



# Minutes

Ordinary Meeting of Council  
Tuesday, 12 December 2017

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

MINUTES FOR THE ORDINARY MEETING OF SURF COAST SHIRE COUNCIL  
HELD IN THE COUNCIL CHAMBERS, 1 MERRIJIG DRIVE, TORQUAY  
ON TUESDAY 12 DECEMBER 2017 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 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  
Team Leader Governance – Candice Holloway (minutes)  
Communications Officer – Kate Fowles

15 members of the public  
2 member of the press

**OPENING:**

**Cr David Bell, Mayor 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 Carol McGregor 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:**

Cr Brian McKiterick

**Council Resolution**

**MOVED Cr Libby Coker, Seconded Cr Martin Duke**

That an apology be received from Cr Brian McKiterick.

CARRIED 8:0

**CONFIRMATION OF MINUTES:**

**Council Resolution**

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

That Council note the minutes of the Ordinary meeting of Council held on 28 November 2017 as a correct record of the meeting.

CARRIED 8:0

**LEAVE OF ABSENCE REQUESTS:**

Cr Heather Wellington requested a leave of absence from Friday, 15 December 2017 to Sunday, 14<sup>th</sup> January 2018 inclusive.

**Council Resolution**

**MOVED Cr Libby Coker, Seconded Cr Carol McGregor**

That a leave of absence be granted to Cr Heather Wellington from Friday, 15 December 2017 to Sunday, 14<sup>th</sup> January 2018 inclusive.

CARRIED 8:0

**CONFLICTS OF INTEREST:**

Nil.

**PRESENTATIONS:**

Nil.

**PUBLIC QUESTION TIME:**

**QUESTIONS WITH NOTICE:**

Question 1 received from Cathy Smith of Torquay (not in attendance)

**Question 1: Torquay Town Centre Project**

With regard to Third Party Notification and Appeal Rights, does the recommendation contained in paragraph 8 on page 152 of tonight's Agenda mean third party notification and appeal rights in the Torquay Town Centre continue to function as per EXISTING Zone? Or, does it mean that the third party notification and appeal rights in the Torquay Town Centre continue to function as per NEW Zone e.g. Residential Zone to Special Use Zone?

Cr David Bell, Mayor responded:

Question taken on notice. A response will be provided within 5 business days.

**QUESTIONS WITHOUT NOTICE:**

Question 1 and 2 asked by Michael Wilson of Torquay

**Question 1: Planning Scheme Amendment C123 & Planning Permit Application No. 17/0207**

In regard to Wambah Park / 3 - 5 Loch Ard Drive zone, what is the update / status?

**Question 2: Planning Scheme Amendment C123 & Planning Permit Application No. 17/0207**

Will there be another opportunity for public discussion / debate of the Applicant's application?

General Manager Environment & Development – Ransce Salan responded:

These questions are the subject matter of item 2.1 Planning Scheme Amendment C123 & Planning Permit Application No. 17/0207 - 3-5 Loch Ard Drive Torquay on tonight's agenda.

**Move Item Forward**

**Council Resolution**

**MOVED Cr Clive Goldsworthy, Seconded Cr Libby Coker**

That Council consider 5.1 Torquay Town Centre Project at this point in the Agenda for the benefit of the gallery present.

CARRIED 8:0

## 5. ENVIRONMENT & DEVELOPMENT

### 5.1 Torquay Town Centre Project

**Author's Title:** Senior Strategic Planner  
**Department:** Planning & Development  
**Division:** Environment & Development

**General Manager:** Ransce Salan  
**File No:** F16/1453  
**Trim No:** IC17/1411

#### Appendix:

1. Torquay Town Centre Project - Table of Issues (D17/140653)

#### 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 consider issues raised in submissions to the Torquay Town Centre Project and the Torquay Town Centre Parking and Access Strategy 2016-21. In the context of submissions, it is also to consider the merits of the draft documents and the next steps for revitalisation of the Torquay Town Centre.

#### Summary

The Torquay Town Centre Project (the project) aims to provide a clear vision for the Torquay Town Centre, including design principles to guide future development. Council is managing the project, however, it is jointly funded by both Council and Regional Development Victoria. Two draft documents comprise the primary outputs from the project:

- Strategic Investment Facilitation Plan (SIFP)
- Urban Design Framework (UDF).

A third draft document, the Torquay Town Centre Parking and Access Strategy 2016-21, was publicly exhibited alongside the draft SIFP and draft UDF.

The three draft documents were placed on public exhibition for a period of six weeks between 28 August 2017 and 9 October 2017. A number of late submissions were accepted after this closing date. A total of 163 submissions were received. A copy of submissions has been distributed electronically to all Councillors and was made available to the public during exhibition.

Consideration of submissions and further investigation of a number of issues has warranted a number of recommended changes to the proposals in the draft reports. This report discusses the major issues, whilst Appendix 1 contains a table which considers the full list of issues raised in submissions.

#### Recommendation

That Council:

1. Adopt the Torquay Town Centre Urban Design Framework subject to the following changes:
  - 1.1 A mandatory maximum building height of 13.5 metres (four storeys) in locations specified in the Urban Design Framework, but with modified setbacks and excluding the Anderson Road precinct.
  - 1.2 Exclude any policy support for the introduction of a Discount Department Store into the Torquay Town Centre but include built form guidelines to protect the visual amenity of the centre should an application be received.
  - 1.3 Consider rezoning land along The Esplanade from the existing commercial area to Anderson Street to the Special Use Zone (rather than the Commercial 1 Zone).
  - 1.4 Investigate further the option to rezone land in Bristol Road (north side) and fronting Pearl Street, between Boston Road and Anderson Street (east and west side) to facilitate medium density housing and small business office space including a review of whether the same built form controls proposed for Bristol Road should also apply in Pearl Street.
  - 1.5 Review setbacks proposed for private development as part of a future planning scheme amendment to provide for a 5 metre setback fronting Zeally Bay Road (opposite Taylor Park) and

## 5.1 Torquay Town Centre Project

- The Esplanade, and to ensure any proposed fourth storey does not overshadow the public realm.
- 1.6 Prepare built form design guidelines that include sustainability measures for the Torquay Town Centre and implement as part of a future planning scheme amendment.
  - 1.7 Abandon the proposal for a town plaza in Cliff Street and consider instead the creation of a pocket park on the east side, with car parking to remain on the west side and through access from Gilbert Street to Bristol Road.
  - 1.8 Consider further investigation into merits of parking management schemes in areas of peak demand in Surf Coast Shire.
  - 1.9 Third party notification and appeal rights to remain intact as per zone and overlay provisions.
  - 1.10 Other changes as outlined in Appendix 1.
2. Adopt the Torquay Town Centre Parking and Access Strategy 2016-21, noting that a number of the recommendations have been superseded by the Urban Design Framework, and consider any subsequent changes required to the Parking Overlay and other controls as part of the planning scheme amendment preparation.

### Council Resolution

#### **MOVED Cr Rose Hodge, Seconded Cr Martin Duke**

That Council:

1. Adopt the Torquay Town Centre Urban Design Framework subject to the following changes:
  - 1.1 A mandatory maximum building height of 10.5 metres (three storeys) in locations specified in the Urban Design Framework, but with modified setbacks and excluding the Anderson Road precinct.
  - 1.2 Exclude any policy support for the introduction of a Discount Department Store into the Torquay Town Centre but include built form guidelines to protect the visual amenity of the centre should an application be received.
  - 1.3 Consider rezoning land along The Esplanade from the existing commercial area to Anderson Street to the Special Use Zone (rather than the Commercial 1 Zone).
  - 1.4 Investigate further the option to rezone land in Bristol Road (north side) and fronting Pearl Street, between Boston Road and Anderson Street (east and west side) to facilitate medium density housing and small business office space including a review of whether the same built form controls proposed for Bristol Road should also apply in Pearl Street.
  - 1.5 Review setbacks proposed for private development as part of a future planning scheme amendment to provide for a 5 metre setback fronting Zeally Bay Road (opposite Taylor Park) and The Esplanade, and to ensure any proposed fourth storey does not overshadow the public realm.
  - 1.6 Prepare built form design guidelines that include sustainability measures for the Torquay Town Centre and implement as part of a future planning scheme amendment.
  - 1.7 Abandon the proposal for a town plaza in Cliff Street and consider instead the creation of a pocket park on the east side, with car parking to remain on the west side and through access from Gilbert Street to Bristol Road.
  - 1.8 Consider further investigation into merits of parking management schemes in areas of peak demand in Surf Coast Shire.
  - 1.9 Third party notification and appeal rights to remain intact as per zone and overlay provisions.
  - 1.10 Other changes as outlined in Appendix 1.
2. Adopt the Torquay Town Centre Parking and Access Strategy 2016-21, noting that a number of the recommendations have been superseded by the Urban Design Framework, and consider any subsequent changes required to the Parking Overlay and other controls as part of the planning scheme amendment preparation.

CARRIED 8:0

## 5.1 Torquay Town Centre Project

### Report

#### ***Background***

The Torquay Town Centre Project aims to provide a clear vision for the Torquay Town Centre, including design principles to guide future development. Council is managing the project, however, it is jointly funded by both Council and Regional Development Victoria. Two draft documents comprise the primary output from the project:

- Strategic Investment Facilitation Plan (SIFP)
- Urban Design Framework (UDF).

A third draft document, the Torquay Town Centre Parking and Access Strategy 2016-21, was publicly exhibited alongside the draft SIFP and draft UDF.

The three draft documents were placed on public exhibition for a period of six weeks between 28 August 2017 and 9 October 2017. A number of late submissions were accepted after this closing date (including 5 submissions received after the Hearing of Submissions). A total of 163 submissions were received. Submissions were received from landowners, developers, residents, the Torquay Commerce and Tourism Association, the Surf Coast Energy Group Inc. (SCEG), the 3228 Residents Association and other interested persons. A full copy of submissions has been distributed electronically to all Councillors and copies of submissions were made available during exhibition.

A Hearing of Submissions was held on Tuesday 14 November 2017. Fifteen submitters presented to Council. At this meeting Council resolved to receive and note submissions to the Torquay Town Centre Project and the Torquay Town Centre Parking and Access Strategy 2016-21.

A petition was received on 22 November 2017, with 1,597 signatures, from the 3228 Residents' Association. The petition requests that Council mandate a maximum building height of 3 storeys and 9.5 metres from existing ground level in the Torquay Town Centre Plan. Discussion on proposed building heights is contained within the body of this report.

#### ***Discussion***

This report considers the major issues raised in submissions and explores options for progressing the Torquay Town Centre Project.

Support for revitalisation of the Torquay Town Centre, particularly in terms of streetscape improvements and enhanced landscaping, is evident both through the submissions process and earlier consultation activities. Concerns tend to focus on private development controls, such as heights, and car parking proposals.

It is noted that there were a range of views on many of the issues raised through the submissions. These are captured in the Table of Issues at Appendix 1. Quite a number of submissions emphasised that they supported various elements of the draft documents but that they also had concerns about, or were opposed to, various recommendations.

Key issues raised in submissions include:

- Objections to the proposed building heights (particularly 4 and 5 storeys)
- A need to protect the natural beauty and coastal, relaxed beachside character of the Torquay Town Centre
- Objections to a possible discount department store
- Opposition to any commercial rezoning of land in the vicinity of Anderson Street and Pearl Street
- Concerns that proposed setbacks are insufficient, particularly from The Esplanade
- Concerns about car parking
- A need for more public open space/ concern that the size of the proposed Town Plaza is too small
- Objections to any reduction in 3<sup>rd</sup> party notification or appeal rights
- Concerns that simply providing more commercial floor space opportunities will not result in additional office space
- Concerns that the draft reports do not facilitate employment opportunities beyond low paid, casual roles

## 5.1 Torquay Town Centre Project

- A need for more consideration to be given to sustainability targets and waste reduction/management
- General support for future planning and creating a vision for the Town Centre
- General support for improving pedestrian access and connections in and around the Town Centre
- General support for improving and upgrading the streetscape in the Town Centre
- Concerns that more time and resources need to be given for consultation and a number of additional technical studies before the adopting a long term strategy.

Consideration of the key issues is discussed below:

### Building Heights, Commercial Floor Space

The majority of submissions objected to the proposed building heights of 4 or 5 storeys within the town centre. Reasons given included:

- Impact on the valued beach and coastal character of Torquay
- Impacts on the public realm, including overshadowing, creation of wind tunnels, visibility from the foreshore
- Inconsistent with the environment that attracts people to Torquay
- Buildings should be low rise, beneath the tree canopy
- Questions over demand for additional floor space and whether this sort of development will provide employment opportunities consistent with emerging work patterns in Torquay
- Decisions about height based on economics could be used to try and justify unlimited height restrictions.

### *Matters for consideration*

Both the SIFP and the UDF recommend that Council support an increase in permitted building heights in the Torquay Town Centre in order to facilitate development and investment. The SIFP states that previous commercial floor space estimates undertaken for the town centre are not relevant because they are based on a “business as usual” scenario rather than a specific push to generate new investment and employment opportunities (a need to create over 2,000 additional jobs in Surf Coast Shire by 2036). The UDF suggests that a centre of 1-3 storeys will not provide a sufficient driver for redevelopment and will impact on the quality of built form.

The Torquay Town Centre is constrained in terms of future development opportunities. It abuts Taylor Park to the north, the foreshore to the east and established residential land to the west and south. In exploring options for future growth, height is one option to consider.

Officers note that Council’s most recent commercial floor space supply and demand analysis (Tim Nott 2016) identified a need for up to 15,000sqm of additional floor space to the year 2036. This is based on an estimated catchment population of around 30,000 persons, which is the population figure that planning for the Torquay Town Centre Project is based upon. This population figure is sourced from Council’s adopted strategies for urban growth including *Sustainable Futures Torquay 2040*. The analysis report identifies a need for minor extensions to the commercial zone but does assume that most floor space needs will be able to be met through redevelopment in the existing centre.

Contrary to the assumption in the UDF, there has been significant recent development activity in the town centre. Current construction will result in over 2,000sqm of new retail floor space and over 1,650sqm of office space. A number of these developments incorporate basement car parking and the trend is for commercial floor space at ground and in some situations first floor levels with residential apartments at first floor and above.

The Commercial 1 Zone does not allow Council to specify the type of use for different storeys and “Accommodation” (ie. residential apartments) is an “as of right”, section one use above the ground floor. The provision of residential development at upper levels creates significant car parking requirements which must be provided on site. This is generally provided at ground level or below (basement), with the ground level car parking reducing the capacity to provide commercial floor space in an overall development context. An investigation of available zone options in the Victoria Planning Provisions have found no suitable standard zone that would allow Council to link maximum building height with the provision of commercial floor space.

## 5.1 Torquay Town Centre Project

In terms of floor space provision, permitting heights beyond a certain number of storeys would appear to facilitate more residential development rather than commercial floor space. And while it is true that more people living with the town centre is likely to generate additional demand for commercial activity, it is also probable that upper level residential apartments with views to the ocean may be used more often for short term peak rentals with luxury apartments able to attract premium rental returns in the summer period.

Beyond floor space requirements, there are other issues that need to be considered in determining an appropriate maximum building height for the Torquay Town Centre. These include town character and amenity impacts on the public realm (eg. overshadowing, wind tunnels, visual amenity).

Officers have undertaken some additional assessment of proposed building heights and potential impacts on the public realm. This has been done keeping in mind the valued characteristics identified for the town centre through both the submission process and earlier consultation, described as “ocean and beach vibe, relaxed, green space, clean, sunlight, casual, low scale, human scale, healthy, rambling, informal, history”. The height of the tree canopy in Taylor Park was also considered.

On this basis, it is recommended that Council does not support a fifth storey within the Torquay Town Centre as it would rise above the tree canopy, be visible from the foreshore and beach (over the Taylor Park canopy), elevate the town centre to a medium rise rather than low rise built form character, and require significant setbacks to limit overshadowing of the public realm.

In terms of planning policy, it is also important to regulate maximum building height and not just the number of storeys. For example, in Byron Bay (highlighted by many as an example of an appropriate built form height for a town centre) the Council has a 3 storey maximum height limit in place but with a 13.5 metre measurement.

For the reasons set out, it is recommended that Council implement a maximum building height limit of 4 storeys with a mandatory maximum height limit of 13.5 metres in the Torquay Town Centre as follows:

- in locations generally in accordance with the UDF but with modified setbacks (discussed later in this report); and
- excluding the Anderson Road precinct (discussed later in this report).

It is considered that a proposed building height limit of 13.5 metres will increase opportunities for development in a constrained town centre, thereby facilitating employment, but in a manner that respects the valued character of Torquay.

### Discount Department Store

Many submissions objected to a discount department store (DDS) locating in the town centre. The reasons for this included a preference to support smaller, local businesses, a need to ensure the town centre is able to maintain a point of difference to other commercial centres (such as Waurn Ponds) and to capitalise on the assets that attract visitors and tourists to Torquay.

### *Matters for consideration*

The SIFP identifies that at present, three supermarkets provide anchor tenants for the Torquay Town Centre. It points to previous Council policy which seeks to encourage the establishment of a DDS in the town centre as a further anchor tenant highlighting the important role anchor tenants play in supporting the viability of nearby businesses. However, it does note the significant constraints in terms of land available for this type of development, but nonetheless suggests it is an appropriate policy to pursue. The UDF takes a lesser approach, suggesting that Council policy should simply not support a DDS anywhere else but the town centre (as distinct from specifically seeking to encourage a DDS).

The SIFP is correct in that current policy in the Surf Coast Planning Scheme seeks to facilitate a DDS in the town centre. It directs Council to work with landholders and investors to assemble land for a DDS. A Development Plan Overlay (DPO) was applied to land between the Post Office and Payne Street with intent to facilitate this process. To date, land within the DPO area remains fragmented in terms of ownership and has not received any interest from a DDS. The DPO has limited redevelopment in this area due to the requirement for an integrated plan prior to the issue of any planning permits.

The SIFP puts forward the potential for a DDS in the DPO area is not realistic and thus the DPO should be removed from planning policy. However, it does recommend that Council continues to support and advocate for a DDS somewhere else in the town centre based on the need to be able to compete with nearby retail centres in Geelong.



## 5.1 Torquay Town Centre Project

In considering future Council policy on this issue, there are a number of factors to consider including the role the town centre is expected to play in the future.

Key objectives proposed in the SIFP are:

- The Essence of Torquay
- A People Friendly Place
- Expand the Footprint
- Productive Use of Space
- The 18 Hour Centre
- Collaborative Development

The UDF considers these objectives and includes the following sentence in the vision, *'The Torquay Town Centre is the 'heart' of a town which not only fostered global Australian surf culture but also forms the start of the Great Ocean Road – this makes it a truly special place.'* The UDF recognises that the Torquay Town Centre is the central focal point for commercial development in the Surf Coast Shire but also recognises that the beach and 'lifestyle' aspects of its character are critical assets both economically and socially that must be protected and maximised. These are further developed through 13 key directions. Nowhere in the SIFP or the UDF is it suggested that the Torquay Town Centre should seek to position itself as a competitor to larger nearby commercial shopping centres but rather that it should focus on its key drawcards, eg. its location on the foreshore and relaxed lifestyle ambiance.

The objectives of the SIFP and 13 key directions in the UDF are considered to provide a sound basis for revitalising the Torquay Town Centre. It is considered that focussing on businesses that provide a point of difference for Torquay would help to achieve these goals and create a successful town centre that is not just more of the same.

It is noted however that the Surf Coast Planning Scheme cannot contain provisions that distinguish land use outcomes based on brands. A potential DDS could apply for a planning permit to develop land in a commercial zone both now and in the future.

As such, it is recommended that Council remove policy from the Planning Scheme that specifically encourages a DDS (including removal of the DPO over land between Pearl and Payne Street) but include design guidance for large format stores (in terms of being sleeved and not presenting to primary active frontages) should Council receive a planning permit application.

### Rezoning of Land in the Anderson/Pearl Street Precinct, Employment Opportunities

Objection to additional rezoning of land for commercial use is primarily from the affected landowners. However it was also raised in other submissions. Reasons for the objections included suggestions that this area of "old Torquay" should be protected, much of it has recently been redeveloped with new homes and that it would be more appropriate to continue with existing policy that recommends future commercial development along Bristol Road.

A number of submissions have also raised concerns that the draft UDF seeks to provide for additional employment primarily through additional retail floor space. It is suggested in submissions that this will only offer low paid, casual employment opportunities rather than encouraging development that will facilitate higher paid professional positions.

### *Matters for consideration*

One of the major focuses of the UDF is to reorient the town centre towards the foreshore – being the biggest asset and drawcard for the Torquay Town Centre. The demand for hospitality and tourism uses along The Esplanade is high and there has been redevelopment of existing commercial areas in recent times. Many submitters in particular point to the attraction of restaurants such as Moby's, Bomboras and Fishos which have set up in converted older style residential homes.

Extending commercial areas towards the Surf Coast Highway (as per existing policy) would not embrace the beachside character of Torquay. And, as is the case for a number of allotments in Pearl Street, much of the Bristol Road area has been redeveloped with units.

## 5.1 Torquay Town Centre Project

The question of when the Council commercial rate would be applied to properties being rezoned and the effect on land values has been raised. The commercial rate is only applied to a property at such time that a commercial use commences on site. If a site continues to be used for residential purposes, the residential rate continues to be applied. There is no obligation on any landowner to redevelop their property or establish a commercial use because the zone is changed. It is likely however, that the rezoning increases the value of these properties and thus rates would increase as rates are based on property values.

As noted above in the section on building heights, the amount of additional commercial floor space required to grow the town centre is perhaps not as great as envisaged by the SIFP. Using the estimate of 15,000sqm, this equates to a land requirement of 37,500sqm (to provide sufficient car parking, landscaping and setbacks). Some of this floor space will be able to be provided within the existing town centre footprint. However, additional land will be required to cater for some development into the future. With the orientation of the town centre towards the foreshore, the most appropriate location is thus on The Esplanade between the existing commercial zone and up to Anderson Street (stopping on the north side where the existing shops are).

With respect to land fronting Pearl Street, the case for more retail floor space in this location is less obvious. The SIFP does not contain an in depth analysis of emerging business trends in Torquay beyond identifying the growth in cafes and restaurants. The UDF begins to identify some of these trends including the increase in professional jobs and the need for more smaller office space. It recommends a mix of small business and medium density residential development for the Bristol Road north area, which would provide for the growing trend of office space provision in converted dwellings while still allowing for some redevelopment. Retail would not be supported. However, this area has limited opportunities and the Pearl Street precinct could also be considered for this sort of development.

There is no standard zone within the Victoria Planning Provisions which supports a combination of residential and small business office type development. It is recommended that Council further investigate developing a Special Use Zone which provides for a mix of medium density residential development and small business office floor space to meet the needs of the growing wellbeing, health, allied health, fitness and sustainable small businesses. Built form controls would need to be consistent across the zone and as per the Bristol Road area, a maximum height of 9.5 metres stepped back where adjoining residential land, would be adequate to accommodate these uses.

### Development Setbacks, Architectural Guidelines

Many submissions objected to the proposed setbacks in the draft UDF. In particular, setbacks along The Esplanade were considered insufficient to maintain the open, coastal feel of the Torquay foreshore. A number of submissions also raised the concern that the draft UDF did not provide sufficient direction in terms of architectural guidelines for new development and that this should be further developed.

### *Matters for consideration*

The UDF bases setback recommendations on the urban design principle that to facilitate street level activity, development should have zero setback or minimal setback from the frontage. This is appropriate in a "high street" type situation to encourage activity, but is not consistent with the valued open local character of the Torquay foreshore and The Esplanade environment.

Submissions received and other community consultation undertaken identify that one of the most valued attributes of development in the existing town centre is the open feel of a number of the cafes along The Esplanade including Moby's, Fishos and Bomboras (noting that the latter two are relatively new hospitality offerings). This is recognised in the UDF, however, it is suggested that outdoor dining can occur in the public street reserve (footpath/road reserve). The existing road reserve along The Esplanade is well used and very busy in peak times. Outdoor dining can obstruct pedestrian access if not designed well and officers would not recommend support for new controls that encouraged on street dining in this location.

Alongside reorientation of the town centre towards the foreshore, the UDF is seeking to promote a more integrated interface with Taylor Park which is another valued open space environment unique to the Torquay Town Centre. It is recommended that setbacks be reconsidered in this context and that a minimum setback of 5 metres be considered for properties fronting either Taylor Park or the foreshore.

## 5.1 Torquay Town Centre Project

Officers have also undertaken work on setbacks in terms of heights and ensuring future development will not overshadow the public realm, not only at the equinox (which is the typical planning measure), but also at the June Winter solstice. It is recommended that Council pursue these increased setbacks alongside the proposed height controls.

The UDF contains design guidelines typical to many coastal environments. These are very standard and do not particularly establish a style reflective of old Torquay. Nor does the UDF contain particular direction on sustainability measures, which is something highly valued by the Torquay community. These guidelines could be further developed to reflect the community's preference for the emerging built form character typified in places such as Fishos and Moby's. This would not necessarily mean heritage protection or a require retention of existing old houses, but could encourage built form features such as elements of white weatherboard, recycled timbers, larger setbacks, pitched roof elements at frontages, etc for new development. Similarly, consideration could be given to additional sustainability measures as part of the architectural guidelines.

### Public Open Space and the Town Plaza

While a number of submissions supported the provision of additional open space recommended in the draft UDF, many submissions felt closing the existing Cliff Street car park area to create open space was not the best outcome.

#### *Matters for consideration*

The UDF identifies the creation of a new town plaza as a key component. It notes the existing public spaces which provide for larger scale events but suggests there is a missing 'middle sized' space where the community can congregate, chat, eat, listen to music or use free wifi. It identifies the Cliff Street space as providing an area which can connect the north and south parts of the town centre, is already owned by Council and will improve the pedestrian focus of the precinct.

It is noted that the Cliff Street car park area is a large space but would not be large enough for activities such as Christmas Carols or a community market. The town centre abuts two very large and major open space areas (the foreshore and Taylor Park) which are appropriate for large community activities/events. It is considered that the need for additional space as identified in the UDF is real but perhaps does not need to be of such a size for the proposed uses.

A number of submissions noted the small "pocket park" space outside Torquay Wholefoods as a good example of a small open space area in the town centre. As an alternative to a town plaza, consideration could be given to providing one or two additional "pocket parks" in the town centre, which lead to the larger open space areas – pause points. The Cliff Street site could be utilised with one side remaining open to parking and through access (south to north). The area could be developed with bicycle parking, as suggested in a number of submissions, and a performance space for street performers. It could be landscaped with consistent landscaping extending further along Cliff Street to link with Taylor Park.

A second site could be provided in the future leading to the foreshore area along Gilbert Street as part of any major redevelopment.

It is recommended that Council not support the creation of a town plaza in Cliff Street but investigate the viability of a pocket park along the east side, with parking provided on the west and one way through access from Gilbert Street to Bristol Road.

### Car Parking and Council Land

Development of existing Council car parks was raised as a concern by many submitters, particularly the absence of control over car parking areas once handed over to developers. Submitters also had concerns that not enough attention had been given to the provision of car parking generally with regard to potential new development.

#### *Matters for consideration*

The UDF recommends Council explore development opportunities for existing at grade Council car parks. At grade car parking is generally not considered to be the "best use" for commercial land, particularly when opportunities for growth are constrained (such as is the case for the Torquay Town Centre). It suggests that development of one such site (between Cliff and Walker Streets) could include:

- Start-up spaces, co-working area, community uses / meeting rooms or hospitality training at ground and first floor levels

## 5.1 Torquay Town Centre Project

- Public toilets and end of trip facilities
- Potential integration of uses such as a Boutique Cinema if feasible
- Residential or accommodation above the first floor.

It should be understood that these items are suggestions only and that any development of Council land would be subject to a rigorous feasibility study and cost/benefit analysis. It is recommended that consideration could also be given to the relocation of the library to this site as part of a larger development as it would provide a significant non retail anchor tenant for the town centre.

In addition, many submitters objected to the possibility of paid parking in the town centre. The UDF recommends paid parking along Gilbert Street. The Torquay Town Centre Parking and Access Strategy 2016-21 looks at the provision of future car parking in the town centre in considerable detail, and also recommends that Council investigate options for paid parking in the town centre. Council has not investigated adequately the potential impacts of paid parking and this would need to be undertaken prior to any decision on this matter. It may be that there are other car parking management solutions beyond paid parking that can manage car parking supply and demand.

In terms of other car parking recommendations it is noted that proposed underground parking is suggested as a principle. The actual location of parking and future entrances would need to be negotiated as part of a planning permit application and would only be able to be located on land owned by the applicant. It is recommended that Council pursue underground parking where possible for future development, noting that at grade on street parking will continue to be provided in many locations throughout the centre.

### Third Party Notification and Appeal Rights

The reduction in any third party notification or appeal rights as recommended by the UDF to expedite planning processes was opposed strongly by many submitters.

### *Matters for consideration*

The UDF suggests that due to the consultation process undertaken in development of the UDF and through any subsequent planning scheme amendment that decisions on individual development applications should thereafter be made solely by Council without third party involvement. It also recommends the establishment of a Design Review process that would include referral to the Victorian Government Architect for development applications on sites identified as key sites in the centre. It suggests a dedicated planner take responsibility for all applications in the town centre to ensure consistency across decision making.

In some circumstances, Council does use processes which do not include third party involvement such as the approval of development plans. These circumstances are limited however to situations where considerable detail has been established in regards to future development and it is generally known what specific outcomes will be. It is not considered that the UDF establishes the level of detail that would warrant taking out third party notification or appeal rights. It is also considered that Surf Coast Shire Council is too small to assign a particular planner to specifically deal with town centre applications.

It is recommended that third party notification and appeal rights in the Torquay Town Centre continue to function as per zone and overlay provisions and that Council undertake further work to prepare architectural design guidelines to shape development outcomes, rather than setting up a particular urban design review committee.

### Other

The submissions raised a number of other issues. These are addressed in Appendix 1 'Table of Issues'.

In terms of considering adoption of the draft reports, it is noted that the SIFP document was developed primarily as a report to feed into the UDF. The recommendations where appropriate have been incorporated into the UDF and thus it is not considered necessary to formally adopt this plan but rather refer to it as a reference document in the future.

### **Financial Implications**

The budget for the Torquay Town Centre Project comprises a funding contribution from Regional Development Victoria of \$40,000 and a Council contribution of \$50,000. Implementation, including a planning scheme amendment, streetscape and other works will be part of the next phase and would need to be costed as detailed plans are developed. The development of a range of supporting documents (such as architectural design guidelines) will also have a financial cost.

## 5.1 Torquay Town Centre Project

### **Council Plan**

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	4.1.4 Plan for industrial and commercial zones in growing communities
Theme	3 Balancing Growth
Objective	3.2 Ensure infrastructure is in place to support existing communities and provide for growth
Strategy	Nil
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

### **Policy/Legal Implications**

Should Council adopt the recommendations of the Torquay Town Centre Project a new policy direction for growth and development within the Torquay Town Centre will be created.

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

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

### **Risk Assessment**

No risks to Council have been identified with considering submissions and proceeding to the next stage of revitalising the Torquay Town Centre.

### **Social Considerations**

Torquay-Jan Juc has experienced rapid population growth in recent years which is expected to continue. As part of planning for this growth, the Torquay Town Centre Project considers the future role and development of the Town Centre. The draft UDF purports to facilitate investment in order to provide the services, facilities and job opportunities that are required for the growing population. It also aims to create a pedestrian friendly environment, building on the critical assets of Torquay which include the beach, foreshore and relaxed lifestyle and, is consistent with the coastal character of Torquay.

### **Community Engagement**

The following actions were undertaken as part of the public exhibition process:

- Update to the Surf Coast Conversations webpage, including an opportunity to make a submission through this website
- Preparation of Bulletin Number 3
- Direct notification to all landowners and occupiers within the study area
- Direct notification to all landowners and occupiers within the area proposed for rezoning (Anderson/Pearl Streets)
- Direct email to all persons previously registered as interested parties to the Torquay Town Centre Project
- Advertisements in the Surf Coast Times and The Echo on Thursday 24 August and Thursday 31 August 2017
- Notice in the Mayor's Column on Thursday 24 August 2017
- Two open house consultation sessions on Thursday 7 September 2017
- Periodic social media releases
- Presentation by the Chief Executive Office to the Torquay Commerce and Tourism Association on Tuesday 26 September 2017
- Officers available to meet in person with members of the public and other interested parties as requested during the exhibition period. Officers met with many people during this time, including representatives of the 3228 Residents' Association.
- Hearing of Submissions Council Meeting on Tuesday 14 November 2017.

It is also noted that the Project appeared as a front page article in the Surf Coast Times on Thursday 24 August 2017, a front page headline in the Geelong Advertiser on Saturday 2 September 2017, an article in The Echo on Thursday 24 August 2017, and separate articles in the Surf Coast Times on Thursday 14 September 2017 and Thursday 28 September 2017. There have also been a number of articles since the Hearing of Submission on 14 November 2017.

## 5.1 Torquay Town Centre Project

### ***Environmental Implications***

The recommendations for increased landscaping in the Centre and improving links with the foreshore and Taylor Park would have a positive impact on the local environment.

### ***Communication***

All submitters have been notified of the Council meeting date to consider submissions to the Torquay Town Centre Project and will be advised of Council's decision following the 12 December 2017 Council meeting.

### ***Options***

Option 1 – Adopt the Urban Design Framework and Torquay Town Centre Parking and Access Strategy 2016-21 with changes as recommended in this Council report and Appendix 1

This option is recommended by officers as it is based on detailed consideration of submitters' issues alongside the merits of various recommendations.

Option 2 – Adopt the Urban Design Framework and Torquay Town Centre Parking and Access Strategy 2016-21 without changes

This option is not recommended by officers as it does not incorporate the feedback received from the community.

Option 3 – Abandon the Urban Design Framework and Torquay Town Centre Parking and Access Strategy 2016-21

This option is not recommended by officers as it is considered the documents provide a solid base for revitalisation of the Torquay Town Centre, albeit with some modification.

### ***Conclusion***

The recommendations coming out of the Torquay Town Centre Project comprise a major step in revitalisation of the Torquay Town Centre. Whilst there has been concern over a number of the proposed private development controls, there has also been significant support expressed for the streetscape beautification and other capital works proposals, particularly around improving the pedestrian experience in the town centre. It is considered that the recommendations in this report provide a response to the major concerns and will result in an improved UDF complementary to the valued character of Torquay. Option 1 is therefore recommended.

## **5.1 Torquay Town Centre Project**

### **APPENDIX 1 TORQUAY TOWN CENTRE PROJECT - TABLE OF ISSUES**

## Torquay Town Centre Project – Issues Table

The following table lists issues raised in submissions.

### Urban Design Framework

Issue	Submission Numbers which raise this Issue	Officer Comment	Officer Recommendation
<b>LAND USE AND ACTIVITY</b>			
1. Support for reinforcing the primacy of the Torquay Town Centre as the highest order retail precinct in the Shire.	65, 88, 128	Noted	No change
2. Objection to rezoning additional land for commercial use in the Torquay Town Centre oriented to the foreshore (in particular, land in the vicinity of Pearl Street and Anderson Street).	1, 2, 4, 11, 20, 58, 68, 91, 99, 103, 108, 116, 120, 127, 134, 137, 151, 155, 156, 158	Discussed in the report.	Variation recommended.
3. Suggestion that the commercial area should extend along Bristol Road towards the Surf Coast Highway and or bound by Boston Road and Bristol Road.	2, 3, 4, 11, 115, 116, 120, 141	Discussed in the report.	Not supported.
4. Support for reorientation of the Torquay Town Centre towards the foreshore and The Esplanade for commercial expansion.	5, 12, 65, 80, 131, 144	Noted.	No change.
5. Suggestion that even more land should be identified as future commercial to ensure enough land is available going forward.	65	Floor space requirements discussed in the report.	Not supported.
6. Suggestion that The Esplanade between Gilbert Street and Anderson Street be rezoned to Special Use and the west of this remain residential.	141	Discussed in the report.	Supported in part.
7. Suggestion that further work needs to be undertaken to facilitate development east of Payne Street.	65	Discussed in the report.	Supported.
8. Support for land in the Bristol Road area (Precinct 5) to remain residential. Does not support rezoning to Commercial 1 or Mixed Use.	5	Discussed in the report.	Supported in part – more investigation required for an appropriate zone.



Issue	Submission Numbers which raise this Issue	Officer Comment	Officer Recommendation
9. Support for medium density housing and small business use in the Bristol Road area (Precinct 5).	5, 141	Noted.	No change.
10. Suggestion to rezone land at 45-47 Zeally Bay Road and 46/48 Bristol Road to allow increased development.	19	Floor space requirements discussed in the report.	Not supported.
11. Suggestions that all residential areas with the Torquay Town Centre be rezoned to Residential Growth Zone.	126	This zone was considered when the new Residential Zones were introduced by the State Government in 2014. Has wider implications and therefore is considered to be outside the scope of this project.	Not supported.
12. Suggestion that uses which do not contribute to an active street frontage should be discouraged at ground floor or located on the fringe of the Town Centre.	109	The various zones across the town centre (eg. Commercial and Special Use) do differentiate the types of uses to be encouraged in various locations.	No change.
13. Objection to the proposed 18 hour centre concept and late night trading.	17, 23	The UDF notes that the role of the town centre is as a mixed use commercial centre and that there is a role for the Town Centre in providing entertainment and other opportunities for later trading. However, it does also recommend a designated area where 'entertainment' uses should not be encouraged due to the proximity of these sites to residential areas. This designated area should be reviewed to take in the Pearl Street area where further investigations are recommended.	Variation to precinct where 'entertainment' uses are to be discouraged is recommended. More consideration also needs to be given to what 'entertainment' uses would be included as part of a future planning scheme amendment.
14. Objection to a possible Discount Department Store (DDS) in the Torquay Town Centre.	2, 47, 53, 57, 58, 61, 62, 63, 65, 70, 72, 74, 78, 82, 85, 86, 89, 91, 92, 93, 94, 96, 97, 99, 103, 108, 110, 111, 114, 120, 121, 122, 123, 127, 128, 129, 130, 133, 134, 136, 137, 138, 141, 147, 150, 152, 156	Discussed in the report.	Variation recommended.
15. Objection to a possible cinema in the Torquay Town Centre due to lack of car parking available.	2	A potential application for a cinema would be required to address car parking requirements.	Not supported.

Issue	Submission Numbers which raise this Issue	Officer Comment	Officer Recommendation
16. Support for a possible cinema in the Torquay Town Centre as part of a public / private partnership.	65	Noted.	No change.
17. Support for a town square in the Gilbert Street precinct that includes public art and a performance space.	15, 58, 64, 114, 115	Discussed in the report.	Variation recommended.
18. Suggestion to compulsorily acquire land to create an expansive public open space precinct connecting the foreshore to Torquay Village.	12	Open space requirements discussed in the report.	Not supported.
19. Concerns that the proposed town square is too small and more open space is needed generally.	57, 65, 72, 78, 82, 92, 93, 94, 96, 97, 99, 101, 108, 122, 123, 127, 128, 132, 138, 141, 150, 152, 156	Discussed in the report.	Variation recommended.
20. Objection to the use of Cliff Street as a town square. The foreshore is the appropriate location for a town plaza area.	109	Discussed in the report.	Variation recommended.
21. Suggestion that the Cliff Street area could be better utilised for bicycle parking.	65, 128	Discussed in the report.	Variation recommended.
22. Support for the designation of Strategic Development Site 1.	125	Noted.	No change.
23. Objection to a requirement to have commercial development at first floor. The UDF is confusing. Need to either specify commercial or residential at first floor.	125	Discussed in the report.	Not supported.
24. Objection to the designation that discourages 'entertainment uses' over Strategic Development Site 1.	125	The designation has been recommended to address potential amenity conflicts with nearby adjacent residential properties.	Variation to precinct where 'entertainment' uses are to be discouraged is recommended. Consideration will be given to what 'entertainment' uses would be included as part of a future planning scheme amendment.

Issue	Submission Numbers which raise this Issue	Officer Comment	Officer Recommendation
25. Objection to any possible reduction in third party notification or appeal rights. Concerns over decision making allocated to one officer.	5, 31, 47, 57, 72, 74, 78, 82, 91, 92, 93, 94, 96, 103, 108, 122, 123, 127, 130, 134, 137, 152	Discussed in the report.	Variation recommended.
<b>BUILT FORM AND CHARACTER</b>			
1. Objection to increasing building heights permitted in the Torquay Town Centre (particularly to 4 or 5 storeys).	1, 2, 3, 4, 6, 7, 8, 9, 12, 13, 14, 15, 17, 18, 20, 21, 23, 25, 26, 27, 28, 30, 31, 32, 34, 36, 37, 38, 39, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 56, 57, 58, 59, 61, 62, 63, 64, 66, 67, 68, 69, 71, 72, 73, 74, 75, 76, 78, 79, 81, 82, 83, 84, 86, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 101, 102, 103, 105, 106, 107, 108, 110, 112, 113, 114, 115, 116, 117, 118, 120, 121, 122, 123, 124, 127, 128, 129, 130, 132, 134, 135, 136, 137, 139, 140, 141, 142, 143, 145, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163	Discussed in the report.	Variation recommended.
2. Support for proposed building heights with appropriate setbacks.	33, 55, 60, 65, 80, 87, 119, 133, 141, 144	Noted.	Variation recommended.
3. Suggestion that building heights need to be considered in the context of sight lines from prominent viewing points.	35	Noted.	Variation recommended.
4. Suggestion that more height is needed to compensate for cost of basement parking.	125	Discussed in the report.	Not supported.
5. Objection to proposed limits on heights and setbacks, particularly for Strategic Development Site 1.	125	Discussed in the report.	Not supported.

Issue	Submission Numbers which raise this Issue	Officer Comment	Officer Recommendation
6. Objection to proposed setbacks as insufficient, particularly along The Esplanade.	47, 51, 57, 59, 65, 72, 78, 82, 92, 93, 94, 96, 108, 116, 122, 123, 127, 128, 130, 137, 150, 152, 156	Discussed in the report.	Variation recommended.
7. Support or need for architectural guidelines for new development that facilitates design in keeping with the character of Torquay (more specifically old Torquay) and includes sustainability targets.	14, 15, 21, 24, 31, 45, 47, 49, 57, 59, 65, 72, 78, 82, 91, 92, 93, 94, 95, 96, 97, 103, 108, 114, 115, 122, 123, 127, 128, 132, 133, 134, 137, 140, 152, 156	Discussed in the report.	Variation recommended.
8. Concern that more attention should be given to amenity considerations between mixed used development, ie. commercial (hospitality) with residential above.	7, 59, 127	A number of issues have arisen in the town centre in recent years as a result of amenity conflicts in mixed use developments. More consideration needs to be given to built form parameters and this will be addressed as part of a future planning scheme amendment.	Supported.
<b>ACCESS AND MOVEMENT</b>			
1. Support for improved pedestrian and non vehicle transport access around the Torquay Town Centre.	9, 20, 33, 34, 59, 73, 80, 95, 98, 114, 115, 128, 131, 133, 144, 145, 149, 151, 152	Noted.	No change.
2. Suggestion that more consideration needs to be given to facilitating the use of sustainable transport modes.	128	The UDF includes a number of measures designed to increase sustainable transport modes including walking and cycling. Any further work is outside the scope of the study but is included in other infrastructure and traffic studies for the town centre.	No change.
3. Objection to the number of pedestrian crossings or the pedestrian focus proposed.	37, 109	A key direction of the UDF is to improve access and the pedestrian amenity of the Torquay Town Centre. This is considered an important outcome.	Not supported.
4. Objection to a footpath on the northern side of Bristol Road.	5	A key direction of the UDF is to improve access and the pedestrian amenity of the Torquay Town Centre. This is considered an important outcome and footpath provision is part of this.	Not supported.

Issue	Submission Numbers which raise this Issue	Officer Comment	Officer Recommendation
5. Concerns that the plan does not adequately consider traffic, both vehicular and pedestrian.	12, 20, 101, 127, 135, 138, 146	The UDF in conjunction with the Torquay Town Centre Access and Parking Strategy 2016-21 give significant attention to access matters, both vehicle and pedestrian.	Not supported.
6. Objection to Bristol Road becoming the major access to the Torquay Town Centre.	150	Both the UDF and the Torquay Town Centre Access and Parking Strategy 2016-21 prioritise Bristol Road as a major access point to the town centre. The UDF also recommends cycle lanes be kept to streets parallel and not in Bristol Road to reduce conflict. Vehicle access will not be restricted via other roads such as Zeally Bay Road and Boston Road or Anderson Street and it is considered probable that much local traffic will continue to use these alternate access points. Visitor traffic however will mostly use the signalised intersection.	Not supported.
7. Support for the installation of traffic lights at the intersection of Bristol Road and the Surf Coast Highway.	5	Noted.	No change.
8. Objection to the installation of traffic lights at the intersection of Bristol Road and the Surf Coast Highway.	82, 127, 135, 150, 156	Both the UDF and the Torquay Town Centre Access and Parking Strategy 2016-21 prioritise Bristol Road as a major access point to the town centre. Both suggest the intersection of Bristol Road and the Surf Coast Highway as the most appropriate location for traffic signals.	Not supported.
9. Suggestion that the round-about on The Esplanade be moved to Gilbert Street if traffic lights are installed at Bristol Road.	141, 156	Not consistent with the recommended approach.	Not supported.
10. Objection to the proposed round about at Zeally Bay Road with pedestrian crossings.	82, 103	Noted.	Not supported.
11. Objection to any possible traffic lights within the Torquay Town Centre.	10	No traffic lights are proposed in the UDF for the town centre. Signals are proposed for the Surf Coast Highway.	No change.

Issue	Submission Numbers which raise this Issue	Officer Comment	Officer Recommendation
12. Support for one way traffic in Gilbert Street.	12, 20, 34, 58, 65, 133, 145, 151, 156	Noted.	No change.
13. Support for one way traffic flow along Gilbert Street west to east.	65, 145	Noted.	No change.
14. Suggestion that one way traffic flow along Gilbert Street should be east to west.	12, 156	Not consistent with the recommended approach.	Not supported.
15. Objection to one way along Gilbert Street.	37, 115	Noted.	Not supported.
16. Suggestion that Gilbert Street could be a pedestrian mall, or closed for particular events or during peak times.	13, 65, 98, 99, 131, 144, 146	A mall for Gilbert Street as a permanent feature is not consistent with the recommended approach. However, there is scope for Council to consider "one-off" closures for events. This is outside the scope of this study.	Not supported.
17. Objection to prioritising Pearl Street as a key north south corridor for vehicle movement.	1, 65, 120	Prioritising Pearl Street as a key north south corridor south of Boston Road should be reviewed in line with the recommended review of land use controls.	Variation recommended.
18. Suggestion that Pearl Street, between Bristol and Boston Roads should become one way.	65	Not consistent with the recommended approach.	Not supported.
19. Support for better utilisation of laneways.	14	Noted.	No change.
20. Concern about showing laneways that may or may not eventuate.	156	It is recognised that future potential laneways shown on the figures in the UDF are hypothetical at this stage and would depend on future development proposals. It is not considered appropriate to designate these on a plan in the Surf Coast Planning Scheme but rather to include a written principle that significant redevelopment proposals need to include through pedestrian access to locations including Gilbert Street and The Esplanade.	Variation recommended. Do not include potential laneway locations on future plans to be included in the Surf Coast Planning Scheme. Rather include the principle that significant redevelopment proposals need to include through pedestrian access to locations including Gilbert Street and The Esplanade.

Issue	Submission Numbers which raise this Issue	Officer Comment	Officer Recommendation
21. Objection to new laneways unless they are utilised for business frontages.	65	This would need to be considered on a case by case basis as part of new development proposals.	No change.
9. Objection to a pedestrian link shown between Boston Road/Pearl Street and Gilbert Street affecting 17 Gilbert Street.	71	It is recognised that future potential laneways shown on the figures in the UDF are hypothetical at this stage and would depend on future development proposals. It is not considered appropriate to designate these on a plan in the Surf Coast Planning Scheme but rather to include a written principle that significant redevelopment proposals need to include through pedestrian access to locations including Gilbert Street and The Esplanade.	Variation recommended. Do not include potential laneway locations on future plans to be included in the Surf Coast Planning Scheme. Rather include the principle that significant redevelopment proposals need to include through pedestrian access to locations including Gilbert Street and The Esplanade.
22. Suggestion to remove the sign on the Surf Coast Highway directing traffic to the Torquay Town Centre at Anderson Street.	20	Way finding signage along the Surf Coast Highway should be reviewed as part of the signage strategy recommended by the UDF.	No change.
23. Suggestion to continue signage on the Surf Coast Highway directing traffic to the Torquay Town Centre and the beach at Anderson Street and Zeally Bay Road.	65	Signage along the Surf Coast Highway should be reviewed as part of the signage strategy recommended by the UDF.	No change.
24. Concern that the UDF does not adequately consider the impact of heavy vehicles from new development on existing infrastructure. Suggestion that all upgrades should be paid for by landowners and developers through a dedicated fund and that Council request the State Parliament to grant approval for Council control of all roadways.	70	New developments are required to pay Development Contributions towards infrastructure upgrades as set out in the Torquay Jan Juc Development Contributions Plan. The request regarding designation of local roads is outside the scope of this project.	No change.
25. Support for an improved bus stop facility in Bristol Road outside Torquay Village.	5	PTV has advised that they have no issues servicing this stop and have no plans for improvements in the future.	No change

Issue	Submission Numbers which raise this Issue	Officer Comment	Officer Recommendation
26. Suggestion to relocate existing bus stop at Pearl and Boston Streets to Zeally Bay Road.	65	Currently PTV has no plans to relocate bus stop location. There are some concerns that the Zeally Bay Road location is isolated from town centre and will be hard to service Bristol Road businesses. There would also need to be some major infrastructure intersection upgrades to improve the area to enable buses to relocate to this location.	No Change.
27. Support for 40km/hr speed limit along The Esplanade.	59	Noted.	No change.
28. Suggestion to adopt at 40km/hr speed limit for the entire Torquay Town Centre.	16, 150	It is considered appropriate to implement a 40km/hr speed limit throughout the Torquay Town Centre as part of the pedestrian focus for the precinct.	Supported.
29. Suggestion that smaller buses be used to transport people around the Torquay Town Centre as it is alleged that existing buses are often empty.	150	Outside the scope of this study.	Not supported.
<b>CAR PARKING AND LOADING</b>			
1. Concerns that car parking is not adequately addressed through the draft documents.	7, 20, 26, 31, 41, 47, 58, 61, 65, 68, 101, 109, 130, 138, 140, 142, 149, 156	Both the UDF and the Torquay Town Centre Access and Parking Strategy 2016-21 consider car parking provision in detail. Many of the concerns appear to relate to a misunderstanding about the possible locations for and operation of underground parking, ie. that the figures show how car parking could hypothetically be provided in future and that it would need to be considered in detail as part of a future development application. It could only apply to land owned by an applicant. Nor is the UDF suggesting that all on street parking is eliminated, rather it suggests that future private development proposals should incorporate underground parking where possible.	Not supported.
2. Support for basement parking.	10, 12, 33, 43, 64, 65, 80, 113, 124, 128, 131, 133, 144	Noted.	No change.



Issue	Submission Numbers which raise this Issue	Officer Comment	Officer Recommendation
3. Objection to basement parking.	99, 115	Noted.	No change.
4. Objection to the redevelopment of at grade car parking.	109, 115	At grade parking is not considered the most efficient use of land in a constrained town centre. Notwithstanding this, the UDF is not suggesting that all on street parking is eliminated, rather it suggested that future private development proposals should incorporate underground parking where possible.	Not supported.
5. Objection to paid parking or paying for underground parking in the Torquay Town Centre.	10, 45, 57, 63, 65, 72, 78, 82, 92, 93, 94, 96, 97, 108, 122, 123, 127, 130, 141	Discussed in the report.	Variation recommended.
6. Suggestion that underground parking must mandate electric vehicle recharging facilities.	128	Could consider as part of the preparation of Design Guidelines for the town centre.	Variation recommended.
7. Objection to a loading zone replacing car parking spaces in Bristol Road.	5, 150	Work by the engineering unit has established that this is not a feasible option.	Supported.
8. Objection to any indented parking bays outside 32, 34 or 36 Bristol Road, Torquay.	5	The concept for the cross section of Bristol road exhibited with the UDF shows on-street parking, not indented. However, the design of Bristol Road will be subject to more detailed design and community consultation prior to implementation.	No change required.
9. Suggestion to implement a rule to ensure summer visitors do not use open space as overflow parking areas.	13	It is noted that no public areas are currently used for overflow parking in peak times.	No change.
10. Support for formalised parking along Zeally Bay Road and Fischer Street adjacent to Taylor Park.	65	Noted.	No change.
11. Suggestion that Council should consider a Park and Ride scheme to alleviate parking pressure.	65, 113	Not considered warranted based on current population and visitation figures.	Not supported.
12. Objection to any proposal for residential parking permits. Car parking must be provided on site.	65	Noted.	No change.
13. Support for limited timed parking in the Torquay Town Centre.	65	Noted.	No change.

Issue	Submission Numbers which raise this Issue	Officer Comment	Officer Recommendation
14. Support for long vehicle parking, with any long vehicle parking at Fisherman's Beach car park limited to non-peak periods.	65	Noted.	No change.
15. Suggestion that money in the current Parking Fund be used immediately to formalise Zeally Bay Road parking adjacent to Taylor Park, and along Fischer Street.	65	Outside the scope of this study.	No change.
16. Concerns that angled parking proposed for Gilbert Street will lead to pedestrian conflict.	131	Not consistent with traffic advice.	No change.
17. Concerns over the proposed location for entry to the underground car parks shown on the diagrams.	163	As noted above, these are hypothetical and actual locations would be determined on a case by case basis as part of future development applications.	No change.
30. Objection to closing off any access to the existing IGA car park.	37, 104	Access to the existing IGA car park should not be closed at this time as the access arrangements for the operation of the IGA depend on these openings. Development approvals are based on the current arrangements. If the site were to be redeveloped in future, access options would be considered at that time.	Supported. Variation recommended.
<b>LANDSCAPE AND ENVIRONMENT</b>			
1. Support for native (or indigenous) landscaping.	13, 15, 65, 114, 115, 128	Noted.	No change.
2. Support for plentiful open space and landscaping.	13, 27, 31, 43, 99, 103, 105, 114, 121, 128, 152	Noted.	No change.
3. Suggestion to improve the variety of planting, ie. not just grasses.	46, 65, 103, 128	Planting schedules should be developed as part of the design guidelines for the town centre.	Supported. Variation recommended.
<b>GENERAL</b>			
1. Support for improvements to the streetscape and overall revitalisation of the Torquay Town Centre.	12, 14, 17, 18, 20, 23, 26, 31, 50, 63, 65, 70, 73, 77, 91, 113, 127, 132, 150, 151	Noted.	No change.

Issue	Submission Numbers which raise this Issue	Officer Comment	Officer Recommendation
2. Support for the primary focus on the local community with tourism as secondary objective.	13, 65, 128, 133, 145	Noted.	No change.
3. The plan must be guided by the Master Plan for the Great Ocean Road Region Visitor Economy, the Torquay Destination Plan and the resulting Torquay brand.	12	These plans were considered as part of development of the UDF.	No change.
4. The plan does not look at long term planning needs.	12, 22	The UDF is based on planning over the next 20 years and a projected population of 30,000. This is considered an appropriate timeframe, which will as a general rule be reviewed every 5-10 years.	No change.
5. Suggestion that the setting of permanent town boundaries must be incorporated into the overall plan.	128	Strengthened town boundaries for Torquay is being considered as part of a much wider study looking at Torquay in a regional context. It is beyond the scope of this project.	No change.
6. Concern that the project is aiming to cater for 30,000 people and that this is not necessary.	21, 127, 156	This is the current forecast for Torquay and it is appropriate to plan for this figure.	Not supported.
7. Concern that the UDF is premised on maximising growth and that this is not an objective that has been adopted by Council.	29, 41, 101, 106, 110, 127	The SIFP does base many of its recommendations on maximising growth for the town centre. The UDF modifies this to an extent to take more account of town character. Further modifications have been recommended in this report.	Supported in part. Variation recommended.
8. Suggestion that other commercial areas should be reviewed for further intensification.	127, 130, 141, 142, 152	Beyond the scope of this study. Council policy supports the Torquay Town Centre as the primary commercial activity centre for the Surf Coast Shire.	No change.
9. Request to maintain greenbelt between Torquay and Armstrong Creek.	33	Noted but beyond the scope of this study.	No change.
10. Concerns that the recommendations focus on the provision of retail and hospitality type employment which is often casual and low paying. Need more consideration for professional employment opportunities.	91, 103, 129, 134, 156	Discussed in the report.	Variation recommended.

Issue	Submission Numbers which raise this Issue	Officer Comment	Officer Recommendation
11. Concern that there must be youth inclusion in planning decisions.	47	Noted and recognised that a couple of submissions were received from persons under 18.	No change.
12. Need to consider planning for the foreshore as part of this project.	12	The UDF does consider the interface with the foreshore.	No change.
13. Support for a dedicated staff member to oversee maintenance in the Torquay Town Centre.	13	Discussed in the report.	Variation recommended.
14. Suggestion for further work to better link the retail precincts of Surf City, Bell Street and the Torquay Town Centre.	65, 115, 131	The UDF recommends a number of measures for improving wayfinding between the various retail precincts in Torquay. It is recognised that these measures require further development and a signage strategy.	No change.
15. Concerns about the high rents that are currently charged or may be charged in future in the Torquay Town Centre. Suggestion to look at ways to cap retail rental rates and provide transitional support for local businesses.	7, 14, 27, 41	Outside the scope of this project and beyond Council control.	Not supported.
16. Suggestion that Taylor Park could be utilised for a town square type function. Torquay Commerce and Tourism Association provide a range of concepts for consideration.	65	The UDF recommends many measures to improve connections with Taylor Park. It is appropriate for Council to liaise with the Great Ocean Road Coast Committee (manager of Taylor Park) to work on these improvements and plan generally for the future use of Taylor Park.	Continue working with the Great Ocean Road Coast Committee on improvements and future use of Taylor Park.
17. Support for the development of a start-up business space as part of any public / private partnership of Council owned land.	65	Noted.	No change.
18. Objection to the development of any Council owned land for private commercial use.	109, 115	Discussed in the report.	No change.
19. Suggestion that the Council owned car park off Pearl Street remain in Council ownership or be swapped for an equivalent piece of land to become the town square.	141, 156	Future development of Council land is discussed in the report.	No change.

Issue	Submission Numbers which raise this Issue	Officer Comment	Officer Recommendation
20. Support for the concept of buskers and street performance but more detail needed.	65	Noted.	No change.
21. Suggestion that Surf Coast Shire undertake a bi-annual update to stakeholders and the community on progress and opportunities for feedback on the proposed implementation program. The implementation program must have a published capital works program for each of the next five financial years.	65	Noted.	No change.
22. Suggestion for an immediate program to commerce implementation starting with the following priorities: <ul style="list-style-type: none"> <li>• Streetscape works in The Esplanade, from Anderson Street to Zeally Bay Road (including intersection treatments at Zeally Bay Road and Gilbert Street).</li> <li>• Streetscape works in Gilbert Street between Pearl and Payne Streets to improve links between Torquay Village and the rest of the Town Centre.</li> <li>• The establishment of a bus station in Zeally Bay Road.</li> </ul>	65	Noted. To be determined as part of future capital works programming.	No change.
23. Suggestion that free WIFI should be provided in the Torquay Town Centre within the next 12 months.	65	Noted.	No change.
24. Suggestion that more consideration should be given to becoming IOT (internet of things) ready.	131	Beyond the scope of the project but valid for future consideration.	No change.
25. Request for levelling of footpath around service pits for safety reasons.	71	Maintenance issue.	No change.
26. Request for a pressure clean of Gilbert Street.	71	Maintenance issue but it is noted that this is scheduled to occur prior to Christmas this year.	No change.
27. Suggestion that a plan needs to be developed with sustainability targets.	128, 133, 140	Discussed in the report.	Variation recommended.

**BUSINESS:**

<b>5.</b>	<b>ENVIRONMENT &amp; DEVELOPMENT .....</b>	<b>4</b>
5.1	<i>Torquay Town Centre Project.....</i>	4
<b>1.</b>	<b>PETITIONS &amp; JOINT LETTERS .....</b>	<b>31</b>
<b>2.</b>	<b>PLANNING MATTERS &amp; DECISIONS .....</b>	<b>32</b>
2.1	<i>Planning Scheme Amendment C123 &amp; Planning Permit Application No. 17/0207 - 3-5 Loch Ard Drive Torquay.....</i>	32
2.2	<i>Planning Scheme Amendment C118 &amp; Planning Permit 16/0409 - Extension of the West Coast Business Park, Torquay .....</i>	46
2.3	<i>Reviewing Planning Scheme Amendment C122 (VicSmart and Minor Exemptions).....</i>	68
<b>3.</b>	<b>OFFICE OF THE CEO .....</b>	<b>71</b>
<b>4.</b>	<b>GOVERNANCE &amp; INFRASTRUCTURE .....</b>	<b>72</b>
4.1	<i>Project Budget Adjustments and Cash Reserve Transfers - December 2017 .....</i>	72
4.2	<i>Audit and Risk Committee Charter .....</i>	75
4.3	<i>Traffic and Pedestrian Strategy – The Esplanade and Bell Street, Torquay.....</i>	84
4.4	<i>Submission to the Draft Rural Drainage Strategy.....</i>	167
4.5	<i>Submission to Draft Corangamite Regional Floodplain Management Strategy .....</i>	172
<b>6.</b>	<b>CULTURE &amp; COMMUNITY .....</b>	<b>228</b>
6.1	<i>Council Events Calendar 2018 .....</i>	228
6.2	<i>Surf Coast Multi-Purpose Indoor Stadium .....</i>	233
6.3	<i>Building Better Regions Fund Round Two Applications .....</i>	244
6.4	<i>Community Project Development - November 2017 Quarterly Update.....</i>	251
<b>7.</b>	<b>URGENT BUSINESS .....</b>	<b>268</b>
<b>8.</b>	<b>PROCEDURAL BUSINESS .....</b>	<b>269</b>
8.1	<i>Assemblies of Councillors.....</i>	269
8.2	<i>Section 86 Committee Minutes .....</i>	275
8.3	<i>Advisory Committee Minutes .....</i>	285
<b>9.</b>	<b>NOTICE OF MOTIONS.....</b>	<b>318</b>
<b>10.</b>	<b>CLOSED SECTION .....</b>	<b>319</b>
10.1	<i>Confidential Assemblies of Councillors.....</i>	319
10.2	<i>Award of Contract T18-019 - Crushed Rock and Recycled Materials.....</i>	319
10.3	<i>Service Review - Vacation Care - Recommendations.....</i>	319
10.4	<i>Anglesea Bike Park.....</i>	319
10.5	<i>Bells Beach Committee - Appointment of New Chair .....</i>	319
10.6	<i>Winchelsea Common Improvement Works .....</i>	319

**1. PETITIONS & JOINT LETTERS**

Nil

## 2. PLANNING MATTERS & DECISIONS

### 2.1 Planning Scheme Amendment C123 & Planning Permit Application No. 17/0207 - 3-5 Loch Ard Drive Torquay

**Author's Title:** Senior Strategic Planner

**General Manager:** Ransce Salan

**Department:** Planning & Development

**File No:** F17/978

**Division:** Environment & Development

**Trim No:** IC17/1464

#### Appendix:

1. Proposed Development Plans - 3-5 Loch Ard Drive, Torquay (D17/109189)

#### 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 submissions received to Planning Scheme Amendment C123 and Planning Permit Application No. 17/0207 and to resolve the next steps.

#### Summary

Combined Planning Scheme Amendment C123 and Planning Permit Application No. 17/0207 seeks to rezone land at 3-5 Loch Ard Drive, Torquay from General Residential Zone to Commercial 1 Zone and to develop the land for four commercial premises on the ground floor, a dwelling on the first floor, and associated car parking. The amendment also removes Design and Development Overlay Schedule 21 (DDO21 - "Old Torquay North, Wombah Park and Church Estate, Torquay") from the land. DDO21 includes a permit trigger for buildings above 7.5 metres in height. The application also seeks to waive the loading bay requirements of Clause 52.07 by providing loading via the car park.

The site is located adjacent to the existing local activity centre on the corner of Loch Ard Drive and Fischer Street and is currently vacant. The new proposal adds 460 square metres to the commercial floor area of the centre and has a maximum height of 9.2 metres to the top of the skillion roof of the upper level dwelling.

The amendment/permit application was publicly exhibited from 12 October to 13 November 2017. A total of six submissions were received, including three from referral authorities offering no objection and three from adjoining residents objecting to the amendment and permit application.

A range of matters have been raised in the submissions in relation to both the rezoning and the development proposal, including: the perceived lack of need for more commercial development and the impact on existing businesses, amenity and visual impacts, the design, scale and height of the development, increased traffic, insufficient car parking and the lack of loading facilities.

#### Recommendation

That Council:

1. Receive and note the submissions received to Planning Scheme Amendment C123 and Planning Permit Application No. 17/0207.
2. Request the Minister for Planning to appoint an independent Panel pursuant to Part 8 of the Planning and Environment Act 1987 to consider all submissions.
3. Note that costs associated with this application including the independent panel are borne by the applicant.
4. Endorse the following changes to the plans as Council's position to present to the Panel:
  - 4.1 A reduction of the building height to a maximum of 7.5 metres above ground level, with a minor projection above this height allowed for the skillion roof subject to the satisfaction of the responsible authority.



---

**2.1 Planning Scheme Amendment C123 & Planning Permit Application No. 17/0207 - 3-5 Loch Ard Drive Torquay**

**Council Resolution**

**MOVED Cr Rose Hodge, Seconded Cr Margot Smith**

That Council, having considered submissions received to Planning Scheme Amendment C123 and Planning Permit Application No. 17/0207, resolve to:

1. Defer a decision on the amendment and planning permit application to enable the proponent to investigate options for a modified proposal with restricted commercial uses / offices and a dwelling with a lower height.
2. Re-exhibit the amendment and planning permit application for a period of one month if substantial changes have been made to the amendment and/or planning permit application.
3. Report the outcomes of the proponent's response to resolution 1 and any submissions received following re-exhibition of the amendment and permit application, if required, to a future Council meeting no later than 30 June 2018.

CARRIED 8:0

## **2.1 Planning Scheme Amendment C123 & Planning Permit Application No. 17/0207 - 3-5 Loch Ard Drive Torquay**

### **Report**

#### ***Background***

Combined Planning Scheme Amendment C123 and Planning Permit Application No. 17/0207 seeks to rezone land at 3-5 Loch Ard Drive, Torquay from General Residential Zone to Commercial 1 Zone and to develop the land for four commercial premises on the ground floor, a dwelling on the first floor, and associated car parking. The amendment also removes Design and Development Overlay Schedule 21 (DDO21 - "Old Torquay North, Wombah Park and Church Estate, Torquay") from the land. DDO21 includes a permit trigger for buildings above 7.5 metres in height. The application also seeks to waive the loading bay requirements of Clause 52.07 by providing loading via the car park.

The 1,365 square metre site is located adjacent to the existing local activity centre on the corner of Loch Ard Drive and Fischer Street. The existing centre features four commercial tenancies (including a convenience store) with a combined floor area of 540 square metres, an upper level three bedroom dwelling and a car park with 15 car spaces. The new proposal adds 460 square metres to the commercial floor area of the centre and has a maximum height of 9.2 metres to the top of the skillion roof of the upper level dwelling. The proposed dwelling contains five bedrooms and an open plan living/kitchen/dining area, balcony, two bathrooms and laundry on the upper level and a rumpus room with kitchenette and bathroom on the ground floor at the rear. Access to the dwelling is provided via a door at the front leading to a stairway and at the rear into the rumpus room. Two resident car spaces are provided in tandem to the side of the building. An additional 18 car spaces would be provided in the extended car park which will have access from Fischer Street and Loch Ard Drive.

The amendment/permit application was publicly exhibited from 12 October to 13 November 2017. A total of six submissions were received, including three from referral authorities (Powercor, Downer Utilities, Barwon Water) offering no objection and three from adjoining residents objecting to the amendment and permit application on various grounds.

#### ***Discussion***

The issues raised in the submissions are summarised as follows and further discussed below:

- Lack of need for more commercial premises and lack of evidence of financial viability of new tenancies
- Impact on the current convenience shop and Torquay North businesses
- Inappropriate location for commercial development given residential neighbourhood
- Building bulk, scale and height
- Built form is of poor design quality and there is a lack of landscaping
- Inconsistency with neighbourhood character
- Amenity impacts – noise, overlooking, overshadowing, visual, loss of views, pollution from future commercial uses (currently undefined)
- Increased traffic and insufficient car parking
- Lack of loading bay facilities
- Safety issues, including conflict between pedestrians and vehicle traffic
- Poor maintenance of existing commercial building
- The rezoning and development is contrary to the Council Plan objective of balancing growth with infrastructure
- Concerns about the quality and robustness of supporting documentation.

In assessing the merits of the combined amendment and permit application, Council needs to form the view, firstly, if the rezoning to a Commercial 1 Zone is appropriate for this site and locality (allowing an expansion of the existing local activity centre), and secondly, if Council has formed the view that a rezoning is appropriate, whether the proposed development results in acceptable outcomes having regard to the site's features and context, applicable planning controls and policy framework, and matters such as the quality of the building's design, provision of car parking and loading facilities, amenity impacts and interface with surrounding properties.

## **2.1 Planning Scheme Amendment C123 & Planning Permit Application No. 17/0207 - 3-5 Loch Ard Drive Torquay**

### Economic impacts

The site was initially zoned Local Business Zone and was designated as a Local Business Centre in the 1992 Torquay-Jan Juc Structure Plan and 1996 Comprehensive Strategy Plan for Torquay-Jan Juc. The existing centre on the corner of Fischer Street and Loch Ard Drive is shown as a local activity centre on the Torquay-Jan Juc Framework Plan and Activity Centre Hierarchy Map at Clause 21.08 (Torquay-Jan Juc Strategy) of the Planning Scheme. Clause 21.08 does not provide any specific direction on the future of the Loch Ard Drive centre.

The context of the land has changed with the progressive development of Torquay North up to South Beach Road and the establishment of the Torquay North Neighbourhood Activity Centre (NAC) on the corner of Fischer Street and Merrijig Drive. The NAC, with around 5,000 square metres of retail space and located approximately 1 km to the north of Loch Ard Drive, has taken over the role of the Loch Ard Drive centre in servicing the daily and weekly convenience needs of the Torquay North population, with the provision of a full-line supermarket, pharmacy, bakery, medical centre, food and drink premises and other retail and commercial services. Nevertheless, there is still a role for the Loch Ard Drive centre as a small local centre within a 400 metre walkable catchment.

In addition, having regard to the type of tenants within the Loch Ard Drive centre, it could be argued that the centre performs somewhat of a niche role in providing commercial spaces for small local businesses, particularly creative, professional and personal services. The Strategic Investment Facilitation Plan for the Torquay Town Centre Project states that opportunities for non-retail businesses to locate in the town centre are very limited given the relatively low share of non-retail businesses in shop front tenancies, and the lack of vacant dedicated office space.

Many VCAT decisions have considered the relevance of need. Their primary finding is that a demonstrated need for a facility or use may be a relevant factor in a planning decision but lack of a need will rarely, if ever, be a ground for refusing to grant a permit.

Planning is also not concerned with the economic impact on and financial viability of individual traders. Rather, Council must consider whether the proposal will affect the role, function and viability of activity centres and the network of activity centres, and consider net community benefit. It is accepted however that a struggling business or vacant tenancy could detract from the attractiveness and amenity of the centre.

The economic assessment submitted with the application concludes that although there will be some loss experienced by retailing in the Torquay North NAC if the proposed development is approved (likely to be in the range of 1%-4%), this will not threaten the viability of that centre or the activity centre hierarchy as a whole, nor change the role or function of the Loch Ard Drive local activity centre. Overall the expansion would have a negligible impact on the other centres in Torquay and due to the expected population growth, any impact from the expansion at Loch Ard Drive would be overcome within a year or so.

### Traffic and access

Access to the site is proposed via the existing double width vehicle crossing on Fischer Street which provides access to the existing four shops. New access onto Loch Ard Drive will provide circulation through the site. This will also allow vehicles driving along Loch Ard Drive to easily access the site without having to utilise Fischer Street, which is expected to carry up to 10,000 vehicles per day with the full development of Torquay North and connection to South Beach Road.

The Traffic Impact Assessment submitted with the application concludes that the level of additional traffic generated by the proposed development can easily be accommodated on the surrounding road network and that access to and from the site will operate adequately. The traffic report did not consider the second access point onto Loch Ard Drive (which was added after the report was completed). The second access will further enhance safe and efficient vehicle access and movement through the site. Council engineers have assessed the plan showing the second vehicle access and confirm that the traffic and car parking arrangements are satisfactory.

### Car parking

It is proposed to extend the existing parking area and increase the car spaces from 15 to 33. In addition, two car spaces will be provided in tandem along the eastern side of the building for residents of the new dwelling.

## **2.1 Planning Scheme Amendment C123 & Planning Permit Application No. 17/0207 - 3-5 Loch Ard Drive Torquay**

The car parking requirements of Clause 52.06 specify a rate of 4 car spaces per 100 square metres of leasable floor area for shop and food and drink premises. Based on this rate, 18 new car spaces are required for the proposed 460 square metres of new floor area. In addition, two car spaces are required for a dwelling with three or more bedrooms. The proposed number of new car parking spaces therefore meets the requirements. The large number of bedrooms proposed causes some concern as to the adequacy of resident parking, however, the Planning Scheme only requires two car parking spaces for a dwelling with three or more bedrooms.

It is considered that the proposed car parking layout and provision is appropriate and satisfies the requirements of the Planning Scheme, and that there are unlikely to be any unreasonable adverse off-site parking impacts as a result of the proposal. Additional on-street parking is available on Loch Ard Drive along the site frontage to accommodate any overflow parking should that be required in the circumstances when the car park is at capacity.

### Loading facilities

Clause 52.07 requires that sufficient space is provided on the land for loading and unloading commercial vehicles to prevent loss of amenity and adverse effect on traffic flow and road safety. The Clause allows for a permit to be granted to reduce or waive the requirements if the land area is insufficient or adequate provision is made for loading and unloading vehicles to the satisfaction of the responsible authority.

Although no designated loading areas are proposed within the development, and hence approval is being sought to waive the loading requirements of Clause 52.07, adequate provision will be available within the accessway for loading to occur within the site. Alternatively, loading could occur from abutting streets, in particular on Fischer Street adjacent to the existing convenience store as currently occurs.

The four tenancies are relatively modest at just over 100 square metres each and in light of this, it is expected that the volume of deliveries associated with future uses will also be limited. That is, given the floor area, deliveries could reasonably be expected to be made by smaller commercial vehicles such as a van or small truck.

In this instance, it is considered that adequate provision can be made for loading and unloading vehicles and that there will not be any unreasonable offsite amenity or road safety impacts as a result of the proposed development. Smaller delivery vehicles can park within the car park, while deliveries from larger vehicles can be accommodated in on-street parking spaces along Fischer Street and/or Loch Ard Drive. Council could provide a designated on-street loading bay if considered necessary and implement appropriate traffic management measures to avoid commercial vehicles impacting on adjacent properties.

### Building scale, design and height

The design of the proposed development is simple and is a continuation in form, scale and functionality of the existing development at 1 Loch Ard Drive. The shops will have active frontages (almost fully glazed) and a verandah provides weather protection for pedestrians. The dwelling has a more contemporary design with a skillion roof and strong geometric lines.

The height and continuous built form of the proposed development departs from the typical built form character of residential development in the Wombah Park neighbourhood, however what is proposed is a commercial development which by its nature presents a different design outcome. As a site to be zoned commercial, a greater intensity of development is to be expected. Nonetheless, these development expectations need to be tempered as the development should contribute positively to local urban character and enhance the public realm while minimising detrimental impact on neighbouring properties.

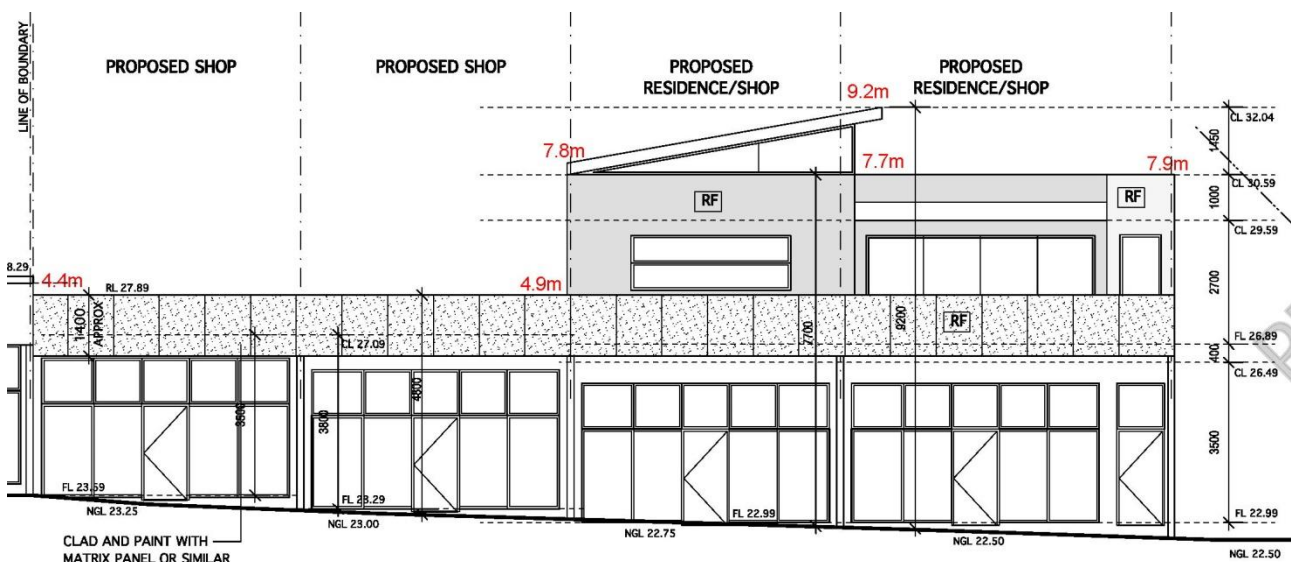
Development is required to respond to its context. This creates a hybrid situation, with an existing commercial development adjoining the site to the west and residential development in all other directions. The design and scale is consistent with the existing commercial development at 1 Loch Ard Drive and construction of the additional four shops would complete the original development that was approved in 1990 but never finished. The proposed dwelling is an additional element that was not included in the original plan.

## 2.1 Planning Scheme Amendment C123 & Planning Permit Application No. 17/0207 - 3-5 Loch Ard Drive Torquay

In terms of its response to the surrounding residential context, it is considered that the scale and design of the development is appropriate for the area and provides for an acceptable streetscape presentation, subject to a reduction in building height as discussed below. The variation in single storey and double storey elements provides visual relief in building form and mass and is consistent with the varied single and double storey scale of residential development in the area. The building is well set back from Loch Ard Drive due to the car park. This mitigates any perception of visual bulk and will ensure the development does not visually overwhelm the streetscape. Landscaping along the site frontage can further soften the visual impact of the development, and condition 2 of the draft planning permit requires a landscaping plan to be submitted to and approved by Council. The development also provides reasonable setbacks to adjoining residential properties (i.e. 3.14m to the north and 4.57m to the east).

The building height of 9.2 metres is a significant departure from the 7.5 metre benchmark that is the commonly accepted maximum building height in Torquay's residential areas, including Wombah Park. The height of 9.2 metres is achieved at the southeast corner of the skillion roof of the dwelling. The bulk of the building is well below that height, with building heights graduated as follows:

- The building is single storey with a maximum height of 4.9 metres for the width of Shops 1 and 2
- The bulk of the dwelling atop Shops 3 and 4 ranges in height from 7.7 - 7.9 metres
- The skillion roof with clerestory windows rises in height from 7.8 - 9.2 metres



With the removal of the DDO21 from the site and rezoning to Commercial 1 Zone there would not be any height restrictions. The DDO21 is considered inappropriate for a commercial site as it is targeted towards residential areas. Other commercial centres in Torquay and in other towns are restricted to maximum (discretionary) building heights as follows:

- Torquay Town Centre – 8 metres (Gilbert Street), 9 metres (Torquay Village) and 10.5 metres (The Esplanade) (note these heights are currently being reviewed through the Torquay Town Centre Project)
- Torquay North NAC – 8 metres, except for a gateway building which may be 10.5 metres
- Surf City – 12 metres, with projections allowed up to 16 metres
- Shops on the corner of Surf Coast Highway / Rocklea Drive – 7.5 metres
- Anglesea Town Centre – 7.5 metres
- Aireys Inlet Commercial Areas – 8 metres
- Lorne Commercial Precincts – 8 metres to 10 metres

The Jan Juc and Bell Street commercial centres are not subject to height controls.

## 2.1 Planning Scheme Amendment C123 & Planning Permit Application No. 17/0207 - 3-5 Loch Ard Drive Torquay

It is noted that there is a 1 metre distance between the ceiling of the dwelling and the top of the wall and the skillion roof projects an additional 1.45 metres. It is considered that the roof line can be redesigned to bring the height of the dwelling down to no more than 7.5 metres, with possibly a minor projection above this height for the skillion roof which is a relatively small 'pop-up' covering only part of the dwelling. This would enable an appropriate transition in height to surrounding lower scale dwellings.

### Amenity impacts

The submitters have raised a variety of amenity issues that would arise as a result of the development. These include overlooking and loss of privacy, overshadowing, noise, loss of views and the visual impact of the development.

A review of the proposed plans reveals that the development would not result in overlooking or overshadowing of adjoining properties for the following reasons:

- windows with raised sill heights (min. 1700mm above floor level) and/or obscure glazing on the north and east elevations of the proposed dwelling will prevent any overlooking into habitable room windows and private open space of adjoining residential properties; furthermore there are no habitable room windows or private open space within 9 metres of the proposed dwelling
- the siting of the development to the south of the adjoining properties will not cause any overshadowing of private open space.

Commercial development increases the potential for surrounding dwellings to be impacted by noise from commercial activity, mechanical plant and traffic. The final use of the proposed commercial tenancies has not been established at this stage, however it is not considered that future uses would be of a nature that would result in unreasonable noise emissions. Typical 'noisy' uses such as licensed venues and industry would be subject to a permit. It is not considered that noise from vehicles accessing the car park would be unacceptable. The draft planning permit that was exhibited with the application includes a condition for the location of external plant and equipment to be shown on amended plans (condition 1.c.) and for the installation and location of all plant and equipment to be in a manner that does not adversely affect the amenity of the area due to the emission of noise (condition 11).

