yes

No

Reason: Nil

#### Status:

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

Yes

No

Reason: Nil

### Purpose

The purpose of this report is to consider a policy to guide Council decision-making in response to requests from other organisations for financial contributions to development projects on land which is owned or managed by others.

### Summary

Council has, from time to time, received requests from organisations and clubs for financial assistance to deliver developments when Council is neither the landowner nor the land manager. This has typically been in relation to projects on coastal land which mostly falls under the jurisdiction of other government bodies.

In 2017 Council established a considered precedent for such contributions for surf life saving clubs following that year's *Review of Council support of surf lifesaving* study.

This policy seeks to build on the findings of that piece of work in order to formalise a Council position that can be applied to future requests.

Most recently Council has been approached by the Great Ocean Road Coast Committee (GORCC) for a financial contribution towards the Point Grey Redevelopment project in Lorne. While this report does not consider that request specifically, adoption of the policy will assist in the assessment of that request in the near future.

### Recommendation

That Council adopt the Contributions to Developments on Land Owned and Managed Policy SCS-037.

### Council Resolution

**MOVED Cr Clive Goldsworthy, Seconded Cr Margot Smith**

That Council adopt the Contributions to Developments on Land Owned and Managed Policy

CARRIED 9:0

## 6.5 Contributions to Developments on Land Owned or Managed by Others Policy SCS-037

### Report

#### **Background**

No policy of this kind currently exists, rather Council has established a precedent through the adoption of the recommendations from the 2017 Review of Council support of surf lifesaving.

In 2017, Council pre-committed funds for the Jan Juc Surf Life Saving Club Redevelopment (\$250k) and Anglesea Surf Life Saving Club Redevelopment (\$250k) on the basis that:

- well designed and accessible surf life saving facilities are valuable community assets that can ease the pressure on Council to provide the same
- surf life saving promotes community health and wellbeing and strongly complements Council's responsibility to do the same
- surf lifesaving clubs are embedded in the shire's culture and enhance the municipality's reputation as the Home of Australian Surfing
- Council's current support of surf lifesaving is only 'average' (compared to other Councils), despite the municipality's reputation as the Home of Australian Surfing
- Council support of surf life saving is consistent with the Council Plan and the endorsed Future of Surf Life Saving in Surf Coast Shire strategy
- SLS participation rates are higher than for any other sport in the municipality, and strong population growth will only increase the demand for surf lifesaving services and facilities
- SLS clubhouse redevelopment projects score highly on Council's Community Project Assessment Matrix, and but for the question of land ownership, qualify strongly for budget consideration
- Council currently supports numerous other clubs operating on non-Council owned land (these clubs receive support when SLSCs don't, simply because Council manages the land)
- contemporary facilities are crucial to generating operational income and a trading profit, and are therefore fundamental to the financial sustainability and independence of SLS clubs (no reliance on recurrent Council support)
- SLS clubs are increasingly moving towards paid administrative positions, and contemporary facilities provide job growth both during construction, and afterwards in the hospitality field
- all Victorian Councils with a beach frontage provide some form of financial support to lifesaving clubs (capital contributions are the most common form of support)
- large capital contributions represent 'good value' when annualised over the life of the asset and the associated benefits are taken into account.

The Council contribution formula applied in these instances was 5% of project costs or \$250,000 whichever is the lesser.

Council consequently pre-committed funds to the Anglesea Motor Yacht Club Redevelopment (\$40k) by taking into account the many similarities with surf life saving clubs.

#### **Discussion**

Council has received a request from the Great Ocean Road Coast Committee (GORCC) for funding to assist with the delivery of the Point Grey Redevelopment project.

It is timely to formalise Council's position for this and similar requests which may be received in the future in the form of a policy.

The policy attached at Appendix 1 contains the following key features:

- Focus on development projects (i.e. not maintenance) that are greater than \$250k in value
- Support for not-for-profit organisations over for-profit entities
- Seeks to achieve Council objectives
- Funding methodology of 5% of project cost or \$250k, whichever is the lesser
- Requirement for agreements to formalise conditions
- Focus on projects (and benefits) in their entirety rather than limiting eligibility to one type of infrastructure (e.g. buildings)

## 6.5 Contributions to Developments on Land Owned or Managed by Others Policy SCS-037

### **Financial Implications**

Council will typically contribute 5% or \$250,000 of the total project cost whichever is the lesser. Council may decide to make a contribution that deviates from this formula as it sees fit. Council's financial commitment will be considered through its project prioritisation and budgeting processes and can only be confirmed via Council resolution.

A request from GORCC (Point Grey Redevelopment) is on-hand which will need to be assessed in the context of this policy if adopted. More information is required to determine a recommendation on the potential value of a Council contribution but given the scale of the project this could well be close to the maximum permitted under the policy (\$250k).

### **Council Plan**

Theme	5 High Performing Council
Objective	5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives
Strategy	5.1.4 Build on relationships with agencies and key stakeholders for the benefit of the community

### **Policy/Legal Implications**

It is recommended that Council adopt a formal policy position on this matter.

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

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

### **Risk Assessment**

In considering this policy Council is seeking to balance the provision of important community infrastructure with its financial capacity.

### **Social Considerations**

Projects eligible for funding consideration will need to demonstrate significant social benefits.

### **Community Engagement**

Officers have not undertaken community engagement to develop this policy. Community consultation would be expected for individual projects.

### **Environmental Implications**

Environmental benefits is a consideration for funding.

### **Communication**

Officers intend to use this policy reactively when approached by other organisations. GORCC will have the most immediate interest and so it will be shared with its CEO.

### **Options**

#### Option 1 – Adopt the policy as recommended

This option is recommended by officers as it fills a policy void. It will enable a consistent approach to considering requests for funding.

#### Option 2 – Adopt the policy with amendments

This option is not recommended by officers as the most appropriate factors for consideration have been included in the policy consistent with previous Council decisions.

#### Option 3 – Do not adopt the policy

This option is not recommended by officers as it will sustain a policy void and potentially inconsistent decision-making.

### **Conclusion**

The policy as presented will provide a useful framework for considering requests for financial assistance from organisations undertaking developments on land which is not Council owned or managed but which have the potential to benefit the community.

**6.5 Contributions to Developments on Land Owned or Managed by Others Policy SCS-037**

**APPENDIX 1 CONTRIBUTIONS TO DEVELOPMENTS ON LAND OWNED OR MANAGED BY OTHERS  
POLICY SCS-037:**

## COUNCIL POLICY



<b>SCS-037 - Contributions to developments on land owned and managed by others</b>	Document No:	DO NOT USE
	Approval Date:	
	Approved By:	
	Review Date:	
	TRIM Reference	D18/57826
Responsible Officer:	General Manager Culture and Community	
Authorising Officer:	Chief Executive Officer	

### 1. Purpose

Significant land within the Surf Coast Shire local government area is owned and/or managed by organisations other than Council. Facilities in these coastal and inland areas often directly service and indirectly benefit the Surf Coast Community. This policy establishes the circumstances in which Council will consider providing financial support to facility development projects in these locations.

### 2. Scope

This policy applies only to new or enhancement capital development projects with a project value of at least \$250k that are or will be located on land which is not owned or managed by Council. Facilities must be accessible to the general public and owned and managed by a non-profit making organisation.

The policy does not apply to:

- Capital development projects under \$250k
- Asset renewal projects
- Maintenance projects
- Recurrent activities and expenses

### 3. Application

The policy applies to any non-profit making organisation that is seeking financial support for the development of a new or enhanced facility that it owns and/or manages or will own and/or manage and which benefits the Surf Coast Shire community.

### 4. Definitions

*Non-profit making organisation* - an organisation that uses the surplus of its revenues to further achieve its ultimate objective, rather than distributing its income to the organisation's shareholders, leaders, or members.

*(Surf Coast Shire) Community* – visitors to, residents of and ratepayers in the Surf Coast Shire Council Local Government Area.

*Total project cost* – all costs associated with the detailed design and construction of a project. Excludes concept development/design and any operating expenses.

### 5. Policy

Council encourages development projects that enhance services and facilities for the community. Council will consider making financial contributions to projects on a case-by-case basis. Council will assess the project as a whole rather than the individual components. Therefore a broad range of infrastructure will be considered including, but not limited to:

Buildings	Public toilets	Fencing
Play/sports infrastructure	Signage	Lighting
Park furniture	Landscaping	Pathways (pedestrian and bicycle)
Picnicking infrastructure	Car parking	

To be successful project proponents must provide adequate information (broadly commensurate with the size of the project and the funding request) that demonstrates the achievement of the following criteria:

- Aligns with Council-adopted priorities and plans
- Addresses an identified need in the local community



## COUNCIL POLICY



- Complements and does not compete with an existing facility or service (which may or may not be owned or managed by Council).
- Delivers significant social, economic or environmental benefits to the community including improved public access to facilities and services.
- Reduces the need for Council to provide the same or similar facilities in the area

Council will generally not provide financial support to projects which primarily are for the benefit of owners or shareholders of for-profit enterprises. However, Council will consider proposals that include commercial elements within a broader not-for-profit project and will assess these against the criteria within this policy.