The objectors currently enjoy distant ocean views across the subject site, however, these are the result of the site being vacant. View sharing, although an important amenity consideration, is not an objective of the DDO21 that currently applies to the site and adjoining residential properties, and numerous Tribunal decisions have established that there is no right to a view. It is also important to note that under the DDO21 provisions a dwelling up to a height of 7.5m could be developed on the site without a planning permit. A dwelling at this height would also cause loss of views. A previously approved development for the site included four two-storey dwellings, which if constructed would have affected views to the same degree.

### **Financial Implications**

This is a private planning scheme amendment request that is funded by the proponent.

### **Council Plan**

Theme	3 Balancing Growth
Objective	3.2 Ensure infrastructure is in place to support existing communities and provide for growth
Strategy	Nil
Theme	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	4.1.4 Plan for industrial and commercial zones in growing communities
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 Scheme Amendment C123 & Planning Permit Application No. 17/0207 - 3-5 Loch Ard Drive Torquay**

### ***Policy/Legal Implications***

Ministerial Direction No. 15 (The Planning Scheme Amendment Process) requires a planning authority to request the appointment of a panel within 40 business days of the closing date for submissions, unless a panel is not required.

In accordance with Section 23 of the *Planning and Environment Act 1987*, after considering a submission that requests a change to the amendment Council must:

- (a) change the amendment in the manner requested; or
- (b) refer the submission to a panel appointed under Part 8; or
- (c) abandon the amendment or part of the amendment.

### ***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 to Council associated with referring the submissions to a panel. An independent panel hearing will enable all submissions to be objectively evaluated prior to Council making a final decision on the amendment. Following receipt and consideration of the panel report, Council has the authority to adopt, change or abandon the amendment.

### ***Social Considerations***

The submissions received raise a number of matters which may be classed as social impacts, including the visual impact of the development and amenity impacts such as noise, overlooking and overshadowing.

The proposal is expected to have a number of social benefits, including direct and indirect employment opportunities, a modest contribution to the economic growth of Torquay, provision of an increased offer of retail and commercial services within a local catchment, and provision of commercial spaces for local businesses.

### ***Community Engagement***

The amendment/permit application was placed on public exhibition in accordance with the requirements of the *Planning and Environment Act 1987*. Notice was given by:

- sending notices to adjoining and nearby landowners and occupiers
- placing a notice in the Surf Coast Times, Echo and Government Gazette.

The amendment/permit application was available for viewing at the Council office, on Council's website and on the website of the Department of Environment, Land, Water and Planning.

Submitters were given an opportunity to address Council's Hearing of Submissions Committee on 5 December 2017. Two submitters and the applicant presented to the Committee.

### ***Environmental Implications***

The site does not contain any environmental assets and is not subject to any environmental hazards such as bushfire, flooding, salinity or erosion. Stormwater runoff can be drained into Council's stormwater assets along the frontage of the site.

### ***Communication***

All submitters were invited to attend and present at the Hearing of Submissions meeting conducted on 5 December 2017. Submitters will be advised of Council's decision on the amendment following the Council meeting.

Submitters will also be contacted by Planning Panels Victoria following the appointment of a panel.

### ***Options***

#### **Option 1 – That Council refer the submissions to a Panel**

This option is recommended by officers to enable the merits of the amendment and permit application to be further tested.

## **2.1 Planning Scheme Amendment C123 & Planning Permit Application No. 17/0207 - 3-5 Loch Ard Drive Torquay**

### Option 2 – That Council abandon the amendment

This option is not recommended by officers as the merits of the amendment and permit application would not be able to be further tested.

### Option 3 – That Council change the amendment in the manner requested by submitters

This option is not recommended by officers as the submissions object to the rezoning and changing the amendment in the manner requested would be akin to abandoning the amendment.

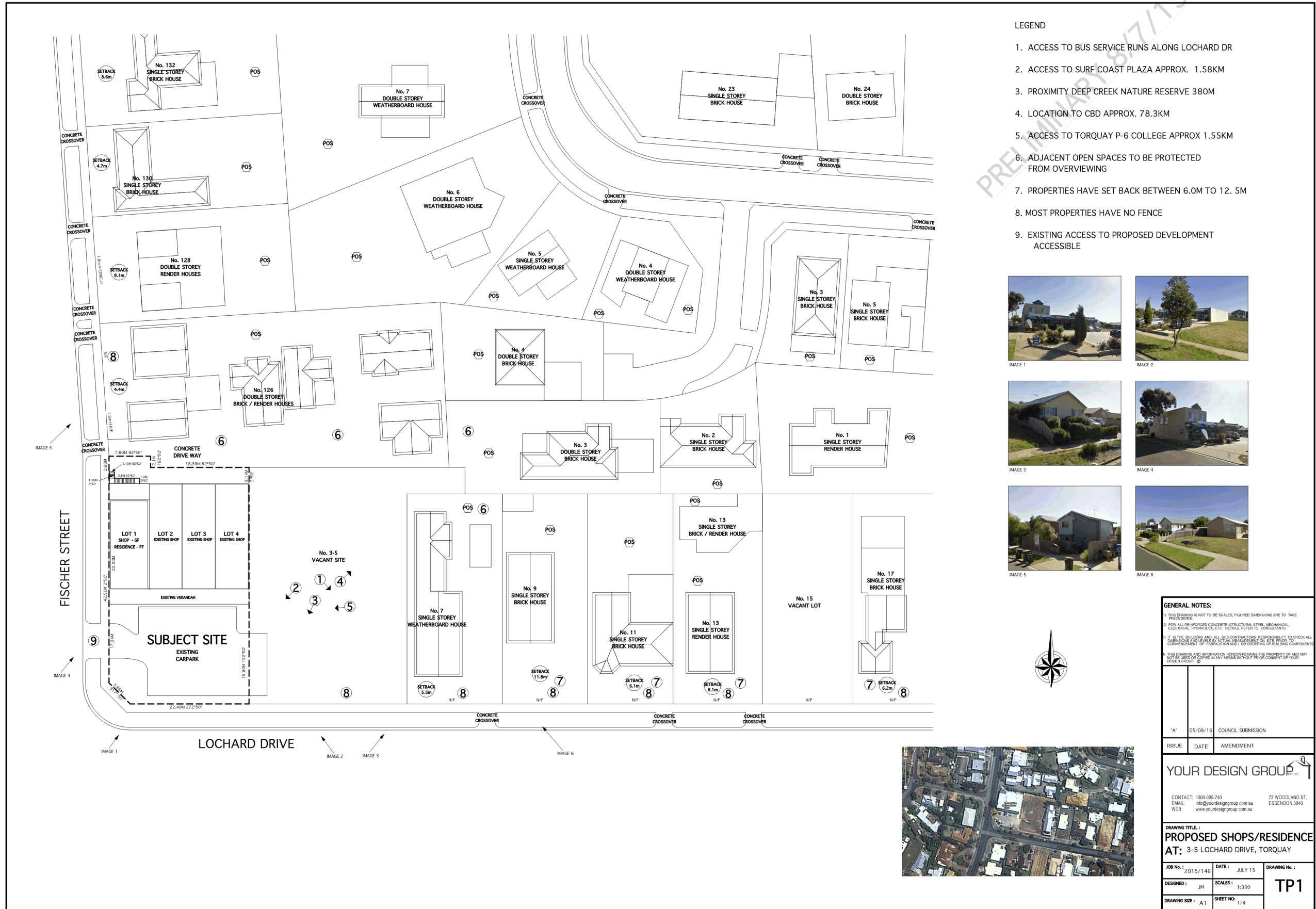
### ***Conclusion***

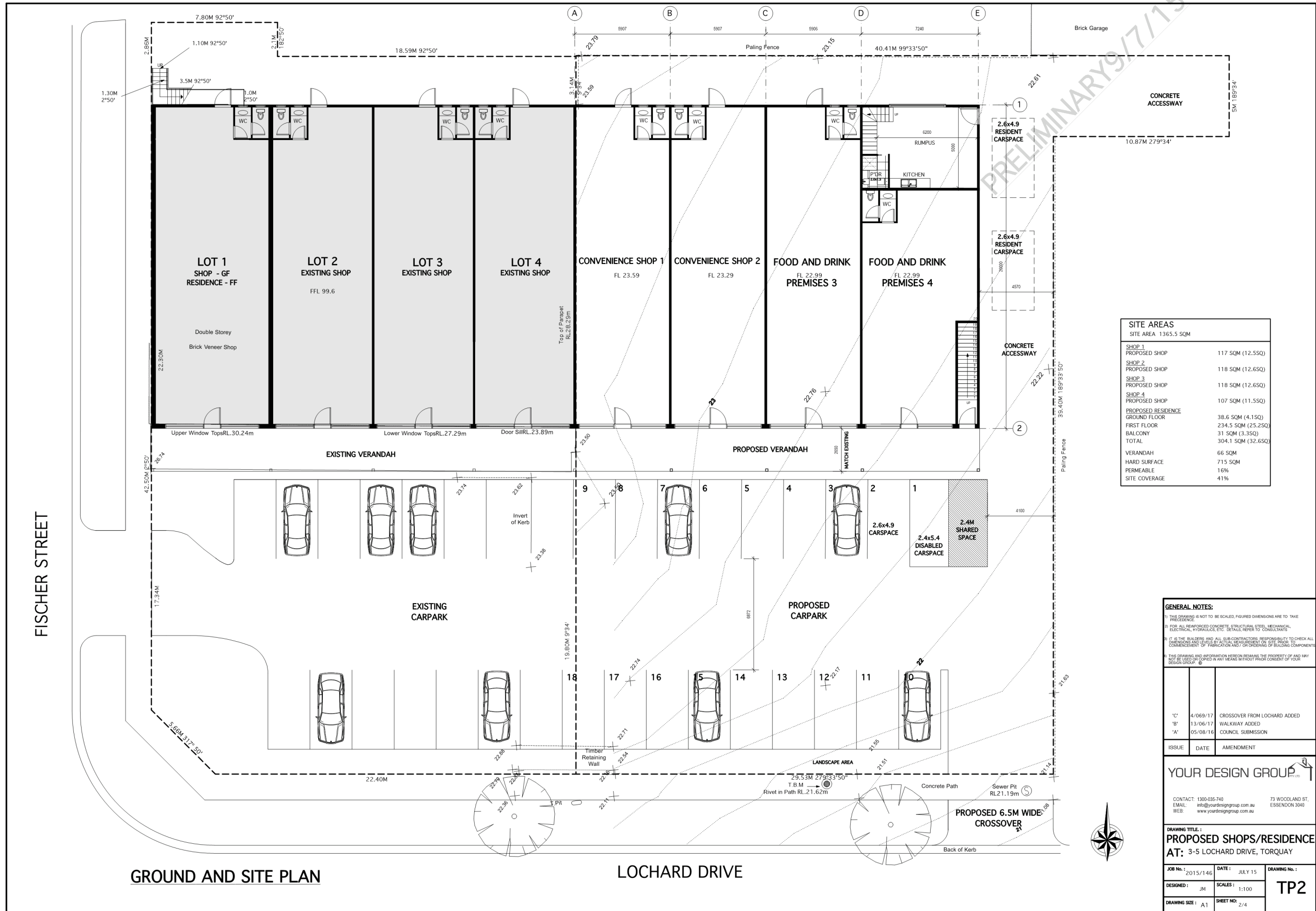
It is considered that the merits of the amendment and permit application should be further tested through a panel process to inform a final decision by Council. It is therefore recommended that Council seek the appointment of a panel by the Minister for Planning to consider all unresolved submissions.



**2.1 Planning Scheme Amendment C123 & Planning Permit Application No. 17/0207 - 3-5 Loch Ard Drive Torquay**

**APPENDIX 1 PROPOSED DEVELOPMENT PLANS - 3-5 LOCH ARD DRIVE, TORQUAY**





SITE AREAS	
SITE AREA 1365.5 SQM	
SHOP 1 PROPOSED SHOP	117 SQM (12.55Q)
SHOP 2 PROPOSED SHOP	118 SQM (12.65Q)
SHOP 3 PROPOSED SHOP	118 SQM (12.65Q)
SHOP 4 PROPOSED SHOP	107 SQM (11.55Q)
PROPOSED RESIDENCE GROUND FLOOR	38.6 SQM (4.15Q)
FIRST FLOOR	234.5 SQM (25.25Q)
BALCONY	31 SQM (3.35Q)
TOTAL	304.1 SQM (32.65Q)
VERANDAH	66 SQM
HARD SURFACE	715 SQM
PERMEABLE	16%
SITE COVERAGE	41%

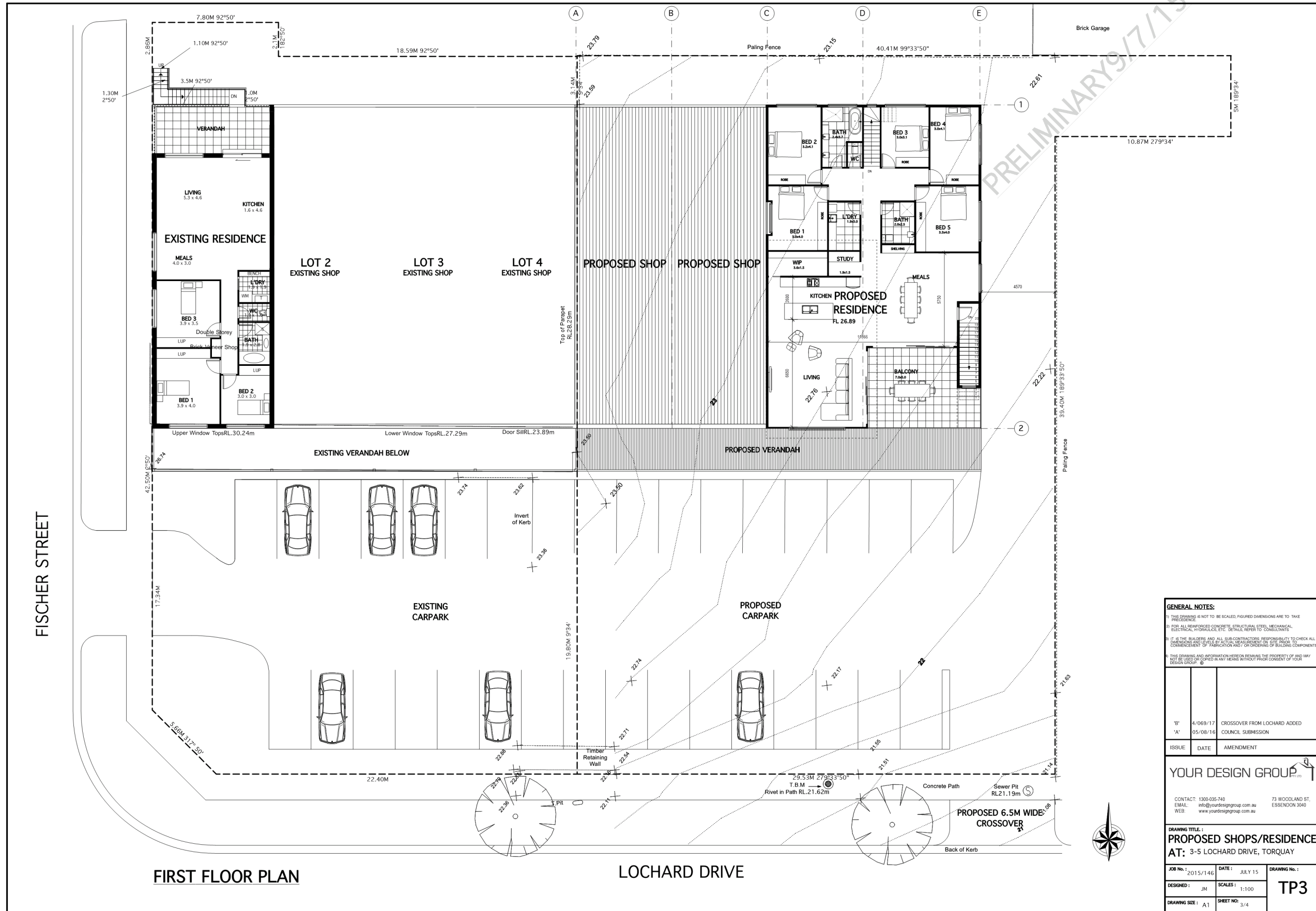
**GENERAL NOTES:**  
 1) THIS DRAWING IS NOT TO BE SCALED. FIGURED DIMENSIONS ARE TO TAKE PRECEDENCE.  
 2) FOR ALL REINFORCED CONCRETE, STRUCTURAL STEEL, MECHANICAL, ELECTRICAL, HYDRAULIC, ETC. DETAILS, REFER TO 'CONTRACTANTS'.  
 3) IF IT IS THE BUILDERS AND ALL SUB-CONTRACTORS RESPONSIBILITY TO CHECK ALL DIMENSIONS AND LEVELS AT ALL TIMES AND REPORT ANY DISCREPANCIES TO THE CONSULTANT OF RECORD IMMEDIATELY UPON DISCOVERY.  
 4) THIS DRAWING AND INFORMATION HEREON REMAINS THE PROPERTY OF AND MAY NOT BE USED OR COPIED IN ANY MANNER WITHOUT PRIOR CONSENT OF YOUR DESIGN GROUP.

ISSUE	DATE	AMENDMENT
'C'	4/06/17	CROSSOVER FROM LOCHARD ADDED
'B'	13/06/17	WALKWAY ADDED
'A'	05/08/16	COUNCIL SUBMISSION

**YOUR DESIGN GROUP**  
 CONTACT: 1300-035-740 73 WOODLAND ST.  
 EMAIL: info@yourdesigngroup.com.au ESSENDON 3040  
 WEB: www.yourdesigngroup.com.au

**DRAWING TITLE:**  
**PROPOSED SHOPS/RESIDENCE**  
**AT: 3-5 LOCHARD DRIVE, TORQUAY**

JOB No.:	2015/146	DATE:	JULY 15	DRAWING No.:	<b>TP2</b>
DESIGNED:	JM	SCALES:	1:100		
DRAWING SIZE:	A1	SHEET No.:	2/4		



PRELIMINARY 9/7/15

**GENERAL NOTES:**  
 1) THIS DRAWING IS NOT TO BE SCALED, FIGURED DIMENSIONS ARE TO TAKE PRECEDENCE.  
 2) FOR ALL REINFORCED CONCRETE, STRUCTURAL STEEL, MECHANICAL, ELECTRICAL, HYDRAULICS, ETC. DETAILS, REFER TO CONSULTANTS.  
 3) IT IS THE BUYERS AND ALL SUB-CONTRACTORS RESPONSIBILITY TO CHECK ALL DIMENSIONS AND LEVELS BY ACTUAL MEASUREMENT ON SITE PRIOR TO COMMENCEMENT OF PRACTICAL WORK OR ORIGINATE OF BUILDING COMPONENTS.  
 4) THIS DRAWING AND INFORMATION HEREON REMAINS THE PROPERTY OF AND MAY NOT BE USED OR COPIED IN ANY MANNER WITHOUT PRIOR CONSENT OF YOUR DESIGN GROUP.

"B"	4/06/17	CROSSOVER FROM LOCHARD ADDED
"A"	05/08/16	COUNCIL SUBMISSION
ISSUE	DATE	AMENDMENT

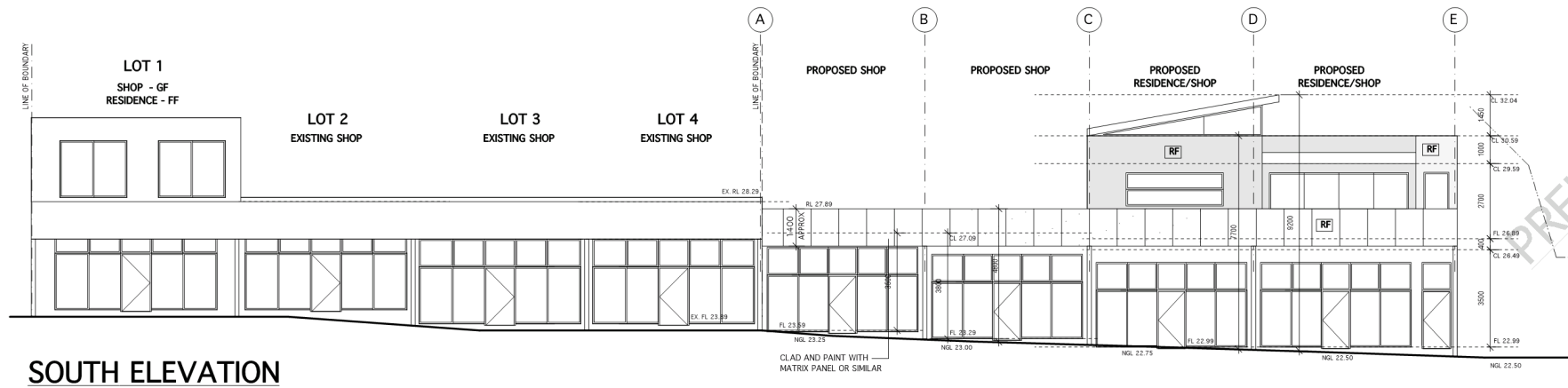
**YOUR DESIGN GROUP**

CONTACT: 1300-035-740  
 EMAIL: info@yourdesigngroup.com.au  
 WEB: www.yourdesigngroup.com.au

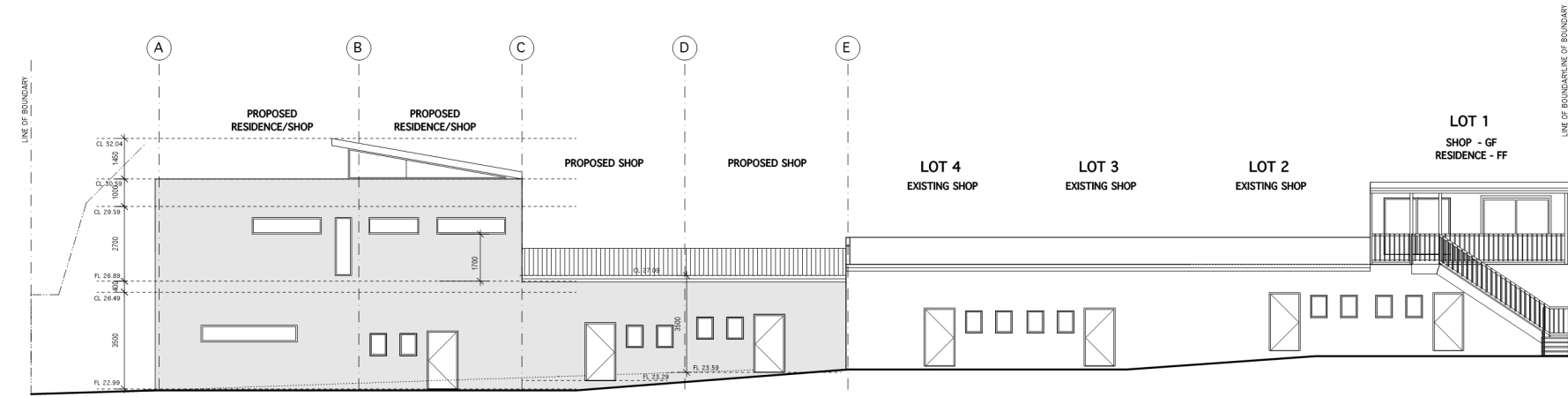
73 WOODLAND ST.  
 ESSENDON 3040

**DRAWING TITLE:**  
 PROPOSED SHOPS/RESIDENCE  
 AT: 3-5 LOCHARD DRIVE, TORQUAY

JOB No.:	2015/146	DATE:	JULY 15	DRAWING No.:	
DESIGNED:	JM	SCALE:	1:100	<b>TP3</b>	
DRAWING SIZE:	A1	SHEET NO.:	3/4		

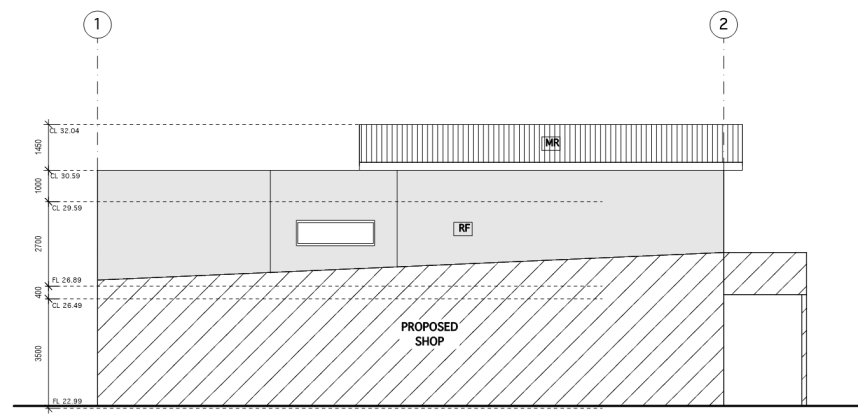


**SOUTH ELEVATION**

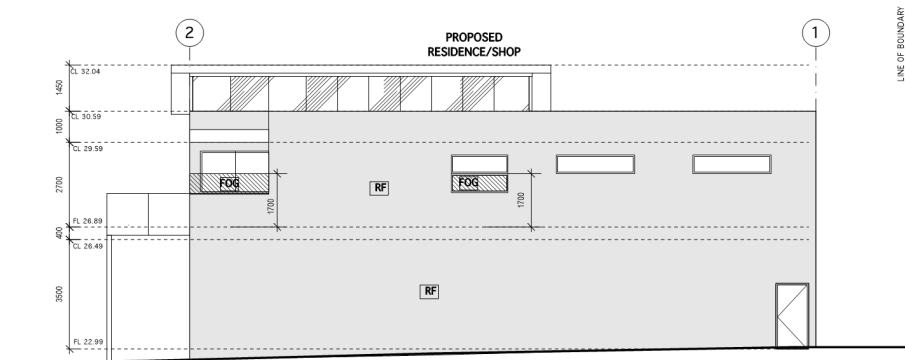


**NORTH ELEVATION**

MATERIAL LEGEND	
RF	RENDER FINISH
MR	METAL ROOF
FOG	FIXED OBSCURE GLAZING



**WEST ELEVATION**



**EAST ELEVATION**

**GENERAL NOTES:**  
 1) THIS DRAWING IS NOT TO BE SCALED, FIGURED DIMENSIONS ARE TO TAKE PRECEDENCE.  
 2) FOR ALL REINFORCED CONCRETE, STRUCTURAL STEEL, MECHANICAL, ELECTRICAL, HYDRAULICS, ETC. DETAILS, REFER TO CONSULTANTS.  
 3) IT IS THE BUILDERS AND ALL SUBCONTRACTORS RESPONSIBILITY TO CHECK ALL DIMENSIONS AND LEVELS BY ACTUAL MEASUREMENT ON SITE PRIOR TO COMMENCEMENT OF FABRICATION AND/OR ORIGINATING OF BUILDING COMPONENTS.  
 4) THIS DRAWING AND INFORMATION HEREON REMAINS THE PROPERTY OF AND MAY NOT BE USED OR COPIED IN ANY MANNER WITHOUT PRIOR CONSENT OF YOUR DESIGN GROUP.

'A'	05/08/16	COUNCIL SUBMISSION
ISSUE	DATE	AMENDMENT

**YOUR DESIGN GROUP**  
 CONTACT: 1300-635-740 73 WOODLAND ST.  
 EMAIL: info@yourdesigngroup.com.au ESSENDON 3040  
 WEB: www.yourdesigngroup.com.au

**DRAWING TITLE:**  
**PROPOSED SHOPS/RESIDENCE**  
**AT: 3-5 LOCHARD DRIVE, TORQUAY**

JOB No.:	2015/146	DATE:	JULY 15	DRAWING No.:	
DESIGNED:	JM	SCALES:	1:100	<b>TP4</b>	
DRAWING SIZE:	A1	SHEET No.:	4/4		

## 2.2 Planning Scheme Amendment C118 & Planning Permit 16/0409 - Extension of the West Coast Business Park, Torquay

**Author's Title:** Senior Strategic Planner

**General Manager:** Ransce Salan

**Department:** Planning & Development

**File No:** 16/0409

**Division:** Environment & Development

**Trim No:** IC17/1448

### Appendix:

1. Explanatory Report (D17/131553)

### 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 Planning Scheme Amendment C118 and Planning Permit Application 16/0409 for land at 40 Coombes Road, Torquay and to request the Minister for Planning to authorise the preparation of the amendment.

### Summary

Council has received a request from Boondilla Partnership to consider a combined planning scheme amendment (C118) and planning permit application (16/0409) pursuant to Section 96A of the *Planning and Environment Act 1987*. The proposal seeks to rezone land at 40 Coombes Road, Torquay from Farming Zone to Industrial 3 Zone and to subdivide the land into three super lots.

Council must seek authorisation from the Minister for Planning before the amendment and permit application can be placed on public exhibition.

### Recommendation

That Council:

1. Subject to the proponent entering into an agreement to cover the costs of the combined Planning Scheme Amendment C118 and Planning Permit Application 16/0409 for land at 40 Coombes Road, Torquay, including panel costs, seek Ministerial authorisation to prepare the amendment.
2. Place the combined amendment and permit application on public exhibition for a period of one month following receipt of Ministerial authorisation and the signed agreement with the proponent.

### Council Resolution

#### MOVED Cr Martin Duke, Seconded Cr Rose Hodge

That Council:

1. Subject to the proponent entering into an agreement to cover the costs of the combined Planning Scheme Amendment C118 and Planning Permit Application 16/0409 for land at 40 Coombes Road, Torquay, including panel costs, seek Ministerial authorisation to prepare the amendment.
2. Place the combined amendment and permit application on public exhibition for a period of one month following receipt of Ministerial authorisation and the signed agreement with the proponent.

CARRIED 8:0

## 2.2 Planning Scheme Amendment C118 & Planning Permit 16/0409 - Extension of the West Coast Business Park, Torquay

### Report

#### Background

Council has received a request from Boondilla Partnership (the proponent) to consider a combined planning scheme amendment (C118) and planning permit application (16/0409) pursuant to Section 96A of the *Planning and Environment Act 1987*. The proposal seeks to rezone part of the land at 40 Coombes Road, Torquay from Farming Zone (FZ) to Industrial 3 Zone (IN3Z) and to subdivide the land to create three super lots.

#### Discussion

The application seeks to provide for the next phase of industrial land extending the West Coast Business Park westward. The subdivision proposal is required to enable the rezoning to be undertaken. The site currently contains two zones (Farming and Low Density) all contained within one super lot known as 40 Coombes Road. The proposed subdivision will create three super lots, lot 1 will contain the existing Low Density Residential Zone (12.35ha), lot 2 is to be rezoned to Industrial 3 Zone (4.09ha) and lot 3 will remain in the Farming Zone (16.54ha). The subdivision also creates two reserves, a 30m reserve of 6717sqm in area to be zoned Public Conservation and Resource Zone (PCRZ) and a 1575sqm reserve to be zoned Public Park and Recreation Zone (PPRZ). Both of these reserves form part of the public open space contribution for all subdivision and development at 40 Coombes Road, and provides the remaining portion of the environmental buffer to Grass Tree Park to the north and an extension to the amenity buffer in the south. Figure 1 shows the proposed rezoning and subdivision application.

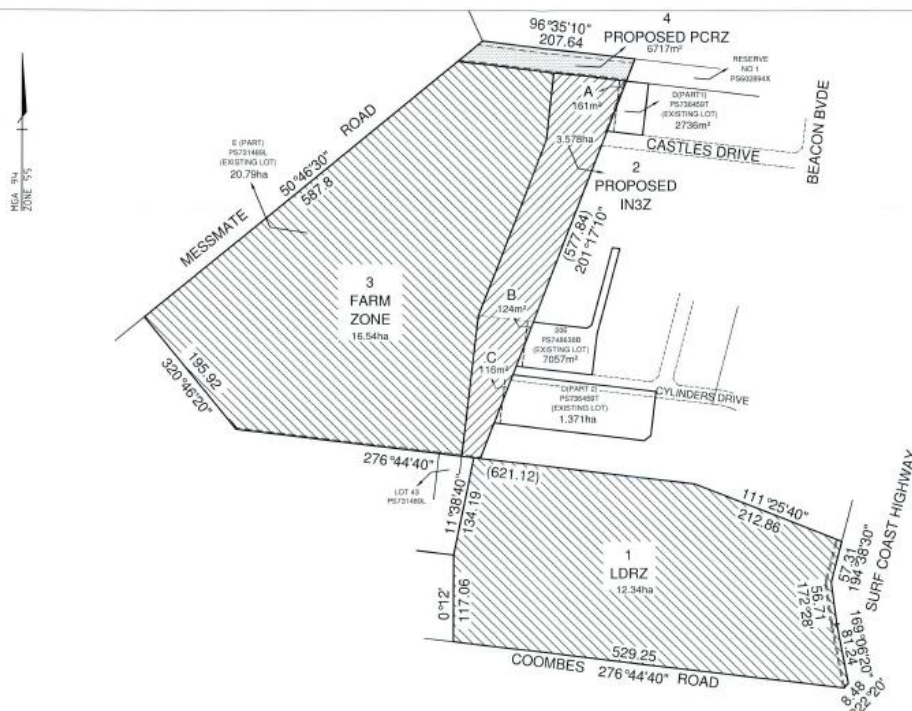
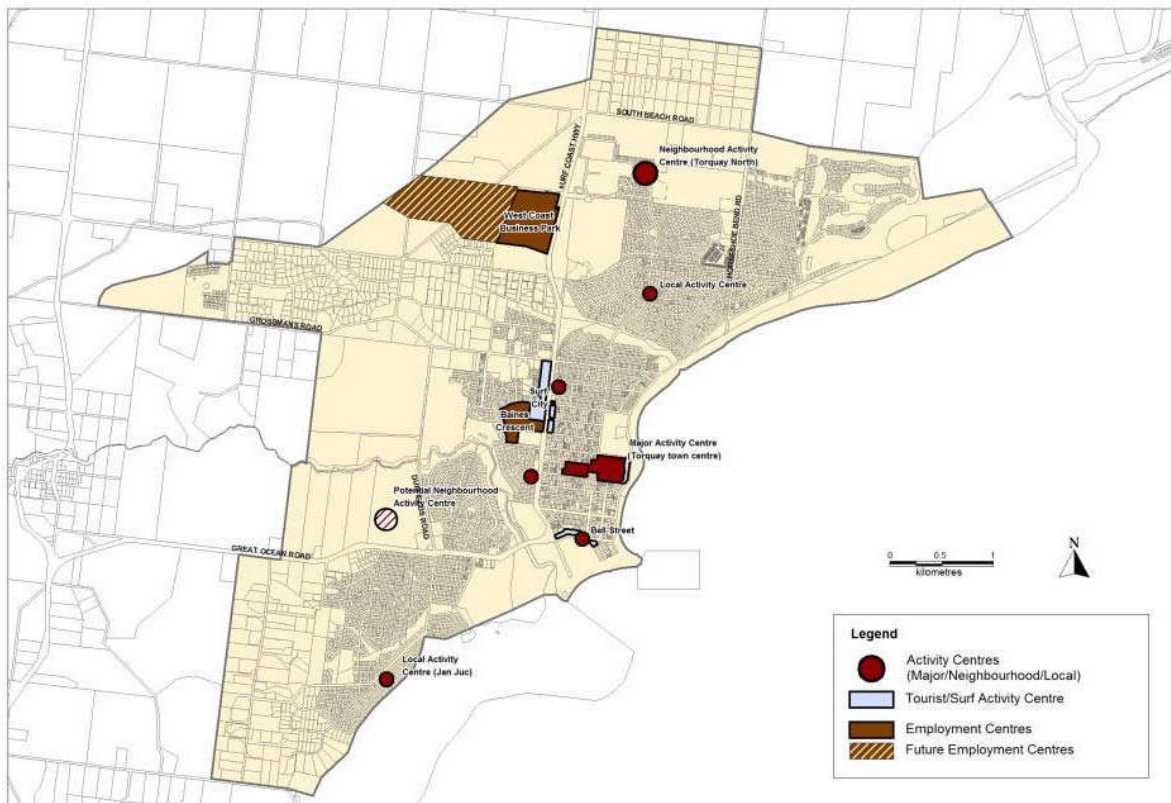


Figure 1: Proposed subdivision and rezoning

The extension of the West Coast Business Park is consistent with the Torquay / Jan Juc Strategy at Clause 21.08 of the Surf Coast Planning Scheme. The strategy earmarks the land for 'Future employment' in both the Framework Map and the 'Activity centre hierarchy plan'. Figure 2 shows the 'Activity centre hierarchy plan.'

## 2.2 Planning Scheme Amendment C118 & Planning Permit 16/0409 - Extension of the West Coast Business Park, Torquay



**Figure 2: Activity centre hierarchy plan – Torquay / Jan Juc Strategy Surf Coast Planning Scheme**

The rezoning and superlot subdivision were received in June 2017 at the same time as a request to amend the currently approved development plan that covers all of the industrial and low density land bounded by Messmate and Coombes Road and the Surf Coast Highway. The need for an approved development plan is required under the Development Plan Overlay Schedule 3 which sets out land use, visual and amenity buffers between environmental assets, residential land and the industrial park. The overlay requires the development plan to indicate the intended land use for the part of the land currently zoned Farming. The previously approved plan did not show the future use for this area but the plan has been amended accordingly. The rezoning and superlot subdivision can now proceed on the basis that it is consistent with the approved development plan.

The 'Industrial land supply monitoring project for G21 Region (Surf Coast Shire)', undertaken by Spatial Economics in 2015 found that, based on historical land consumption trends, there was a 24 year zoned industrial land supply available for Torquay. The report noted that based on the increased consumption rate occurring in Torquay at that time, the supply could be estimated as less, with potentially 14 years of currently zoned land available. The report showed 36 lots contained within stages 2 and 3 being available. However, since the completion of that report, anecdotal evidence has shown that the consumption rate is well in excess of both historic and projected trends. Stages 2 and 3 are now sold out with only lots in stages 1A and 4 remaining, both of which are currently seeking planning approval for subdivision. The proposed rezoning will ensure a supply of employment land is available in the medium to longer term.

### **Financial Implications**

As a privately driven amendment, the proponent is required to cover all costs relating to the processing of the amendment and planning permit application, including the costs of an independent panel if required. The proponent will be required to enter into a legal agreement to this effect.

### **Council Plan**

Theme	3 Balancing Growth
Objective	3.3 Strengthen township boundaries and support unique township character
Strategy	3.3.2 Encourage in-fill development and direct growth to designated areas



## **2.2 Planning Scheme Amendment C118 & Planning Permit 16/0409 - Extension of the West Coast Business Park, Torquay**

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	4.1.4 Plan for industrial and commercial zones in growing communities

### ***Policy/Legal Implications***

Ministerial Direction Number 11 and the Surf Coast Planning Scheme provide a range of policy directions that need to be considered when testing the merits of the proposal, including demonstration of how the proposal is consistent with and implements State and local planning policy. These matters have been documented in the Explanatory Report provided in Appendix 1.

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

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

### ***Risk Assessment***

There are no perceived risks associated with the preparation and exhibition of the amendment and permit application.

### ***Social Considerations***

The proposal is expected to have a number of social benefits, including direct and indirect employment opportunities, a modest contribution to the economic growth of Torquay-Jan Juc, provision of an increased offer of industrial services within a local catchment, and provision of much needed industrial/commercial spaces for small – medium local businesses. It will make efficient use of land and infrastructure by allowing for industrial development adjacent to an established industrial centre in an area that is easily accessible by vehicle, public transport, walking and cycling.

### ***Community Engagement***

Community engagement will be undertaken via the legislative process stipulated by the *Planning and Environment Act 1987*. Following Ministerial authorisation, the combined amendment and permit application will be placed on public exhibition for one month.

### ***Environmental Implications***

The rezoning site does not contain any environmental assets and is not subject to any environmental hazards. The proposal supports sustainable neighbourhoods by being accessible to the local community via a network of paths, cycle paths and public transport.

### ***Communication***

Notice of the combined amendment and permit application will be given in accordance with the legislative requirements of the *Planning and Environment Act 1987*. This will include:

- Notice to affected landowners and adjacent owner/occupiers
- Notice to Prescribed Ministers and referral authorities
- Notices in the Surf Coast Times and Government Gazette.

The amendment will be available for viewing on the Department of Environment, Land, Water and Planning and Council websites and at Council's customer service counter.

### ***Options***

#### **Option 1 – Seek Ministerial authorisation to prepare Planning Scheme Amendment C118 and Planning Permit Application 16/0409 and exhibit the combined amendment and permit application**

This option is recommended by officers as the application is consistent with current policy in the planning scheme and public comment can be sought through a public exhibition process.

#### **Option 2 – Do not seek authorisation from the Minister**

This option is not recommended by officers as the provision of land for future employment is required to support the local economy. The proposal is consistent with the Torquay/Jan Juc Strategy that seeks to provide for future employment land in this area.

## **2.2 Planning Scheme Amendment C118 & Planning Permit 16/0409 - Extension of the West Coast Business Park, Torquay**

### ***Conclusion***

The detailed merits of the application should appropriately be tested through the planning scheme amendment process. It is recommended that Council seek Ministerial authorisation to prepare Planning Scheme Amendment C118 and Planning Permit Application 16/0409 and exhibit the combined amendment and permit application for a period of one month following receipt of Ministerial authorisation.

**2.2 Planning Scheme Amendment C118 & Planning Permit 16/0409 - Extension of the West Coast Business Park, Torquay**

**APPENDIX 1 EXPLANATORY REPORT**

*Planning and Environment Act 1987*

**SURF COAST PLANNING SCHEME  
AMENDMENT C118  
AND  
PLANNING PERMIT APPLICATION 16/0409  
EXPLANATORY REPORT**

**Who is the planning authority?**

This amendment has been prepared by the Surf Coast Shire who is the planning authority for this amendment.

The Amendment has been made at the request of Boondilla Partnership (owners of the land).

**Land affected by the Amendment**

Amendment C118 affects land at 40 Coombes Road, Torquay (Lot E PS731489). The site is 33.13ha in area and is situated approximately 3km north of the Torquay town centre. The site is irregular in shape and is located to the west and south of the West Coast Business Park. The land to the west (20.79ha) is zoned Farming Zone (FZ) and is vacant and devoid of native vegetation. The land to the south (12.34ha) is zoned Low Density Residential (LDRZ), containing a single dwelling, shed and small stand of Bellarine Yellow Gums. A subdivision layout providing for stages 4 and 5 of the Sea Change Estate has been approved for the western portion of the low density residential land.

Messmate Road abuts the western boundary and Coombes Road the southern. Access to the site from the east is via the West Coast business park, from the Surf Coast Highway. Grass Tree Park is located to the north. A locality map with key features is shown at figure 1.



Figure 1: Locality and key feature map

The Amendment is a combined planning permit application and planning scheme amendment under section 96A of the Act.

The planning permit application also applies to 40 Coombes Road, Torquay (Lot E PS731489).

#### **What the amendment does**

The Amendment provides the next stage (stage 5) of the West Coast Business Park through the rezoning of 3.58ha of Farming land to Industrial 3 Zone (IN3Z). The amendment also rezones public open space within the business park to either Public Conservation and Resource Zone (PCRZ) or Public Park and Recreation Zone (PPRZ). A 6717sqm strip of land abutting the northern boundary of the site is to be rezoned from Farming Zone (FZ) to PCRZ, providing an environmental buffer between the industrial land and the adjoining Grass Tree Park. Land to the south of the business park containing a shared path and stormwater wetlands (forming part of the amenity buffer) is to be rezoned PPRZ. The inclusion of an environmental and amenity buffers including the creation of pedestrian links is a requirement of the approved development plan stipulated by the Development Plan Overlay Schedule 3 (DPO3). The DPO3 covers the site and the balance of the Sea Change Estate and West Coast Business Park.

The Amendment amends the following maps within the Surf Coast Planning Scheme;

- Zone maps 16 and 20 as per the attached map.
- Maps 16 and 20 DCP02 as per the attached map.
- Amends map 20 DDO5 as per the attached map.

The proposed zoning and overlay maps are appended to this report (attachment 2).

The proposal includes a planning permit application for a super lot subdivision (through application no 16/0407). The subdivision creates:

- Lot 1 being 12.35ha of LDRZ.
- Lot 2 being 4.09ha of IN3Z (via Amendment C118).
- Lot 3 containing the balance of the FZ being 16.54ha.
- A 30m wide reserve to be rezoned to PCRZ (via C118), providing an environmental buffer between the industrial land and Grass Tree Park.
- A reserve of 1575sqm to be rezoned to PPRZ (via C118) providing for stormwater and pedestrian connectivity within the site.

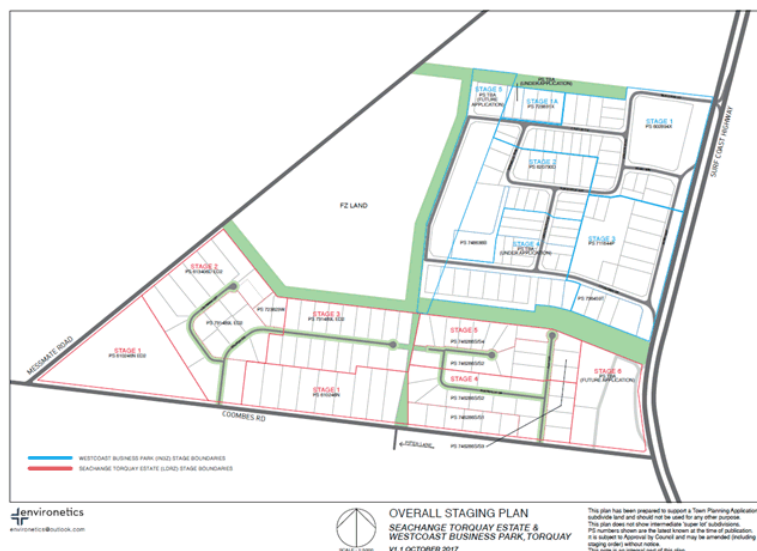
The subdivision adjusts the boundaries of 3 industrial lots contained within stages 1A and 4 of the existing industrial estate. The boundary alignment provides an improved lot configuration to assist future development.

The draft planning permit and subdivision is appended to this report (attachment 3).

#### **Strategic assessment of the Amendment**

##### **Why is the Amendment required?**

The amendment is required to provide for the next phase of the industrial estate known as 'West Coast Business Park'. The land located to the east of the rezoning site is zoned Industrial 3 Zone. Stages 1 – 3 are constructed and stages 1A and 4 are currently seeking planning approval for subdivision. The rezoning application provides for stage 5 in the form of a super lot to enable a planning permit for subdivision and development to be submitted post rezoning. Access to stage 5 will be obtained via an extension of both Castles and Cylinders Drive. The staged plan is shown in figure 2.



**Figure 2: Staging plan for Seachange Torquay Estate and WestCoast Business Park**

The rezoning is consistent with the 'Framework' and 'Activity centre hierarchy' plans within Clause 21.08 (Torquay / Jan Juc Strategy) of the Surf Coast Planning Scheme, which earmarks all of the land west of the West Coast Business Park for 'future employment'. The super lot subdivision is required to enable the rezoning to occur and to extend the reservation that separates Grass Tree Park from the estate.

**How does the Amendment implement the objectives of planning in Victoria?**

The Amendment implements the objectives of planning in Victoria by conforming to the relevant objectives set out in Section 4 of the *Planning and Environment Act 1987*, in particular;

*To secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria.*

The rezoning of the land to Industrial 3 Zone provides opportunities for future employment in a consolidated and orderly manner that is consistent with local policy. The proposal will support the existing pattern of industrial development in the area providing a net benefit to both the local and broader community.

**How does the Amendment address any environmental, social and economic effects?**

The Amendment will generate positive social and economic effects. It will support the existing pattern of industrial premises within the business park, provide more choice in industrial/commercial services for the local community within a walkable catchment, and increase employment opportunities and the supply of industrial spaces to meet local demand. The land abuts other industrial land and will provide for future employment in a consolidated fashion.

The Amendment will not have adverse environmental impacts. The land is devoid of native vegetation and is gently sloping, requiring little or no earthworks for future development. The site is subject to a Development Plan Overlay which requires amenity and environmental buffers surrounding and through the business park to ensure the amenity of surrounding residential areas are protected. The land is not subject to any environmental hazards such as flooding, erosion or bushfire. The centre is accessible by sustainable modes of transport, including walking, cycling and public transport.

**Does the Amendment address relevant bushfire risk?**

No bushfire risk has been identified in relation to the rezoning. The land affected by the Amendment is not contained within the Bushfire Management Overlay.

Grass tree Park is located to the north of the site and an amendment to the approved Development Plan applying to the overall site locates a road to the north of the rezoning land to create a fire break between the site and the park.

**Does the Amendment comply with the requirements of any Minister's Direction applicable to the amendment?**

The Amendment complies with the requirements of the Ministerial Direction on the Form and Content of Planning Schemes under section 7(5) of the *Planning and Environment Act 1987* and is consistent with Ministerial Direction No. 11.

**How does the Amendment support or implement the State Planning Policy Framework and any adopted State policy?**

The Amendment supports and implements the following provisions of the SPPF:

Clause 10 – Operation of the SPPF

The operation of the SPPF states that planning in Victoria is to provide for the fair, orderly, economic and sustainable use and development of land. Rezoning the land to Industrial 3 Zone will promote better opportunities for industrial development in the interests of net community benefit and sustainable development.

Clause 11 – Settlement

State Planning Policy directs that planning is to anticipate and respond to the needs of existing and future communities through the provision of zoned and serviced land for housing, employment, recreation and open space, commercial and community facilities and infrastructure. The amendment provides for additional employment land within the Torquay/Jan Juc settlement.

Clause 11 states that,

*Planning is to prevent environmental problems created by siting incompatible land uses close together*

The land to the south, zoned as Low Density Residential, is the only land of a sensitive nature within close proximity of the industrial park. A 50m amenity buffer has been required via an approved development plan between the two precincts to reduce any potential noise or amenity impacts. The lots are of a sufficient size within the LDRZ for responsive siting and design of residential development.

Clause 11 also highlights that,

*Planning is to facilitate sustainable development that takes full advantage of existing settlement patterns, and investment in transport and communication, water and sewerage and social facilities.*

The land adjoins the existing 'West Coast Business Park' and can utilise the existing street network within the estate that has been purpose designed for the movement of larger vehicles. The business park has direct access to the Surf Coast highway, existing services and public transport. The site is approximately 3km north of the Torquay town centre.

Clause 12 – Environmental and landscape values

This clause recognises the significant role the planning process has to protect the health of ecological systems and to conserve areas of biological significance. The subject land does not contain any significant flora or fauna or any biological significance that would be impacted by future development as a result of rezoning the land to Industrial 3 Zone. The approved development plan that covers the whole of the site provides for a north/south biodiversity link (to be provided in the next stage of industrial rezoning). The current proposal provides the final portion of the environmental buffer required to Grass tree park.

Clause 13 – Environmental risks

The land has not been identified as either being subject to flooding or erosion or any other environmental hazard including bushfire risk. There is no native vegetation located on the subject land.

Clause 15 – Built environment and heritage

The Amendment will ensure the use and development of the land will be safe, functional and will provide a good quality urban environment with a sense of place and identity. The 'West Coast Business Park' provides a high level of amenity with wide streets, environmental / landscape buffers and street trees. The Amendment will extend the estate westward and applies the Design and Development Overlay Schedule 5 which contains stringent design controls to ensure future development continues to provide high quality developments and associated landscaping.

Clause 17 – Economic development

Clause 17 directs that;

*Planning is to contribute to the economic wellbeing of communities and the State as a whole by supporting and fostering economic growth and development by providing land, facilitating decisions and resolving land use conflicts, so that each district may build on its strengths and achieve its economic potential.*

The site is suitably located for industrial development and uses, with an immediate abuttal to existing industrial premises within a local employment centre. It will support and add to the vibrancy of the employment centre attracting more residents and visitors into the area which will increase demand for goods and services and provide future employment prospects. The Amendment provides for future employment opportunities maximising land that is highly accessible and making efficient use of existing infrastructure. The DDO5 to be applied to the land will ensure high quality developments and streetscapes continue to be delivered, building on the attractiveness of the Surf Coast Shire.

The Industrial 3 Zone will encourage activities with minimal threshold requirements and the provision of a 50m amenity buffer between the estate and adjoining sensitive land use to the south is considered to be sufficient.

**How does the Amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?**

The Amendment supports the Local Planning Policy Framework, in particular Clauses 21.02-2 (Activity Centre Planning) and 21.08-4 (Torquay-Jan Juc Strategy – Economic Development) of the Municipal Strategic Statement, and will:

- Provide for additional employment land consistent with the 'Activity Centre Hierarchy,' map - Map 3 to Clause 21.08, shown in figure 3.
- Support the other activity centres within Torquay-Jan Juc through the use of the Industrial 3 zone. This zoning will ensure the establishment of an anchor store or other competitive large retail developments are avoided;
- Provide convenient services and employment opportunities within walking distance for the local community;
- Provide environmental buffers and internal pedestrian links connecting Coombes Road to Grass tree park and the Surf Coast Highway;
- Encourage the use of public transport and sustainable transport modes due to the proximity of the land to bus services and the pedestrian and bicycle network;
- Ensure that new development is sympathetic to the character of the area and of a high quality through the introduction of the DDO5.



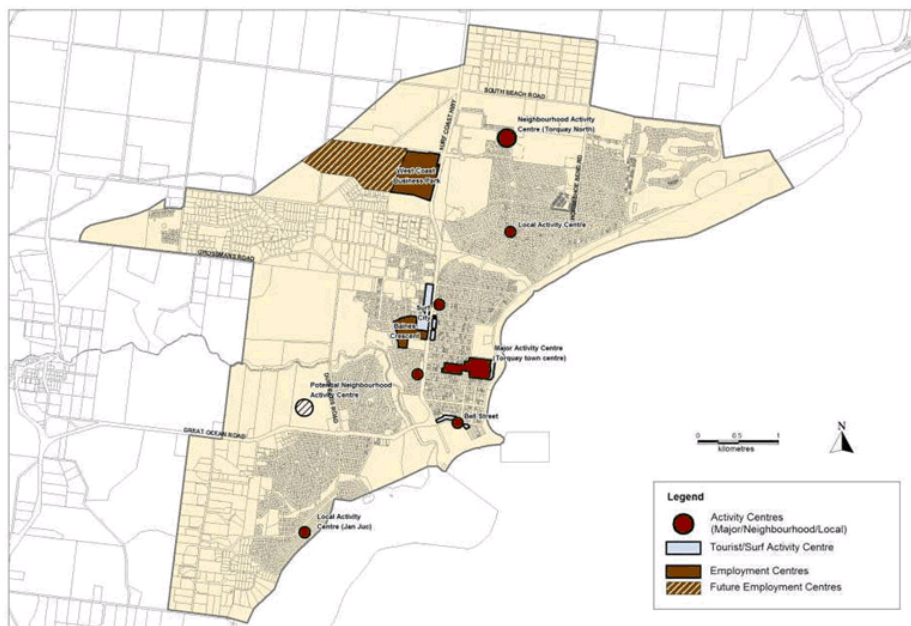


Figure 3: Activity Centre Hierarchy Map at Clause 21.08 – Torquay/Jan Juc Strategy

**Does the Amendment make proper use of the Victoria Planning Provisions?**

The Industrial 3 Zone is the most appropriate zone to facilitate the development of the site for industrial/employment purposes and is consistent with the adjoining industrially zoned land.

**How does the Amendment address the views of any relevant agency?**

The amendment does not directly impact on any relevant agencies. The views of the relevant agencies will be sought through the Public exhibition process.

**Does the Amendment address relevant requirements of the Transport Integration Act 2010?**

The Amendment is consistent with the vision statement, objectives and principles of the Act. The extension of the industrial estate is within a 5min walk to the Surf Coast Highway and V/line bus service. The local road network will be managed in accordance with the requirements of the *Local Government and Road Management Act*.

**Resource and administrative costs**

- **What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

The rezoning of the land will not have any significant impact on the resource and administrative costs of the Responsible Authority.

**Where you may inspect this Amendment**

The Amendment is available for public inspection, free of charge, during office hours at the following places:

The Amendment is available for public inspection, free of charge, during office hours at the following places:

- Surf Coast Shire Municipal Offices, 1 Merrijig Drive, Torquay

The Amendment can also be inspected free of charge at the Department of Environment, Land, Water and Planning website at [www.delwp.vic.gov.au/public-inspection](http://www.delwp.vic.gov.au/public-inspection).

#### **Submissions**

Any person who may be affected by the Amendment and/or planning permit may make a submission to the planning authority. Submissions about the Amendment and/or planning permit must be received by [date to be inserted post Ministerial Authorisation].

A submission must be sent to: Barb Noelker (Senior Strategic Planner), Surf Coast Shire, PO Box 350, Torquay VIC 3228 or emailed to [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au)

#### **Panel hearing dates**

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- directions hearing: week commencing [date to be inserted for exhibition]
- panel hearing: week commencing [date to be inserted for exhibition]

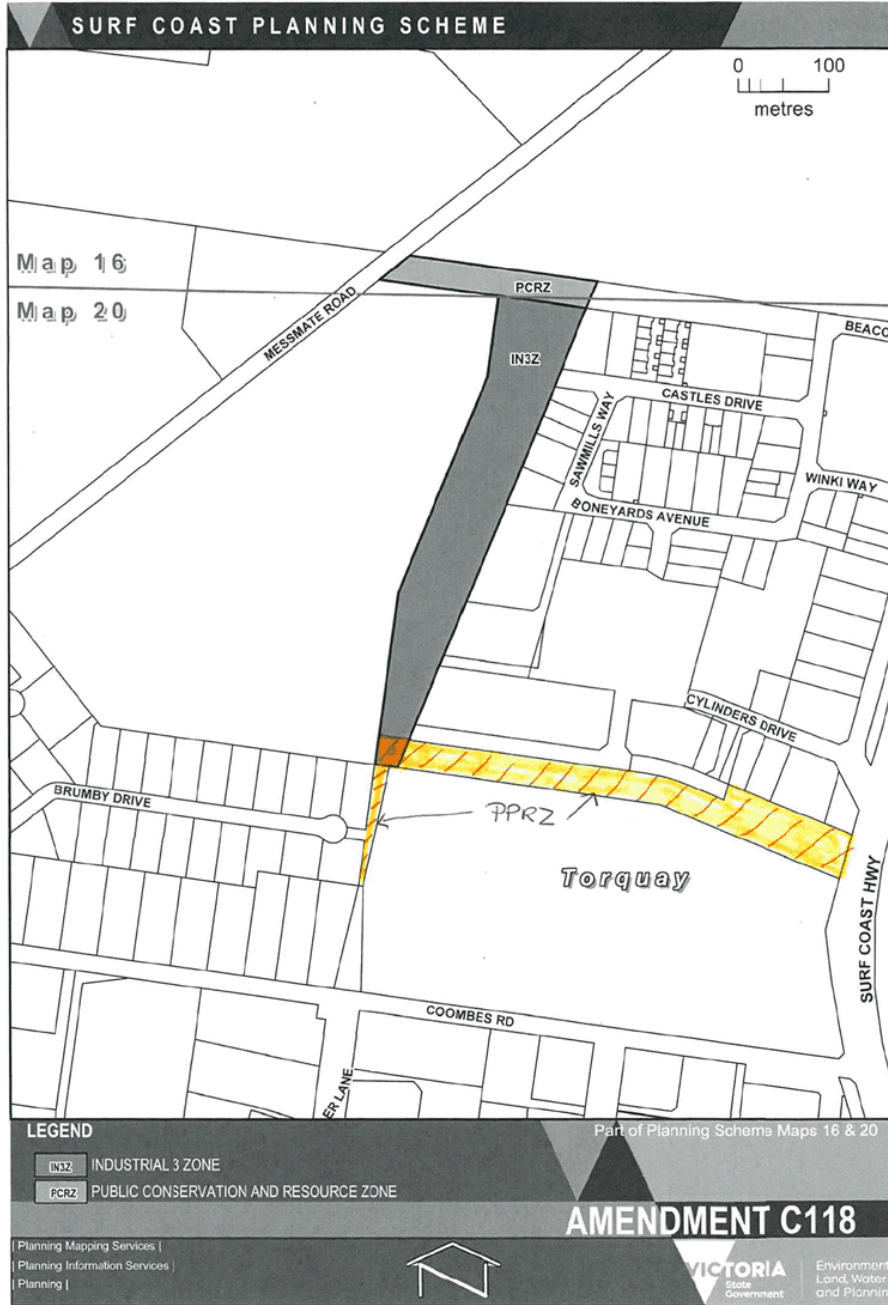
**ATTACHMENT 1 - Mapping reference table**

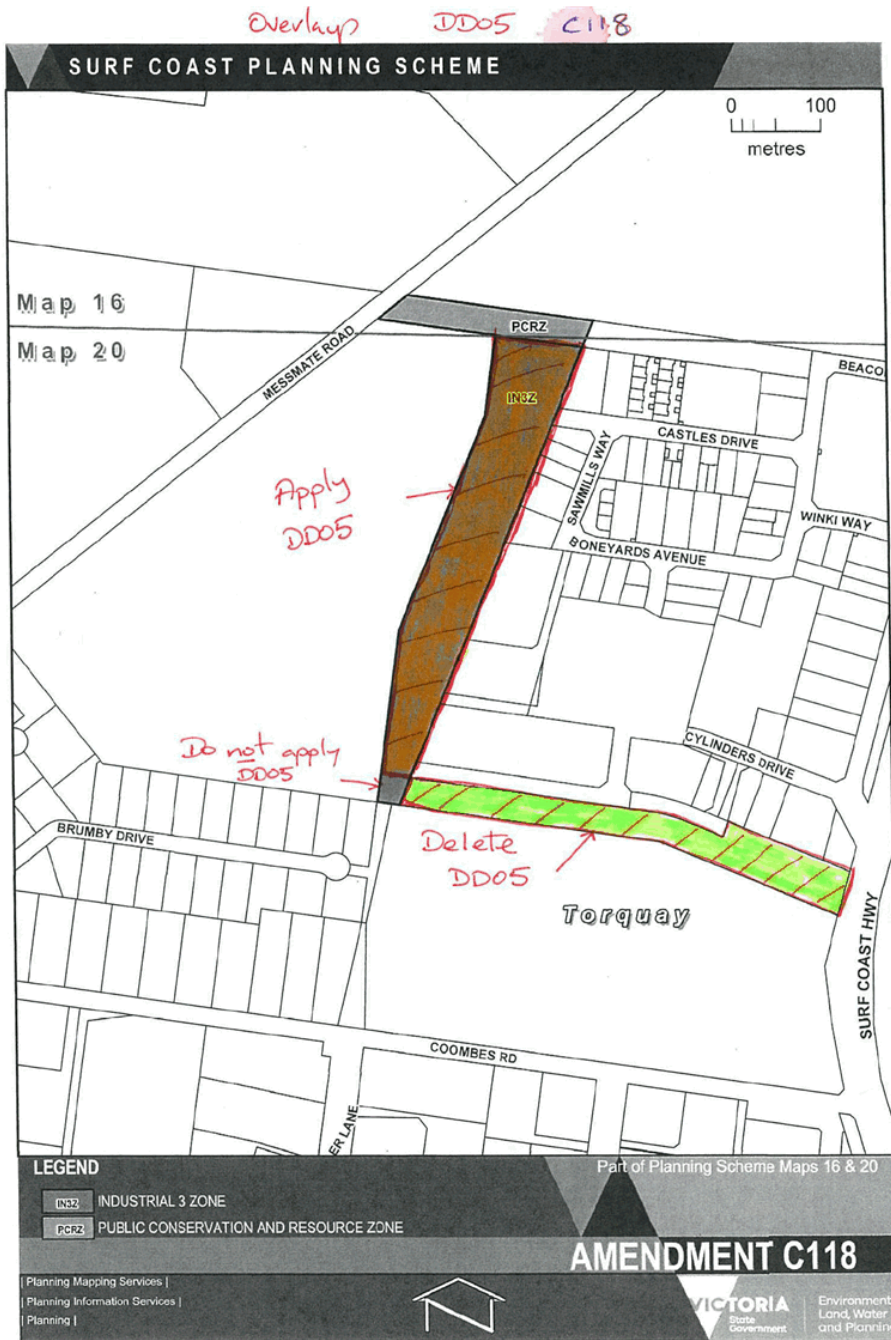
<b>Location</b>	<b>Land /Area Affected</b>	<b>Mapping Reference</b>
Torquay	40 Coombes Road	Surf Coast C118 ZoneMaps 16 and 20 Exhibition
Torquay	40 Coombes Road	Surf Coast C118 DD0Map20 Exhibition
Torquay	40 Coombes Road	Surf Coast C118 DCPMaps 16 and 20 Exhibition

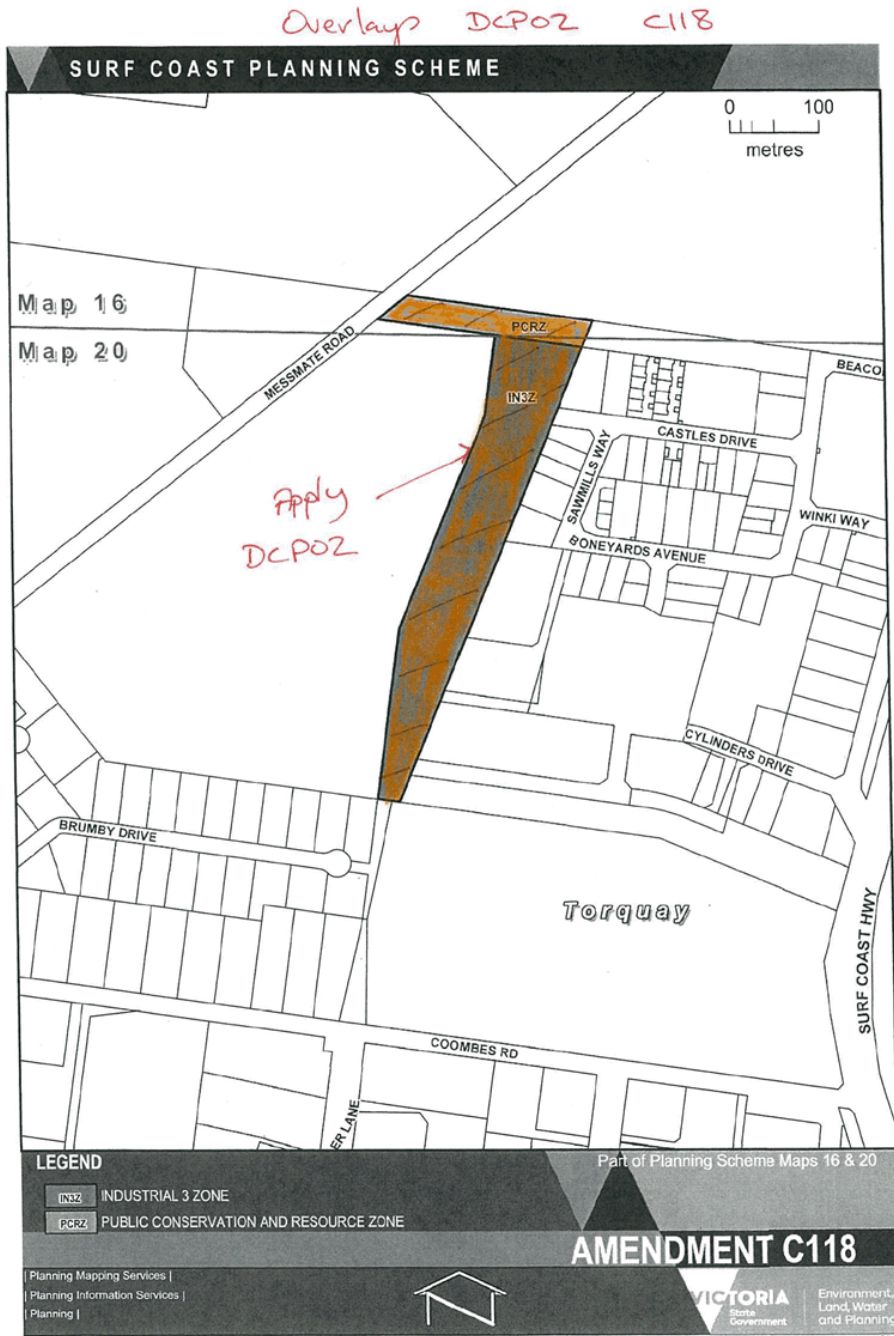
DRAFT

ATTACHMENT 2 – Zoning and overlay maps

*Addition to Zones C118*







ATTACHMENT 3 – Planning permit application



P O Box 350, Torquay, Victoria 3228  
1 Merrijig Drive, Torquay  
Telephone (03) 5261 0600  
Facsimile (03) 5261 0525

# Planning PERMIT

Planning scheme: **SURF COAST PLANNING SCHEME**  
Responsible authority: **SURF COAST SHIRE COUNCIL**

Permit number:

**16/0409**

Address of the land: **40 COOMBES ROAD TORQUAY**  
**LOT: E PS: 731489L**

Property number: **28804**

The permit allows: **Subdivision to Create Three Super Lots in accordance with the endorsed plan/s.**

**The following conditions apply to this permit:**

**Expiry of Permit**

**Subdivision**

1. This permit will expire if one of the following circumstances applies:
  - The plan of subdivision is not certified under the Subdivision Act 1988 within two years of the date of this permit
  - Five years after the certification of the plan of subdivision under the Subdivision Act 1988.

The Responsible Authority may extend the period for commencement of the development if a request is made in writing before the permit expires or within six months afterwards.

The Responsible Authority may extend the period in which the development must be completed if the request for an extension of time is made in writing within twelve months after the permit expires and the development or stage started lawfully before the permit expired.

2. All existing and proposed easements and sites for existing and required utility services and roads must be set aside in favour of the relevant authority for which the easement or site is to be created on the plan of subdivision submitted for certification under the Subdivision Act 1988.

3. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to the following authorities in accordance with Section 8 of the Act:
  - a) Barwon Region Water Authority;
  - c) Powercor Australia Limited;
  - e) TXU Networks (Gas);
  - f) Vic Roads.


#### **Endorsed Plans**

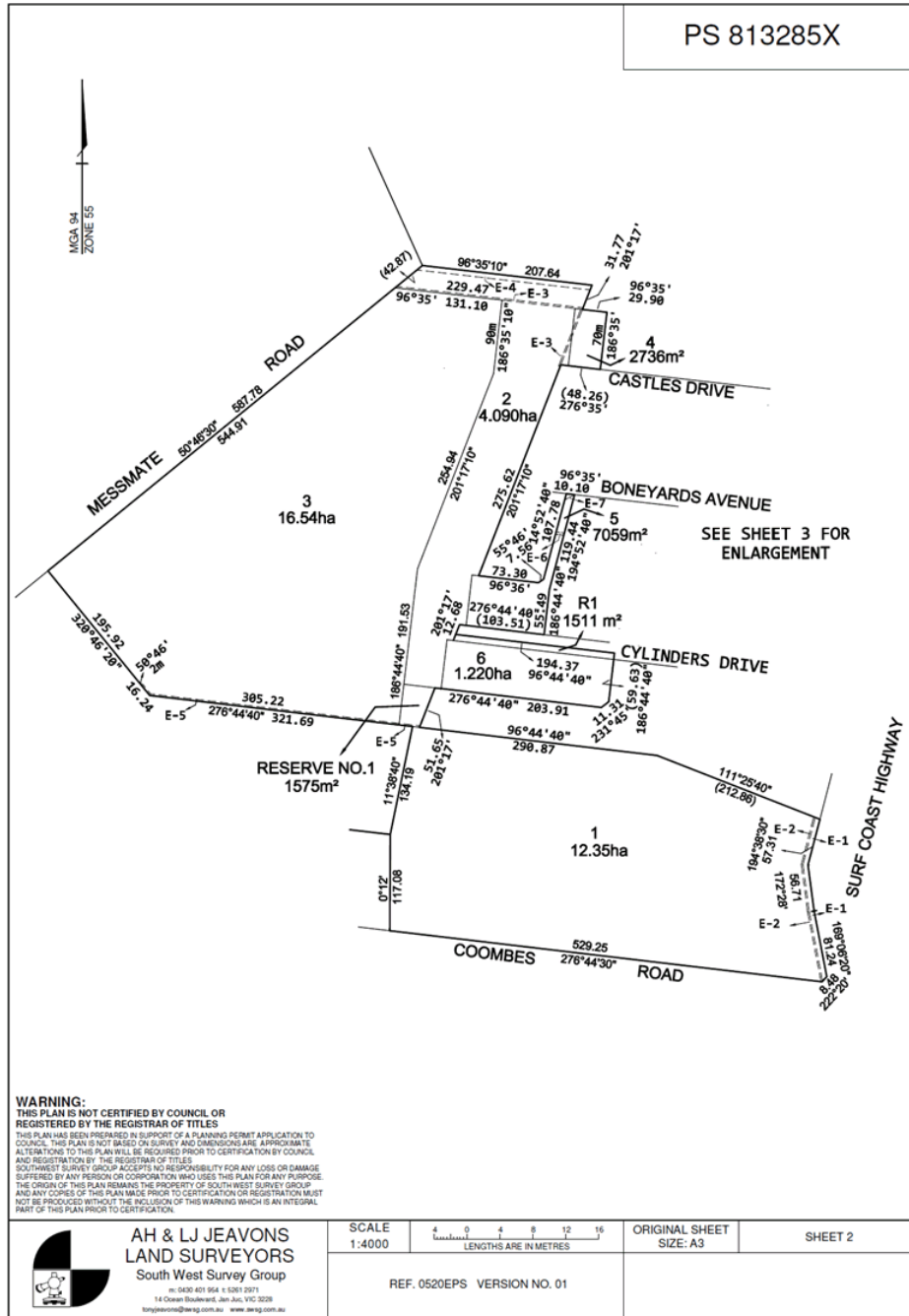
4. The layout and site dimensions of the proposed subdivision as shown on the endorsed plans must not be altered without the written consent of the responsible authority.

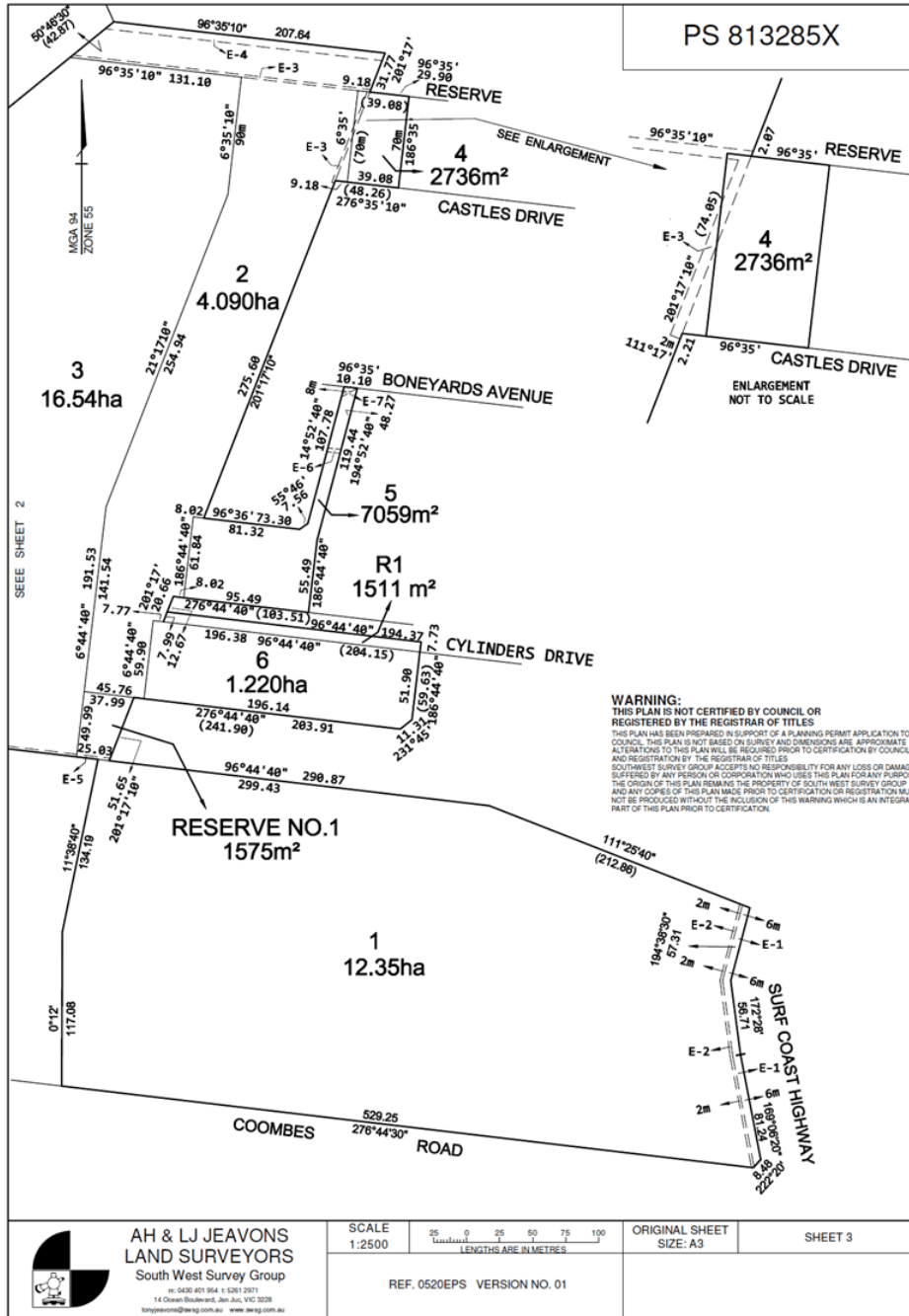
#### **Conditions required by referral authorities**

5. The owner of the land must enter into an agreement with:
    - a) a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
    - b) a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
  6. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:
    - a) a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
    - b) a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
-



<b>PLAN OF SUBDIVISION</b>		<b>EDITION 1</b>	<b>PS 813285X</b>
<p><b>LOCATION OF LAND</b></p> <p>PARISH: PUEBLA TOWNSHIP: SECTION: CROWN ALLOTMENT: 72(PART) &amp; 73A(PART) CROWN PORTION: TITLE REFERENCE: VOL 11658 FOL 086</p> <p>LAST PLAN REFERENCE: PS731489L, PS736459T &amp; PS748638B</p> <p>POSTAL ADDRESS: 40 COOMBS ROAD (at time of subdivision) TORQUAY VIC. 3228</p> <p>MGA CO-ORDINATES: E: 264 900 ZONE: 55 (of approx centre of land in plan) N: 5 756 235 GDA 94</p>			
<b>VESTING OF ROADS AND/OR RESERVES</b>		<b>NOTATIONS</b>	
<b>IDENTIFIER</b>	<b>COUNCIL/BODY/PERSON</b>		
RESERVE NO. 1 ROAD R1	SURF COAST SHIRE SURF COAST SHIRE		
<p><b>WARNING:</b> THIS PLAN IS NOT CERTIFIED BY COUNCIL OR REGISTERED BY THE REGISTRAR OF TITLES THIS PLAN HAS BEEN PREPARED IN SUPPORT OF A PLANNING PERMIT APPLICATION TO COUNCIL. THIS PLAN IS NOT BASED ON SURVEY AND DIMENSIONS ARE APPROXIMATE. ALTERATIONS TO THIS PLAN WILL BE REQUIRED PRIOR TO CERTIFICATION BY COUNCIL AND REGISTRATION BY THE REGISTRAR OF TITLES. SOUTHWEST SURVEY GROUP ACCEPTS NO RESPONSIBILITY FOR ANY LOSS OR DAMAGE SUFFERED BY ANY PERSON OR CORPORATION WHO USES THIS PLAN FOR ANY PURPOSE. THE CROWN OF THIS PLAN REMAINS THE PROPERTY OF SOUTH WEST SURVEY GROUP AND ANY COPIES OF THIS PLAN MADE PRIOR TO CERTIFICATION OR REGISTRATION MUST NOT BE PRODUCED WITHOUT THE INCLUSION OF THIS WARNING WHICH IS AN INTEGRAL PART OF THIS PLAN PRIOR TO CERTIFICATION.</p>			
<b>NOTATIONS</b>			
DEPTH LIMITATION: DOES NOT APPLY			
<p><b>SURVEY:</b> This plan is <del>is</del> not based on survey.</p> <p><b>STAGING:</b> This is not a staged subdivision. Planning Permit No. This survey has been connected to permanent marks No(s). In Proclaimed Survey Area No.</p>			
<b>EASEMENT INFORMATION</b>			
LEGEND: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)			
<b>Easement Reference</b>	<b>Purpose</b>	<b>Width (Metres)</b>	<b>Origin</b>
E-1	WATER SUPPLY	6	PS602829C
E-2	DRAINAGE	2	PS602829C
E-2	SEWERAGE	2	PS602829C
E-3	PIPELINE OR ANCILLARY PURPOSES	2	PS701847F & SECTION 136 OF THE WATER ACT 1989
E-4	PIPELINE OR ANCILLARY PURPOSES	6	PS701847F & SECTION 136 OF THE WATER ACT 1989
E-5	PIPELINE OR ANCILLARY PURPOSES	2	PS731489L & SECTION 136 OF THE WATER ACT 1989
E-6	PIPELINE OR ANCILLARY PURPOSES	3	PS620730D
E-6	DRAINAGE	3	PS620730D
E-6	DRAINAGE	3	PS620730D
E-7	DRAINAGE & FLOODWAY	SEE DIAGRAM	PS620730D
E-7	DRAINAGE	SEE DIAGRAM	PS620730D
 <p><b>AH &amp; LJ JEAVONS LAND SURVEYORS</b> South West Survey Group M: 0820 607 954 F: 0352 3071 14 Ocean Boulevard, 3rd Fl, VIC 3228 torquay@jeavons.com.au www.jeavons.com.au</p>		SURVEYORS FILE REF: 0520EPSV01	ORIGINAL SHEET SIZE: A3
		ANTHONY H JEAVONS VERSION NO. 01	SHEET 1 OF 3





## 2.3 Reviewing Planning Scheme Amendment C122 (VicSmart and Minor Exemptions)

**Author's Title:** Statutory Planner

**General Manager:** Ransce Salan

**Department:** Planning & Development

**File No:** F17/1027

**Division:** Environment & Development

**Trim No:** IC17/1522

**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 the future of Planning Scheme Amendment C122 (VicSmart and minor exemptions).

### Summary

Council has prepared Amendment C122 as a modest step in simplifying the planning system within Surf Coast. Amendment C122 was prepared to introduce local VicSmart application types to direct a range of minor matters into this fast-track assessment process (10 day permits) and to introduce an exemption for ground floor façade alterations in five Design and Development Overlay (DDO) schedules that apply to commercial areas.

On 27 June 2017 Council resolved to seek Ministerial authorisation to prepare Amendment C122. Authorisation has been sought, however, the Department of Environment, Land, Water and Planning on behalf of the Minister for Planning has not authorised the amendment. A new Ministerial Direction on the Form and Content of Planning Schemes has been gazetted which changes the format of various parts of the scheme, including overlay schedules. Whilst Amendment C122 only proposes to add a minor permit exemption to existing schedules, the form and content of the entire schedule is required to comply with the Ministerial Direction.

To comply with the Ministerial Direction existing DDO schedules affecting Lorne and Anglesea commercial areas and Torquay Town Centre would need to be redrafted increasing the scope of the amendment and adding complexity to the planning scheme. It would also be problematic to undertake a substantive amendment concurrent with the Torquay Town Centre Project which is likely to result in its own planning scheme amendment in 2018/19.

In parallel the State's Smart Planning program has released for public comment a discussion paper on Reforming the Victoria Planning Provisions. The proposed reforms would substantially alter the form and content of all planning schemes and include restructuring and broadening VicSmart and introducing a code assessment process. The Smart Planning reforms make the finalisation of the VicSmart elements of the amendment ambiguous and the new Ministerial Direction requirements significantly expands the scope of the amendment.

The potential benefit of proceeding with Amendment C122 is diminishing and might come at significant cost, including financial (officer time, Panel costs) and reputational (amending provisions at the same time as other strategic projects). It is considered that the balance is not in favour of proceeding.

### Recommendation

That Council withdraw the request for authorisation from the Minister for Planning for Amendment C122.

### Council Resolution

**MOVED Cr Margot Smith, Seconded Cr Carol McGregor**

That Council withdraw the request for authorisation from the Minister for Planning for Amendment C122.

CARRIED 8:0

## 2.3 Reviewing Planning Scheme Amendment C122 (VicSmart and Minor Exemptions)

### **Report**

#### ***Background***

Council has prepared Amendment C122 following a review of the planning scheme to identify opportunities to simplify the planning system within Surf Coast. Amendment C122 proposes to introduce local VicSmart application types to direct a range of minor matters into this fast-track assessment process (10 day permits) and to introduce an exemption for ground floor façade alterations in five Design and Development Overlay (DDO) schedules that apply to commercial areas.

On 27 June 2017 Council resolved to seek Ministerial authorisation to prepare Amendment C122. Authorisation has been sought, however, the Department of Environment, Land, Water and Planning (DELWP) on behalf of the Minister for Planning has not authorised the amendment. Following requests for further information, DELWP has now highlighted a change to the format of schedules which affects the scope of the amendment.

#### ***Discussion***

A new Ministerial Direction on the Form and Content of Planning Schemes has been gazetted which changes the format of various parts of the scheme, including overlay schedules and whilst Amendment C122 only proposes to add a minor permit exemption to existing schedules, the form and content of the entire schedule is required to comply with the Ministerial Direction.

Under the Ministerial Direction a schedule to the DDO must have a maximum of five objectives. The existing schedules affected by Amendment C122 have up to 18 objectives (DDO6) and multiple precincts. To comply with the Ministerial Direction the existing DDO schedules would need to be completely redrafted. Whilst some objectives could be consolidated and rationalised, to avoid losing policy context it is likely that the number of schedules would need to be increased by creating a new schedule for each precinct.

This would impact on Torquay (DDO6) and Lorne (DDO4) most significantly; it would increase the scope of the amendment and add complexity to the planning scheme. It would also be problematic to undertake a substantive amendment concurrent with the Torquay Town Centre Project which is likely to result in its own planning scheme amendment in 2018/19. The new Ministerial Direction requirements significantly expand the scope of the amendment, which will need to be subject to community consultation.

In parallel the State's "Smart Planning" program has released for public comment a discussion paper on Reforming the Victoria Planning Provisions. The paper recommends wide ranging changes including: changes to the Victorian Planning Provisions, altering the structure of the State and Local Policy sections, changes to Particular Provisions, definitions and the incorporation of VicSmart categories into the zones and overlays in the planning scheme (rather than a separate category as it is now).

In addition, the proposed reforms would substantially alter the form and content of all planning schemes and include restructuring and broadening VicSmart and introducing a new code assessment process. The Smart Planning reforms make the finalisation of the VicSmart elements of the amendment ambiguous. The discussion paper identifies the State's intention to expand the range of VicSmart applications and to review whether additional minor matters can be made exempt. Some of these align with the local VicSmart application types proposed by Amendment C122. It is unclear if and how local VicSmart can be applied under a new format.

#### ***Financial Implications***

There are potential financial implications of proceeding with Amendment C122 including additional expenditure of officer time, the cost of greater, more detailed public notification and increased potential of incurring Panel costs.

#### ***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

## **2.3 Reviewing Planning Scheme Amendment C122 (VicSmart and Minor Exemptions)**

### ***Policy/Legal Implications***

Proceeding with the amendment will require substantial redrafting of planning scheme provisions to comply with the Ministerial Direction on the Form and Content of Planning Schemes. There are no foreseen legal implications of not proceeding with the amendment.

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

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

### ***Risk Assessment***

There are risks associated with proceeding with Amendment C122; these are financial, as noted above, and reputational. Structural changes to the planning controls affecting the Torquay Town Centre, even if a policy neutral translation is achieved, concurrent with the TTCP could confuse the community. The TTCP outcomes are likely to be implemented by an amendment in 2018/19.

### ***Social Considerations***

There are no anticipated social impacts.

### ***Community Engagement***

There has been no community engagement since Council's decision to seek authorisation. If Council was to proceed with the amendment and redraft provisions in accordance with the Ministerial Direction, the amendment would have a broader and more significant impact than anticipated requiring greater community engagement, including direct notice to owners and occupiers of property within affected overlay schedules.

### ***Environmental Implications***

There are no anticipated impacts on the environment.

### ***Communication***

Officers will write to DELWP asking to withdraw the request for Ministerial Authorisation.

### ***Options***

#### **Option 1 – Do not proceed with Amendment C122**

This option is recommended by officers as the modest benefits sought by Amendment C122 are unlikely to be realised in the current climate of system change or could come at significant cost. Potentially the local VicSmart application classes and minor exemptions could be introduced as part of a re-write of the planning scheme under the VPP reform program or through future amendments (such as for the TTCP).

#### **Option 2 – Proceed with Amendment C122 with changes**

This option is not recommended by officers as it would significantly expand the scope of the amendment, with the associated financial and reputational risks. It may also result in a duplication of work, if the reforms to the planning scheme are implemented as proposed in the Smart Planning discussion paper.

#### **Option 3 – Proceed with Amendment C122 without changes**

This option is not recommended by officers it is unlikely that the amendment would be authorised by the Minister.

### ***Conclusion***

Amendment C122 has been impacted by State Government changes, both enacted and foreshadowed. It is unlikely that the benefits of the amendment will be realised without significant cost, but it is likely that they can be implemented as part of future work. Therefore it is recommended that Council not proceed further with Amendment C122.

**3. OFFICE OF THE CEO**

Nil

#### 4. GOVERNANCE & INFRASTRUCTURE

##### 4.1 Project Budget Adjustments and Cash Reserve Transfers - December 2017

**Author's Title:** Coordinator Management Accounting      **General Manager:** Anne Howard

**Department:** Finance

**File No:** F17/954

**Division:** Governance & Infrastructure

**Trim No:** IC17/1487

**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 approve of the Project Budget Adjustments and Cash Reserve Transfers.

#### Summary

The project Budget Adjustments and Cash Reserve transfers report for December 2017 are included in this report. All figures in this report are exclusive of GST.

#### Recommendation

That Council:

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

Funding Sources	Transfers From/ (to) Reserve
Asset Renewal Reserve	143,000
Developer Contributions Reserve	3,560
<b>Grand Total</b>	<b>146,560</b>

#### Council Resolution

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

That Council:

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

Funding Sources	Transfers From/ (to) Reserve
Asset Renewal Reserve	143,000
Developer Contributions Reserve	3,560
<b>Grand Total</b>	<b>146,560</b>

CARRIED 8:0



#### 4.1 Project Budget Adjustments and Cash Reserve Transfers - December 2017

##### 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: Street Light Pole Replacement - Ocean Views	Developer Contributions Reserve	New project to replace two non-standard light poles in Ocean Views Estate, responding to request by Powercor based on asset condition audit.	3,560
New: Bob Pettitt Reserve Tennis Light Pole Replacement	Asset Renewal Reserve	New: Replacement of tennis court light poles, wiring and fitting for 4 Courts, new poles, wirings and fitting for 1 court and tennis net posts for 5 courts. Includes \$15k for contingency.	143,000
	Project Savings Account		30,000

The following budget transfers, detailed in Table 2, 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 2 Projects to be Closed**

Project Name	Funding Source	Basis for Variation	Project Allocation \$
8580: Winchelsea Town Centre Structure Plan	Project Savings Account	Several drivers for a Winchelsea Town Centre Precinct Structure Plan (key access routes, long vehicle parking, RV Friendly Town) have been addressed by scope delivered in other projects or will be addressed by a future Urban Design Framework project. Therefore this project can be closed and funds returned to source.	(19,935)

#### **4.1 Project Budget Adjustments and Cash Reserve Transfers - December 2017**

##### ***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 December 2017.

---

#### 4.2 Audit and Risk Committee Charter

**Author's Title:** Coordinator Governance & Corporate Planning      **General Manager:** Anne Howard

**Department:** Governance & Risk

**File No:** F17/145

**Division:** Governance & Infrastructure

**Trim No:** IC17/1462

**Appendix:**

1. Audit and Risk Committee Charter - Reviewed November 2017 (D16/102794 )

**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 for Council to adopt the Audit and Risk Committee Charter as recommended by the Audit and Risk Committee.

**Summary**

The Audit and Risk Committee conducted their annual review of the Charter at their meeting on 21 November 2017 and determined that no changes were required.

The Committee subsequently provide the revised Charter for Council's consideration and formal adoption.

**Recommendation**

That Council adopt the Audit and Risk Committee Charter as attached at Appendix 1.

**Council Resolution**

**MOVED Cr Clive Goldsworthy, Seconded Cr Carol McGregor**

That Council adopt the Audit and Risk Committee Charter as attached at Appendix 1.

CARRIED 8:0

## 4.2 Audit and Risk Committee Charter

### **Report**

#### ***Background***

The Audit and Risk Committee is an Advisory Committee to Council with the responsibility to:

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

The Audit and Risk Committee plays a key role in assisting Council to fulfil its governance and oversight responsibilities in relation to these functions.

In accordance with the review cycle of the Audit Committee Charter, the Audit and Risk Committee discussed the Charter at their meeting on 21 November 2017.

#### ***Discussion***

The Audit and Risk Committee is required to conduct a review and assessment of the adequacy of the Audit and Risk Committee Charter on an annual basis, in accordance with clause 9.10.2 of the Charter.

The Audit and Risk Committee Charter conducted a review of the Charter in November 2016 incorporating a number of recommendations from a VAGO report relating to Audit Committee governance. The Charter was subsequently adopted by Council at the 24 January 2017 Council meeting.

The Audit and Risk Committee Charter was again considered at the 21 November 2017 Audit and Risk Committee meeting and no further changes were identified.

#### ***Financial Implications***

Not applicable.

#### ***Council Plan***

Theme	5 High Performing Council
Objective	5.1 Ensure Council is financially sustainable and has the capability to deliver strategic objectives
Strategy	Nil

#### ***Policy/Legal Implications***

Aligns with the requirements of the Audit and Risk Committee Charter/Work Plan.

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

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

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

The Charter ensures that the Audit and Risk Committee has clear direction from Council.

#### ***Social Considerations***

Not applicable.

#### ***Community Engagement***

Not applicable.

#### ***Environmental Implications***

Not applicable.

#### ***Communication***

Once adopted the Charter will be forwarded to all Committee members.

#### ***Options***

##### **Option 1 – Council do not endorse the Charter**

This option is not recommended by officers as it will result in a lack of direction to the Audit and Risk Committee.

## **4.2 Audit and Risk Committee Charter**

### Option 2 – Council defer adoption of the proposed Charter

This option is not recommended by officers as it will result in a delay in adoption of the Charter and potentially a lack of progress on Charter objectives.

### Option 3 – Council adopt the proposed Charter

This option is recommended by officers as it will provide the Committee with clear direction and ensure the Committee delivers on the Charter's objectives.

### **Conclusion**

It is recommended that Council adopt the amended Audit and Risk Committee Charter in order to provide clear direction and clarity to the Audit and Risk Committee.

## **4.2 Audit and Risk Committee Charter**

### **APPENDIX 1 AUDIT AND RISK COMMITTEE CHARTER - REVIEWED NOVEMBER 2017**



**Surf Coast Shire  
Audit & Risk Committee Charter  
November 2017**

**1. Background**

The Audit & Risk Committee is a formally appointed Advisory Committee of Council. The Audit & Risk Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Audit & Risk Committee does not have any management functions and is therefore independent of management. The Committee's role is to report to Council and provide appropriate advice and recommendations relevant to its charter in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.

**2. Objectives**

The objective of the Audit & Risk Committee is to provide appropriate advice to Council so that Council is able to:

- 2.1. Display well informed, efficient and effective decision making.
- 2.2. Promote and monitor an ethical culture throughout the Council and comply with any relevant code of conduct.
- 2.3. Implement a sound system of risk oversight and management.
- 2.4. Implement an effective and efficient internal control system.
- 2.5. Protect the Council's assets.
- 2.6. Protect against litigation and claims.
- 2.7. Protect against fraud.
- 2.8. Comply with applicable legislation, regulations, standards and Council policies.
- 2.9. Demonstrate quality internal and external reporting
- 2.10. Display effective communications between the Council and the internal and external auditors and provide timely responses to matters arising from audits.

**3. Legal Status**

The Audit & Risk Committee is an advisory committee for the purposes of the Local Government Act 1989.

**4. Membership**

The Audit & Risk Committee will consist of:

- 4.1. Two Councillors
- 4.2. Four suitably qualified independent representatives.

The Chief Executive Officer, General Manager Governance & Infrastructure and Council's Internal Auditor are not members but should attend meetings in an advisory capacity. Council's external auditors will be invited to attend meetings at least twice annually.

**5. Appointment of Independent Representatives**

**5.1. Independent Members**

Independent members are individuals free from any management, business or other relationship that could reasonably be perceived to materially interfere with their ability to act in the best interests of Council. The independence of members will be considered in relation to any applicable legislation or regulation that defines the requirements of independence for membership.

---

It is commonplace to examine an Audit & Risk Committee member's past and current relationships with Council as indicators of independence.

Good governance identifies the following relationships that might affect the independent status of a member, if the member:

- is employed, or has previously been employed in an executive capacity by Council or a related entity, and there has not been a period of at least three years between ceasing such employment and serving on the Audit & Risk Committee.
- has, within the last three years, been a principal of a material professional adviser or a material consultant to Council or a related entity, or an employee materially associated with the service provided.
- is a material supplier to or customer of Council or a related entity, or an officer of, or otherwise associated directly or indirectly with, a material supplier or customer.
- has a material, contractual relationship with Council or a related entity.

Members and potential members need to exercise care to ensure they disclose, for consideration by Council any relationships that could be viewed by other parties as impairing either the individual's or the Audit & Risk Committee's actual or perceived independence. When deciding what is significant, the selection panel will consider the significance of the relationship to both Council and to the individual.

It is important for members both to be independent and to be seen to be independent. Occasionally, Council might choose to appoint an individual to the Audit & Risk Committee, despite the existence of relationships identified above, because of the individual's business or other expertise. Good governance suggests that the selection panel should state its reasons to Council for considering such a member to be independent, and the corporate governance statement should disclose the existence of any such relationships.

#### **5.2. Selection of Independent Representatives**

The evaluation of potential members will be undertaken by a selection panel including the Chief Executive Officer (or his/her delegate) and two councillor representatives, taking account of the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills. A recommendation for appointment is then made by the selection panel to Council.

It is important to not only maintain Audit & Risk Committee continuity, but also to provide a fresh perspective through succession planning and the selection process. The following key qualities are desirable when appointing members:

- Individuals should have:
  - senior business or financial management/reporting knowledge and experience
  - high levels of financial literacy
  - knowledge of Council's operations and the environment in which it operates
  - strong communication skills
  - high levels of personal integrity and ethics
  - sufficient time available to devote to executing responsibilities
- The Audit & Risk Committee as a whole should have:
  - at least two members with financial qualifications and experience, conversant with financial and other reporting requirements
  - skills and experience relevant to discharging responsibilities, including experience in
    - senior business, financial and legal compliance, risk management
    - local government background and experience as applicable.

Where Council considers an individual has the skills, experience and interest or particular expertise to be an effective member of the Audit & Risk Committee, the selection panel will interview and recommend the candidate's appointment as an independent member of the Audit & Risk Committee.



---

### **5.3. Rotation of Independent Representatives**

The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives to enhance the perception and reality of independence.

Appointment of independent representatives shall be made by Council by way of a public advertisement and be for a maximum single term of four years, with the maximum total length of appointment being no more than eight years.

### **6. Appointment of Chair Person**

The Chairperson shall be appointed by the Council and must be one of the four independent members of the Committee.

### **7. Quorum**

Any four members of the Committee, one of which must be a Councillor.

### **8. Meetings**

- 8.1. The Audit & Risk committee will meet at least four times a year, with the authority to convene additional meetings, as circumstances require.
- 8.2. All Audit & Risk committee members are expected to be fully prepared and attend each meeting, in person or through teleconference or video conference.
- 8.3. In the absence of the appointed Chairperson from a meeting, the meeting will appoint an independent member as an Acting Chairperson.
- 8.4. The Audit & Risk Committee shall meet at least once a year in conjunction with a scheduled Audit & Risk Committee Meeting with the internal auditor and external auditor without the officers in attendance.
- 8.5. Meetings will be minuted and distributed to members.
- 8.6. Agendas will be prepared and distributed seven days in advance of the meeting, along with appropriate briefing papers.
- 8.7. Council shall provide secretarial and administration support.

### **9. Responsibilities**

#### **9.1. External Audit**

- 9.1.1. Note the external auditors' proposed audit scope and approach.
- 9.1.2. To discuss matters arising from the external audit with the external auditor.
- 9.1.3. Review reports into the VAGO Financial Sustainability Indicators
- 9.1.4. To make comment on management's response to the external auditor's report.
- 9.1.5. Review the performance of the external auditors.
- 9.1.6. Receive and discuss reports from the External Auditor and monitor implementation of recommendations.
- 9.1.7. To review the annual financial statements prior to their approval by the Council.
- 9.1.8. Meet at least twice annually with the external auditor.

#### **9.2. Internal Audit**

- 9.2.1. To make recommendations to the Council on the appointment and remuneration of the internal auditor.
- 9.2.2. To review and recommend to Council a strategic annual internal audit plan having regard to Council's Budget and objectives.
- 9.2.3. To consider internal audit reviews as completed and recommend to Council, actions that result in improved performance in these areas.
- 9.2.4. As part of the Committee's annual assessment of performance, determine the level of satisfaction with the internal audit function.
- 9.2.5. Ensure the internal auditor's annual plan is linked with and covers the material business risks.
- 9.2.6. The Audit Committee will make the final decision on potential conflicts of interest in relation to outsourced internal audit providers who perform other consultancy work for Council.

---

### **9.3. Internal Control**

- 9.3.1. Understand the scope of internal and external auditor's review of internal controls over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.
- 9.3.2. Consider with the auditors any acts of fraud, any illegal undertakings and any deficiencies or breaches of security.

### **9.4. Accounting and Investment Policies**

- 9.4.1. To consider recent developments in accounting principles or reporting practices that may affect the Council.
- 9.4.2. To at least annually review the Council's accounting principles, policies and practices as outlined in the annual financial statements.
- 9.4.3. To at least annually review the Council's investment policy.

### **9.5. Risk Management**

- 9.5.1. To monitor Council's risk management system.
- 9.5.2. To work with management to ensure material business risks are adequately managed.
- 9.5.3. To ensure that Council receives timely reporting of existing and emerging risks and the planned treatment of those risks by management.
- 9.5.4. Monitor processes and practices of the Council to ensure effective business continuity.
- 9.5.5. To annually review the Council's risk and fraud policies.

### **9.6. Financial Reporting**

- 9.6.1. Gain an understanding of current areas of greatest financial risk and how they are managed.
- 9.6.2. Review significant accounting and reporting issues, and understand their impact on financial reports.
- 9.6.3. Review complex and unusual financial transactions and highly judgemental areas, and understand their effect on the financial statements.
- 9.6.4. Oversee the periodic reporting process implemented by management and review financial statements before approval by Council.

### **9.7. Compliance**

- 9.7.1. Review effectiveness of systems for monitoring compliance with laws, regulations, litigations, complaints, internal policies and industry standards, and the results of management's investigation and follow up of instances of non-compliance.
- 9.7.2. Obtain regular updates from management about compliance matters that have a material impact on the financial statements, strategies, operations and reputation.
- 9.7.3. Consider recent developments and updates in the various Acts that have an impact on compliance matters that may affect Council.
- 9.7.4. Review and provide advice in relation to relevant Council policies and procedures.

### **9.8. Fraud**

- 9.8.1. Review management's fraud prevention strategies and programs.
- 9.8.2. Ensure that fraud reporting obligations have been met by both Councillors and staff and there is compliance with Council's respective codes of conduct.
- 9.8.3. To review the Council's fraud and corruption control policies and plan (2 yearly)
- 9.8.4. Review fraud and corruption framework and prevention strategies.

### **9.9. Reporting**

- 9.9.1. Report regularly to the Council about the Committee's activities, issues, and related recommendations through circulation of minutes and an annual report.
- 9.9.2. Consider the findings and recommendations of relevant Performance Audits undertaken by the Victorian Auditor General (VAGO), Ombudsman Victoria (OV), Local Government Victoria (LGV), Local Government Investigations and Compliance Inspectorate (LGICI) and the Victorian Independent Broad-based Anti-corruption Commission (IBAC) and ensure Council implements relevant recommendations.

- 
- 9.9.3. Annually review reporting against Local Government Performance Reporting Framework results.
  - 9.9.4. Provide a Committee annual report to Council.

**9.10. Other**

- 9.10.1. Perform other activities related to this charter as requested by the Council.
- 9.10.2. Review and assess the adequacy of the Audit & Risk Committee Charter annually.
- 9.10.3. Evaluate the Audit & Risk Committee's performance annually and include evaluation in the annual report to Council.
- 9.10.4. The Committee shall establish an annual work plan that ensures proper coverage of matters laid out in the Audit and Risk Committee Charter.

**10. Remuneration**

External members of the Committee will be offered remuneration for carrying out their duties. The amount is to be set by Council.

**11. Confidentiality**

Committee members shall not directly or indirectly release or make available to any person any information relating to the work or discussions of the Audit & Risk Committee of which he or she is a member that is or was in his or her possession except in accordance with such terms and in such a manner as stipulated by Surf Coast Shire Council.

**12. Removal of a Member**

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

### 4.3 Traffic and Pedestrian Strategy – The Esplanade and Bell Street, Torquay

**Author's Title:** Coordinator Design & Traffic

**General Manager:** Anne Howard

**Department:** Engineering Services

**File No:** F16/1136

**Division:** Governance & Infrastructure

**Trim No:** IC17/1520

**Appendix:**

1. Draft Report Traffic and Pedestrian Strategy - The Esplanade and Bell Street, Torquay 22/06/2017 (D17/66539)
2. Traffic and Pedestrian Strategy - The Esplanade and Bell Street, Torquay - Result (D17/131459)

**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 to Council the submissions made following public exhibition and adoption of the Traffic and Pedestrian Strategy for The Esplanade and Bell Street Torquay.

**Summary**

To meet the demands of continued growth in events, traffic, pedestrian and cyclists on The Esplanade and Bell Street, an independent strategy and costed action plan has been developed. This report seeks to balance the needs of the various user groups with regards to pedestrian connectivity, traffic flow and road safety while considering options to support international cycling events in precinct. The Cadell Evans Great Ocean Road Race event particularly requests that an infrastructure free road corridor be maintained on The Esplanade from Zeally Bay Road to north of Price Street.

The Traffic and Pedestrian Strategy for The Esplanade and Bell Street has been prepared in consultation with key stakeholders including Council's Engineering Services, Strategic Planning, Economic Development, Vic Roads and Visit Victoria, and provides independent analyses of the precinct to respond to pressures in demand over the next ten years. On completion of the draft strategy in August 2017 Council officers placed the draft strategy for public exhibition with 10 responses received.

Council's current Road Safety Strategy, Torquay Town Centre Parking and Access Strategy, Surf Coast Pathway Strategy and an analysis of VicRoads records of reported (casualty) crashes for the last five years in the precinct has been taken into consideration when developing the Strategy and action plan. The development of the strategy has been overseen by a steering committee including key internal partners, as well as in consultation with the consultant which reviewed the Torquay Town Centre Parking and Access Strategy in order to link the two strategies.

The Traffic and Pedestrian Strategy for The Esplanade and Bell Street incorporates the following key elements:

- A Strategic goal for the precinct to provide an environment where traffic movement is secondary to pedestrian accessibility and cycling (in line with Vic Roads Smart Roads policy).
- A clear, prioritised action plan to achieve this goal.
- Detailed cost implications associated with the proposed action plan to allow for future planning and targeted external funding applications.
- The report considers the comparative benefits of removable and permanent infrastructure. Permanent infrastructure (i.e. concrete construction) will have a negative impact on the future of international cycling events in the precinct. To remove and replace infrastructure on an annual basis will, however, have a notable yearly financial impact for Council (\$5,500 per pedestrian island).

**Recommendation**

That Council:

1. Note submissions received.
2. Adopt the Traffic and Pedestrian Strategy for The Esplanade and Bell Street, Torquay.

**Council Resolution**

**MOVED Cr Martin Duke, Seconded Cr Rose Hodge**

That Council:

1. Note submissions received.
2. Adopt the Traffic and Pedestrian Strategy for The Esplanade and Bell Street, Torquay.

CARRIED 8:0

### 4.3 Traffic and Pedestrian Strategy – The Esplanade and Bell Street, Torquay

#### **Report**

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

The Traffic and Pedestrian Strategy for The Esplanade and Bell Street has been prepared in consultation with key stakeholders including Council's Engineering Services, Strategic Planning, Economic Development, Vic Roads and Visit Victoria, and provides independent analyses of the precinct to respond to pressures in demand over the next ten years with continued growth in events, traffic, pedestrian and cyclists in this area. This report seeks to balance the needs of the various user groups with regards to pedestrian connectivity, traffic flow and road safety while considering options to support international cycling events in precinct.

At the July ordinary Council Meeting, Councillors endorsed a number of recommendations set out by this draft report. The documents were exhibited concurrently with other related strategic work and public submissions were invited.

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

The Traffic and Pedestrian Strategy for The Esplanade and Bell Street will deliver of a number of important amenity and safety benefits for this critical residential and visitor precinct. It also will provide clear direction on management of the precinct to support a growing traffic, cyclist and pedestrian movements and sets clear priorities for targeting appropriate funding applications over the next ten years.

One of the key issues identified within the precinct is a lack of appropriate pedestrian and cyclist facilities. The Traffic and Pedestrian Strategy aims to provide an environment where traffic movement is secondary to pedestrian accessibility and cycling. This will also support setting a long term vision for the precinct.

The report recommends appropriate infrastructure while seeking to minimise the potential for congestion and proposes:

- a future roundabout at Zeally Bay Rd with zebra crossings to allow safe pedestrian crossing on legs
- a zebra crossing at the intersection with Gilbert Street with a central pedestrian island to reduce potential delays
- a zebra crossing at Price Street and Anderson Street with a central pedestrian island incorporated
- zebra crossings on the existing roundabout at Bell Street
- pedestrian outstands at other critical crossing locations
- green cycle lane treatment at key intersections
- 40km speed zone on Bell Street and the Esplanade from Zeally Bay to Bell Street.

The report recommendations in the vicinity of Gilbert Street and Zeally Bay Road will be directly impacted by the current review of the Torquay Town Centre Precinct Parking and Access Strategy. The report allows for potential tie in with One-way traffic movement in Gilbert Street (eastbound) and with pedestrian connection with Coulson Lane.

One of the critical points under consideration is the impact of infrastructure upgrades for key cycling events within the precinct. In order to deliver the recommended actions, it will be necessary to install new infrastructure in the carriageway and retain existing pedestrian islands at the priority locations. 'Visit Victoria' indicate that any additional road furniture within the road pavement on The Esplanade north of Price Street would have an impact on safety during the sprint section of the Cadel Evans Great Ocean Road and may require the relocation of the event.

Research into alternative options has led to a consultant recommending that we consider removable rubber island infrastructure with either granitic sand infill or landscaping cells. Research suggests this could be delivered while maintaining good visual amenity. However, the long term cost implications of annual removal and replacement of infrastructure is high.

##### ***Financial Implications***

The long term total cost to implement all of the proposed actions recommended under this strategy is \$1,076,000. There are a number of potential grant and funding opportunities which have been applied for to support delivering these actions including the 'Transport Investing in Regions Initiative' and TAC Community and Local Government grants.

### 4.3 Traffic and Pedestrian Strategy – The Esplanade and Bell Street, Torquay

To deliver only the proposed high priority actions under the strategy would have a total cost to Council of \$220,000.

In 2017/18 financial year there is a \$46,000 allocation under the 'Local Area Traffic Management, Parking and Pedestrian Improvements' budget which will allow delivery of the high priority low cost actions covered within this strategy. These would include the installation of Sharrows (linemarking) on existing roundabout approaches, implementation of 40km/hr area and the installation of a zebra crossing and pedestrian island at the intersection with Anderson Street. There has also been a funding application made under the 'Transport Investing in Regions Initiative' to support installing the green cycle lane treatment recommended in this strategy, with partial funding allocated under the budget listed above.

One of the key discussion points in this report is around the issue of removable infrastructure. If Council wishes to provide an infrastructure free corridor to support the Cadel Evans Great Ocean Road and other future events in the precinct, it will be necessary to install removable infrastructure north of Price Street. The annual cost implication of removal and replacement of such infrastructure each year is as follows:

- Removable islands at Gilbert Street, Anderson Street and Price Street would have an annual cost of \$17,500 for removal and replacement each year to support event. Council could negotiate to seek funding from event organisers to partially fund.
- Removable roundabout would have an annual cost of \$7,500 for removal and replacement each year. An alternative option would be to install a flat top roundabout with a central raised segment. This would both support cycling events and allow the safety benefits identified to be achieved.
- Removable infrastructure is expected to have a shorter lifespan and require replacement approximately every 10 years. The cost of replacement of a removable island pair at current market value is \$5,000. (i.e. \$15,000). Concrete infrastructure has an expected lifespan of 30 years with a replacement cost of \$10,000 every 30 years.

#### **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 3 Balancing Growth  
Objective 3.2 Ensure infrastructure is in place to support existing communities and provide for growth  
Strategy 3.2.6 Advocate for supporting infrastructure

Theme 5 High Performing Council  
Objective 5.4 Ensure the community has access to the services they need  
Strategy 5.4.1 Review Council-delivered services to ensure they are of high quality and delivering best value

#### **Policy/Legal Implications**

Under the Road Management Act, Council has a responsibility to provide a road network which is 'as safe for road users as is reasonably practicable'. Current pedestrian volumes crossing the Esplanade at key intersections warrant pedestrian crossing upgrades to meet standards under relevant Vic Roads and Australian standard guidelines (namely Anderson Street and Gilbert Street).

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

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

#### **Risk Assessment**

No direct risk to Council, but aims to reduce the road safety risk in the precinct.

#### **Social Considerations**

Opportunity to improve road amenity and road safety in the precinct.

#### **Community Engagement**

Engagement has been undertaken with key stakeholders on significant points in the proposal: including cycling event organisers, Vic Roads and internal stakeholders.

### **4.3 Traffic and Pedestrian Strategy – The Esplanade and Bell Street, Torquay**

As part of the review of the 'Torquay Town Centre Parking and Access Strategy' a community workshop was held. As these projects are closely linked information from this session including community feedback on the potential for pedestrian signals on the intersection of The Esplanade and Gilbert Street was taken into consideration during the development of this strategy.

Communication with the wider community has been carried out to comment on the long term implications and viability of the various options proposed. Communications was held at the same time as exhibition of the Torquay Town Centre parking and Access Strategy to allow the community to consider the two linked projects together. Only 10 submissions were received regarding The Esplanade and Bells street Traffic and Pedestrian Strategy with the majority in support of the strategy and that the proposed improvement works would increase the safety for all road users in the area. Only one action item in the report received mixed responses, this was around the permanent 40km/hr speed limit change and whether this should be a seasonal speed change and only be in place during the summer peak season Dec-April. Councillor officer's have reviewed this and consider that the speed change should be in place all year as the reduction in 50km/hr to 40km/hr over this section of road relates to only an increase in 20sec travel time. For the benefit in increased safety for all road users this increased time difference is negligible. Other point's of concern with seasonal speed limits is the confusion on road users and providing a consistent speed message. While ensuring the speed limit sign changes are made twice a year need to be resourced. This can be reduced with electronic flashing signs which change automatic but there will be an initial cost of approx. \$10,000 per sign and an ongoing maintenance cost.

#### ***Environmental Implications***

Landscaping proposals incorporated into the report recommendations seek to improve environmental value and amenity in the precinct.

#### ***Communication***

Media Releases and direct consultation with adjacent stakeholders. the draft Strategy and Action Plan has been placed on exhibition and feedback invited. Only 10 submissions were received regarding The Esplanade and Bells street Traffic and Pedestrian Strategy with the majority in support of the strategy and that the proposed improvement works would increase the safety for all road users in the area.

#### ***Options***

Option 1 – note and receive the list of submissions and adopt the Traffic and Pedestrian Strategy for The Esplanade and Bell Street

This option is recommended by officers as preference

#### ***Conclusion***

No issues have been identified through the submission process that requires significant change to the draft documents.

The final Traffic and Pedestrian Strategy – The Esplanade and Bell Street is recommended to be adopted by Council.

**4.3 Traffic and Pedestrian Strategy – The Esplanade and Bell Street, Torquay**

**APPENDIX 1 DRAFT REPORT TRAFFIC AND PEDESTRIAN STRATEGY - THE ESPLANADE AND BELL STREET, TORQUAY 22/06/2017**





## TRAFFIC AND PEDESTRIAN STRATEGY

THE ESPLANADE AND BELL STREET TRAFFIC AND PEDESTRIAN STRATEGY

THE ESPLANADE AND BELL STREET, TORQUAY

22 JUNE 2017



THE ESPLANADE AND BELL STREET  
TRAFFIC AND PEDESTRIAN STRATEGY

CLIENT: Surf Coast Shire Council

**OBT JOB NUMBER: 17439**



Suite 2.03, 789 Toorak Road  
Hawthorn East VIC 3123

**T:** +61 3 9804 3610

**W:** [obrientraffic.com](http://obrientraffic.com)

ABN 55 007 006 037

**STUDY TEAM**

Matt Harridge

Jemima Macaulay

Andrew O'Brien



# CONTENTS

<b>1</b>	<b>INTRODUCTION</b>	<b>1</b>
<b>2</b>	<b>STRATEGIC CONTEXT</b>	<b>2</b>
<b>3</b>	<b>EXISTING CONDITIONS</b>	<b>4</b>
<b>4</b>	<b>ROAD SAFETY AUDIT</b>	<b>8</b>
<b>5</b>	<b>TRAFFIC AND PEDESTRIAN STRATEGY</b>	<b>9</b>
	<b>APPENDIX A PEDESTRIAN SURVEY RESULTS</b>	
	<b>APPENDIX B ROAD SAFETY AUDIT</b>	
	<b>APPENDIX C CONCEPT PLANS</b>	



## 1 INTRODUCTION

### 1.1 INTRODUCTION

O'Brien Traffic has been engaged by Surf Coast Shire to develop a Traffic and Pedestrian Strategy for The Esplanade (Bell Street to Zeally Bay Road) and Bell Street, Torquay.

In the course of developing the Strategy:

- The study area has been inspected;
- Background information and data has been reviewed;
- A Road Safety Audit of the study area has been undertaken;
- Traffic and parking issues and opportunities have been identified;
- Recommendations to improve pedestrian safety and accessibility, traffic flow and road safety have been developed;
- A strategic plan, incorporating an action plan, for the management of pedestrian, cyclist and traffic movements has been developed.

### 1.2 THE STUDY AREA

The Esplanade and Bell Street are popular visitor precincts in Torquay.

The Esplanade runs along the Foreshore Reserve in Torquay. It provides access to the foreshore and beach, as well as being host to shops, restaurants, and businesses. Pedestrian activity is high and car parking is at a premium during summer.

Bell Street provides a connection between the Surf Coast Highway and The Esplanade. It is also host to shops, restaurants, and businesses, as well as night time venues and summer markets, and provides access to the Torquay Foreshore Caravan Park.

The Esplanade and Bell Street also form part of the route of a number of annual cycling events, including the Cadel Evans Great Ocean Road Race.

The location of The Esplanade and Bell Street is shown in **Figure 1**. The study area is highlighted.



COPYRIGHT MELWAY PUBLISHING PTY. LTD. REPRODUCED WITH PERMISSION

FIGURE 1: LOCATION OF THE STUDY AREA

## 2 STRATEGIC CONTEXT

### 2.1 FUTURE GROWTH

Torquay-Jan Jun is the main urban growth centre of Surf Coast Shire and one of the fastest growing areas in Victoria, with a population of 25-30,000 expected by 2040. During holiday periods, the population increases substantially with holidaymakers and overnight visitors.

The *Sustainable Futures Plan Torquay-Jan Jun 2040* establishes that most of the growth will occur in Torquay North. Armstrong Creek is also being developed, with residential lots currently for sale. Potential for even further growth in Torquay and surrounds is as yet unplanned.

With the growing population, there will be a significant increase in the number of people accessing the Torquay town centre and beaches.

Unchecked growth in traffic within The Esplanade and Bell Street corridor is not sustainable. Cycling, walking and public transport will therefore become increasingly significant modes of transport.

Planning for the transport corridor must give due consideration to these sustainable modes of transport.



## 2.2 VICROADS ROAD SAFETY STRATEGY

Victoria's Road Safety Strategy 2013-2022 aims for a future free of deaths and serious injuries on our roads. It is based on the Safe System philosophy which has four key elements:

- Safe roads
- Safe speeds
- Safe vehicles
- Safe people

## 2.3 COUNCIL STRATEGIES

### 2.3.1 Road Safety Strategy 2016-2021

The Road Safety Strategy 2016-2021 aims to *reduce the number of people killed as a result of road crashes in Surf Coast to zero and reduce serious injuries by 30%.*

The Strategy included the following actions in relation to pedestrian safety:

*7.2 Provide improved pedestrian crossing facilities at high risk locations*

*7.3 Develop a clear Council policy around DDA compliance for footpath infrastructure..*

### 2.3.2 Torquay Town Centre Parking and Access Strategy 2016-2021

The Torquay Town Centre Parking and Access Strategy 2016-2021 provides an integrated framework for car parking provision, access and movement in the Town Centre.

Of particular relevance to this study is the following recommendation for The Esplanade:

*Provide traffic signals at The Esplanade/Gilbert Street intersection, redirect the pedestrian paths in the Foreshore Reserve to facilitate crossing on the northern side of Gilbert Street. Investigate the introduction of flat top speed controls in consideration of cycling activities."*

Consideration was also given to provision of a roundabout at The Esplanade/Zeally Bay Road intersection, although this was not supported.

### 2.3.3 Review of Torquay Town Centre Parking and Access Strategy (current)

A review of the 2016-2021 Strategy is currently being undertaken by Hansen Partnership Pty Ltd in conjunction with Martyn Group.

Discussions with the Martyn Group indicate that the following actions, relevant to the Study Area, are being considered:

- One-way traffic movement in Gilbert Street (eastbound). (Note that this was a recommendation of the 2011-2016 Torquay Town Centre Parking and Access Strategy but was not supported by the 2016-2021 Strategy);
- Widening the southern footpath along Gilbert Street; and
- Pedestrian connection between Coulson Lane and The Esplanade.



#### 2.3.4 Pathways Strategy (2012)

The Surf Coast Shire Pathways Strategy 2012 Review identified pathways for funding in the 10 Year Surf Coast Shire Works Program (Year 1 being 2012/13). Paths recommended for funding that are relevant to this study are as follows:

- Bell Street south, from caravan park (eastern) boundary to Surf Beach Drive – upgrade path to a 1.8m-2m wide concrete/asphalt shared path;
- Zeally Bay Road, The Esplanade to Coulson Avenue – 1.5-1.8m wide concrete/asphalt footpath; and
- Pride Street east, Bell Street to end existing path near Price Street - 1.5-1.8m wide concrete/asphalt footpath (completed).

#### 2.4 PLANNING POLICY

The *Torquay-Jan Juc Strategy* at Clause 21.08 in the Surf Coast Planning Scheme provides strategic directions and actions in relation to transport and infrastructure. The following are of particular relevance to this Strategy:

- *Provide a linked network of walking and cycling paths throughout Torquay-Jan Juc, enabling direct access to all activity centres and to and through all areas of public open space.*
- *Develop The Esplanade in a manner that acknowledges its important role and function of providing access to the foreshore and being the visual link between the town and the coast.*

### 3 EXISTING CONDITIONS

#### 3.1 ROAD FUNCTION AND CROSS SECTION

##### 3.1.1 The Esplanade

The Esplanade (Zeally Bay Road to Bell Street) is a Major Council Road. It provides one traffic lane and a bicycle lane in each direction plus kerbside parking. On the western side of the street, kerbside parking is parallel. On the eastern side of the street, angle parking is provided south of Anderson Street and parallel parking north of Anderson Street.

A footpath is provided along the western side of the street and within the Foreshore Reserve on the eastern side.

Facilities to assist pedestrians crossing the The Esplanade are limited, comprising:

- A zebra crossing with a refuge island on The Esplanade just north of Price Street;
- Refuge islands south of Gilbert Street and north of Zeally Bay Road.

A roundabout is provided at the intersection of The Esplanade and Bell Street.

Aerial views of The Esplanade are provided in **Figure 2**.



a) Between Bell St and Price St



b) Between Anderson St and Gilbert St

COPYRIGHT NEARMAP.COM.AU REPRODUCED WITH PERMISSION

FIGURE 2: AERIAL PHOTOS OF THE ESPLANADE

The speed limit on The Esplanade is 50 km/h.

### 3.1.2 Bell Street

Bell Street is also a Major Council Road. It provides one traffic lane and a bicycle lane in each direction plus kerbside parking. Kerbside parking is a mixture of angle parking and parallel parking.

Footpaths are provided along both sides of Bell Street. Zebra crossings are provided just west of Munday Street and mid-block between Munday Street and Davidson Drive.

Roundabouts are provided at the intersections of Bell Street/The Esplanade and Bell Street/Davidson Drive/Rudd Avenue.

Aerial views of Bell Street are provided in **Figure 2**.



a) Between Rudd St and Munday St



b) Between Munday St and Price St

COPYRIGHT NEARMAP.COM.AU REPRODUCED WITH PERMISSION

FIGURE 3: AERIAL PHOTO OF SUBJECT SITE

The speed limit on Bell Street is 50 km/h.





### 3.2 TRAFFIC DATA

Traffic data for The Esplanade and Bell Street was provided by Surf Coast Shire and is summarised in **Table 1**.

LOCATION	DATE/DAY	DAILY TRAFFIC VOLUME	PEAK HOURLY TRAFFIC VOLUME	85 <sup>TH</sup> PERCENTILE SPEED
<b>The Esplanade</b>				
Bell St to Price Street	10-12-2014 Saturday	4,618	652	47.9
Price St to Anderson St	13-1-2016* Sunday	9,266	1,031	41.0
	3-8-2016 Sunday	4,441	662	48.0
Anderson St to Gilbert St	3-8-2016 Sunday	4,665	679	46.4
	26-3-2008* Wednesday	8,369	N/a	45.4
Gilbert St to Zeally Bay Rd	20-5-15 Sunday	5,695	844	47.5
<b>Bell Street</b>				
Surf Coast Hwy to Rudd Ave	4-2-2010 Sunday	5,487	1,363	40.7
Rudd Ave to Munday Street	18-4-2015 Saturday	N/a	583	N/a

\* Note School holidays

**TABLE 1: TRAFFIC VOLUME AND SPEED DATA FOR THE ESPLANADE AND BELL STREET**

Traffic volumes on The Esplanade are typically 4-5,000 vehicles per day (vpd) during the off-peak season, doubling to around 8-10,000 vpd during peak holiday times. Vehicle speeds (85<sup>th</sup> percentile speeds) are typically 46-48km/h

The current traffic volumes on Bell Street (Rudd Avenue to The Esplanade) are expected to be less than 6,000 vpd.

### 3.3 PEDESTRIAN COUNTS

O'Brien Traffic commissioned pedestrian counts on The Esplanade at Gilbert Street on Saturday 8<sup>th</sup> April 2017 (Easter Saturday) between 11am and 2pm.

All pedestrian movements across The Esplanade within approximately 20m (north and south) of the Gilbert Street intersection were recorded during the survey period. Bicycle movements were also recorded. The survey results are provided in **Appendix A** and the peak pedestrian movements shown in **Figure 4**.

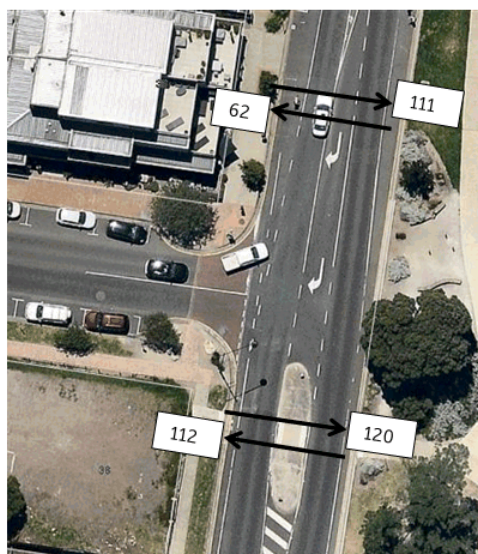


FIGURE 4: PEAK PEDESTRIAN MOVEMENTS ACROSS THE ESPLANADE AT GILBERT STREET, SATURDAY 15<sup>TH</sup> APRIL 2017 (EASTER SATURDAY), 1-2PM

### 3.4 CRASH DATA

Two crashes have been reported within the Study Area in the past five year period (up to October 2016). Both crashes occurred on Bell Street and resulted in 'other injury', as follows:

- Left turn side swipe crash on Bell Street, between Munday Street and Pride Street (2016); and
- U-turn crash on Bell Street at Munday Street (2012).

Review of crash data for previous years (2009 onwards) reveals a further three 'other injury' crashes in the study area:

- Pedestrian crash at The Esplanade/Price Street (2009);
- Left off carriageway on The Esplanade between Gilbert Street and Zeally Bay Road (2009); and
- Cross traffic crash at The Esplanade/Bell Street intersection (2011).

The locations of crashes are shown in **Figure 5**.

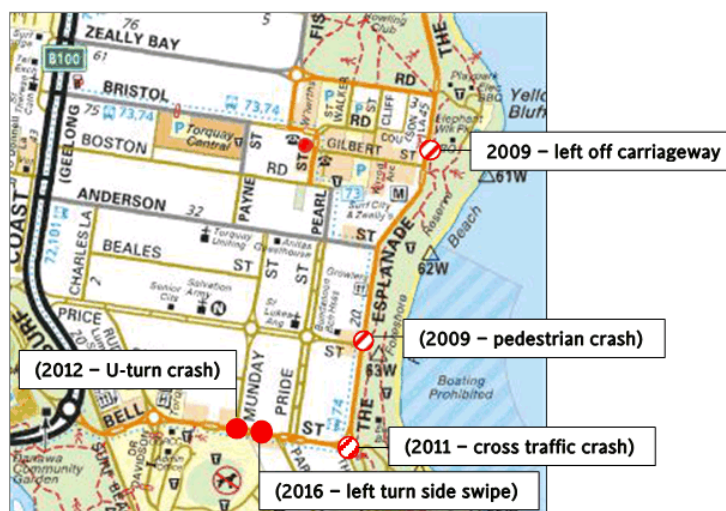


FIGURE 5: CRASH DATA FOR THE ESPLANADE AND BELL STREET

### 3.5 PUBLIC TRANSPORT

Bus routes 50 and 51 provide services between Geelong Station and Jan Juc. Both routes operate along Bell Street and The Esplanade south of Anderson Street.

A V-Line service between Geelong and Apollo Bay also stops in Torquay (but does not operate along Bell Street or The Esplanade).

### 3.6 CYCLING EVENTS

The Esplanade and Bell Street form part of the route of annual cycling events that begin and pass through Torquay.

The Cadel Evans Great Ocean Road Race includes elite men's and women's races plus a 'people's ride'. The elite races include a sprint section southbound on The Esplanade, finishing near Price Street.

The Great Ocean and Otway Classic starts and finishes at Elephant Walk Park and runs along The Esplanade, involving approximately 3,500 riders.

Discussions with Cycling Australia indicate that any additional road furniture within the road pavement on The Esplanade north of Price Street would have an impact on safety during the sprint section of the Cadel Evans Great Ocean Road Race.

## 4 ROAD SAFETY AUDIT

A Road Safety Audit of The Esplanade and Bell Street was undertaken and is provided in **Appendix B**.



The Road Safety Audit recommended numerous actions to improve safety for pedestrians, cyclists and vehicular traffic. The recommendations include:

- Provision of a pedestrian crossing facility on The Esplanade in the vicinity of Anderson Street;
- Improved pedestrian crossing facilities on Price Street (at The Esplanade), Pride Street (at Bell Street), The Esplanade/Bell Street intersection, and Bell Street/Surf Beach Drive;
- Improvements to bicycle facilities on The Esplanade and Bell Street;
- Numerous recommendations in relation to obstacles close to/within footpaths and damaged footpaths;
- A review of Tactile Ground Surface Indicators (TGSIs) in the Study Area;
- Numerous recommendations in relation to vegetation; and
- Recommendations in relation to road pavement surface condition and linemarking.

## 5 TRAFFIC AND PEDESTRIAN STRATEGY

### 5.1 APPROACH

The Traffic and Pedestrian Strategy aims to provide an environment where traffic movement is secondary to pedestrian accessibility and cycling.

Consistent with the VicRoads *SmartRoads* approach to managing the road network (including local roads), a Road Use Hierarchy gives priority based on mode of transport to help resolve competing demands for road space and priority of movement.

The proposed Road Use Hierarchy for The Esplanade and Bell Street is:

1. Pedestrians
2. Cyclists
3. Public Transport
4. Vehicles

The Strategy, based on the above Road Use Hierarchy, can be achieved through traffic calming measures, pedestrian priority treatments, and improved cycling infrastructure.

Over time, this approach would provide improved opportunities for walking and cycling and greater connection between the town centre and the foreshore.

To support the Strategy, road safety principles underpin an Action Plan, with consideration given to flexibility of road furniture to support cycling events.

### 5.2 KEY INITIATIVES

#### 5.2.1 Gateway treatment at The Esplanade / Zeally Bay Road

Provision of a gateway treatment at the northern end of The Esplanade at Zeally Bay Road is desirable to mark the change in function of the road and transition to a lower speed environment (for southbound vehicles).



Two options for a gateway treatment have been considered as follows.

**Roundabout**

A roundabout could be provided at The Esplanade/Zeally Bay Road intersection which would physically slow vehicles on The Esplanade and provide a visual cue to the changed environment.

Provision of zebra crossings on the southern and western legs of the roundabout would improve the level of service and safety for pedestrians at this location. A zebra crossing is not proposed on the northern leg given the existing crossing facility approximately 15m north of Zeally Bay Road which would be maintained.

Bicycle movements would be catered for by the provision of bicycle sharrows on the northern and southern approach legs (see Section 5.2.4).

It is recommended that a roundabout at this location incorporate the entrance to the Torquay Play Park carpark and be designed to accommodate potential bus movements. It is noted that a roundabout would better facilitate right turn movements from Zeally Bay Road to The Esplanade.

While construction of a permanent roundabout would not be supported at this location by Cycling Australia, options for a removable roundabout could be considered. However, a removable roundabout would typically have a lifespan of only 3-5 years, therefore there would be ongoing cost implications. Options for removable roundabouts (and traffic islands) that can be installed/removed without impacting the road surface are available and could be further investigated.

Examples of removable rubber roundabouts are shown in **Figure 6**.



**FIGURE 6: EXAMPLES OF A REMOVABLE RUBBER ROUNDABOUT**

SIDRA intersection analysis has been undertaken to determine the likely traffic impact of a roundabout at this location, with zebra crossings on the southern and western legs. The results of the SIDRA analysis (based on peak traffic volumes and pedestrian counts provided by Council) are presented in **Table 2**. Note that the analysis has been undertaken with and without zebra crossings to demonstrate the impact of the zebra crossings on the roundabout.



OPTION	DEGREE OF SATURATION	AVERAGE DELAY (SEC)	95 <sup>TH</sup> PERCENTILE QUEUE LENGTH	
			VEHICLES	DISTANCE (M)
<i>Existing traffic volumes</i>				
Roundabout with zebra crossings on southern and western legs	0.50	5	4	26
Roundabout with no zebra crossings	0.45	5	4	26
<i>With future growth (10% growth)</i>				
Roundabout with zebra crossings on southern and western legs	0.58	5	5	31
Roundabout with no zebra crossings	0.51	5	5	31

**TABLE 2: SIDRA ANALYSIS RESULTS FOR PROPOSED ROUNDABOUT AT THE ESPLANADE/ZEALLY BAY ROAD**

The SIDRA results indicate that a roundabout with zebra crossings would operate satisfactorily, based on current (peak) traffic volumes and with 10% growth. While the provision of zebra crossings would reduce the capacity at the roundabout, they would have negligible impact on queue length and delay.

***Linemarking Treatment***

A linemarking treatment, similar to that provided along the main commercial street in Port Campbell, could be provided at the northern end of the study treatment (see **Figure 7**). While there would be no physical necessity for cars to reduce speed, the linemarking treatment would provide a visual cue that the road environment had changed.



FIGURE 7: LINE MARKING TREATMENT OF THE MAIN STREET THROUGH PORT CAMPBELL

The linemarking treatment could be provided over the section of road between Zeally Bay Road and the Coulson Lane pedestrian connection, a distance of approximately 80m.

#### ***Merits assessment of gateway treatment options***

A merits based assessment of the gateway treatment options has been undertaken to determine which option would, on balance, provide a better outcome for the precinct.

A number of factors have been considered that are most relevant to this assessment as follows:

- Reduction in vehicle speeds;
- Impact on traffic flow (delays) along the Esplanade;
- Pedestrian connectivity (between the town centre and the foreshore);
- Impact on cyclists;
- Impact on public transport (bus movements);
- Visual impact (improved streetscape);
- Impact on cycling events;
- Maintenance;
- Road hierarchy – how each option supports the road hierarchy given in Section 5.1 (i.e. pedestrians first, cyclists second, public transport third, vehicles forth); and
- Safe systems assessment - the safe systems assessment is based on the Safe System approach to road safety. It considers each option based on the potential severity and likelihood of an incident occurring and recognising that people will make mistakes and have road crashes but the system should be forgiving and those road crashes should not result in death or injury.



For each factor, the options are ranked and a score provided with the highest value (3) for the best outcome and the lowest value (1) for the poorest outcome. The evaluation then considers the collective performance of each option.

**Table 3** presents the merits assessment for the gateway treatment options.

ASSESSMENT CRITERIA	TREATMENT OPTION		
	ROUNDAABOUT	ROUNDAABOUT - REMOVEABLE	LINEMARKING TREATMENT
Reduction in vehicle speed	3	3	1
Impact on traffic flow	1	1	3
Pedestrian connectivity	3	3	1
Impact on cyclists	1	1	3
Impact on public transport	n/a	n/a	n/a
Visual impact	3	1	1
Impact on cycling events	1	3	3
Maintenance	3	1	2
Road Hierarchy	3	3	1
Safe system assessment	3	3	1
<b>Total</b>	<b>21</b>	<b>19</b>	<b>16</b>

**TABLE 3: MERITS ASSESSMENT FOR GATEWAY TREATMENT OPTIONS ON THE ESPLANADE AT ZEALLY BAY ROAD**

Based on the above assessment, a permanent roundabout is the preferred option for a gateway treatment on The Esplanade at Zeally Bay Road.

### 5.2.2 Pedestrian facility at The Esplanade / Gilbert Street

Pedestrian movement between the town centre and foreshore is highest around The Esplanade/Gilbert Street intersection. Desirably, provision for pedestrians would be improved at this location.

Development of any treatment needs to give consideration to the likely conversion of Gilbert Street to one way (eastbound) between The Esplanade and Pearl Street.

Traffic signals at The Esplanade/Gilbert Street intersection have previously been considered. While signals would improve safety and accessibility for pedestrians, they are not considered necessary for operation of the intersection (particularly if Gilbert Street becomes one-way). Pedestrian operated signals could be considered, desirably located on The Esplanade just north of Gilbert Street. However, it is understood that there is community concern regarding the visual impact of traffic signals along The Esplanade.

Alternatively, pedestrian safety and accessibility could be improved by provision of a





zebra crossing on The Esplanade. This could be provided immediately south of Gilbert Street at the existing refuge island.

If Gilbert Street is converted to one-way (eastbound), the existing right turn lane on The Esplanade would become redundant. The zebra crossing and refuge island could be relocated to north of Gilbert Street to better accommodate pedestrian movements (the pedestrian survey results indicate a high proportion of pedestrians currently cross The Esplanade north of Gilbert Street despite the refuge island being located on the south side of the intersection).

Given the width of The Esplanade, a zebra crossing should only be provided with a refuge island to increase pedestrian safety and minimise the impact on traffic flow (i.e. so that vehicles are required to give way to pedestrians on one traffic lane only). To minimise the impact of refuge islands on cycling events, consideration should be given to the provision of a removable island.

SIDRA intersection analysis has been undertaken to determine the likely traffic impact of the above options, that is pedestrian operated signals and a zebra crossing (north or south of Gilbert Street). The analysis is based on the peak traffic and pedestrian data given in Sections 3.2 and 3.3. The pedestrian volumes (counted over Easter) have been increased by a factor of 1.1 to represent the peak summer holiday period. The results are summarised in **Table 4**.

OPTION	DEGREE OF SATURATION	AVERAGE DELAY (SEC)	95 <sup>TH</sup> PERCENTILE QUEUE LENGTH	
			VEHICLES	DISTANCE (M)
<i>Existing traffic volumes</i>				
Pedestrian operated signals	0.67	11	10	68
Zebra crossing	0.56	8	5	31
<i>With future growth (10% growth)</i>				
Pedestrian operated signals	0.74	12	12	82
Zebra crossing	0.61	8	6	39

**TABLE 4: SIDRA ANALYSIS RESULTS FOR PEDESTRIAN TREATMENT OPTIONS ON THE ESPLANADE AT GILBERT STREET**

The SIDRA analysis indicates that the zebra crossing options would provide a better level of service to through traffic on The Esplanade than signals, with shorter delays and queue lengths.

***Merits assessment of pedestrian facility options***

A merits based assessment of the above options has been undertaken to determine which option would, on balance, provide a better outcome for the precinct.

A number of factors have been considered that are most relevant to this assessment as follows:



- Impact on traffic flow (delays) along the Esplanade;
- Pedestrian connectivity (between the town centre and the foreshore);
- Impact on cyclists;
- Impact on public transport (bus movements);
- Visual impact (improved streetscape);
- Impact on cycling events;
- Maintenance;
- Road hierarchy – how each option supports the road hierarchy given in Section 5.1 (i.e. pedestrians first, cyclists second, public transport third, vehicles forth); and
- Safe systems assessment - the safe systems assessment is based on the Safe System approach to road safety. It considers each option based on the potential severity and likelihood of an incident occurring and recognising that people will make mistakes and have road crashes but the system should be forgiving and those road crashes should not result in death or injury.

For each factor, the options are ranked and a score provided with the highest value (3) for the best outcome and the lowest value (1) for the poorest outcome. The evaluation then considers the collective performance of each option.

Table 5 presents the merits assessment for the pedestrian facility options.

ASSESSMENT CRITERIA	TREATMENT OPTION		
	PEDESTRIAN OPERATED SIGNALS	ZEBRA CROSSING (NORTH OR SOUTH OF GILBERT STREET)	
		PERMANENT ISLAND	REMOVABLE ISLAND
Impact on traffic flow	1	3	3
Pedestrian connectivity	1	3	3
Impact on cyclists	1	3	3
Impact on public transport	n/a	n/a	n/a
Visual impact	1	3	2
Impact on cycling events	3	1	3
Maintenance	1	3	2
Road Hierarchy	1	3	3
Safe system assessment	3	1	1
<b>Total</b>	<b>12</b>	<b>20</b>	<b>20</b>

TABLE 5: MERITS ASSESSMENT FOR GATEWAY TREATMENT OPTIONS ON THE ESPLANADE AT ZEALLY BAY ROAD



Based on the above assessment, a zebra crossing located either north or south of Gilbert Street (with a permanent or removable refuge island), is the preferred pedestrian facility for The Esplanade at Gilbert Street.

### 5.2.3 Other pedestrian facilities

#### *The Esplanade*

In addition to the proposed zebra crossings at Gilbert Street, zebra crossings are proposed at the following locations to improve accessibility between the town centre and the foreshore:

- South of Zeally Bay Road – on the southern leg of the proposed roundabout; and
- North of Anderson Street.

As discussed above, where zebra crossings are proposed, refuge islands should also be installed to increase pedestrian safety and minimise the impact on traffic flow.

To minimise the impact of the proposed pedestrian treatments on cycling events, consideration should be given to provision of removable refuge islands at the above locations.

Zebra crossings would also be provided on the side streets (Zeally Bay Road, Gilbert Street, Anderson Street, and Price Street) to give priority to pedestrians walking along The Esplanade.

South of Anderson Street, provision of kerb outstands with kerb ramps would assist pedestrians crossing midblock. Specifically, midblock kerb outstands are proposed at the following locations:

- between Anderson Street and Price Street; and
- between Price Street and Bell Street.

Provision of kerb outstands would result in the loss of 3 car spaces at each of the above locations.

In addition, future consideration should be given to the provision of kerb outstands on The Esplanade opposite the proposed Coulson Lane pedestrian link. While there is minimal pedestrian movement across The Esplanade at this location currently, pedestrian activity is likely to increase as the area is further developed.

#### *Bell Street*

The level of service and safety for pedestrians at the roundabouts on Bell Street at The Esplanade and Rudd Avenue/Davidson Drive could be improved by the provision of zebra crossings on each leg.

Pedestrians crossing Bell Street between Rudd Avenue and Munday Street are well catered for by the two existing zebra crossings with kerb outstands and refuge islands. However, no pedestrian crossing facilities are provided between Munday Street and The Esplanade.

Kerb ramps could be provided on Bell Street east of Park Lane and west of Pride Street to facilitate pedestrians crossing at this location. The kerb ramps should align with the



existing median island on Bell Street, where kerb ramps should also be provided to enable pedestrians to use the island as a refuge.

As identified in the Surf Coast Shire Pathways Strategy 2012 Review, the footpath on the southern side of Bell Street between the eastern boundary of the caravan park and Surf Beach Drive should be upgraded to a sealed path.

#### 5.2.4 Bicycle facilities

Bicycle lanes are currently provided along both sides of Bell Street and The Esplanade within the study area. However much can be done to improve the facility for cyclists and increase conspicuity to other road users. The following actions are recommended:

- Provide well maintained bicycle lane lines, with two lane lines provided adjacent to parking spaces where possible;
- Provide bicycle logos within bicycle lanes at 200m intervals in accordance with AS 1742.9-2000;
- Provide bicycle lane signage in accordance with AS 1742.9-2000;
- Continue the bicycle lane on The Esplanade at the Price Street intersection;
- Provide coloured pavement treatment on bicycle lanes through intersections with side streets (see, for example **Figure 8**);
- Provide sharrows at the roundabouts on The Esplanade and Bell Street (including any new roundabout on The Esplanade at Zeally Bay Road). Sharrows can be used on the approach to roundabouts where a bicycle lane has terminated, and indicate that cyclists are to merge and share the lane with the vehicular traffic. An example of the use of sharrows is shown in **Figure 9**.



COPYRIGHT NEARMAP.COM.AU REPRODUCED WITH PERMISSION

**FIGURE 8: EXAMPLE OF COLOURED PAVEMENT TREATMENT ON BICYCLE LANE AT INTERSECTION WITH A SIDE STREET**



FIGURE 9: EXAMPLE OF BICYCLE TREATMENT AT A ROUNDABOUT – BICYCLE LANE TERMINATES ON THE APPROACH AND SHARROWS ARE PROVIDED IN THE TRAFFIC LANE TO INDICATE THAT CYCLISTS ARE TO MERGE AND SHARE THE TRAFFIC LANE

#### 5.2.5 Seasonal speed limit

A reduced speed limit of 40km/h is proposed within the study area to reinforce the low speed environment.

#### 5.2.6 Road Safety Audit recommendations

In addition to the above, the recommendations contained within the Road Safety Audit should be implemented as part of the Strategy.

#### 5.2.7 Landscaping opportunities

The importance of The Esplanade as a tourist promenade should not be overlooked. Desirably landscape design elements would be introduced along The Esplanade and foreshore which would enhance amenity and contribute to creating a low speed, pedestrian friendly environment.

### 5.3 ACTION PLAN

An action plan has been developed to guide Council in implementing the Strategy. For each action, a cost estimate and priority (low, medium, high) is provided.

Concept plans have been developed and are provided in **Appendix C**.



ACTION	ESTIMATED CONSTRUCTION COST*	MAINTENANCE COST	PRIORITY
1. Install a roundabout at The Esplanade/Zeally Bay Road intersection, including lighting upgrade, with zebra crossings on the southern, western and eastern legs. The entrance to the Torquay Play Park car park would be incorporated into the eastern leg of the roundabout.  Permanent islands Removable islands – central island and southern splitter island	\$650,000 \$630,000	Low High	Medium Medium
2. Implement a speed limit of 40km/h along The Esplanade (south of Zeally Bay Road) and Bell Street.	\$10,000	Low	High
3. Provide zebra crossings with refuge islands and lighting upgrade on The Esplanade at key locations as follows:  3.1 South of Gilbert Street at the existing refuge island, <b>or</b> North of Gilbert Street, if Gilbert Street is converted to one-way (eastbound) Removable refuge island Permanent refuge island  3.2 South of Anderson Street (minor road widening required) Removable refuge island Permanent refuge island	\$6,000 \$18,000 \$23,000 \$30,000 \$35,000	Low High Low High Low	High High High High High
4. Provide zebra crossings on each leg of the roundabouts, including lighting upgrades as necessary, at:  4.1 The Esplanade/Bell Street (including modification to kerb outstand on north-eastern corner) 4.2 Bell Street/Rudd Ave/Davidson Drive (including modification to kerb outstand on north-eastern corner)	\$20,000 \$20,000	Low Low	High High
5. Provide kerb outstands with kerb ramps at the following locations on The Esplanade:  5.1 Opposite the pedestrian link to Coulson Lane (for future consideration) 5.2 Mid-block between Price Street and Anderson Street 5.2 Mid-block between Anderson Street and Bell Street	\$20,000 \$20,000 \$20,000	Low Low Low	Low Low Low



6.	Provide zebra crossings, including lighting upgrades, on the following side streets:			
6.1	Zeally Bay Road at The Esplanade	\$6,000	Low	Medium
6.2	Gilbert Street at The Esplanade	\$6,000	Low	High
6.3	Anderson Street at The Esplanade, including refuge island	\$20,000	Low	Medium
6.4	Price Street at The Esplanade, including modifications to existing splitter island	\$15,000	Low	Medium
7.	Provide kerb ramps at the following locations:			
7.1	Bell Street (southern side) east of Park Lane, (northern side) west side of Munday Street, and on median island	\$5,000	Low	Low
7.2	Pride Street at Bell Street -east and west side and on splitter island.	\$3,000	Low	Medium
8.	Construct footpath on the southern side of Bell Street between the caravan park eastern boundary and Surf Beach Drive (approximately 300m).	\$66,000	Low	Medium
9.	Upgrade bicycle lanes along The Esplanade and Bell Street including lane lines, bicycle logos and signage in accordance with AS1742.9-2000. Provide coloured pavement treatment at intersections with side streets.	\$100,000	Medium	High
10.	Provide sharrows on each approach to the roundabouts at the following locations:			
10.1	The Esplanade/Bell Street	\$8,000	Low	High
10.2	Bell Street/Surf Beach Drive	\$8,000	Low	High
11.	Undertake a review of Tactile Ground Surface Indicators along The Esplanade and Bell Street	\$8,000	N/a	Medium
12.	Review provision of timber bollards in Bell Street, in particular:			
12.1	Remove timber bollards from median islands in Bell Street and provide reflectors on kerb	\$4,000	N/a	Medium
12.2	Remove timber bollards from departure side of Bell Street/Rudd Avenue/Davidson Drive roundabout	\$2,000	N/a	Medium
12.3	Review provision/ location of timber bollards at pedestrian crossing points along Bell Street	\$2,000	N/a	Medium
13.	Implement recommendations from the Road Safety Audit in relation to damaged footpaths, pavement condition, signage, hazards, linemarking, vegetation etc.	From annual maintenance budget	Low	Refer RSA
14.	Engage landscape architects to provide a concept design to enhance The Esplanade and foreshore area.	\$15,000	N/a	Low

\* NOTE DOES NOT INCLUDE DESIGN COST, PROJECT MANAGEMENT COST OR CONTINGENCY



APPENDIX A

**PEDESTRIAN SURVEY RESULTS**



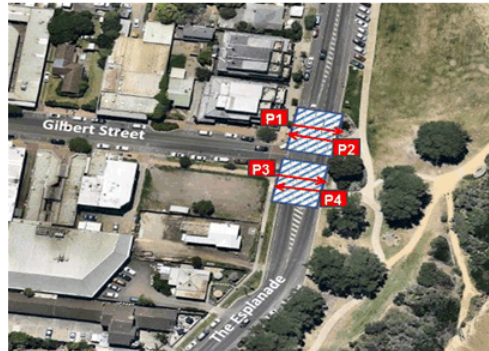


FIGURE A1: LOCATION OF PEDESTRIAN SURVEY

Absolute Value		Pedestrian Movements							
TIME		P1		P2		P3		P4	
		Ped	Bike	Ped	Bike	Ped	Bike	Ped	Bike
11:00	11:15	7	2	1	0	24	2	42	2
11:15	11:30	13	0	6	2	46	1	35	1
11:30	11:45	13	0	9	0	31	0	30	5
11:45	12:00	20	0	11	0	28	0	73	4
12:00	12:15	0	2	5	0	23	4	40	3
12:15	12:30	14	0	13	1	38	0	27	4
12:30	12:45	9	0	4	1	19	5	23	3
12:45	13:00	10	1	26	0	22	1	36	5
13:00	13:15	31	3	24	1	34	4	24	0
13:15	13:30	23	5	17	0	40	0	27	0
13:30	13:45	29	0	6	3	21	2	14	5
13:45	14:00	28	0	15	0	25	0	47	1

Absolute Value		Pedestrian Movements							
TIME		P1		P2		P3		P4	
		Ped	Bike	Ped	Bike	Ped	Bike	Ped	Bike
11:00	11:15	7	2	1	0	24	2	42	2
11:15	11:30	20	2	7	2	70	3	77	3
11:30	11:45	33	2	16	2	101	3	107	8
11:45	12:00	53	2	27	2	129	3	180	12
12:00	12:15	53	4	32	2	152	7	220	15
12:15	12:30	67	4	45	3	190	7	247	19
12:30	12:45	76	4	49	4	209	12	270	22
12:45	13:00	86	5	75	4	231	13	306	27
13:00	13:15	117	8	99	5	265	17	330	27
13:15	13:30	140	13	116	5	305	17	357	27
13:30	13:45	169	13	122	8	326	19	371	32
13:45	14:00	197	13	137	8	351	19	418	33

TABLE A1: PEDESTRIAN SURVEY RESULTS, SATURDAY 8<sup>TH</sup> APRIL 2017



APPENDIX B

**ROAD SAFETY AUDIT**



## ROAD SAFETY AUDIT

EXISTING CONDITIONS ROAD SAFETY AUDIT  
THE ESPLANADE AND BELL STREET, TORQUAY

18 MAY 2017



THE ESPLANADE AND BELL STREET,  
TORQUAY

CLIENT: Surf Coast Shire Council

**OBT JOB NUMBER: 17439**



Suite 2.03, 789 Toorak Road  
Hawthorn East VIC 3123

**T:** +61 3 9804 3610

**W:** [obrientraffic.com](http://obrientraffic.com)

ABN 55 007 006 037

**AUDITORS**

Jemima Macaulay

Matt Harridge



# CONTENTS

<b>1</b>	<b>INTRODUCTION</b>	<b>1</b>
<b>2</b>	<b>FINDINGS, RECOMMENDATIONS &amp; DECISION TRACKING</b>	<b>4</b>
<b>3</b>	<b>CONCLUSIONS</b>	<b>35</b>
<b>4</b>	<b>AUDIT STATEMENT</b>	<b>35</b>



## 1 INTRODUCTION

### 1.1 SAFETY AUDIT DEFINITION & PURPOSE

Safety Audit is a formalised process to:

- Identify potential safety problems for road users and others affected by a road project; and
- Ensure that measures to eliminate or reduce the problems are fully considered.

It can be carried out at the following project stages:

- feasibility stage;
- preliminary design stage;
- detailed design stage; and
- pre-opening stage.

A road safety audit may also be conducted:

- for roadwork traffic management required during construction of significant projects; and
- on the existing road network.

This is an Existing Conditions Road Safety Audit.

### 1.2 THE AUDIT TEAM

The audit team comprised:

- Jemima Macaulay, Associate, O'Brien Traffic – Senior Road Safety Auditor; and
- Matt Harridge, Director, O'Brien Traffic – Senior Road Safety Auditor.

As part of this Road Safety Audit the site has been inspected Thursday 23<sup>rd</sup> February 2017.

Prior to this audit, the auditors have not had any involvement with the design or development of the audit area.

### 1.3 THE SITE AREA

The area for the audit is The Esplanade, between Zeally Bay Road and Bell Street, and Bell Street, between The Esplanade and Surf Beach Drive, as shown in **Figure 1**.



COPYRIGHT MELWAY PUBLISHING PTY. LTD. REPRODUCED WITH PERMISSION

FIGURE 1: LOCATION OF AUDIT AREA

#### 1.4 REVIEW PROCESS & FORMAT

This audit has been carried out generally in accordance with Austroads Guide to Road Safety Part 6: Road Safety Audit (2009).

Section 4.8 C of the Guide (Pages 31 and 32) presents a useful indication of the level of risk and how to respond to it. An extract from this section of the Guide is included on the following page of this Audit Report.

The frequency of the risk (Table 4.1 of the Guide) and the severity of the risk (Table 4.2 of the Guide) can be used to select the risk category - Intolerable, High, Medium, Low (Table 4.3 of the Guide), and in turn this risk category can be used to suggest a treatment approach (Table 4.4 of the Guide).

Additionally we have included a 'Comment' risk category which is an issue of very low significance or an action that may be outside the scope of this road safety audit, but which may improve the overall design or be of wider significance.

The issues raised in the Audit are set out in tabular format in **Section 2**. Each issue raised is numbered for ease of reference. A recommendation for action follows the discussion of each issue.



**Table 4.1: How often is the problem likely to lead to a crash?**

Frequency	Description
Frequent	Once or more per week
Probable	Once or more per year (but less than once a week)
Occasional	Once every five or ten years
Improbable	Less often than once every ten years

**Table 4.2: What is the likely severity of the resulting crash type?**

Severity	Description	Examples
Catastrophic	Likely multiple deaths	High-speed, multi-vehicle crash on a freeway. Car runs into crowded bus stop. Bus and petrol tanker collide. Collapse of a bridge or tunnel.
Serious	Likely death or serious injury	High or medium-speed vehicle/vehicle collision. High or medium-speed collision with a fixed roadside object. Pedestrian or cyclist struck by a car.
Minor	Likely minor injury	Some low-speed vehicle collisions. Cyclist falls from bicycle at low speed. Left-turn rear-end crash in a slip lane.
Limited	Likely trivial injury or property damage only	Some low-speed vehicle collisions. Pedestrian walks into object (no head injury). Car reverses into post.

**Table 4.3: The resulting level of risk**

	Frequent	Probable	Occasional	Improbable
Catastrophic	Intolerable	Intolerable	Intolerable	High
Serious	Intolerable	Intolerable	High	Medium
Minor	Intolerable	High	Medium	Low
Limited	High	Medium	Low	Low

**Table 4.4: Treatment approach**

Risk	Suggested treatment approach
Intolerable	Must be corrected.
High	Should be corrected or the risk significantly reduced, even if the treatment costs is high.
Medium	Should be corrected or the risk significantly reduced, if the treatment cost is moderate, but not high.
Low	Should be corrected or the risk reduced, if the treatment cost is low.





## 1.5 DISCLAIMER

The findings and recommendations in this report are based on an examination of the road, and its environs, and the opinions of the audit team. However, it must be recognized that safety cannot be guaranteed since no road can be regarded as absolutely safe. Readers are urged to seek specific technical advice on matters raised and not rely solely on the report.

The auditors also point out that no guarantee is made that every deficiency has been identified. Further, if all the recommendations in this report were to be followed, this would not guarantee that the project is 'safe'; rather, adoption of the recommendations should improve the level of safety of the facility.

While every effort has been made to ensure the accuracy of the report, it is made available strictly on the basis that anyone relying on it does so at their own risk without any liability to members of the audit team or their respective organisations.

## 2 FINDINGS, RECOMMENDATIONS & DECISION TRACKING

The following table provides the:

- Review findings;
- Review recommendations; and
- Decision tracking form (for completion by the client/project manager).

Photographs that help highlight the issues are included in the table.