Council will typically contribute 5% or \$250,000 of the total project cost whichever is the lesser. Council may decide to make a contribution that deviates from this formula as it sees fit. Council's financial commitment will be considered through its project prioritisation and budgeting processes and can only be confirmed via Council resolution.

A commitment to assist with the funding of a development does not confer consent for other elements of a project which require a decision of Council (e.g. planning permission). However, wherever possible Council will seek to align all aspects of its support and therefore may delay a decision on a financial contribution until such time that all other permissions and considerations have been finalised to Council's satisfaction.

An agreement between Council and the funding recipient will be established and monitored to ensure that project benefits, including recognition of Council's support, are realised over a defined timeframe. Such an agreement will clearly set out the respective responsibilities of all parties during the establishment and operating phases.

### **6. Records**

Not applicable

### **7. Attachments**

Not applicable

### **8. References**

Not applicable

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## 6.6 Sport and Recreation Victoria - 2018-19 Female Friendly Facilities Fund & 2019-20 Community Sports Infrastructure Fund

**Author's Title:** Recreation Officer **General Manager:** Chris Pike

**Department:** Recreation & Open Space Planning **File No:** F17/633

**Division:** Culture & Community **Trim No:** IC18/714

**Appendix:**

Nil

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

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

Yes

No

**Reason:** Nil

**Status:**

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

Yes

No

**Reason:** Nil

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### Purpose

The purpose of this report is to consider project proposals to be submitted to the full application stage of the Sport and Recreation Victoria 2018-19 Female Friendly Facilities Fund and the 2019-20 Community Sports Infrastructure Fund.

### Summary

The Department of Health and Human Services has opened two funding streams to support community facility development that includes an increase in the maximum grant amount in comparison to previous years.

The Community Sports Infrastructure Fund program helps to provide high quality, accessible community sport and active recreation infrastructure. The fund provides grants for planning, building new and improving existing infrastructure where communities conduct, organise and participate in sport and active recreation.

The Female Friendly Facility Fund provides funding to councils to develop sports facilities such as change-rooms, grounds, pavilions and courts that enable, facilitate and retain participation by women and girls. Councils may submit one or more applications with a total (combined) funding request of up to \$500,000.

Due to the high volume of suitable projects already known to officers it was decided not to seek expressions of interest for new project ideas. This approach aligns to Council's Non-Recurrent Grants Management Procedure (MPP-019).

Council is the applicant of these grants and a funding contribution is required from Council and/or the community to apply. Council officers have considered existing projects that meet the funding criteria for the program.

Full applications for the Community Sports Infrastructure Fund close 25 June 2018. Full applications for the Female Friendly Facilities Fund close 23 July 2018.

Following an assessment of existing projects it is recommended that Council do not submit an application to the Better Pools, Major Facilities, Small Aquatic Projects or Planning categories as no projects are advanced enough in their planning to be considered commencement ready.

Officers have met with Sport and Recreation Victoria representatives to discuss potential projects and have identified two projects considered ready for submission under the Female Friendly Facilities Fund and one project under the Community Sports Infrastructure Fund Minor Facilities category.

## **6.6 Sport and Recreation Victoria - 2018-19 Female Friendly Facilities Fund & 2019-20 Community Sports Infrastructure Fund**

### **Recommendation**

That Council:

1. Submit the following full application to the 2018-19 Female Friendly Facilities Fund:
  - 1.1 Mt Moriac Reserve Female Facilities Upgrade Project – Total project cost \$1,000,000 consisting of Council \$550,000, Sport and Recreation Victoria \$400,000 and community contribution \$50,000.
2. Submit the following full application to the 2019-20 Community Sports Infrastructure Fund, Minor Facilities Category:
  - 2.1 Mt Moriac Reserve AFL Lighting and Drainage Upgrade Project – Total project cost \$550,000 consisting of Council \$275,000, Sport and Recreation Victoria \$250,000 and Modewarre Football Netball & Cricket Clubs \$25,000.
3. Pre-allocate \$50,000 from the 2018-19 Budget as Council's contribution to the detailed design stage of the Mt Moriac Reserve Female Facilities Upgrade Project.
4. Pre-allocate \$500,000 from the 2019-20 Budget as Council's contribution to the construction stage of the Mt Moriac Reserve Female Facilities Upgrade Project.
5. Pre-allocate \$275,000 from the 2019-20 Budget as Council's contribution to the Mt Moriac Reserve AFL Lighting and Drainage Upgrade project.
6. Agree to underwrite the total cost of each project, less the grant amount in the event that applications are successful.
7. Note that no Better Pools, Major Facilities, Small Aquatic or Planning candidate projects are advanced enough in their planning to be considered for application to the 2019-20 Community Sports Infrastructure Fund.

### **Council Resolution**

#### **MOVED Cr Heather Wellington, Seconded Cr Carol McGregor**

That Council:

1. Submit the following full application to the 2018-19 Female Friendly Facilities Fund:
  - 1.1 Mt Moriac Reserve Female Facilities Upgrade Project – Total project cost \$1,000,000 consisting of Council \$550,000, Sport and Recreation Victoria \$400,000 and community contribution \$50,000.
2. Submit the following full application to the 2019-20 Community Sports Infrastructure Fund, Minor Facilities Category:
  - 2.1 Mt Moriac Reserve AFL Lighting and Drainage Upgrade Project – Total project cost \$550,000 consisting of Council \$275,000, Sport and Recreation Victoria \$250,000 and Modewarre Football Netball & Cricket Clubs \$25,000.
3. Pre-allocate \$50,000 from the 2018-19 Budget as Council's contribution to the detailed design stage of the Mt Moriac Reserve Female Facilities Upgrade Project.
4. Pre-allocate \$500,000 from the 2019-20 Budget as Council's contribution to the construction stage of the Mt Moriac Reserve Female Facilities Upgrade Project.
5. Pre-allocate \$275,000 from the 2019-20 Budget as Council's contribution to the Mt Moriac Reserve AFL Lighting and Drainage Upgrade project.
6. Agree to underwrite the total cost of each project, less the grant amount in the event that applications are successful.
7. Note that no Better Pools, Major Facilities, Small Aquatic or Planning candidate projects are advanced enough in their planning to be considered for application to the 2019-20 Community Sports Infrastructure Fund.

CARRIED 9:0

## 6.6 Sport and Recreation Victoria - 2018-19 Female Friendly Facilities Fund & 2019-20 Community Sports Infrastructure Fund

### Report

#### **Background**

Council has submitted a range of projects to the Community Sports Infrastructure Fund (CSIF) in the past with a high level of success. In previous years the CSIF has included a Female Friendly Facilities category, however the State Government has now separated this category to create a new Female Friendly Facilities Fund (FFFF) in recognition that participation by girls and women in sport and recreation is on the rise.

The revised Non-Recurrent Grants Management Procedure (MPP-019) was endorsed by the Executive Management Team on 8 March 2017 which details Council's approach to engaging with community groups on funding opportunities such as the Sport and Recreation Victoria Community Sports Infrastructure Fund and Female Friendly Facilities Fund.

Due to the high volume and backlog of community projects that currently fit the existing program guidelines it was decided to not seek expressions of interest for new project ideas, and refer any new community project ideas to Council's Community Project Development Officer.

The CSIF & FFFF application process requires discussions with Sport and Recreation Victoria (SRV) representatives before submitting a full application (the 'Stage 1' project proposal stage has been removed). This process provides a filter for projects to ensure they have merit, align with the project objectives and are ready to proceed. The timelines for submissions are as follows:

	2019-20 Community Sports Infrastructure Fund	2018-19 Female Friendly Facilities Fund
<b>Program Opens</b>	April 2018	April 2018
<b>Full applications closing date</b>	23 June 2018	23 July 2018
<b>Funding Announcements &amp; Notification of outcomes</b>	September 2018 onwards	September 2018 onwards
<b>Projects Commence</b>	1 July 2019	November 2018 onwards
<b>Projects Completed</b>	30 June 2020	May 2020

#### **Discussion**

Sport and Recreation Victoria have increased the maximum amount of grant funding available in each category to what has been available in the past. The table below outlines the funding changes:

	Previous Maximum Grant Amount	Revised Maximum Grant Amount
<b>Major Facilities Fund</b>	\$650,000	\$800,000
<b>Small Aquatic Projects</b>	\$200,000	\$250,000
<b>Minor Facilities Fund</b>	\$100,000	\$250,000
<b>Female Friendly Facilities Fund</b>	\$100,000	\$500,000

These grant funding increases provide an opportunity for Council to leverage a greater amount of grant funding to deliver prioritised recreation and open space projects.