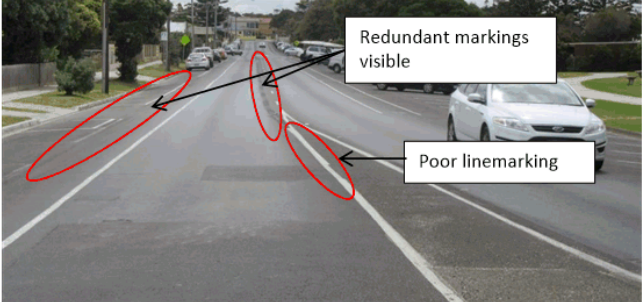
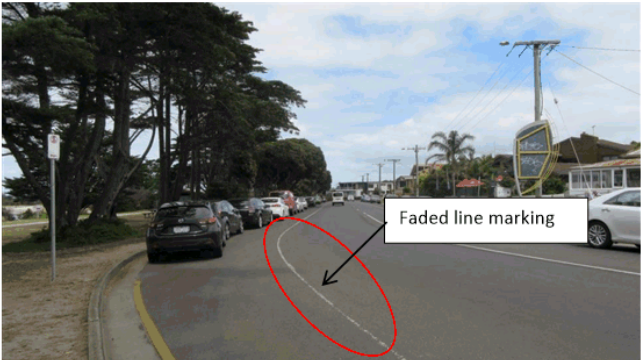
**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Project title	The Esplanade (Zeally Bay Rd to Bell St) and Bell Street, Torquay	Review stage	Existing Conditions
Project manager	Aoife Corcoran	Designer	N/A
Road Safety Auditors	Jemima Macaulay, Associate, O'Brien Traffic Matt Harridge, Director, O'Brien Traffic		

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
1	<p><b>Poor provision for pedestrians crossing The Esplanade between Price Street and Gilbert Street</b></p> <p>The Esplanade has a wide carriageway (approximately 13-15m wide) which pedestrians must negotiate to cross the road. Refuge islands are provided at Price Street, Gilbert Street and Zeally Bay Road to assist pedestrians. However there are no crossing facilities between Price Street and Gilbert Street, a distance of over 400m. Given the high pedestrian demand (particularly in the summer months), an additional pedestrian crossing facility should be provided, desirably close to Anderson Street.</p> <p><b>Recommendation 1:</b> Provide a pedestrian crossing facility on The Esplanade in the vicinity of Anderson Street.</p>	Medium		
2	<p><b>Line marking</b></p> <p>Line marking on sections of The Esplanade is faded and redundant markings are visible, including where lines have been blacked out (see <b>Photos 1 and 2</b>). This may be confusing for motorists, particularly in dark, wet conditions.</p>	Low		



**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p>Redundant markings visible</p> <p>Poor linemarking</p> <p><b>Photo 1. Line marking on The Esplanade</b></p>  <p>Faded line marking</p> <p><b>Photo 2. Line marking on The Esplanade</b></p>			




**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	<p>At the zebra crossing near Price Street, pavement repair work has been undertaken near the refuge island and the zebra crossing marking has not been re-marked (see <b>Photo 3</b>). This may reduce conspicuity of the crossing for motorists.</p>  <p><b>Photo 3. Zebra crossing on The Esplanade near Price Street</b></p> <p>Redundant lane lines are also visible on Bell Street (See <b>Photo 4</b>).</p>			




**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p><b>Photo 4. Redundant lane markings on Bell Street</b></p> <p><b>Recommendation 2:</b> Remove redundant line marking on The Esplanade and Bell Street.</p> <p><b>Recommendation 3:</b> Re-mark faded line marking on The Esplanade.</p> <p><b>Recommendation 4:</b> Re-mark missing marking at the zebra crossing on The Esplanade at Price Street.</p>			
3	<p><b>Bicycle lanes on The Esplanade</b></p> <p>Bicycle lanes are provided along both sides of The Esplanade however the bicycle logos are typically very faded or non-existent and no 'Bicycle Lane' signage is provided. This reduces the conspicuity of the bicycle lanes to motorists and other road users.</p> <p>Currently the bicycle lanes end approaching the Price Street and Bell Street intersections (although this is not indicated by signage or pavement markings) (see <b>Photo 5</b>). Consideration should be given to bicycle treatments at these intersections.</p>	Medium		



**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p><b>Photo 5. End of bicycle lane on The Esplanade approaching Bell Street</b></p> <p>Desirably the bicycle lanes should continue through the Price Street intersection, although this may require relocation of the bus stops and changes to the kerb outstand. At the roundabout at Bell Street, sharrows could be provided on each approach to the roundabout to indicate to all road users that cyclists are to share the traffic lane.</p> <p>The bicycle lane lines on the western side of The Esplanade at Gilbert Street are confusing as the redundant lines have not been removed (see <b>Photo 6</b>).</p>  <p><b>Photo 6. Redundant bicycle lane markings on The Esplanade at Gilbert Street</b></p>			



**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	<p><b>Recommendation 5:</b> Mark/remark bicycle logos on The Esplanade at 200m intervals in accordance with AS 1742.9-2000.</p> <p><b>Recommendation 7:</b> Provide bicycle lane signage in accordance with AS 1742.9 – 2000, including End Bicycle Lane signage where bicycle lanes end.</p> <p><b>Recommendation 8:</b> Continue bicycle lane on The Esplanade through the Price Street intersection.</p> <p><b>Recommendation 9:</b> Provide sharrows on each approach to the roundabout at The Esplanade/Bell Street intersection.</p> <p><b>Recommendation 10:</b> Remove redundant lines on the western side of The Esplanade, north of Gilbert Street.</p>			
4	<p><b>Bicycle lane widths on The Esplanade</b></p> <p>Where The Esplanade bends (at Anderson Street and south of Gilbert Street), the bicycle lane on the inside of the curves narrow to less than 1.5m, which is less than the desirable width for an on-road bicycle lane.</p> <p><b>Recommendation 11:</b> Review lane lines on The Esplanade around the bends at Anderson Street and south of Gilbert Street and increase the width of the bicycle lanes to minimum 1.5m.</p>	Medium		
5	<p><b>Bicycle lanes on Bell Street</b></p> <p>Bicycle lanes are provided along both sides of Bell Street, however bicycle logos are typically very faded or non-existent and no 'Bicycle Lane' signage is provided. This reduces the conspicuity of the bicycle lanes to motorists and other road users.</p> <p>Desirably both lane lines for the bicycle lanes should be marked adjacent to the parallel kerbside parking – at the eastern end of Bell Street (both sides) and the western end of Bell Street (northern side). This provides guidance for cyclists to provide clearance to car doors (and potential dooring incidents) and improves conspicuity of the bicycle lanes.</p>	Medium		




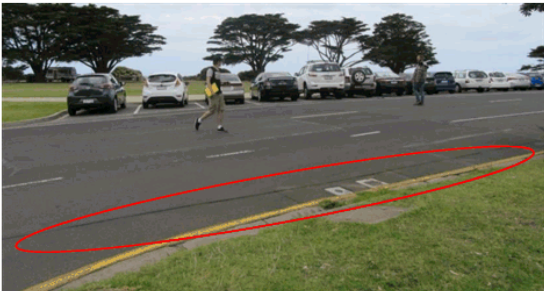
**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	<p>Currently the bicycle lanes end prior to the roundabout at Rudd Avenue/Davidson Drive, although there are no signs to indicated the end of the bike lanes. Sharrows could be provided on each approach to the roundabout to indicate to all road users that cyclists are to share the traffic lane.</p> <p><b>Recommendation 12:</b> Mark/remark bicycle logos on Bell Street at 200m intervals in accordance with AS 1742.9-2000.</p> <p><b>Recommendation 13:</b> Provide bicycle lane signage in accordance with AS 1742.9 – 2000.</p> <p><b>Recommendation 14:</b> Mark both lanes lines for bicycle lanes adjacent to parallel kerbside parking on the eastern end of Bell Street (both sides) and the western end of Bell Street (northern side).</p> <p><b>Recommendation 15:</b> Provide sharrows on each approach to the roundabout at the Bell Street/Rudd Avenue/Davidson Drive intersection.</p>			
6	<p><b>Pavement condition on The Esplanade</b></p> <p>On the western side of The Esplanade, there is a crack in the road pavement near the kerb which provides a poor riding surface for cyclists. At several locations pits are also located in the road pavement within the bike lane (see <b>Photos 7 and 8</b>). The uneven surface also coincides with the pedestrian crossing point south of Gilbert Street.</p>	Low		






**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p><b>Photo 7.</b> Poor surface condition on the western side of The Esplanade south of Gilbert Street.</p>  <p><b>Photo 8.</b> Poor surface condition on the western side of The Esplanade south of Zeally Bay Road.</p> <p><b>Recommendation 16:</b> Repair road pavement on the western side of the Esplanade to provide an even surface. Make surface flush around pits.</p>			




**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
7	<p><b>Zebra Crossing on The Esplanade north of Price Street</b></p> <p>At the zebra crossing on The Esplanade north of Price Street, no pedestrian crossing signs are provided on the refuge island (see <b>Photo 9</b>). Provision of pedestrian crossing signs on the refuge island, facing each direction, would increase conspicuity of the crossing to approaching road users. There may be a benefit to traffic flow also, as motorists would only be required to give way to pedestrians on the crossing between the kerb and the refuge island (currently motorists must give way to pedestrians on the crossing on either side of the refuge island).</p>  <p><b>Photo 9. Zebra Crossing on The Esplanade north of Price Street</b></p> <p><b>Recommendation 17:</b> Provide Pedestrian Crossing signs on the refuge island, facing each direction, at the zebra crossing on The Esplanade north of Price Street.</p>	Low		
8	<p><b>Splitter island in Price Street at The Esplanade</b></p> <p>The splitter island in Price Street at The Esplanade is set back from the intersection (presumably to accommodate vehicle turning movements) and does not provide a refuge</p>	Low		




**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	<p>for pedestrians crossing the street (see <b>Photo 10</b>). The kerb ramps on either side of Price Street direct pedestrians to walk around the front of the splitter island. Desirably the splitter island would include kerb ramps which align with the footpath along The Esplanade, and would provide a refuge for pedestrians crossing the street.</p>  <p><b>Photo 10. Splitter island on Price Street at The Esplanade</b></p> <p><b>Recommendation 18:</b> Review design of the splitter island in Price Street at The Esplanade with a view to providing kerb ramps and a refuge for pedestrians crossing the street. Realign footpath kerb ramps on either side of Price Street to align with splitter/refuge island as necessary.</p>			
9	<p><b>Splitter island in Pride Street at Bell Street</b></p> <p>The splitter island in Pride Street at Bell Street has no kerb ramps making it difficult for mobility impaired pedestrians to cross (see <b>Photo 11</b>).</p>	Low		



**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p><b>Photo 11. Splitter island on Pride Street at Bell Street</b></p> <p><b>Recommendation 19:</b> Provide kerb ramps on splitter island in Pride Street at Bell Street. Align kerb ramps on the eastern and western side of Pride Street to align with kerb ramps on the splitter island.</p>			
10	<p><b>Provision for pedestrians crossing at The Esplanade/Bell Street roundabout</b></p> <p><i>Pedestrians Give Way</i> signs are provided on both sides of Bell Street at The Esplanade roundabout (see <b>Photo 12</b>). The signs are mounted above head height and are likely to be unnoticed by many pedestrians. It may be more effective to provide signage on a lower totem style pole or use pavement markings.</p> <p>Alternatively, consideration could be given to providing priority for pedestrians crossing at the intersection. Zebra crossings could be provided on each leg of the roundabout, set back approximately 6m from the circulating lane.</p>	Low		




**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p><b>Photo 12. Pedestrians Give Way sign at The Esplanade/Bell Street roundabout</b></p> <p><b>Recommendation 20:</b> Replace Pedestrians Give Way sign with signage on a totem style pole or pavement markings on Bell Street at The Esplanade.</p> <p><b>Recommendation 21:</b> Consider provision of zebra crossings on each leg of The Esplanade/Bell Street roundabout.</p>			
11	<p>Walkway on the north-eastern corner of The Esplanade/Bell Street roundabout</p> <p>The timber walkway on the north-eastern corner of The Esplanade/Bell Street roundabout is damaged and could be a trip hazard (see <b>Photo 13</b>).</p>	Low		





**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p><b>Photo 13. Damaged timber walkway on the northern side of The Esplanade at Bell Street</b> <i>Recommendation 22: Repair timber walkway on the north-eastern side of The Esplanade/ Bell Street roundabout.</i></p>			
12	<p><b>Obstacles on footpath along Bell Street</b> At several locations along Bell Street, clothing racks and sign boards are placed on the footpath and are obstacles for pedestrians (see <b>Photos 14 and 15</b>).</p>	Low		




**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p><b>Photo 14. Clothing rack on footpath, southern side of Bell Street</b></p>  <p><b>Photo 15. A-frame sign board on footpath, southern side of Bell Street</b></p> <p><b>Recommendation 23:</b> <i>Ensure goods/signs place on footpath are in accordance with Councils Local Laws.</i></p>			




**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
13	<p>Garden strip adjacent to caravan park on southern side of Bell Street,</p> <p>Adjacent to the caravan park, on the southern side of Bell Street, the timber garden edge juts in and out from the fence line and is a potential trip hazard for pedestrians on the footpath (see <b>Photo 16</b>).</p>  <p><b>Photo 16. Timber garden strip adjacent to caravan park juts in and out from the fenceline, southern side of Bell Street</b></p> <p><b>Recommendation 24:</b> <i>Redo timber garden edge adjacent to caravan park to provide a consistent edge parallel to the footpath, preferably within the fence line.</i></p>	Low		
14	<p>Step on footpath, northern side of Bell Street west of Munday Street</p> <p>On the northern side of Bell Street, west of Munday Street, a step is located outside the building on the footpath and is a potential trip hazard (see <b>Photo 17</b>). It is noted that the real estate agent places his advertising papers adjacent to the step during the day which may reduce the risk. Desirably the step would be removed, although this is unlikely to be feasible. Alternatively, pavement markings and/or reflective markings should be provided to increase conspicuity of the step.</p>	Medium		





**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p><b>Photo 17. Step on footpath, northern side of Bell Street west of Munday Street</b> <i>Recommendation 25: Provide pavement markings on each approach to the step and/or reflective markers on each edge of the step to increase its conspicuity.</i></p>			
15	<p>Footpath condition, southern side of Bell Street between Davidson Drive and Surf Beach Drive</p> <p>The gravel footpath along the southern side of Bell Street between Davidson Drive and Surf Beach Drive is rutted and has pit lids jutting out (see <b>Photo 18</b>), providing a poor surface for pedestrians. In addition a utility pole is located in near the middle of the path and may be difficult to see in poor light conditions.</p>	Low		




**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p><b>Photo 18. Timber garden strip adjacent to caravan park juts in and out from the fenceline, southern side of Bell Street</b></p> <p><b>Recommendation 26:</b> Seal footpath on the southern side of Bell street, between Davidson Drive and Surf Beach Drive.</p> <p><b>Recommendation 27:</b> Provide reflective material on utility pole on southern side of Bell Street, between Davidson Drive and Surf Beach Drive to increase conspicuity in poor light conditions.</p>			
16	<p><b>Pedestrian crossing point on Bell Street east of Surf Beach Drive</b></p> <p>On the southern side of the pedestrian crossing point on Bell Street, east of Surf Beach Drive, a signpost is located on the path however the sign is missing (see <b>Photo 19</b>). The signpost is a potential hazard and should be removed. If the sign is replaced, it should be relocated closer to the plants.</p>	Low		




**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p><b>Photo 19. Redundant sign post, southern side of Bell Street at Surf Beach Drive</b></p> <p>In addition, the kerb ramp on the northern side of the crossing does not align with the kerb ramps on the refuge island.</p> <p><b>Recommendation 28:</b> Remove redundant signpost on south-eastern corner of Bell Street/ Surf Beach Drive, or replace sign and relocate closer to plants.</p> <p><b>Recommendation 29:</b> Consider modifying kerb ramp on northern side of Bell Street, east of Surf Beach Drive, to align with kerb ramps on refuge island.</p>			
17	<p><b>Blind accesses, northern side of Bell Street</b></p> <p>Along the northern side of Bell Street, between Rudd Avenue and Munday Street, there are a couple of private properties with vehicular access to Bell Street that have no visibility to pedestrians approaching along the footpath (see <b>Photo 20</b>).</p>	Medium		




**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p><b>Photo 20. Blind accesses along northern side of Bell Street</b></p> <p><b>Recommendation 30:</b> Liaise with property owners to consider treatments to reduce potential for conflict between exiting vehicles and pedestrians, such as signage (eg. Look for Pedestrians) or speed humps in the driveway.</p>			
18	<p><b>Tactile Ground Surface Indicators (TGSI)</b></p> <p>Where the footpath on the western side of The Esplanade crosses side streets, Tactile Ground Surface Indicators (TGSI) are generally not provided. Similarly some crossing points along Bell Street don't have TGSIs. Where TGSIs are provided, there are often no directional indicators.</p> <p>At the bus stop on the western side of The Esplanade, north of Price Street, part of the directional indicator is missing (see <b>Photo 21</b>).</p>	Medium		



**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p><b>Photo 21. Directional TGSIs partially missing at bus stop, western side of The Esplanade, north of Price Street</b></p> <p><b>Recommendation 31:</b> Undertake a review of Tactile Ground Surface Indicators in the audit area and provide TGSIs as appropriate in accordance with Australian Standard AS1428.4.1:2009.</p>			
19	<p><b>Timber posts in median and at pedestrian crossing points in Bell Street</b></p> <p>At numerous locations along Bell Street, large timber bollards are located in median islands and at pedestrian crossing points (see, for example <b>Photos 22 and 23</b>). The timber bollards are a potential hazard if struck by an errant vehicle. The bollards in the median islands and on the departure side of the Bell Street/Davidson Street roundabout are particularly vulnerable to being struck.</p> <p>In addition, where the bollards are located at pedestrian crossing points, they can be a potential hazard to vision impaired pedestrians, particularly where they are located in the path of travel. See, for example, the bollard on the north eastern corner of Bell Street/Rudd Avenue intersection, as shown in <b>Photo 22</b>. (Note also, no TGSIs at this location).</p>	Medium		




**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p><b>Photo 22. Timber posts in median islands along Bell Street</b></p>  <p><b>Photo 23. Timber posts at pedestrian crossing point, north eastern corner of Bell Street/Rudd Avenue</b></p> <p><b>Recommendation 32:</b> Remove timber bollards from the Bell Street median islands and provide reflectors on kerb.</p> <p><b>Recommendation 33:</b> Remove timber bollards from the departure side of the Bell</p>			



**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	<p><i>Street/Davidson Drive/Rudd Street roundabout.</i></p> <p><b>Recommendation 34:</b> <i>Reconsider the provision/location of timber bollards at other pedestrian crossing points along Bell Street.</i></p>			
20	<p><b>Grasses adjacent to carriageway</b></p> <p>Where grasses are planted adjacent to the carriageway or in median islands, care should be given to ensure grasses don't compromise sight lines or reduce the conspicuity of pedestrian crossings. See, for example, on the south eastern corner of the Bell Street/Davidson Drive/Rudd Avenue roundabout (<b>Photo 24</b>) and at the zebra crossing on Bell Street west of Munday Street (<b>Photo 25</b>).</p>  <p><b>Photo 24.</b> Grasses planted on the south eastern corner of the Bell Street/Davidson Drive/Rudd Avenue roundabout</p>	Low		





**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p><b>Photo 25. Grasses planted in the median island at zebra crossing on Bell Street west of Munday Street</b></p> <p><b>Recommendation 35:</b> <i>Trim/maintain grasses adjacent to carriageway to ensure good sightlines and visibility of pedestrian crossings/signs/traffic islands.</i></p>			
21	<p><b>Cracked/damaged footpath</b></p> <p>At numerous locations, cracks/damage to the footpath and recessed/protruding pit lids were observed, which are potential tripping hazards (see, for example, <b>Photos 26 to 28</b>).</p>	<i>Medium</i>		







**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p><b>Photo 26. Cracked footpath on northern side of Bell Street, adjacent to No. 38-40</b></p>			
	 <p><b>Photo 27. Recessed pit lid on western side of The Esplanade, adjacent to No. 14A</b></p>			




**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p><b>Photo 28. Broken footpath on western side of The Esplanade, adjacent to No. 24</b> At other locations, potential trip hazards were observed adjacent to the footpath (see, for example <b>Photos 29 and 30</b>).</p>  <p><b>Photo 29. Timber adjacent to the footpath is a potential trip hazard, western side of The Esplanade, adjacent to Zeally's Bar and Grill</b></p>			





**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p><b>Photo 30. Drop off adjacent to footpath and broken driveway at No 25 The Esplanade</b></p> <p><b>Recommendation 36:</b> <i>Ensure the Shire's footpath maintenance program continues to repair footpaths, including the above locations. Areas adjacent to footpaths should also be maintained to reduce potential trip hazards.</i></p>			
22	<p><b>The Esplanade footpath crossing at Gilbert Street</b></p> <p>Where the footpath on the western side of The Esplanade approaches Gilbert Street, from both north and south, the concrete path terminates at a brick paved path in a staggered T-layout (see <b>Photos 31 and 32</b>). There are several potential trip hazards in this area with differences in levels between the concrete path, brick paving, adjacent gravel area and pit lids. Rocks located close to the path are also potential trip hazards.</p>	Low		




**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p><b>Photo 31. Footpath on the western side of The Esplanade approaching Gilbert Street, facing north</b></p>			
	 <p><b>Photo 32. Footpath on the western side of The Esplanade approaching Gilbert Street, facing south</b></p>			





**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	<p><b>Recommendation 37:</b> Provide smooth transition between concrete, brick and gravel surfaces. Ensure pit lids are even with surrounding surface. Remove rocks or relocate further from pedestrian path of travel.</p>			
23	<p><b>Broken post and rail fence on the western side of The Esplanade south of Gilbert Street</b></p> <p>The post and rail fence on the western side of The Esplanade, south of Gilbert Street, is broken and potential hazardous (see <b>Photo 33</b>). The rail is lying on the ground, partially on the footpath, and the bolt on the post is exposed and sticking out.</p>  <p><b>Photo 33. Broken post and rail fence on the western side of The Esplanade, south of Gilbert Street</b></p> <p><b>Recommendation 38:</b> Repair broken post and rail fence on the western side of The Esplanade south of Gilbert Street, or remove.</p>	Medium		
24	<p><b>Overgrown Vegetation</b></p> <p>There are a number of private properties with vegetation overhanging the footpath (see, for example, <b>Photos 34 to 36</b> in Appendix A). Overhanging vegetation reduces the usable</p>	Low		




**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	<p>width of the footpath, can be potentially hazardous (particularly at eye height) and may reduce visibility for cars exiting from driveways (see, for example, <b>Photos 29 to 31</b>).</p>  <p><b>Photo 34. Overhanging vegetation, southern side of Bell Street, west of The Esplanade</b></p>  <p><b>Photo 35. Overhanging vegetation, southern side of Bell Street adjacent to caravan park</b></p>			



**FINDINGS, RECOMMENDATIONS & DECISION TRACKING**

Issue No.	Review Findings & Recommendations	Risk	CLIENT RESPONSE	
			Accept: Yes / No	Reasons / Comments
	 <p><b>Photo 36. Overhanging vegetation at 18 The Esplanade</b></p> <p><b>Recommendation 39:</b> <i>Contact property owners to ensure that overhanging vegetation is trimmed or removed.</i></p>			



### 3 CONCLUSIONS

Safety concerns have been identified in this Existing Conditions road safety audit, and it is considered that actions should be implemented to improve likely safety outcomes.

The issues identified in the audit need to be reviewed and necessary actions/changes made. Where recommended actions are not taken, this should be reported in writing providing reasons for that decision.

### 4 AUDIT STATEMENT

We certify that we have examined the specified road and environs to identify features that could be changed, removed or modified in order to improve safety. The problems identified have been noted in this report, together with recommendations, which should be studied for implementation.

#### Auditors

Handwritten signature of Jemima Macaulay in blue ink.

Jemima Macaulay  
Associate  
O'Brien Traffic

Handwritten signature of Matt Harridge in blue ink.

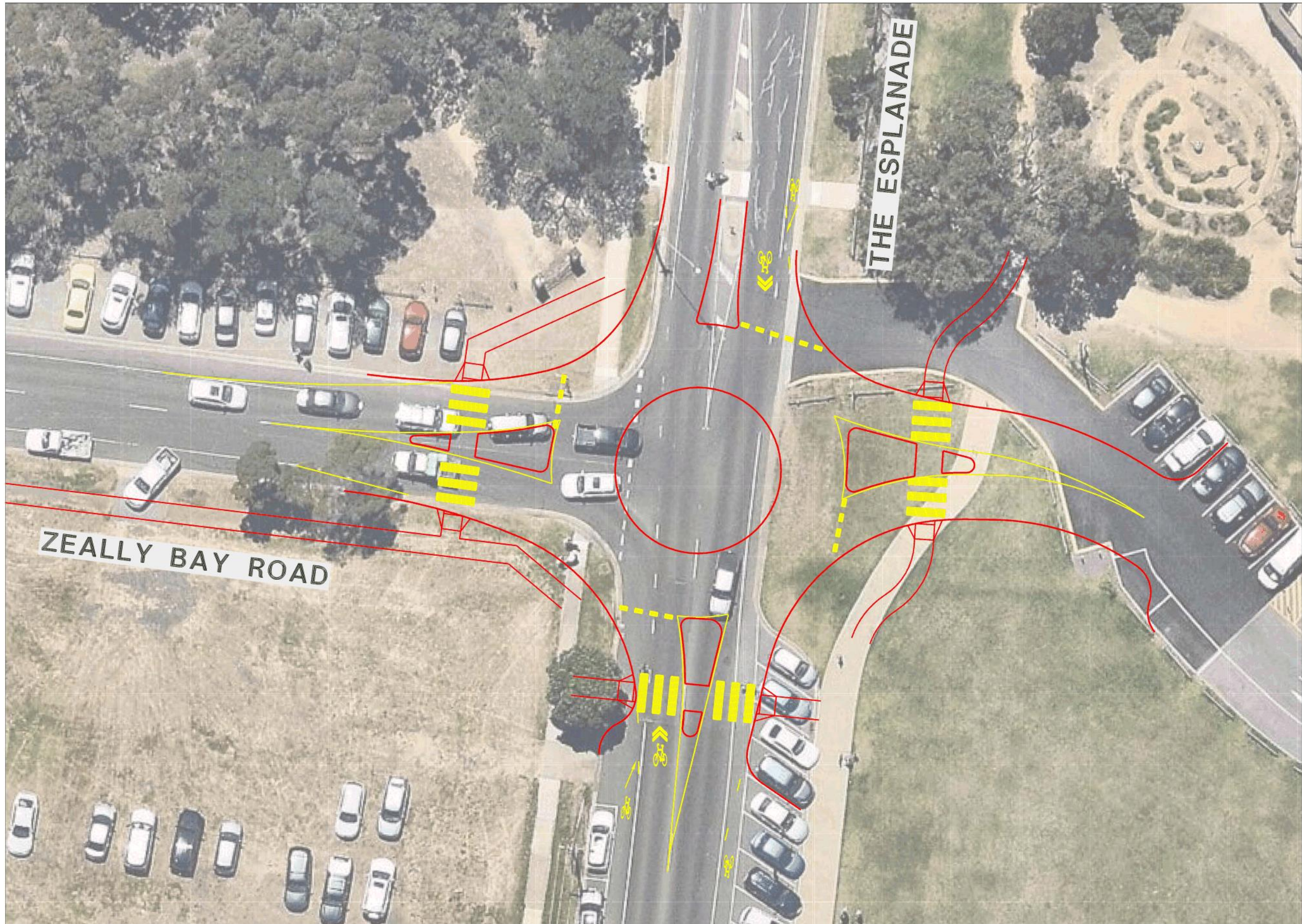
Matt Harridge  
Director  
O'Brien Traffic



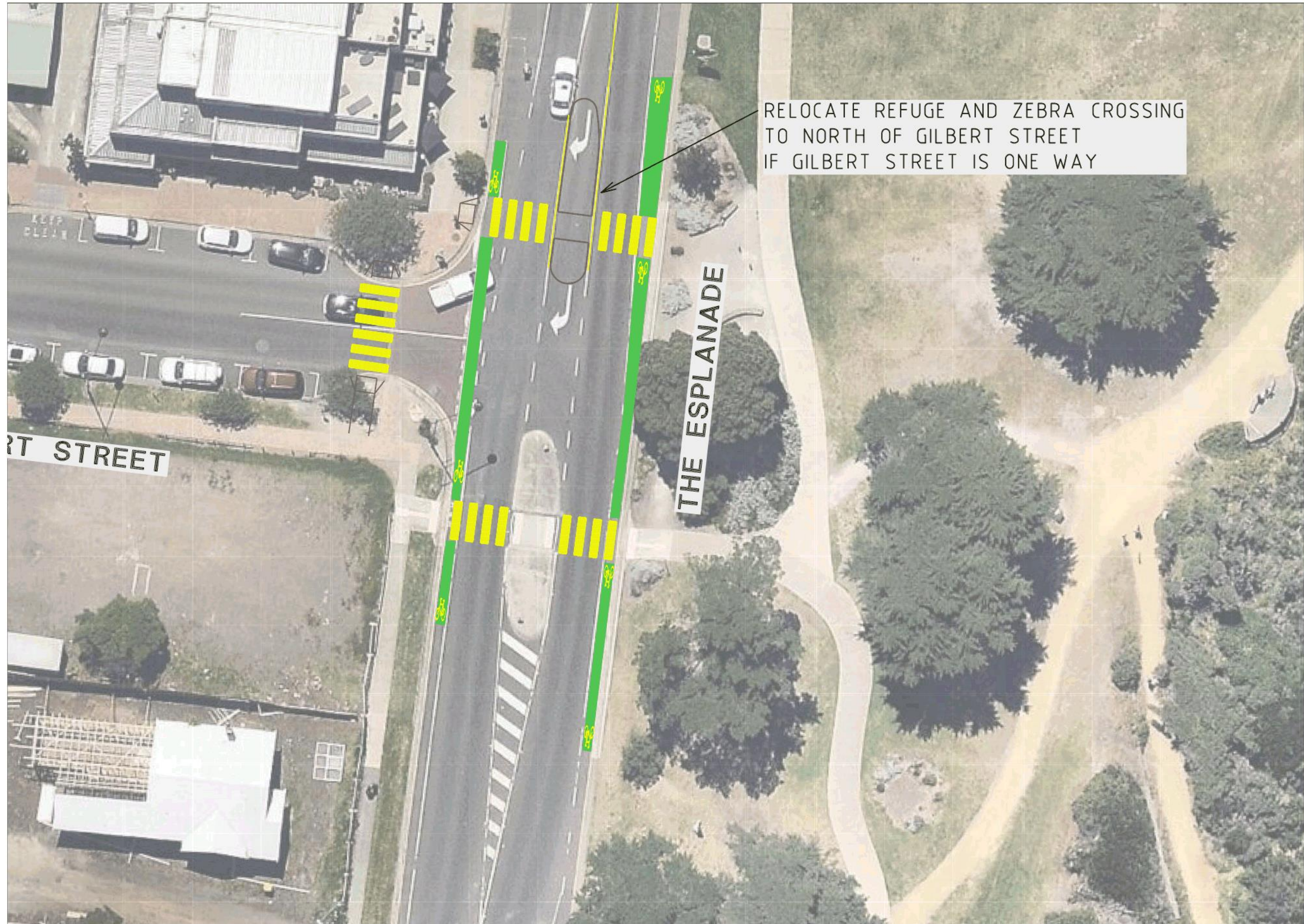


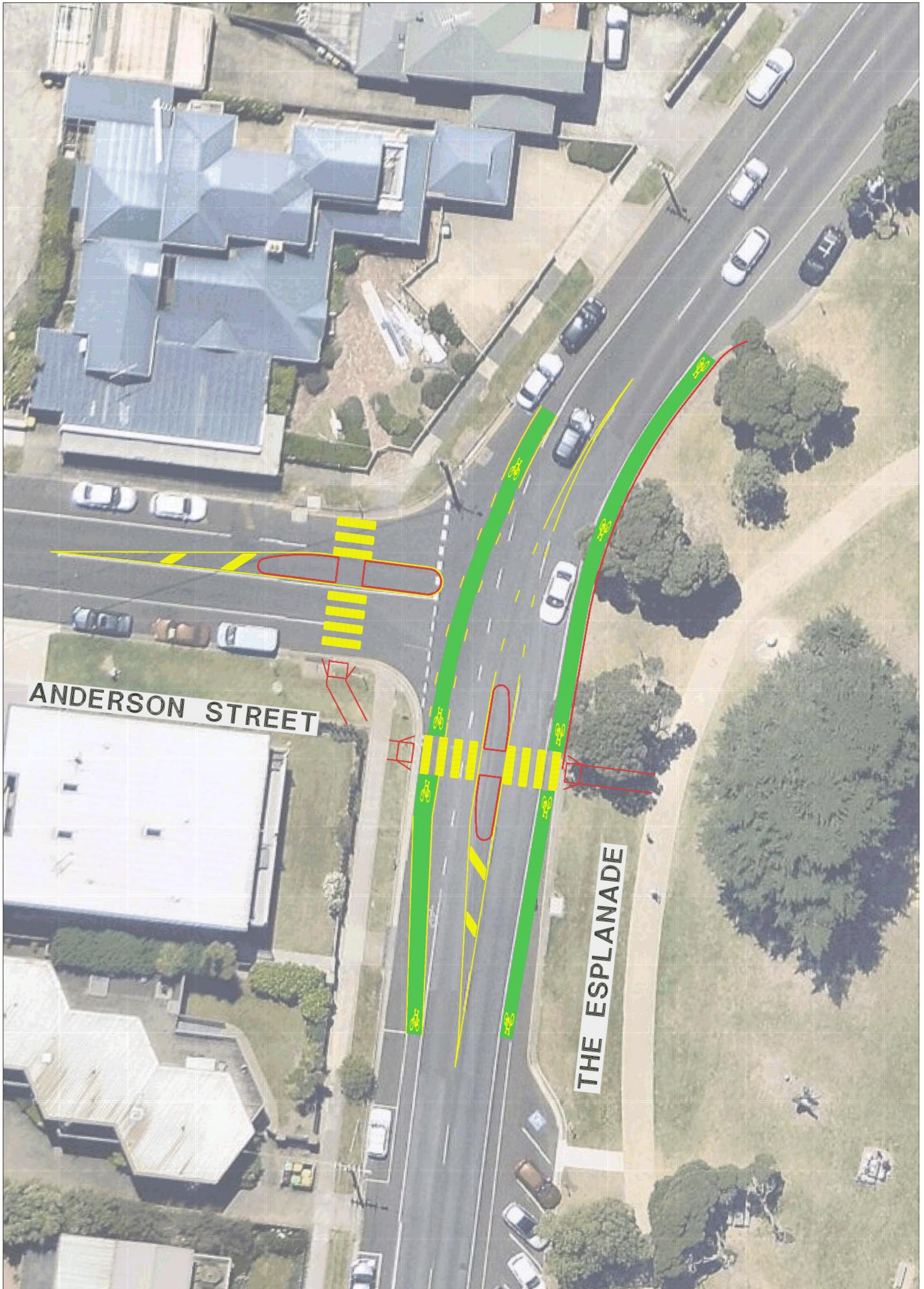
APPENDIX C

**CONCEPT PLANS**

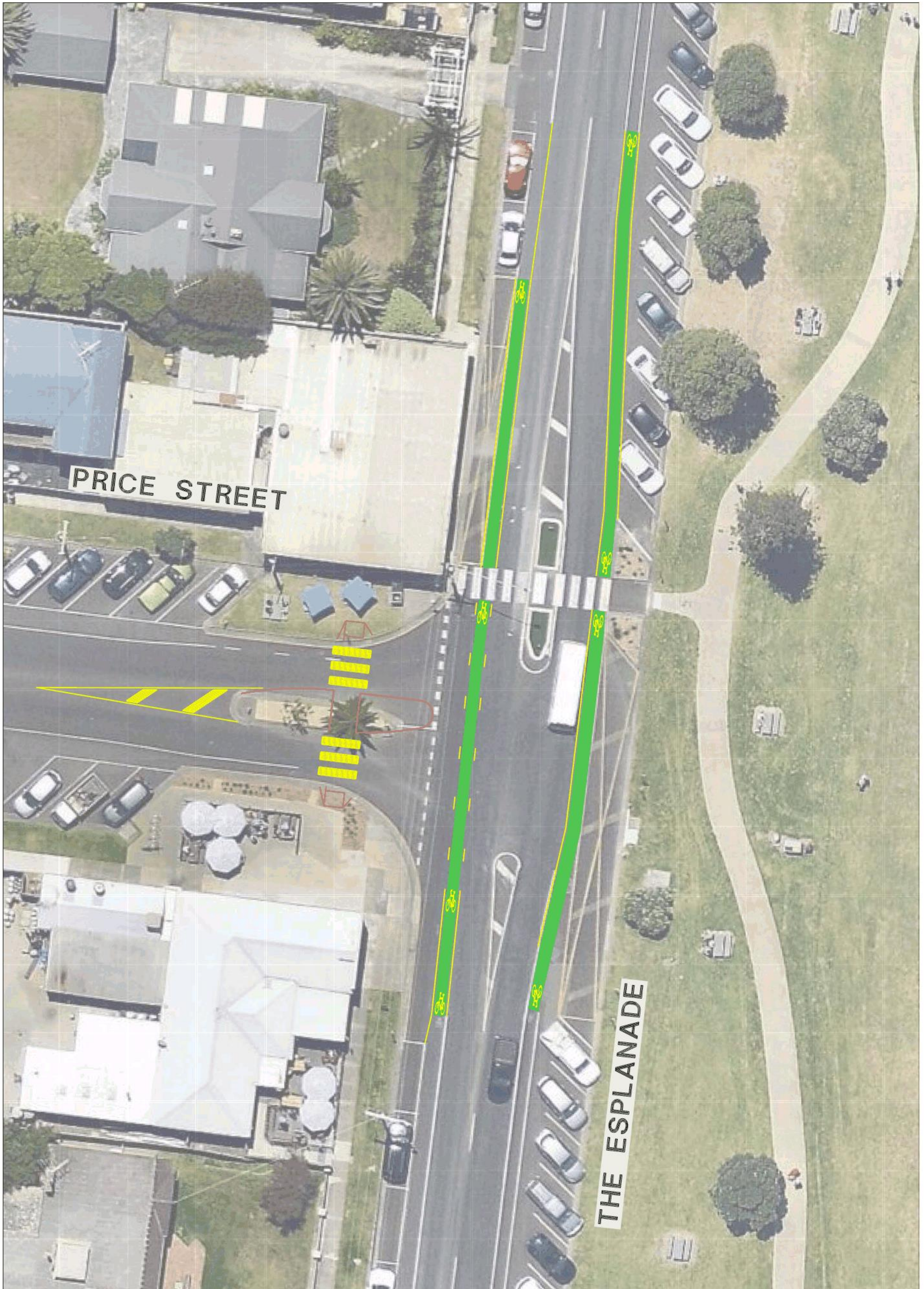






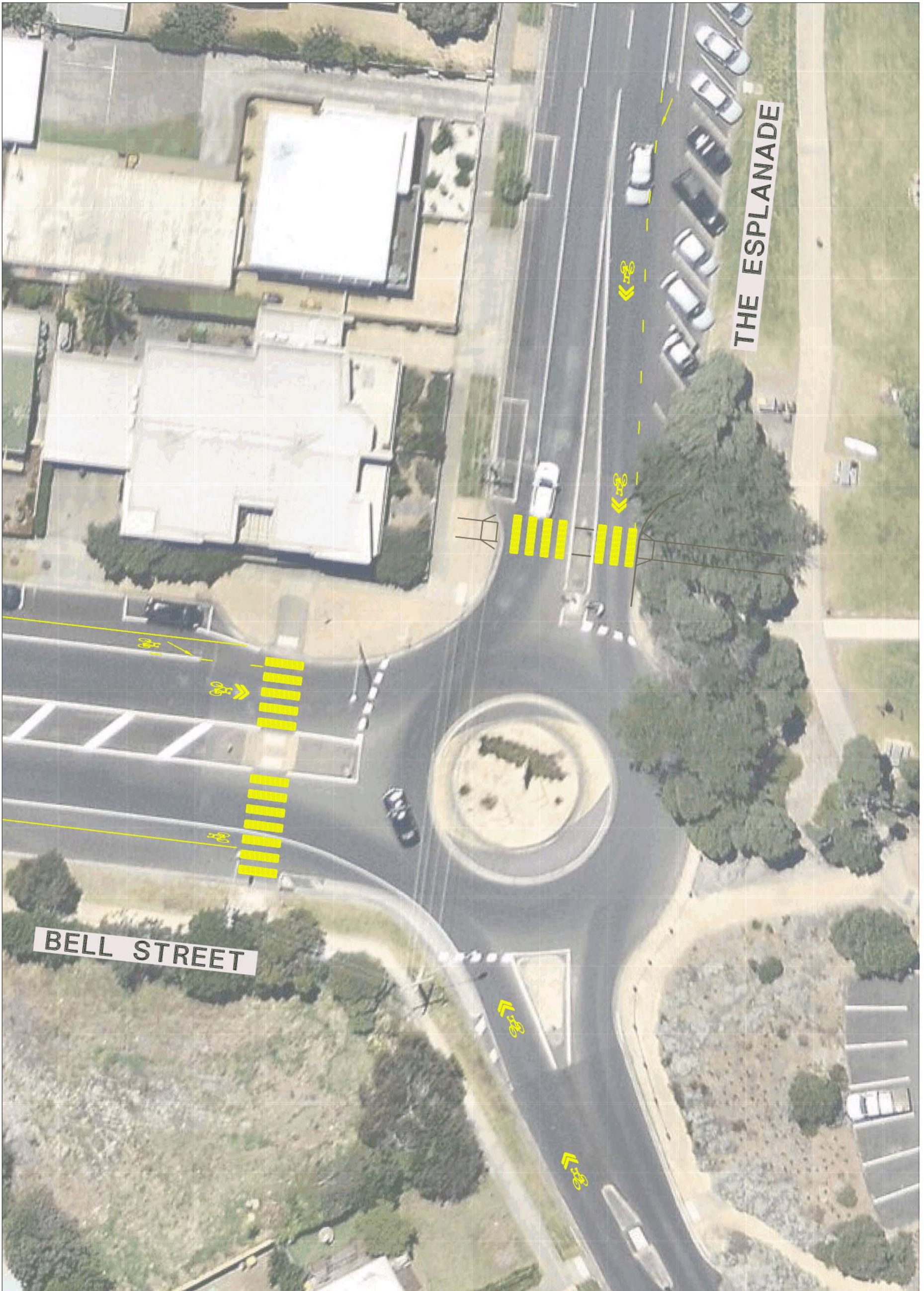


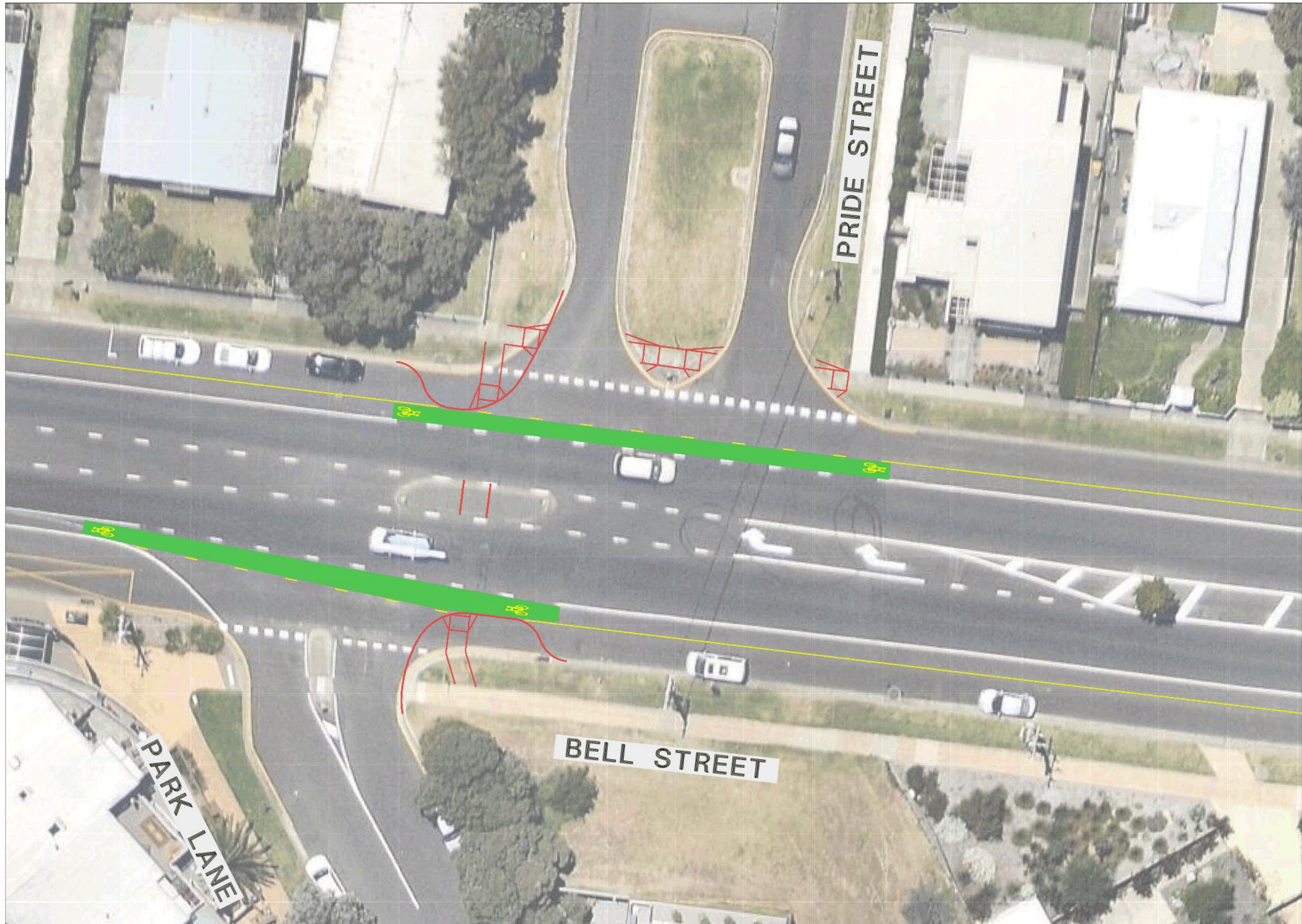




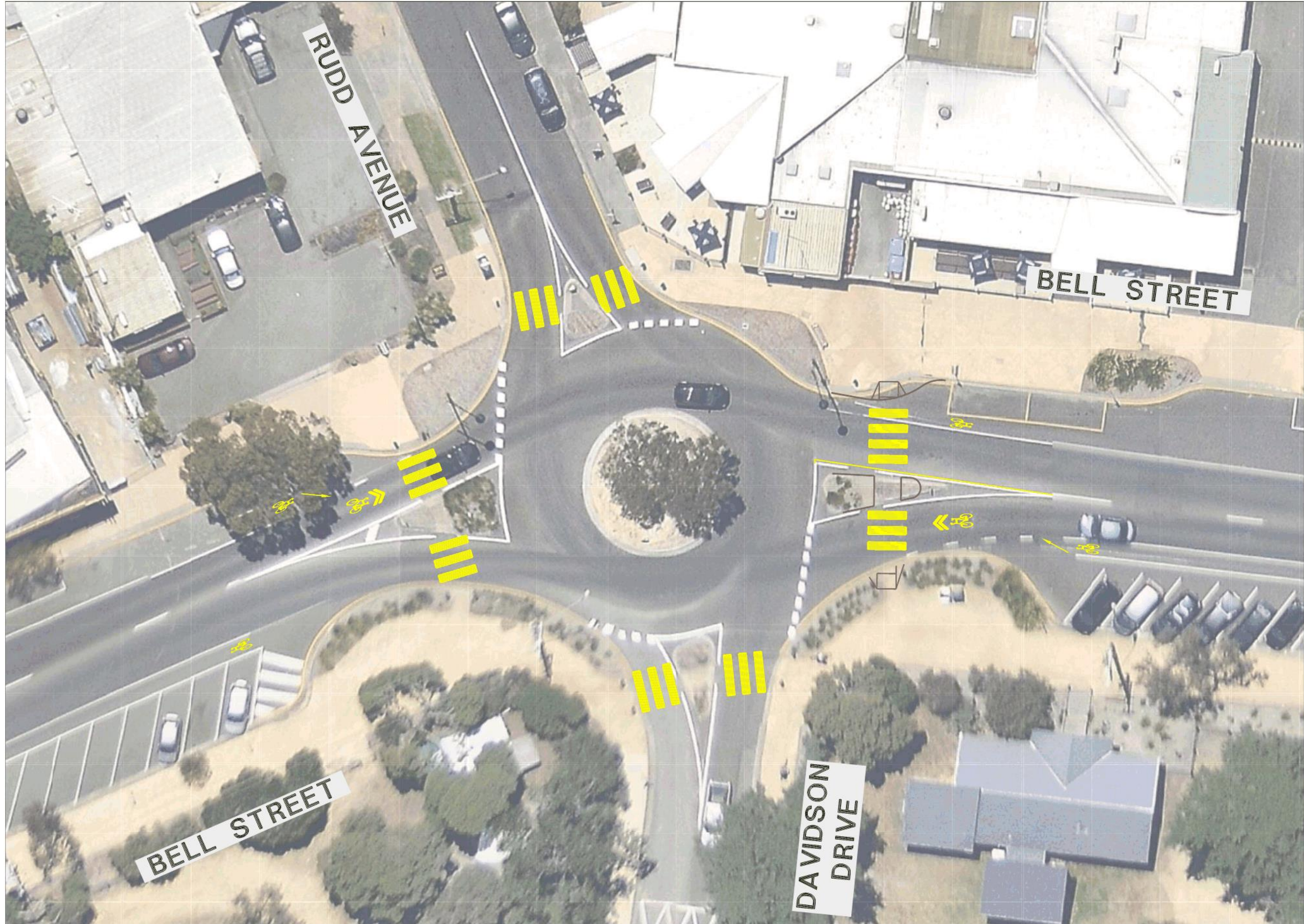












#### **4.3 Traffic and Pedestrian Strategy – The Esplanade and Bell Street, Torquay**

#### **APPENDIX 2 TRAFFIC AND PEDESTRIAN STRATEGY - THE ESPLANADE AND BELL STREET, TORQUAY - RESULT**

Form Results 9/10/2017 Form #: 1502774358  
Title: Traffic and Pedestrian Strategy - The Esplanade and Bell Street

Contribution ID	Username	Name	Email	Postal Address	Do you have any comments relating to how safe you feel as a pedestrian/cyclist/in a vehicle on Bell Street and/or The Esplanade?	Do you have any comments about Council's aim to create a more pedestrian friendly precinct along Bell Street/The Esplanade?	Of the action items proposed, what would you like to see prioritised over the next 5 years? (choose up to 5) (Checkbox Multiple)								Do you have any other comments relating to the Draft Strategy?	Submitted Date	Member Postcode					
							<input type="checkbox"/> Install a roundabout at The Esplanade/Zeally Bay Road intersection <input type="checkbox"/> Implement a speed limit of 40km/h along The Esplanade (south of Zeally Bay Road) and Bell Street <input type="checkbox"/> Provide zebra crossings with refuge islands on The Esplanade at key locations <input type="checkbox"/> Provide zebra crossings at roundabouts <input type="checkbox"/> Construct footpath on the southern side of Bell Street between the caravan park eastern boundary and Surf Beach Drive (approximately 300m) <input type="checkbox"/> Upgrade bicycle lanes along The Esplanade and Bell Street <input type="checkbox"/> Improve Accessibility for people with limited mobility <input type="checkbox"/> Engage landscape architects to provide a concept design to enhance The Esplanade and foreshore area															
					Hi Records team, this is a test to check the submission form for the The Esplanade Traffic and Pedestrian Strategy. Could you let me know if you receive it? cheers Darryn	test										still the test	2017-08-22 09:52:47	3066				
					With specific reference to a proposed 40km/hr limit on the Esplanade between Zeally Bay Rd and Bell Street. Such a limit is warranted at times when the town is "busy" i.e. Holidays and summer weekends. However, on winter weekdays and after sunset the Esplanade is quiet and the current 50km/hr limit is sufficient. Technology exists that makes it possible to have a variable limit on the Esplanade set either by the season, time of day or even traffic numbers. Alternatively the lower limit could mirror the beach dog restriction times which coincide with the peak holiday seasons. I therefore urge the council to consider the option of not imposing a draconian limit to cater for minority of times when a lower limit may be warranted.														With regard to bicycle access. A greater emphasis is required on ensuring cyclists:- A/ Ride in single file in the bicycle lanes running the length of the Esplanade. B/ Adults do not ride on the footpaths. C/ Ride at reasonable speeds along the shared footpath running from Elephant Walk to the Bell Street roundabout.	2017-08-29 10:37:36	3228	
					In busy periods (traffic and/or pedestrians) great care is needed to cross roads, or when driving a car. Pedestrian crossing points are currently not clearly defined, which results in pedestrians crossing roads anywhere, and not taking adequate care, and many drivers not being sufficiently careful (not necessarily speeding). More enforcement of pedestrian and driver behaviour, required at busy times.	Designated pedestrian crossings should ALL be CLEARLY MARKED ZEBRA crossings, with center island refuges. These must include flashing amber lights. Especially necessary on wet roads at night. Proposed 40 kph speed limit is irrational. Maximum safe speed may be only 20 kph at very busy times with many pedestrians about, but could be 60 kph on open stretches of Esplanade/Bell Street in wintertime.													Off street parking needed in Bell Street, to alleviate parking stress. Remove unnecessary poorly marked obstructions in roadway (the sun does not always shine!)	2017-08-29 12:28:36	3228	
					Currently, The Esplanade and Bell Street road infrastructure does not adequately support the number of motorists, pedestrians and cyclists that frequently use these popular streets safely. I don't feel safe personally driving, riding or crossing at any point along the Esplanade and only when crossing at the 'always on' pedestrian crossings on Bell Street do I feel safe. The speed limit of 50km/ph is not appropriate for the way in which cyclists and pedestrians are crossing frequently and riding alongside parked cars and speeding vehicles. I don't feel safe crossing the Esplanade at any place. The promotion of events on the foreshore such as the Cowrie market, triathlons, car shows etc and then not having the ability to support pedestrians makes me feel safe and tentative when crossing the road. I don't feel protected or supported as a cyclist or pedestrian in Torquay.	I think that the recommendations in the draft strategy are all welcomed infrastructure additions. The lowering of the speed limit is integral to this strategy working and to ensure that people are adhering to the lower speed limit - pedestrian crossings need to be "always on" with flashing lights that require behaviour change and don't allow people to vary their speed through these sections of the road.  Please make sure that not only are zebra crossings and refuges are in place but that 40km/ph school type flashing speed signs are always on.														I work in road safety at the TAC in the public education team and it is great to see our strategy reflecting the safe systems approach to road safety. It is great to see that we are prioritising pedestrians and cyclists.  With the focus on specific needs for cyclists and pedestrians - I strongly urge you to apply for local government grants to ensure that we have short term gains and long term infrastructure in place.  <a href="http://www.tac.vic.gov.au/about-the-tac/grants/local-government-grants">http://www.tac.vic.gov.au/about-the-tac/grants/local-government-grants</a>  Please let me know if you are requiring further community input or would like to speak to me further as I am passionate about pedestrian and cycling safety.	2017-08-30 16:30:23	3228
					Bell street is ok, but can be hard to cross the Esplanade	Worry about how congested the traffic flow will become in peak seasons - consider the problems in Barwon Heads due to new pedestrian crossings. Maybe pedestrian lights for some crossings													Carefully consider the impact on traffic flow at peak summer times as big issue in Barwon Heads	2017-09-04 13:01:30	3228	
					I use the Esplanade for cycling, mostly early morning to avoid high traffic. The only time I was actually unsafe was because of a careless driver. The green bike lanes work well. I choose not to use Bell Street because it seems less well set up for cyclists and motor traffic to co-exist. Could there be a commitment made by Council to make Torquay a 'known' cyclist town, especially as we run national and international road races through the town and close off roads to do so? This could be in the form of clearly visible signs at all road entry points to the town as well as clear signs at strategic points throughout the town. It will help locals and visitors alike have cyclists top of mind and gradually instill a sense of safe driving habits which take cyclists into account. The occasional sign reminder for cycling	Do it. Bell Street particularly, is the poor cousin to the Gilbert Street precinct and is arguably equally important from a town character perspective as well as making pedestrians safer due to its proximity to the Surf Beach. Some time and resources to recreating this area would be well worth it.																
					I feel perfectly safe as a pedestrian or as a vehicle driver when using the Esplanade or Bell Street	I think that this is unnecessary and expensive and will only serve to spoil the beauty of these areas making them look more urbanised.														We do not need to engage landscape architects to change what is already a beautiful view along the Esplanade nature has done a perfectly good job itself. What is needed is sea defences to stop beach erosion.	2017-09-13 17:26:51	3228
					Not particularly safe on roads with children when biking as there is no designated bike lane...a bike lane can't be a parking space too. People need to be educated about driving cars near bikes.	Should be pedestrian and bike friendly...less car obsessed.														Make Torquay bike friendly install a bike/pedestrian bridge over the highway.	2017-10-03 15:33:19	3228
					I do not feel safe riding my bike along Bell Street and/or The Esplanade or any where around Torquay area...it could be more bike friendly with bicycle lanes!	Bicycle lanes and lower speed limit...also in surrounding areas such as Coombes Rd with turning lanes and lower speed limit as new housing estates growing...Torquay needs to be more bike friendly and safer for bike riding as more people would use bikes instead of cars!														Roads leading into Torquay ie Coombes, Grossmans, Beach Road, Horseshoe Bend Road, Blackgate Rd all need bike lanes to alleviate car congestion in Torquay and make it safer for the growing population.	2017-10-09 07:57:48	
					Removal of rubbish bins from in front of shops in the esplanade that sit on the footpaths and the esplanade itself for many hours if not days. Need better control to create a better ambience by say having a bylaw that prohibits bins being put in designated areas no more than 1 hour before collection time and that they are removed one hour after the collection time. Bins to be numbered and identified so that owners can be fined say \$100 for every bin that is in breach.																	
					Lane for cyclists please Accessible crossings for people in wheelchairs being mindful of kerb gradients	Absolutely happy to have a more accessible pedestrian precinct along and around Gilbert Street, Bell Street and the Esplanade														Will happen anyway with GORC	11/09/2017	3228

#### 4.4 Submission to the Draft Rural Drainage Strategy

**Author's Title:** General Manager Governance & Infrastructure

**General Manager:** Anne Howard

**Department:** Governance & Infrastructure

**File No:** F17/130

**Division:** Governance & Infrastructure

**Trim No:** IC17/1533

**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 to Council key position points to form the basis of a submission in response to the exhibition of the Victorian Government's Draft Rural Drainage Strategy.

#### Summary

Over the last 20 years Victoria has experienced the extremes of the millennial drought and devastating floods. In response, the State Government has undertaken a series of reviews in water-related matters and developed a series of strategies and plans that set the policy context for the government.

The primary purpose of the Rural Drainage Strategy will be to assist landowners to identify and pursue infrastructure and drainage schemes that remove water-logging from agricultural areas for the objective of increasing productivity.

The draft strategy proposed a range of roles and responsibilities for Councils that are not currently required of Council. Council is not always best-placed to meet these expectations. Officers have reviewed the draft strategy and identified a range of issues that Council should address in its response to the exhibited draft strategy. These issues and responses are summarised in Table 1 of this report. It is proposed that these statements form the basis of a submission to Department of Environment, Land, Water and Planning (DELWP).

#### Recommendation

That Council authorise the Chief Executive Officer to submit a response to the draft Victorian Rural Drainage Strategy based on the elements outlined in Table 1 of this report.

#### Council Resolution

##### **MOVED Cr Carol McGregor, Seconded Cr Heather Wellington**

That Council authorise the Chief Executive Officer to submit a response to the draft Victorian Rural Drainage Strategy based on the elements outlined in Table 1 of this report.

CARRIED 8:0

#### 4.4 Submission to the Draft Rural Drainage Strategy

##### Report

##### **Background**

The State Government committed to developing a Victorian Rural Drainage Strategy in the *Water for Victoria Plan* released last year, in response to the recommendation by the Parliamentary Environment and National Resources Committee 2013 inquiry report into rural drainage.

An interdepartmental reference group was established to assist the development of the draft strategy. Participants included the Departments of Environment, Land, Water and Planning (DELWP) and Economic Development, Jobs, Transport and Resources (DEDJTR), local government (MAV and two council CEOs), Catchment Management Authorities (CMAs), Melbourne Water, the Victorian Farmers Federation and the Victorian Catchment Management Council.

DELWP placed the draft Rural Drainage Strategy on exhibition late in October 2017 for an 8-week period for the purpose of inviting public submissions. The deadline for these submissions is 20 December 2017 and DELWP indicates that the final strategy will be issued promptly after this date.

##### **Discussion**

Some of the key elements of the draft strategy are as follows:

- The purpose of the strategy is to help landholders make choices about how they manage water-logging on agricultural land to improve agricultural productivity in dry land areas while managing the environmental and cultural impacts of drainage.
- The definition of Rural Drainage is the act of directing excess water away from dry land agricultural areas for the purposes of improved farm productivity.
- The roles and responsibilities of Councils will include:
  - principal point of contact for landholders re: rural drainage matters
  - provide information regarding potential rural drainage schemes
  - facilitate meetings with agencies and stakeholders
  - administer schemes where landowners agree to pay for this service.
- Further to this, the strategy indicates that in most cases, Council will undertake artificial opening of estuaries.
- The roles and responsibilities of landowners will include:
  - making choices about how they want to manage rural drainage
  - funding works and comply with regulations and obligations.

The draft strategy raises a range of issues for Council. It is proposed that Council make a brief submission to DELWP based on the proposed responses outlined in the following table.

<b>Table 1</b>
<b>Proposed elements of Council response to draft Rural Drainage Strategy</b>
Council <u>supports</u> the intention that landowners should drive the proposal and priority of rural drainage projects where such projects can deliver improved productivity through removal of water-logging.
Council <u>supports</u> the principle that beneficiaries should fund infrastructure that is primarily for their benefit and should “pay for the service in proportion to the extent that they benefit from the service”. However, Council wishes to see greater clarity and guidance developed about how the beneficiaries are identified, including parties outside of the project footprint, to avoid Council's bearing the cost of ‘indirect beneficiaries’ as occurs under Special Charge Schemes.
Council <u>supports</u> the proposal that priority areas are to be identified for environmental restoration of waterways and that CMAs should be funded to work in partnership with key stakeholders to consider incentives, education, awareness and partnerships with the private sector to encourage environmental restoration
Council <u>supports</u> the opportunity for Traditional Owners to work collaboratively with stakeholders to encourage restoration works.



#### 4.4 Submission to the Draft Rural Drainage Strategy

<b>Table 1</b>
<b>Proposed elements of Council response to draft Rural Drainage Strategy</b>
<p>Council <u>does not support</u> the proposal that Councils are the primary point of contact for landowners that wish to consider rural drainage infrastructure projects for the following reasons:</p> <ul style="list-style-type: none"> <li>i. DELWP and/or CMAs should be the lead agencies and primary point of contact for bringing parties together to discuss the potential for a drainage scheme being established because they have the relevant technical expertise and catchment knowledge that will be required for determining participants in complex drainage systems, particularly at the commencement of discussions and investigations.</li> <li>ii. Complex drainage schemes are likely to cross municipal boundaries and therefore CMAs better-placed to facilitate cross-border catchment projects.</li> <li>iii. Councils do not have the powers or resources to resolve disputes between landholders about rural drainage and already find themselves regularly in mediator or facilitator roles that demand unreasonable resources when Council has no legislated obligations or authority in these matters.</li> <li>iv. Facilitating projects that may require Council's consideration as the responsible authority can lead to confusion about roles and the perception that Council may have pre-determined planning matters. This may also complicate Council's ability to undertake a planning enforcement role should it be required to in relation to infrastructure construction or management.</li> </ul>
<p>Council <u>does not support</u> the proposal that Councils administer private drainage schemes on a 'fee for service' basis for the following reasons:</p> <ul style="list-style-type: none"> <li>i. Councils do not benefit from taking on roles that they have no direct relationship or responsibility even where it is proposed that costs are recovered.</li> <li>ii. There is unlikely to be sufficient scale of schemes to justify dedicated resources and therefore these responsibilities are likely to fall to officers with other expertise and responsibilities that may not best support the administration of drainage schemes.</li> <li>iii. Landowners rarely seek out Councils as their preferred fee-for-service provider for administration of private infrastructure and it is likely that appeals and disputes may arise that do not benefit either Councils or landowners.</li> </ul>
<p>Council <u>does not support</u> the inference that Council will undertake artificial opening of estuaries for the following reasons:</p> <ul style="list-style-type: none"> <li>i. This is not core business of Councils and the skills and expertise do not always sit well with Council's resources creating higher risk concerns.</li> <li>ii. The sand or silt that causes the blockage of estuaries generally occurs on land that Councils do not own or manage and it should be the responsibility of the landowner to ensure that conditions on their land do not detrimentally impact on others as per the intent behind S16 of the Water Act 1989.</li> <li>iii. The expertise about when to artificially open an estuary does not sit with Council, particularly in relation to environmental and ecological impacts.</li> </ul>
<p>Council <u>requests</u> that roles and responsibilities be further clarified and full financial considerations are made.</p>
<p>Council <u>requests</u> that the State Government consider additional legal protections for Councils in relation to additional roles they may be required to fulfil, including the role of providing advice or administrative support to potential drainage committees or landholders.</p>

#### **Financial Implications**

Council has not been able to quantify the potential cost of delivering the proposed roles and responsibilities indicated in the draft strategy. There is a proposal that administration of drainage schemes could be provided by Councils under a 'fee-for-service' arrangements but the determination of fees is not known and may require Council to subsidise this and other roles.

#### **Council Plan**

Theme	4 Vibrant Economy
Objective	4.4 Support key industry sectors such as surfing, tourism, home-based, construction and rural businesses
Strategy	Nil

#### 4.4 Submission to the Draft Rural Drainage Strategy

Theme	5 High Performing Council
Objective	5.4 Ensure the community has access to the services they need
Strategy	5.4.4 Review arrangements for governance of the coast

##### ***Policy/Legal Implications***

Currently councils are not prescribed to undertake any drainage functions, however the *Local Government Act 1989* provides authorisation for councils' role in public drainage. In practice all councils undertake public drainage activities for urban stormwater, although the extent of this varies according to need and local priorities.

There is currently no legislative authorisation for councils to be involved in providing drainage services on private land, unless they have agreed to perform the functions of a community drainage committee under s246 of the *Water Act 1989* or they have been approved by the Minister to administer a Water Management Scheme under s216. Surf Coast Shire Council has not sought any such arrangements.

Councils have a strict liability for flows of water causing damage under s16 of the Water Act. This liability contrasts with that of water corporations and CMAs, which have the opportunity to demonstrate that they have taken reasonable steps to prevent flows of water causing damage (s157). These provisions clearly indicate the Parliament's intention that councils have a different role to play in water management than those of water authorities.

The draft strategy proposes that Councils provide a greater role in drainage matters than what is currently indicated through legislation.

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

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

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

The proposed roles and responsibilities represent a range of risks to Council including:

- Financial: Additional roles would be expected with limited opportunity for additional revenue
- Reputation: Complex drainage issues may not be easily resolved and Council could find itself criticised for an inability to resolve issues or satisfy landowners
- Liability: Without legislative recognition Council will be more exposed to liability if it provides information or advice in its roles under the draft strategy

##### ***Social Considerations***

No impact.

##### ***Community Engagement***

The proposed submission has not been informed by community engagement. Members of the community are able to directly submit their own submissions and previous strategies and reviews have attracted a range of such submissions.

##### ***Environmental Implications***

The proposed submission has identified a number of environmental considerations including estuary management and waterway restoration opportunities.

##### ***Communication***

Officers will prepare a formal submission in line with Council's resolution. It is understood that this will be a publicly available document on DELWP's website.

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

###### Option 1 – Make a submission on the basis of Table 1

This option is recommended by officers as the table identifies the key issues for Council and provides a balanced response to the draft strategy.

###### Option 2 – Make a submission that is significantly different to Table 1

This option is not recommended by officers as there will be limited time to review a different position.

#### **4.4 Submission to the Draft Rural Drainage Strategy**

##### Option 3 – Not make a submission to the draft strategy

This option is not recommended by officers as the draft strategy represents some significant implications for local government councils and it is appropriate that Surf Coast Shire Council make a submission on major policy matters.

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

The draft Rural Drainage Strategy offers landowners an opportunity to identify and pursue infrastructure solution that could improve productivity of agricultural land. This may support landowners better than current vague arrangements which are often difficult to navigate. Officers have identified a range of issues that are worth of inclusion in a submission to the exhibited document.

#### 4.5 Submission to Draft Corangamite Regional Floodplain Management Strategy

**Author's Title:** Manager Environment & Community Safety      **General Manager:** Anne Howard

**Department:** Environment & Community Safety      **File No:** F12/1089

**Division:** Environment & Development      **Trim No:** IC17/1509

**Appendix:**

1. Corangamite Catchment Management Authority - CCMA - Draft Regional Floodplain Management Strategy - November 2017 (D17/141839)

**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 provide a submission to the draft Corangamite Catchment Management Authority's draft Floodplain Management Strategy.

#### Summary

The Corangamite Catchment Management Authority (CCMA) Draft Floodplain Management Strategy is an output from the Victorian Floodplain Management Strategy 2016 and is a local, action oriented version of that document. Officers provided detailed input to CCMA during the development of the draft strategy which has been considered in the final draft. The Strategy outlines how the ecological and cultural values of our natural floodplains can be protected while also managing the risks to life, property and assets associated with flooding.

There are five specific actions for which Council is either responsible or partner. The actions support outcomes listed in the Council Plan. The flood studies for Anglesea River and Painkalac Creek would require a funding commitment – CCMA is currently exploring funding opportunities. The other actions can be delivered with current operational resources.

#### Recommendation

That Council provide a written submission to the CCMA thanking them for the consultation process that was undertaken and advising that:

1. Surf Coast Shire Actions 1 and 5 relating to flood studies are supported; however, the lead agency should be the CCMA with local government being a partner agency.
2. Surf Coast Shire Actions 2, 3 and 4 relating to flood warning, road closures and community education are supported.
3. Council encourages the CCMA to lead the development of Memorandums of Understanding with key agencies to assist the definition of roles and responsibilities for estuary management at a local scale.

#### Council Resolution

##### **MOVED Cr Margot Smith, Seconded Cr Rose Hodge**

That Council provide a written submission to the CCMA thanking them for the consultation process that was undertaken and advising that:

1. Surf Coast Shire Actions 1 and 5 relating to flood studies are supported; however, the lead agency should be the CCMA with local government being a partner agency.
2. Surf Coast Shire Actions 2, 3 and 4 relating to flood warning, road closures and community education are supported.
3. Council encourages the CCMA to lead the development of Memorandums of Understanding with key agencies to assist the definition of roles and responsibilities for estuary management at a local scale.

CARRIED 8:0

## 5.2 Submission to Draft Corangamite Regional Floodplain Management Strategy

### Report

#### ***Background***

The Strategy provides a single regional planning document for floodplain management and regional work programs to guide future investment priorities. The strategy is an output from the Victorian Floodplain Management Strategy (VFMS) 2016 and is a local, action oriented version of that document. It focuses on flooding associated with river systems (riverine flooding) and coastal storm surge inundation, including planning for projected sea level rise. Actions relating to rural drainage or storm water flooding are not within scope of the Strategy. The Victorian Rural Drainage Strategy is under development and is now open to receive submissions. The region covered by this Strategy is the CCMA region.

Development of the Strategy has been facilitated by the CCMA in collaboration with local communities, Local Government Authorities, VICSES, Traditional Owners and other key stakeholders. Officers provided detailed input to CCMA which was considered by them prior to the final draft being released. Feedback on this draft is being sought and the aim is to release a final Strategy in early 2018.

#### ***Discussion***

The draft strategy identifies that the major river systems subject to periodic flooding include Painkalac Creek at Aireys Inlet, the Anglesea River at Anglesea, Thompsons Creek, which flows from Modewarre to the coast at Breamlea and the inland catchment of the Barwon River that flows through the township of Winchelsea. There are also several short, hydraulically steep coastal waterways within the Otway Ranges that may be susceptible to flash flooding or short duration floods, for example the Erskine River at Lorne and the Cumberland River (south of Lorne). The Municipal Flood Emergency Plan (MFEP) for the Surf Coast Shire identified flash flooding risks for the two caravan parks at the Cumberland River and the Erskine River. Both of these caravan parks are on the lower floodplains of these river systems.

There are a number of estuaries within Surf Coast Shire, including Thompsons Creek, Spring Creek, Anglesea River, Painkalac Creek, the Erskine River and St George River. These are all intermittent estuaries that open to the sea and close by natural sand movement. The management of the estuary entrance and decisions on artificial openings of the estuary mouth is guided by the Estuary Entrance Management Support System, outlined in the Corangamite Waterway Strategy 2014-2022 and more specifically in the Anglesea River Estuary Management Plan 2012-2020 (Corangamite CMA 2012).

Flooding associated with the closure of the Painkalac Creek estuary at Aireys Inlet and the Anglesea River at Anglesea are significant risks that require ongoing management. This Strategy identifies a need to review the parameters around modelling estuary mouth flooding, such as berm heights, to ensure appropriate planning. Flooding of the Painkalac Creek estuary is influenced by the Barwon Water-managed reservoir, which sits just upstream of the estuary. Some important roles and responsibilities remain unclear for the integrated management of flood risks for these estuaries, which involves stormwater, riverine and coastal flooding in areas of very high social, economic and environmental values.

There are flash flooding risks in Anglesea, Jan Juc and Torquay where developments have occurred over old creek and/or drainage lines. Coastal areas can also experience flooding from the sea caused by high tides in conjunction with storm surge events resulting from low-pressure systems and on-shore winds. These can cause backflow in waterways and stormwater drains and subsequent surcharge in and around the drainage network. This is a concern in Anglesea, particularly along the Great Ocean Road, which can flood as a result of flooding associated with the Anglesea River backing up the stormwater drainage system.

Five specific actions for which Council is either responsible or partner are listed on page 68-39 in Appendix 1. These actions have been established and written with relevant Surf Coast Shire Council officers. Officers have raised concerns that Council is listed as a joint lead for undertaking two actions relating to investigating the feasibility of flood studies. Whilst the actions are supported, officers' view is that the CCMA should be the lead agency rather than being joint lead by CCMA and Council. CMAs under their Statement of Obligations are responsible for preparing flood studies, unless alternative arrangements are brokered with the council. Councils are neither floodplain managers nor flood experts and rely heavily on CMAs to prepare flood studies to inform the application of the flood controls within their planning scheme. Local government can contribute to funding studies along with the Commonwealth and the State.

## 5.2 Submission to Draft Corangamite Regional Floodplain Management Strategy

### **Financial Implications**

The specific actions listed for Council can be delivered with operational resources.

### **Council Plan**

Theme 1 Community Wellbeing  
Objective 1.3 Improve community safety  
Strategy 1.3.2 Continue to build community resilience to prepare for emergencies

### **Policy/Legal Implications**

The draft strategy is consistent with the Victorian Floodplain Management Strategy 2016.

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

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

### **Risk Assessment**

Actions in the strategy will assist protect the community from flooding impacts.

### **Social Considerations**

Actions in the strategy will assist protect the community from flooding impacts.

### **Community Engagement**

CCMA held a number of workshops and discussions with officers from relevant Council areas including planning, environment, emergency management, planning and infrastructure. Officers provided detailed input to CCMA on a pre-draft version which was considered by them prior to the final draft being released. Public feedback on the draft was sought throughout November and the aim is to release a final Strategy in early 2018.

### **Environmental Implications**

Actions in the strategy will assist manage the environmental impacts of flooding.

### **Communication**

It is proposed that Council write a formal submission to the CCMA.

### **Options**

#### Option 1 – Provide a written submission to the CCMA

Provide a written submission to the CCMA thanking them for the consultation process that was undertaken and advising that:

1. Actions 1 and 5 relating to flood studies are supported; however, the lead agency should be the CCMA with local government being a partner agency. CMAs under their Statement of Obligations are responsible for preparing flood studies, unless alternative arrangements are brokered with the council. Councils are neither floodplain managers nor flood experts and rely heavily on CMAs to prepare flood studies to inform the application of the flood controls within their planning scheme. Local government can contribute to funding studies along with the Commonwealth and the State.
2. Actions 2, 3 and 4 relating to flood warning, road closures and community education are supported
3. The CCMA lead the development of Memorandums of Understanding (MoUs) with key agencies to assist the definition of roles and responsibilities for estuary management at a local scale.

This option is recommended by officers.

#### Option 2 – Do not provide a submission

This option is not recommended by officers

### **Conclusion**

The Corangamite Catchment Management Authority's Draft Floodplain Management Strategy provides a single regional planning document for floodplain management and regional work programs to guide future investment priorities. The strategy is an output from the Victorian Floodplain Management Strategy (VFMS) 2016 and is a local, action oriented version of that document. Development of the Strategy has been facilitated by the CCMA in collaboration with local communities, Local Government Authorities, VICSES, Traditional Owners and other key stakeholders. Officers provided detailed input to CCMA which was considered by them prior to the final draft being released.

## **5.2 Submission to Draft Corangamite Regional Floodplain Management Strategy**

There are five specific actions for which Council is either responsible or partner are listed on page 68-39 in Appendix 1. These actions have been established and written with relevant Surf Coast Shire Council officers. Officers have raised concerns that Council is listed as a joint lead for undertaking two actions relating to investigating the feasibility of flood studies. Whilst the actions are supported, officers' view is that the CCMA should be the lead agency rather than being joint lead by CCMA and Council.

This Strategy outlines how the ecological and cultural values of the natural floodplains can be protected while also managing the risks to life, property and assets associated with flooding. The Strategy sets out how agencies will:

1. Work to understand, avoid and better manage flood risks.
2. Better understand and improve the environmental and cultural values of floodplains.
3. Support flood-emergency preparation and response across the region.

The two flood studies would require a funding commitment – the CCMA is currently exploring funding opportunities. The other three actions can be delivered with current operational resources.

**5.2 Submission to Draft Corangamite Regional Floodplain Management Strategy**

**APPENDIX 1 CORANGAMITE CATCHMENT MANAGEMENT AUTHORITY - CCMA - DRAFT  
REGIONAL FLOODPLAIN MANAGEMENT STRATEGY - NOVEMBER 2017**



# Draft Corangamite Regional Floodplain Management Strategy 2017–2027



Regional Floodplain  
Management Strategy  
Everyone has a role to play in preparing for floods



*Produced by the  
Corangamite Catchment  
Management Authority  
in collaboration with  
regional partners*

## Acknowledgements

The Corangamite Regional Floodplain Management Strategy Senior Steering Committee acknowledges the contribution of partner agencies and the community who provided valuable input into the Strategy's development. This includes the Borough of Queenscliffe, City of Ballarat, City of Greater Geelong, Colac Otway Shire, Corangamite Shire, Golden Plains Shire, Moyne Shire, Surf Coast Shire, Corangamite CMA and the VICSES.

The Committee also acknowledges assistance of the DELWP Floodplain Management Team and other catchment management authorities.

The stakeholders involved in this Strategy proudly acknowledge the region's Aboriginal communities and their rich culture and pays respect to their Elders past and present. We acknowledge Aboriginal people as Australia's first peoples and as the Traditional Owners and custodians of the land and water on which we rely. We recognise and value the ongoing contribution of Aboriginal people and communities to the Corangamite region and how this enriches us all. We embrace the spirit of reconciliation, working towards the equality of outcomes and ensuring an equal voice.

Funding support for the development of the Regional Floodplain Management Strategy has been provided by the Victorian Government.

GIS support and maps produced by A.S. Miner Geotechnical.

Cover photograph: Gellibrand River May 2015

Corangamite Regional Floodplain Management Strategy 2017-2027

© Corangamite Catchment Management Authority 2017

Published by the Corangamite Catchment Management Authority, Colac, Victoria, Australia

This publication is funded by the Victorian Government through the Department of Environment, Land, Water and Planning.

Disclaimer:

This publication may be of assistance to you, but the Corangamite Catchment Management Authority, its employees and other contributors do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaim all liability from error, loss or other consequence that may arise from you relying on any information in this publication.

## Contents

<b>Foreword .....</b>	<b>5</b>
Have your say .....	5
<b>Introduction and regional context.....</b>	<b>7</b>
1.1 Purpose and scope .....	7
1.2 The Corangamite region.....	8
1.3 The policy context .....	11
1.4 Environmental values of floodplains .....	12
1.5 Aboriginal values and floodplains.....	14
1.6 Climate change and the Corangamite region.....	15
1.7 Roles and responsibilities.....	16
<b>Flooding in the Corangamite region.....</b>	<b>19</b>
2.1 Regional risk assessment.....	19
2.2 Understanding existing mitigation measures.....	21
2.3 Regional and community infrastructure.....	29
2.4 Stormwater .....	29
2.5 Rural drainage .....	29
2.6 Dams .....	30
2.7 Urban development in the region.....	30
<b>The Strategy.....</b>	<b>31</b>
3.1 Vision and objectives.....	31
3.2 Determining regional priorities and actions .....	35
<b>Flood risk and responses in the Corangamite region .....</b>	<b>39</b>
4.1 Borough of Queenscliffe.....	42
4.2 City of Ballarat .....	44
4.3 City of Greater Geelong .....	48
4.4 Colac Otway Shire .....	52
4.5 Corangamite Shire .....	56
4.6 Golden Plains Shire.....	60
4.7 Moyne Shire .....	64
4.8 Surf Coast Shire.....	66
4.9 Other stakeholders.....	70

<b>Monitoring, Evaluation, Reporting and Improvement Plan .....</b>	<b>77</b>
5.1 Delivering the strategy .....	77
5.2 Plan for monitoring, evaluation, reporting and improvement.....	77
5.3 Governance and accountability.....	79
<b>Appendices .....</b>	<b>81</b>
Appendix 1 – Major floods.....	82
Appendix 2 – Examples of flooding in the region .....	84
Appendix 3 – Roles and responsibilities for floodplain management .....	88
Appendix 4 – Review of the 2002 flood strategy .....	89
Appendix 5 – The rapid appraisal of flood risk.....	91
Appendix 6 – RFMS Community Survey 2016 .....	92
<b>Glossary .....</b>	<b>94</b>
<b>Acronyms .....</b>	<b>97</b>
<b>References .....</b>	<b>98</b>

## Foreword

This draft Corangamite Floodplain Management Strategy outlines how the ecological and cultural values of the natural floodplains can be protected while also managing the risks to life, property and assets associated with flooding.

The Strategy sets out how agencies will:

1. Work to understand, avoid and better manage flood risks.
2. Better understand and improve the environmental and cultural values of floodplains.
3. Support flood-emergency preparation and response across the region.

In the Corangamite region, many authorities work together to help protect and support communities affected by flooding. These include:

- federal and state government agencies
- local government authorities (LGAs)
- Corangamite Catchment Management Authority (CMA)
- Traditional Owners
- emergency services.

The Strategy outlines how the knowledge and experience developed by these agencies over many years will be used to improve responses to existing and future challenges, including climate change and a growing region.

It focuses on flooding associated with river systems (riverine flooding) and coastal storm surge inundation. In considering coastal storm surge inundation, the Strategy includes planning for projected sea level rise scenarios. It does not include actions relating to stormwater flooding or rural drainage. The Victorian Rural Drainage Strategy is under development and will be released in late 2017. Stormwater flood risks are the responsibility of LGAs, as outlined in the Victorian Floodplain Management Strategy (VFMS) and, therefore, are best dealt with through local government planning processes.

While the VFMS outlines that CMAs and Melbourne Water are accountable for developing and periodically reviewing Regional Floodplain Management Strategies, it is important that LGAs and VICSES – the two main stakeholder groups that will have key functions and a funding role under the Strategy – are involved in its development.

### Have your say

The Regional Floodplain Management Strategy partner agencies are seeking additional community and stakeholder feedback to inform the final Strategy. There will be a four week public consultation period during November 2017. Subject to the feedback, the aim is to release a final Strategy in early 2018.

We are interested in stakeholder and community views to understand:

- Have we captured all floodplain management issues (Chapter 2)
- Do the vision and objectives align with your thinking (Chapter 3)
- Have all priority flood risks been identified? (Chapter 4)
- Do council actions appropriately address flood risks? (Chapter 4)
- Is the proposed implementation and monitoring approach sound? (Chapter Five)

An online survey is available via the Corangamite Flood Portal [www.ccmaknowledgebase.vic.gov.au/flood/](http://www.ccmaknowledgebase.vic.gov.au/flood/). Please feel free to answer only those sections you feel are relevant to you. Alternatively, email your feedback directly to [jessie.mcmaster@ccma.vic.gov.au](mailto:jessie.mcmaster@ccma.vic.gov.au) or post your feedback to Jessie McMaster, Corangamite CMA, 64 Dennis Street, Colac 3250. If you have any questions, contact us on 03 5224 9407.

The Corangamite CMA invited key stakeholders to be represented on a Senior Steering Committee (SSC) to provide oversight and guide the development of the Strategy within the scope of policies, actions and accountabilities outlined in the VFMS. Responsibility for delivering the Strategy is shared between stakeholders, with the lead agency identified for each action in Chapter 4 being responsible for the action's implementation.

The SSC includes representatives from each of the six major LGAs in the region, VICSES and the Corangamite CMA. Five SSC meetings have been held to date with additional engagement outside these meetings as required. There was also one-to-one consultation with two other LGAs in the region – the Borough of Queenscliffe and Moyne Shire. Additional engagement also occurred with other regional stakeholders.

Traditional Owners in the Corangamite region were engaged through face-to-face meetings. The Traditional Owners provided valuable insights into how intrinsically

environmental and cultural values are linked, and the importance of community education. Further engagement with Traditional Owners is planned both for the draft strategy and through into the implementation phase.

Chapter 4 outlines the actions that have been identified to address flood risks in the region. Priority actions are those where:

1. The regional risk assessment identified a significant risk for the location.
2. The existing mitigation measures are considered inadequate.
3. Additional mitigation measure(s) may reduce flood risk.
4. Additional mitigation measure(s) are financially, socially and environmentally feasible.
5. Each responsible party considers the action achievable, subject to funding and resourcing, over the lifetime of this Strategy.

### **There are five parts to the Strategy:**

#### **Why has this Strategy been developed?**

##### **Chapter 1 Introduction and regional context**

Policy context  
Environmental and cultural values of floodplains  
Roles and responsibilities

#### **How is flooding in the region currently managed?**

##### **Chapter 2 Flooding in the Corangamite region**

Understanding existing mitigation measures for floodplain management:

- land use planning
- structural flood mitigation works
- Total Flood Warning System services
- emergency management
- community education.

#### **Where is this Strategy going?**

##### **Chapter 3 The Strategy**

Vision and objectives for floodplain management  
How we determined regional priorities

#### **What are the key flood risks in Corangamite?**

##### **Chapter 4 Flood risks and responses in the Corangamite region**

Flood risks and proposed actions grouped by major stakeholder (e.g. LGA)

#### **Where is this strategy leading us?**

##### **Chapter 5 Monitoring, Evaluation, Reporting and Improvement Plan**

The approach to delivering the Strategy  
Governance and accountability

# Introduction and regional context

## 1.1 Purpose and scope

This Strategy provides a single regional planning document for floodplain management and regional work programs to guide future investment priorities.

It focuses on flooding associated with river systems (riverine flooding) and coastal storm surge inundation, including planning for projected sea level rise. The region covered by this Strategy is the Corangamite CMA region. The Corangamite CMA region is based on water catchments and is therefore relevant to floodplain management and sets an appropriate region for this Strategy.

Development of the Strategy has been facilitated by the Corangamite CMA in collaboration with local communities, Local Government Authorities, VICSES, Traditional Owners and other key stakeholders.

It will have a 10-year life span, reflecting that of the Victorian Floodplain Management Strategy (VFMS). A regional works program, containing all the actions listed in Chapter 4, will be reviewed annually.

Actions relating to rural drainage or stormwater flooding are not within scope of the Strategy. The Victorian Rural Drainage Strategy is under development and is due for release in late 2017. Stormwater flood risks are the responsibility of Local Government Authorities, and are best dealt with through local government planning processes.

Feedback on this draft is being sought and the aim is to release a final Strategy in early 2018.

This draft Strategy will have a one month period of public consultation during November 2017. At this time feedback will be sought from the general public and other stakeholders via an online or posted feedback form and through face-to-face drop in sessions at major regional centres. Following this, feedback will be collated and discussed with the Senior Steering Committee on the appropriate course of action. A summary of the feedback and what was done with it will be sent to participants.



### Chapter overview

**This chapter includes background on the region, the environmental and cultural values of floodplains, and the policy context and outlines key roles and responsibilities for floodplain management.**

## 1.2 The Corangamite region

The Corangamite region spans from the coastal town of Peterborough in the west to Ballarat in the north and Geelong and the Bellarine Peninsula in the east and the Bass Strait coast to the south. The region includes the floodplains of the Barwon River, Leigh River and Moorabool River; Lake Corangamite, the Otway Coast region; and the Hovells Creek catchments, including the tributaries that drain to these major waterways (see Figure 1).

The region extends across 1.3 million hectare of land, with 78% in private ownership. It includes 175 kilometres of coast and four catchment basins – Barwon, Lake Corangamite, Otway Coast and the Moorabool. It includes the majority of the City of Greater Geelong, urban and rural components of the City of Ballarat (including the Central Business District), the Borough of Queenscliff, and the Shires of Colac Otway, Corangamite (part of), Golden Plains, Moorabool (part of), Moyne (part of), and Surf Coast.

The region includes a broad range of bioregions and significant flora and fauna including wetlands of international significance under the Ramsar Convention being the Bellarine Peninsular Ramsar site (including the Lake Connewarre Complex), the Western District Lakes Ramsar site as well as a number of intermittent estuaries which provide unique habitat for a variety of fish and bird species.

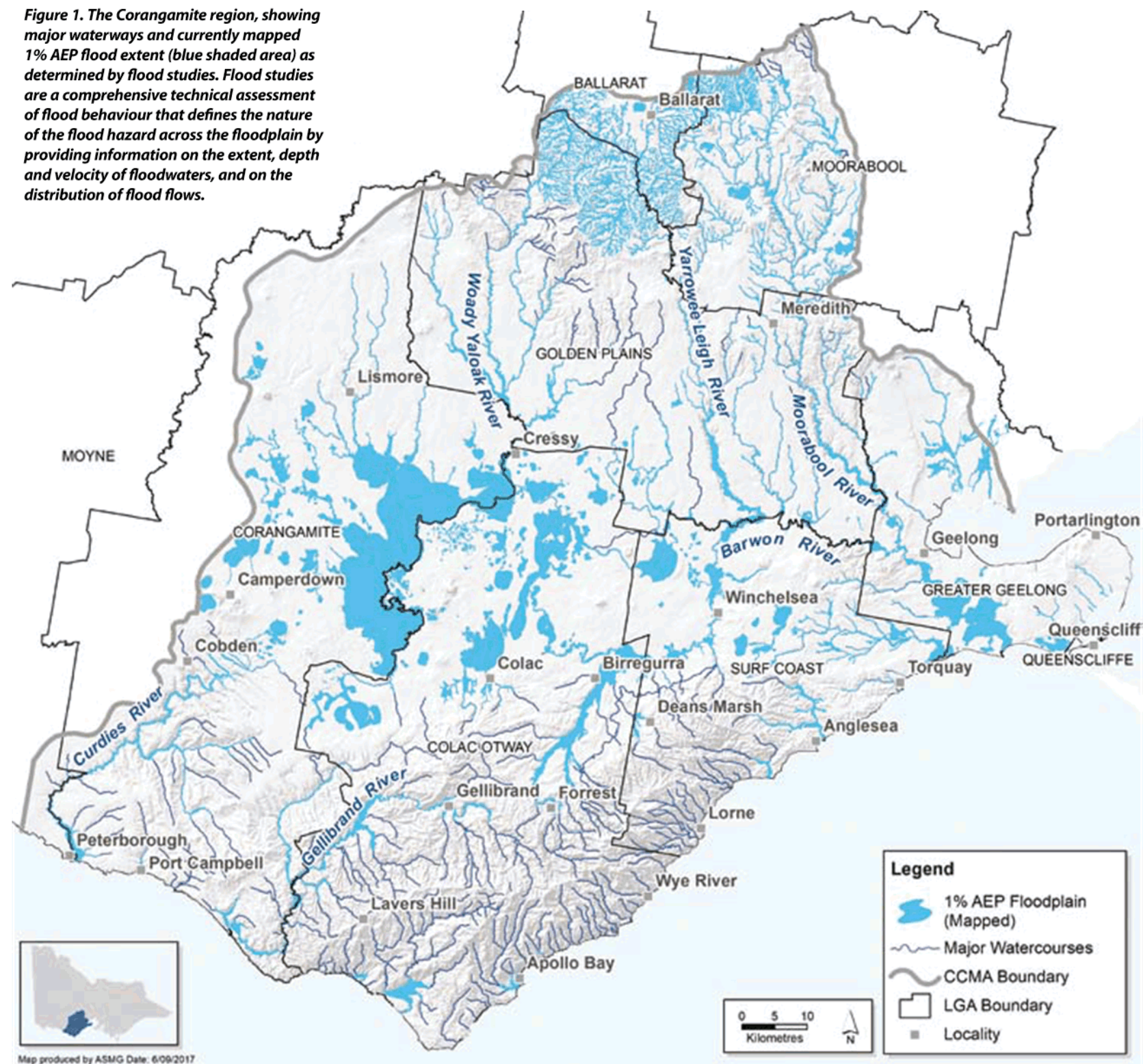
Flooding is a natural process in the Corangamite region. Whether caused by high rainfall, inland or coastal storms, they can severely disrupt communities, causing injury, loss of life, property damage, personal hardship, and disruptions to regional economies. At the same time, flooding has a range of benefits to the environment and is a culturally significant process to Aboriginal Australians. Effective floodplain management needs to acknowledge the benefits of natural flooding and work with natural flooding processes.

There have been many major floods in the region since European settlement. Appendix 1 discusses some of the known significant floods within the region.

It should also be acknowledged that floodplain management does not always follow administrative boundaries such as LGA and CMA boundaries. A strong emphasis of this Strategy has been on working with agencies even when they cross borders. For instance, a number of LGAs sit within the Corangamite CMA region as well as other CMA regions (e.g. Moyne Shire, City of Ballarat and Corangamite Shire).

Table 1 outlines the properties that are estimated to be affected by riverine flooding in the region, listed by each LGA area.

**Figure 1. The Corangamite region, showing major waterways and currently mapped 1% AEP flood extent (blue shaded area) as determined by flood studies. Flood studies are a comprehensive technical assessment of flood behaviour that defines the nature of the flood hazard across the floodplain by providing information on the extent, depth and velocity of floodwaters, and on the distribution of flood flows.**



**Table 1. Estimated number of property parcels within 1% AEP riverine flood extent.**

LGA	Residential parcels within 1% AEP extent	Commercial parcels within 1% AEP extent	Industrial parcels within 1% AEP extent	Total Parcels within 1% AEP extent*
Borough of Queenscliffe	95	0	0	95
City of Ballarat	5,298	342	146	5,786
City of Greater Geelong	965	61	203	1,229
Colac Otway Shire	711	18	15	744
Corangamite Shire	179	24	13	216
Golden Plains Shire	2,168	22	6	2,196
Moorabool Shire	1,536	111	46	1,693
Moyne Shire	624	12	2	638
Surf Coast Shire	450	20	6	476
<b>Total</b>	<b>12,026</b>	<b>610</b>	<b>437</b>	<b>13,073</b>

\* Parcel information based on Victorian Land Use Information System (VLUIS), 2012 (Source: DEDJTR).

### The Annual Exceedance Probability and the Annual Recurrence Interval

The Annual Exceedance Probability (AEP) flood extent refers to the probability each year of a certain size flood being equalled or exceeded and is used to define the floodplain for planning and building purposes as outlined in the Victorian Floodplain Management Strategy (DELWP 2016). This is the flood that has a 1% chance of occurring in any given year (also known as the 1-in-100-year flood) and can be modelled by an expert hydrological engineer.

The term Average Recurrence interval (ARI) is a statistical estimate of the average number of years between floods of a given size or larger than a selected event. For example, floods with a flow as great or greater than the 20-year ARI (5% AEP) flood will occur, on average, once every 20 years.

Technically, the two terms are interchangeable however ARI can be misleading. The term AEP reinforces the fact that there is an ongoing flood risk every year – regardless of how recently there was a similar flood. In contrast, people can be tempted to think that if they have experienced a 1-in-100-year flood (100 ARI), their property will then be safe for another 100 years.

## 1.3 The policy context

The VFMS, launched in April 2016, was developed by the Department of Environment, Land, Water and Planning (DELWP) with input from key stakeholders and the broader Victorian community (DELWP 2016).

This Regional Floodplain Management Strategy devolves implementation of the VFMS policies, actions and accountabilities to manage local and regional flood risks.

It sits within a framework of related strategies, plans and processes that support floodplain management, flood response and recovery. Many organisations are involved in delivering these policies and strategies. Table 2 outlines floodplain management and related strategies and plans at the state, regional and local scales.

### 1.3.1 Environmental water and floodplain management

The Corangamite CMA manages three environmental water entitlements on behalf of the Victorian Environmental Water Holder. They are the Moorabool River Environmental Entitlement 2010, the Barwon River Environmental Entitlement 2011 and the Upper Barwon Environmental Entitlement (currently being drafted).

The environmental water program's key objective is to provide water to protect, maintain and improve the ecological health and values of the region's river systems and wetlands.

While these entitlements relate specifically to watering various rivers and wetlands in our regions, environmental water does pass through the Barwon basin and various floodplain areas. The Corangamite CMA works with water authorities and storage managers to ensure environmental water is not released during times of flood risk and does not cause adverse outcomes.

**Table 2. Floodplain management and related strategies and plans.**

	Coastal Management	Climate Change	Water and Waterways	Floodplain Management	Emergency Management
<b>State</b>	Victorian Coastal Strategy Marine and Coastal Act (under development)	Victorian Climate Change Adaptation Plan	<ul style="list-style-type: none"> <li>Victorian Waterway Management Strategy</li> <li>Water for Victoria – the Water Plan</li> <li>Victorian Rural Drainage Strategy (under development)</li> <li>Integrated Water Management policies and plans</li> </ul>	Victorian Floodplain Management Strategy	Victorian Emergency Management Strategic Action Plan.
<b>Regional</b>	<ul style="list-style-type: none"> <li>Regional Coastal Plans – Central and Western regions</li> <li>Corangamite Regional Catchment Strategy</li> </ul>	<ul style="list-style-type: none"> <li>NRM Plan for Climate Change</li> <li>Corangamite Regional Catchment Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Corangamite Waterway Strategy</li> <li>Seasonal Watering Proposals (annual)</li> <li>Corangamite Regional Catchment Strategy</li> </ul>	<ul style="list-style-type: none"> <li><b>Regional Floodplain Management Strategy</b></li> <li>Corangamite Regional Catchment Strategy</li> </ul>	Regional Emergency Response Plan Flood Sub-Plan
<b>Local</b>	Precinct Structure Plans Local Planning Schemes Coastal Hazard Assessments	Precinct Structure Plans Local Planning Schemes	Municipal Water Strategies (where applicable)	Municipal Flood Emergency Plans Local Planning Schemes Local Flood Studies	Municipal Flood Emergency Plans Community Response Plan Local Flood Guides

### 1.3.2 Estuary management

Estuary management requires the interests of local communities and stakeholders to be weighed against the effect on the ecology of these complex river systems.

For many estuaries, particularly those in environments of high wave energy, high sand supply and variable river flow, the connection to the sea is periodically blocked by a sand berm at the entrance.

Many intermittent estuaries in the region are surrounded by dense coastal settlement (e.g. Lorne, Torquay, Anglesea, Aireys Inlet, Peterborough and Apollo Bay). The closure of an intermittent estuary entrance can increase water levels and inundate adjacent land. Inundation is a natural process and plays an important role in the life cycle of many species and the cycling of nutrients. When assets such as agricultural land and roads are inundated, there is often a call to artificially open an estuary, generally by digging a trench through the sandbar. It is crucial to ensure that appropriate planning is in place to ensure estuaries are allowed to flood naturally. This Strategy identifies actions to improve planning processes for estuarine flooding.

Under the *Water Act 1989*, the waterway manager is primarily responsible for decisions about the estuary entrance and will decide the conditions under which the estuary will be opened.

The Victorian Waterway Strategy outlines a number of actions for estuary management, including the development of MoUs with key agencies. MoUs will help to define roles and responsibilities at a local scale.

### 1.3.3 Coastal management

The Central, Western and Gippsland Coastal Boards were formed under the Coastal Management Act 1995 as regional coastal planning advisory bodies. The Central and Western Coastal Boards cover the Corangamite region. The coastal boards are responsible for developing Regional Coastal Plans that guide and facilitate the implementation of the Victorian Coastal Strategy 2014 and approved coastal policy and guidelines in the region. The Regional Coastal Plans have informed the development of this Strategy.

The Victorian Government is also developing a new Marine and Coastal Act that will address management and oversight arrangements for coastal management. The new Marine and Coastal Act (when completed) may bring significant changes to the management of coasts, particularly for CMAs. A Marine and Coastal Act

Consultation Paper, released by DELWP in August 2016, proposed some reforms that would have significant impact on the role of CMAs in the management of marine and coastal areas, including having CMAs provide advice on coastal erosion and inundation.

## 1.4 Environmental values of floodplains

Flooding provides a number of environmental benefits. For example, floods provide cues for the spawning of certain flora and fauna species, shelter juvenile fish and increase aquatic habitat. Following a flood the benefits to the ecosystem include recharged aquifers, natural deposition of nutrients and sediments and healthy populations of aquatic species.

Flooding has benefits to the soil structure, such as improving soil moisture and the deposition of silt that can improve agricultural productivity and soil fertility. Floodplains provide natural overland flow paths and storage areas where floodwaters remain for slow release back into waterways as water levels recede. This natural process reduces the potential for channel erosion from high energy flows. Nutrients, debris and sediment also settle out during this process, protecting waterways from high sediment and nutrient loads, improving water quality and contributing to floodplain productivity.

Since European settlement, a number of modifications have isolated floodplains and wetlands from rivers and this has led to changes to the natural flooding regime with detrimental effects on associated ecosystems. For example, levees, dams, weirs, river diversions and the encroachment of urban areas into floodplains have changed flooding regimes. In some situations restoring connectivity may be possible, by the delivery of environmental water to floodplains where the water will not pose a risk to private land or infrastructure.

Aligning with the VFMS, this Strategy adopts the principle that waterways should, wherever possible, be allowed to flood naturally, maintaining connectivity to floodplains and their associated wetlands. This Strategy aims to integrate the management of flood risks with the protection of floodplains for their environmental and cultural values. This includes the protection of priority waterways identified in the Corangamite Waterway Strategy 2014-2022.

### Case study

## The Lake Connewarre Complex – a significant floodplain

The Lake Connewarre Complex, on the Bellarine Peninsula between Geelong and Barwon Heads, is an example of a floodplain with significant environmental values.

The complex consists broadly of Lake Connewarre, Reedy Lake, Hospital and Salt Swamps as well as associated sections of the lower Barwon River. It forms part of the Port Phillip Bay (Western Shoreline) and Bellarine Peninsula Ramsar Site and includes a number of significant environmental assets including vegetation communities such as coastal saltmarsh, the western most population of white mangrove (*Avicennia marina* var. *resinifera*) in Victoria, and extensive meadows of seagrass (*Zostera muelleri*).

Three hydrological systems interact in the complex – surface water, groundwater and marine waters. The groundwater-surface water interaction at Reedy Lake is thought to have a strong influence on the distribution and health of the vegetation communities, which have an impact on the lake's ecosystem (Dalhaus et al. 2007; Lloyd et al. 2011).

The Lake Connewarre Complex also provides important flood storage functions for the Lower Barwon River, particularly for the Barwon Heads and Ocean Grove communities. It is a large floodplain storage that slows down and reduces flood flows travelling down the Barwon River to Barwon Heads.

### The Lake Connewarre complex.



## 1.5 Aboriginal values and floodplains

Traditional Aboriginal culture revolved around relationships to the land and water and these relationships held physical, social, environmental, spiritual and cultural significance. The land and its waterways and associated floodplains remain central to Traditional Owners' cultural identity and aspirations.

Water is the lifeblood for Country and waterways are the basis of many creation stories. Waterways and floodplains are also a source of food, fibre and medicine and an important place to camp, hunt, fish, swim and connect with traditional culture and stories.

Many Aboriginal cultural sites such as middens, initiation grounds, tools, fish traps, scar trees or other artefacts are on or near waterways and floodplains. Some significant sites may have no observable features but are important for their intangible links to past places of spiritual or ceremonial significance, resources, trade, travel or stories.

The Victorian government's 'Water Plan – Water for Victoria' sets the state-wide direction for greater involvement of Traditional Owners in regional water planning processes through the Aboriginal Water program.

This strategy takes steps towards improved engagement processes for Aboriginal people in regional water planning, including the capacity-building opportunities for Traditional Owners in floodplain management.

### Case study

#### Traditional Owner engagement in the development of the Strategy

As part of the development of the Strategy workshops were held with the relevant Traditional Owner groups in the region. These meetings discussed the cultural values of floodplains to Aboriginal people and how all the groups involved can better work together to protect floodplains for their environmental and cultural values.

Actions that arose from these meetings are listed in Chapter 4.



Corangamite CMA and Glenelg Hopkins CMA staff with Traditional Owners from the Kuuyang Maar Aboriginal Corporation.

## 1.6 Climate change and the Corangamite region

Changes to the climate in the Corangamite region are predicted to create hotter and drier conditions and increase severe weather events. There is also likely to be less rainfall, but with more intense rainfall events. Projections are for sea levels to rise and for there to be an increase in extreme natural events such as bushfires and floods (Grose 2015). Table 3 summarises the climatic projections for the Corangamite region and level of confidence in this information.

Further information on climate change projections for the Corangamite region can be found at: [www.climatechangeinaustralia.gov.au/en/impacts-and-adaptation/southern-slopes](http://www.climatechangeinaustralia.gov.au/en/impacts-and-adaptation/southern-slopes).

In response to the risks associated with climate change the Corangamite CMA has developed the 'Corangamite NRM Plan for Climate Change' which outlines directions for how we need to be incorporating climate change into our planning and actions at a regional scale. The 'South West Climate Change Portal', a central source for climate change information for the south-west of Victoria, accompanies this document. The Plan and Portal can be found at [www.swclimatechange.com.au](http://www.swclimatechange.com.au).

In current flood risk management studies, climate change is considered in a number of ways. Depending on the catchments' interaction with the coast, the following hydraulic modelling scenarios are typically modelled to gain an understanding of catchment sensitivity to increased rainfall intensities and sea level rise.

*Climate change Scenario 1 – Sea level Rise* (A sea level rise of 0.2, 0.5 and 0.8 m will typically be applied to the 10% and 1% AEP design events, or additional design events if required).

*Climate Change Scenario 2 – Sea Level Rise and increase rainfall intensity* (Increases in rainfall intensity typically 10%, 20% and 30%) with sea level rise scenario's outlined in Scenario 1 for 10% and 1% AEP design events, or additional design events if required).

*Climate Change Scenario 3 – Increased Rainfall Intensity* (e.g. 10%, 20%, 20%).

While the sensitivity of various climate change scenarios are assessed, they are currently not used for planning purposes or for use into the planning scheme until such time that the direction is given to do so, or that current best practice guidelines require this to occur.

The Corangamite region's coastline is likely to be susceptible to increased inundation and erosion from sea level rise and an increase in the frequency and intensity of storms. The changes will affect coastal environments and built assets.

Improved mapping of the vulnerability of coastal assets (both natural and anthropocentric) will be needed to inform responses and an adaptive management approach will be required. This Strategy has taken steps towards this and relevant actions are listed in Chapter 4.

In 2015, the DELWP Coastal Services Improvement Team undertook a desktop spatial analysis to identify priority locations along the Victorian coast for detailed hazard mapping and adaptation planning. The assessment found that impacts in the Corangamite region are likely to be the greatest along stretches of low-lying coastline, such as sections of the Great Ocean Road. Towns along

Table 3. Level of confidence in climatic change projections for the Corangamite region (Grose 2015).

Climatic projections for the Corangamite region	Level of confidence
Less rainfall in winter and spring	High confidence
Average temperatures to continue to increase in all seasons	Very high confidence
More hot days and warm spells	Very high confidence
Fewer frost days	High confidence
Increased intensity of extreme rainfall events	High confidence
Time spent in drought to increase	Medium confidence
Sea level to continue to increase	Very high confidence
Harsher fire-weather climate	High confidence
Evapotranspiration is projected to increase	High confidence
Increase in solar radiation and decrease in relative humidity	High confidence



the Great Ocean Road are potentially at risk of being isolated as a result of coastal inundation or storm surge events. These towns also experience large influxes of tourists over the summer months and school holidays. During these periods the vulnerability of these areas would be exacerbated (DELWP 2015b).

The Bellarine Peninsula is another high-risk area that is likely to be affected by sea level rise. A Coastal Hazard Assessment (CHA) has been completed for the Bellarine Peninsula and Corio Bay (see [www.ourcoast.org.au/resources/Final\\_Inundation\\_BellarineCorioLCHA\\_FINAL.pdf](http://www.ourcoast.org.au/resources/Final_Inundation_BellarineCorioLCHA_FINAL.pdf)). This study aimed to provide a comprehensive understanding of the extent of coastal inundation hazards and the impacts on the coastal environments. This Strategy supports the CHA process. Indeed the outputs (i.e. coastal inundation mapping) from the Bellarine CHA are already being used for planning purposes within the study area.

It is however important to acknowledge that there are known knowledge gaps about climate change relating to riverine flooding and coastal inundation. The science necessary to fill those gaps may take many years to mature, and strategic investments in knowledge improvements are essential for continual improvement in floodplain management.

## 1.7 Roles and responsibilities

**The key agencies involved in developing and implementing this Strategy are the Local Government Authorities (LGAs) in partnership with the Corangamite CMA and VICSES. This section describes each of their roles (see Appendix 3 for additional information).**

### Corangamite CMA

Under the *Water Act 1989*, the Corangamite CMA is the floodplain management authority for the Corangamite Waterway Management District.

The functions set under section 202 of the Act include:

- to find out how far floodwaters are likely to extend and how high they are likely to rise
- to control developments that have occurred or that may be proposed for land adjoining waterways
- to provide advice about flooding and controls on development to LGAs, the DELWP Secretary and the community.

The Corangamite CMA also has waterway management, regional drainage and floodplain management functions under Divisions 2, 3 and 4 of Part 10 of the Act. While it has this regulatory role in authorising individuals and organisations to carry out flood mitigation activities on waterways, it does not have a direct responsibility to carry out such activities.

The Corangamite CMA is a referral authority for all development applications and building or works applications on land covered by the flood planning controls of the Victorian Planning Provisions and is the relevant floodplain management authority for the Corangamite region under Clause 66 of the Victorian Planning Provisions set by the *Planning and Environment Act 1987*.

### Local government authorities

In accordance with responsibilities outlined in the Planning and Environment Act, Emergency Management Act and Local Government Act, local councils play an important role in flood management including in the areas of:

- land-use planning and development decisions
- emergency management planning
- urban stormwater infrastructure and managing drainage from and flooding on rural roads
- helping the community to respond to and recover from floods when they occur.

With respect to land-use planning and development decisions, councils incorporate flood mapping and controls into their local planning schemes to ensure land use and development (e.g. buildings, works and subdivisions) within known floodplain areas does not contribute to flood risks.

Under emergency management arrangements, councils provide a broad range of support services for emergency response agencies during floods and lead community relief and recovery from floods and other emergencies including being specifically responsible for Emergency Relief Centres (ERCs). Councils support and develop Municipal Flood Emergency Plans as part of their municipal emergency management plans and implement actions within those plans. Some councils implement and maintain local flood warning systems, including systems for flash flood events.

Councils play a lead role for the design and ongoing maintenance of urban stormwater systems critical to reduce local flooding. Councils also manage the vast majority of rural road infrastructure that can contribute to localised flooding or be affected by floods. This infrastructure is often critical to enabling the community recovery process.

### Victoria State Emergency Service (VICSES)

Part 7 of the Emergency Management Manual of Victoria, required under the Emergency Management Acts of 1989 and 2013, outlines that VICSES is the control agency for flood response in Victoria. Key roles and responsibilities include:

- community education and awareness that underpins flood preparedness, response and recovery
- providing support to Municipal Flood Emergency Committees
- facilitating the development and maintenance of MFEPs in conjunction with LGAs
- organisational planning, resourcing and response capability to ensure the best possible service to Victorian communities before, during and after floods/storms.

Priority actions for the VICSES include:

- build community resilience through the development and delivery of community education programs for high flood risk communities
- develop State, Regional and Municipal Flood Emergency Plans
- ensure that MFEPs include the relevant information from flood studies, Total Flood Warning Systems, consequences of the failure or overtopping of flood levees and other information as it becomes available
- provide opportunities for local knowledge to be incorporated into flood emergency planning and educate the community on risk and preparedness
- collate coastal hazard assessments and other intelligence information to build capacity to respond to storm surges and coastal flooding
- provide DELWP with flood mapping and flood intelligence information for emergency planning, response and recovery and community education
- engage infrastructure managers and technical experts in developing flood emergency planning
- determine the qualifications and competencies required to provide specialist services to Incident Controllers during floods.

# Flooding in the Corangamite region



## 2.1 Regional risk assessment

The behaviour of floodwaters can vary. They can be deep or shallow, slow or fast moving and cause widespread impacts or nuisance flooding. All forms of flooding can cause risks to human life, threaten communities and livelihoods and affect important infrastructure.

Potential flood damages can change over time due to changes to land use, development or climate and the risks presented here are based on knowledge of the Corangamite region at present, and do not factor in potential future changes in population, land use or climate.

Risks from flooding are created by people's interactions with floodplains and are commonly understood as the combination of both the likelihood and the consequences of flooding.

The likelihood of flooding is the probability that a flood or range of floods will occur. The consequences of flooding include loss, injury, disadvantage or gain.

The interaction between flooding likelihood and consequence determines the magnitude of the flood risk. For example, land that experiences frequent, fast-flowing flooding is likely to be better suited to minimal development, e.g. a parkland rather than a commercial building. The likelihood of flooding is the same, but the potential damages (consequences) of flooding are very different.

Understanding potential damages that result from floods is an important first step to prioritising flood risk management options. For this Strategy, this was done in two phases:

1. A rapid appraisal of flood risks.
2. Stakeholder consultation.



### Chapter overview

This chapter describes the risk assessment process undertaken during the development of the Strategy and includes a description of the existing risk mitigation measures that are in place. The Chapter provides information on additional factors of importance to flooding in the region, including stormwater management, rural drainage, dam regulation and management and recent developments in the region.

*Have your say – Have we captured all floodplain management issues? See page 5 for details.*

### 2.1.1 Rapid appraisal of flood risk

The Victorian Department of Environment, Land, Water and Planning (DELWP) rapid appraisal of flood risk methodology was used to assess flood risks at a regional level.

The methodology has been developed to provide a regional snapshot and a starting point for discussions around flood risks within the region. It produces a relative measure of risk between discrete areas or regional 'management units' to quantify and compare relative flood risks. As such, the rapid appraisal of flood risk methodology is not designed to be an absolute assessment of flood risk to justify flood risk mitigation expenditure at the local level.

This assessment was undertaken across the Corangamite region in August 2016. This was a limited analysis designed to identify areas with the highest risk as an initial input for regional priority setting.

The region was divided into 189 'management units' (113 urban and 76 rural) based on features including catchments, towns and localities. Flood risk was assessed for riverine, stormwater and coastal flooding.

While the methodology is useful, it is important to note that there were a number of significant limitations of the method. For example, the nature of the rapid appraisal means that it is unable to consider factors such as critical infrastructure, vulnerable populations, flood risk where flood hazard data is absent, areas of high risk to life (e.g. floodways), areas intended for future development, community values and tolerance to flood risk, and existing mitigation. The second phase of the regional flood risk assessment was designed to address these limitations. Further information on the rapid appraisal is found in Appendix 5.

### 2.1.2 Verification of rapid appraisal

A series of workshops in late 2016 and early 2017 with each of the six major LGAs, VICSES and additional regional agencies, sought further information about:

- the logic of the metrics produced by the rapid appraisal flood risk assessment
- additional factors which were not previously considered
- important regional and community infrastructure.

Information from both the rapid appraisal and stakeholder consultation phases was consolidated for each management unit. The adjusted risk metrics were then used to identify areas with significant flood risks relative to the overall risks in the Corangamite region. The Significant risk areas are outlined in Table 9, Chapter 3, page 40.

Further detail on the stakeholder and public consultation undertaken as part of the development of this Strategy is given in Table 8, page 35.

### 2.1.3 Flood risk assessments along the coast

Coastal inundation was assessed for the 1% AEP coastal storm surge extent under current climatic conditions, 1% AEP coastal storm surge plus 20 cm sea level rise and 1% AEP coastal storm surge extent plus 80cm sea level rise as part of the rapid appraisal process.

The coastal flood risk is assumed to be independent of the riverine flood risk calculated in section 2.1.1.

There are two significant Coastal Hazard Assessment (CHA) projects in progress that look at coastal flooding risks in more detail.

A CHA was recently completed for the Bellarine Peninsula and Corio Bay and an adaptation pathways plan is in development to investigate coastal flood risks in more detail (Cardno 2016). This Strategy proposes to align actions on coastal flooding with the findings of the CHA report.

A CHA for the Barwon South West coastline (from Breamlea to the border with South Australia) is under development. This CHA aims to provide information, data and guidance on possible changes to the coast relating to coastal hazards and climate change. This information can be used at a local scale to inform strategic planning for settlements and natural systems and avoid increased risk exposure for future coastal development.

### Coastal hazards

Coastal systems are unique and dynamic with complex interactions, relationships and feedback loops involved (DSE 2012). Key processes at play include:

- atmospheric processes (wind, current, rainfall)
- storms
- sea level (tides, sea level fluctuations)
- extreme events (storm surges, storm tides)
- waves
- sediment supply and transport
- vertical land movement.

Coastal inundation very rarely, if ever, occurs in isolation from other coastal processes, such as erosion. The Victorian Coastal Hazard Guide (2012) outlines "sustainable coastal hazard management needs to view natural processes along shorelines as a total system" (p 11).

Although this Strategy focuses on coastal inundation risks and does not include coastal erosion risks, where erosion risks have been mentioned during discussions with stakeholders they have been documented and followed up with the relevant agency. For example, a coastal asset protection database is available for the entire Corangamite coastline. However all the coastal protection assets currently in the database are primarily for erosion management purposes. So, it is understood that there are currently no known coastal protection assets for inundation purposes within the Corangamite region.

The Victorian Government is developing integrated coastal inundation and erosion policy directions to improve coastal hazard management. For example, a Marine and Coastal Act is being developed, with proposed changes to the management of Victoria's coastline. This includes changes that would lead to the Corangamite CMA providing planning advice on both coastal inundation as well as erosion risks.

## 2.2 Understanding existing mitigation measures

No amount of works will entirely remove flood risks from an area. What is required are measures to reduce the risks of flooding to an acceptable or tolerable level. What is deemed as tolerable needs to be evaluated on a case-by-case basis.

The mitigation measures fall into five key categories:

- Planning Scheme controls
- structural flood mitigation works
- Total Flood Warning System services
- emergency management
- community education.

In order to be able to set appropriate regional priorities an understanding of the existing mitigation measures in place (i.e. an assessment of the current situation) was required. An analysis of the status of existing mitigation was undertaken through:

1. Review of existing information including:

- flood risk assessments and flood study recommendations
- the status of planning schemes relevant to the flood risk
- flood warning arrangements
- emergency management planning currently in place

2. Gathering local knowledge through targeted public and stakeholders consultation (outlined in more detail in Chapter 3, section 3.2).

- The process of identifying 'gaps' compared the level of risk (from the risk assessment process outlined above) with current mitigation measures to determine if the residual risk is tolerable or additional mitigation is required.

The most cost-effective mitigation measures are preventative measures, such as Planning Scheme controls and community education, that control inappropriate development on floodplains.

However, there are ongoing legacy issues from previous developments on floodplains and in these instances there is a need to include mitigation measures that ameliorate and address the existing flood risk. Measures to address legacy issues include physical/ structural flood mitigation works, total flood warning systems services, emergency management and community education.

### 2.2.1 Planning Scheme controls

Development on a floodplain should be compatible with the flood risk, which in Victoria is based on the 1% Annual Exceedance Probability (AEP) flood event.

The Victorian Planning Provisions (the VPPs) set out Victoria's statutory land use planning system, a framework from which all local government Planning Schemes are constructed. The overall objectives of floodplain management, in Clause 13.02-1 of the VPPs, are to assist the protection of:

- life, property and community infrastructure from flood hazard
- the natural flood carrying capacity of rivers, streams and floodways
- the flood storage function of floodplains and waterways
- floodplain areas of environmental significance or importance to river health.

Flood controls are set within Local Government planning schemes and are used to assist in meeting the objectives of Clause 13 of the VPPs. Flood controls include:

- information in local municipal strategic statements and local planning policies that address flood risk
- the Urban Floodway Zone
- the flood overlays (LSIO, FO, SBO), if coastal flooding is present, the current overlay to apply is LSIO
- schedules to the overlays
- Local Floodplain Development Plans

These flood controls are detailed in Planning Practice Note 12: Applying the Flood Provisions in Planning Schemes.

LGAs must plan for possible sea level rise in accordance with Victorian State Planning Policy – Environmental Risks (Clause 13). The following information is available to guide responses:

- Clause 13.01 (coastal inundation and erosion ) of the State Planning Policy Framework
- Guidelines for coastal Catchment Management Authorities assessing development in relation to sea level rise (June 2012)
- The 2014 Victorian Coastal Strategy, which sets a planning benchmark of no less than 0.8 metres sea level rise for greenfield developments.

### The planning process

Most proposals to subdivide land, construct a building or undertake works in an area subject to a planning control require a planning permit.

Where flood information is available and LGAs have been willing and able to include it in planning schemes, proposals subject to flood controls (i.e. in locations within a flood zone or overlay) are referred to the relevant CMA for assessment.

LGAs are required to consider flood risk in making land use planning decisions. All CMAs are recommending referral authorities under the Planning and Environment Act 1987 for proposals in areas subject to flood controls. Therefore the Corangamite CMA's advice is not binding on the LGA and it is ultimately up to the discretion of the LGA to approve or object to a permit application. However, LGAs will need to be able to justify their decision later on if required.

There are circumstances where the information in the Planning Scheme is not a true representation of the flood risk. This occurs for three reasons:

1. Detailed flood mapping is not available for an area.
2. Flood mapping is available but has not been incorporated into the Planning Scheme via an amendment.
3. The information contained within the Planning Scheme is not up to date.

For example, in some locations where flood mapping has been incorporated into the Planning Scheme, it may have been superseded by physical changes in the location (e.g. changes to landform or waterways) or by updated flood mapping using improved information or techniques that has not made its way into the planning scheme. As a result there is a risk that inappropriate development may occur within the floodplain.

The Corangamite CMA holds a database of geographic information system (GIS) layers of existing flooding information. This information can be viewed on the Corangamite Flood Portal: [www.ccmaknowledgebase.vic.gov.au/flood/](http://www.ccmaknowledgebase.vic.gov.au/flood/). This data is sourced from a number of reports and studies from various agencies.

Table 4 shows the total of area of the 1% AEP riverine flood extent for each LGA in comparison to the total area within each LGA covered by planning controls for flood risks. This information indicates that there is still work to be done to improve planning controls for flood risk management in the Corangamite region.

**Table 4. Comparison of the total area of 1% AEP riverine flood extent and flood controls in the Planning Scheme for each LGA in the Corangamite region.**

LGA	Area (ha)	Area of 1% AEP Riverine Flood Extent (ha)	Percent of LGA covered by 1% AEP Riverine Flood Extent	Area of Planning Controls (ha)*	Percent of LGA with flood Planning Controls*
Borough of Queenscliffe	1,086	7	0.69%	N/A	0.00%
City of Ballarat	73,948	8,783	11.88%	3,084	4.17%
City of Greater Geelong	128,251	14,964	11.67%	12,197	9.51%
Colac Otway Shire	343,844	33,473	9.74%	33,487	9.74%
Corangamite Shire	440,613	50,384	11.44%	188	0.04%
Golden Plains Shire	270,523	16,698	6.17%	14,705	5.44%
Moorabool Shire	211,329	13,102	6.20%	N/A	0.00%
Moyne Shire	548,019	6,708	1.22%	1,128	0.21%
Surf Coast Shire	155,495	12,726	8.18%	12,454	8.01%
<b>Total</b>	<b>2,173,108</b>	<b>156,846</b>		<b>77,242</b>	

\* Planning controls based on LSIO, LSIO-FO, LSIO – RFO, FO and UFZ (Geelong only).

When assessing proposals for development or subdivision in locations subject to flooding, the Corangamite CMA refers to relevant policies, provisions and guidelines. These include Planning Provisions, Planning Practice Notes, emergency management guidelines and various state strategies.

The Victorian Government is currently developing guidelines for development in flood-prone areas. These guidelines are to provide a consistent and transparent point of reference for those people and parties involved in the design and approval of development in flood-prone areas. They are intended to provide guidance about making an application for a planning permit where flooding is a consideration and explain how an application will be assessed.

### The building process

A building permit is required for the construction or significant alteration of most buildings in Victoria. This process is independent of the land use planning process and is regulated under the *Building Act 1993* and the Building Regulations 2006. The VFMS directs DELWP and the Victorian Building Authority to work together to improve the effectiveness of the flooding provisions of the Building Code of Australia.

### Challenges and future management

The key challenges relating to land use planning in Corangamite can be summarised as:

- regional growth and the need to plan new developments appropriately considering the flood hazard
- the legacy of existing development in flood-prone areas
- lack of detailed flood mapping for large areas of the region
- a delay in the development of flood mapping and its incorporation into the Planning Scheme
- timely and complex process required to update flood mapping and Planning Schemes
- the potential for proposals to be allowed by an LGA in contradiction to the Corangamite CMA's referral advice and relevant policies, provisions and guidelines.

This Strategy provides an opportunity for LGAs, with the support from the Corangamite CMA, to ensure that the flood controls in Planning Schemes align with their flood risks.

As part of the Strategy's development, the status and currency of existing Planning Scheme controls in the region was assessed (see Table 4). This information provided a baseline of what is available currently and identifies where there are gaps and/or where upgrades to Planning Schemes are required.

All LGAs support the need to amend Planning Schemes to incorporate updated flood information, and this already occurs to a large extent but there is more work to be done.

### 2.2.2 Structural flood mitigation infrastructure and their management

The primary purpose of flood mitigation infrastructure is to reduce the incidence or severity of flooding. Flood mitigation infrastructure is designed to protect public and private assets from flooding. In recent times, flood mitigation infrastructure may be constructed following the completion of a detailed flood study that assessed the appropriate treatment options to manage the flood risk and found a cost benefit and clear rationale for it to go ahead.

Mitigation works consist of:

- levees
- waterway channel modifications
- bypass floodways'
- retention/detention basins
- dams
- floodgates.

#### Management arrangements

Some flood mitigation infrastructure in Victoria is not being formally managed. If no formal management arrangements are in place it will be up to the beneficiaries of such systems to manage them if they so desire. They will need to comply with relevant regulations which vary according to whether the infrastructure is on Crown land or private land.

**Table 5. Location of significant levees in the region.**

Description of levee	Location	Responsibility/management arrangements
Barwon Heads, Plumbers Bank, north west of town near Jirrahlinga Koala and Wildlife Reserve	Barwon Heads	City of Greater Geelong
Barwon Heads, Bank on the north side of town along River Parade	Barwon Heads	City of Greater Geelong
Sparrowvale Levee, below Reserve Road, Connewarre	Connewarre	Private landowner
Belchers Lane, Connewarre	Connewarre	Crown Land
Barwon Caravan Park Levee, Barrabool Road, Belmont	Belmont	Private – caravan park operator
Along Ponds Drive between Forest and Flinders Avenue, protects urban areas west of Hovells Creek	Lara	City of Greater Geelong
Between Flinders and Station Lake Road, protects urban areas west of Hovells Creek	Lara	City of Greater Geelong
Between Station and Wingara Drive, protects urban areas east of Hovells Creek	Lara	City of Greater Geelong
Adjacent to Bass Drive, protects urban areas east of Hovells Creek	Lara	City of Greater Geelong

The VFMS seeks to remove uncertainty and inconsistency in the management of flood mitigation infrastructure to improve its performance during a flood. In particular, the management of existing flood mitigation infrastructure under formal management arrangements will be funded by beneficiaries.

There are a number of significant levees that perform flood mitigation functions within the region (see Table 5).

#### Future management

Large-scale flood mitigation infrastructure is no longer considered best practice for rural areas. This Strategy provides an opportunity to document information about structural flood mitigation works, as well as identify whether the current service levels are appropriate or should be amended.

Section 17 of the VFMS sets out a number of policies relating to flood mitigation infrastructure, including its recognition and management.

Coastal levees, also known as sea walls, are considered within the scope of this Strategy if they provide flood mitigation benefits (i.e. they protect against inundation by seawater) rather than erosion management benefits (i.e. they protect banks from damage caused by wave action).



**Figure 2. Elements of a Total Flood Warning System.** (Source – Victorian Floodplain Management Strategy)

### 2.2.3 Total Flood Warning System services

Flood response is only effective if real-time assessments can be made about its behaviour and its consequences. Flood warnings provide communities and emergency management agencies with information about when flooding may occur, its likely impacts and how to reduce damages.

All Victorian communities receive Bureau of Meteorology (BoM) warnings including Flood Watches and Severe Weather Warnings, as well as value added safety messages from VICSES. More comprehensive flood warning services can include local predictions about flood behaviour and other information outlined in Municipal Flood Emergency Plans. A Total Flood Warning System (TFWS) contains a number of elements that are vital to flood response (see Figure 2).

Routine catchment monitoring and river height prediction activities are necessary for a Total Flood Warning System. These include river height and rainfall gauging information and are outlined in Section 3 of the Bureau of Meteorology's Service Level Specification for Flood Forecasting and Warning Services for Victoria (BoM 2013). This report contains Schedules that specify the level of service provided across a range of monitoring and information locations in Victoria.

**Table 6. Flood class level information available for the Corangamite region.**

Basin	Station	Minor (metres)	Moderate (metres)	Major (metres)
Moorabool River Basin	Batesford Bridge	2.7	4.0	4.9
Barwon River Basin	Shelford Highway Bridge	6.0	7.0	8.0
Barwon River Basin	Geelong	2.3	3.1	4.3
Barwon River Basin	Mt Mercer	2.0	3.0	4.0
Barwon River Basin	Ricketts Marsh	3.0	6.0	6.7
Barwon River Basin	Pollocksford	3.5	4.5	6.5

The Barwon River system (including the Moorabool River basin) is the only area within the Corangamite region with flood class level information available and is listed in Table 6. The Table is adapted from the Bureau of Meteorology 2017 information. See the case study on page 27 for further information, including specific locations of the flood forecasting network as shown in Figure 3.

#### Limitations

TFWSs for riverine flooding require at least six hours to collect and process data, resulting in flood warnings to the community. Some areas experience flash flooding, which does not allow time to run these processes. As such, effective flash flood warning systems are currently not available. This Strategy has investigated alternative approaches for flood warning in flash flood systems and appropriate actions have been developed. For example, Ballarat sits at the top of the catchment of three major river basins and is largely subject to flash flooding. This Strategy has included an action to investigate weather prediction systems that could be used for flood warning in the City of Ballarat.

### 2.2.4 Emergency management

In Victoria, emergency management has three components – prevention, response and recovery. VICSES is the lead agency for flood response and as such is responsible for community education and awareness, the support of Municipal Flood Emergency Committees, and for facilitating the development and periodic review of Municipal Flood Emergency Plans (MFEPs) in conjunction with LGAs. MFEPs are developed for LGAs to explain local flood risks and how to prepare for and respond to floods. They consider flood mitigation measures (both structural and non-structural), the needs of all relevant agencies and available flood intelligence.

**Table 7. Emergency management plans prepared for each LGA.**

LGA	MFEP status and date	Flood Emergency Plans	Local Flood Guide
Borough of Queenscliffe	Nil	Lake Victoria – Point Lonsdale Precinct Flood Emergency Plan available in COGG MFEP	Nil
City of Ballarat	Version 2b, September 2014	Flood Emergency Plan for the City of Ballarat	Ballarat East (2017) Ballarat CBD (2017)
City of Greater Geelong (COGG)	MFEP available, version 3.0 May 2013.	Moorabool River-Batesford/Fyansford Precinct Flood Emergency Plan Hovells Ck – Lara Precinct Flood Emergency Plan Barwon River – Geelong Precinct Flood Emergency Plan Barwon River – Barwon Heads Precinct Flood Emergency Plan Waurn Ponds Ck Precinct Flood Emergency Plan Moolap Industrial and Residential Precinct Flood Emergency Plan Lake Victoria – Point Lonsdale Precinct Flood Emergency Plan Yarram Creek – Bellarine Peninsula Precinct Flood Emergency Plan	Barwon Heads and Ocean Grove (Jan 2015) Geelong (Jan 2015) Lara (Jan 2015)
Colac Otway Shire	Version 1.0, April 2015	Birregurra Flood Plan 2010	Apollo Bay (Nov 2015)
Corangamite Shire	Version 2.4, August 2014	Camperdown Community Flood Emergency Management Plan Port Campbell Community Flood Emergency Management Plan Lake Corangamite Community Flood Emergency Management Plan Gellibrand River Community Flood Emergency Management Plan Curdies River Community Flood Emergency management Plan	Nil
Golden Plains Shire	Version 2.0 April, 2014	Inverleigh Community Flood Emergency Management Plan Shelford Community Flood Emergency Management Plan	Shelford (2017) Inverleigh (Oct 2013)
Moorabool Shire	Version 1.0, 2013	Nil within Corangamite CMA region	Nil
Moyne Shire	Draft Version 2.2, 2016	Peterborough Flood Emergency Plan	
Surf Coast Shire	Version 1.0 June 2014	Nil	Aireys Inlet (May 2014)

MFEPs also outline the impacts of floods to a particular location, including past floods, an overview of the waterway system, conditions likely to result in flooding, roads likely to be inundated at particular flood depths, flood inundation mapping, information about tidal, coastal and flash flooding as relevant, critical infrastructure that may be impacted, evacuation options, stream or rain gauge information if available, and information about flood warning.

MFEPs are a highly valuable resource for information about the impacts of flooding, provided they are maintained and updated. The flood intelligence in the MFEPs is a crucial guide for communities and agencies during a flood incident, and can contribute to reducing property damage and personal injury.

VICSES also produces separate Local Flood Guides for priority areas to clearly communicate information to communities about the flood risk in their area.

Emergency plans and flood guides for areas covered by the Corangamite region are summarised in Table 7.

### 2.2.5 Community education

Raising flood awareness is a cost-effective way to reduce the impacts of flooding. Detailed flood risk information will empower individuals to better evaluate where they choose to live, or if they are already in a flood prone area, allow them to plan how to protect their assets before the flood arrives and when they may need to evacuate. This work also enables the community to be more aware of flooding so that they can actively take measures to manage their flood risk, leading to a better response, faster recovery and more resilient communities.

A priority project for the VICSES is to develop a State Community Observers Network Website to enable the community to provide local knowledge during a flood. Data and photographs collected using smartphones can be instantly uploaded to the web page via an application (an app), viewed and shared between agencies and the community. This website will provide a source of valuable information where there are gaps in telemetered stream data.

### Case study

## Barwon River flood warning and forecast service

The November 1995 flood on the Barwon, Leigh and Moorabool Rivers affected a number of communities, inflicting damage and hardship in the townships of Inverleigh, Batesford, the Geelong urban area abutting the river and low-lying river frontage farmland from Forrest to Geelong.

Local LGAs, Victorian State Emergency Service and the Bureau of Meteorology initiated an upgrade of the flood warning system for the Barwon River and established the Barwon Catchment Flood Warning Group, consisting of Government Agencies, BoM, Corangamite CMA and the four affected LGAs (Golden Plains Shire, City of Greater Geelong, Surf Coast Shire and Colac Otway Shire).

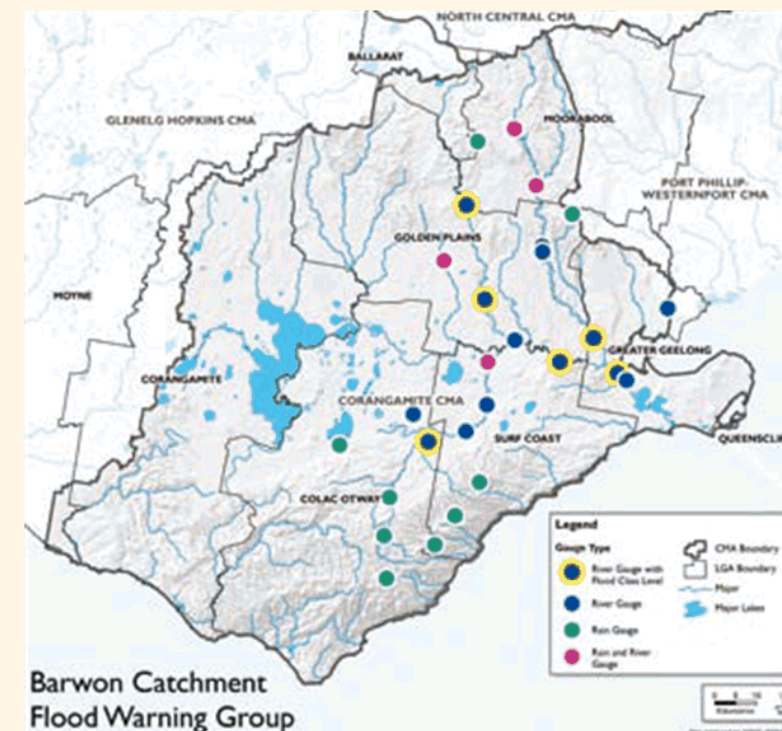
This system has two main components:

→ An improved coverage of telemetry network of river and rainfall stations to allow better prediction of floods by the Bureau of Meteorology. The system has 14 telemetry River stations and 9 telemetry rainfall stations from Ricketts Marsh on the Barwon, Mt Mercer station on the Leigh River and Lal Lal River station on the Moorabool River to Geelong.

→ A community flood preparedness, alerting and warning service continuously being updated as part of each LGA's Emergency Management Plan. Flood preparedness and alerting component have been completed and included in each municipal emergency management plan. These sub-plans aim to ensure that flood-prone properties know how to respond to floods and to minimise risk to life, damage and hardship caused by floods.

Flood class levels are available for the following six locations (see Table 6).

1. Batesford Bridge (Moorabool River)
2. Shelford Highway Bridge (Leigh River)
3. Geelong (Barwon River)
4. Mount Mercer (Leigh River)
5. Ricketts Marsh (Birregurra, Barwon River)
6. Pollocksford (Barwon River)



**Figure 3. Barwon Catchment Flood Warning Group data collection locations.**

VICSES is also working with DELWP, CMAs and LGAs to develop a range of products and community engagement activities to raise community flood awareness. These products include:

- property-specific flood warning charts for individual properties that relate forecast peak flood levels to a height above or below the property's floor level
- community education signs at stream gauge board locations that both educate the community and provide an opportunity for the community to input local knowledge, into an Incident Control Centre during a flood
- pre-recorded flood education videos
- community response plans.

The delivery of a series of community education products in conjunction with targeted community engagement activities with people living or working in flood prone areas will go a long way to reducing the consequences of flooding.

## 2.3 Regional and community infrastructure

While critical infrastructure operators are mandated by law to understand their responsibility to manage risks to their infrastructure, including that due to flooding, this requirement doesn't apply to infrastructure or assets that are significant to smaller regions or individual communities.

The regional risk assessment method did not assess the potential impacts of flooding on important regional and community infrastructure. As such, stakeholders and the community have been asked to identify important infrastructure potentially at risk of flooding focusing on its susceptibility to flood damage. This includes infrastructure such as emergency management facilities, utilities, transport, major industry, food supply, finance, education, security, water supply, sewage, recreation facilities and social facilities.

The Regional Emergency Management Planning Committees were also engaged with a request for feedback around important infrastructure at risk of flooding. Information from these sources has been incorporated into the assessment of risk for relevant management units.

## 2.4 Stormwater

Urban stormwater flooding affects a number of towns in the region, usually resulting from inadequate or outdated drainage infrastructure and planning practices. Stormwater flooding can be caused by local runoff exceeding the capacity of an urban stormwater drainage system, flow overland on the way to waterways or by the backwater effects of mainstream flooding causing urban stormwater drainage systems to overflow (also local overland flooding) (from VFMS, DELWP 2016, p. 106). LGAs are accountable for managing urban stormwater in the Corangamite region.

This Strategy has identified areas with a history of stormwater flooding but does not recommend treatment options. This should occur through existing processes such as LGA stormwater management plans or capital work programs. Stormwater flood risks for each municipality are discussed in more detail in Chapter 4. The main stormwater flood risks occur in the larger towns of Geelong and Ballarat. Therefore, stormwater actions are not within the scope of the Strategy.

This Strategy supports integrated water cycle management, which provides opportunities to manage urban flooding through, for example, stormwater and rainwater harvesting, water-sensitive urban design and reduced connection of hard surfaces to drainage systems (see CSIRO 1999).

This Strategy also reiterates the requirements of Clause 56 of the VPPs for new subdivisions and the need to ensure that developments do not increase flows downstream of the site by including appropriate stormwater detention and treatment.

## 2.5 Rural drainage

The primary purpose of dryland rural drainage is to protect agricultural land from seasonal inundation. This allows land that would otherwise be waterlogged and unsuitable for traditional forms of agricultural production to be productive for longer periods of each year.

Dryland rural drainage can increase the flow of water downstream leading to erosion; affect other landowners; damage infrastructure; and transport high levels of nutrients, chemicals and sediment to receiving waterways.

The Victorian Government is developing a Victorian Rural Drainage Strategy, which aims to establish a framework for the management of dryland rural drainage systems in Victoria by clarifying institutional arrangements and identifying roles and responsibilities. A number of issues with these systems have been identified, including a lack of information about their condition, ad hoc and ineffective management, lack of clarity regarding roles and responsibilities and lack of maintenance.

Dryland rural drainage issues are not within the scope of this Strategy.

## 2.6 Dams

Dam safety refers to all management measures in place to ensure the integrity of dam structures and their operation. While Victoria has a good dam safety record, there are significant downstream risks if a dam fails. Therefore it is important that all dams have appropriate contingency procedures in place. Under the Water Act 1989 dam owners/managers are responsible for dam safety and accountable for the damages their dam/s may cause. Dam safety is regulated by DELWP.

Within Victoria, there are four types of dams, each with their own licensing and management arrangements.

1. Water Corporation dams: These are usually large dams which are well managed. They generally have a good suite of inundation maps, dam safety emergency plans and surveillance programs. These dams are licensed by DELWP.
2. Large private dams: These are defined by size – 5m/50ML, 10m/20ML and over 15m. They are usually on waterways/watercourses and are potentially hazardous because of the consequences of failure. In the Corangamite region these dams are licensed by Southern Rural Water and have to meet licence conditions, such as having dam safety emergency plans and surveillance plans in place.
3. Small private dams: There are many of these in Victoria and they are generally low risk, as they are small and usually within the catchment, not on a waterway. They are not licensed.
4. LGA or Parks Victoria managed dams: These may vary in size and level of management. They are the focus of a DELWP review to ensure that safety and surveillance plans are in place. These dams are licensed by DELWP.

DELWP is the control agency for dam safety incidents (e.g. breaches, failure or potential breach/failure of a dam) while VICSES is the control agency for flooding downstream of dams. VICSES, when made aware of any potential dam failure risks in the Corangamite region, will seek to determine the potential inundation extent and any further actions that maybe required.

Where a stakeholder has identified a flooding issue associated with a dam this Strategy has considered that risk and set appropriate action/s.

## 2.7 Urban development in the region

In recent years, five new urban growth areas have been proposed, requiring significant floodplain and drainage planning work by LGAs, the Corangamite CMA and consultants in developing Planning Scheme urban growth and structure plans. The five main areas are:

1. Geelong (northern and western growth areas)
2. Armstrong Creek
3. Lara (West and North)
4. Fyansford (Moorabool River)
5. Ballarat West

Residential development has begun in all five areas, requiring continuing work by the Corangamite CMA and the LGAs to ensure best practice floodplain management is implemented.

# The Strategy

## 3.1 Vision and objectives

The following vision is proposed for the region: *Floodplains of the Corangamite region are protected for their ecological and cultural values. Communities, businesses and government agencies of the region are aware of their flood risks and are actively taking measures to manage these risks.*

This vision reflects the objectives for floodplain management outlined in the Victorian Floodplain Management Strategy (VFMS), the Regional Catchment Strategy, the Waterway Strategy and LGA floodplain management planning processes. It focuses on protecting floodplains for their ecological and cultural value while working with stakeholders and communities to help them understand and manage their flood risks. This vision will be achieved through the development of strong partnerships between government agencies and the community (see Figure 4).

The vision and objectives reflect the need to manage residual flood risks but also avoid future risks. Preventing flooding is problematic and ineffective. Physical infrastructure options can protect human activities to some extent but can never protect against all floods. They are often expensive, have negative effects on the environment and flood behaviour, and create significant problems when they fail or are overtopped (Western 2011).

The most effective flood mitigation options include sound planning, including flood mapping, flood prediction, flood response, land use planning and education. Researchers argue that 'there are many human uses consistent with periodic flooding, such as the growing of pasture and timber, but building infrastructure on floodplains is not one of them' (Humphries, McCasker and Keller Kopf 2016).

This vision is to facilitate better floodplain management in the region using a broad range of approaches. For each action listed in Chapter 4 the relevant objective has also been identified. Detailed program logics for each objective will be developed as part of the Implementation Plan for the strategy (see Chapter 5).

The objectives are not presented in hierarchical order and important links exist between them. For example, the objective to build a flood-resilient community links with many of the other objectives. Increased community education and awareness (facilitating by the development of community education products) is an essential step in reducing existing flood risks and avoiding future risks. The ecological and cultural objectives are also interlinked as cultural values strongly align with environmental values. Many actions help to meet multiple objectives.



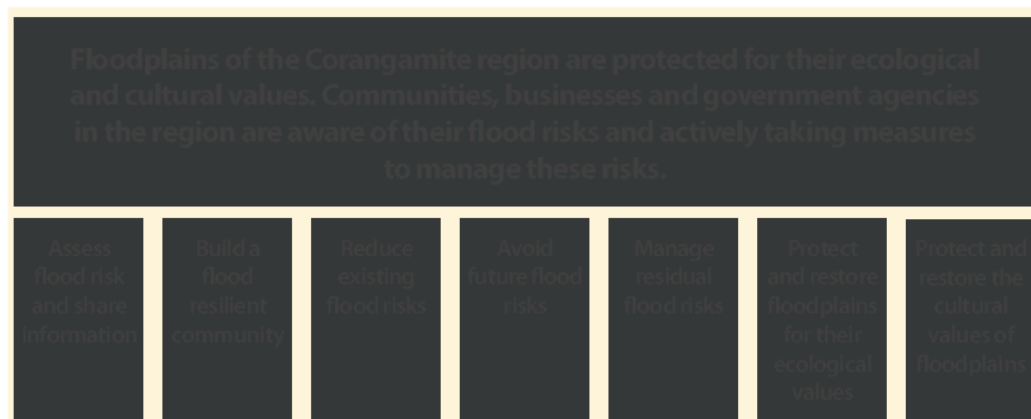
### Chapter overview

**This Chapter outlines the vision for floodplain management in the region and the seven key objectives for floodplain management in the Corangamite region. The Chapter also outlines the approach used to determine regional priorities, including stakeholder engagement and public consultation.**

***Have your say – Do the vision and objectives align with your thinking? See page 5 for details.***



**Figure 4. The Strategy's vision and objectives.**



**Objective 1 – Assess flood risk and share information**

Flood risk assessment reflects the likelihood of a flood and its consequences. It involves understanding the probability of floods, the population at risk and the average annual damages associated with different types of floods. This process is usually undertaken through a flood study by skilled hydrological engineers.

The outputs from a flood study can be used to assess and evaluate the flood risk for a community and provide specific information about the real consequences of floods of different sizes that enable informed decisions.

The second component of this objective is about identifying opportunities to share flood risk information with communities, businesses and emergency response agencies so they can each better manage their risks. For example, through online platforms such as the Victorian flood intelligence platform (FloodZoom) as well as the Corangamite CMA's Flood Portal: [www.ccmaknowledgebase.vic.gov.au/flood/](http://www.ccmaknowledgebase.vic.gov.au/flood/).

**Objective 2 – Build a flood-resilient community**

There are many tools available to assess a flood's magnitude, frequency and impact and it is relatively straightforward to predict and measure aspects of flood behaviour such as the height, depth, velocity and extent of flooding. Being able to measure and predict these aspects of a flood are important to building a flood-resilient community. Some areas can be protected from flooding but it is not possible or practical to eliminate flooding. The impact of floods can be reduced by providing information to communities so that they can consider their flood management options.

Floodplain managers collect and process information about floods. Effective sharing of this information with communities, government organisations and emergency management agencies helps increase community understanding of and resilience to flooding.

This objective aligns strongly with objective 1 but goes further to outline ways of empowering communities to understand and own their flood risks. VICSES plays a lead role in engaging with communities to understand their flood risks, for example through the production of Local Flood Guides but there is more work to be done.

**Objective 3 – Reduce existing flood risks**

The provision of real-time information about a flood's behaviour and impacts on communities and emergency management agencies is crucial to reduce the impact of floods. Existing flood risks can be managed through:

- flood mitigation infrastructure
- flood warning
- emergency management planning and response.

Flood warnings provide communities and emergency management agencies with information about when flooding may occur and its likely impacts. This advance information can be used to reduce damages. The benefits of flood mitigation infrastructure and an overview of infrastructure in Corangamite is provided in section 2.2.2.

**Objective 4 – Avoid future flood risks**

Community resilience can be improved by effective strategic and statutory land use planning and building controls, which includes accounting for the impacts of climate change.

As outlined in section 2.2.1, land use planning seeks to ensure that development on floodplains is compatible with flood risk. The Review of the 2010-11 Flood Warnings and Response (Victorian State Government 2011) noted that proactive mitigation measures such as land use planning and building standards are generally more cost effective for reducing risk than modifications to the flow of floodwaters or modifications to response procedures. However, land use planning flood provisions do not apply to land subject to inundation by floods exceeding the 1% AEP extent or land where the Planning Scheme has not yet been updated to reflect flood information, or where information is lacking.

Section 2.2.1 details the relevant Victorian Planning Provision policies and key issues relating to land use planning in the Corangamite region, including addressing coastal flooding and sea level rise.

**Objective 5 – Manage residual flood risks**

Even with the most rigorous land use planning and building systems in place, the residual risk of extreme floods remains after structural or non-structural flood management measures have been applied. These risks cannot be eliminated but can be managed through flood insurance, provision of flood risk information and flood emergency management. Emergency management is a key component of this objective. Sections 2.2.3 and 2.2.4 outlines more information regarding emergency management processes in place in the region.

It is critical that all agencies integrate their activities so that flood studies deliver information capable of being incorporated into the various plans and actions needed to manage floods, including land use planning, community education and awareness, emergency management planning and response, and flood insurance.

**Objective 6 – Protect and restore floodplains for their ecological values**

As outlined in section 1.4, floodplains hold significant environmental values. This Strategy integrates the management of flood risk with the protection of natural floodplain values. By allowing waterways to flood naturally, ecosystem services are provided such as filtering of nutrients, slowing down high velocity flows and providing unique aquatic and terrestrial habitats.

In order to be able to make appropriate planning decisions around developments proposed near or on floodplains, floodplain managers need to have information available on the ecological values of floodplains in their region, including potentially rare and threatened species, information on the ecosystem services they provide as well as the impacts of planning decisions on the natural values of floodplains.

According to policy 12.13 of the Victorian Waterway Strategy (DEPI 2013a, p.180):

'waterway managers will provide information and advice to local government to ensure wetland and floodplain values are taken into account in flood planning and the administration of the planning controls for floodplain management.'

The Corangamite Regional Catchment Strategy 2013-2018 includes the objective 'to retain the ecological function of riverine and estuarine floodplains and protect community infrastructure and values' with the supporting action being 'to develop and implement a new Corangamite Floodplain Management Strategy'.

The Corangamite Waterway Strategy 2014-2022 includes general management approaches for floodplain management but does not include specific actions to improve the understanding of floodplains for planning purposes.

An example of the work taking place that integrates the management of flood risks with the protection of natural floodplains is the strategic planning around the Barwon River Parklands corridor through Geelong to Barwon Heads. In 2006 the State Government of Victoria made a commitment to establish a continuous chain of parks along the Barwon River, from the Ring Road in Geelong to the sea at Barwon Heads, by linking existing parks and public land, including areas of the Barwon River floodplain. The various land and water managers have been co-operatively managing the area through the Barwon River Parklands Steering Committee to provide integrated quality services and management of environmental values (including floodplains), recreational assets and community programs.

Another example of the integrated management of flood risks with the protection of floodplains for environmental values is the Painkalac Creek estuary at Aireys Inlet. Flooding of the estuary occurs when there are high river flows in combination with a closed estuary mouth. Management of the system involves balancing the trade-offs associated with legacy issues from past developments on the floodplain with the need to allow the estuary to naturally flood to maintain the ecological integrity of the system. This includes the replenishment of important vegetation communities such as the critically endangered coastal saltmarsh vegetation.

The Corangamite CMA in partnership with Surf Coast Shire use the Estuary Entrance Management Support System (EEMSS) to analyse the trades-offs associated with artificially opening the estuary and risks to the environment and built assets. EEMSS contains a database of both environmental and infrastructure assets in and around estuaries that can be used to develop an Impact Assessment Report. Water quality data is also recorded before a potential opening and entered into the EEMSS database to help inform future Impact Assessment Reports.

### Objective 7 – Protect and restore the cultural values of floodplains

As outlined in section 1.5, floodplains hold significant cultural values to Aboriginal Australians. Central to this Strategy is the need to protect floodplains for their environmental and cultural values. Floodplains are known to hold significant cultural assets such as midden sites, ancestral remains and scar trees and are important places for Aboriginal people. The Strategy aims to better understand the cultural values and assets of floodplains to ensure their ongoing protection.

## 3.2 Determining regional priorities and actions

The information from the regional risk assessment (section 2.1) was used to determine priority actions for mitigating floods in the region over the 10 years of the Strategy. Priority actions are those where:

1. The regional risk assessment identified a significant risk for the location.
2. The existing mitigation measures are considered inadequate.
3. Additional mitigation measure(s) may reduce flood risk.
4. Additional mitigation measure(s) are financially, socially and environmentally feasible.
5. Each responsible party considers the action achievable, subject to funding and resourcing, over the lifetime of this Strategy.

Priority actions developed through this Strategy are outlined in Chapter 4. The implementation of any of the actions is subject to funding and feasibility.

### 3.2.1 Stakeholder engagement

Stakeholder engagement has been an important part of the development of this Strategy. Effective stakeholder engagement strengthens existing relationships across agencies and communities, creates new relationships and builds a culture of shared responsibility. These relationships are invaluable for strategy development and implementation as well as for future flood emergency response.

A Senior Steering Committee was established at the commencement of the project to oversee the development of the Strategy and provide guidance on key decisions. The Steering Committee included representatives from each of the six major Local Government Authorities, VICSES and the Corangamite CMA. Five Steering Committee meetings have been held to date with additional engagement occurring outside these meetings as required.

Table 8 summarises the process taken.

**Table 8. Summary of stakeholder engagement activities associated with the development of the regional flood strategy.**

	Approach	Communication and engagement	Outputs
Assessment of flood risks	DELWP rapid appraisal of flood risk at the management unit scale and verification with key stakeholders	Series of regional meetings with key stakeholders: including LGAs and VICSES.	
Series of online engagement mechanisms for capturing the public's knowledge, including VICSES volunteers	Agreed risk ratings for management units across the Corangamite region.		
Existing mitigation measures	Identification of existing flood mitigation measures including infrastructure, warning systems, planning schemes and emergency plans at the management unit scale.	Series of regional meetings with key stakeholders: including Local governments and VICSES.	Documented existing mitigation and residual risk for management units across Corangamite region.
Regional priorities and work plan	Identification and prioritisation of actions to be implemented.	Workshop with key stakeholders to agree to defined actions.	Agreed work plan with actions, priority, and lead agency and partner agencies identified.
Draft and Final Strategy	Draft Strategy available for public comment for a one month period	Briefings with relevant stakeholders	
Drop in events			
Individual briefings on request.	Final Corangamite Regional Floodplain Management Strategy		

### 3.2.2 Public consultation

Public consultation is a key component of strategic floodplain management. Local knowledge is invaluable in helping to understand flood behaviour by providing a 'reality check' when validating modelled flood data. It has been important that the development of this Strategy allowed for opportunities to capture local knowledge.

Information about the Strategy's development was promoted on the Corangamite CMA's website, through the Corangamite Flood Portal and was advertised through each of the LGA websites and social media channels. This information included background on the VFMS and the purpose of this Strategy, and informed the community about the various ways they could be involved in the development of the Strategy.

Information about flood risks was also sought publicly via two online community attitude surveys, which were circulated via LGA websites and social media sites in November 2016. A survey to understand local flood risks was also undertaken in April 2017 with VICSES volunteers as well as key community groups that use riverine environments.

The community were asked to provide local knowledge about flooding issues and important community infrastructure at risk of flooding. Summaries of this feedback can be found in Appendices 4, 5 and 6.

During April 2017 the Corangamite CMA launched the Corangamite Flood Portal, an online mapping portal ([www.ccmaknowledgebase.vic.gov.au/flood](http://www.ccmaknowledgebase.vic.gov.au/flood)) which, for the first time, made the flood data within the Corangamite region publicly available. This site enables existing known flood risk areas to be better communicated with the public and key agencies. The public is also able to provide comment and upload photos regarding flooding issues they may be aware of.

During the draft Strategy public consultation phase (planned for November 2017) drop in sessions will be organised at regional centres to seek feedback on the draft Strategy.

### What we've heard so far

Key themes in the feedback received from the public during the development of the draft Strategy are summarised below.

#### Road access

Community concerns around the flooding of roads and roads being cut by floodwaters was identified in a number of the survey responses. A number of actions have subsequently been identified for the Corangamite CMA to work with LGAs and VicRoads to undertake road inundation assessments so that the relevant road manager can better plan for road closures and notifications during a flood event.

#### Planning processes

Concerns were also raised around local government planning for floodplain management. Specific concerns focussed on the lack of credible data, planning schemes and zoning being inadequate or not representative of the flood risk, and lack of council or authority understanding of the environmental benefits and importance of allowing floodplains to be inundated.

The message from this feedback is that there is a need to understand and acknowledge the natural function of floodplains and also ensure the LGA planning scheme accurately represents the flood risk for an area.

This Strategy responds to this by including actions to improve our understanding of the environmental significance of floodplains in our region as well as several actions to up date planning schemes and building codes to reflect the best available flood information.

#### Community education

Nearly two-thirds of respondents from the survey of VICSES volunteers felt that their communities are not prepared for floods. Respondents highlighted a need for community education programs to make people aware of their flood risks and what to do in a flood. It was particularly highlighted that there is a need for better education around flash flooding/stormwater risks and responses. Concerns were also raised about complacency and that, this means that awareness of the flood risks in certain areas may have lapsed over time. As such, VICSES is keen to lead community education programs in Geelong, Ballarat and Colac.

### Case study

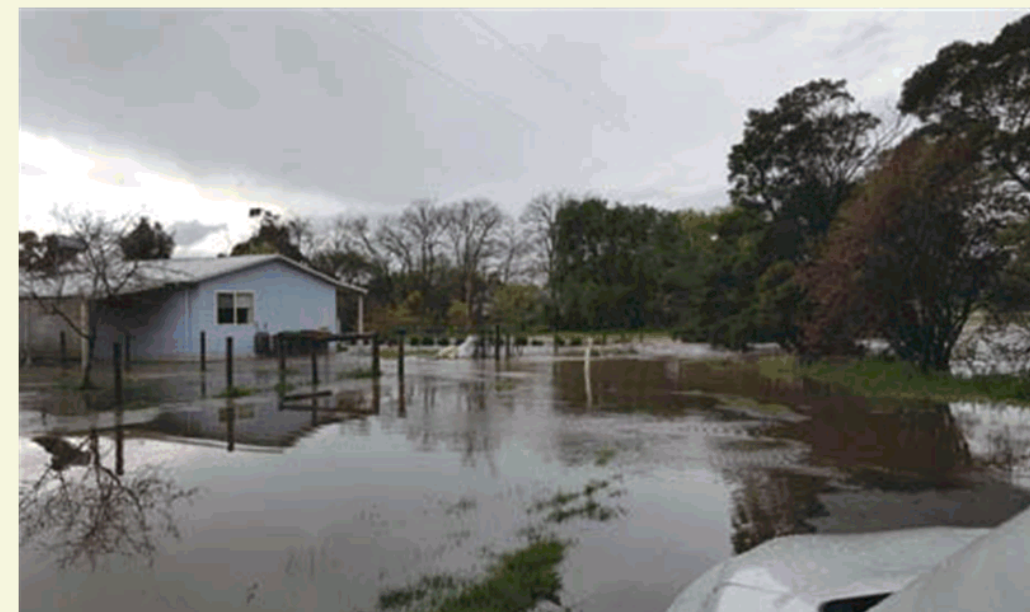
## A flood-affected community

Flooding in September 2016 provided valuable lessons for VICSES, the Colac Otway Shire and the Corangamite CMA in managing flood risks.

On 14 September 2016, 46 mm of rain was recorded at Mt Gellibrand and 35 mm of rain at Cape Otway, these totals were considered a 1-in-50 year rainfall event. While these totals do not seem excessive, the rain fell on already soaking water catchments following a wet winter and start of spring. The rain caused widespread riverine and flash-flooding problems, significant landslip and road closures, damage to the Barongarook Creek, flooding to a number of houses in Birregurra and Colac, and substantial damage to roads and bridges across Colac Otway Shire. Several homes in Birregurra nearly experienced above floor flooding.

LGA employees involved in the After Action Review indicated that they felt the operational response was largely reactive rather than proactive. This is common in flash flooding scenarios where there is little or no time to plan. It was also identified that more information about the potential flood risk in Birregurra, including local knowledge, would have been useful to understand potential properties at risk. This would enable a more proactive approach, such as community education and awareness raising in these flood-prone areas.

This Strategy has included actions to address the feedback received from this event, including undertaking a flood study for Birregurra to understand the risk in more detail and to investigate the feasibility of a flood warning system for Colac and Birregurra.



# Flood risk and responses in the Corangamite region

The management units (see section 2.1.1) with the highest flood risk in the region are outlined in Table 9. Figure 5 also shows these areas on a map. A summary of floodplain management is presented for each LGA.

Priority risk management areas associated with coastal flooding have been difficult to identify and are classified here as current coastal flood risks, risks with 0.2 metre sea level rise and/or risks with 0.8 metre sea level rise. The City of Greater Geelong and the Borough of Queenscliffe are the only areas to have completed Coastal Hazard Assessments to identify priority risk areas in greater detail.

Actions that do the most to reduce risk have been identified by the lead agency and prioritised accordingly. All actions are subject to feasibility, which may require further detailed investigation, and the availability of funding. The actions have been prioritised at a regional scale, and may not address some specific localised issues including stormwater flooding, which are more appropriately dealt with through other measures.

A detailed work program will be produced as part of the Implementation Plan for the Strategy (see Chapter 5). This program will indicate resourcing requirements, budget, cost sharing arrangements and a timeline for each action.

The work program will be subject to a rolling annual review.



## Chapter overview

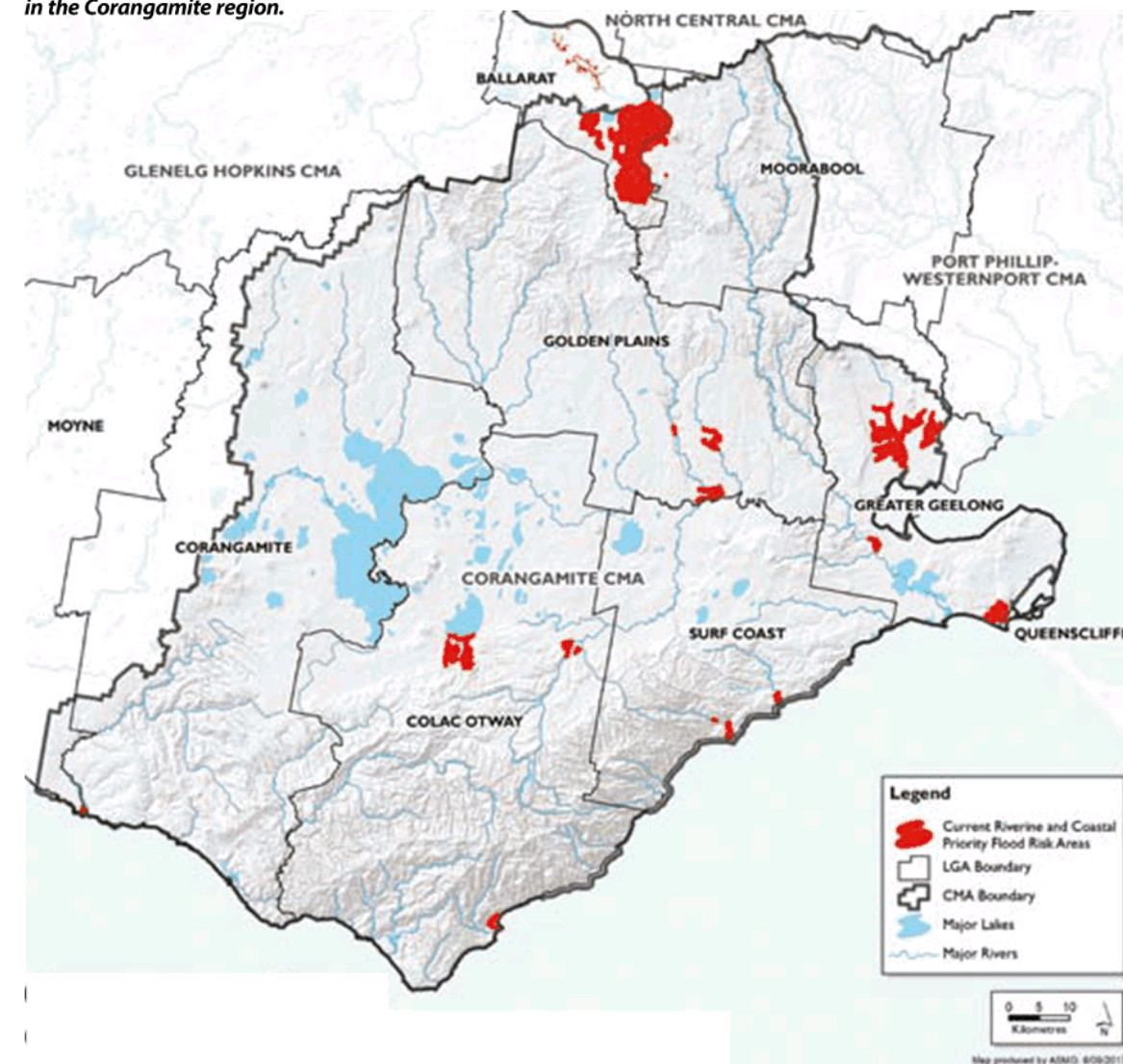
**This Chapter provides information on the priority flood risks in the Corangamite region. It lists the priority floodplain management actions for each LGA for the next four years, including a description of the action, its priority (high, medium or low), and the lead and partner agencies.**

*Have your say – Have all priority flood risks been identified? Do council actions appropriately address flood risks? See page 5 for details.*

**Table 9. Priority risk management units.**

MANAGEMENT UNIT	LGA
<b>RIVERINE</b>	
Colac	Colac Otway Shire
Elliminyt	
Birregurra	
Apollo Bay	
None prioritised at this stage	Corangamite Shire
Ballarat East	City of Ballarat
Ballarat North	
Ballarat Central	
Mount Helen	
Buninyong	
Redan	
Delacombe	
Peterborough	Moyne Shire
Inverleigh	Golden Plains Shire
Teesdale	
Shelford	
Anglesea	Surf Coast Shire
Aireys Inlet	
South Geelong	City of Greater Geelong
Point Lonsdale	
No riverine flooding identified	Borough of Queenscliffe
None identified	Moorabool Shire
<b>Coastal Risk with no sea level rise and 1% AEP flood and storm surge</b>	
Portarlinton	City of Greater Geelong
St Leonards (Salt Lagoon)	
Queenscliff (Fishermans Flat)	Borough of Queenscliffe
Aireys Inlet	Surf Coast Shire
Anglesea	
<b>Coastal Risk with 0.2 m sea level rise and 1% AEP flood and storm surge</b>	
St Leonards (especially lower Bluff – Point Edwards)	City of Greater Geelong
Indented Heads (Esplanade between indented Heads and Portarlinton)	
Leopold (Sands Caravan precinct)	
Avalon Beach (illegal occupancies and road effected)	
Queenscliff (Lakers Cutting and Point Lonsdale)	Borough of Queenscliffe
Aireys Inlet	Surf Coast Shire
Anglesea	
<b>Coastal Risk with 0.8 m sea level rise and 1% AEP flood and storm surge</b>	
Moolap	City of Greater Geelong
St Leonards (south of harbour)	
Point Henry	
North Shore	
Point Wilson	
Queenscliff (The Narrows)	Borough of Queenscliffe
Aireys Inlet	Surf Coast Shire
Anglesea	

**Figure 5. Priority flood risk areas in the Corangamite region.**



### 4.1 Borough of Queenscliffe

The Borough of Queenscliffe, at the eastern tip of the Bellarine Peninsula and opposite Point Nepean at Port Phillip Heads, covers about 9 km<sup>2</sup>. It is bordered by water on three sides: Port Phillip Bay, Swan Bay and Bass Strait. The only land border is the City of Greater Geelong to its west.