Council may submit one application only for the maximum grant amount under the Better Pools, Major Facilities and Small Aquatic Projects categories and one application only in the Planning category::

Category	Who can apply/objective	Maximum Grant	Total Project Cost	Funding Ratio (minimum)
<b>Better Pools</b>	Available to Councils to provide high-quality aquatic leisure facilities through new or redeveloped aquatic leisure centres	Up to \$3 million	No maximum total project cost	SRV \$1:\$1 Local
<b>Major Facilities</b>	Available to Councils to develop or upgrade sub-regional and regional sport and active recreation facilities	Up to \$800,000	Must be over \$500,000	SRV \$1:\$1 Local

## 6.6 Sport and Recreation Victoria - 2018-19 Female Friendly Facilities Fund & 2019-20 Community Sports Infrastructure Fund

<b>Small Aquatic Projects</b>	Available to Councils to improve and upgrade aquatic facilities, seasonal pools and develop new water play spaces	Up to \$250,000	No maximum total project cost	SRV \$1:\$1 Local
<b>Planning</b>	Available to Councils for planning initiatives that focus on recreation or facility feasibility, regional planning.	Up to \$30,000-\$50,000	No maximum total project cost	SRV \$1:\$1 Local

Council may submit applications for two projects up to the maximum grant amount under the Minor Facilities category. Council may submit applications for one or more venues with a total (combined) funding request of up to \$500,000 under the Female Friendly Facilities Fund. Details for each fund/category are as follows:

Category	Who can apply/objective	Maximum Grant	Total Project Cost	Funding Ratio (minimum)
<b>Minor Facilities</b>	Available to all sporting clubs & community groups to develop or upgrade community sport and recreation facilities – via Council	Up to \$250,000	No maximum total project cost	SRV \$2:\$1 Local
<b>Female Friendly Facilities Fund</b>	Available to Councils to develop sports facilities such as changerooms, grounds, pavilions and courts that enable, facilitate and retain participation by women and girls	Up to \$500,000	No maximum total project cost	SRV \$2:\$1 Local

Following an assessment of our current project list it is recommended that Council do not submit an application to the Better Pools, Major facilities, Small Aquatic Projects or Planning categories as a high level of strategic underpinning is required to be successful and no projects are advanced enough in their planning to be considered commencement ready.

The following table outlines all potential projects that have been considered against both the 2018-19 FFFF and the 2019-20 CSIF funding criteria. As with most grant programs the FFFF and CSIF are highly competitive and project readiness along with concept designs, cost plans and all funding sources confirmed provide a greater chance of success. Projects that are listed as “Project Ready” meet the mandatory documentation requirements and projects that are listed as “Not Project Ready” require further planning to be considered eligible in their respective categories.

Fund/Category	Project Ready	Not Project Ready
<b>CSIF – Major Facilities</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Stribling Reserve Football &amp; Netball Changeroom Upgrade</li> <li>• Anglesea Bike Park Redevelopment (subject to location options analysis outcome)</li> </ul>
<b>CSIF – Minor Facilities</b>	<ul style="list-style-type: none"> <li>• Bellbrae Hall Redevelopment</li> <li>• Mt Moriac Reserve AFL Lighting Upgrade Oval 1</li> <li>• Mt Moriac Reserve Oval 2 Drainage</li> </ul>	<ul style="list-style-type: none"> <li>• Torquay Cricket Club Practice Net Upgrade</li> <li>• Winchelsea Adventure Playground</li> <li>• Deans Marsh Oval Drainage &amp; Irrigation</li> <li>• Lorne Country Tennis Club Upgrade</li> <li>• Surf Coast Soccer Club Changeroom Upgrade</li> <li>• Hesse Street Tennis &amp; Cricket Changeroom Upgrade</li> </ul>
<b>Female Friendly Facilities Fund</b>	<ul style="list-style-type: none"> <li>• Mt Moriac Reserve Equestrian Pavilion Redevelopment</li> <li>• Mt Moriac Reserve Netball Lighting Upgrade</li> </ul>	

## 6.6 Sport and Recreation Victoria - 2018-19 Female Friendly Facilities Fund & 2019-20 Community Sports Infrastructure Fund

Officers have met with SRV representatives to confirm which projects are most likely to be considered competitive against other projects from across the State in what is traditionally a highly subscribed and competitive funding program.

Officers discussed the potential of submitting two separate projects to the FFFF including the Mt Moriac Reserve Equestrian Facility Pavilion Upgrade and Mt Moriac Reserve Netball Lighting Upgrade. SRV representatives strongly encouraged submitting them as one facility based project application, aligning to the objectives of the program to facilitate and retain participation by women and girls in sport and recreation.

Officers recommended projects include:

1. **Mt Moriac Reserve Female Facilities Upgrade** (*including Mt Moriac Reserve Equestrian Facility Pavilion Upgrade and Mt Moriac Reserve Netball Lighting Upgrade*)

### Fund/Category

Female Friendly Facilities Fund

### Scope

#### *Mt Moriac Reserve Equestrian Facility Pavilion Upgrade*

The scope of this upgrade includes increased storage, female change facilities and amenities, event space/function room, increased viewing areas, DDA compliant shower & toilet amenities, kitchen facilities and first aid area.

#### *Mt Moriac Reserve Netball Lighting Upgrade*

The current sports lighting only provides lighting to two of the three netball courts and does not meet Australian Standards for training or competition. It is proposed to upgrade the lighting system to meet Australian Standards for competition (200lux) and provide lighting to all three courts to accommodate the growing participation numbers of the Modewarre Netball Club.

### Relevant Council Planning

This project is supported by the SCS Council Plan 2017-2021, 2011 Mt Moriac Reserve Masterplan, SCS Recreation Strategy 2010, G21 Regional Growth Plan, G21 Physical Activity Strategy 2014, G21 Regional Health and Wellbeing Plan and G21 AFL Barwon Strategy.

### Scale

The total cost of the Mt Moriac Reserve Equestrian Facility Pavilion Upgrade is \$800,000 (including project management and contingency), this will include contributions from Council \$475,000, Sport and Recreation Victoria \$300,000 and combined pony club \$25,000.

The total cost of the Mt Moriac Reserve Netball Lighting and Court Upgrade is \$200,000 (including project management and contingency), this will include contributions from Council \$75,000, Sport and Recreation Victoria \$100,000 and Modewarre Football Netball Club \$25,000.

### Officer's comments

The current pavilion located at the Mt Moriac Reserve Equestrian Facility does not meet the required needs of the three pony clubs operating out of the facility. With a growing membership base and the facility utilised as a sub-regional event and competition space, the pavilion and in particular the changerooms amenities require upgrading. The redevelopment of this pavilion will ensure the three pony clubs can continue to increase their membership and grow the level, type and amount of events held at the reserve. With a majority female membership base the redevelopment will ensure an equity of support across the sporting and active recreation activities at the Reserve.

The current netball sports lighting system at Mt Moriac Reserve is well below Australian Standards and therefore is placing increased risk on those participating in training. Upgrades to the netball lighting will not only ensure Council is providing safe facilities for participation but also to ensure these facilities continue to provide for the growing membership and participation rates at Mt Moriac Reserve.

## **6.6 Sport and Recreation Victoria - 2018-19 Female Friendly Facilities Fund & 2019-20 Community Sports Infrastructure Fund**

### **2. Mt Moriac Reserve AFL Lighting and Drainage Upgrade**

#### Category

Community Sports Infrastructure Fund – Minor Facilities

#### Scope

This project includes the upgrade of the existing sports lighting system and infrastructure on oval 1 and the installation of a drainage system on oval 2 at Mt Moriac Reserve. The current lighting system does not meet the Australian Standards for AFL training and therefore requires an upgrade. Oval 2 currently has no drainage system installed and therefore because extremely wet throughout the winter season. It is proposed that underground drainage system be installed to ensure the ground remains in good training and playing condition at all times.

#### Scale

The total cost of this project is \$550,000 (including project management and contingency), this will include contributions from Council \$275,000, Sport and Recreation Victoria of \$250,000 and Modewarre Football Netball & Cricket Club \$25,000.

#### Relevant Council Planning

This project is supported by the SCS Council Plan 2017-2021, 2011 Mt Moriac Reserve Masterplan, SCS Recreation Strategy 2010, G21 Regional Growth Plan, G21 Physical Activity Strategy 2014 and G21 Regional Health and Wellbeing Plan.

#### Officer's comments

The Mt Moriac Reserve AFL sports lighting system is considered one of the lowest performing systems in the Barwon South West Region. It does not meet Australian Standards for AFL training or competition and poses increased safety risks to those participating in training activities on the reserve. It also doesn't allow the club to utilise the full reserve for training and therefore reduces the clubs ability to manage increased participation. Upgrading the lighting system to meet Australian Standards will ensure the safety of the community and also allow the club to continue to grow.

Mt Moriac Reserve's second oval continues to face condition issues, especially during winter, due to no drainage system in place to manage excess water. During the winter months the ground is very wet and with the amount of junior and senior footballers participating in competition and training the ground becomes muddy and in some instances unusable. The damage that occurs during winter also effects the summer cricket season with the ground needing an extended period of rest to recover. This often results in the Modewarre Cricket Club needing to find an alternative turf wicket to utilise, often having to forfeit home games for the first half of the season. The installation of a drainage system will reduce the water retention and ensure the ground is playable throughout all seasons.

#### ***Financial Implications***

Council will project manage the delivery of each project and this has been considered in the total project cost.

The Mt Moriac Reserve Female Facilities Upgrade project will require a pre-allocation of \$50,000 from the 2018-19 Budget as Council's contribution to the detailed design stage of the Mt Moriac Reserve Female Facilities Upgrade Project and a \$500,000 pre-allocation from the 2019-20 Budget as Council's contribution to the construction stage of the project. If successful, the project will be due for completion by May 2020.

The Mt Moriac Reserve AFL Lighting and Drainage Upgrade project requires a 2019/20 Budget pre-allocation of \$275,000.

By taking advantage of this increased grant leverage opportunity, it should be noted that the Stribling Reserve Pavilion Upgrade will shift in Council's rolling four year program of works from 2019/20 to 2020/21 and Bellbrae Hall Redevelopment Project will shift from 2019/20 to 2021/22. These projects may be funded across two financial years and therefore Stribling Reserve is likely to be commencement ready and considered a high priority submission to next year's 2019/20 Female Friendly Facilities Fund with the majority of spend in the 2020/21 financial year.

## **6.6 Sport and Recreation Victoria - 2018-19 Female Friendly Facilities Fund & 2019-20 Community Sports Infrastructure Fund**

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

### **Council Plan**

Theme 1 Community Wellbeing

Objective 1.2 Support people to be healthy and active

Strategy 1.2.1 Develop and implement local programs to support Healthy Eating and Active Living

Theme 3 Balancing Growth

Objective 3.2 Ensure infrastructure is in place to support existing communities and provide for growth

Strategy 3.2.6 Advocate for supporting infrastructure

### **Policy/Legal Implications**

There are no policy or legal implications.

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

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

### **Risk Assessment**

There is a reputational risk in not advertising an expression of interest for new project ideas. Officers have considered projects that were submitted through the expression of interest process in previous years and the recommended project proposals are considered Council's strongest project in each funding category. Any new project ideas will be referred to Council's Community Project Development Officer to be processed.

### **Social Considerations**

The 2018-19 Female Friendly Facilities Fund and the 2019-20 Community Sports Infrastructure Fund programs support many of Council's objectives in meeting community aspirations, responding to changing community needs and supporting the growth of physical activity and participation across Surf Coast Shire.

### **Community Engagement**

Community engagement has been targeted to specific clubs and groups whose projects are considered project ready and meet the funding criteria.

### **Environmental Implications**

No environmental implications arise from this report

### **Communication**

Subject to the support of Council, officers will make contact with club representatives to prepare full applications to the 2018-19 Female Friendly Facilities Fund and the 2019-20 Community Sports Infrastructure Fund.

### **Options**

Option 1 – Submit applications to the 2018-19 Female Friendly Facilities Fund and the 2019-20 Community Sports Infrastructure Fund as per the recommendations in this report

This option is recommended by officers as Sport and Recreation Victoria representatives have confirmed that these projects would be considered our strongest and most competitive of all recreation and open space projects. The delivery of these projects will complete the majority of the 2011 Mt Moriac Reserve Masterplan priorities.

Option 2 – Submit different project applications to the 2018-19 Female Friendly Facilities Fund and the 2019-20 Community Sports Infrastructure Fund as identified in this report

This option is not recommended by officers as any other projects would not be considered our strongest or most competitive projects in a highly subscribed and competitive funding program.



## **6.6 Sport and Recreation Victoria - 2018-19 Female Friendly Facilities Fund & 2019-20 Community Sports Infrastructure Fund**

### Option 3 – Do not submit any applications to the 2018-19 Female Friendly Facilities Fund and the 2019-20 Community Sports Infrastructure Fund

This option is not recommended by officers as without leveraging external funding it will reduce Council's ability to deliver prioritised recreation and open space projects in a timely manner as expected by our community.

#### **Conclusion**

The Community Sports Infrastructure Fund & the Female Friendly Facilities Fund help to provide high quality, accessible community sport and active recreation infrastructure. The funds provide grants for planning, building new and improving existing infrastructure where communities conduct, organise and participate in sport and active recreation.

The recommended projects in this report fit with Council's strategic planning framework, align to each set of funding guidelines and have been considered highly competitive submissions following a discussion of all potential project proposals with Sport and Recreation Victoria representatives.

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## 6.7 Recreation Pavilion Projects

**Author's Title:** Recreation Planning Coordinator

**General Manager:** Chris Pike

**Department:** Recreation & Open Space Planning

**File No:** F17/557

**Division:** Culture & Community

**Trim No:** IC18/680

**Appendix:**

Nil

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

**Status:**

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

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

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### Purpose

The purpose of this report is to receive an update on three recreation pavilion projects including consideration of an additional \$439,000 total allocation of additional funds.

### Summary

Council is delivering three key recreation pavilion projects in Anglesea, Torquay and Winchelsea that are experiencing budget issues and require further financial support. The additional funds to complete the planned scope of the projects are due to challenging site conditions, cultural heritage requirements and building permit compliance.

Cost estimates have been secured based on detailed designs and have confirmed an inadequate budget for each project. Council's procurement processes align with best practice and based on 'equity and fairness' officers will not go to tender without the adequate budget to award.

Officers acknowledge Spring Creek is regarded as a Regional facility (regularly hosting AFL Barwon finals) and therefore climate control systems (heating/cooling) would be provided based on the requirements for the size of the space (i.e. number and performance of units to effectively and efficiently heat or cool the area).

Officers would not recommend climate control systems in a Local/District level changeroom facility (i.e. Winchelsea or Stribling Reserve), however any requests for heating or cooling would be considered during the detailed design process.

This report is recommending that Council allocate a further \$267,000 to complete the planned scope of the pavilion projects and \$172,000 to complete the expanded scope of works in addition to funds already allocated. This proactive measure will manage the risk of further delays which could impact completion prior to the start of the 2018/19 Cricket season and 2019/20 Netball season.

## **Recommendation**

That Council:

1. Note the progress of the Anglesea Cricket Club, Torquay Netball Club and Winchelsea Football and Netball Club Pavilion projects.
2. Allocate \$267,000 from the Accumulated Unallocated Cash Reserve to complete the planned scope of the following projects:
  - 2.1 Allocate \$136,000 of additional funds to the Spring Creek Netball Pavilion Upgrade project budget from the Accumulated Unallocated Cash Reserve, in order to mitigate the risk of delays should the funds be required.
  - 2.2 Allocate \$131,000 of additional funds to the Winchelsea Netball Club Pavilion Upgrade Project budget from the Accumulated Unallocated Cash Reserve, in order to mitigate the risk of delays should the funds be required.
3. Allocate \$172,000 to expand the scope of the following projects:
  - 3.1 Anglesea Cricket Club Changeroom Upgrade – demolition of existing internal toilet and upgrading to include a disabled toilet and a unisex toilet - \$122,000 of additional funds from the Accumulated Unallocated Cash Reserve.
  - 3.2 Spring Creek Netball Pavilion Upgrade – upgrade of power and climate control system (heating/cooling) based on the requirements for the size of the space (to effectively and efficiently heat or cool the area) - \$50,000 of additional funds from the Accumulated Unallocated Cash Reserve.
4. Note that any unspent funds will be returned to the Accumulated Unallocated Cash Reserve at the completion of the projects.