The Borough has a permanent population of around 3,000, which increases to 17,000 in peak holiday times. There are two main urban areas – Point Lonsdale, which fronts Lonsdale Bay, and Queenscliff on a stretch of land between Port Phillip Bay and Swan Bay. The main transport corridor is the Bellarine Highway, which runs generally north-west to Geelong.

Lake Victoria, west of the Borough in the City of Greater Geelong, is a significant feature for the area. It drains into Swan Bay through a small channel. Due to development in the area, the potential for flooding of houses has increased.

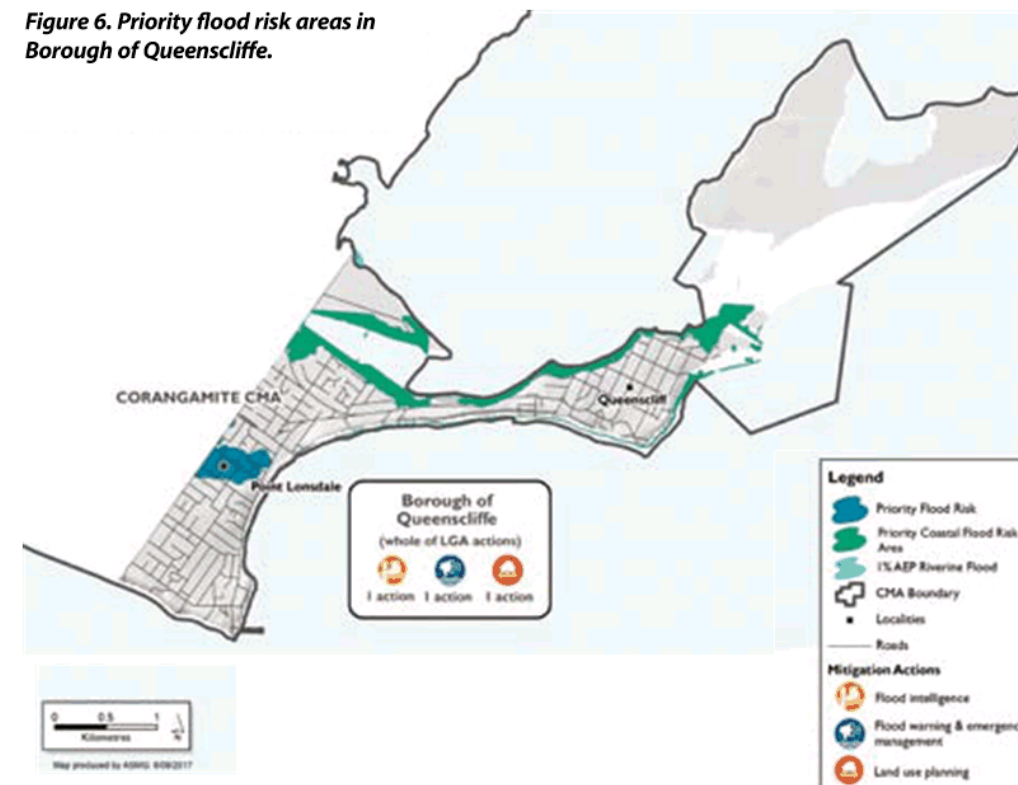
A primary dune is an important feature for the area, extending along Lonsdale Bay. The dune protects most of the urban areas from coastal inundation. Behind the dune, the land falls away to close to sea level.

Coastal areas can however experience flooding from the sea caused by high tides in conjunction with storm surge.

The Borough is a key partner in the Our Coast project, which aims to address issues associated with predicted sea level rise and coastal inundation.

There is currently no Municipal Flood Emergency Plan (MFEP) for the Borough and developing a plan is a key priority action in this Strategy. This MFEP will also need to include coastal storm surge information to help VICSES better prepare for such events.

Figure 6. Priority flood risk areas in Borough of Queenscliffe.



#### Borough of Queenscliffe (BoQ) actions

Priority	LOCATION	LGA	ACTION	LEAD AGENCY	Partner Agencies	Relevant objective/s
High	Shire wide	BoQ	Investigate upgrades to the building code to reflect more accurate riverine flood data for Lake Victoria.	CCMA and LGA		Objective 4
High	Shire wide	BoQ	Develop a Municipal Flood Emergency Plan (MFEP), incorporating available coastal storm surge information.	VICSES and LGA		Objective 3 and 5
High	Shire wide	BoQ	As a follow up to the Coastal Hazard Assessment, develop an adaptation pathways plan.	CoGG, BoQ, Barwon Coast and Bellarine Bayside CoMs, CCMA, DELWP.		Objective 4

## 4.2 City of Ballarat

### Overview

The City of Ballarat covers 740 km<sup>2</sup> and is a major regional centre. There are a number of waterways within the urban areas. In some instances, these waterways have been piped or concrete lined and placed at the back of residential lots. The resulting flood risk is substantial.

The City is split between the Corangamite CMA and the Glenelg Hopkins CMA as well as a small part in the north that falls under the North Central CMA. This Strategy considers only the portion within the Corangamite CMA region. Major townships within this portion include the Ballarat Central Business District (CBD), Buninyong, Delacombe, Ballarat East and Cardigan Village. Major growth is proposed in parts of the City, including Ballarat West and the CBD.

### Waterways

The City of Ballarat is within the upper portion of three major river basins: the Loddon, Hopkins and Barwon basins. The Barwon system is most relevant to the Corangamite region. Runoff flows to the south from the many small creeks within the main urban area of the City through the Canadian Creek system into the Leigh (Yarrowee) River in the Barwon catchment and Bass Strait at Barwon Heads.

The City is subject to flash flooding as a result of storms either exceeding the capacity of the urban stormwater drainage system or floodwaters breaking the banks of waterways. Flooding affects a large number of urban properties.

Within the Corangamite region, the major waterways are Canadian Creek, Gnarr Creek, Redan Creek and the Yarrowee (Leigh) River. There are also a number of smaller tributary creeks within the main urban area of the City, to the east of Ballarat and within the Winter Creek catchment.

Canadian Creek and Gnarr Creek join the Yarrowee River in the vicinity of the CBD. The Redan Creek catchment covers about 580 ha, including the suburbs of Redan, Ballarat Central and Sebastopol. Both Gnarr and Canadian Creeks converge with the Yarrowee River in the CBD. Gnarr Creek flows from the north of Ballarat with a catchment of about 5.1 km<sup>2</sup>. Canadian Creek rises adjacent to Mount Helen to the south of Ballarat and has a catchment area of about 31.5 km<sup>2</sup>.

### Priority risk areas

Priority risk areas within the City of Ballarat (Corangamite CMA region only) are Ballarat East, Ballarat North, Alfredton, Mount Helen, Buninyong, Redan, Ballarat Central and Delacombe.

Historically, measures were taken to address flooding by channelising waterways. This has led to faster flowing water, which, when the channels overtop, has a greater impact. One example of this is the Bridge Mall in Ballarat (a major shopping precinct). During heavy flooding in 1989 and 1991 along the Gnarr Creek, the Bridge Mall experienced flood depths greater than one metre. This is a considerable flood hazard, one that may occur again in the future (unless rectified).

The Gong Dam in Buninyong (Cornish Street between Scott Street and Yuille Street) has stability/seepage concerns and downstream consequences are a high risk. The City is investigating this site and working towards an appropriate resolution. That work has been incorporated as an action in this Strategy.

Another key risk area is the earthen embankment along Charlesworth Street, which holds back water during flash flooding, closing the road. This water may cause flooding in the retirement village immediately downstream (Ballarat East). A Flood Mitigation Strategy was developed and endorsed by the City in early May 2017.

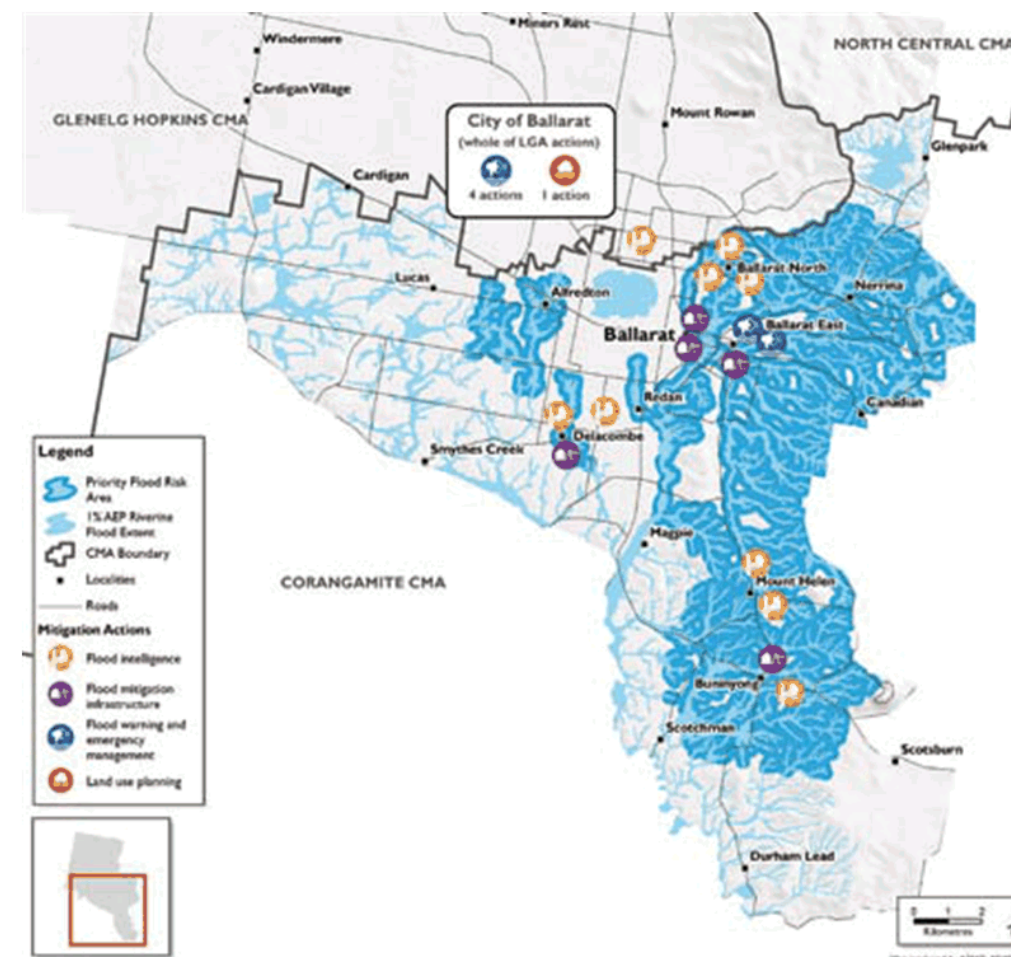
### Additional risks

The City of Ballarat has an aged stormwater infrastructure system and corporate knowledge of this system is lacking. The system needs to be mapped and evaluated before specific actions can be set. There are also heritage issues with the existing bluestone drains that may limit opportunities to upgrade the system.

### Risk treatments

There are no riverine or flash flood warning systems in place within the City of Ballarat: only a few basic flood warning system elements exist and provide a low level of service for what are high flood risk locations. The Municipal Flood Emergency Plan (MFEP) includes information and intelligence about the history and consequences of flooding at selected locations. Community awareness of flooding relies on individual and anecdotal experience: there are no formal programs in place. This Strategy investigates options to improve flood warning for the City of Ballarat.

Figure 7. Priority flood risk areas in City of Ballarat.



The MFEP for the City of Ballarat is well developed for areas with detailed flood information (Ballarat West, Ballarat East and Ballarat Central). This includes information on properties at risk of above-floor flooding as well as flood predictions from rainfall volumes and inundation maps. The key will be to develop and deliver programs that educate the at-risk community on how to use this information effectively before, during and after flood events.

Until recently, there were no flood-related planning controls in the region to prevent development in flood-prone areas. In July, a Planning Scheme Amendment

introduced the first flood controls for the GHMA region of the City of Ballarat for the Burrumbete catchment. However, a large portion of the Shire remains without flood controls. This means that there is potentially no planning mechanism in place for most of the Shire to regulate development on flood-prone land.

The City has also developed a Flood Mitigation Strategy (2017) that outlines the major flood risks and appropriate mitigation measures. The key recommendations have been incorporated as actions in this Strategy.

**City of Ballarat (COB) actions**

Priority	LOCATION	LGA	ACTION	LEAD AGENCY	Partner Agencies	Relevant objective/s
High	Ballarat East	COB	Investigate options to address the risks around the earthen embankment along Charlesworth Street. The Shire is currently investigating this heavily.	COB	VICSES	Objective 3 and 5
High	Ballarat East	COB	Develop an evacuation plan for retirement village downstream of Charlesworth embankment, need to workshop this with VICSES, VicPol and LGA. An ANCOLD Assessment/Dam Break has been completed.	COB and VICSES		Objective 5
Medium	Ballarat North	COB	Update flood study for Yarrowee River tributaries (Brown Hill) including Warrenheip Creek, Ryan Street drain, etc. (current mapping Ballarat Risk and Opp Mapping 2016).	COB	CCMA	Objective 1
Low	Mount Helen	COB	Update flood study for Yarrowee River downstream from Canadian Creek confluence to COB boundary (current mapping DELWP Regional Floodplain Mapping 2016 and Ballarat Urban Waterways Floodplain Mapping Report 2007).	COB	CCMA	Objective 1
Medium	Mount Helen	COB	Update Canadian Creek Flood Study, including investigation of Emergency Services Telecommunications Authority (ESTA) facility's proximity to the floodplain.	COB	CCMA	Objective 1
Medium	Buninyong	COB	Update flood study for Buninyong (Union Jack Creek catchment). The City will first organise drainage and culvert data. Then a flood study will be completed for the waterways and local drainage network. The flood study will consider emergency management, future flood overlays and future planning for town.	COB	CCMA	Objective 1
High	Buninyong	COB	Investigate options to improve management of the Gong dam. The Gong dam has considerable stability and seepage concerns, as well as significant downstream consequences that all present risks to the community.	COB		Objective 3 and 5
Medium	Redan/ Delacombe	COB	A consultant will undertake a review the Bonshaw Creek Flood Study, which will include the Redan Creek.	COB	CCMA	Objective 1
Medium	Delacombe	COB	Update Kensington Creek catchment flood study (current mapping Ballarat West Drainage Scheme Halcrow 2007 and Ballarat Risk and Opp Mapping 2016).	COB	CCMA	Objective 1
Low	Delacombe	COB	Investigate options to improve flood situation for Banyule Drive, Glenelg Highway and Doug Dean Reserve. Assess flood mitigation options for areas such as Victoria Park, Doug Dean and the former saleyards site.	COB		Objective 3 and 5
High	Ballarat Central	COB	Investigate options to improve management of Gnarr Ck through the CBD with a particular focus on including any upgrades in partnership with planned VicRoads upgrades for Mair Street.	COB	CCMA	Objective 3 and 5
Low	Ballarat North	COB	Upgrade flood modelling for Gnarr Creek catchment upstream from Howitt St, including Walker St Drain and Devils Gully (current mapping Ballarat Urban Waterways Floodplain Mapping Report 2007 and Ballarat Risk and Opp Mapping 2016).	COB	CCMA	Objective 1
Medium	Ballarat North	COB	Update flood study for little Bendigo Creek catchment including Hit Or Miss Gully (current mapping Ballarat Risk and Opp Mapping 2016)	COB	CCMA	Objective 1
High	Ballarat Central	COB	Investigate options to improve augmentation of Yarrowee upstream of CBD.	COB		Objective 3
High	COB (whole of region)	COB	Update Planning Scheme to include flood controls for the whole City of Ballarat.	COB	CCMA	Objective 4
Medium	COB(whole of region)	COB	Investigate the viability of a flood warning system for the City of Ballarat, e.g. methods to turn flood study outputs into tools to assist with flood warning, preparedness and response.	COB		Objective 2 and 3
High	COB (whole of region)	COB	Undertake community flood education engagement activities and develop flood awareness products that may include pre-recorded flood education videos, local flood guides, community response plans, community signs and gauge boards.	VICSES	CCMA and COB	Objective 2
Low	COB (whole of region)	COB	Investigate the feasibility of a road inundation assessment (e.g. depth of over road flooding) to assist the City and SES plan for road closures during floods and to better plan for potential road damages.	COB	CCMA	Objective 3



## 4.3 City of Greater Geelong

### Overview

Victoria's largest regional city, the City of Greater Geelong, has a population of more than 229,000. The municipality, about 75 km from the Melbourne CBD, covers 1,247 km<sup>2</sup>, made up of country, coastal and suburban areas on the western shores of Port Phillip Bay. The City is split between the Corangamite CMA and Melbourne Water, with the dividing line along the western boundary of the Little River catchment.

Land use in the northern parts of the City is predominantly agricultural while industrial and residential precincts tend to be more important in the south, mainly in conjunction with Geelong. The City is characterised by undulating terrain of low relief with broad floodplains. Many of its waterways rise in the north of the municipality in the steeper and dissected terrain of the You Yangs.

### Waterways

The City contains 21 named waterways, including creeks and river systems. These waterways form an important drainage network, with a combined length of about 1,350 km. There is also a significant drainage infrastructure network of which 1,898 km owned and maintained by the City. This network is subject to flooding where it has not been designed to cope with high intensity rainfall, for example, the January 2016 flash flooding in the Geelong CBD.

Major watercourses in the City include the Barwon, Moorabool, Hovells and Little Rivers (the Little River is outside the Corangamite CMA region). Parts of Moorabool River and its tributary, Sutherland Creek, form the western border of the City; Hovells Creek forms the eastern border. Other watercourses include the Yarram and Waurm Ponds Creeks.

The Barwon River is the largest watercourse flowing through Geelong itself. As most of its catchment lies outside the City, flooding of the lower Barwon may be independent of local rainfall.

The river rises in the Otway Ranges and flows generally north-east to Inverleigh then turns east through Geelong and the Connemara/Reedy Lakes system on the Bellarine Peninsula to the sea at Barwon Heads.

The Barwon River catchment is 3,925 km<sup>2</sup> to the Macintyre Bridge gauge in Geelong and is made up of 1,020km<sup>2</sup> for the Barwon River to Inverleigh, 900 km<sup>2</sup> for the Leigh River to Inverleigh and 1,150 km<sup>2</sup> for the Moorabool River. The balance is the main stem of the Barwon from Inverleigh to Geelong. The bigger floods at Geelong usually result from rainfall that causes flooding in all three main rivers. The relative timing of the peaks becomes very important.

There are a number of swamps, lakes and wetlands on both sides of Barwon Heads. Lake Victoria, west of Point Lonsdale, drains a considerable catchment extending west to Collendina and part of Ocean Grove. The outlet from the Lake winds its way through to Swan Bay.

### Priority risk areas

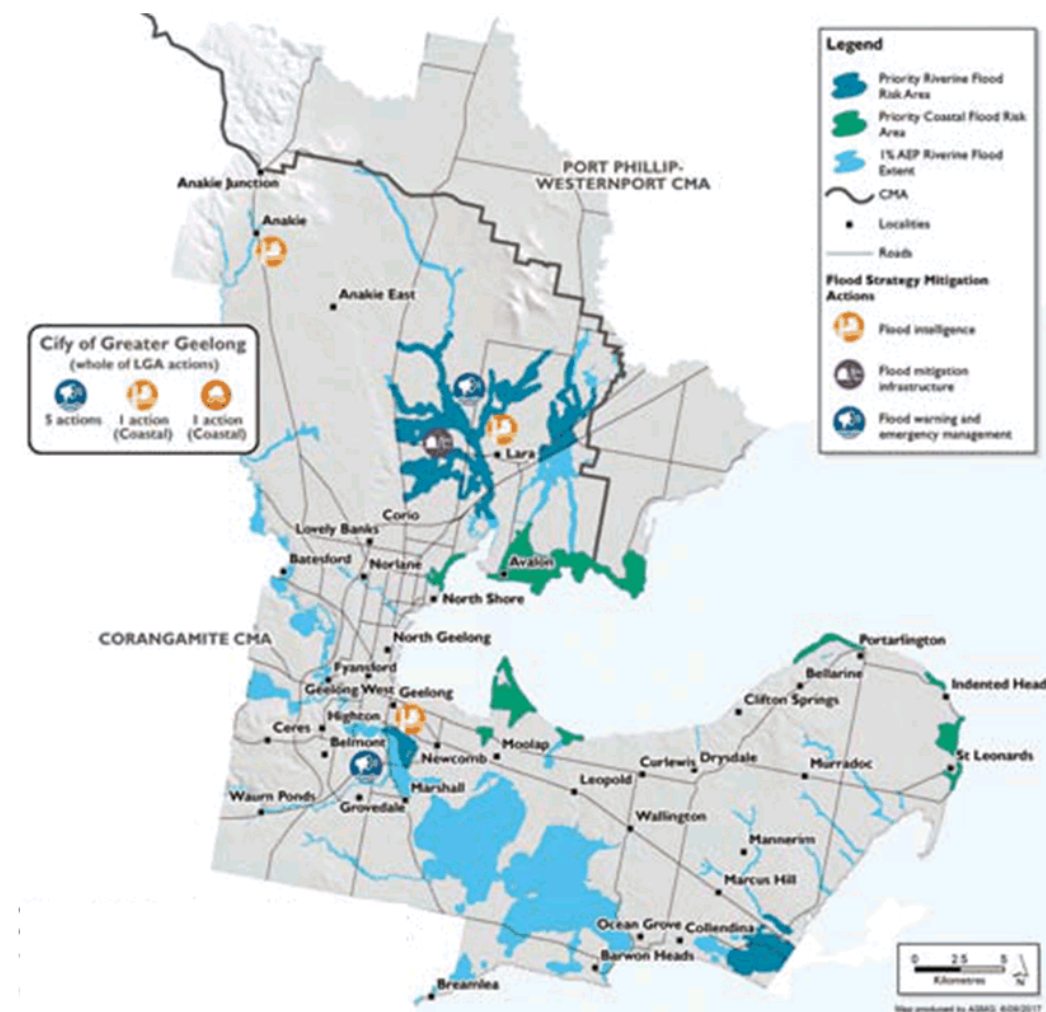
Point Lonsdale and South Geelong are the only two locations identified as priority risk areas within the City of Greater Geelong. Point Lonsdale, with the flooding risks associated with Lake Victoria and South Geelong with flood risks associated with the Barwon River.

### Additional risks

Stormwater flooding is a significant risk to the City. There are a number of urbanised catchments that are subject to periodic flash flooding or stormwater flooding. The Moolap area is one such catchment. It has a history of flooding, primarily due to poor drainage caused by the flat topography and ground elevations relative to Stingaree Bay and a number of 'bottlenecks' in the overland flow paths. The catchment supports urban and industrial development and is mostly less than 2.5 m above mean sea level.

A Moolap Coastal Strategic Framework Plan has been drafted, which will help guide land use in Moolap associated with the closure of Alcoa Australia's Point Henry operations in 2014. The plan will identify the future strategic direction of the area, including any potential land use changes over the long term. More information about the draft plan can be found at [www.coastsandmarine.vic.gov.au/coastal-programs/moolap](http://www.coastsandmarine.vic.gov.au/coastal-programs/moolap).

Figure 8. Priority flood risk areas in City of Greater Geelong.



### Risk treatments

The City of Greater Geelong is a partner in the Coastal Hazard Assessment project titled 'Our Coast' for the Bellarine and Corio Bay. This project has been described in more detail in section xx (see also <http://www.ourcoast.org.au/>).

The MFEP details flood emergency plans for eight areas within the City:

- Moorabool River – Batesford/Fyansford Precinct Flood Emergency Plan
- Hovells Creek – Lara Precinct Flood Emergency Plan

- Barwon River – Geelong Precinct Flood Emergency Plan
- Barwon River – Barwon Heads Precinct Flood Emergency Plan
- Waurm Ponds Creek Precinct Flood Emergency Plan
- Moolap Industrial and Residential Precinct Flood Emergency Plan including Moolap Area Flood Information Manual
- Lake Victoria – Point Lonsdale Precinct Flood Emergency Plan
- Yarram Creek – Bellarine Peninsula Precinct Flood Emergency Plan

A rainfall and flow data collection network has been established for the Barwon, Leigh and Moorabool River catchments as well as the Hovells Creek and Moolap catchments. The BoM will provide flood level predictions based on rainfall and modelling for the Barwon, Leigh and Moorabool rivers. Forecast locations include Geelong (i.e. Macintyre Bridge) and Batesford (Moorabool River). Section 2.2.3, Table 6, contains further information on this forecasting network.

The City of Greater Geelong has installed an Event Reporting Telemetry System for Lara (riverine flooding) in Flinders Avenue and another gauge on Rennie Street (near Princes Highway). These gauges are mainly used for road closures and not for flood warning.

The BoM may also issue flash flood warnings for Hovells Creek, Lara, if it receives appropriate local information from The City of Greater Geelong or VICSES. The City owns and operates the flood warning systems for

Hovells Creek and the Moolap catchment. The MFEP contains additional information about the Hovells Creek Flood Warning (ALERT) System and the Moolap Industrial Precinct alert system.

A new flood study for the Barwon River is under development. Following its completion, the Planning Scheme will need to be updated to better reflect the flood risks.

There are a number of structural works that perform flood mitigation functions within the City of Greater Geelong's region (see section 2.2.2, Table 5).

### City of Greater Geelong (CoGG) actions

Priority	LOCATION	LGA	ACTION	LEAD AGENCY	Partner Agencies	Relevant objective/s
High	Geelong	CoGG	Support the implementation of the Barwon and Moorabool River flood study.	CoGG and CCMA		Objective 1
High	Geelong	CoGG	Ensure that relevant components of the Barwon and Moorabool flood study are operationalised. For example, updating the MFEP to include: <ul style="list-style-type: none"> <li>• inundation plans that include above floor flooding</li> <li>• impacts on significant infrastructure</li> <li>• key triggers for evacuations and road closures</li> </ul>	CoGG and CCMA		Objective 1, 2 and 3
High	Shire wide	CoGG	Undertake community flood education activities and develop flood awareness products for Geelong that may include pre-recorded flood education videos, local flood guides, community response plans, community signs and gauge boards. This work will include educating the community about the role of retarding basins in floodplain management.	VICSES	CCMA and CoGG	Objective 1 and 2
Medium	Shire wide	CoGG	Identify priority locations for new rain gauges within the City area and seek to add these to the Regional Water Monitoring Partnership.	CoGG	DELWP, RWMP	Objective 2 and 3
Medium	Shire wide	CoGG	Investigate how to add the Barwon River flood warning system to the regional water monitoring partnership (RWMP).	CCMA	Current project partners	Objective 3
Low	Anakie	CoGG	Review the need for a flood study for Anakie Township.	CoGG	CCMA	Objective 1
High	Lara	CoGG	Complete flood and drainage strategy for Lara.	CoGG	CCMA	Objective 1 and 4
High	Lara	CoGG	Implement recommendations from the Lara flood and drainage study, for example updating the MFEP to include: <ul style="list-style-type: none"> <li>• inundation plans that include above floor flooding</li> <li>• impacts on significant infrastructure</li> <li>• key triggers for evacuations and road closures,</li> </ul>	CoGG	CCMA	Objective 1,2 and 3
High	Lara	CoGG	Implement recommendations from the Lara Flood Levee Audit, SMEC 2016.	CoGG		Objective 5
Medium			As part of the Coastal Hazard Assessment, develop an adaptation pathways plan and implement the recommendations from this adaptation pathways plan.	CoGG, BoQ, Barwon Coast and Bellarine Bayside Committees of Management, CCMA, DELWP.		Objective 1 and 4
High	Shire wide	COGG	Investigate the most appropriate planning process to ensure flood study outputs from the 'Our Coast' program are incorporated into the Planning Scheme.	CoGG	CCMA	Objective 4

## 4.4 Colac Otway Shire

### Overview

A large proportion of the 3,500 km<sup>2</sup> of Colac Otway Shire is Crown Land (43%), including the Great Otway National Park. The townships of Apollo Bay, Wye River, Kennett River and Skenes Creek lie along the coastal border. The Otway Ranges forms a catchment divide running generally north-east through the Shire, providing prime agricultural land around the foothills. The main town north of the Otway Ranges is Colac, on the shores of Lake Colac in an area of open broad acre farmlands.

The main transport corridors, which have an east-west orientation, are the Princes Highway running through Colac and the Great Ocean Road along the coast.

### Waterways

The largest waterway within the Shire is the Barwon River, which rises in the Otway Ranges and traverses the Shire to the east before passing through Surf Coast Shire, Golden Plains Shire and then through the City of Greater Geelong before discharging into Bass Strait.

Other significant waterways include the Aire River, the Gellibrand River and the Barham River, which all rise in the Otways and discharge into the ocean (Bass Strait) at various points along the Corangamite coastline. For example, the Barham River rises in the Otways before entering a broad floodplain before discharging into Bass Strait on the edge of Apollo Bay.

There are many other smaller, shorter and hydraulically steep waterways within the Otway Ranges that may be susceptible to flash or short duration floods, such as Wye River, Kennett River and Skenes Creek. This has implications for the management of these systems, particularly in the downstream environment, such as the caravan parks located on the lower estuarine floodplains.

There are two smaller but significant waterways within the town of Colac: Deans Creek and Barongarook Creek, which both flow into Lake Colac. Parts of Deans Creek and Barongarook Creek are poorly defined, which allows floodwaters to spread out resulting in local overland flows/sheet flows across large areas of Colac.

A full list and description of the waterways within the Shire can be found in the Colac Otway Shire Municipal Flood Emergency Plan (State Emergency Services and Colac Otway Shire, 2015).

### Estuaries

The Colac Otway Shire region includes estuaries from just south of Lorne along the coast to west of Johanna Beach. They range from the smaller systems such as Kennett and Wye River estuaries through to the larger systems such as the Barham and Aire River estuaries.

These intermittent estuaries periodically close the river mouth by natural sand movement. This process is influenced by tides, swell, storm surges and rainfall. Assets such as farmland or built infrastructure can be inundated when the river mouth is blocked, and excavation to reopen the entrance may be undertaken under appropriate conditions, including water quality, river flow, ocean conditions and access. The management of the estuary entrance is guided by the Estuary Entrance Management Support System (EEMSS) outlined in the Aire River Estuary Management Plan (Corangamite CMA 2015).

### Priority risk areas

Four management units within the Colac Otway Shire region; Colac, Birregurra, Apollo Bay and Elliminyt were identified as priority risk areas in the regional risk assessment.

Colac, Elliminyt and Birregurra have creeks that flow directly through town that can affect livelihoods and assets. Apollo Bay has riverine flood risks associated with the Barham River to the west of town as well as several other minor waterways within the residential parts of town.

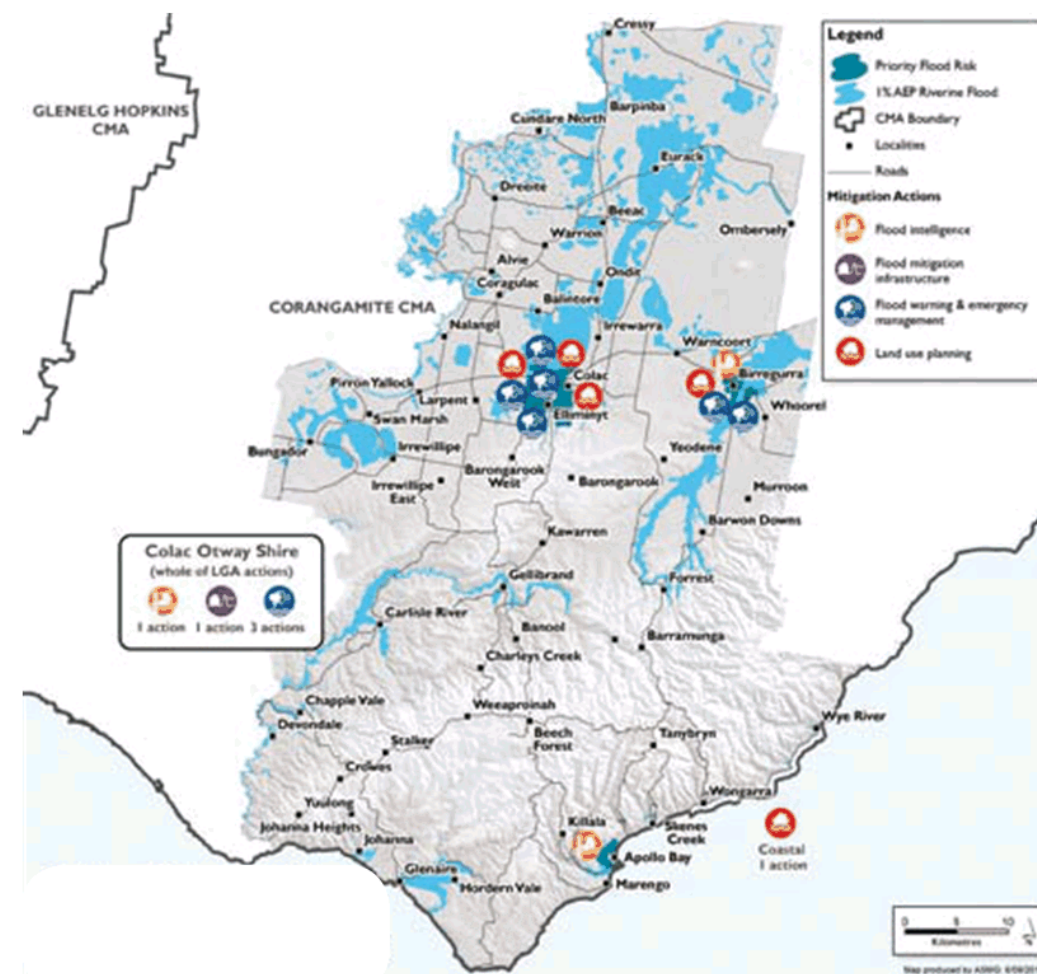
### Additional flood risks

Colac is also susceptible to flash flooding. The Shire is preparing a Drainage Strategy that will help guide its investment in stormwater infrastructure renewal. The Drainage Strategy will also help identify what type of infrastructure is required to mitigate the effects of flooding in new areas of development. This Strategy will review the recommendations from the Drainage Strategy and, where possible, incorporate actions associated with riverine flooding.

Coastal areas can experience flooding by high tides in conjunction with storm surges. These can cause backflow in waterways and stormwater drains, and surcharge in and around the drainage network. The major risk from this type of flooding is the potential closure and damage to the Great Ocean Road.

A Coastal Hazard Assessment for the Barwon South West coastline (from Breamlea to the border with South Australia) is currently under development.

Figure 9. Priority flood risk areas in Colac Otway Shire.



### Risk treatments

The only flood warning system currently in place within the Municipality is for the Barwon River at Ricketts Marsh. River height information is available from gauges at Ricketts Marsh and Kildean Lane and displayed on the Bureau of Meteorology (BoM) website. Flood class levels have been set for the Ricketts Marsh gauge based on BoM definitions (see section 2.2.3, Table 6). When the river exceeds any of these levels, BoM issues a general flood warning for the Barwon River.

The Municipal Flood Emergency Plan (MFEP) for Colac Otway Shire includes some information about the history and consequences of flooding at select locations. Flood risk across the municipality could be reduced if the MFEP

was updated to include specific Flood Emergency Plans for Colac, Elliminyt and Apollo Bay. Further improvement would be likely if community education and awareness programs were also developed for each of the significant flood risk areas within the Shire.

Planning Scheme Amendment C90 is in progress and this amendment intends to include new flood mapping in the Planning Scheme for Colac and Elliminyt. Flood mapping for this area was completed in 2016 as part of a regional flood mapping project for Deans Creek and Barongarook Creek.

A flood study for the town of Birregurra is needed. The September 2016 flooding indicated that the current flood data for this area is inaccurate, including that within the Planning Scheme.

### Colac Otway shire actions

Priority	LOCATION	LGA	ACTION	LEAD AGENCY	Partner Agencies	Relevant objective/s
High	Colac and Elliminyt	Colac Otway Shire	Complete the Colac Drainage Strategy, identify relevant floodplain management actions and prepare a detailed prioritised implementation plan.	Colac Otway Shire	CCMA	Objective 4
High	Colac and Elliminyt	Colac Otway Shire	Identify the above floor-flooded properties from the Deans Creek and Barongarook Creek Floodplain Mapping Project (DELWP 2016).	CCMA	Colac Otway Shire	Objective 2, 3
High	Colac and Elliminyt	Colac Otway Shire	Complete the process for Planning Scheme Amendment C90.	Colac Otway Shire	CCMA DELWP	Objective 4
High	Colac and Elliminyt	Colac Otway Shire	Undertake community flood education engagement activities and develop flood awareness products for Colac that may include pre-recorded flood education videos, local flood guides, community response plans, community signs and gauge boards.	VICSES	Colac Otway Shire	Objective 2
Medium	Colac and Elliminyt	Colac Otway Shire	Colac 2050 Growth Plan to consider flood risks and provide strategic directions to address the issues for potential future growth areas.	Colac Otway Shire	CCMA DELWP	Objective 4
High	Colac and Elliminyt	Colac Otway Shire	Work with the Barongarook nursing home and the nursing home on Murray Street, Colac, to develop a Flood Response Plan.	VICSES	Colac Otway Shire	Objective 5
Medium	Colac and Elliminyt	Colac Otway Shire	Investigate the feasibility of an appropriate flood warning system for Colac.	Colac Otway Shire	CCMA VICSES, DELWP	Objective 3
High	Birregurra	Colac Otway Shire	Seek funding support to undertake a flood study for Birregurra, with the potential to develop an integrated flood and drainage strategy for the town. Ensure this flood study includes above-floor flooded property data.	Colac Otway Shire	CCMA VICSES	Objective 1
High	Birregurra	Colac Otway Shire	Following the completion of a Birregurra flood study, amend the Planning Scheme with the new flood maps and requirements.	Colac Otway Shire	CCMA DELWP	Objective 4
Medium	Birregurra	Colac Otway Shire	Investigate the feasibility of a flood warning system for Birregurra, particularly for the smaller creeks through town.	Colac Otway Shire	VICSES, CCMA, DELWP	Objective 3 and 5
High	Apollo Bay	Colac Otway Shire	Seek funding support to undertake a flood study for Apollo Bay, including the landslip potential. Flood study area would be from Wild Dog Road to West of Marengo Lookout.	Colac Otway Shire	CCMA , relevant universities	Objective 1
Medium	Colac Otway Shire coastline	Colac Otway Shire	Seek funding to investigate the berm dynamics for the lower Aire and Barham estuaries. This action needs to link in with any Coastal Hazard Assessment and could include recommendations for planning controls in estuarine areas.	CCMA	Parks Victoria DELWP	Objective 6
High	Colac Otway Shire (whole of region)		Investigate the feasibility of a road inundation assessment (e.g. depth of over road flooding) to assist the Shire and VICSES plan for road closures during floods and better plan for potential road damages.	Colac Otway Shire	CCMA VicRoads	Objective 3 and 5
Medium	Colac	Colac Otway Shire	Seek funding to review the priority retarding basins in Colac, e.g. investigate the benefits of current retarding basins, and whether their flood storage function is adequate and could be upgraded/removed/ maintained.	Colac Otway Shire	CCMA	Objective 3

## 4.5 Corangamite Shire

### Overview

The 4,600 km<sup>2</sup> Corangamite Shire in south-west Victoria stretches from the Shipwreck Coast in the south, past the volcanic hinterland of Camperdown and up to the pastoral area of Skipton. It is a large rural Shire characterised by rugged coastline, lakes and craters and green pastures. The major industries are agriculture and tourism (including to the Twelve Apostles). The main townships are Camperdown, Cobden, Cressy, Lismore, Skipton and Timboon and, along the coast, Princetown, Peterborough and Port Campbell.

The Shire is split between the Glenelg Hopkins CMA and the Corangamite CMA regions. This Strategy considers only the part within the Corangamite CMA region. Linkages exist between the two CMA areas and complimentary actions have been considered to ensure a consistent approach.

### Waterways

There are several significant waterways and lake systems within the Corangamite CMA part of Corangamite Shire, including Lake Corangamite and the Gellibrand and Curdies River systems.

The Western District Lakes sit at the top half of the Shire. The lakes are an important habitat for waterbirds, particularly during droughts. Lake Corangamite is the largest of the Western District lakes. It is a Ramsar wetland and one of the largest lakes in Victoria, with a surface area of 23,000 ha. The lake has no natural outlets and the area around it is flat and scattered with numerous small depressions. As a result, flooding depends on cumulative rainfall over a number of years rather than specific rainfall events. The Woody Yaloak River diversion channel near Cundare Pool allows the diversion of floodwaters from Lake Corangamite to the Barwon River via Warrambine Creek.

Another significant waterway is the Gellibrand River, which originates outside the Shire in the Otway Ranges, enters the Shire at Lower Gellibrand River and discharges to the Southern Ocean at Princetown. The floodplains of the Gellibrand River and its tributaries are well developed and have a relatively flat gradient. Floodwaters are generally well confined by the narrow floodplain and are fast flowing with significant depths. The main interest in this river relates to estuarine flooding associated with the mouth of the river at Princetown.

### Estuaries

The coastal part of the Corangamite Shire includes two estuaries: the Gellibrand River estuary and the Port Campbell Creek estuary. Although the two are of very different scale, the processes at play are similar. They are both intermittent estuaries that naturally open and close to the sea by natural sand movement. Inundation of assets such as farmland or built infrastructure can occur when the river mouth is blocked. Excavation to reopen the entrance may be undertaken to reduce the extent of inundation under appropriate conditions, including water quality, river flow, ocean conditions and access. The management of the estuary entrance is governed by the Estuary Entrance Management Support System (EEMSS) outlined in the Corangamite Waterway Strategy 2014-2022 and, more specifically, the 2017 Gellibrand River Estuary Management Plan (currently in draft).

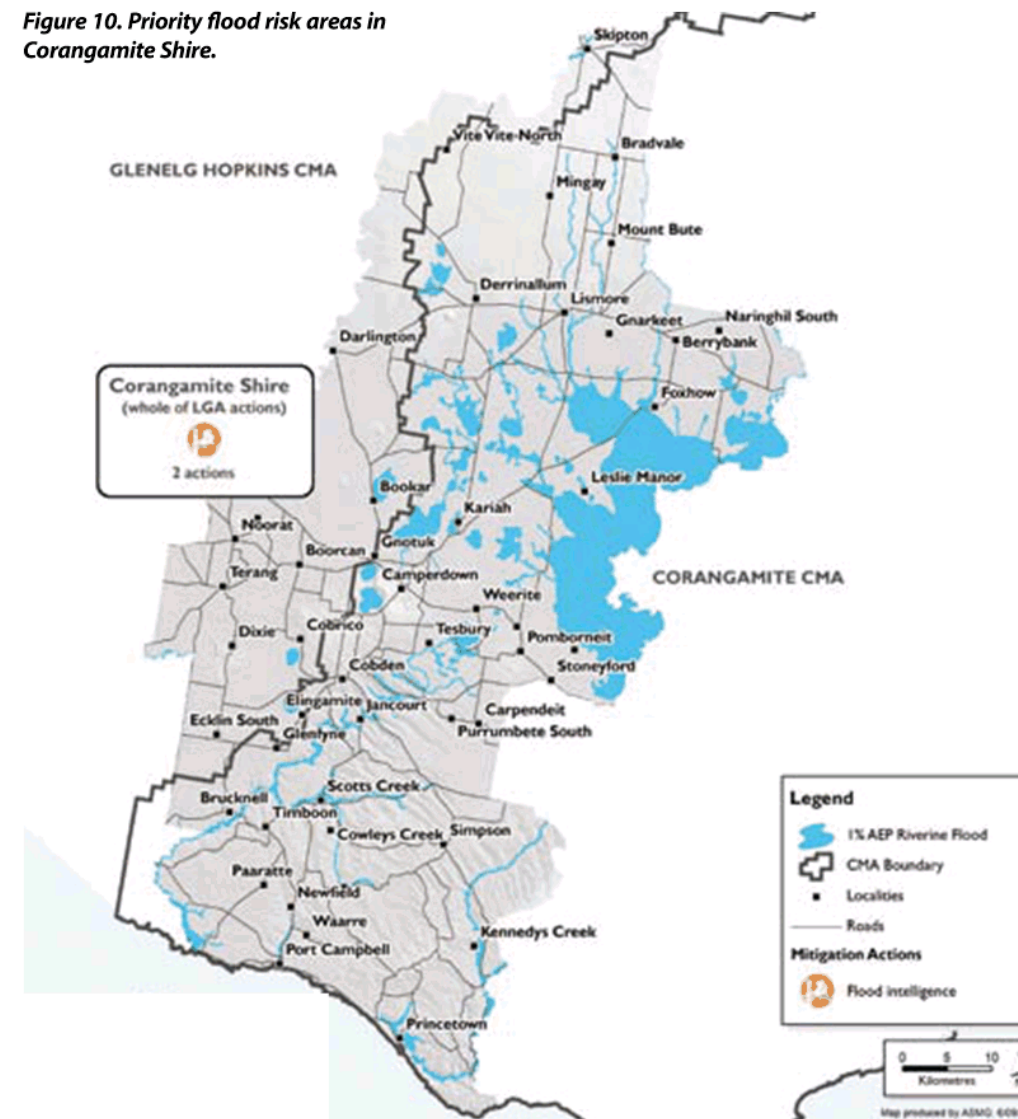
### Priority risk areas

There were no priority risk areas identified within the portion of the Corangamite Shire in the Corangamite CMA region due to a lack of flood information for the rural and residential areas. A regional floodplain mapping project for the wider Corangamite Shire area will help identify any problem flood risk areas and help set appropriate actions. For example, there is a need to understand the risks associated with coastal storm surges in Port Campbell as well as riverine flood risks associated with Campbells Creek.

Another significant issue within the Shire is flood damages as a result of overland flows from smaller floods that can significantly damage the road network. The September 2016 floods caused more than \$2.5 million in damages to the road network and extensive road closures. Many closures were in areas that had flooded in the past and could have been better planned if mapping and data were available.

Major risks relate to the potential inundation of the Great Ocean Road at Princetown (this could occur in combination with riverine flooding from the Gellibrand River). A full list of roads, properties and assets likely to be inundated can be found in the 2014 Corangamite Shire Flood Emergency Plan.

Figure 10. Priority flood risk areas in Corangamite Shire.



### Risk treatments

There is small one levee within the caravan park at Port Campbell. This levee was designed to protect the caravan park and Wannan Water pump station from flooding from the nearby Campbell's Creek.

The MFEP for Corangamite Shire is well developed and comprehensive. It includes a number of Community Flood Emergency Plans for major locations within the shire.

Flood controls in the Corangamite Shire Planning Scheme have not been updated recently; more detailed flood modelling is needed before the scheme's maps are updated.

There are no flood forecast, information or data locations within the Corangamite CMA part of the Shire. Flood warning services are effectively non-existent although the MFEP does include information and intelligence about the history and consequences of flooding at selected locations. Community awareness of flooding relies mainly on individual and anecdotal experience: there are no formal programs in place.

**Corangamite Shire actions**

Priority	LOCATION	LGA	ACTION	LEAD AGENCY	Partner Agencies	Relevant objective/s
High	Corangamite Shire (whole of region)	Corangamite Shire	Continue to support the implementation of the Coastal Hazard Assessment for the Barwon South West coastline. Ensure that the outputs from this assessment meet the needs of the Shire and the CCMA.	Corangamite Shire, Parks Victoria (TBC) and CCMA		Objective 1 and 4
High	Corangamite Shire (whole of region)	Corangamite Shire	Investigate a regional flood mapping project for the whole Shire to identify key rural flow paths and provide advice on where overland flow paths might affect assets (including agricultural assets and roads, rail, drainage). This will include road inundation assessment (e.g. depth of flooding over roads) to assist the Shire and SES plan for road closures during floods and to better plan for potential road damages.	Corangamite Shire	CCMA	Objective 1
Medium	Princetown	Corangamite Shire	Seek funding to investigate the berm dynamics for the lower Gellibrand River estuary. This action needs to link in with any Coastal Hazard Assessment and could include recommendations for planning controls in estuarine areas.	CCMA		Objective 6

## 4.6 Golden Plains Shire

### Overview

Golden Plains Shire, between Geelong and Ballarat, covers 2,705 km<sup>2</sup> with a population of 20,000. Bannockburn is the Shire's main service centre; Teesdale is the next largest town. Major industries are wool and grain growing. Intensive animal farming, particularly poultry and pigs, is becoming increasingly common.

### Waterways

The Shire is spread across three river basins: the Barwon, Corangamite and Moorabool Basins. These basins all contain a number of significant waterways whose floodplains are relatively well confined and become broader in their lower reaches. The major waterways are the Moorabool River, Bruce's Creek, Native Hut Creek, Yarwoee River/Leigh River and the Barwon River.

The northern communities of the Golden Plains Shire exist among a complex network of creeks and small tributaries that contribute flows to the Woody Yallock and Yarwoee river systems.

Inverleigh is at the confluence of the Leigh and Barwon rivers. The town is low lying and is affected by flooding from the Barwon River on its southern edge. Backwater flooding up the Leigh River can cause severe flooding in the town, particularly if floods along the Barwon and Leigh Rivers coincide. The Barwon River has a catchment area of 240 km<sup>2</sup> upstream of Inverleigh, while the Leigh River has an upstream catchment area of about 88 km<sup>2</sup>. An updated flood study for Inverleigh is underway as part of the Inverleigh Structure Plan development.

Most of Shelford is on the escarpment slopes above the Leigh River floodplain and suffers less damage from floods, however several houses, the primary school, cricket reserve and Presbyterian Church are on the floodplain.

Flooding in Teesdale is a result of flooding associated with Native Hut creek that runs through the town.

### Priority flood risk areas

Priority flood risk areas for Golden Plains Shire are Inverleigh, Teesdale and Shelford. In Teesdale, flooding associated with Native Hut Creek has damaged several residential properties. Both Inverleigh and Shelford have experienced multiple damaging floods in the past 60 years.

### Additional risks

Flash flooding/stormwater flooding can occur in urban areas within Golden Plains Shire with little warning, and can cause severe localised damage. Meredith and Teesdale are the areas at greatest risk from flash flooding.

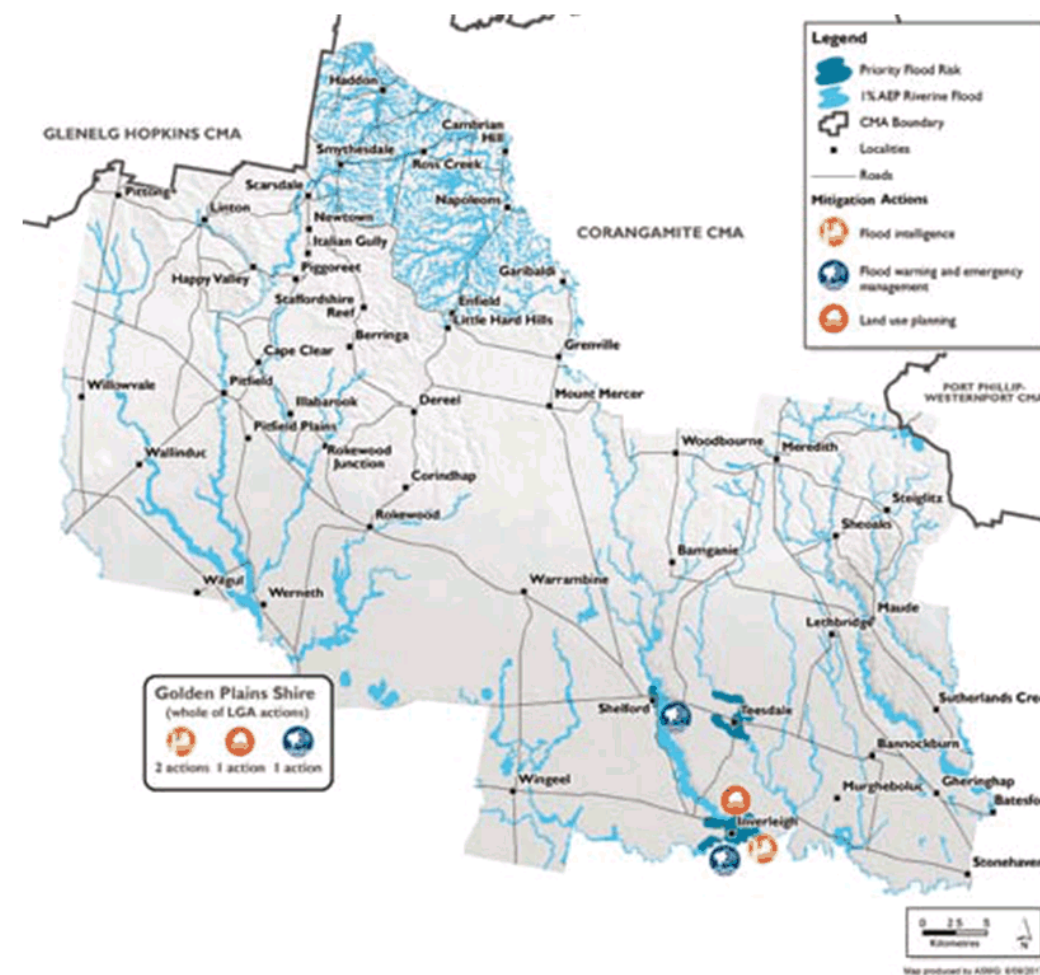
### Risk treatments

The MFEP is quite comprehensive for Inverleigh and Shelford, including information on potential above-floor flooding of houses at specified river heights. The MFEP could be strengthened to include additional Flood Emergency Plans for the other significant flood risk location such as Teesdale. Significant community engagement and education is occurring in Inverleigh as part of a new Structure Plan for the town. A Local Flood Guide for Shelford was prepared in early 2017.

Road closures and road damage as a result of flooding are a significant concern for the Shire.

River gauges are on the Barwon River at Ricketts Marsh, Kildean Lane, Winchelsea, Inverleigh, Warrambine, Pollocksford and in Geelong. River levels at these locations are available on the BoM website and flood class levels are available for Ricketts Marsh, Pollocksford and Geelong. River gauges are also on the Leigh River at Mount Mercer and Shelford (see section 2.2.3, Table 6).

Figure 11. Priority flood risk areas in Golden Plains Shire.



**Golden Plains Shire actions**

Priority	LOCATION	LGA	ACTION	LEAD AGENCY	Partner Agencies	Relevant objective/s
High	Inverleigh	Golden Plains Shire	Continue to support the implementation of the 2017 Inverleigh Flood Study, including an update to the Planning Scheme and MFEP once new flood data is available.	Golden Plains Shire	CCMA	Objective 1 and 4
High	Inverleigh	Golden Plains Shire	Act on recommendations from the Inverleigh Flood Study for improvements to the flood warning system for the study area.	Golden Plains Shire	CCMA	Objective 2 and 3
Medium	Whole of Shire	Golden Plains Shire	Review the damages to Shire infrastructure as a result of the 2010-2011 floods, to inform potential management actions, i.e. map out the location of damages on a GIS system. Completion of this action is likely to be data and personnel dependent.	Golden Plains Shire	CCMA	Objective 1
Medium	Whole of Shire	Golden Plains Shire	Undertake a desktop review of the Regional Floodplain Mapping Project in comparison with current planning overlays (FO and LSIO) to determine if an upgrade to the Planning Scheme is required, particularly for areas where there is development pressure.	Golden Plains Shire	CCMA	Objective 4
Medium	Whole of Shire	Golden Plains Shire	Develop a brochure to ensure potential purchasers and the public inform themselves (undertake due diligence) when considering potentially flood-prone land.	Golden Plains Shire and CCMA		Objective 1 and 2
	Whole of Shire	Golden Plains Shire	Investigate the feasibility of a road inundation assessment (e.g. depth of over road flooding) to help the Shire and the VICSES plan for road closures during flood events and to better plan for potential road damages.	Golden Plains Shire		Objective 1 and 3
Medium	Whole of Shire	Golden Plains Shire	Develop a Guidance Note on appropriate recreational infrastructure in flood-prone land.	DELWP	CCMA, Golden Plains Shire	Objective 4



## 4.7 Moyne Shire

Only a small part of Moyne Shire falls within the region covered by this Strategy. The Glenelg Hopkins Regional Floodplain Management Strategy provides more information on actions in Moyne Shire.

The Curdies River is an intermittent estuary. It opens to the sea and closes by natural sand movement. This process is influenced by tides, swell, storm surges and river flow driven by rainfall. Excavation to reopen the entrance may be undertaken under appropriate conditions, including water quality, river flow, ocean conditions and access.

The management of the estuary entrance is governed by the Estuary Entrance Management Support System, which is outlined in the Corangamite Waterway Strategy 2014-2022 and more specifically in the Curdies River Estuary Management Plan 2017.

For the area within the Corangamite CMA region, the priority risk relates to flooding associated with the Curdies River estuary at Peterborough. The river forms a large lake behind the estuary mouth when it is closed and inundates a large floodplain, which can include residential properties along Dorey Street and the Great Ocean Road Tourist Park.

There are no flood warning systems in operation for this system.

Figure 12. Priority flood risk areas in Moyne Shire.



### Moyne Shire actions

Priority	LOCATION	LGA	ACTION	LEAD AGENCY	Partner Agencies	Relevant objective/s
High	Peterborough	Moyne Shire	Prepare a Memorandum of Understanding between the relevant agencies and stakeholders to ensure a coordinated approach to the management of artificial estuary openings.*	CCMA	DELWP, Parks Victoria, VICSES, Moyne Shire, landholders	Objective 2, 5 and 6
Low	Peterborough	Moyne Shire	Assess the costs and benefits of investing in modifications to existing public assets and infrastructure at risk of flooding, e.g. Dorey Street.*	Moyne Shire and CCMA	VICSES	Objective 3,5 and 6
High	Peterborough	Moyne Shire	Develop communication material around the dynamics of artificially opening the estuary (e.g. river water levels to tide heights and lack of fall), specific to the Curdies system.	CCMA	Parks Victoria, Moyne Shire and VICSES	Objective 1,2 and 6
Low	Peterborough	Moyne Shire	Investigate the feasibility of undertaking a coastal vulnerability assessment for Peterborough township, including the effect of sea level rise, storm surge and closed estuary mouth flooding, on Peterborough.	Moyne Shire	CCMA , VICSES, DELWP	Objective 1 and 4

\* From Curdies River Estuary Management Plan 2017 (Corangamite CMA 2017).

## 4.8 Surf Coast Shire

### Overview

The Surf Coast Shire covers about 1,560 km<sup>2</sup>, ranging from inland agricultural land over the Otway Ranges to the coastal fringe of the Great Ocean Road. The region stretches from the Thompsons Creek at Point Impossible to just west of Lorne where it borders Colac Otway Shire. Tourism is the largest industry, with the permanent population more than trebling during peak holiday times. The main population centres include coastal Torquay and Lorne, and the inland town of Winchelsea, on the edge of the Western District.

The Otway Ranges are a significant feature of the Shire, separating the communities to the north and south, and facilitating development along the coast. Important environmental features in the Shire include the coastal region, the Barwon River in the north and significant wetland areas in the east.

### Waterways

The major river and creek systems subject to periodic flooding are along the coast and include Painkalac Creek at Aireys Inlet, the Anglesea River at Anglesea and Thompsons Creek, which flows from Modewarre to the coast at Breamlea. The exception is the inland catchment of the Barwon River that flows through the township of Winchelsea.

There are also several short, hydraulically steep coastal waterways within the Otway Ranges that may be susceptible to flash flooding or short duration floods, e.g. the Erskine River at Lorne and the Cumberland River (south of Lorne). The MFEP for the Surf Coast Shire identified flash flooding risks for the two caravan parks at the Cumberland River and the Erskine River. Both of these caravan parks are on the lower floodplains of these river systems.

### Estuaries

There are a number of estuaries within Surf Coast Shire, including Thompsons Creek, Spring Creek, Anglesea River, Painkalac Creek, the Erskine River and St George River. These are all intermittent estuaries that open to the sea and close by natural sand movement. The management of the estuary entrance and decisions on artificial openings of the estuary mouth is guided by the Estuary Entrance Management Support System, outlined in the Corangamite Waterway Strategy 2014-2022 and more specifically in the Anglesea River Estuary Management Plan 2012-2020 (Corangamite CMA 2012).

### Priority risk areas

Anglesea and Aireys Inlet have been identified as priority risk areas within the Surf Coast Shire. However, flood risks and related mitigation options in several other locations have also been identified due to the isolated but significant nature of the risk.

Flooding associated with the closure of the Painkalac Creek estuary at Aireys Inlet and the Anglesea River at Anglesea are significant risks that require ongoing management. This Strategy identifies a need to review the parameters around modelling estuary mouth flooding, such as berm heights, to ensure appropriate planning. Flooding of the Painkalac Creek estuary is influenced by the Barwon Water-managed reservoir, which sits just upstream of the estuary.

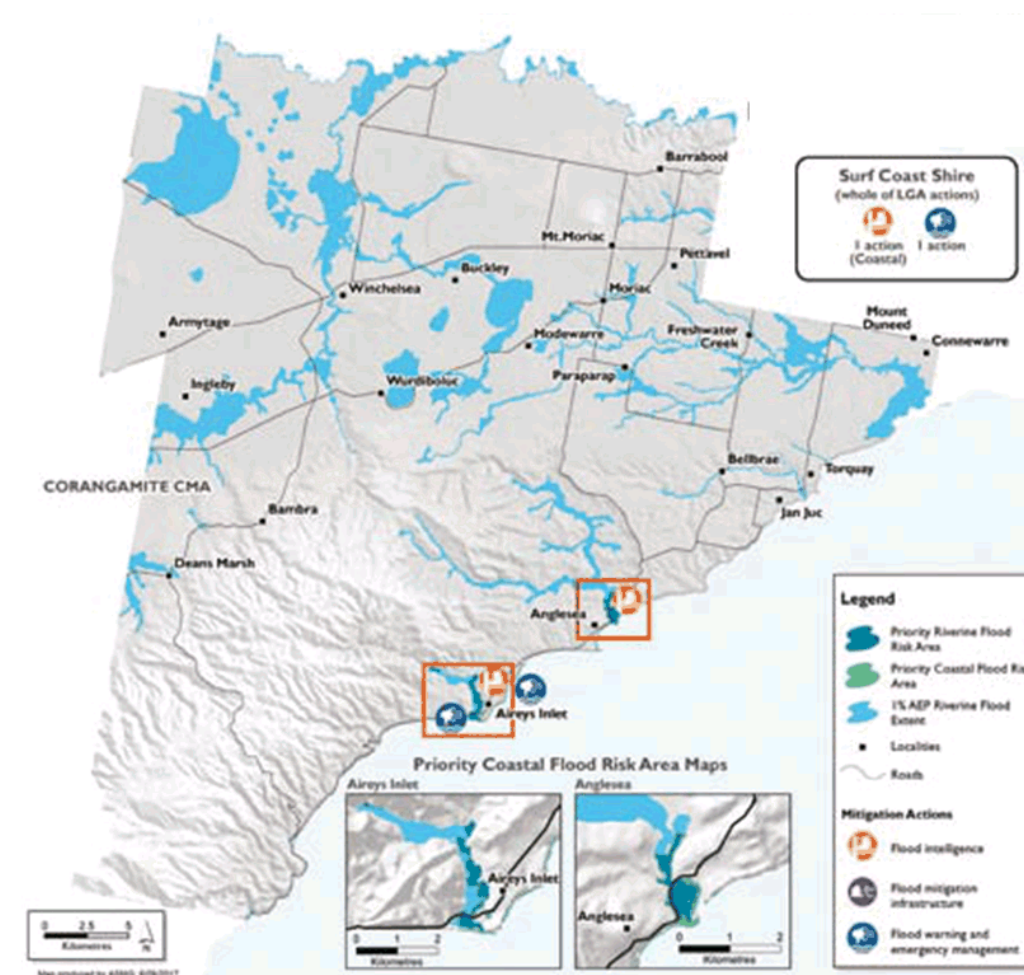
It is important that roles and responsibilities for the management of flood risks in these estuaries are clear as they are complex systems that can involve stormwater, riverine and coastal flooding and can occur in areas of very high social, economic and environmental value.

### Additional risks

There are flash flooding risks in Anglesea, Jan Juc and Torquay where developments have occurred over old creek and/or drainage lines.

Coastal areas can also experience flooding from the sea caused by high tides in conjunction with storm surge events resulting from low-pressure systems and on-shore winds. These can cause backflow in waterways and stormwater drains and subsequent surcharge in and around the drainage network. This is a concern in Anglesea, particularly along the Great Ocean Road, which can flood as a result of flooding associated with the Anglesea River backing up the stormwater drainage system.

Figure 13. Priority flood risk areas in Surf Coast Shire.



### Risk treatments

There are no formal flood warning systems within the Surf Coast Shire region, with the exception of the simple, Shire-owned warning system for the Painkalac Creek estuary at Aireys Inlet. This system sends a text message to key council staff when the water level reaches certain trigger levels. BoM give flood warnings for Winchelsea.

Several roads within the Shire are inundated regularly during even minor floods. There is a need to investigate flood warning systems for these roads. The MFEP could be updated to include information on roads susceptible to flooding. A minor flood in April 2017 saw Horseshoe Bend Road flooded by Thompsons Creek and at least one car was submerged in flood waters.

The MFEP for the Shire includes some information regarding typical flood peak travel times for Winchelsea, Inverleigh, Painkalac Creek and the Anglesea River. It could be strengthened if it included more detailed flood response plans for the Anglesea River and Painkalac Creek estuaries, particularly regarding planning and setting appropriate trigger points for artificial estuary openings. This would ensure more informed decision-making that considers the economic and environmental impact of opening an estuary. The local flood guide for Aireys Inlet could be updated to include more detailed information regarding estuary mouth conditions.

Flood controls for the Surf Coast Shire were amended as part of Planning Scheme Amendment C85. This introduced changes to the mapping for the lower reaches of the Thompsons Creek catchment.

**Surf Coast Shire actions**

Priority	LOCATION	LGA	ACTION	LEAD AGENCY	Partner Agencies	Relevant objective/s
High	Anglesea	Surf Coast Shire	Investigate the feasibility of undertaking a flood study for the Anglesea River to investigate short and long term inundation risks, including: <ul style="list-style-type: none"> <li>assessment of the impact of the closure of Alcoa Coal Mine on flooding of the Anglesea River</li> <li>flood mapping of the tributaries that flow into the Anglesea River (to inform Shire drainage plans for these systems)</li> <li>erosion changes associated with the mouth of the estuary and adjacent coastline</li> <li>sensitivity of coastline to changes in wave climate</li> <li>berm dynamics to understand flood risk in more detail</li> <li>consideration of storm surge and sea level rise/inundation.</li> </ul>	CCMA and Surf Coast Shire	VICSES , DELWP, GORCC	Objective 1
Medium	Aireys Inlet	Surf Coast Shire	Review the current flood warning procedure and key decision points involved with the management of the Painkalac Creek estuary mouth with a view to update/amend if required.	Surf Coast Shire	CCMA, VICSES; Barwon Water GORCC, DELWP	Objective 1 and 3
Medium	Aireys Inlet	Surf Coast Shire	Undertake targeted community education with flood-affected residents in Aireys Inlet	Surf Coast Shire	VICSES and CCMA	Objective 2
High	Mount Duneed and Winchelsea	Surf Coast Shire	Establish road closure procedures for the following key roads: <ul style="list-style-type: none"> <li>Klidean Rd</li> <li>Horseshoe Bend Rd</li> <li>Ghazeepore Rd</li> <li>Pettavel Rd</li> <li>Blackgate Rd (at Merrijig Creek and Thompson Creek)</li> <li>Williams Rd</li> <li>Dickins Rd</li> <li>Cressy Rd</li> </ul>	Surf Coast Shire	CCMA and VICSES	Objective 3 and 5
Medium	Aireys Inlet	Surf Coast Shire	Investigate the feasibility of a flood study for Painkalac Creek to investigate short and long-term inundation risks, including: <ul style="list-style-type: none"> <li>erosion changes associated with the estuary mouth and adjacent shoreline</li> <li>an updated assessment of the long term rate of erosion along Fairhaven-Aireys Inlet, along with an assessment of short term storm erosion under sea level rise scenario</li> <li>sensitivity of coastline to changes in wave climate,</li> </ul>	Surf Coast Shire and CCMA	VICSES, DELWP, GORCC, Barwon Water	Objective 1

## 4.9 Other stakeholders

### VicRoads

VicRoads manages about 2,000 km of freeways, highways, arterial roads and tourist roads in the Corangamite region. Some of these roads, such as the Great Ocean Road, are the only major access route into and through coastal communities such as Wye River and Kennett River.

The unpredictability in terms of the location and intensity of many rainfall events and the different levels

of soil saturation affects the amount of runoff and hence the local flood risk.

The road network crosses many drainage catchments and is therefore at risk from disruption due to flooding. The effects can be mitigated by understanding the known 'at risk' locations. This information can help to inform road closure notifications during an event.

### VicRoads actions

Priority	LOCATION	ACTION	LEAD AGENCY	Partner agencies	Relevant objective/s
High	Corangamite region	Undertake a first pass risk assessment using in-house information to identify flooding hot spots, including identifying known flood-prone sections of the VicRoads network and where flood recovery works were carried out in the last year.	VicRoads and CCMA*		Objective 1 and 3
Medium	Corangamite region	Review and where required update the culverts register and confirm condition and adequacy of their capacity prioritising the flood-prone locations and where necessary prepare upgrade/replacement strategy.	VicRoads*	CCMA and VICSES	Objective 3
Medium	Corangamite region	Develop a flood road resilience approach, which may include: <ul style="list-style-type: none"> <li>consideration of wide sealed shoulders in flood-prone areas to reduce/delay infiltration into the pavement</li> <li>installation of kerb and channel where necessary to contain cross flow and conduct water away to appropriately located drainage inlets</li> <li>installation of concrete edge beams downstream of areas where overtopped culverts are prone to downstream scouring of the road edge.</li> </ul>	VicRoads**	CCMA and VICSES	Objective 1,3 and 4

\* For VicRoads assets only on the Arterial Road network. Municipalities are responsible for the above on roads managed by them.  
\*\* Further support from LGAs may also be required where traffic may be diverted from VicRoads to LGA roads.

### Coastal committees of management

Four coastal Committees of Management cover the Corangamite region's coastline: Barwon Coast Committee of Management, Bellarine Bayside Coast Committee of Management, Great Ocean Road Committee of Management and Otway Coast Committee of Management. Committees of Management are appointed by DELWP to manage, maintain, improve and control Crown Land services in accordance with the *Crown Land Reserves Act 1978*.

Through the stakeholder engagement process it was identified that there are areas of land managed by coastal committees of management that are impacted by flooding, including a number of assets such as caravan parks.

An example of the work undertaken by a coastal committee of management is provided in the case study on page 72. The three other coastal committees of management within the region perform a similar role to that outlined for the Great Ocean Road Committee of Management.

### Coastal Committees of Management actions

Priority	LOCATION	LGA	ACTION	LEAD AGENCY	Partner agencies	Relevant objective/s
High	Portarlinton	COGG	Undertake coastal inundation investigations for the Portarlinton Holiday Park to improve resilience of holiday park from the impacts of coastal inundation.	Bellarine Bayside CoM	CCMA	Objective 1
High	Ocean Grove	COGG	Apply CFAST inundation modelling to Riverview Family Caravan Park to determine adaptive protection approaches to enhance security of the caravan park from impacts of coastal and riverine inundation.	Barwon Coast CoM	CCMA	Objective 1
High	Ocean Grove and Barwon Heads	COGG	Investigate mechanisms to improve flood planning and response for two coastal caravan parks under management of Barwon Coast CoM: the River Family Caravan Park and Barwon Heads Caravan Park.	Barwon Coast CoM	VICSES and CCMA	Objective 3 and 5
Med.	Barwon Heads	COGG	In response to CHA modelling for inundation, develop flood prevention strategies for lower lying facilities and areas around Flinders Parade, Barwon Heads.	Barwon Coast CoM	COGG and CCMA	Objective 3
Low	Bellarine	CoGG	Investigate mechanisms to improve flood planning and response for coastal caravan parks managed by Bellarine Bayside CoM.	Bellarine Bayside CoM	VICSES and CCMA	Objective 3 and 5
High	Corangamite coastline	Surf Coast Shire	Investigate a risk based project to identify and prioritise assets managed by GORCC at risk from flooding (riverine, coastal storm surge, sea level rise) and establish a program to evaluate the risks and develop mitigation actions. Plus early warning system that could help identify risks and implement actions such as estuary openings, event cancellations, etc.	GORCC	DELWP, CCMA	Objective 1
High	Corangamite coastline	Surf Coast Shire	Investigate mechanisms to improve flood planning and response for coastal caravan parks under lease arrangements by GORCC	GORCC	CCMA, VICSES	Objective 3 and 5

Case study

## Great Ocean Road Coast Committee

The Great Ocean Road Coast Committee (GORCC) was established in 2014 to manage 37 km of Crown land reserves along the coast, from Point Impossible east of Torquay to the Cumberland River south-west of Lorne.

GORCC's role includes:

- building and maintaining a wide range of facilities, assets and infrastructure
- operating caravan parks in Torquay, Anglesea and Lorne, and managing the lease for one privately operated caravan park
- issuing leases, licences and permits for various commercial and one-off activities and events on the coast
- undertaking weed eradication and other programs to protect the sensitive coastal environment

Work is undertaken in partnership with the State Government, Surf Coast Shire, other agencies, volunteers and the local community.

Planning for and managing the impacts of natural hazards and climate change on the coast (and its users and infrastructure) is a major part of GORCCs role. Damage to or loss of functionality in the caravan parks at risk of riverine or coastal flooding is a major risk for GORCC, as the caravan parks are GORCCs primary source of revenue. This concern has also been raised by Barwon Coast and Bellarine Bayside Committees of Managements.



Erosion along Point Roadknight beach, Anglesea.

## Water corporations

Water corporations provide water supply and sewerage services to regional customers. Within the Corangamite region, there are three water corporations, Wannon Water, Barwon Water and Central Highlands Water. Barwon Water cover the majority of the Corangamite region, with Wannon Water falling predominantly within the Glenelg Hopkins CMA region and Central Highlands Water covering part of the region around Ballarat. Water corporations use a range of data to make decisions around water storage and supply. Some of this data can also be used for flood management purposes.

### Water corporations actions

Priority	Location	LGA	Action	Lead Agency	Partner Agencies	Relevant objective/s
Medium	Corangamite region	NA	Investigate data sharing opportunities between Barwon Water and key agencies to provide better flood warning services. This may include the sharing of: <ul style="list-style-type: none"> <li>• rainfall data</li> <li>• river level data</li> <li>• storage rating table data</li> <li>• historical spill information</li> <li>• flood modelling completed for river reaches of interest to Barwon Water.</li> </ul>	Barwon Water, VICSES and CCMA	Relevant LGAs	Objective 1
Medium	Corangamite region	NA	Investigate data sharing opportunities between Central Highlands Water and key agencies. This may include the sharing of: <ul style="list-style-type: none"> <li>• rainfall data</li> <li>• storage rating table data</li> <li>• historical spill information</li> <li>• flood modelling completed for river reaches of interest to Central Highlands Water.</li> </ul>	Central Highlands Water, VICSES and CCMA		Objective 1
Low/Medium	Corangamite region	NA	Investigate data sharing opportunities between Wannon Water and key agencies. This may include the sharing of: <ul style="list-style-type: none"> <li>• rainfall data</li> <li>• river level data</li> <li>• flood modelling completed for river reaches of interest to Wannon Water.</li> </ul>	Wannon Water, VICSES and CCMA	LGAs	Objective 1

*Whole of region actions*

Priority	LOCATION	LGA	ACTION	LEAD AGENCY	Partner Agencies	Relevant objective/s
Medium	Whole region	All	Investigate options to improve flood intelligence gathering following major floods, this could include: • use of drones • use of portable automated loggers • how to acquire flood information from social media during and post flood events/major rainfall • procedures for improving intelligence gathering following coastal flooding (storm surges).	CCMA		Objective 1 and 4
Medium	Whole region	All	Update the Corangamite CMA flood portal to include more information. For example: • additional flood extent data (e.g. 10%, 20% AEP flood information) • rainfall data • flood study reports.	CCMA		Objective 1 and 2
Low	Whole region	All	Investigate how to improve Corangamite CMA flood photography database.	CCMA		Objective 1 and 4
Medium	Whole region	All	When assisting LGAs to write project briefs for new flood studies, include requirements to: • develop animations of flood behaviour the VICSES can use in the development of community flood awareness videos • develop a spreadsheet relating surveyed floor level to flood level for each design event (This information can be used to develop property specific flood warning charts) • incorporate all flood study information into MFEPs.	CCMA, VICSES	Relevant LGA	Objective 1 and 2
Medium	Whole region	All	Develop a State Community Observers Network Website enabling the community to provide local knowledge during a flood. Using smartphones to collect flood data via an app, photos can be instantly uploaded to the web page, viewed and shared between agencies and the community.	VICSES	CCMA	Objective 1 and 2
Medium	Whole region	All	Continue to collect information and document case studies on storm surges, and other extreme climatic events as they occur.	CCMA		Objective 1 and 4
H	Whole region	All	Install community education signs and gauge boards at high priority locations within the Catchment to raise community flood risk awareness and to provide links to websites with more detailed flood risk information.	VICSES	CCMA, all LGAs	Objective 2
H	Whole region	All	Investigate options to improve community access to website flood risk information to allow people to better plan, prepare and respond to flooding.	DELWP VICSES	All CMAs	Objective 1 and 2
H	Whole region	All	Update MFEPs to incorporate the latest flood study intelligence and school bus runs affected by flooding.	VICSES	CCMA, all LGAs	Objective 3 and 5
Medium	Whole region	All	Undertake a baseline mapping exercise to establish the ecological values and associated threats to floodplains in the region to inform decision making for planning purposes.	CCMA		Objective 5, 6
Medium	Whole region	All	Investigate the loss of vulnerable coastal floodplains as a result of sea level rise and plan appropriate management responses.	CCMA		Objective 1.5 6
Medium	Whole region	All	Investigate reinstating natural hydrological regimes (where relevant) on floodplains once threats and values have been determined.	CCMA		Objective 6
Medium	Whole region	All	Improve knowledge of storm surges around estuarine systems to inform understanding of such systems and therefore any development proposals on estuarine floodplains.	CCMA		Objective 1, 4 and 6
Medium	Whole region	All	Investigate methods to apply for funding for cultural heritage asset mapping following major flood events	CCMA and relevant Traditional Owner group		Objective 1, 5 and 7
Medium	Whole region	All	Investigate methods of including Aboriginal cultural values in flood response planning processes, which may include but is not limited to risks to cultural assets after flood events and notification of flood events to relevant Traditional Owner corporations (e.g. Municipal Flood Emergency Plans could include information regarding these risks, including notifying the relevant RAP).	CCMA and relevant Traditional Owner group		Objective 3 and 7
Medium	Whole region	All	Investigate holding two-way cultural exchange workshops with Traditional Owners and floodplain agencies on Aboriginal cultural values of floodplains and CMA floodplain management.	CCMA and relevant Traditional Owner group		Objective 1, 6 and 7
Medium	Whole region	All	Investigate methods of identifying and protecting coastal midden sites where they are being exposed due to coastal flooding and erosion.	CCMA and relevant Traditional Owner group		Objective 3 and 7
Medium	Whole region	All	Investigate how to improve coordination/ alignment between Cultural Heritage Management Plan process and Corangamite CMA referral processes.	CCMA and relevant Traditional Owner group		Objective 4, 6 and 7
Low	Whole region	All	Develop and maintain a property GIS database of all flood prone properties resulting from flood studies.	CCMA		Objective 1 and 4
Low	CoGG	CoGG	Revoke flood levels that have been declared under section 202 of the Water Act on the lower Barwon River.	CCMA	DELWP	Objective 4
Medium	Corangamite region	All	Work together with other stakeholders to identify coastal protection assets that may be affected by coastal inundation in the foreseeable future, and assess future management options.	DELWP Barwon South West Region	DELWP Land Management Policy Division and relevant coastal land manager.	Objective 1 and 4
Medium	Corangamite region	All	Work together with coastal asset owners and managers to identify those coastal assets that may be adversely affected by coastal processes in the foreseeable future and require improved planning.	DELWP Barwon South West Region	DELWP Land Management Policy Division and relevant coastal land manager.	Objective 1 and 4

# Monitoring, Evaluation, Reporting and Improvement Plan



## 5.1 Delivering the strategy

### 5.1.1 Delivery approach

This Strategy will be delivered in partnership with Local Government Authorities, the Victorian State Emergency Services and the Corangamite CMA as well as other relevant agencies and will be developed within an integrated catchment management framework.

Floodplains are dynamic and flooding can occur sporadically so an adaptive management approach is required as priorities may change. Adaptive management requires both regular review and learning from previous experience. This allows responsible agencies to alter management approaches based on knowledge gained during implementation.

This Strategy proposes to:

1. Utilise the existing Senior Steering Committee as an Implementation Committee to meet at least twice a year to review, adapt and amend actions as is necessary.
2. Undertake an annual review of all actions listed in Chapter Four to ensure priorities remain and to identify additional risks/ actions/ priorities that may have arisen.

3. Provide opportunities for the community to participate in the provision of feedback and new information. This information will be crucial to ensuring effective adaptive management and to inform associated monitoring, evaluation and reporting processes.

### 5.1.2 Investment

The implementation of this Strategy will be influenced by available funding and resources, level of community support and the impacts of extreme events within the region.

Investment proposals to support actions within the Strategy will be developed as investment opportunities arise. Project investment proposals will be prepared in conjunction with delivery partners and the community.

#### Investment sources

- Funding for the implementation of Strategy actions will come from several sources. A large number of actions will be funded from stakeholder agency recurrent funding. Other actions are able to be co-funded by various state or federal government grant programs, such as the Natural Disaster Resilience Grant Scheme.