## **Council Resolution**

### **MOVED Cr Martin Duke, Seconded Cr Margot Smith**

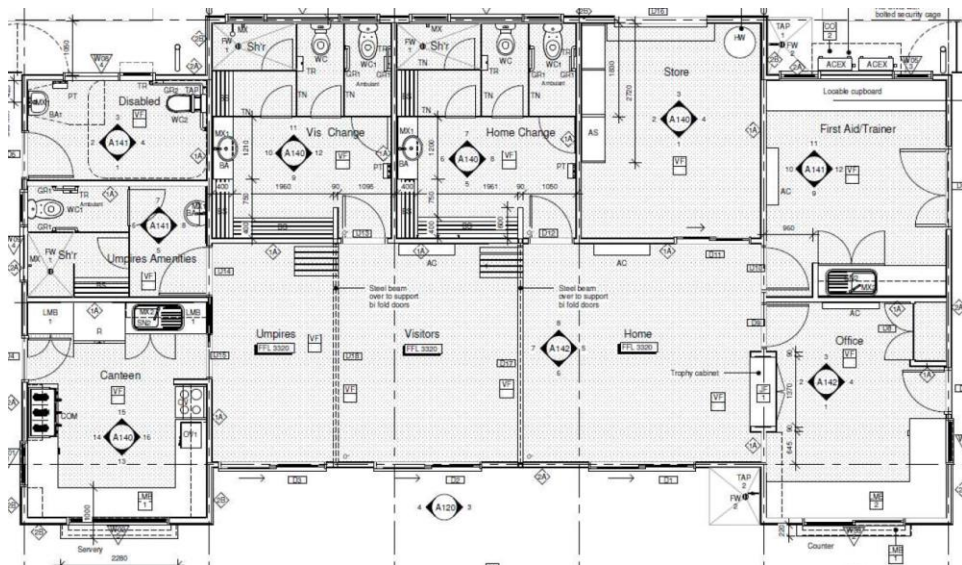
That Council:

1. Note the progress of the Anglesea Cricket Club, Torquay Netball Club and Winchelsea Football and Netball Club Pavilion projects.
2. Allocate \$267,000 from the Accumulated Unallocated Cash Reserve to complete the planned scope of the following projects:
  - 2.1 Allocate \$136,000 of additional funds to the Spring Creek Netball Pavilion Upgrade project budget from the Accumulated Unallocated Cash Reserve, in order to mitigate the risk of delays should the funds be required.
  - 2.2 Allocate \$131,000 of additional funds to the Winchelsea Netball Club Pavilion Upgrade Project budget from the Accumulated Unallocated Cash Reserve, in order to mitigate the risk of delays should the funds be required.
3. Allocate \$172,000 to expand the scope of the following projects:
  - 3.1 Anglesea Cricket Club Changeroom Upgrade – demolition of existing internal toilet and upgrading to include a disabled toilet and a unisex toilet - \$122,000 of additional funds from the Accumulated Unallocated Cash Reserve.
  - 3.2 Spring Creek Netball Pavilion Upgrade – upgrade of power and climate control system (heating/cooling) based on the requirements for the size of the space (to effectively and efficiently heat or cool the area) - \$50,000 of additional funds from the Accumulated Unallocated Cash Reserve.
4. Note that any unspent funds will be returned to the Accumulated Unallocated Cash Reserve at the completion of the projects.

CARRIED 9:0

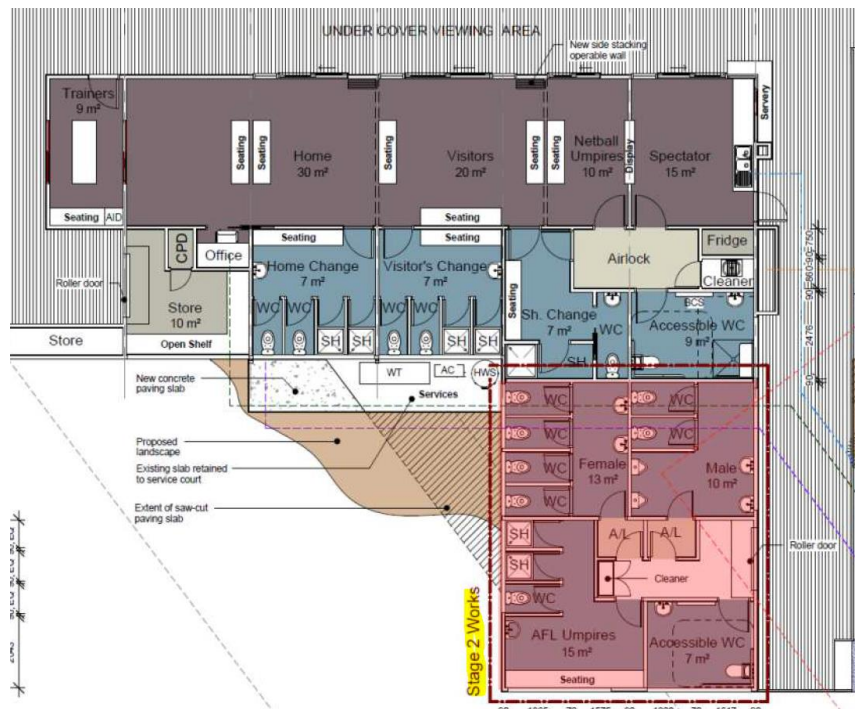


- Detailed design complete and costed, identifying a \$186,000 shortfall
- An allocation of \$136,000 of additional funds is required in order to mitigate the risk of delays should the funds be required to meet the planned scope of the project
- The additional cost to meet the expanded scope includes \$50,000 upgrade of power and one split system heating and cooling unit
- Planned scope includes two change rooms and amenities, umpires change room, disabled toilet, administration office, First Aid room, kitchen/canteen, storage, sheltered viewing and a power upgrade (that reduces likelihood of regular power failure and allows provision for basic heating and cooling)
- Surf Coast Shire Building Asset Management Plan 2006 (due for review) identifies that heating and cooling is not a standard level of service/provision in a standard sports changeroom facility.
- Officers acknowledge Spring Creek is regarded as a Regional facility (regularly hosting AFL Barwon finals) and therefore climate control systems (heating/cooling) would be provided based on the requirements for the size of the space (i.e. number and performance of units to effectively and efficiently heat or cool the area (based on square metres and configuration)).
- The design is modest and only meets the minimum scope requirements of the Netball Victoria Infrastructure Development Guidelines (that do not recommend heating and cooling)
- Additional funds to deliver the planned scope are attributed to complex site conditions (eight metre footings due to unstable base), securing a cultural heritage management plan, under budgeting to meet minimum sports infrastructure design guidelines.
- Detailed design as follows:



#### Winchelsea Netball Pavilion Upgrade

- Total project budget \$600,000
- Detailed design not yet complete (concept only)
- Estimated budget shortfall to complete planned scope based on Spring Creek project (very similar scope but stable and flat ground) \$131,000
- Planned scope includes two change rooms and amenities, umpires change room, disabled toilet, administration office, First Aid room, multi-purpose space, storage and sheltered viewing.
- Modest design that only meets the minimum scope requirements of the Netball Victoria Infrastructure Development Guidelines
- Canteen not required as this is centralised in main pavilion and not recommended in design guidelines.
- Officers would not recommend climate control systems in a Local/District level changeroom facility (i.e Winchelsea or Stribling Reserve), however any requests for heating or cooling would be considered during the detailed design process, noting that duplicating social spaces is not considered an efficient use of resources.
- Concept design as follows:



### Financial Implications

This report is recommending that Council allocate a further \$267,000 to complete the planned scope of the pavilion projects and \$172,000 to complete the expanded scope of works in addition to funds already allocated. This proactive measure will manage the risk of further delays which could impact completion prior to the start of the 2018/19 Cricket season and 2019/20 Netball season.

Any unspent funds will be returned to the Accumulated Unallocated Cash Reserve at the completion of the projects.

### Council Plan

Theme 1 Community Wellbeing  
Objective 1.1 Support people to participate in and contribute to community life  
Strategy 1.1.1 Develop and implement a program to support communities of place and interest, and to provide opportunities for them to identify and achieve their community aspirations

Theme 3 Balancing Growth  
Objective 3.2 Ensure infrastructure is in place to support existing communities and provide for growth  
Strategy Nil

### Policy/Legal Implications

There are no policy or legal implications related to the recommendations in this report.

### Officer Direct or Indirect Interest

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

### Risk Assessment

There is a reputation risk with the State and Federal Governments if Council were not able to meet the conditions of the respective funding agreements. In order to complete the planned scope and extended scope of the pavilion projects additional funds are required as a proactive measure to manage risk and progress the procurement process.

### Social Considerations

Officers are focussed on progressing these three projects quickly to enable each facility to be available to the community prior to the start of their respective cricket and netball seasons. The implementation of these three key recreation and open space projects supports many of Council's objectives in meeting community aspirations, responding to changing community needs and supporting the growth of physical activity and participation across Surf Coast Shire.

### **Community Engagement**

Each of the Clubs aligned to these projects is represented on the respective Project Control Group.

### **Environmental Implications**

There are no environmental implications relating to the recommendations in this report.

### **Communication**

Each Project Control Group will receive an outcome based on the outcomes of this report.

### **Options**

Option 1 – Note the progress of the three recreation pavilion projects and allocate additional funds to complete the planned scope and expanded scope in line with the recommendations of this report

This option is recommended by officers as it will complete each project without further delay, ensure no reputational damage with community or funding partners, is supported by the respective Clubs and delivers a quality outcome for our community.

Option 2 – Note the progress of the three recreation pavilion projects and do not allocate additional funds to complete the planned scope and expanded scope in line with the recommendations of this report

This option is not recommended by officers as each of the projects will not have an adequate budget allocated to progress the tender process for construction and will place the partner funding for each project at risk.

Option 3 – Note the progress of the three recreation pavilion projects and negotiate with the Federal and State Government to reduce the scope requirements for each project

This option is not recommended by officers as there is the potential for funding partners to deny the request due to conflicting with sporting infrastructure design guidelines and place the partner funding for each project at risk. This approach presents a reputational damage risk with community and funding partners.

### **Conclusion**

Council is progressing three recreation pavilion projects in Anglesea, Torquay and Winchelsea that when completed will significantly enhance cricket and netball participation opportunities for our community. These projects have identified budget concerns prior to commencing the tender process for construction and require additional funds to progress due to challenging site conditions, cultural heritage requirements and building permit compliance.

It is recommended that Council allocate additional funds to complete the projects as planned. If not required, the funds will be returned to the Accumulated Unallocated Cash Reserve.

## 6.9 Free from Violence Government Grant

**Author's Title:** Coordinator Community & Health Development

**General Manager:** Chris Pike

**Department:** Aged & Family

**File No:** F18/317

**Division:** Culture & Community

**Trim No:** IC18/752

**Appendix:**

Nil

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

**Status:**

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

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

### Purpose

The purpose of this report is to consider applying for a Victorian Government Free from Violence grant to progress Surf Coast Shire's work to prevent violence against women.

### Summary

For Victorian women aged 15-44 years, intimate partner violence is the leading cause of preventable death, disability and injury. Council has committed to address and prevent violence against women and children in the 2017-2021 Council Plan: "*Contribute to the delivery of the Strategic Plan for prevention and addressing violence against women and children in the G21 Region*" (Council Plan Strategy 12).

The Victorian Government Free from Violence local government project recently made a total of \$2 million dollars of funding available to local councils that can apply to develop and deliver prevention of family violence initiatives. Council is eligible to apply for a maximum of \$100,000.

It is proposed that Council applies for the Victorian Government Free from Violence grant to deliver a program with two core components.

Component One: *Baby Makes 3*

- Pilot the primary prevention program called *Baby Makes 3*
- Delivered to residents who are first time parents through the new parent groups offered by Council's Maternal and Child Health Service.
- The program addresses gender inequality, which is the core driver of violence against women, by promoting and supporting new parents to develop equal and respectful relationships.

Component Two: Organisation wide gender equity assessment and improvement program

- Women's Health and Wellbeing Barwon South West conduct an organisation wide assessment to identify staff existing capacity to prevent violence against women, and the organisations supporting policy framework.
- Women's Health and Wellbeing provide a report detailing the assessment results and recommendations for improvement.
- Council review the recommendations and implement recommendations where possible. It is likely recommendations will include actions such as additional training for staff to improve understanding and ensure consistent messaging (identified as a priority in the Regional Strategy) and changes to policies.

### Recommendation

That Council submit an application to the Victorian Government's Free from Violence grant program at a total project cost of \$67,500 broken down as follows:

- Grant program - \$54,000.
- Council in-kind contribution - \$10,000 to be funded from the 2018-19 operating budget.
- Council cash contribution - \$3,500 to be pre-allocated from the Accumulated Unallocated Cash Reserve.



## 6.10 Inverleigh Wind Farm Proposal - Council Submission Process

### Council Resolution

#### **MOVED Cr Rose Hodge, Seconded Cr Libby Coker**

That Council submit an application to the Victorian Government's Free from Violence grant program at a total project cost of \$67,500 broken down as follows:

- Grant program - \$54,000.
- Council in-kind contribution - \$10,000 to be funded from the 2018-19 operating budget.
- Council cash contribution - \$3,500 to be pre-allocated from the Accumulated Unallocated Cash Reserve.

CARRIED 9:0

## 6.10 Inverleigh Wind Farm Proposal - Council Submission Process

### Report

#### **Background**

For Victorian women aged 15-44 years, intimate partner violence is the leading cause of preventable death, disability and injury. The Victorian Government requires Victorian councils to “*report on the measures they propose to take to reduce family violence and respond to the needs of victims*” in their municipal public health and wellbeing plan.

Surf Coast Shire Council has committed to address and prevent violence against women and children in the 2017-2021 Council Plan; “*Contribute to the delivery of the Strategic Plan for prevention and addressing violence against women and children in the G21 Region*” (Council Plan Strategy 12).

The Victorian Government Free from Violence: local government project recently made a total of \$2 million dollars of funding available to local councils who can apply to develop and deliver prevention of family violence initiatives. Surf Coast Shire Council as a rural Council is eligible to apply for a maximum of \$100,000.

#### **Discussion**

It is proposed that Council applies for the Victorian Government Free from Violence grant to deliver a program with two core components.

Component one involves piloting a primary prevention program called *Baby Makes 3*. *Baby Makes 3* is considered an emerging best practice program for preventing violence against women. The *Baby Makes 3* program would be delivered to residents who are first time parents through the new parent groups offered by Council's Maternal and Child Health Service. The program addresses gender inequality, which is the core driver of violence against women, by promoting and supporting new parents to develop equal and respectful relationships.

*Baby Makes 3* is considered an emerging best practice program for preventing violence against women. Gender inequality is the core driver of violence against women. *Baby Makes 3* seeks to prevent violence before it occurs by promoting equal and respectful relationships between men and women during the transition to parenthood.

The *Baby Makes 3* program would be delivered to residents who are first time parents through the new parent groups offered by Council's Maternal and Child Health Service. In summary, new parent couples are invited to participate in Council's eight week new parent program. Three weeks of the eight week program would be the *Baby Makes 3* program. In these three sessions new parents are provided with information and activities that support them to negotiate and develop parenting roles that are equal and respectful, and in doing so contribute to gender equality and the prevention of violence.

Through this pilot Council would provide the program to approximately 10 new parents groups across the Shire during October 2018 to June 2019 reaching approximately 250 residents. Additional awareness and prevention of violence against women would result from the program as those 250 participants share their learnings and experience with friends, family and colleagues.

The program has been evaluated and endorsed by Vic Health. The Victorian government have previously funded *Baby Makes 3* in various settings including at Frankston City Council in 2017.

Officers will evaluate the pilot at its conclusion with a view to determining its future.

The second core component aims to improve Councils capacity as an organisation to contribute to gender equity and the prevention of violence against women across the Shire. This component will involve partnering with Women's Health and Wellbeing Barwon South West who will conduct a free organisation wide assessment to identify staffs existing understanding and capacity to prevent violence against women, as well as the organisations policy framework.

Women's Health and Wellbeing Barwon South West will then provide a report detailing the assessment results and provide recommendations for improvement. Council will review the recommendations and implement recommendations where possible. It is likely recommendations will include actions such as additional training for staff to improve understanding and ensure consistent messaging (identified as a priority in the Regional Strategy) and changes to policies.

## 6.10 Inverleigh Wind Farm Proposal - Council Submission Process

Council would have a range of program partners in the pilot including:

- Carrington Health
- Women's Health and Wellbeing Barwon South West
- G21 Health and Wellbeing Pillar.

Council has also committed to share learnings and evidence with City of Greater Geelong, the Borough of Queenscliff, Colac Otway Shire Council and Corangamite Shire Council who are also exploring the possibility of implementing *Baby Makes 3* in the future.

### **Financial Implications**

The total budget required to implement this project is \$67,500. The table below outlines contributing sources:

Source	Amount
Free from Violence State Government Grant	\$54,000
Council in kind contribution	\$10,000
Council cash contribution – Accumulated Unallocated Cash Reserve	\$3,500
<b>Total</b>	<b>\$67,500</b>

### **Council Plan**

Theme 1 Community Wellbeing

Objective 1.4 Provide support for people in need

Strategy 1.4.3 Contribute to the delivery of the Strategic Plan for prevention and addressing violence against women and children in the G21 region

### **Policy/Legal Implications**

There is no perceived policy or legal applications associated with this application.

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

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

### **Risk Assessment**

There are no significant perceived risks in applying for the grant and/or piloting *Baby Makes 3*.

### **Social Considerations**

The proposed program will have a number of social benefits for communities across the Surf Coast Shire;

- Improved awareness and practices that promote gender equity in families across the Shire
- Improved prevention of violence against women in the Surf Coast Shire
- Improved inclusion and participation of fathers in new parents groups across the Shire.

### **Community Engagement**

The MCH service has received feedback from past participants of Council's new parent programs and believe the inclusion of *Baby Makes 3* aligns to feedback parents have provided on how to improve the program.

The appropriateness of *Baby Makes 3* for the Surf Coast Shire is also informed by the positive experience that 20 other Victorian local councils, including Golden Plains Shire Council, have had introducing the program to their communities.