#### Chapter overview

**An Implementation Plan will be developed for the Strategy that will outline key roles and responsibilities for monitoring, evaluation, reporting and improvement (MERI). This Chapter provides an overview of the MERI process and information on governance and accountability for the Strategy's implementation.**

***Have your say – Is the proposed implementation and monitoring approach sound? See page 5 for details.***

## 5.2 Plan for monitoring, evaluation, reporting and improvement

Programs and investments that embed vigorous monitoring, evaluation, reporting the improvement (MERI) are more resilient to change, more often return maximum value on every dollar spent and also allow for more effective demonstration of the program's value. The more embedded the MERI approach and the stronger and more immediate the feedback loops the more value that can be delivered through the ability to adaptively manage the program over its duration.

This Strategy reflects the policies in the Victorian Floodplain Management Strategy (DELWP 2016) to enable the effective and consistent application of floodplain management policy at the regional level. Most importantly, the Strategy forms a future business case for investment by all tiers of government in floodplain management in the Corangamite region.

Chapter 3 outlined the vision and objectives for floodplain management that communities and agencies will be guided towards over the coming ten years. It will take time to achieve these objectives. Responsible agencies will need time and resources to build the capacity necessary for them to fully meet their accountabilities. However, they must be able to demonstrate that they are on a credible path to developing that capacity.

A number of important actions have been outlined in Chapter 4 for improving floodplain management in the region. It is important that the momentum put into the development of this Strategy, including the relationship established and formalised between key stakeholders continues into the implementation phase. To ensure this occurs, a detailed Implementation Plan that includes monitoring, evaluation, reporting and improvement will be developed.

This Implementation Plan will include:

- Detailed program logics for each objective that will outline what the Strategy should achieve, from the level of an overall goal down to specific actions (i.e. outline objectives, outcomes, outputs, actions and foundational activities).
- A detailed work plan for each of the actions listed in Chapter 4, indicating resourcing requirements, budget, cost sharing arrangements and a timeline for each action.

- The key evaluation questions and indicators that will be used to monitor progress and overall achievement against the objectives and vision.
- The assumptions behind the logic of how actions will eventually contribute to objectives, plus associated risks for the project if assumptions turn out to be incorrect.

The following includes a more detailed breakdown of how each stage of monitoring, evaluation, reporting and improvement will be met through the Implementation Plan.

### 5.2.1 Monitoring

Monitoring includes the ongoing collection of data to track progress towards the delivery of agreed actions. Monitoring can help identify issues, trends and risks so that these can be managed. Monitoring the success of the Strategy will include annual review of progress towards each action.

### 5.2.2 Evaluation

Key evaluation questions will be developed as part of the Implementation Plan. How the findings of an evaluation will be used and disseminated should be considered at the planning stage of the evaluation.

Evaluation will include the following:

#### Annual review

- progress towards actions outlined in the regional work programs
- incorporation of new knowledge and information
- changes to actions outlined in the regional work programs

#### Final independent evaluation (2027)

- assessment of progress and/or achievements against the Strategy objectives
- capturing of knowledge (lessons learnt, new data or approaches) gained during implementation of the Strategy from all partners
- review of changes to the Strategy, from mid-term evaluation and review (and the information these changes were based on) including key lessons learned.

### 5.2.3 Reporting

Communication of evaluation through reporting is important as it helps to:

- disseminate knowledge, experiences and key lessons
- promote transparency and accountability
- improve evaluation quality
- contribute to learning and the development of stronger evidence bases
- reduce duplication of effort

As part of the monitoring and review process for the Strategy, the Corangamite CMA will report to DELWP on progress towards priority outcomes.

### 5.2.4 Improvement

Improvement results from continuous review, learning and adaptation. In the context of the Strategy, a learning environment needs to be created where all parties are encouraged to reflect critically on progress towards actions. Critical reflection enables those involved in a program to learn from mistakes, to come up with new ideas and to make improvements moving forward.

It is recommended that the Implementation Plan includes, as a priority, regular assessment of progress towards outcomes and objectives to determine what is working and what is not. This approach, combined with effective governance and accountability arrangements will lead to continuous improvement becoming the norm. The program logics that will be development will be central to driving this critical reflection and the effectiveness of actions and whether we are reaching our outcomes and objectives.

## 5.3 Governance and accountability

Governance and accountability of the Implementation Plan and the Strategy in itself is essential for achieving the desired outcomes. Responsibility for implementation of the Strategy is shared by the delivery partners, particularly the LGAs, the CMA and VICSES. Accountability for the implementation of specific actions from the Strategy will rest with the agency nominated to lead the delivery of the action.

Corangamite CMA will coordinate the development and application of the Implementation Plan. This will include an assessment of the status of each action and whether the Strategy is delivering on its intended outcomes.

Effective application of the Implementation Plan will also require input from community members, businesses, and local and state government. Effective and useful monitoring and evaluation will depend on the considered and timely provision of information and data from each of these stakeholders.



# Appendices

## Appendix 1 – Major floods

Table A1 summarises major past floods within the Corangamite CMA region. The frequency of any flood has been described in terms of the Average Recurrence Interval (ARI) during intervening years as well as the annual exceedance probability (AEP). These measures are essentially the same way of displaying the same information regarding the size of the flood. For example, a 60 ARI flood has a recurrence interval of 60 years, which is equivalent to a 1.7% AEP flood event, i.e. a flood that has a 1.7 % chance of occurring in any given year.

**Table A1. Past floods in the Corangamite CMA region.**

	River/Stream	Towns Affected	ARI (yrs) and AEP (%)	Comments
May 1852	Barwon River	Geelong Barwon Heads	Unknown	Second largest flood recorded on the Barwon River. River level reached 4.91 m at MacIntyre Bridge, Geelong.
Sept 1880	Barwon River	Geelong	Unknown	Third largest flood recorded on the Barwon River. River level reached 5.59 m at MacIntyre Bridge, Geelong.
1909	Yarrowee River	Ballarat		
1933	Yarrowee River	Ballarat		
Aug 1951	Barwon River Lake Corangamite and Lough Calvert	Geelong	2.9% AEP or 35 ARI	Fourth largest flood recorded on the Barwon River. River level reached 5.17 m at MacIntyre Bridge, Geelong.  Continuous rainfall in the 1950s, Lake Corangamite peaked in 1960.
June 1952	Moorabool River Barwon River	Batesford Winchelsea Inverleigh Geelong	Unknown >>100 ARI<< 1% AEP Unknown 65 ARI, 1.5% AEP	Largest flood recorded on the Barwon River.  River level reached 5.47 m at MacIntyre Bridge, Geelong.
Feb 1973	Hovells Creek Leigh River Barwon River	Lara Shelford Inverleigh Geelong	Unknown 150 ARI, 0.7% AEP 120 ARI, 0.8% AEP 6.7% AEP 15 ARI	Second largest known flood at Lara.  Largest known flood on the lower Leigh River.  River level reached 4.26 m at MacIntyre Bridge, Geelong.
Oct 1976	Barwon River	Winchelsea Inverleigh Geelong	Unknown 6.7% AEP 15 ARI	River level reached 3.80 m at MacIntyre Bridge, Geelong.

Nov 1978	Leigh River Hovells Creek Barwon River	Inverleigh Lara Geelong	60 ARI or 1.7 % AEP Unknown 7.1 % AEP or 14 ARI	Town properties and Hamilton Hwy flooded in town  River level reached 4.48 m at MacIntyre Bridge, Geelong.
Oct 1983	Hovells Creek	Lara	unknown	
Dec 1988	Hovells Creek	Lara	1% AEP 100 ARI	Largest known flood. Overtopped levees, 60 homes flooded.
Dec 1991	Gnarr Creek and Yarrowee River	Ballarat	Unknown	Serious flash flood affecting CBD.
Nov 1995	Moorabool River Leigh River Barwon River	Batesford Inverleigh Geelong	1.25% AEP; 80 ARI 5 % AEP; 20 ARI 2.7 % AEP; 37 ARI	\$30 million total damage cost, fifth highest recorded flood in the region. Widespread damage in South Geelong and Belmont.  River level reached 5.23 m at MacIntyre Bridge, Geelong.
Aug 2010	Curdies Gellibrand	Curdies River, Gellibrand River,	1.7 % to 1.25 % AEP or 60 to 80 ARI 1.25 % – 1% AEP or 80-100 ARI	A large flood that caused damage to road crossings, private crossings and fencing along the Curdies and Gellibrand rivers. No towns affected.
Jan 2011	Woody Yaloak Leigh Lower Barwon	Rural land above Cressy Shelford Inverleigh Geelong	1% AEP 100 ARI 2% AEP or 50 ARI 4.5% AEP or 22 ARI 14.3 % AEP or 7 ARI	Widespread rainfall over northern tributaries of the Barwon River averaged 50 to 70 mm on 14/1/2011. At Shelford 3 homes flooded, another 3 threatened.  River level reached 3.68 m at MacIntyre Bridge, Geelong.
Jan 2016	Urban drainage	Geelong West, Hamilton Heights, Highton, Newtown and CBD	2% to 1% AEP or 50–100 ARI for 30 minute storm duration	A severe localised thunderstorm affected more than 200 properties with 35 being assessed as inhabitable. Estimated damage cost of more than \$1 million.
Sept 2016	Leigh Moorabool Barwon River Birregurra Tributaries Barongarook Ck Great Ocean Rd	Shelford Inverleigh Batesford Geelong Birregurra Colac Wye River	12.5 % AEP or 8 ARI 100 % AEP or 1 ARI 33.3 % AEP or 3 ARI Unknown Unknown Unknown	Widespread rainfall over the Barwon River averaging 40–70 mm, highest in Otways and Ballarat.  River level reached 3.29 m at MacIntyre Bridge, Geelong.  Land slips along the Great Ocean Road.

## Appendix 2 – Examples of flooding in the region

There has been a long history of natural flooding processes prior to European settlement in the Corangamite region. The significance of floodplains to Aboriginal people is discussed in section 1.5. Since European settlement there have been a number of changes to the natural form and function of floodplains that have altered the way in which water flows across the landscape. Changing agricultural practices, settlement and growth of towns and cities along the banks of the waterways have resulted in the most significant changes.

Documenting information about floods as they occur – such as how far water may extend, where water may flow and how high it reaches – improves the understanding of floodplain dynamics within a catchment and informs where the focus should be in addressing future risks.

The following describes two large riverine floods and a coastal storm surge.



The Barwon River flooding, from Belmont Common, November 1995.

### November 1995 Barwon River and Moorabool River flood

In November 1995, between 90 and 180 mm of rain was recorded over four days, with the greatest rainfall occurring over the middle and northern tributaries of the Barwon Catchment. This resulted in flooding. The Barwon River peaked in the early hours of 8 November 1995 in Geelong at 5.23 metres at MacIntyre Bridge. There was widespread damage to private property in South Geelong and Belmont, estimated at \$31 million (equivalent to \$53 million in 2017).

This was the fifth largest flood recorded on the Barwon River in Geelong and is estimated to have had an annual exceeded probability of 2.7 per cent (an average annual recurrence interval of 37 years).

Many areas through Geelong and the surrounding landscape were cut off by floodwaters of significant depth.

The levee bank at Barwon Heads was tested for the

first time since its construction 40 years earlier and mitigated serious flooding within the town. At Barwon Heads, the Barwon River peaked 24 hours after the peak MacIntyre Bridge at 1.4 metres below the crest of the levee.

The Moorabool River at Batesford flooded 10 properties, including the hotel. The flood for the Moorabool River at Batesford was considered a 1.25% AEP, (average annual recurrence interval of 80 years).

### January 2011 flood

After widespread rainfall falling on the northern tributaries of the Barwon River catchment during Friday 14 January 2011, averaging 50 to 70 mm, the Barwon River flooded to 3.78 metres at Geelong on 16 January. The previous days had been wet with significant rainfall of 20 to 40 millimetres on Tuesday and Wednesday creating a wet catchment.

The resulting impact of the flood is shown in Table 2. Aerial photographs were taken from a VICSES helicopter for the Leigh, Moorabool and Barwon Rivers.

### Gellibrand River coastal storm surge flood, 2015

During May 2015, the south-west coast of Victoria was hit with an extended period of large swells and high tides. This period of large swells and high tides led to a number of storm surges across the estuaries in both the Corangamite and Glenelg Hopkins regions, resulting in localised flooding of adjacent lands. The Gellibrand River estuary was one of the estuaries that received the full brunt of the storm surge. The estuary water level reached a maximum height of 2.026 m AHD on 15 May when the estuary was open, a result of coastal waters entering the estuary.

Table A2. Impact of January 2011 floods in the region.

River	Location	Impact
Leigh River	Above Shelford	Not known
	Shelford	3 homes flooded over floor, 3 further homes threatened, 1 defended by sandbags. 6 people self-evacuated. Bannonsburn-Shelford Road closed. Inverleigh-Shelford Road closed due to flooding.
	Inverleigh	1 home flooded over floor, 2 others threatened. Water entered backyards along northern edge of town. Hamilton Hwy closed west of Inverleigh Saturday morning.
Moorabool River	Above Batesford	Not known
	Batesford	Flooding below Minor Level. Low lying rural land flooded close to River Street. Level reached slightly less than Feb 2005 Flood.
Barwon River	Above Inverleigh	Minor low lying rural lands inundated along river.
	Geelong	Golf course at Queens Park Majority of walking paths along both sides of river inundated. Riverdale Road Newtown closed along Balyang Golf course Barrabool Road closed under Sewer Bridge 5 rowing sheds and Blue room flooded over ground floors Inner track flooded at Landy Field Flooding along Steel and Woods Street up to Barwon Terrace. Parts of Gravel Pits Road closed. Breakwater Road closed. Ovals flooded off Breakwater Road and Barwon Heads Road. Belmont Common flooded (Golf Course) Half of Barwon Heads Rd along Belmont Kmart Centre and new criterion bicycle track flooded.
	Below Geelong	Parts of rural land along river inundated. Water ponded within Sparrowvale Levees from local runoff. Not flooding problems at Lake Connewarre/Barwon Heads.



**Barwon River and Breakwater Road area, Geelong, January 2011.**



**Flooding of the Gellibrand River estuary at Princetown during the May 2015 coastal storm surge showing inundation of the Great Ocean Road.**



**Flooding of the Gellibrand River estuary at Princetown during the May 2015 coastal storm surge.**

The estuary was monitored by EstuaryWatch volunteers. They recorded a natural opening of the estuary on 14 May with an estuary water level of 1.98 m AHD. Although recording the estuary mouth status as 'open' the estuary water level continued to rise to its peak on 15 May 2015.

The entire water column was equivalent to a conductivity (uS/cm) of seawater at certain times between 5 and 16 May. The presence of seawater confirms this event as a coastal storm surge rather than a riverine flood event. It is also worth noting that this storm surge took place with no riverine flooding at the time (i.e. minimal input from the upstream riverine catchment).

EstuaryWatch volunteers also recorded flooding on all roads in the area including temporary traffic lights on the Great Ocean Road. The boardwalk was underwater and the camping ground recorded a large amount of localised flooding.

The most significant impact was flooding of the Great Ocean Road and the partial closure of the road, which restricted the movement of tourists and locals through this area.

## Appendix 3 – Roles and responsibilities for floodplain management

(adapted from Victorian Floodplain Management Strategy (VFMS), (DELWP 2016))

	<b>Stormwater and Urban flooding (including local overland flooding)</b>	<b>Coastal flooding (storm surge and sea level rise)</b>	<b>Riverine flooding</b>
<b>LGAs</b>	<p>LGAs are accountable for ensuring that their Planning Schemes correctly identify the areas at risk of a 1% Annual Exceedance Probability flood, and contain the appropriate objectives and strategies to guide decisions in exercising land use controls in regard to flooding</p> <p>LGAs are accountable for managing stormwater flood risk (including local overland flooding).</p> <p>LGAs are accountable for applying the planning requirements of Clause 56 of the Victoria Planning Provisions' Practice Note 39 to ensure that new developments do not have significant third party impacts as a result of increased runoff from impervious surfaces.</p>	<p>LGAs are accountable for ensuring that their Planning Schemes correctly identify the areas at risk of coastal flooding, and contain the appropriate objectives and strategies to guide decisions in exercising land use controls relating to flooding</p>	<p>LGAs are accountable for ensuring that their Planning Schemes correctly identify the areas at risk of a 1% Annual Exceedance Probability flood, and contain the appropriate objectives and strategies to guide decisions in exercising land use controls in regard to flooding</p>
<b>CMAs</b>	<p>CMAs, in developing Regional Floodplain Management Strategies, will work with LGAs to identify areas with a history of stormwater and urban flooding in regional centres</p>	<p>CMAs are accountable for supporting the flood risk components of coastal hazard assessments</p> <p>The CMAs are accountable for collecting data following coastal flooding and storm surges</p>	<p>CMAs, as the floodplain management authority provide advice on riverine flooding to LGAs and the public.</p> <p>CMAs are accountable for identifying and prioritising post-flood data needs, in collaboration with DELWP.</p>

<b>VICSES</b>	<p>VICSES is accountable for planning for floods, and for managing flood response if they do occur.</p> <p>VICSES is accountable for providing DELWP with its requirements and specifications for flood mapping for emergency planning, emergency response and community education.</p>	<p>VICSES is accountable for planning for floods, and for managing flood response if they do occur.</p> <p>VICSES is accountable for emergency planning and response in the event of storm surges and coastal flooding.</p> <p>VICSES is accountable for providing DELWP with its requirements and specifications for flood mapping for emergency planning, emergency response and community education.</p>	<p>VICSES is accountable for planning for floods, and for managing flood response if they do occur.</p> <p>VICSES is accountable for providing DELWP with its requirements and specifications for flood mapping for emergency planning, emergency response and community education.</p>
<b>DELWP</b>		<p>DELWP is accountable for developing the criteria and process for identifying priorities for undertaking coastal hazard assessments</p> <p>DELWP is accountable for undertaking coastal hazard assessments for the priority areas identified through Regional Coastal Plans</p> <p>DELWP is accountable for including coastal flooding in Victoria's Total Flood Warning System</p>	<p>DELWP is accountable for developing mapping standards to meet the needs of a range of uses, including land use planning, insurance and emergency response</p>
<b>References</b>	<p>VFMS Accountability 14a (p.46), Accountability 14b (p.48) and Action 14b (p.46).</p> <p>Clause 56.07-4 of the Victorian Planning Provisions</p> <p>Practice Note 39 – Using the integrated water management provisions of Clause 56 – Residential subdivision</p> <p>VFMS Glossary p. 103 to 106</p>	<p>VFMS Accountability 15a (p. 50), Action 15a (p.50), Policy 15b (p. 51), Accountability 15b (p.51) and Accountability 15c (p.51).</p> <p>Section 13 of the Victorian Planning Provisions.</p> <p>VFMS Glossary p. 103 to 106</p>	<p><i>Planning and Environment Act 1987.</i></p> <p><i>Water Act 1989</i> (Section 202-Floodplain Management Functions).</p> <p>VFMS Policy 13c (p.42), Accountability 13a (p.43) and Action 13b (p.43).</p> <p>Policy 13d (p.43), Policy 13e (p. 44), Action 13d (p. 44), Policy 13f and 13g (p45).</p> <p>VFMS Glossary p. 103 to 106</p>

## Appendix 4 – Review of the 2002 flood strategy

In 2002, the Corangamite CMA prepared a Regional Floodplain Management Strategy. The strategy's intent was to provide a planning framework for floodplain management under five key programs. These programs were:

- asset management
- local flood studies and management plans
- flood warning and flood preparedness
- statutory land use planning
- development and research.

The 2002 Strategy outlined priority actions under each of these five programs, as well as a responsible agency/agencies for the action, a performance target, funding share arrangements and indicative costs.

A review of the 2002 Strategy was undertaken in 2013 as part of an interim update prior to the development of this Strategy.

In early 2016, all the actions from 2002 to 2015 were then collated and reviewed as one document. Overall, from 2002 to 2015, 59% of the proposed actions were completed with another 10% in progress.

The highest priority outstanding actions relate to the introduction of flood overlays in the City of Ballarat planning scheme. There was agreement in principle in 2002 for the overlays to be introduced with the City, but progress has been slow.

In 2013, the Victorian SES began a program to write local flood guides with help from the CMA and LGAs and nine have been completed to date (see section 2.2.4, Table 7).

Overall, the region is better prepared for flooding as a result of the 2002 strategy, however there is work to be done on empowering communities to manage risks and work more collaboratively with key stakeholders to clearly define roles and responsibilities for floodplain management.

## Appendix 5 – The rapid appraisal of flood risk

The assessment of flood risk is an important input into the prioritisation of floodplain management actions included in this Strategy. These actions include the delivery and operation of total flood warning services, the use of statutory land use planning provisions and the construction and management of flood mitigation infrastructure.

Developing an evidence-base for risk management decisions and fostering consistent baseline information on risk will enable risks to be managed equitably across regions, and priorities for investment to be determined.

The rapid appraisal of flood risk methodology has been developed to provide a regional snapshot and a starting point for discussions around flood risks within the region. It produces a relative measure of risk between discrete areas or 'management units' to quantify and compare the relative flood risk.

This assessment was undertaken across the Corangamite region in August 2016. The region was divided into 189 'management units' (113 urban and 76 rural) based on features including catchments, towns and localities. Flood risk was assessed for riverine, stormwater and coastal flooding.

Three risk assessments for coastal flooding were undertaken:

- current coastal flooding,
- coastal flooding with 0.2 metres sea level rise, and
- coastal flooding with 0.8 metres sea level rise.

Flood damages within each management unit were assessed using three risk metrics:

1. Absolute damage – Average Annual Damages (AAD). This risk metric measures the absolute size of the flood risk.
2. Town resilience – the average annual population affected (AAPA) divided by the town population. This risk metric measures the proportion of the town that is flooded.
3. Damage density – flood risk calculated as average annual damage (AAD) divided by the flood extent for the 1% annual exceedance probability (AEP) event. This risk metric measures the density of damage.

This assessment considered factors including any mapped 1% AEP flood extents and 10% flood extents, existing and future 1% AEP coastal inundation, planning zones, residential, commercial and industrial damage and agricultural damage based on area of land inundated and the losses by land use type.

The rapid appraisal of flood risk methodology is not designed to be an absolute assessment of flood risk to justify flood risk mitigation expenditure at the local level. It is a regional snapshot, and a starting point for discussions around flood risks within the region.

While the methodology is useful, there were a number of significant limitations. For example, the nature of the rapid appraisal means that it is unable to consider factors such as critical infrastructure, vulnerable populations, flood risk where flood hazard data is absent, areas of high risk to life (e.g. floodways), areas intended for future development, community values and tolerance to flood risk and existing mitigation.

In addition, areas where there is no information about flooding will return a zero risk rating, which artificially skews the ranking of management units (ranking those with flood data higher than a unit with no flood data with a potential equivalent flood risk). A large number of management units in the Corangamite region do not have any flood data, therefore information about their flood risk was absent and needed to be incorporated during the second phase of the regional flood risk assessment.

## Appendix 6 – RFMS Community Survey 2016

### Who responded

Sixty-five people from the region responded. This sample size cannot be considered representative of the community.

City of Ballarat	22	Surf Coast Shire	3
Colac Otway Shire	17	Golden Plains Shire	3
Corangamite Shire	10	Borough of Queenscliffe	1
City of Greater Geelong	12	Moorabool Shire	0
Moyne Shire	0	Not from this region	1

### What they said

- 46% of respondents live in a flood-prone area, and the predominant form of flooding experienced by respondents is stormwater flooding (41%) followed by riverine (21%) and then coastal flooding (4%). Concerns around flooding centred on issues with road closures and access, and drainage impacts and lack of stormwater capability.
- 50% are never affected by floods or affected less than once every 10 years; 12% are impacted more than once a year.
- Only 30% believe they are prepared for floods, and flood preparations involve having sandbags pre-prepared, various monitoring approaches, and a small number of respondents had formally prepared plans.
- 46% felt a flood warning system would be of benefit- particularly to allow increased time for preparation. A couple of respondents referred to a system linked to the fire emergency response system being of benefit.
- 26% felt that planning for flooding was adequate in their area, 38% were unsure, and 36% felt that planning was inadequate. Concerns were raised about the lack of credible data, planning schemes and zoning being inadequate or not representative of the flood risk, and of poor flood notification/ warning systems.
- 49% believe flood mitigation works would assist their community, 43% were unsure. Suggested mitigation works included access to data and flood preparation planning support, improvements to drainage and run-off infrastructure, and clearing of waterways.

## Appendix 7 – RFMS Community Survey 2017

### Who responded

Twenty-five people across the region responded. This sample size cannot be considered representative of the community.

City of Ballarat	4	Surf Coast Shire	1
Colac Otway Shire	3	Golden Plains Shire	5
Corangamite Shire	4	Borough of Queenscliffe	0
City of Greater Geelong	7	Moorabool Shire	2
Moyne Shire	2	Not from this region	0

Respondents represented a number of community organisations: Estuary Watch (9); Waterwatch (6); Landcare (9); Friends of Group (5) and Other (8).

### What they said

- 72% of respondents lived in a flood-prone area, predominantly riverine flooding (65%) followed by stormwater (38%) and then coastal flooding (23%).
- Flooding concerns centred on issues with riverine flooding, in particular damages to property and infrastructure (e.g. roads) and commercial impacts.
- 45% were flooded 'never' or 'less than once every 10 years', 12% are affected more than once a year.
- 44% believed they were prepared for floods. Flood preparations involved having sandbags pre-prepared, and knowing alternate access options.
- 44% felt a flood warning system would be of benefit – particularly to allow increased time for preparation and decisions on whether to stay or evacuate.
- Only 16% felt that planning for flooding was adequate in their area, 36% were unsure, and 48% felt that planning was inadequate. Concerns were raised about the lack of credible data, planning schemes and zoning being inadequate or not representative of the flood risk, and lack of council/ authority understanding of the environmental benefits/importance of allowing floodplains to be inundated.
- 45% believed flood mitigation works would assist their community, 33% were unsure. Suggested mitigation works included reducing/removing development and infrastructure from floodplains, education and communications, and more research.
- 70% supported the concept of a flood-based citizen science program to record community observations of flooding.

## Appendix 6 – RFMS VICSES Volunteer Survey 2017

### Who responded

Forty VICSES volunteers from across the region responded the survey.

Bellarine	7	Hamilton*	1
Camperdown	1	Lismore	2
Cobden	1	Lorne	1
Colac	6	South Barwon	1
Corio	10	South West Office Support	1
Geelong	5	Terang*	2
		Warrnambool *	1

\* Outside Corangamite CMA region

### What they said

#### Q1. What are the most significant flood risks in your area and where? (Consider stormwater, riverine and coastal)

The most significant flood risk identified was stormwater, particularly around Geelong, followed by riverine flooding. Only two respondents mentioned risks associated with coastal flooding and storm surges. Concerns were raised around insufficient stormwater drainage systems and roads becoming blocked because of poor drainage systems, limiting major travel routes around Geelong.

One respondent noted: "There is so much focus of riverine flooding in the media that people in urban areas have no idea of the risk of flash flooding from stormwater."

#### Q2. Prioritise what measures do you think would improve floodplain management in your area, from most to least important.

Most respondents thought all measures (education and awareness, flood mitigation infrastructure, planning overlays and more flood data) were important to improving floodplain management. The results do, however, suggest that volunteers thought that more flood mitigation infrastructure was most important.

#### Q3. Do you think your communities are prepared for floods?

Sixty-four per cent of respondents felt that their communities were not prepared for floods; 24% neither agreed nor disagreed; 11% thought their communities were prepared for floods.

#### Q3a. If not, what is required?

Respondents highlighted a need for community education programs to make people aware of their flood risks and what to do in a flood. It was particularly highlighted that there needs to be better education around flash flooding/stormwater risks and how to respond in such an event.

One respondent noted: "Targeted info for residents/ businesses in flood-prone areas; more info/alerts of flood dangers together with severe weather warnings."

Concerns were also raised about complacency and that in some places it has been a long time since the last major flood (e.g. on the Barwon River Geelong).

#### Q4. Additional comments

Comments were made about the need to be better prepared for stormwater flood risks, for example: "All of the flood info I have seen from SES and CMA have dealt extensively with riverine flooding and while we still have that risk we have a much higher incidence of stormwater and overland flooding yet there is very little info and resources we can give."

# Glossary

## Annual Exceedance Probability (AEP)

The likelihood of the occurrence of a flood of a given or larger size occurring in any one year, usually expressed as a percentage. For example, if a peak flood flow of 500 m<sup>3</sup>/s has an AEP of 5%, it means that there is a 5% (one-in-20) chance of a flow of 500 m<sup>3</sup>/s or larger occurring in any one year (see also average recurrence interval, flood risk, likelihood of occurrence, probability).

## Average annual damage (AAD)

Depending on its size (or severity), each flood will cause a different amount of flood damage to a flood-prone area. AAD is the average damage per year that would occur in a nominated development situation from flooding over a very long period of time. If the damage associated with various annual events is plotted against their probability of occurrence, the AAD is equal to the area under the consequence-probability curve. AAD provides a basis for comparing the economic effectiveness of different management measures (i.e. their ability to reduce the AAD).

## Average Recurrence Interval (ARI)

A statistical estimate of the average number of years between floods of a given size or larger than a selected event. For example, floods with a flow as great as or greater than the 20-year ARI (5% AEP) flood will occur, on average, once every 20 years. ARI is another way of expressing the likelihood of occurrence of a flood (see also Annual Exceedance Probability).

## Australian Rainfall and Runoff (ARR)

ARR is a national guideline for the estimation of design flood characteristics in Australia published by Engineers Australia. ARR aims to provide reliable (robust) estimates of flood risk to ensure that development does not occur in high risk areas and that infrastructure is appropriately designed. The edition is being revised. The revision process includes 21 research projects, which have been designed to fill knowledge gaps that have arisen since the 1987 edition was published.

## Catchment

The area of land draining to a particular site. It is related to a specific location and includes the catchment of the main waterway as well as any tributary streams.

## Coastal erosion

Short-term retreat of sandy shorelines as a result of storm effects and climatic variations.

## Coastal flooding (inundation)

Flooding of low-lying areas by ocean waters, caused by higher than normal sea level, due to tidal or storm-driven coastal events, including storm surges in lower coastal waterways.

## Coastal protection

Measures aimed at protecting the coast against coastline retreat, therefore protecting housing, infrastructure, the coast and the hinterland from erosion often at the expense of losing the beach and the dynamic coastal landscape. Coastal protection can be both 'soft' e.g. revegetation or 'hard' structures e.g. seawalls or groynes.

## Coastal hazard assessments

Coastal hazard assessments commonly define the extent of land expected to be threatened by coastal hazards (inundation, coastal erosion, and coastal recession) over specific planning periods. They are typically used for development assessment purposes and to inform land-use planning considerations. In particular such assessments include consideration of future sea level rise scenarios, typically to the year 2100.

## Consequence

The outcome of an event or situation affecting objectives, expressed qualitatively or quantitatively. Consequences can be adverse (e.g. death or injury to people, damage to property and disruption of the community) or beneficial.

## Design flood event (DFE)

In order to identify the areas that the planning and building systems should protect new development from the risk of flood, it is necessary to decide which level of flood risk should be used. This risk is known as the design flood event.

## Flash flooding

Flooding that is sudden and unexpected, often caused by sudden local or nearby heavy rainfall. It is generally not possible to issue detailed flood warnings for flash flooding. However, generalised warnings may be possible. It is often defined as flooding that peaks within six hours of the causative rain.

## Flood

A natural phenomenon that occurs when water covers land that is normally dry. It may result from coastal or catchment flooding, or a combination of both (see also catchment flooding and coastal flooding).

## Flood awareness

An appreciation of the likely effects of flooding, and a knowledge of the relevant flood warning, response and evacuation procedures. In communities with a high degree of flood awareness, the response to flood warnings is prompt and effective. In communities with a low degree of flood awareness, flood warnings are liable to be ignored or misunderstood, and residents are often confused about what they should do, when to evacuate, what to take with them and where it should be taken.

## Flood class levels

The terms minor, moderate and major flooding are used in flood warnings to give a general indication of the types of problems expected with a flood.

Minor flooding: Causes inconvenience. Low-lying areas next to watercourses are inundated. Minor roads may be closed and low-level bridges submerged. In urban areas inundation may affect some backyards and buildings below the floor level as well as bicycle and pedestrian paths. In rural areas removal of stock and equipment may be required.

Moderate flooding: In addition to the above, the area of inundation is more substantial. Main traffic routes may be affected. Some buildings may be affected above the floor level. Evacuation of flood-affected areas may be required. In rural areas removal of stock is required.

Major flooding: In addition to the above, extensive rural areas and/or urban areas are inundated. Many buildings may be affected above the floor level. Properties and towns are likely to be isolated and major rail and traffic routes closed. Evacuation of flood-affected areas may be required. Utility services may be impacted.

## Flood damage

The tangible (direct and indirect) and intangible costs (financial, opportunity costs, clean-up) of flooding. Tangible costs are quantified in monetary terms (e.g. damage to goods and possessions, loss of income or services in the flood aftermath). Intangible damages are difficult to quantify in monetary terms and include the increased levels of physical, emotional and psychological health problems suffered by flood-affected people that are attributed to a flooding episode.

## Flood education

Education that raises awareness of the flood problem to help individuals understand how to manage themselves and their property in response to flood warnings and in a flood. It invokes a state of flood readiness.

## Flood emergency management

Emergency management is a range of measures to manage risks to communities and the environment. In the flood context, it may include measures to prevent, prepare for, respond to and recover from flooding.

## Flood hazard

Potential loss of life, injury and economic loss caused by future floods. The degree of hazard varies with the severity of flooding and is affected by flood behaviour (extent, depth, velocity, isolation, rate of rise of floodwaters, duration), topography and emergency management.

## Flood peaks

The maximum flow past a given point in the river system (see also flow and hydrograph). The term may also refer to storm-induced flood peaks and peak ocean or peak estuarine conditions.

## Flood-prone land

Land susceptible to flooding by the largest probable flood. Flood-prone land is synonymous with the floodplain. Floodplain management plans should encompass all flood-prone land rather than being restricted to areas affected by defined flood events.

## Flood risk

The potential risk of flooding to people, their social setting, and their built and natural environment. The degree of risk varies with circumstances across the full range of floods. Flood risk is divided into three types – existing, future and residual. Existing flood risk refers to the risk a community is exposed to as a result of its location on the floodplain. Future flood risk refers to the risk that new development within a community is exposed to as a result of developing on the floodplain. Residual flood risk refers to the risk a community is exposed to after treatment measures have been implemented. For example: a town protected by a levee, the residual flood risk is the consequences of the levee being overtopped by floods larger than the design flood; for an area where flood risk is managed by land-use planning controls, the residual flood risk is the risk associated with the consequences of floods larger than the DFE on the community.

## Flood severity

A qualitative indication of the 'size' of a flood and its hazard potential. Severity varies inversely with likelihood of occurrence (i.e. the greater the likelihood of occurrence, the more frequently an event will occur, but the less severe it will be). Reference is often made to major, moderate and minor flooding (see also flood class levels).

## Flood study

A comprehensive technical assessment of flood behaviour. It defines the nature of flood hazard across the floodplain by providing information on the extent, depth and velocity of floodwaters, and on the distribution of flood flows. The flood study forms the basis for subsequent management studies and needs to take into account a full range of floods up to and including the largest probable flood. Flood studies should provide new flood mapping for Planning Scheme inclusion, data and mapping for MEMPs, and a preliminary assessment into possible structural and non-structural flood mitigation measures.

## Flood warning

A Total Flood Warning System (TFWS) encompasses all the elements necessary to maximise the effectiveness of the response to floods. These are data collection and prediction, interpretation, message construction, communication and response. Effective warning time refers to the time available to a flood-prone community between the communication of an official warning to prepare for imminent flooding and the loss of evacuation routes due to flooding. The effective warning time is typically used for people to move farm equipment, move stock, raise furniture, transport their possessions and self-evacuate.

## Floodplain

An area of land that is subject to inundation by floods up to, and including, the largest probable flood.

## Floodplain management

The prevention activities of flood management together with related environmental activities (see also floodplain).

## Flow

The rate of flow of water measured in volume per unit time, for example, megalitres per day (ML/day) or cubic metres per second (m<sup>3</sup>/sec). Flow is different from the speed or velocity of flow, which is a measure of how fast the water is moving, for example, metres per second (m/s).



**Frequency**

The measure of likelihood expressed as the number of occurrences of a specified event in a given time. For example, the frequency of a 20% Annual Exceedance Probability or five-year average recurrence interval flood is once every five years on average (see also Annual Exceedance Probability, Average Recurrence Interval, likelihood and probability).

**Hazard**

A source of potential harm or a situation with a potential to cause loss.

**Hydraulics**

The study of water flow in waterways; in particular, the evaluation of flow parameters such as water level, extent and velocity.

**Hydrology**

The study of the rainfall and runoff process, including the evaluation of peak flows, flow volumes and the derivation of hydrographs for a range of floods.

**Intolerable risk**

A risk that, following understanding of the likelihood and consequences of flooding, is so high that it requires consideration of implementation of treatments or actions to improve understanding of, avoid, transfer or reduce the risk.

**Likelihood**

A qualitative description of probability and frequency (see also frequency and probability).

**Likelihood of occurrence**

The likelihood that a specified event will occur (see also Annual Exceedance Probability and average recurrence interval).

**Local overland flooding**

Inundation by local runoff on its way to a waterway, rather than overbank flow from a stream, river, estuary, lake or dam. Can be considered synonymous with stormwater flooding.

**Mitigation**

Permanent or temporary measures (structural and non-structural) taken in advance of a flood aimed at reducing its impacts.

**Municipal Flood Emergency Plan**

A sub-plan of a flood-prone municipality's Municipal Emergency Management Plan. It is a step-by-step sequence of previously agreed roles, responsibilities, functions, actions and management arrangements for the conduct of a single or series of connected emergency operations. The objective is to ensure a coordinated response by all agencies having responsibilities and functions in emergencies.

**Parcel**

A parcel is defined as the smallest unit of land able to be transferred within Victoria's cadastral system – usually has one proprietor or owner – is described by its parcel description (either lot/plan or allotment/section/parish). Parcel descriptions are not unique, i.e. two parcels can have the same parcel descriptions.

**Planning Scheme zones and overlays**

Planning Schemes set out the planning rules – the state and local policies, zones, overlays and provisions about specific land uses that inform planning decisions. Land use zones specify what type of development is allowed in an area (e.g. urban (residential, commercial, industrial), rural, environmental protection). Overlays specify extra conditions for developments that are allowed in a zone. For example, flooding overlays specify that developments must not affect flood flow and storage capacity of a site, must adhere to freeboard requirements, and not compromise site safety and access.

**Probability**

A statistical measure of the expected chance of flooding. It is the likelihood of a specific outcome, as measured by the ratio of specific outcomes to the total number of possible outcomes. Probability is expressed as a number between zero and unity, zero indicating an impossible outcome and unity an outcome that is certain. Probabilities are commonly expressed in terms of percentage. For example, the probability of 'throwing a six on a single roll of a dice is one in six, or 0.167 or 16.7%' (see also Annual Exceedance Probability).

**Regional Coastal Boards**

Members of Victoria's three coastal boards have been appointed by the Minister for Environment and Climate Change because of their experience and expertise in areas such as local government, coastal planning and management, tourism and recreational use of the coast. The functions of the Western, Central and Gippsland Coastal Boards, set out under the *Coastal Management Act 1995*, include developing regional coastal plans and providing advice to the Minister on regional coastal development issues.

**Risk analysis**

Risk is usually expressed in terms of a combination of the consequences of an event and the associated likelihood of its occurrence. Flood risk is based upon the consideration of the consequences of the full range of floods on communities and their social settings, and the natural and built environment. Risk analysis in term of flooding is a combination of defining what threat exists (see flood risk) and what steps are taken (see risk management) (see also likelihood and consequence).

**Risk management**

The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, treating and monitoring flood risk.

**Riverine flooding**

Inundation of normally dry land when water overflows the natural or artificial banks of a stream, river, estuary, lake or dam. Riverine flooding generally excludes watercourses constructed with pipes or artificial channels considered as stormwater channels.

**Runoff**

The amount of rainfall that drains into the surface drainage network to become stream flow; also known as rainfall excess.

**Storm surge**

The increases in coastal water levels above the predicted tide level resulting from a range of location dependent factors such as wind and waves, together with any other factors that increase tidal water level.

**Stormwater flooding**

The inundation by local runoff caused by heavier than usual rainfall. It can be caused by local runoff exceeding the capacity of an urban stormwater drainage systems, flow overland on the way to waterways or by the backwater effects of mainstream flooding causing urban stormwater drainage systems to overflow (see also local overland flooding).

**Vulnerability**

The degree of susceptibility and resilience of a community, its social setting, and the natural and built environments to flood hazards. Vulnerability is assessed in terms of ability of the community and environment to anticipate, cope and recover from floods. Flood awareness is an important indicator of vulnerability (see also flood awareness).

**Waterway Manager**

The term waterway manager describes an authority that is responsible for waterway management in a region (there are ten specified catchment management regions in Victoria) in accordance with the *Water Act 1989* and the *Catchment and Land Protection Act 1994*. In the Port Phillip and Westernport region, Melbourne Water is the designated waterway manager. In each of the other nine regions the relevant catchment management authority (CMA) is the designated waterway manager.

**Water Management Scheme**

The formal process set out in the *Water Act 1989* that can be applied to a flood mitigation infrastructure development and its ongoing management. It can be based on and carried out in parallel with a floodplain management study.

# Acronyms

AAD	Average Annual Damage
AEP	Annual Exceedance Probability
ARI	Average Recurrence Interval
ARR	Australian Rainfall and Runoff
BoM	Bureau of Meteorology
BoQ	Borough of Queenscliffe
CMA	Catchment Management Authority
COB	City of Ballarat
CoGG	City of Greater Geelong
CoM	Committee of Management
DELWP	Department of Environment, Land, Water and Planning
DFE	Design flood event
FO	Floodway Overlay
LGA	Local Government Authority
LPPF	Local Planning Policy Framework
LSIO	Land Subject to Inundation Overlay
MFEP	Municipal Flood Emergency Plan
SBO	Special Building Overlay
SPPF	State Planning Policy Framework
TFWS	Total Flood Warning System
VCS	Victorian Coastal Strategy
VFD	Victorian Flood Database
VFMS	Victorian Floodplain Management Strategy
VICSES	Victoria State Emergency Service
VPP	Victoria Planning Provisions
WMS	Water Management Scheme

## References

Barwon Water 2015, Integrated Water Cycle Management (IWCM) Plan for Spring Creek, Strategy Report, September 2015.

Bureau of Meteorology 2017, Bureau of Meteorology Water Information – Water Storage Dashboard, Australian Government, Bureau of Meteorology, Viewed 7 June 2016, <http://www.bom.gov.au/water/dashboards/#/water-storages/sites/state?location=Victoria>.

Bureau of Meteorology 2013, Service Level Specification for Flood Forecasting and Warning Services for Victoria. Published by the Bureau of Meteorology, Melbourne.

Bureau of Meteorology 2017, Victorian Flood Class Levels South of Divide, Viewed 20 June 2017, [http://www.bom.gov.au/vic/flood/floodclass\\_south.shtml](http://www.bom.gov.au/vic/flood/floodclass_south.shtml).

Cardino Pty Ltd 2015 Inundation Report, Bellarine Peninsula – Corio Bay Local Coastal Hazard Assessment. Prepared for the City of Greater Geelong and Stakeholders. Viewed 24 May 2017, [www.ourcoast.org.au/resources/Final\\_Inundation\\_BellarineCorioLCHA\\_FINAL.pdf](http://www.ourcoast.org.au/resources/Final_Inundation_BellarineCorioLCHA_FINAL.pdf).

Colac Otway Shire 2016, Birregurra case study: Flash Flood Operations Review and Recommendations. Produced internally by the Colac Otway Shire.

CSIRO 1999, Urban Stormwater: Best Practice Environmental Management Guidelines, CSIRO Publishing, Melbourne 2006.

City of Ballarat, 2017, Flood Mitigation Strategy, produced internally by the City of Ballarat.

City of Greater Geelong, 2016, Severe thunderstorm event report, January 27, 2016 DRAFT, prepared by Kevin Garde for the City of Greater Geelong, June 2016.

Corangamite Catchment Management Authority 2015, Aire River Estuary Management Plan 2015-2023, Viewed 16 June 2017, [http://www.ccmaknowledgebase.vic.gov.au/soilhealth/soils\\_resource\\_details.php?resource\\_id=4345](http://www.ccmaknowledgebase.vic.gov.au/soilhealth/soils_resource_details.php?resource_id=4345).

Corangamite Catchment Management Authority 2012, Anglesea River Estuary Management Plan 2012-2020, Viewed 16 June 2017, [www.ccma.vic.gov.au/admin/file/content2/c7/10987%20ANGLESEA%20RIVER%20ESTUARY%20MANAGEMENT%20PLAN\\_WEB\\_2.pdf](http://www.ccma.vic.gov.au/admin/file/content2/c7/10987%20ANGLESEA%20RIVER%20ESTUARY%20MANAGEMENT%20PLAN_WEB_2.pdf).

Corangamite Catchment Management Authority 2017, Gellibrand River Estuary Management Plan, published by Corangamite Catchment Management Authority, Colac, Victoria.

Corangamite Catchment Management Authority 2017, Curdies River Estuary Management Plan 2017, published by Corangamite Catchment Management Authority, Colac, Victoria.

Corangamite Catchment Management Authority 2014, the Corangamite Waterway Strategy 2014-2022. Viewed 16 June 2017, [www.ccma.vic.gov.au/Publications/Corangamite-Waterway-Strategy.aspx](http://www.ccma.vic.gov.au/Publications/Corangamite-Waterway-Strategy.aspx).

Corangamite Catchment Management Authority 2013, Corangamite Regional Catchment Strategy 2013-2019, published by the Corangamite Catchment Management Authority, Colac, Victoria.

Dalhaus P.G., Billows C.A., Carey, S.P., Gwyther J., Nathan E.L., 2007 Lake Connewarre Values Project: Literature Review. Corangamite Catchment Management Authority, Colac, Victoria.

DEPI 2013a, Improving Our Waterways – Victorian Waterway Strategy, Victorian Government Department of Environment and Primary Industries, Melbourne.

DEPI 2013b Victorian Climate Change Adaptation Plan. Viewed 9 March 2017, [www.depi.vic.gov.au/\\_data/assets/pdf\\_file/0004/284044/4493\\_DSE\\_Climate\\_Change\\_Adaptation\\_Plan\\_WEB.pdf](http://www.depi.vic.gov.au/_data/assets/pdf_file/0004/284044/4493_DSE_Climate_Change_Adaptation_Plan_WEB.pdf).

DELWP 2015a, Our Catchments Our Communities – Integrated Catchment Management in Victoria 2016-19. Victorian Government Department of Environment, Land, Water and Planning, Melbourne.

DELWP 2015b Priority locations for detailed coastal hazard mapping and adaptation planning along the Victorian coastline. Victorian Government Coastal Services Improvement Team, Melbourne.

DELWP 2016 Victorian Floodplain Management Strategy. Victorian Government Department of Environment, Land, Water and Planning, Melbourne.

DSE 2011, Western Region Sustainable Water Strategy, Victorian Government Department of Sustainability and Environment, Melbourne.

DSE 2012, Victorian Coastal Hazard Guide, Victorian Government Department of Sustainability and Environment, Melbourne.

East Gippsland Catchment Management Authority 2017, East Gippsland Floodplain Management Strategy, Draft. Published by the East Gippsland Catchment Management Authority, Bairnsdale, Victoria.

GeoScience Australia 2017, What is a flood? Australian Government, Geoscience Australia, viewed 22 February 2017, [www.ga.gov.au/scientific-topics/hazards/flood/basics/what](http://www.ga.gov.au/scientific-topics/hazards/flood/basics/what).

Grose, M. et al., 2015, Southern Slopes Cluster Report, Climate Change in Australia Projections for Australia's Natural Resource Management Regions: Cluster Reports, viewed 22 June 2017, [www.climatechangeinaustralia.gov.au/en/impacts-and-adaptation/southern-slopes/](http://www.climatechangeinaustralia.gov.au/en/impacts-and-adaptation/southern-slopes/).

Humphries, P., McCasker, N., and Keller Kopf, R., 2016, Floods play a vital role in ecosystems – it's time to get out of their way, November 2016, Viewed 22 May 2017, <http://theconversation.com/floods-play-a-vital-role-in-ecosystems-its-time-to-get-out-of-their-way>.

Lloyd, L.N., Cooling, M.P., Kerr, G.K., Dahlhaus, P. and Gippel, C.J. 2012, Flow/ecology relationships and scenarios for the Lower Barwon Wetlands environmental entitlement – Final Report, Lloyd Environmental Pty Ltd Report to the Corangamite CMA, Colac, Victoria.

Melbourne Water 2017, Integrated Water Management, viewed 27 March 2017, [www.melbournewater.com.au/whatwedo/liveability-and-environment/integrated\\_water\\_management/pages/integrated-water-management.aspx](http://www.melbournewater.com.au/whatwedo/liveability-and-environment/integrated_water_management/pages/integrated-water-management.aspx).

State Emergency Service and City of Greater Geelong 2013, City of Greater Geelong Flood Emergency Plan version 3.0 May 2013.

State Emergency Service and City of Ballarat 2014, City of Ballarat Flood Emergency Plan version 2b, September 2014.

State Emergency Service and Colac Otway Shire 2015, Colac Otway Shire Flood Emergency Plan version 1.0 April 2015.

State Emergency Service and Corangamite Shire 2014, Corangamite Shire Flood Emergency Plan version 2.4 August 2014.

State Emergency Service and Golden Plains Shire 2014, Golden Plains Shire Flood Emergency Plan version 2.0 April 2014.

State Emergency Service and Surf Coast Shire 2014, Surf Coast Shire Flood Emergency Plan version 1.0 June 2014.

State Emergency Service and Moyne Shire 2016, Draft Moyne Shire Flood Emergency Plan version 2.2, February 2016.

Victorian State Government 2011, Review of the 2010-11 Flood Warnings and Response, Victorian Government, Melbourne.

Victorian State Government 2015, Planning Practice Notes, PPN12-Applying the Flood Provisions in Planning Schemes, viewed 20 June 2017, [www.dtpli.vic.gov.au/\\_data/assets/pdf\\_file/0019/258400/PPN12-Applying-the-Flood-Provisions-in-Planning-Schemes\\_June-2015.pdf](http://www.dtpli.vic.gov.au/_data/assets/pdf_file/0019/258400/PPN12-Applying-the-Flood-Provisions-in-Planning-Schemes_June-2015.pdf).

Victorian State Government (n.d.), Victorian Planning Provisions, Clause 13 Environmental Risks, viewed 20 June 2017, <http://planningschemes.dpcd.vic.gov.au/schemes/vpps>.

Western, A 2011, Averting disaster: why we shouldn't build on Australian floodplains, March 24, The Conversation, viewed 22 May 2017, <http://theconversation.com/averting-disaster-why-we-shouldnt-build-on-australian-floodplains-30>.

Regional Floodplain  
Management Strategy  
Everyone has a role to play in preparing for floods



## 6. CULTURE & COMMUNITY

### 6.1 Council Events Calendar 2018

**Author's Title:** Manager Community Relations

**Department:** Community Relations

**Division:** Culture & Community

**Appendix:**

1. Council Events Calendar 2018 (D17/121645)

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

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

Yes

No

**Reason:** Nil

**General Manager:** Chris Pike

**File No:** F15/407

**Trim No:** IC17/1222

**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 Council Events Calendar 2018.

#### **Summary**

Council adopts a calendar of events to include aligned campaigns and causes. This calendar provides clarity to community members and helps plan the resources required deliver these events across the year.

Priority areas in the Council Plan 2017-2021 incorporating the Health and Wellbeing Plan have informed the selection of causes recommended for support in 2018. The selection of these events does not diminish the importance of those causes not included in the program. The framework and number of events does however guide resource allocation.

Council receives several requests each year to support many worthwhile causes and initiatives. Adoption of this calendar helps determine which causes to support and how to manage these types of activities appropriately.

#### **Recommendation**

That Council adopt the Council Events Calendar 2018 as outlined in Appendix 1.

#### **Council Resolution**

**MOVED Cr Rose Hodge, Seconded Cr Libby Coker**

That Council adopt the Council Events Calendar 2018 as outlined in Appendix 1.

CARRIED 8:0

## 6.1 Council Events Calendar 2018

### Report

#### **Background**

Council can consider supporting many worthwhile causes by conducting events or awareness raising activities. Council applies a coordinated approach establishing a calendar to improve the management of these initiatives.

Council endorsed the 2017 calendar of awareness raising events at the 13 December 2016 meeting. Council has followed this methodology for a number of years. Confirming an annual calendar provides several benefits including improved internal coordination of events and activities. The agreed calendar also provides clarity about which causes Council will be involved in.

#### **Discussion**

The proposed 2018 calendar includes a framework which guides allocation of resources. The 2018 calendar includes five Level 1 events, six Level 2 events and three Level 3 events. The proposed initiatives have been selected based on links to the Council Plan incorporating the Health and Wellbeing Plan.

The proposed calendar includes social causes for which Council has previously demonstrated its support. The calendar identifies the strategic link to the Council Plan for each proposed initiative.

The level of planning and staff resources required has also informed the selection of proposed events. Level 1 events require significant input of staff time across multiple business units in their planning and delivery. Level 2 events can be managed at a department level and in consultation and cooperation with other service providers or agencies. Level 3 initiatives will require low levels of resourcing and may not require a significant event.

The number of events proposed is based on Council's ability to deliver the program within existing resources. Should the number of events in the calendar increase, consideration would need to be given to either increasing staff resources to support delivery of events or a reduction in other work priorities and projects.

The framework and event management approach applies to the awareness raising events and causes included in the 2018 calendar. Citizenship ceremonies, festivals and community events are not included in this calendar and are subject to their own process and management criteria as outlined in Council's events policy.

#### **Financial Implications**

The total cost to deliver the proposed calendar is \$43,500. The Cadel Evans Great Ocean Road Race Welcome Wave event has an event budget of \$10,000 which is different from most Level 1 events in the event level framework included in the attached calendar. Officer time is additional to this operating expenditure.

Funding for the calendar is within existing operating budgets up until 30 June 2018 and ongoing operating expenses will be confirmed via the 2018/19 budget process. Many events attract external funding often via program funding Council receives.

#### **Council Plan**

Theme 1 Community Wellbeing

Objective 1.1 Support people to participate in and contribute to community life

#### **Policy/Legal Implications**

One of the roles of Local Government as defined in *The Local Government Act 1989* is fostering community cohesion and encouraging active participation in civic life. This calendar of events and awareness raising campaigns can play a role in fostering cohesion across the Surf Coast Shire community.

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

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

## 6.1 Council Events Calendar 2018

### ***Risk Assessment***

The establishment of an event schedule linked to Council's strategic direction clearly articulates the rationale for support of chosen causes. It provides a framework for management of requests for support. This mitigates the risk of Council supporting events and causes of lower relevance or over committing resources by adding more events.

### ***Social Considerations***

Community members will be encouraged to participate in awareness raising events. These events can support people to be more involved in community life and participate socially in their community.

### ***Community Engagement***

The proposed event schedule aims to raise awareness of issues that the Surf Coast Community is passionate about. This input has been gained from community engagement done in creating key strategic plans in particular the Council Plan and Health and Wellbeing Plan.

### ***Environmental Implications***

All events will comply with Council's plastic wise and event policy.

### ***Communication***

Communication plans will be developed for each event and activity and will be promoted through channels such as local media, social media and on Council's website. The Banyul Warri Fields billboard will advertise level one events.

### ***Options***

#### Option 1 – Adopt the proposed calendar of events

This option is recommended by officers as the events proposed in the calendar align to the objectives in the Council Plan and can be delivered within existing resources

#### Option 2 – Adopt a different calendar of events

This option is not recommended by officers as the proposed events are closely aligned to the Council Plan. A different calendar of events may not align as closely and any additional events would require additional resource allocation.

#### Option 3 – Do not adopt a calendar of events

This option is not recommended by officers as this would diminish clarity and remove the framework which manages the amount of resources allocated to events.

### ***Conclusion***

While there are many worthwhile causes that Council may choose to support, it is useful to link the selection of these particular awareness raising causes with Council's strategic plans. The proposed schedule and scale of events is for 2018, and is subject to annual review.

Adopting a calendar of awareness raising events provides clarity regarding which campaigns are supported in 2018. This allows for appropriate planning and resource allocation.

**6.1 Council Events Calendar 2018**

**APPENDIX 1 COUNCIL EVENTS CALENDAR 2018**



## Council Events Calendar 2018

(This calendar is updated annually and approved by Council and events may vary each year)

Date	Event	Level (See event level framework)	Link to Council Plan
24 January	Cadel Evans Great Ocean Road Race Welcome Wave	1	<b>Strategic Objective</b> - Facilitate high quality events throughout the year
26 January	Australia Day	2	<b>Strategic Objective</b> - Support people to participate in and contribute to community life
8 March	International Women's Day	1	<b>Strategy 12</b> - Contribute to the delivery of the Strategic Plan for prevention and addressing violence against women and children in the G21 region
March	Rip Curl Pro Civic Event	1	<b>Strategic Objective</b> - Support key industry sectors such as surfing
13-22 April	National Youth Week	2	<b>Strategy 10</b> - Work in partnership with community and agencies to improve young people and families' access to the services and support they need.
17 May	IDAHOBIT Day	3	<b>Strategic Objective</b> - Provide support for people in need
21-27 May	National Volunteers Week	1	<b>Strategy 2</b> - Support high levels of volunteering
1-7 July	NAIDOC Week	2	<b>Strategic Objective</b> - Provide support for people in need
October	Mental Health Awareness Week	3	<b>Strategic Objective</b> - Provide support for people in need
October	Seniors' Festival	2	<b>Strategy 11</b> - Pursue Age Friendly City Status
October	Children's Week	2	<b>Strategy 10</b> - Work in partnership with community and agencies to improve young people and families' access to the services and support they need.
November	Fire Action Week	3	<b>Strategy 9</b> - Community resilience to prepare for emergencies
25 November	White Ribbon Day	1	<b>Strategy 12</b> - Contribute to the delivery of the Strategic Plan for prevention and addressing violence against women and children in the G21 region
3 December	International Day of People with a Disability	2	<b>Strategy 13</b> - Implement the Accessible and Inclusive Surf Coast Shire strategic plan.

KEY: Event Level Framework		
Level	Allocated budget	Example of activities (Guided by the event allocated budget)
Level 1 Events	\$5000  NB - Cadel Evans Welcome Wave budget is \$10,000	<ul style="list-style-type: none"> <li>Substantial Event / Activity - Larger scale community gathering eg. breakfast, afternoon teas.</li> <li>Significant communication campaign.</li> <li>Use of Banyul Warri Fields Billboard and Pond flag pole provided it meets the conditions of the Flag Policy.</li> <li>High level of staff and community involvement.</li> </ul>
Level 2 Events	\$2000	<ul style="list-style-type: none"> <li>Smaller event/Business unit level activity. Could involve other service providers.</li> <li>Local communication campaign.</li> <li>Promotion by organisations.</li> </ul>
Level 3 Events	\$500	<ul style="list-style-type: none"> <li>Local communication campaign.</li> <li>Counter sales of ribbons, pens etc.</li> <li>May include small scale community gathering.</li> </ul>

Updated: 4 December 20177



## 6.2 Surf Coast Multi-Purpose Indoor Stadium

**Author's Title:** General Manager Culture & Community    **General Manager:** Chris Pike  
**Department:** Culture & Community    **File No:** F15/1518  
**Division:** Culture & Community    **Trim No:** IC17/1489

### Appendix:

1. Surf Coast Multi-Purpose Indoor Stadium - Map showing proposed lot to be transferred to Minister for Education (D17/143340)

### 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 progress on the Surf Coast Multi-Purpose Indoor Stadium project and take steps to ensure the project is commencement ready.

### Summary

Council resolved 27 June 2017 to continue to progress the Surf Coast Multi-Purpose Indoor Stadium project. Since then officers submitted an application for a \$3 million grant to the Better Indoor Stadiums Fund. Council is yet to hear the outcome.

This report outlines a series of actions required to ensure the project is commencement ready. These activities are essential regardless of whether the project is initiated through receipt of the Better Indoor Stadiums grant or funding at a later date.

Many of the activities relate to the sub-division of Council-owned land and the transfer of the lot to the Minister for Education. This is a result of Council's commitment to develop a facility attached to the existing school stadium, making best use of Council and school land and providing the most suitable design for the community.

It is recommended that Council allocates funding to the project so that legal, planning and design consultants can be engaged.

Whilst there is substantial interest in the project from potential future users, there has been limited public reaction to Council's progress to this point. Officers propose widespread communication of the plans contained within this report to ensure the community is well-informed.

### Recommendation

That Council:

1. Note the progress of the project to establish the Surf Coast Multi-Purpose Indoor Stadium in the Community and Civic Precinct.
2. Note that the outcome of the application lodged in August 2017 for a \$3 million grant from the State Government's Better Indoor Stadiums Fund is expected imminently.
3. Regardless of the outcome of the Better Indoor Stadiums Fund application, authorise the Chief Executive Officer to undertake all necessary preparations to ensure the project is commencement ready including:
  - 3.1 Undertaking the design, approvals and town planning activities needed to ensure that the project timeframes are achievable should funding be committed or for the purpose of supporting future funding opportunities.
  - 3.2 Applying for a planning permit under clause 52.02 of the Planning and Environment Act 1987 to remove the reserve status of the land marked in Appendix 1 and, pending receipt of a permit:
    - 3.2.1. Vest the newly created lot in the Minister for Education subject to the establishment of agreements which protect Council's investment in the project.
    - 3.2.2. Gift the newly created lot to the Minister for Education for the purpose of creating a consolidated title on which to construct the stadium subject to the establishment of

## 6.2 Surf Coast Multi-Purpose Indoor Stadium

- agreements which protect Council's investment in the project.
- 3.2.3. Develop detailed designs and plans for the purpose of lodging an application for use and development of the stadium.
  - 3.2.4. Lodge a planning application for the use and development of the land for a stadium and associated infrastructure.
  - 3.2.5. Request that the Minister for Planning rezone the relevant part of the Council Site from Public Park & Recreation Zone to General Residential Zone without notice under section 20(4) of the Planning and Environment Act 1987.
4. Note that Council is not required to provide notice of its intention to gift land to the Minister for Education under Section 191(3) of the Local Government Act 1989.
  5. Communicate widely its intentions for this project as contained within this report, including the gifting of land, so that the community is fully informed about all aspects of the project.
  6. Approve the commencement of detailed design for the Stadium and the engagement of independent legal and planning advisers with a commitment of funds to the project budget from the Developer Contributions Cash Reserve as follows:
    - o \$500,000 allocation in current financial year (2017/18)
    - o \$250,000 pre-allocation in 2018/19 budget
  7. Receive updates on the progress of the project at key milestones or when Council direction is required.
  8. Note an application for a grant from the Federal Government's Building Better Regions Fund has been prepared and is recommended for submission in another Council Report at the 12 December 2017 Ordinary Meeting.

### Council Resolution

#### **MOVED Cr Martin Duke, Seconded Cr Rose Hodge**

That Council:

1. Note the progress of the project to establish the Surf Coast Multi-Purpose Indoor Stadium in the Community and Civic Precinct.
2. Note that the outcome of the application lodged in August 2017 for a \$3 million grant from the State Government's Better Indoor Stadiums Fund is expected imminently.
3. Regardless of the outcome of the Better Indoor Stadiums Fund application, authorise the Chief Executive Officer to undertake all necessary preparations to ensure the project is commencement ready including:
  - 3.1 Undertaking the design, approvals and town planning activities needed to ensure that the project timeframes are achievable should funding be committed or for the purpose of supporting future funding opportunities.
  - 3.2 Applying for a planning permit under clause 52.02 of the Planning and Environment Act 1987 to remove the reserve status of the land marked in Appendix 1 and, pending receipt of a permit:
    - 3.2.1. Vest the newly created lot in the Minister for Education subject to the establishment of agreements which protect Council's investment in the project.
    - 3.2.2. Gift the newly created lot to the Minister for Education for the purpose of creating a consolidated title on which to construct the stadium subject to the establishment of agreements which protect Council's investment in the project.
    - 3.2.3. Develop detailed designs and plans for the purpose of lodging an application for use and development of the stadium.
    - 3.2.4. Lodge a planning application for the use and development of the land for a stadium and associated infrastructure.
    - 3.2.5. Request that the Minister for Planning rezone the relevant part of the Council Site from Public Park & Recreation Zone to General Residential Zone without notice under section 20(4) of the Planning and Environment Act 1987.
4. Note that Council is not required to provide notice of its intention to gift land to the Minister for Education under Section 191(3) of the Local Government Act 1989.
5. Communicate widely its intentions for this project as contained within this report, including the gifting of land, so that the community is fully informed about all aspects of the project.
6. Approve the commencement of detailed design for the Stadium and the engagement of independent legal and planning advisers with a commitment of funds to the project budget from the Developer Contributions Cash Reserve as follows:
  - o \$500,000 allocation in current financial year (2017/18)
  - o \$250,000 pre-allocation in 2018/19 budget

## **6.2 Surf Coast Multi-Purpose Indoor Stadium**

7. Receive updates on the progress of the project at key milestones or when Council direction is required.
8. Note an application for a grant from the Federal Government's Building Better Regions Fund has been prepared and is recommended for submission in another Council Report at the 12 December 2017 Ordinary Meeting.

CARRIED 8:0

## 6.2 Surf Coast Multi-Purpose Indoor Stadium

### Report

#### **Background**

Council has identified the benefits of physical activity and that participation in sport and recreation is a fundamental way to improve the physical and mental health of individuals. Council is committed, through its plans, strategies and facility provision to improve the health and wellbeing of our residents.

Providing for indoor sports is seen as one way to achieve positive health and wellbeing outcomes. Council has undertaken a number of studies that identified the need for additional indoor sports facilities in the Torquay area to meet the needs of residents. The findings of those studies resulted in the inclusion of an indoor stadium in the Torquay Jan Juc Developer Contribution Plan 2011 and Torquay Community and Civic Precinct Master Plan 2011.

A study was presented to Council in May 2016 to test the assumptions and revalidate requirements in light of current demands, participation levels and facility trends. The report identified the need for additional facilities both now and into the future.

On 27 June 2017 Council resolved to:

1. Submit an application to the 2017-18 Better Indoor Stadiums Fund for the Surf Coast Multi-purpose Indoor Stadium – Application, seeking a grant of \$3million towards a total estimated project cost of \$13.5million.
2. Note the following key features of the Surf Coast Multi-purpose Indoor Stadium funding application:
  - 2.1 The capital works will include an additional three courts and supporting facilities, including amenities and car park.
  - 2.2 The facility will be physically attached to the existing single court facility at the Surf Coast Secondary College.
  - 2.3 Council will manage the facility once opened for a period of no less than three years.
3. Acknowledge that receipt of funding for \$3million would commit Council to commencing the project and require it to be completed within 24 months.
4. Write to the Surf Coast Secondary College to formally seek support for the facility including the planned location.
5. Write to the Victorian School Building Authority and Department of Education and Training to seek formal support for the facility at a regional and central office level including the planned location and the establishment of a 50 year Joint Use Agreement.
6. Continue to work with stakeholders to develop the schematic concept designs and operating model for the facility.
7. Note that work will commence on resolving land issues relating to the project, including the subdivision and transfer of Council land (approximately 2,150 sqm) to create a consolidated title with Department of Education and Training land.
8. Allocate \$30,000 from the Accumulated Unallocated Cash Reserve for the next phase of the project aimed at progressing the application and project planning.
9. Note that reports will be provided to Council as required on matters relating to the subdivision and land transfer.
10. Agree that should the Better Indoor Stadium funding application for \$3million be successful, Council will commit up to \$10.5million of funding in the 2018/19 budget as its contribution funding to the project, from the following funding sources:
  - o \$2.9million from the Developer Contributions Cash Reserve; and
  - o \$7.6million from the DCP Council Funds Cash Reserve.
11. Agree that in the event that the cash balance in the nominated cash reserves are less than the amounts specified above, that for cashflow purposes Council will consider funding its contribution from the DCP Council Funds Cash Reserve through borrowings, with the required borrowings estimated to be up to \$3.9million.
12. Authorise the Chief Executive Officer to submit applications for additional grant opportunities that further reduce Council's contribution to the project where applications are consistent with this report, including submitting an application to the 2017-18 Shared Facilities Fund, if made available, noting that success in further grants would reduce Council's overall contribution to the project.
13. Authorise the Chief Executive Officer to execute funding agreements on behalf of Council should applications for external grants be successful.
14. Note that the 2011 Torquay Jan Juc Developer Contribution Plan estimates were updated in 2014 and are currently under review with revised estimates expected to be available in late 2017.

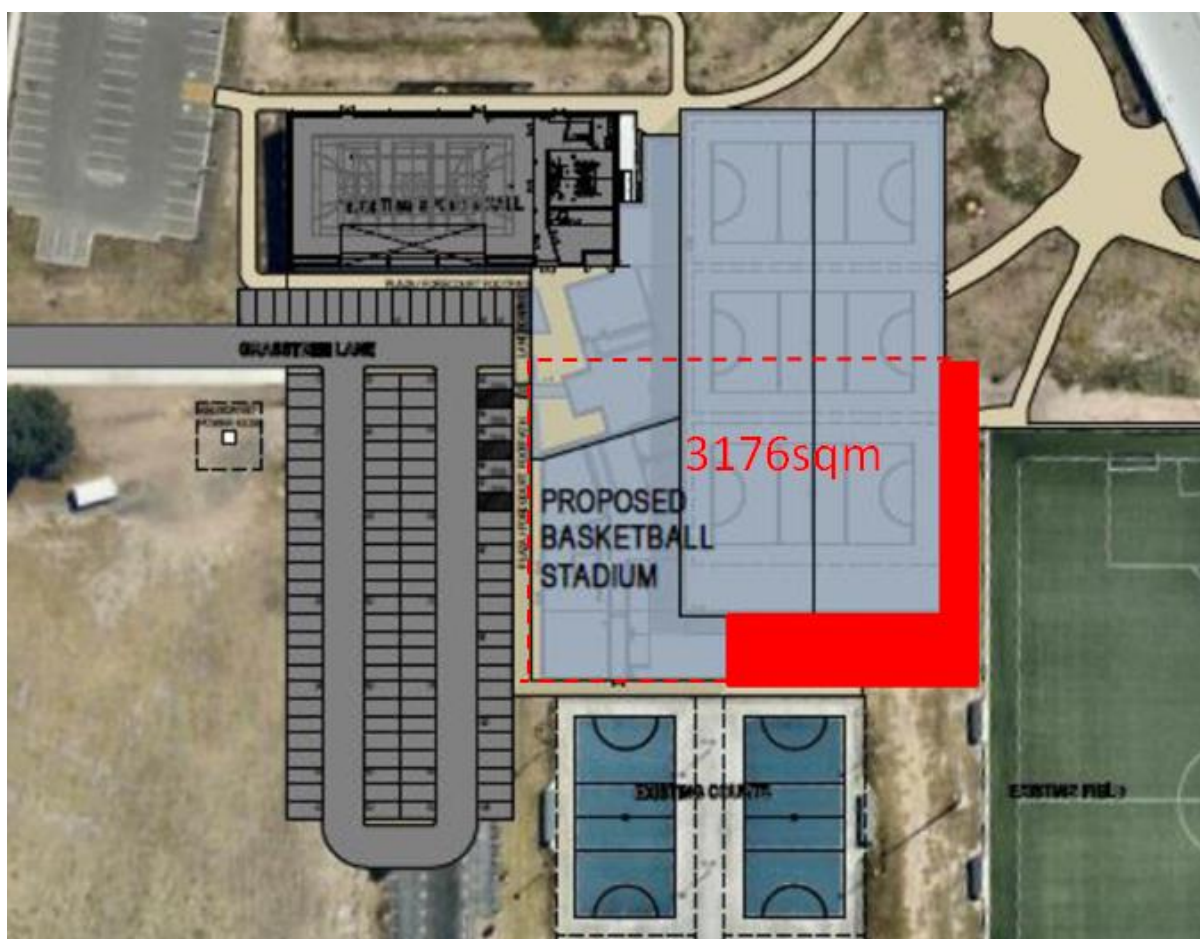
## 6.2 Surf Coast Multi-Purpose Indoor Stadium

### Discussion

Since the 27 June 2017 resolution officers have made the following progress:

- Better Indoor Stadium Fund application submitted August 2017 (announcements from November 17 into early 2018)
- Support gained from Surf Coast Secondary College, Victorian School Building Authority and Department of Education and Training for location and 50 year Joint Use Agreement
- Stakeholder meeting held August 2017 (concept design & operating model)
- Preliminary work for subdivision carried out (e.g. plans drawn up)
- Legal advice sought on subdivision, vesting of land, permits for use and development and rezoning.
- Confirmed with DET that Shared Facility Fund (possible source of additional grant funds) is no longer available
- Work begun on Building Better Region Fund application (due 16 Dec 2017).

The Council freehold land required for the project has increased from 2,150 sqm (June 2017 estimate) to 3,176 sqm. The difference is a buffer to provide scope for changes to the concept at detailed design stage.



Legal advice has been sought to determine Council's best course of action to ensure the project is commencement ready. This advice has identified the following steps:

- Seek to remove 'reserve' status for the Council land required for the project and establish a separate lot
- Vest the lot in and gift the lot to the Minister for Education to then be consolidated with the title on which the Surf Coast Secondary College is located
- Develop detailed designs and plans for the stadium
- Apply for planning permission for the use and development of the stadium.
- Seek to rezone the relevant part of the Council Site from Public Park & Recreation Zone to Residential One (for consistency with the remainder of the school site title) preferably by way of Ministerial amendment drawing on powers under section 20(4) of the Planning and Environment Act amendment (i.e. not requiring usual public notification processes).

## 6.2 Surf Coast Multi-Purpose Indoor Stadium

Wherever possible these steps will be undertaken concurrently to expedite the project.

A number of key issues are associated with the recommended course of action. These are outlined below:

- Transparency of Council's plans – Most of the steps above are exempt from public notification except for the planning application for use and development. Whilst the multi-stage process is complex officers do not anticipate significant community concern with the proposed plans, particularly as the site in question is not adjacent to any residential or commercial areas. However in order to maximise transparency, officers recommend communicating the plans contained within this report to the community via the website, media release, Groundswell and relevant stakeholders (e.g. Banyul Warri Fields User Group). It is important that the community feel fully informed and any issues are identified early.
- Protecting Council's interest - The proposal is to build an expensive Council asset on land that is presently partly owned, and will in time be fully owned, by the Minister for Education. It is essential that Council's investment is protected so that the benefits of such a facility are guaranteed for the full duration of its life. A draft Joint Use Agreement has been established with Department of Education support which protects Council's investment for 50 years which is the expected life of the asset. The Agreement addresses maintenance, renewal, management responsibilities and access rights. An additional agreement may be required as an interim measure should the Agreement not be formally established before Council vests its land in the Minister.
- Grant funding – The project needs a minimum of \$3 million of external funding to be a viable proposition and grant income above that amount is extremely valuable in achieving what is a relatively costly project for Council. Whilst Council is awaiting the outcome of the \$3 million Better Indoor Stadium Fund application, it is recommended to seek additional grant funding through the Federal Government's Building Better Regions Fund and remain mindful of the coming State and Federal Elections and future Better Indoor Stadium Funding rounds.
- Project timing and funding – To date Council has been advised that the initiation of the \$13.5 million project including detailed design and construction is dependent on securing sufficient grant funding. Officers have since formed the view that all planning including detailed design should be undertaken regardless to ensure that the project is commencement ready. This is a DCP project and Council are therefore committed to delivering it. The availability of grant funding is considered a timing issue. The cost of independent advice, undertaking further due diligence on site conditions and developing detailed designs and plans is estimated to be \$750,000. It is recommended that funds be committed to the project in the current financial year regardless of the outcome of the Better Indoor Stadiums Fund application. In the scenario of a successful Better Indoor Stadiums Fund application, this simply provides the best opportunity for Council to fulfil the grant conditions to complete the project in 24 months. In the scenario of an unsuccessful application, the continued preparation of the project puts Council in a commencement ready position to exploit other grant or election commitment opportunities.
- Role clarity – In this project Council will play the role of project proponent and will seek permission from itself as the planning authority. The project is being progressed by officers in the Culture and Community division, quite separate from planners in the Environment and Development division who will consider any planning applications. Independent planning consultants will be engaged to advise and represent Council as the proponent to mitigate the risks associated with this scenario.

### Financial Implications

The estimated cost of the project is \$13.5million, which includes funding from grants, developer contributions and direct Council contributions. Listed below are the budget assumptions which have been made with regard to the project.

Grants (minimum)	\$3.0m
Developer Contributions	\$2.9m
Council Contributions (maximum)	\$7.6m
<b>Total Project Cost</b>	<b>\$13.5m</b>

## 6.2 Surf Coast Multi-Purpose Indoor Stadium

Should the Better Indoor Stadium funding application for \$3million be successful, Council will commit up to \$10 million of funding in the 2018/19 budget as its contribution funding to the project, from the following funding sources:

- a) \$2.9million from the Developer Contributions Cash Reserve; and
- b) \$7.1million from the DCP Council Funds Cash Reserve.

In the event that the cash balance in the nominated cash reserves are less than the amounts specified above, that for cashflow purposes Council will consider funding its contribution from the DCP Council Funds Cash Reserve through borrowings, with the required borrowings estimated to be up to \$3 million. Council's long term financial plan includes an allocation of \$400,000 per annum to service up to \$3 million in borrowings over a period of 10 years.

Previously officers have advised that detailed design and construction will not be initiated until at least \$3million in grant funding has been secured.

However, the extent of works required to ensure the project is commencement ready are now clearer. There is a significant lead time on obtaining the necessary planning permissions, managing the transfer of land to the Minister for Education and the development of detailed designs. Sport and Recreation Victoria have expressed concerns about these timelines and this threatens the chance of receiving grant funding. It is clear that this will be an issue for any grant funding that Council applies for. It is therefore advisable to seek to ensure the project is commencement ready even if the Better Indoor Stadiums Fund grant isn't secured.

It is estimated that the stadium will operate at an annual operating deficit of \$30,000 per annum averaged over ten years.

To date the project has expended \$80,000 which includes:

- \$30,000 to develop the feasibility planning
- \$20,000 as part of phase two, which was designed to progress the project to a grant ready position.
- \$30,000 to progress planning activities, additional concept design work, a land valuation and to complete grant applications.

The total size of the land to be gifted to the Department of Education and Training is estimated to be 3,176 sqm. The land has an estimated to have a value at \$320,000. However, due to its location close to recreational facilities and its zoning for that purpose, it is unlikely that this parcel of land would be able to realise any value.

### 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

Legal advice has been sought to develop the plan of action recommended in this report. Relevant matters (e.g. planning permissions and exemptions, protection of Council's interests) are discussed earlier in this report.

### Officer Direct or Indirect Interest

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

### Risk Assessment

Council has a commitment to develop an indoor stadium as per the Torquay Jan Juc Developer Contribution Plan. The developer contributions will assist in the funding of the project but substantial support is required from other levels of government to ensure Council's contribution can be accommodated in its long term financial plan.

## 6.2 Surf Coast Multi-Purpose Indoor Stadium

Complexities associated with the sub-division and transfer of land to the Minister for Education pose risks including:

- Time – process takes too long and reduces funding partners' confidence in the project
- Need to protect Council's investments – transfer of land without conditions to ensure the project outcomes are achieved
- Requirement for planning permissions – Council is both proponent and planning authority.

Mitigation strategies are outlined in this report.

### Social Considerations

Surf Coast Shire has identified the benefits of physical activity and that participation in sport and recreation is a fundamental way to improve the physical and mental health of individuals. Council is committed, through its plans, strategies and facility provision, to improve the health and wellbeing of its residents. Providing for indoor sports and activities is seen as one way to achieve positive health and wellbeing outcomes.

### Community Engagement

The inclusion of the indoor stadium in the Torquay Jan Juc Developer Contributions Plan was the subject of community consultation as part of that plan's development.

The June 2017 resolutions, particularly the decision to apply for grant funding received coverage in local media.

Key groups for engagement continue to be state sporting associations, local sporting clubs and educational facilities.

To maximise transparency, officers recommend communicating the plans contained within this report to the broader community via the website, media release, Groundswell and relevant stakeholders (e.g. Banyul Warri Fields User Group). The multi-stage process is complex, however, officers are keen that the community feel fully informed and any issues are identified early.

A planning application for use and development will include a statutory exhibition period which will provide an opportunity for community input on detailed plans.

### Environmental Implications

There are no significant environmental impacts relating to this project. While further environmental assessment will be completed as part of future project planning, it is noted that successful grant funding is contingent on inclusion of a number of environmental features within the design and it is expected that the building will be designed to reduce carbon, water and other wastes.

### Communication

See Community Engagement above.

### Options

Option 1 – Proceed with preparations and allocate funding to ensure the project is commencement ready regardless of the outcome of the Better Indoor Stadiums Fund application

This option is recommended by officers as:

- Council is committed to the project via the Torquay Jan Juc DCP and the need for the facility has been demonstrated in the Surf Coast Indoor Sports Plan.
- In the scenario of a successful Better Indoor Stadiums Fund application, this provides the best opportunity for Council to fulfil the grant conditions to complete the project in 24 months.
- In the scenario of an unsuccessful application, the continued preparation of the project puts Council in a commencement ready position to exploit other grant or election commitment opportunities.

Option 2 – Proceed with preparations and allocate funding to ensure the project is commencement ready only if and when Council receives at least \$3 million in grant funding

This option is not recommended by officers as the work required to be commencement ready will not have been undertaken, thereby reducing Council's chances of securing external funding support and fulfilling grant obligations to deliver the project in a timely fashion.



## **6.2 Surf Coast Multi-Purpose Indoor Stadium**

### Option 3 – Do not proceed with any preparations and reconsider the project

This option is not recommended by officers as Council is committed to the project via the Torquay Jan Juc DCP and the need for the facility has been demonstrated in the Surf Coast Indoor Sports Plan. This option is also inconsistent with previous resolutions on the project.

### **Conclusion**

Council resolved on 27 June 2017 to continue to progress the Surf Coast Multi-Purpose Indoor Stadium project. Since then officers submitted an application for a \$3 million grant to the Better Indoor Stadiums Fund. Council is yet to hear the outcome.