### **Environmental Implications**

There are no environmental considerations of this proposal.

### **Communication**

If successful the Maternal and Child Health will update the communication materials used to promote the new parent program to residents, to include *Baby Makes 3*. This cost is budgeted for in the full program budget.

The Coordinator of Community Health and Development will also provide progress updates to staff, Council and G21 prevention of violence strategy working groups.

An annual evaluation report will also be produced and communicated through relevant channels.

## 6.10 Inverleigh Wind Farm Proposal - Council Submission Process

### **Options**

#### Option 1 – Council submit an application to the Victorian Government's Free from Violence grants program

This option is recommended by officers as the preferred option because it creates the opportunity for Council to work towards addressing and preventing violence against women in the SCS and deliver on Council Plan Strategy 12 “*Contribute to the delivery of the Strategic Plan for prevention and addressing violence against women and children in the G21 Region*”.

#### Option 2 – Council do not submit an application to the Victorian Government's Free from Violence grants program

This option is not recommended by officers as Council requires additional funding to achieve Council Plan Strategy 12 “*Contribute to the delivery of the Strategic Plan for prevention and addressing violence against women and children in the G21 Region*”. Funding opportunities for this topic are infrequent and not taking the opportunity to apply for the funding will make it more difficult for Council to deliver on Council Plan Strategy 12.

### **Conclusion**

For Victorian women aged 15-44 years, intimate partner violence is the leading cause of preventable death, disability and injury. Surf Coast Shire Council has committed to address and prevent violence against women and children in the 2017-21 Council Plan; “*Contribute to the delivery of the Strategic Plan for prevention and addressing violence against women and children in the G21 Region*” (Council Plan Strategy 12).

Applying for the Victorian Government Free from Violence creates the exciting opportunity for the organisation to deliver an emerging best practice primary prevention program called *Baby Makes 3*, and improve the organisations capacity to help address violence against women across the Surf Coast Shire and deliver on Council Plan commitments.

**7. URGENT BUSINESS**

Nil

## 8. PROCEDURAL BUSINESS

### 8.1 Assemblies of Councillors

**Author's Title:** Administration Officer, Governance & Risk      **General Manager:** Anne Howard

**Department:** Governance

**File No:** F18/221

**Division:** Governance & Infrastructure

**Trim No:** IC18/627

#### Appendix:

1. Assembly of Councillors - Council Briefings - 17 April 2018 (D18/51276)
2. Assembly of Councillors - Council Briefings - 24 April 2018 (D18/51755)
3. Assembly of Councillors - Council Briefings - 1 May 2018 (D18/58812)
4. Assembly of Councillors - Councillor WHS & EO Workshop - 8 May 2018 (D18/60447)

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

#### Status:

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

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

Yes

No

Yes

No

Reason: Nil

Reason: Nil

#### Purpose

The purpose of this report is to receive and note the Assembly of Councillors records received since the previous Council Meeting.

#### Summary

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

#### Recommendation

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

1. Council Briefing - 17 April 2018.
2. Council Briefing - 24 April 2018.
3. Council Briefings - 1 May 2018.
4. Councillor WHS & EO Workshop - 8 May 2018.

#### Council Resolution

##### **MOVED Cr Clive Goldsworthy, Seconded Cr Carol McGregor**

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

1. Council Briefing - 17 April 2018.
2. Council Briefing - 24 April 2018.
3. Council Briefings - 1 May 2018.
4. Councillor WHS & EO Workshop - 8 May 2018.

CARRIED 9:0

**8.1 Assemblies of Councillors**

**APPENDIX 1 ASSEMBLY OF COUNCILLORS - COUNCIL BRIEFINGS - 17 APRIL 2018**



### Assembly of Councillors Record

<b>Description of Meeting:</b> Council Briefing Meeting
<b>Responsible Officer:</b> Anne Howard – General Manager Governance & Infrastructure
<b>Date:</b> 17 April 2018
<b>In Attendance:</b> Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. David Bell, Mayor <i>(Left the meeting at 3:27pm)</i>	✓	Chief Executive Officer - Keith Baillie	✓	Externals Hon. Peter Batchelor, Independent Co-chair GORT	✓
Cr. Libby Coker	✓	General Manager Governance & Infrastructure - Anne Howard	✓	Libby Sampson - Project Manager, Great Ocean Road Taskforce (GORT)	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓	Kylie Warne, Chair Barwon Regional Partnership	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓	Unni Menon, Regional Development Victoria (Apology)	X
Cr. Rose Hodge	✓	Team Leader Governance - Candice Holloway (minutes)	✓		
Cr. Carol McGregor <i>(Left the meeting at 4:11pm)</i>	✓	Manager Environment & Community Safety - Rowan Mackenzie	✓		
Cr. Brian McKitterick <i>(Left the meeting at 11:30am)</i>	✓	Manager Economic Development and Tourism - Matthew Taylor	✓		
Cr. Margot Smith	X	Coordinator Environmental Sustainability - Lauren Watt	✓		
Cr. Heather Wellington <i>(via teleconference from 3:39pm – 3:50pm)</i>	✓	Manager Community Relations - Damian Waight	✓		
		Sustainability Officer - Lachlan McLean	✓		
		Customer Experience Coordinator - Virginia Morris	✓		
		Manager Finance – John Brockway	✓		
		Coordinator Management Accounting - Gabrielle Spiller	✓		
		Accountant – Timothy Dickson -	✓		
		Manager Aged & Family - Bronwyn Saffron	✓		
		Business Improvement Officer - Trevor Britten	✓		
		Coordinator Environment - Kate Smallwood	✓		

<b>MEETING COMMENCED</b>	10.00am	<b>MEETING CONCLUDED</b>	5.05pm
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Matters considered at the meeting
1. External Presentation: 1 - Great Ocean Road Taskforce Briefing
2. External Presentation: 2 - Barwon Regional Partnership
3. Budget Briefing #7
4. Confirmation of Council Briefing Minutes – 3 April 2018
5. Conflicts of Interest
6. Council Submission - Governance of the Great Ocean Road Region Issues Paper
7. Towards Environmental Leadership Program Update
8. Proposed Inverleigh Wind Farm Update
9. Point Grey Redevelopment
10. Other Business - Governance Reform
11. Quarterly Update - Customer Requests and Complaints





12. Positive Ageing Service Review - Project Update		
13. Anglesea Alcoa – Anglesea Road Strategic Plan		
14. Development of the Annual Report 2017-2018		
15. Governance Quarterly Update: January - March 2018		
16. Torquay Hotel Electronic Gaming Machine Application VCGLR Draft Submission		
<b>Councillor/Officer Declarations of Interest</b>		
<b>Councillor/Officer</b>	<b>Left Meeting (Yes/No)</b>	<b>Type &amp; Details of Interest(s) Disclosed</b>
Nil declared.		
<b>Responsible Officer Signature:</b>		<b>Print Name:</b> Anne Howard
<b>Date:</b> 20 April 2018		
To be completed on conclusion of session and provided to Governance Administration Officer.		

**General Information:**

- An assembly of Councillors means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -
- (a) the subject of a decision of the Council; or
  - (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee— but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;
- The CEO must also ensure that the written record of an assembly of Councillors is kept for 4 years after the date of the assembly, and made available for public inspection at the Council offices for 12 months after the date of the assembly [s80A(2)].
  - The CEO must ensure that at an assembly of Councillors, a written record is kept of the names of all Councillors and members of Council staff attending the meeting, the matters considered at the meeting, and any conflict of interest disclosures made by a Councillor attending [s.80A(1)].
  - A Councillor must disclose the conflict of interest either immediately before the matter is considered, or where the Councillor realises he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware he or she has a conflict of interest [s.80A(4)].
  - A Councillor attending an assembly of Councillors must disclose a conflict of interest and leave the assembly while a matter is being considered, if he or she knows that the particular matter is one that if it was to be considered and decided by Council, he or she would have to disclose a conflict of interest\* under the Act [s.80A(3)].

**8.1 Assemblies of Councillors**

**APPENDIX 2 ASSEMBLY OF COUNCILLORS - COUNCIL BRIEFINGS - 24 APRIL 2018**



### Assembly of Councillors Record

<b>Description of Meeting:</b> Council Briefing Meeting
<b>Responsible Officer:</b> Anne Howard – General Manager Governance & Infrastructure
<b>Date:</b> 24 April 2018
<b>In Attendance:</b> Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. David Bell, Mayor	✓	Chief Executive Officer - Keith Baillie	✓		
Cr. Libby Coker	✓	General Manager Governance & Infrastructure - Anne Howard	✓		
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓		
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓		
Cr. Rose Hodge	✓	Team Leader Governance - Candice Holloway (minutes)	✓		
Cr. Carol McGregor	✓	Manager Finance - John Brockway	✓		
Cr. Brian McKiterick	✓	Manager Program Management Office - Rowena Frost	✓		
Cr. Margot Smith (arrived at 3:16pm)	✓	Manager Planning & Development - Bill Cathcart	✓		
Cr. Heather Wellington	X				

<b>MEETING COMMENCED</b>	3.00pm	<b>MEETING CONCLUDED</b>	4.50pm
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<b>Matters considered at the meeting</b>
1. Conflicts of Interests
2. Monthly Finance Report - March 2018
3. Program Status Report - January to March 2018 Quarter
4. Digital Transformation Program Update
5. Agenda Review - 24 April 2018 Council Meeting Agenda
6. General Business

<b>Councillor/Officer Declarations of Interest</b>		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Nil declared.		
<b>Responsible Officer Signature:</b>		<b>Print Name:</b> Anne Howard
<b>Date:</b> 27 April 2018		
To be completed on conclusion of session and provided to Governance Administration Officer.		

**General Information:**

- An assembly of Councillors means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -
- (a) the subject of a decision of the Council; or
  - (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee— but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;
- The CEO must also ensure that the written record of an assembly of Councillors is kept for 4 years after the date of the assembly, and made available for public inspection at the Council offices for 12 months after the date of the assembly [s80A(2)].
  - The CEO must ensure that at an assembly of Councillors, a written record is kept of the names of all Councillors and members of Council staff attending the meeting, the matters considered at the meeting, and any conflict of interest disclosures made by a Councillor attending [s.80A(1)].
  - A Councillor must disclose the conflict of interest either immediately before the matter is considered, or where the Councillor realises he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware he or she has a conflict of interest [s.80A(4)].
  - A Councillor attending an assembly of Councillors must disclose a conflict of interest and leave the assembly while a matter is being considered, if he or she knows that the particular matter is one that if it was to be considered and decided by Council, he or she would have to disclose a conflict of interest\* under the Act [s.80A(3)].

**8.1 Assemblies of Councillors**

**APPENDIX 3 ASSEMBLY OF COUNCILLORS - COUNCIL BRIEFINGS - 1 MAY 2018**



## Assembly of Councillors Record

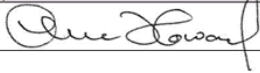
<b>Description of Meeting:</b> Council Briefing Meeting
<b>Responsible Officer:</b> Anne Howard – General Manager Governance & Infrastructure
<b>Date:</b> 1 May 2018
<b>In Attendance:</b> Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. David Bell, Mayor	✓	Chief Executive Officer - Keith Baillie	✓		
Cr. Libby Coker	X	General Manager Governance & Infrastructure - Anne Howard	✓		
Cr. Martin Duke	X	General Manager Environment & Development - Ransce Salan	✓		
Cr. Clive Goldsworthy (arrived at 10.58am)	✓	General Manager Culture & Community - Chris Pike	✓		
Cr. Rose Hodge	✓	Administration Officer Governance – Claire Rose (minutes)	✓		
Cr. Carol McGregor	✓	Special Projects Coordinator – Richard Bain	✓		
Cr. Brian McKiterick	X	Engineering Services Manager – Ian Stewart	✓		
Cr. Margot Smith	✓	Coordinator Environmental Health - Adam Lee	✓		
Cr. Heather Wellington	X	Coordinator Environmental Sustainability - Lauren Watt	✓		
		Manager Recreation & Open Space Planning - Shaan Briggs	✓		
		Coordinator Recreation Planning - Jarrod Westwood	✓		
		Community Project Officer - Terri Hannan	✓		
		Recreation Development Officer - Paul Elshaug	✓		
		Project Manager – Capital and Operational Projects – Karyn Rice	✓		
		Manager Aged & Family - Bronwyn Saffron	✓		
		Business Improvement Officer - Trevor Britten	✓		
		Manager Business Improvement - Brendan Walsh	✓		
		Property & Legal Services Officer - Trina Hughes	✓		
		Acting Coordinator Community Health & Development- Jessica Bennett	✓		

<b>MEETING COMMENCED</b>	10.06am	<b>MEETING CONCLUDED</b>	3.32pm
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<b>Matters considered at the meeting</b>
1. Confirmation of Council Briefing Minutes 17 & 24 April 2018
2. Conflicts of Interest
3. Draft Unsealed Road and Street Network Strategy
4. Submission to Draft Water SEPP
5. Renewable Energy Program Update
6. Small Grants Program - March 2018
7. Recreation Pavilion Projects
8. Aireys Inlet Market Licence Review
9. Anglesea Mountain Bike Park & Trails Concept Planning Project
10. Positive Ageing Service Review - Project Update
11. Property Use Agreements Policy SCS-034 - Public Feedback Period Closed
12. Use of Council Facilities Policy SCS-033
13. Other Business



Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Cr. David Bell	Yes	Cr Bell declared an Indirect Conflict of Interest on Item 4.3 Aireys Inlet Market Licence Review under section 78B of the Local Government Act 1989 – conflicting duty – as he is a proprietor of a market with a license agreement to use council property for operating a market. Cr Bell left the meeting at 11.35am and returned at 11.47am.
<b>Responsible Officer Signature:</b>		 <b>Print Name:</b> Anne Howard
<b>Date:</b> 4 May 2018		
To be completed on conclusion of session and provided to Governance Administration Officer.		

**General Information:**

An assembly of Councillors means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -

- (a) the subject of a decision of the Council; or
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee— but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;
- The CEO must also ensure that the written record of an assembly of Councillors is kept for 4 years after the date of the assembly, and made available for public inspection at the Council offices for 12 months after the date of the assembly [s80A(2)].
- The CEO must ensure that at an assembly of Councillors, a written record is kept of the names of all Councillors and members of Council staff attending the meeting, the matters considered at the meeting, and any conflict of interest disclosures made by a Councillor attending [s.80A(1)].
- A Councillor must disclose the conflict of interest either immediately before the matter is considered, or where the Councillor realises he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware he or she has a conflict of interest [s.80A(4)].
- A Councillor attending an assembly of Councillors must disclose a conflict of interest and leave the assembly while a matter is being considered, if he or she knows that the particular matter is one that if it was to be considered and decided by Council, he or she would have to disclose a conflict of interest\* under the Act [s.80A(3)].

**8.1 Assemblies of Councillors**

**APPENDIX 4 ASSEMBLY OF COUNCILLORS - COUNCILLOR WHS & EO WORKSHOP - 8 MAY 2018**

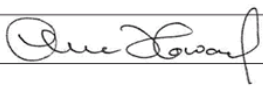


### Assembly of Councillors Record

<b>Description of Meeting:</b> Workplace Health and Safety and Equal Opportunity legislation
<b>Responsible Officer:</b> Anne Howard – General Manager Governance & Infrastructure
<b>Date:</b> 8 May 2018
<b>In Attendance:</b> Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. David Bell, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	<u>External</u> Joanna Betteridge (Betteridge Legal Consulting)	✓
Cr. Libby Coker	✓	General Manager Governance & Infrastructure - Anne Howard	✓		
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓		
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓		
Cr. Rose Hodge	✓	Manager People & Culture - Leanne Perryman	✓		
Cr. Carol McGregor	✓				
Cr. Brian McKiterick	X				
Cr. Margot Smith	✓				
Cr. Heather Wellington	X				

<b>MEETING COMMENCED</b>	11.30am	<b>MEETING CONCLUDED</b>	2:00pm
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<b>Matters considered at the meeting</b>		
1. Workplace Health and Safety and Equal Opportunity legislation		
<b>Councillor/Officer Declarations of Interest</b>		
<b>Councillor/Officer</b>	<b>Left Meeting (Yes/No)</b>	<b>Type &amp; Details of Interest(s) Disclosed</b>
Nil declared.		
<b>Responsible Officer Signature:</b>		<b>Print Name:</b> Anne Howard
		
<b>Date:</b> 4 May 2018		
To be completed on conclusion of session and provided to Governance Administration Officer.		

**General Information:**

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**9. NOTICE OF MOTIONS**

Nil

## 10. CLOSED SECTION

### Council Resolution

#### **MOVED Cr Brian McKiterick, Seconded Cr Clive Goldsworthy**

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

- 10.1 Councillor Governance Matters** (section 89(2)(a) personnel matters)
- 10.2 Councillor Governance Terms of Reference** (section 89(2)(a) personnel matters)
- 10.3 All Abilities Advisory Committee Appointments** (section 89(2)(h) other matters)
- 10.4 Confidential Assemblies of Councillors** (section 89(2)(h) other matters)

CARRIED 9:0

The meeting was closed to the public at 8.00pm.

### Council Recommendation:

That:

1. The resolution and report pertaining to Confidential items 10.1, 10.2 and 10.4 remain Confidential.
2. Council open the meeting to the public at 8.49pm.

**Close:** There being no further items of business the meeting closed at 8.50pm.