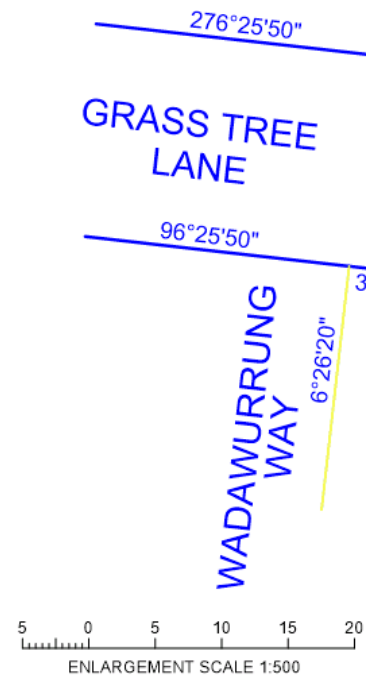
This report outlines a series of actions required to ensure the project is commencement ready. It is recommended that Council allocates funding to the project so that legal, planning and design consultants can be engaged.

Whilst there is substantial interest in the project from potential future users, there has been limited public reaction to Council's progress to this point. Officers propose widespread communication of the plans contained within this report to ensure the community is well-informed.

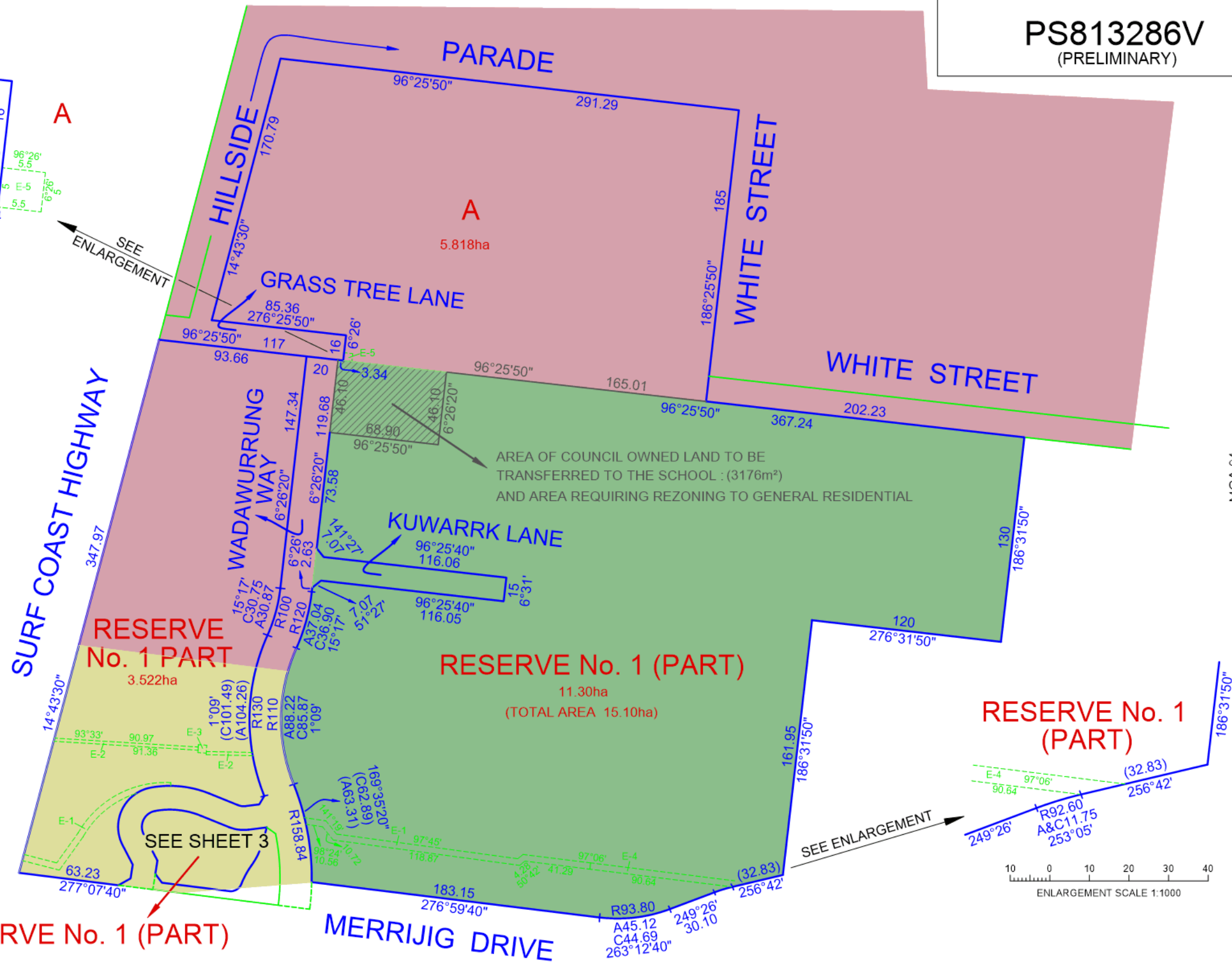
**6.2 Surf Coast Multi-Purpose Indoor Stadium**

**APPENDIX 1 SURF COAST MULTI-PURPOSE INDOOR STADIUM - MAP SHOWING PROPOSED LOT  
TO BE TRANSFERRED TO MINISTER FOR EDUCATION**

**PS813286V**  
(PRELIMINARY)



ENLARGEMENT SCALE 1:500



MGA 94  
ZONE 55

ENLARGEMENT SCALE 1:1000



**SOUTH WEST SURVEY GROUP**  
Power Land Surveys  
m: 0414 521 151 t: 5261 2971  
14 Ocean Boulevard, Jan Juc, VIC 3228  
lukepower@swsg.com.au www.swsg.com.au

**PROPOSED PLAN OF SUBDIVISION  
PLANNING ZONES OVERLAY**

- GRZ1 - GENERAL RESIDENTIAL ZONE (SCHEDULE 1)
- PPRZ - PUBLIC PARK & RECREATION ZONE
- PUZ6 - PUBLIC USE ZONE (LOCAL GOVERNMENT)

SCALE 1:2500  
LENGTHS ARE IN METRES

LUKE JAMES POWER VERSION NO. 01

ORIGINAL SHEET SIZE: A3

SHEET 2

---

### 6.3 Building Better Regions Fund Round Two Applications

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

**Department:** Recreation & Open Space Planning      **File No:** F16/839

**Division:** Culture & Community      **Trim No:** IC17/1510

**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 consider submitting funding applications to the Federal Government's Building Better Regions Fund Round Two in the Infrastructure Project Stream and Community Investment Stream.

#### Summary

The Building Better Regions Fund (BBRF) is a significant Federal Government funding round with two streams – Infrastructure Project Stream and Community Investment Stream. Applicants can submit up to two applications per stream per round.

The Infrastructure Project Stream funds the construction of new infrastructure, or the upgrade or extension of existing infrastructure that provide economic and social benefits to regional and remote areas. The Community Investment Stream funds new or expanded local events, strategic regional plans, and leadership and capability strengthening activities. These projects will deliver economic and social benefits to regional and remote communities. Both streams have a maximum grant amount of \$10 million, however the Community Investment Stream Guidelines state that "given the nature of eligible projects we expect most grants will be under \$100,000."

This is the second round of the BBRF. Council was successful securing \$200,000 from BBRF round one for the Winchelsea Netball Pavilion Upgrade. The Torquay Active Transport application to the same round (\$2.5 million) was unsuccessful.

Officers have completed an assessment of the BBRF funding merit criteria (Economic Benefit, Social Benefit, Value for Money and Project Delivery) and recommend the following projects from Council's priority list as strong BBRF application candidates:

- Infrastructure Project Stream – Surf Coast Multi-purpose Indoor Stadium Project – Total project cost \$12.75million consisting of Council \$7.75million \$5million from the Building Better Regions Fund.
- Infrastructure Project Stream – Banyul Warri Fields Yurrock Soccer Pitch and Lighting Project - Total project cost \$721,000 consisting of Council \$360,500 and Building Better Regions Fund \$360,500.
- Community Investment Stream – Growing Adventure Tourism Surf Coast Trails Project – Total project cost \$200,000 consisting of Council \$100,000 and Building Better Regions Fund \$100,000.

### 6.3 Building Better Regions Fund Round Two Applications

#### Recommendation

That Council:

1. Submit an application to the following Federal Government Building Better Regions Fund Round Two categories:
  - 1.1 Infrastructure Project Stream – Surf Coast Multi-purpose Indoor Stadium Project – Total project cost \$12.75million consisting of Council \$7.75million and \$5million from the Building Better Regions Fund.
  - 1.2 Infrastructure Project Stream – Banyul Warri Fields Yurrock Soccer Pitch and Lighting Project - Total project cost \$721,000 consisting of Council \$360,500 and Building Better Regions Fund \$360,500.
  - 1.3 Community Investment Stream – Growing Adventure Tourism Surf Coast Trails Project – Total project cost \$200,000 consisting of Council \$100,000 and Building Better Regions Fund \$100,000.
2. Note that Council have previously resolved to apply for State Government funding for the stadium and soccer pitch projects and pre-commit funds from the 2018/19 budget.
3. Note that \$45,000 is held in the Adopted Strategy Reserve for Growing Adventure Tourism priority actions and that Council has previously resolved to pre-allocate \$22,500 in 2018/19 and \$32,500 in 2019/20.
4. Pending the outcome of State and Federal Government funding applications, commit to providing the balance of funds required to deliver the projects listed above in future budgets as follows:
  - 4.1 Surf Coast Multi-purpose Indoor Stadium Project – up to \$7.75 million from the appropriate developer contributions plan reserves.
  - 4.2 Banyul Warri Fields Yurrock Soccer Pitch and Lighting Project – up to \$360,500 from the appropriate developer contributions plan reserves.
  - 4.3 Growing Adventure Tourism Surf Coast Trails Project - \$45,000 Adopted Strategy Implementation Cash Reserve, and \$55,000 as direct Council funding in the 2018/19 Annual budget.
5. Authorise the Chief Executive Officer to sign Building Better Regions Funding agreements should any of the applications be successful.

#### Council Resolution

##### **MOVED Cr Martin Duke, Seconded Cr Margot Smith**

That Council:

1. Submit an application to the following Federal Government Building Better Regions Fund Round Two categories:
  - 1.1 Infrastructure Project Stream – Surf Coast Multi-purpose Indoor Stadium Project – Total project cost \$12.75million consisting of Council \$7.75million and \$5million from the Building Better Regions Fund.
  - 1.2 Infrastructure Project Stream – Banyul Warri Fields Yurrock Soccer Pitch and Lighting Project - Total project cost \$721,000 consisting of Council \$360,500 and Building Better Regions Fund \$360,500.
  - 1.3 Community Investment Stream – Growing Adventure Tourism Surf Coast Trails Project – Total project cost \$200,000 consisting of Council \$100,000 and Building Better Regions Fund \$100,000.
2. Note that Council have previously resolved to apply for State Government funding for the stadium and soccer pitch projects and pre-commit funds from the 2018/19 budget.
3. Note that \$45,000 is held in the Adopted Strategy Reserve for Growing Adventure Tourism priority actions and that Council has previously resolved to pre-allocate \$22,500 in 2018/19 and \$32,500 in 2019/20.
4. Pending the outcome of State and Federal Government funding applications, commit to providing the balance of funds required to deliver the projects listed above in future budgets as follows:
  - 4.1 Surf Coast Multi-purpose Indoor Stadium Project – up to \$7.75 million from the appropriate developer contributions plan reserves.
  - 4.2 Banyul Warri Fields Yurrock Soccer Pitch and Lighting Project – up to \$360,500 from the appropriate developer contributions plan reserves.
  - 4.3 Growing Adventure Tourism Surf Coast Trails Project - \$45,000 Adopted Strategy Implementation Cash Reserve, and \$55,000 as direct Council funding in the 2018/19 Annual budget.
5. Authorise the Chief Executive Officer to sign Building Better Regions Funding agreements should any of the applications be successful.

CARRIED 8:0

### **6.3 Building Better Regions Fund Round Two Applications**

#### **Report**

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

The Building Better Regions Fund (BBRF) is a significant Federal Government funding round with two streams – Infrastructure Project Stream and Community Investment Stream. Applicants can submit up to two applications per stream per round.

The Infrastructure Project Stream funds the construction of new infrastructure, or the upgrade or extension of existing infrastructure that provide economic and social benefits to regional and remote areas. The Community Investment Stream funds new or expanded local events, strategic regional plans, and leadership and capability strengthening activities. These projects will deliver economic and social benefits to regional and remote communities. Both streams have a maximum grant amount of \$10million, however the Community Investment Stream Guidelines state that “given the nature of eligible projects we expect most grants will be under \$100,000.”

This is the second round of the BBRF. Council was successful securing \$200,000 from BBRF round one for the Winchelsea Netball Pavilion Upgrade. The Torquay Active Transport application to the same round (\$2.5million) was unsuccessful.

BBRF round two opened on 7 November 2017 and applications for both streams close 19 December 2017.

It should be noted that projects in the Infrastructure Stream must be completed by 31 December 2020. Projects in the Community Investment Stream must be completed within 12 months of executing the grant agreement and by 31 December 2019.

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

Council is regularly updating Advocacy Priorities through resolution and did so in October 2017. The BBRF round two guidelines describe the merit criteria which projects will be assessed against:

1. Economic Benefit (15 points)
2. Social Benefit (10 points)
3. Value for Money (5 points)
4. Project Delivery (5 points)

Officers' assessment of the BBRF funding merit criteria identifies the following projects from Council's priority list as strong BBRF application candidates:

#### **Infrastructure Project Stream – Recommended Projects**

##### **1. Surf Coast Multipurpose Indoor Stadium - Torquay (\$12.75 million)**

###### **Scope**

This important project will deliver an indoor court facility providing space for basketball, netball, futsal, badminton, volleyball and other sporting and community uses. Features will include:

- Four courts for use for indoor sports, group fitness and community uses requiring larger spaces such as arts displays, indoor markets, etc.
- Flexible change rooms and associated amenities that can also be utilised by the outdoor sporting areas in the precinct
- Staff and administration areas that can also support learning and development opportunities via partnerships with universities
- Reception, café and merchandising area to help support the operating expenses
- Parking
- Vehicle and pedestrian access.

This project is a key element of the Civic and Community Precinct Masterplan and is located in one of the region's largest growth nodes, next to schools, and other recreation facilities for families.

###### **Scale**

The cost of this project is \$12.75million and would consist of \$7.75million from Council (DCP reserves) and \$5million from the Building Better Regions Fund.

###### **Officer's Comments**

### 6.3 Building Better Regions Fund Round Two Applications

The Surf Coast Multi-purpose Indoor Stadium project is a priority Recreation and Open Space infrastructure project for a number of reasons including:

- The indoor stadium will increase participation in a range of sports.
- The stadium and operating model are being designed to increase participation in under-represented groups such as women, young people and people with disabilities.
- The stadium will be co-located with the school, providing a facility which is of benefit to people of all ages and consolidates community facilities and improves efficiency.
- Surf Coast Shire residents have a higher than average rate of participation in sporting and recreation activities. Current facilities for basketball, netball and soccer are currently at capacity.
- An indoor stadium is required in order to provide a safe, year round facility for training and competition
- The Stadium is designed to be multipurpose and allow community, arts and tourism focused events

BBRF round two funding is based on a 1:1 co-contribution, however a higher applicant contribution will ensure a higher score against the 'value for money' criterion and effectively increase the strength of the project.

Council has previously submitted an application for \$3 million to the State Government's Better Indoor Stadiums Fund. The outcome of this application is unlikely to be known prior to the BBRF closing date of 19 December 2017.

The BBRF guidelines stipulate that evidence of all confirmed funding is required and therefore officers recommend that an application be submitted requesting \$5million from the BBRF and \$7.75million as Council's contribution. Should the State Government application for funding be successful this would effectively reduce Council's contribution by that amount in a three levels of government partner funded project.

#### 2. Banyul Warri Fields – Yurrock Soccer Pitch and Lighting – Torquay (\$721,000 project)

##### Scope

This project includes the development of a third soccer pitch at Banyul Warri Fields, including drainage system, warm season turf/grass coverage, standard player shelters, fully enclosed black chain mesh fencing with high areas behind both goal ends, two standard soccer goals and netting plus 100 lux sports lighting to enable maximum use by our local and regional soccer clubs. Also included in the upgrade is a power upgrade to the site to enable full use of existing sports surfaces and the irrigation system.

##### Scale

The cost of this project is \$721,000 including the power upgrade and would consist of \$360,500 from Council (DCP reserves) and \$360,500 from the Building better Regions Fund.

##### Officer's Comments

The third soccer pitch will enable Council to support the expanding growth in both male and female soccer and alleviate current scheduling conflicts to allow Galaxy United FC and Torquay Hockey Club increased training space.

Council has previously submitted an application for \$100,000 to the State Government's Sport and Recreation Community Sports Infrastructure Fund. As the success of this project is not yet known, it cannot be included as a funding source in this Federal Government funding application. Should the application be successful this would effectively reduce Council's contribution to \$260,500 in a three levels of government partner funded project.

##### Assessment of other projects

Other projects on Council's priority list that were considered by officers but not recommended for application include:

- Great Ocean Road Experience – not yet funding ready
- Stribling Reserve Redevelopment – not yet funding ready
- Torquay Walking and Cycling Connections (formerly 'Torquay Active Transport') – feedback from round one indicated this project will struggle to make an argument for strong economic benefits.
- Torquay CBD – not yet funding ready
- Winchelsea River Loop Walk and Adventure Playground redevelopment – not yet funding ready.

## 6.3 Building Better Regions Fund Round Two Applications

### Community Investment Stream – Recommended Projects

#### 3. Growing Adventure Tourism – Surf Coast Trails

Growing Adventure Tourism in the Barwon South West Region has been identified as a G21 priority project. Implementation of the Regional Trails Action Plan 2015-2025 is a key to the region being recognised as Victoria's premier trail destination. The Surf Coast Walk has been identified as a leading trail with critical actions to be implemented over the next four years.

#### Scope

This project will involve three key elements including:

- Detailed design to extend the Surf Coast Walk from Fairhaven to Cumberland River.
- Detailed design sections of the existing Stage 1 (Breamlea to Fairhaven) of the Surf Coast Walk to enable dual use by cyclists and walkers (some sections are currently walk only)
- A Governance review for the entire walk to confirm the most appropriate management model is in place to ensure its success and sustainability.

#### Scale

The cost of this project is \$200,000 and would consist of \$100,000 from Council and \$100,000 from the Building Better Regions Fund.

#### Officer's Comments

The development of plans for the extension, dual and alternative route trails and governance review are all supported by recommendations from the Surf Coast Walk Feasibility Study, Growing Adventure Tourism Strategy and Barwon South West Regional Trails Masterplan.

The project will require collaboration between Great Ocean Road Regional Tourism, Parks Victoria, Great Ocean Road Coast Committee, DELWP, and Surf Coast and Colac Otway Shire Councils.

The Growing Adventure Tourism Surf Coast Trails is a priority Recreation and Open Space planning project for a number of reasons including:

- Building on flagship trails generates economic growth & jobs.
- Improves the livability of the G21 region by developing natural assets and connecting people with their natural environment.
- The project will increase visitor numbers to the Shire. Surf Coast Walk (Stage 1) - track counters showed an increase from 32,000 visits to over 200,000 visits in the first year.
- Our region has an affinity with 'natural adventure' experiences and the desire to build year-round tourism visitation. The trail industry supplies 8% of state-wide contribution to tourism (2nd only to Melbourne as a tourist attractor)
- Supports tourism objectives to increase length of stay & off peak visitation and develop off-beach product.
- Extension will help build on existing adventure tourism & connection to other towns and communities.
- The outcomes post stage 1 demonstrate a case that supports the demand for Stage 2 and further trail construction in the Surf Coast region and the proven benefits in terms of visitation and expenditure that can result.
- The Surf Coast Walk has enabled several major events to take place year on year. All these events have been delivered following the completion of Stage 1 of the Surf Coast Walk.
- This has delivered an additional 16,200 visitors annually to the region and the combined economic impact of these events is calculated at \$7.1million per annum directly supporting the equivalent of 6 EFT.

Council can apply for a \$100,000 grant to undertake the planning work and allocate the \$100,000 already committed to Growing Adventure Tourism priorities as its matched contribution. The \$200,000 could then be used to develop the three key elements of the project.

The Multipurpose Indoor Stadium and Torquay Soccer Facilities are at an advanced scoping stage. Both projects have recently been submitted to State Government grant funding rounds (Better Indoor Stadiums and Sports and Recreation Victoria Community Sports Infrastructure funding rounds respectively). The outcomes of these State Government applications are expected in the coming months.



### 6.3 Building Better Regions Fund Round Two Applications

#### **Financial Implications**

It is expected that the outcome of the BBRF round two applications will be known in the middle of 2018 and therefore Council's contribution can be funded in future financial years. The proposed funding required for each project application is as follows:

Project	Council	Federal (BBRF)	Total	Comment
Surf Coast Multi-purpose Indoor Stadium	\$7,750,000 (funds to come from DCP reserves)	\$5,000,000	\$12,750,000	Surf Coast Shire will commission the detailed design prior to 30 June 2018 to ensure a commencement ready status. If the Better Indoor Stadium Fund application is successful, Council's contribution will reduce to \$4.75million.
Yurrock Soccer Pitch and Lighting	\$360,500 (funds to come from DCP reserves)	\$360,500	\$721,000	If the Sport & Recreation Victoria funding application is successful, Council's contribution will reduce to \$260,500.
Growing Adventure Tourism – Surf Coast Trails	\$100,000 (\$45,000 is already held in the Adopted Strategy Implementation Cash Reserve, \$55,000 would need to be allocated in the 2018/19 Annual budget)	\$100,000	\$200,000	Great Ocean Road Coastal Committee has flagged an interest to contribute to this project, however the dollar amount is not yet confirmed. Any contribution will reduce Council's total contribution to the project.
<b>Total</b>	<b>\$8,210,500</b>	<b>\$5,460,500</b>	<b>\$13,671,000</b>	<b>Ratio of 1:0.67</b>

If the Indoor Stadium and Soccer Facilities funding applications are successful the DCP program schedule will be reviewed to ensure the overall program is achieved.

#### **Council Plan**

Theme 1 Community Wellbeing  
Objective 1.1 Support people to participate in and contribute to community life  
Strategy 1.1.2 Facilitate and support high levels of volunteering in the community

Theme 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**

Council has a commitment to deliver all projects in the Torquay Jan Juc Developer Contribution Program (DCP). Construction of an indoor stadium and a third soccer pitch is included in that program and this funding opportunity will help to reduce the direct financial burden to Council under the DCP.

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

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

#### **Risk Assessment**

The provision of a new indoor sports stadium will provide safe and accessible facilities and reduce the risk to users who have been competing at the Surf Coast Sport and Recreation Centre that is an aging facility and does not meet Basketball Victoria Facility Development Guidelines. It will also reduce Council's financial risk by obtaining external funding to support delivery of our DCP commitments.

### **6.3 Building Better Regions Fund Round Two Applications**

#### ***Social Considerations***

Hundreds of players and spectators participate in soccer and a variety of indoor sports in Torquay on a weekly basis. These facilities are an important place of connection for people of all ages and abilities. Developing a detailed design to extend the Surf Coast Walk from Fairhaven to Cumberland River will position Council well to leverage further external funding to fund the capital works that will provide safe connections between small communities and deliver ongoing health and well-being benefits for all users.

#### ***Community Engagement***

The community is aware of the commitment for an Indoor Stadium through the Torquay Jan Juc DCP and the recent Council report in June 2017 endorsing an application to the Better Indoor Stadium Fund. The community are also aware of a recent funding application to Sport and Recreation Victoria to increase the soccer facilities at Banyul Warri Fields Torquay and the extension of the Surf Coast Walk has been an ongoing community advocacy priority since Stage 1 was completed in 2012.

#### ***Environmental Implications***

No environmental implications arise from this report. Parks Victoria and the Great Ocean Road Coastal Committee will be key stakeholders in developing the Business Case to extend the Surf Coast Walk and have confirmed their support to participate in the strategic planning process.

#### ***Communication***

Council has confirmed its advocacy priorities which have been communicated through our council meetings and website and media. A communications plan will be developed for delivery of each project.

All key stakeholders have been approached for a letter of support and look forward to a favourable decision from the Federal Government.

#### ***Options***

##### **Option 1 – Submit Building Better Region Fund Round 2 applications in line with the recommendations in this report**

This option is recommended by officers as these projects align to Council's advocacy priorities and are considered Council's strongest projects in each funding category.

##### **Option 2 – Submit Building Better Region Fund Round 2 applications that are different to the recommendations in this report (e.g. different projects or different amounts sought)**

This option is not recommended by officers as the projects most likely to achieve success have been selected (others are not ready for funding or are considered a lesser chance of success). The level of contributions sought is based on a 1:1 co-contribution except in the stadium proposal where that ratio is considered to reduce the strength of the project. This assessment is based on an analysis of comparable projects considered in previous Federal Government funding rounds and the scope of Council's project relative to those projects.

##### **Option 3 – Do not make any submissions to the Building Better Region Fund Round 2**

This option is not recommended by officers as the Building Better Region Fund provides a great opportunity to leverage external funding toward project priorities that will ultimately allow Council funds to be re-directed to delivering other priorities across the Shire.

#### ***Conclusion***

In line with Council's agreed advocacy priorities it is proposed that Council submits three projects to the Building Better Regions Fund Round Two:

- Surf Coast Multi-purpose Indoor Stadium Project
- Torquay Soccer Facilities
- Growing Adventure Tourism Surf Coast Trails.

## 6.4 Community Project Development - November 2017 Quarterly Update

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

**Department:** Recreation & Open Space Planning      **File No:** F16/1580

**Division:** Culture & Community      **Trim No:** IC17/1407

### Appendix:

1. Community Project Proposal Master List -10 October 2017 (D17/117637)

#### 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 receive the November 2017 Community Project Development recommendations.

### Summary

Recommendations relating to community project proposals referred for detailed investigation in the May 2017 and August 2017 quarters are provided for Council consideration, including:

- CPP11: Lorne Skate Park Shelter - *Progress*
- CPP13: Deep Creek Reserve Tennis Court multi-use area - *Progress*
- CPP14: Mt Moriac Reserve Oval 1 nets behind goals - *Progress*
- CPP15: Quay Reserve – shelter over BBQ/ picnic area - *Progress*
- CPP16: Freshwater Creek Res old Tennis Clubroom – recommission - *Progress*
- CPP17: Anglesea Recreation & Sports Club – power connection - *Progress*
- CPP18: Anglesea Recreation & Sports Club – extended boat platform - *Progress*
- CPP19: Anglesea Netball Club – new netball shelters - *Progress*

An update on a past project proposal from the May to August 2017 quarter (CPP09: Anglesea Men's Shed storage area refit) is also provided.

The Community Project Proposal Master List currently includes 31 outstanding project proposals. 9 new community project proposals were registered during the August to November 2017 quarter. Of these 9 proposals, 4 proposals were referred to service managers or other programs and 5 proposals were accepted for inclusion in the Community Project Proposal Master List.

The seven highest ranked proposals from the Master List have been recommended to proceed to detailed investigation stage.

### Recommendation

That Council:

1. Allocate funding from the 2017/18 Matching Project Fund as follows:
  - 1.1. Lorne Skate Park Shelter Proposal (CPP11) – Total project cost \$30,500 consisting of \$15,200 Council, \$10,750 Community Shade Grant Program (subject to a successful application) and \$4,500 Lorne Lions Club.
  - 1.2. Quay Reserve Shelter Proposal (CPP15) – Total project cost \$24,000 consisting of \$12,000 Council and \$12,000 Quay Residents Association via funding submissions to various grant funding opportunities.
2. Refer the following projects to Council's project prioritisation and budget processes including consideration for future grant opportunities alongside other eligible projects as follows:
  - 2.1. Deep Creek Reserve Tennis Court Multi-use Proposal (CPP13) – Total project cost \$9,600 to be fully funded by Council.
  - 2.2. Mt Moriac Reserve Nets Behind Football Goals Proposal (CPP14) – Total project cost \$27,600 (west end priority only) consisting of \$13,800 Council and \$13,800 Modewarre Football and Netball Club.

## 6.4 Community Project Development - November 2017 Quarterly Update

- 2.3. Anglesea Recreation and Sports Club Power Connection Proposal (CPP17) – Total project cost \$14,830 consisting of \$11,194 Council and \$3,636 Anglesea Recreation and Sports Club.
- 2.4. Anglesea Netball Club New Netball Shelters Proposal (CPP19) – Total project cost \$38,280 consisting of \$28,700 Council and \$9,580 Anglesea Football and Netball Club.
3. Refer the Freshwater Creek Reserve Tennis Room Recommission Proposal (CPP16) – Total project cost \$14,200 – to the building asset renewal program.
4. Affirm support for the Anglesea Recreation & Sports Club Boat Platform Extension Proposal (CPP18) – Total project cost \$2,250 to be fully funded by the Anglesea Recreation and Sports Club with supervision by the Service Manager.
5. Note that \$1,000 allocated in August 2017 to the Anglesea Netball Club new netball shelters proposal investigation (CPP19) will be returned to the Accumulated Unallocated Cash Reserve.
6. Note that the Anglesea Men's Shed application to the Round 3 Stronger Communities Program for the Storage Space Repurpose Project (CPP09) was unsuccessful and affirm support for the group to submit alternative grant applications to seek the \$15,000 required to ensure the project is fully funded.
7. Refer the following seven priority project proposals from the Community Project Proposal Master List to the Community Project Development Officer for investigation:
  - 7.1. Anglesea Pre School re Basket Swing Installation.
  - 7.2. Torquay Pre School Garden Redesign Plan.
  - 7.3. Anglesea to Waurm Ponds Bus Service Proposal.
  - 7.4. Connewarre & District Riding Club Dressage Arenas.
  - 7.5. Nautical Rise Linear Reserve Indigenous Garden / Reserve Activation.
  - 7.6. Torquay Football Club - relocate player interchange boxes.
  - 7.7. Torquay Tigers Cricket Club – new shed for turf roller.
8. Consider the inclusion of an annual allocation for community project feasibility investigation in the 2018/19 Budget.

### Council Resolution

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

That Council:

1. Allocate funding from the 2017/18 Matching Project Fund as follows:
  - 1.1. Lorne Skate Park Shelter Proposal (CPP11) – Total project cost \$30,500 consisting of \$15,200 Council, \$10,750 Community Shade Grant Program (subject to a successful application) and \$4,500 Lorne Lions Club.
  - 1.2. Quay Reserve Shelter Proposal (CPP15) – Total project cost \$24,000 consisting of \$12,000 Council and \$12,000 Quay Residents Association via funding submissions to various grant funding opportunities.
2. Refer the following projects to Council's project prioritisation and budget processes including consideration for future grant opportunities alongside other eligible projects as follows:
  - 2.1. Deep Creek Reserve Tennis Court Multi-use Proposal (CPP13) – Total project cost \$9,600 to be fully funded by Council.
  - 2.2. Mt Moriac Reserve Nets Behind Football Goals Proposal (CPP14) – Total project cost \$27,600 (west end priority only) consisting of \$13,800 Council and \$13,800 Modewarre Football and Netball Club.
  - 2.3. Anglesea Recreation and Sports Club Power Connection Proposal (CPP17) – Total project cost \$14,830 consisting of \$11,194 Council and \$3,636 Anglesea Recreation and Sports Club.
  - 2.4. Anglesea Netball Club New Netball Shelters Proposal (CPP19) – Total project cost \$38,280 consisting of \$28,700 Council and \$9,580 Anglesea Football and Netball Club.
3. Refer the Freshwater Creek Reserve Tennis Room Recommission Proposal (CPP16) – Total project cost \$14,200 – to the building asset renewal program.
4. Affirm support for the Anglesea Recreation & Sports Club Boat Platform Extension Proposal (CPP18) – Total project cost \$2,250 to be fully funded by the Anglesea Recreation and Sports Club with supervision by the Service Manager.
5. Note that \$1,000 allocated in August 2017 to the Anglesea Netball Club new netball shelters proposal investigation (CPP19) will be returned to the Accumulated Unallocated Cash Reserve.
6. Note that the Anglesea Men's Shed application to the Round 3 Stronger Communities Program for the Storage Space Repurpose Project (CPP09) was unsuccessful and affirm support for the group to submit alternative grant applications to seek the \$15,000 required to ensure the project is fully funded.

---

#### 6.4 Community Project Development - November 2017 Quarterly Update

7. Refer the following seven priority project proposals from the Community Project Proposal Master List to the Community Project Development Officer for investigation:
  - 7.1. Anglesea Pre School re Basket Swing Installation.
  - 7.2. Torquay Pre School Garden Redesign Plan.
  - 7.3. Anglesea to Waurm Ponds Bus Service Proposal.
  - 7.4. Connewarre & District Riding Club Dressage Arenas.
  - 7.5. Nautical Rise Linear Reserve Indigenous Garden / Reserve Activation.
  - 7.6. Torquay Football Club - relocate player interchange boxes.
  - 7.7. Torquay Tigers Cricket Club – new shed for turf roller.
8. Consider the inclusion of an annual allocation for community project feasibility investigation in the 2018/19 Budget.

CARRIED 8:0

## 6.4 Community Project Development - November 2017 Quarterly Update

### Report

#### **Background**

The Community Project Development Officer exists to improve Council's ability to respond to an increasing number of community project ideas and to ensure that projects seeking Council support and / or funding are appropriately assessed, scoped and prioritised.

The Community Project Officer has worked on a total of eight endorsed projects in the August - November quarter including one project outstanding from the May - August quarter:

- CPP11: Lorne Skate Park Shelter
- CPP13: Deep Creek Reserve Tennis Court multi-use area
- CPP14: Mt Moriac Reserve Oval 1 nets behind goals
- CPP15: Quay Reserve – shelter over BBQ/ picnic area
- CPP16: Freshwater Creek Res old Tennis Clubroom – recommission
- CPP17: Anglesea Recreation & Sports Club – power connection
- CPP18: Anglesea Recreation & Sports Club – extended boat platform
- CPP19: Anglesea Netball Club – new netball shelters.

The investigation outcomes and recommendations for community project proposal CPP09 (Anglesea Men's Shed storage area refit) were presented to Council in August 2017. Council endorsed that this proposal should progress with a 2017/18 contribution of \$2800 from Council's Project Partnership Fund towards base cost and contingency and \$2800 from Council's Community Project Support Fund for project management. A letter of support was provided to the Anglesea Men's Shed as they were seeking leverage funding of \$15,000 from Round 3 of the Stronger Communities Program. The group have been unsuccessful with this grant opportunity and seek Council's support to resubmit to Round 4 of the Stronger Communities Program (February 2018) and if unsuccessful or not yet received notification submit a \$15,000 funding submission to the State Government's Men's Sheds Building and Strengthening Victorian Communities Grant Program (May 2018) to leverage the required partner funding to deliver the project.

#### **Discussion**

Prioritised Community Project Proposal for Further Investigation (referred in May 2017)

The key findings and recommendations relating to the following community project proposal referred by Council in May 2017 for detailed investigation are found below:

CPP11	Lorne Skate Park Shelter Proposal – PROGRESS
<b>Proposal Description</b>	<ul style="list-style-type: none"> <li>• Investigate siting and installing of a shelter at the Lorne Skate Park with the main aim of providing a shaded gathering and seating area for skate park users and spectators.</li> </ul>
<b>Background Info</b>	<ul style="list-style-type: none"> <li>• This proposal was championed by a past Lorne Lions Club President who gained the interest and support of the local community in 2016. Quotes were sought for a shade sail type structure.</li> <li>• Lorne Lions Club considered the project in 2016 (estimated at \$18,000) which was beyond the means of the Lions Club and the project lost some momentum.</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>• Discussions with Lorne Lions Club committee, site meeting with DELWP, on site consultation with contractors to seek advice and quotations, discussion with relevant Council staff. Committee for Lorne and also adjacent land manager (GORCC) have been notified of this proposal.</li> </ul>
<b>What we know</b>	<ul style="list-style-type: none"> <li>• Lorne Skate Park site is located on Crown Land managed by Council.</li> <li>• Surf Coast Shire Skate Park Facilities Audit Report (Convic, 2017) reports that the Lorne Skate Park facility (built 2004) is showing signs of general wear and tear to be addressed via an asset renewal program. Functionally the facility can be improved via shade provision at the upper south side of the facility where many of the young people gather on the concrete concourse and grass apron.</li> <li>• Lorne Lions Club has provided confirmation of a \$5000 contribution to this</li> </ul>

## 6.4 Community Project Development - November 2017 Quarterly Update

	<p>project as a Lions Centennial Community Legacy Project – with Lions Clubs International encouraging all Lions Clubs to compete a legacy project by or near to June 30 2018.</p> <ul style="list-style-type: none"> <li>• DELWP representative, Tammy Smith, provided verbal support for the project at a site meeting (have requested a letter of in principle support for the proposal from DELWP).</li> <li>• The skate park and proposed shelter are located within an area of Cultural Heritage Sensitivity, however the proposed shelter site is within a heavily disturbed skate park footprint. Minor excavation for 4 shelter posts and seating footings is required but is considered to be minor works not requiring a CHMP.</li> <li>• This skate park is 1 of 4 Council skate parks (total 9 parks) without adequate shade within the skate park footprint (but 2<sup>nd</sup> busiest site). Lorne Skate Park has some natural shade along the north site boundary but lacks any shade / shelter at the exposed elevated south boundary.</li> <li>• The proposed shelter location is close to the proposed site for the mobile Youth Pod.</li> <li>• Recent growth of vegetation within the downward sloping south west corner of the skate park footprint will assist in screening the shelter structure, minimising any potential concerns about visual intrusion.</li> <li>• 3 quotes have been obtained for the supply and installation of a permanent shade structure (a shade sail is not suitable at this location) with perimeter seating along the south and west shelter edges included in scope.</li> <li>• A building permit, Geotech report and underground services tracing will be required.</li> <li>• Potential for a Vic Health Community Shade Grant (Round 3)</li> </ul>
<p><b>Potential funding partners</b></p>	<ul style="list-style-type: none"> <li>• Lorne Lions Club</li> <li>• Council (capital)</li> <li>• VicHealth Community Shade Grant Program (Round 3)</li> </ul>
<p><b>Officer Summary / Recommendation</b></p>	<ul style="list-style-type: none"> <li>• Total project cost following consideration of 3 quotes and relevant site costs is \$30,500 excl GST (including PM and contingency).</li> <li>• Lorne Lions Club have confirmed a cash contribution of \$5,000 incl GST (\$4546 excl GST)</li> <li>• Opportunity for Council to apply submit an EOI to the Round 3 Community Shade Grant Program for \$10,750 excl GST</li> <li>• Opportunity for Council to allocate \$15,200 excl GST (50% of total project cost) from the 2017/18 Matching Project Fund to enable delivery of the \$30,500 excl GST project by the end of June 2018.</li> </ul>

### Prioritised Community Project Proposals for Further Investigation (referred in August 2017)

The key findings and recommendations relating to the following community project proposals referred by Council in August 2017 for detailed investigation are found below:

- CPP13: Deep Creek Reserve Tennis Court multi-use area
- CPP14: Mt Moriac Reserve Oval 1 nets behind goals
- CPP15: Quay Reserve – shelter over BBQ/ picnic area
- CPP16: Freshwater Creek Res old Tennis Clubroom – recommission
- CPP17: Anglesea Recreation & Sports Club – power connection
- CPP18: Anglesea Recreation & Sports Club – extended boat platform
- CPP19: Anglesea Netball Club – new netball shelters.

<p><b>CPP13</b></p>	<p><b>Deep Creek Reserve Tennis Court multi-use Proposal – PROGRESS</b></p>
<p><b>Proposal Description</b></p>	<ul style="list-style-type: none"> <li>• Investigate options for additional activities to be included on the 2 asphalt community tennis courts at Deep Creek Reserve to complement the adjacent play space.</li> </ul>

## 6.4 Community Project Development - November 2017 Quarterly Update

<b>Background Info</b>	<ul style="list-style-type: none"> <li>This proposal was suggested as part of community consultation in 2015 for an upgrade to the Deep Creek Reserve playground facility. Proposal for provision of activities for older children / families at this well used site.</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>Previous input from residents involved in playground consultation, site consultation with contractors, discussions with relevant Council staff.</li> </ul>
<b>What we know</b>	<ul style="list-style-type: none"> <li>Deep Creek Reserve (Council owned) is well used by local residents predominantly on linear pathways and at playground facility.</li> <li>Regular casual use of the 2 community tennis courts but opportunity to further activate the fenced hard court surface to increase use and encourage additional use by older children, young people and families.</li> <li>SCS Asset Condition Report rates the hard court surface as 3/5 (FAIR) and likely to be considered for surface renewal in the next 2-5 years.</li> <li>G21 Regional Tennis Strategy (endorsed 2015) recommends retaining this tennis facility for community use. The report encourages regional partners to implement innovative ideas to promote tennis and to encourage greater participation. Creating a multi-activity space that encourages greater access to the facility may increase use and interest of the tennis courts.</li> <li>Tennis Australia continue to promote SCS innovative approach to activating underutilised community / social tennis courts (Freshwater Creek Reserve and Modewarre Reserve successful activation projects).</li> <li>Works are within an area of Cultural Heritage Sensitivity, however a CHMP would not be required as the works are minor within a heavily disturbed court footprint.</li> <li>Quotations have been obtained for the supply and installation of a basketball and netball ring. Scope to include linemarking associated with these goal areas as well as some additional activities (hopscotch and 4 square) to encourage family use. Scope excludes surface upgrade. Minimal cost required to redo this mutli-activity linemarking as part of future court surfacing works.</li> <li>Geotech report and underground services tracing will be required.</li> </ul>
<b>Potential funding partners</b>	<ul style="list-style-type: none"> <li>Council (capital)</li> <li>Unlikely to have a community contribution or to receive external funding support.</li> </ul>
<b>Officer Summary / Recommendation</b>	<ul style="list-style-type: none"> <li>Total project cost following consideration of quotes and relevant site costs is \$9,600 excl GST (including PM and contingency).</li> <li>Opportunity for Council to refer project to future budget process with Council contribution of 100% of total project cost (\$9,600 excl GST).</li> </ul>

CPP14	Mt Moriac Reserve Oval 1 nets behind goals– PROGRESS
<b>Proposal Description</b>	<ul style="list-style-type: none"> <li>Investigate proposal by Modewarre Football Netball Club for supply and installation of barrier netting behind football goal posts at Mt Moriac Reserve to address safety of participants, spectators and vehicles accessing the reserve and for training and game day functionality.</li> </ul>
<b>Background Info</b>	<ul style="list-style-type: none"> <li>Modewarre Football Netball Club priority is for Oval 1 west end netting to stop balls hitting cars, to eliminate issue of balls kicked onto entrance road and car parking area and to reduce time wasted on match days and training having to retrieve balls outside of the oval area. East end has similar issues although car movement is limited.</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>Meetings Modewarre Football Netball Club committee, site consultation with contractors, discussions with relevant Council staff.</li> </ul>



## 6.4 Community Project Development - November 2017 Quarterly Update

<p><b>What we know</b></p>	<ul style="list-style-type: none"> <li>G21 and AFL Barwon Regional Strategy (endorsed 2015) does not report on behind goal barrier netting and the assumption is that barrier netting is desirable not mandatory infrastructure at AFL venues.</li> <li>General purpose of barrier netting is for protection or safety of participants having to retrieve balls outside of playing surface or spectators watching the game being hit by balls leaving the playing surface or being retrieved within car parks or on or near roadways.</li> <li>Barrier netting at 3 Council facilities (Polwarth Oval at Merrijig Drive end only, Grenville Oval both ends and Stribling Reserve both ends) with interest from other clubs including Modewarre Football Netball Club, Torquay Football Club and at the Quay Reserve.</li> <li>Benchmark research identified draft Manningham City Council Sports Infrastructure Policy – position on ‘Protective Netting’ is that “sporting organisations must contribute 50% of the cost of protective netting to assist with containment of balls. In the event of a Council assessed risk, Council will contribute 100% of the cost”.</li> <li>No building permit required if post height does not exceed 8 metres.</li> <li>Potential for Council to consider club in-kind footing construction to netting supplier engineering specification (can save approx \$5,000 per end) and club interested in exploring this option. Would need PMO sign off.</li> <li>In principle DELWP consent being sought for works that are not listed in Mt Moriac Reserve Masterplan.</li> <li>Club lists this as a lower priority to other projects at Mt Moriac Reserve including netball shelters, netball lighting upgrade, front oval lighting upgrade and back oval drainage.</li> <li>Potential to be packaged with a range of projects in a future Country Football Netball Grant for the reserve.</li> <li>Total Project Budget for priority west end only 3 post/24 m wide/8m high barrier netting) is \$27,600 excl GST. includes Base Cost (\$23,000) for engineering specifications, footing construction, post and netting supply and installation, soil report, underground services location, soil removal from site plus Project Management (\$2300) and Contingency (\$2300).</li> </ul>
<p><b>Potential funding partners</b></p>	<ul style="list-style-type: none"> <li>Council (capital)</li> <li>Modewarre Football Netball Club proposed contribution of \$10,000 cash and potential in kind works value of approx. \$5,000 (to be confirmed in writing)</li> <li>Country Football Netball Grant Program.</li> </ul>
<p><b>Officer Summary / Recommendation</b></p>	<ul style="list-style-type: none"> <li>Total project cost (for priority west end barrier netting) is \$27,600 excl GST (including PM and contingency).</li> <li>Proposed Modewarre Football Club contribution of confirmation of \$10,000+ GST cash and \$5,000 in kind (if permitted).</li> <li>Potential to leverage funding from future Country Football Netball Grant program</li> <li>Opportunity for Council to fund up to 50% of the total project cost (\$13,800) via a future budget submission.</li> </ul>

<p><b>CPP15</b></p>	<p><b>Quay Reserve – shelter over BBQ/ picnic area – PROGRESS</b></p>
<p><b>Proposal Description</b></p>	<ul style="list-style-type: none"> <li>Investigate Quay Residents Association proposal for provision of a shelter /shade structure to cover the BBQ and picnic area at Quay Reserve.</li> </ul>
<p><b>Background Info</b></p>	<ul style="list-style-type: none"> <li>Provision of shade structure at this reserve was part of an unsuccessful 2016 grant application to Vic Health Community Shade Grants Program Round 2.</li> <li>Council owned land.</li> </ul>
<p><b>Engagement</b></p>	<ul style="list-style-type: none"> <li>Meetings and communication with Quay Residents Association representatives, site consultation with contractors, discussions with relevant Council staff.</li> </ul>

## 6.4 Community Project Development - November 2017 Quarterly Update

<b>What we know</b>	<ul style="list-style-type: none"> <li>Quay Reserve experiences high group and casual use and has had recent upgrade to playground, addition of fitness cluster and community orchard.</li> <li>3 quotes sourced for standard skillion roof shelter to desirable size of 4x6m to estimated budget of \$17,000 plus additional costs of \$3,000 including building permit, soil report and underground services location.</li> <li>Low complex project with 10% Project Management (\$2000) and 10% Project Contingency (\$2000) recommended.</li> </ul>
<b>Potential funding partners</b>	<ul style="list-style-type: none"> <li>Council (capital)</li> <li>Quay Residents Association have pledged a 50% contribution would be sourced – with applications submitted with Torquay Community Enterprise, RACV, Lions Club of Torquay and to be submitted to Telstra Community Grants Program and via a community submission to the Round 3 Vic Health Community Shade Grants Program. Also sponsorship potential via Intrapac (Quay Estate Developer).</li> </ul>
<b>Officer Summary / Recommendation</b>	<ul style="list-style-type: none"> <li>Project cost is \$24,000 excl GST (including contingency and PM).</li> <li>Potential for 50% of total project cost provided by community / external contributions/grants to total of \$12,000 (towards base cost of project).</li> <li>Seeking Council to affirm support for The Quay Residents Association to prepare community funding submissions to Torquay Community Enterprise, Lions Club of Torquay, Telstra Community Grants Program and via a community submission to the Round 3 Vic Health Community Shade Grants Program. This will enable the community to achieve their pledged 50% contribution to this project.</li> <li>Opportunity for Council to allocate up to 50% of total project cost \$12,000 excl GST) from the 2017/18 Matching Project Fund.</li> </ul>

CPP16	Freshwater Creek Res old Tennis Clubroom – recommission – PROGRESS
<b>Proposal Description</b>	<ul style="list-style-type: none"> <li>To investigate an internal refurbishment of the old Freshwater Creek Reserve Tennis Clubrooms to support and encourage casual and group use of the recently developed tennis play space area.</li> </ul>
<b>Background Info</b>	<ul style="list-style-type: none"> <li>Freshwater Creek Reserve Tennis Play Space Project concept included future upgrade of old tennis clubroom as a functional addition for community group and casual use of this innovative recreational space.</li> <li>Building is structurally sound but has not been maintained or renewed following club folding in 2005. Dilapidated inside and outside. Town water and electricity connected. Current building condition not fit for promoting community use.</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>Liaison with reserve stakeholders, site consultation with contractors, discussions with relevant Council staff.</li> </ul>
<b>What we know</b>	<ul style="list-style-type: none"> <li>Freshwater Creek CFA hired the tennis play space and the club room for their 2017 Christmas function and proposed that an upgrade would result in the facility being well booked by local and district community.</li> <li>Significant casual use of the tennis play space by local community and regular use by Freshwater Creek Steiner School, SCS Family Day Care groups, playgroups and disability services including St Laurence. Easier to promote a refurbished, fit for use facility.</li> <li>Recent interest to hire the room to support community event and family functions.</li> <li>Option to consider 2015 street art proposal (\$3000) to provide enhanced external façade of old clubroom building.</li> <li>\$12,000 estimate from Torquay Building Services to refurbish building interior and for accessible entry. Potential also for in-house works delivery.</li> </ul>

## 6.4 Community Project Development - November 2017 Quarterly Update

<b>Potential funding partners</b>	<ul style="list-style-type: none"> <li>Building renewal to repurpose an existing building with Council contribution 100% of project cost</li> </ul>
<b>Officer Summary / Recommendation</b>	<ul style="list-style-type: none"> <li>Total project cost \$14,200 excl GST (incl PM and contingency) with option for additional street art (\$3000 cost) to provide colourful new façade.</li> <li>Refer project to Service Manager for consideration in a future building renewal program with Council contribution of 100% of total project cost.</li> </ul>

CPP17	Anglesea Recreation & Sports Club – power connection – PROGRESS
<b>Proposal Description</b>	<ul style="list-style-type: none"> <li>Investigate connection of power to the Anglesea Recreation &amp; Sports Club to allow the installation of security and fire services (fire sprinkler system proposed).</li> </ul>
<b>Background Info</b>	<ul style="list-style-type: none"> <li>The Anglesea Recreation and Sports Club was founded in 1911. Club members are involved in the building, restoration and use of hand built wooden boats on the Anglesea River and elsewhere in Victoria and interstate.</li> <li>Anglesea New Years Day Regatta is the club's major event to showcase the fleet including 100 year old wooden boats. The event welcomes people of all abilities to have a go and to experience this activity.</li> <li>In 2014 Council as COM for this parcel of Crown land issued the club with its' first licence agreement. Prior to that the club operated independently and funded all building asset upgrades.</li> <li>The facility is included within a heritage overlay.</li> <li>The club is concerned about the protection of building asset and the irreplaceable contents in the event of vandalism or fire.</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>Meetings and communication with Anglesea Recreation and Sports Club committee, site consultation with contractors, discussions with relevant Council staff.</li> </ul>
<b>What we know</b>	<ul style="list-style-type: none"> <li>Connection of power to the shed is required to enable desired fire and security services.</li> <li>Anglesea Recreation and Sports Club facility is located on the Anglesea Riverbank within Anglesea Lions Park (Crown Land managed by Council).</li> <li>Connection of power to the boat shed from the Anglesea Lions Park Shelter would involve trenching or boring (preferred) the connecting power cable.</li> <li>Geelong Fire Services advised that installation of the extensive fire sprinkler system infrastructure (estimated cost \$50,000 - \$60,000) is not recommended for this site as the system activates at a temperature of 67 degrees (contents would be inundated by that stage).</li> <li>More effective and recommended fire services option involves installing smoke sensors/ detectors linked to a SIM card (don't need a phone line) that is automated to contact a 24 hour security contractor managed by the SCS. The company directly contacts emergency services if required.</li> <li>Security alarm with internal and external siren will provide suitable deterrent to theft / vandalism and will complement works funded by club in recent years to strengthen building lining and access doors.</li> <li>Potential for a solar option has been investigated with only a minor price difference and this would be further explored at the project stage to determine which option would result in a more effective system.</li> <li>Tree removal of weed species and trimming of any overhanging trees to reduce fuel load close to the building.</li> <li>In principle DELWP consent being sought for power connection and associated works.</li> </ul>

## 6.4 Community Project Development - November 2017 Quarterly Update

	<ul style="list-style-type: none"> <li>Works are within an area of Cultural Heritage Sensitivity, however a CHMP would not be required for internal works or for trenching or boring of service line (less than 100metres in length). Previous Geotech report for Lions Park site shows approx. 1.0m of fill across site over the years to address site flooding issues.</li> <li>Total project budget includes base cost of electrical works, security system, smoke detectors and fire resistant building lining plus Project Management (10% of base cost) and Project Contingency (10%).</li> <li>Future (Stage 2 project) to consider additional protection of assets from impact of bushfire by installing internal fire retardant plasterboard wall and ceiling lining (repelling fire for 4-6 hours) as a more suitable option to external cladding (would need to be discussed with Heritage Victoria due to building heritage overlay). Potential funding from Heritage Victoria.</li> </ul>
<b>Potential funding partners</b>	<ul style="list-style-type: none"> <li>Council (capital)</li> <li>Anglesea Recreation and Sports Club contribution of \$3636 excl GST (\$4000 incl GST)</li> </ul>
<b>Officer Summary / Recommendation</b>	<ul style="list-style-type: none"> <li>Total project cost following consideration of quotes and relevant site costs is \$14,830 excl GST (including PM and contingency).</li> <li>Note community contribution of \$3636 excl GST (\$4000 incl GST) has been confirmed towards project base cost.</li> <li>Prepare an organisational budget submission for consideration in future budget with Council contribution approximately 75% of total project cost (\$11,194 excl GST)</li> </ul>

CPP18	Anglesea Recreation & Sports Club – extended boat platform – PROGRESS
<b>Proposal Description</b>	<ul style="list-style-type: none"> <li>Investigate an extension to the current Anglesea River boat platform used by the Anglesea Recreation &amp; Sports Club. This will allow safer and more functional access and loading of participants into the wooden boats.</li> </ul>
<b>Background Info</b>	<ul style="list-style-type: none"> <li>The Anglesea Recreation and Sports Club was founded in 1911 and club honour boards, memorabilia and written material describe the rich local history associated with this club and its activities.</li> <li>Club members are involved in the building, restoration and use of hand built wooden boats on the Anglesea River and elsewhere in Victoria and interstate. Some of the fleet stored in the shed are Over 100 years old.</li> <li>Anglesea New Year's Day Regatta is the club's major event to showcase these wooden boats. The event welcomes people of all abilities to have a go and to experience this activity.</li> <li>The previous 2015 boat platform was funded totally by the club.</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>Meetings and communication with Anglesea Recreation and Sports Club committee, contractor consultation, discussions with relevant Council staff.</li> </ul>
<b>What we know</b>	<ul style="list-style-type: none"> <li>Anglesea Recreation and Sports Club facility is located on the Anglesea Riverbank within Anglesea Lions Park (Crown Land managed by Council).</li> <li>In 2015 the 0.8m wide x 6m long initial boat launch platform replacement project received SCS Planning Permit, DELWP consent and Works on Waterway approval from CCMA. This proposal seeks to duplicate the boat platform by extending a further 6m upstream.</li> <li>DELWP consent for the project has been received.</li> <li>SCS Planning Permit and CCMA Works on Waterways applications have been submitted and awaiting response.</li> <li>Works are within an area of Cultural Heritage Sensitivity, however a CHMP would not be required as the works have minimal site impact with the platform built on the rock wall riverbank edge.</li> </ul>

## 6.4 Community Project Development - November 2017 Quarterly Update

	<ul style="list-style-type: none"> <li>• Unlike the previous boat landing platform construction, this proposal results in no loss or relocation of riverbank vegetation.</li> <li>• Club is seeking delivery by New Year's Day Regatta 2018 but there is time pressure to achieve building permit, consent from DELWP and CCMA and also to ensure contractor is available to meet tight timelines.</li> <li>• Quote received by Paul Rebecchi who built the 2015 boat platform and who is a regular supplier of works to Council.</li> <li>• Propose that Service Manager (Recreation Planning Unit) to supervise / manage project with Anglesea Recreation &amp; Sports Club contributing 100% of project cost by directly engaging Paul Rebecchi to provide works to quote of \$2250 plus GST. Recreation Planning Unit would arrange pre and post site inspection and administer permit and consent requirements. No Project Management and Contingency allocated.</li> <li>• If club funds do not allow 100% contribution then alternative funding strategy is for submission to next available March 2018 round of Surf Coast Shire Small Grants where the club could propose for consideration a shared / 50% contribution to the project. This would delay the project to at least May / June 2018 should that grant application be successful.</li> </ul>
<b>Potential funding partners</b>	<ul style="list-style-type: none"> <li>• Likely to be fully funded by community (\$2250 plus GST) or alternatively referred to Small Grants Program where a Council 50% contribution (\$1125 excl GST) would be submitted for consideration.</li> </ul>
<b>Officer Summary / Recommendation</b>	<ul style="list-style-type: none"> <li>• Total project cost is \$2,250 plus GST (no PM and contingency).</li> <li>• Anglesea Recreation &amp; Sports Club to directly engage contractor.</li> <li>• Service Manager to support Community Funded Project (100% of project cost of \$2,250 plus GST) to be funded by Anglesea Recreation &amp; Sports Club (pending SCS Planning Permit and CCMA Works on Waterways consent).</li> </ul>

CPP19	Anglesea Netball Club – new netball shelters – PROGRESS
<b>Proposal Description</b>	<ul style="list-style-type: none"> <li>• Investigate addition of 3 new netball shelters at the Anglesea Netball Club facility to address inadequate shelters for participants, officials and spectators.</li> </ul>
<b>Background Info</b>	<ul style="list-style-type: none"> <li>• The Anglesea Netball Club proposed this project to Council in 2015 and at the time was able to deliver 1 of the 4 desired shelters which was fully funded by the club.</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>• Meetings and communication with Anglesea Football Netball Club committee, contractor consultation, meeting on site with Netball Victoria Representative to seek advice, discussions with relevant Council staff.</li> </ul>
<b>What we know</b>	<ul style="list-style-type: none"> <li>• North Court has 1 appropriate spectator shelter on west side – requires second shelter (duplication of existing) on east side of court (for teams, coaches and scorers)</li> <li>• South Court has 2 poorly located and inadequately sized shelters – requires 2 new shelters to be positioned to east (for teams, coaches and scorers) and west (for spectators) of court.</li> <li>• Proposal has considered Netball Victoria guidelines and additional on-site advice sought from Netball Victoria representative.</li> <li>• 2015 Vegetation Report has been reviewed and proposal to install east side shelters will result in no vegetation impact and no permit required.</li> <li>• DEWLP land owner consent required.</li> <li>• Potential project funding through future Country Football Netball Program however facility provision before the 2018 netball season is desired by Club.</li> <li>• Club in-kind cash/labour to fund installation of netball shelter on south court west side (value of \$12,000) and this could be achieved following installation advice</li> </ul>

## 6.4 Community Project Development - November 2017 Quarterly Update

	<p>before the 2018 season.</p> <ul style="list-style-type: none"> <li>Quotes sought for supply and installation of required shelters on east side of north and south court (including concrete slabs, shelter supply and installation, fencing works and underground services tracing) and base cost estimated to be \$31,900.</li> </ul>
<b>Potential funding partners</b>	<ul style="list-style-type: none"> <li>Anglesea Football Netball Club, Country Football Netball Program Grants and Surf Coast Shire Council.</li> </ul>
<b>Officer Summary / Recommendation</b>	<ul style="list-style-type: none"> <li>\$1000 allocated for investigation not required due to internal expertise and is to be returned to Accumulated Unallocated Cash Reserve.</li> <li>Total project cost is \$38,280 for remaining 2 (of 3) netball shelters (incl contingency and PM)</li> <li>Potential to leverage funding - Country Football Netball Program or other community sources.</li> <li>Opportunity for Council to contribute 75% cost for remaining 2 shelters (est \$28,700 excl GST)</li> </ul>

### Reviewing of the Community Project Proposal Master List (refer attached D17/117637)

There are currently 31 outstanding community project proposals on the Community Project Proposal Master List. At the end of each quarter and following the Council Meeting resolution, each project proposal submitter is provided with a status update. Proposals that are yet to progress into the investigation stage are reviewed at this time and submitters are invited to provide an update about their proposal, to have a conversation about how their proposal can be strengthened or alternatively a proposal may be withdrawn if it is no longer relevant or required.

### New Community Project Proposals Received

41 new project proposals (at an average rate of 4 per month) have been submitted since 1 November 2016, 28 of which have been registered via Council's new on line registration process since 1 February 2017. As each new project proposal is submitted on line, it is assessed by the Community Project Development Officer together with relevant Council service area officers. The Community Project Proposal Priority Assessment Matrix determines where the proposal sits in priority order within the Master List.

### Prioritised Community Project Proposals for Further Investigation (December 2017 – March 2018 Quarter)

The Community Project Proposal Master List currently includes 31 outstanding project proposals presented in a prioritised order of highest to lowest when assessed against a priority assessment matrix.

The seven highest ranked proposals from the master list have been recommended to proceed to detailed investigation stage including:

- |   |                     |
|---|---------------------|
| 1. Anglesea Pre School re Basket Swing Installation                   | (score 69 / HIGH)   |
| 2. Torquay Pre School Garden Redesign Plan                            | (score 68 / HIGH)   |
| 3. Anglesea to Waurn Ponds Bus Service Proposal                       | (score 66 / HIGH)   |
| 4. Connewarre & District Riding Club Dressage Arenas                  | (score 59 / MEDIUM) |
| 5. Nautical Rise Linear Reserve Indigenous Garden/ Reserve Activation | (score 56 / MEDIUM) |
| 6. Torquay Football Club - relocate player interchange boxes          | (score 56 / MEDIUM) |
| 7. Torquay Tigers Cricket Club – new shed for turf roller             | (score 56 / MEDIUM) |

Each of the above project proposals has a HIGH rating (60+ out of 100) or a MEDIUM rating (50-59 out of 100).

Recommendations or progress relating to these projects will be presented to Council in the next quarterly Community Project Development report in March 2018 or earlier if investigations are complete.

### Investigation Costs

It is proposed that an estimated \$4,900 in costs associated with the feasibility investigation of this new list of project proposals may be accommodated within existing 2017/18 operational budgets. Over a 12 month period to 31 October 2017, a total of \$15,300 has been spent to adequately investigate a total of 19 community project proposals. It is proposed that Council consider the inclusion of an annual allocation for community project feasibility investigation in Council's Long Term Financial Plan during the preparation of the 2018/19 Budget.

## 6.4 Community Project Development - November 2017 Quarterly Update

A budget allocation of \$1000 allocated in August 2017 for the investigation of CPP19 (Anglesea Netball Club – new netball shelters) can be returned in full to the Accumulated Unallocated Cash Reserve. An internal assessment utilising subject matter experts was able to achieve the desired investigation outcome.

### **Financial Implications**

The following project proposals include financial recommendations from current budget programs:

- Lorne Skate Park Shelter Proposal (CPP11) – Total project cost \$30,500 consisting of \$15,200 Council (Matching Project Fund), \$10,750 Community Shade Grant Program (subject to a successful application) and \$4,500 Lorne Lions Club.
- Quay Reserve Shelter Proposal (CPP15) – Total project cost \$24,000 consisting of \$12,000 Council (Matching Project Fund) and \$12,000 Quay Residents Association via funding submissions to various grant funding opportunities.
- Note that \$1000 allocated in August 2017 to the Anglesea Netball Club new netball shelters proposal investigation (CPP19) will be returned to the Accumulated Unallocated Cash Reserve.

The following project proposals include financial recommendations to be referred to Council's project prioritisation and budget processes including consideration for future grant opportunities alongside other eligible projects as follows:

- Deep Creek Reserve Tennis Court Multi-use Proposal (CPP13) – Total project cost \$9,600 to be fully funded by Council.
- Mt Moriac Reserve Nets Behind Football Goals Proposal (CPP14) – Total project cost \$27,600 (west end priority only) consisting of \$13,800 Council and \$13,800 Modewarre Football and Netball Club.
- Anglesea Recreation and Sports Club Power Connection Proposal (CPP17) – Total project cost \$14,830 consisting of \$11,194 Council and \$3,636 Anglesea Recreation and Sports Club.
- Anglesea Netball Club New Netball Shelters Proposal (CPP19) – Total project cost \$38,280 consisting of \$28,700 Council and \$9,580 Anglesea Football and Netball Club.
- Freshwater Creek Reserve Tennis Room Recommission Proposal (CPP16) – Total project cost \$14,200 to be fully funded by Council via a future building asset renewal program as determined by the Service Manager.
- Note that an annual allocation for community project feasibility investigation in Council's Long Term Financial Plan will be requested during the preparation of the 2018/19 Budget.

### **Council Plan**

Theme 1 Community Wellbeing  
Objective 1.1 Support people to participate in and contribute to community life  
Strategy 1.1.1 Develop and implement a program to support communities of place and interest, and to provide opportunities for them to identify and achieve their community aspirations

Theme 3 Balancing Growth  
Objective 3.2 Ensure infrastructure is in place to support existing communities and provide for growth  
Strategy 3.2.6 Advocate for supporting infrastructure

Theme 3 Balancing Growth  
Objective 3.2 Ensure infrastructure is in place to support existing communities and provide for growth  
Strategy 3.2.1 Advocate for better public transport, including buses, and investigate the provision of community transport and transport connections

### **Policy/Legal Implications**

There are no policy or legal implications relating to this proposal.

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

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

### **Risk Assessment**

The recommendations related to the Lorne Skate Park Shelter Project (CPP11) address risk associated with activities in outdoor environments where shade provision is poor or less than desirable.

## **6.4 Community Project Development - November 2017 Quarterly Update**

The recommendations related to the Mt Moriac Reserve nets behind football goals project (CPP14) address safety of participants, spectators and vehicles accessing the reserve and for training and game day functionality.

The recommendations related to the Quay Reserve Shelter Project (CPP15) address risk associated with activities in outdoor environments where shade provision is poor or less than desirable.

The recommendations related to the Freshwater Creek Res Tennis Room Recommission Project (CPP16) address risk associated with a Council asset continuing to deteriorate and unavailable for community use despite usage demand.

The recommendations related to the Anglesea Recreation & Sports Club power connection project (CPP17) address the protection of a building asset and the irreplaceable contents in the event of vandalism or fire.

The recommendations related to the Anglesea Recreation & Sports Club boat platform extension project (CPP18) address the provision of safer and more functional access and loading of participants into the wooden boats during events on the Anglesea River.

The recommendations related to the Anglesea Netball Club new netball shelters project (CPP19) address risk associated with inadequate courtside shelter for netball participants, officials and spectators.

The recommendation related to the proposed annual allocation for community project feasibility investigation in Council's Long Term Financial Plan will ensure that a more comprehensive understanding of project feasibility including scope and cost is understood prior to making decision relating to future budget allocations.

### ***Social Considerations***

The Community Project Development Officer role and process is aimed at creating partnerships, providing support and feedback to community project ideas, facilitating community strengthening and supporting prioritised projects to get to a project ready stage.

### ***Community Engagement***

Regular and ongoing communication and engagement with community is undertaken during the assessment of project proposals and during proposal investigation and scoping stage.

### ***Environmental Implications***

There are no impacts to the environment.

### ***Communication***

A Community Project Development page is available on Council's website, providing information about the process for registering community project proposals. A link to the on-line Community Project Proposal Registration Form is available from the webpage.

All proposal applicants are contacted following a proposal registration to clarify project details. Further engagement is undertaken with applicants for those proposals that are referred for detailed investigation.

Quarterly reports are presented to Council with recommendations relating to proposals that have been endorsed for detailed investigation. This reporting process also resolves on project proposals to be referred for detailed investigation in the next quarter.

### ***Options***

Option 1 – Receive and support the Community Project Development recommendations 1 – 7 as identified in this report

This option is recommended by officers as it is supported by comprehensive feasibility investigation into each community project proposal and provides clear direction regarding Council's level of support for each project.



#### **6.4 Community Project Development - November 2017 Quarterly Update**

Option 2 – Receive and support the Community Project Development recommendations 1 – 7 as identified in this report with minor amendments

This option is not recommended by officers, however Councillors do have the option to discuss individual project recommendations and if agreed make amendments prior to final resolution.

Option 3 – Do not support the the Community Project Development recommendations 1 – 7 as identified in this report

This option is not recommended by officers as it provides little confidence to project proposal applicants in the Community Project Development Process and does not support our purpose to help our community and environment to thrive.

#### **Conclusion**

A Community Project Development Process has been established to provide transparency in how new community project proposals are registered, assessed and prioritised for investigation. The process will support the Community Project Development Officer to create partnerships, provide support and feedback to community project ideas, facilitate community strengthening and support prioritised projects to get to a project ready stage. Seven of the highest ranked proposals from the Community Project Proposal Master List have been recommended to proceed to detailed investigation stage.

**6.4 Community Project Development - November 2017 Quarterly Update**

**APPENDIX 1 COMMUNITY PROJECT PROPOSAL MASTER LIST -10 OCTOBER 2017**

# Community Project Proposal Master List

## As at 10 October 2017

D17/117637

OUTSTANDING PROPOSALS			INVESTIGATIONS	RATING
Sept 2017 (NEW)	Anglesea	Anglesea Pre School re Basket Swing Installation	\$400	69
Sept 2017 (NEW)	Torquay	Torquay Pre School re Garden Redesign Plan	\$2K	68
Sept 2017 (NEW)	Anglesea	Anglesea to Waurm Ponds Bus Service Proposal	\$0	66
May 2017	Winchelsea	Connewarre & District Riding Club Dressage Arenas	\$1K	59
July 2017	Torquay	Torquay Nautical Rise Linear Reserve Indigenous Garden/ Reserve Activation	\$1.5K	56
Jan 2017	Torquay	Torquay Football Club - relocate player interchange boxes	\$0	56
Jan 2017	Torquay	Torquay Tigers Cricket Club - new shed for turf roller	\$0	56
Sept 2017 (NEW)	Torquay	1st Torquay Scouts storage extension / storage shed	\$5K	56
Mar 2017	Torquay	Torquay Bowls Club - Masterplan	\$0	55
Oct 2017 (NEW)	Torquay	Torquay & District Historical Society - Historical Signs Project	\$1	54
June 2016	Winchelsea	Wurdale Hall Reserve Development Stage 2	\$0	54
June 2016	Torquay	Spring Valley Park - informal goals in open space area	\$0	53
Feb 2016	Lorne	Deans Marsh Reserve - Fitness Element Installation	\$0	53
Feb 2016	Anglesea	Anglesea Skate Park - Stage 3 extension	\$10K	52
Jan 2015	Winchelsea	Winchelsea Railway Station Redevelopment	\$5K	52
March 2015	Winchelsea	Mt Moriac Reserve - Gym Facility Construction	\$5K	51
March 2016	Winchelsea	Kalkarra Park Playspace - basketball pad extension	\$0	51
Dec 2015	Winchelsea	Winchelsea Skate Park - Light Installation	\$0	51
Dec 2015	Winchelsea	Freshwater Creek Riding Club - Additional fencing	\$0	50
Apr 2017	Anglesea	Anglesea RSL Village Green Memorial	\$3K	50
April 2017	Torquay	Torquay Mens Shed - new larger shed	\$0	50
Dec 2015	Torquay	Torquay Tennis Club - seal pathway between courts	\$0	48
June 2016	Winchelsea	Wurdale Hall Reserve Development Stage 3	\$5K	47
Dec 2015	Torquay	Torquay Tennis Club - Storage Container Purchase /Placement	\$0	46
Jan 2016	Anglesea	Anglesea Netball Club - Existing carpark sealing	\$10K	45
Dec 2015	Torquay	Torquay Grant Pavilion - Kiosk Window Installation	\$0	40
Dec 2015	Torquay	Torquay Tennis Clubrooms - Male Toilet Refurbish	\$0	38
Nov 2016	Torquay	Downhill Bike Tracks and Dirt Jumps	\$0	37
Jan 2017	Anglesea	Anglesea Netball Club - Viewing deck	\$4K	36
Jan 2017	Winchelsea	Winchelsea Township Cultural Heritage Facility	\$5K	31
Jan 2017	Winchelsea	Bicycle and horse riding track from Winchelsea to Inverleigh	\$5K	28
<b>TOTAL</b>			<b>31</b>	

<b>HIGH</b>	<b>Proposals rated 60+ out of 100</b>
<b>MEDIUM</b>	<b>Proposals rated 50-59/100</b>
<b>LOW</b>	<b>Proposals rated &lt;50/100</b>

UNDER INVESTIGATION	
CPP011	Lorne Skate Park Shelter
CPP013	Deep Creek Reserve Tennis Court multi-use area
CPP014	Mt Moriac Reserve Oval 1 net behind goals
CPP015	Quay Reserve - BBQ/picnic shelter
CPP016	Freshwater Creek Res old Tennis Clubroom - Recommission
CPP017	Anglesea Recreation & Sports Club - power connection
CPP018	Anglesea Recreation & Sports Club - new boat platform
CPP019	Anglesea Netball Club -additional netball shelters
<b>TOTAL</b>	<b>8</b>

### DECLINED / REFERRED AT INITIAL PROPOSAL FILTER

	Anglesea Historical Society - move Bathing Box (in 16/17 Anglesea Art House project scope)
Service Manager	Bellbrae Tennis Club - Seating (approved)
Service Manager	All Aboard container and garden (declined)
Service Manager	Lorne Men's Shed Flagpole (Service Manager as PM)
Service Manager	Connewarre Reserve 1 Million Trees (Service Manager as PM)
Service Manager	Connewarre Reserve Walking Path (Service Manager as PM)
Small Grants	Connewarre & District Riding Club Equitation Park
Small Grants	Torquay Historical Society Bathing Box/Boardwalk
Service Manager	Anglesea Transfer Station Store Shed (Approved / Complete) NEW
Service Manager	Deans Marsh hall curtain sign (Service Manager as PM) NEW
Service Manager	Anglesea Senior Cits / Lions Club Garden (Service Manager PM) NEW
Service Manager	Spring Creek Res drainage erosion rectification (Maintenance) NEW
<b>TOTAL</b>	<b>12</b>

### REFERRED/RESOLVED PRIOR TO INVESTIGATION

Small Grants March 17	Anglesea Community Garden seat (Application Successful)
Service Manager	Mt Moriac Res lighting - upgrade Oval 1, provision Oval 2 and Netball Crt 3
Service Manager	Coogoorah Park Rec Reserve - Noticeboard Refurb / Content
No longer required	Hill Top Reserve - shelter battens for wind protection
Service Manager	Connewarre Reserve Viewing Mound
Referred Small Grants	Soundproofing Torquay Men's Shed (Future Application)
Referred Small Grants	Anglesea Netball Club - Shade sail (Future Application)
No longer required	Torquay Parwan Pitch Flag Pole
Resolved	Torquay Women's Shed
Referred Small Grants	Aireys Inlet Community Garden Seat (Future App)
<b>TOTAL</b>	<b>10</b>

### INVESTIGATION COMPLETE

CPP01	Torquay Cricket Club Practice Facility Upgrade
CPP02	Ellimatta Reserve / Anglesea Netball Club Additional Car Park Design
CPP03	Lorne Historical Society Front Facade Project
CPP06	Ellimatta Reserve Anglesea Football Club Training Lights Upgrade
CPP07	Stribling Reserve Stadium Ventilation
CPP08	Mt Moriac Reserve Equestrian Clubroom Redevelopment
CPP09	Anglesea Mens Shed - repurpose and refit 2 storage spaces
CPP10	Wurdale Hall Reserve - History Board
CPP12	Torquay Hill Top reserve Vegetation Barrier
<b>TOTAL</b>	<b>9</b>

### PROJECT DELIVERED OR PROPOSAL CLOSED

CPP04	Hesse St Reserve Winchelsea Scouts and Tennis Shared Facility
CPP05	Jan Juc Pre School Expansion of Play Space
<b>TOTAL</b>	<b>2</b>

**7. URGENT BUSINESS**

Nil

## 8. PROCEDURAL BUSINESS

### 8.1 Assemblies of Councillors

**Author's Title:** Administration Officer

**General Manager:** Anne Howard

**Department:** Governance

**File No:** F17/285

**Division:** Governance & Infrastructure

**Trim No:** IC17/1473

**Appendix:**

1. Council Briefing – 21 November 2017 (D17/139424)
2. Council Briefing – 28 November 2017 (D17/142129)

**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 – 21 November 2017
2. Council Briefing – 28 November 2017

#### **Council Resolution**

##### **MOVED Cr Carol McGregor, Seconded Cr Libby Coker**

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

1. Council Briefing – 21 November 2017.
2. Council Briefing – 28 November 2017.

CARRIED 8:0

**8.1 Assemblies of Councillors**

**APPENDIX 1 COUNCIL BRIEFING – 21 NOVEMBER 2017**




## Assembly of Councillors Record

<b>Description of Meeting:</b> Council Briefing Meeting
<b>Responsible Officer:</b> Anne Howard – General Manager, Governance and Infrastructure
<b>Date:</b> 21 November 2017
<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 (Arrived at 12:15pm)	✓	General Manager Governance & Infrastructure - Anne Howard	X		
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 Development & Planning – Bill Cathcart	✓		
Cr. Brian McKiterick	X	Senior Planner - Ben Schmied	✓		
Cr. Margot Smith	✓	Manager Environment & Community Safety - Rowan Mackenzie	✓		
Cr. Heather Wellington (Left at 1:45pm)	✓	Sustainability Officer – Lachlan McLean	✓		
		Coordinator Strategic Planning - Karen Hose	✓		
		Manager Community Relations – Damian Waight	✓		
		Project Manager – Ross Lister	✓		
		Manager Recreation & Open Space Planning – Shaan Briggs	✓		
		Senior Strategic Planner – Jorgen Peeters	✓		

<b>MEETING COMMENCED</b>	12.01pm	<b>MEETING CONCLUDED</b>	2.42pm
--------------------------	---------	--------------------------	--------

Matters considered at the meeting	
1. Confirmation of Council Briefing Minutes – 14 November 2017	
2. Conflicts of Interest	
3. Communication Report - Review of Planning Controls on the Sands Estate	
4. Renewable Energy Program Update	
5. Communication Report - Council Events Calendar 2018	
6. Communication Report - Flag Policy SCS-035	
7. Building Better Regions Fund Round Two Applications	
8. Communication Report - Surf Coast Multi-purpose Indoor Stadium	
9. Briody Drive West	
10. Communication Report - Traffic and Pedestrian Strategy - The Esplanade and Bell Street	
11. Section 86 Committee Renomination Process Update	

Councillor/Officer Declarations of Interest		
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> 24 November 2017		
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 COUNCIL BRIEFING – 28 NOVEMBER 2017**



## Assembly of Councillors Record

<b>Description of Meeting:</b> Council Briefing Meeting
<b>Responsible Officer:</b> Anne Howard – General Manager, Governance and Infrastructure
<b>Date:</b> 28 November 2017
<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	✓	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	X	Manager Program Management Office – Rowena Frost	✓		
Cr. Margot Smith	✓	Manager Economic Development and Tourism - Matt Taylor	✓		
Cr. Heather Wellington	X				

<b>MEETING COMMENCED</b>	3.11pm	<b>MEETING CONCLUDED</b>	4.45pm
--------------------------	--------	--------------------------	--------

### Matters considered at the meeting

1. Monthly Program Status Update – October 2017
2. Post Cape Otway Road Australia Announcement
3. Digital Transformation Program Update - Presentation
4. Monthly Finance Report - October 2017
5. Deans Marsh Community Update - Presentation
6. Agenda Review - 28 November 2017 Council Meeting Agenda

### Councillor/Officer Declarations of Interest

Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Nil declared.		

**Responsible Officer Signature:**

**Print Name:** Anne Howard

**Date:** 4 December 2017

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)].

---

## 8.2 Section 86 Committee Minutes

**Author's Title:** Administration Officer

**General Manager:** Ransce Salan

**Department:** Governance

**File No:** F17/285

**Division:** Governance & Infrastructure

**Trim No:** IC17/1523

**Appendix:**

1. Planning Committee Meeting Minutes – 13 November 2017 (D17/142657)

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

**Status:**

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

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

Yes

No

Yes

No

**Reason:** Nil

**Reason:** Nil

---

### Purpose

To receive and note the minutes of the Section 86 Committee meetings as appended.

### Summary

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

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

### Recommendation

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

1. Planning Committee Meeting - 13 November 2017.

### Council Resolution

**MOVED Cr Martin Duke, Seconded Cr Margot Smith**

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

1. Planning Committee Meeting - 13 November 2017.

CARRIED 8:0

**8.2 Section 86 Committee Minutes**

**APPENDIX 1 PLANNING COMMITTEE MEETING MINUTES – 13 NOVEMBER 2017**



**Minutes of Planning Committee Meeting No. 481 held at 5.00pm Monday 13 November 2017 in the Council Chambers, Surf Coast Shire Offices Torquay.**

1. **OPENING OF MEETING**  
5.03 pm
2. **PRESENT**  
Wayne Reid (Chairman), Robert Troup, Lesley Evans, Geoff Fulton, Mich Watt
3. **APOLOGIES**  
Nil
4. **CONFIRMATION OF MINUTES**  
Minutes of the Planning Committee Meeting held on Monday 30 October 2017  
Moved: Robert Troup                      Seconded: Wayne Reid
5. **DISCLOSURE OF CONFLICTS OF INTEREST**  
Nil  
**DISCLOSURE OF INTERESTS (AT DISCRETION OF COMMITTEE)**  
Nil
6. **PUBLIC PRESENTATIONS**  
Nil
7. **CONSIDERATION OF THE AGENDA**  
As presented
8. **CONSIDERATION OF APPLICATIONS FOR A PERMIT**  
  
Item 8.1      510 Loutitt Bay Road, Freshwater Creek (17/0162).....Page 3  
                  Use and Development of the Land for Animal Boarding (Cattery)
9. **RECENT VCAT DECISIONS**  
  
Application Number:                      12/0033C  
VCAT Ref:                                      P2542/2016  
Address:                                        4 Moorhouse Street, Lorne  
Officer Recommendation:                Refusal of Amendment  
Planning Committee Resolution:        Officer Recommendation Supported – Notice of Decision to Refuse  
  Amendment Issued  
VCAT Decision:                                Decision of Responsible Authority Set Aside – Amended permit  
  directed to be issued.  
Proposal:                                        Application to amend Planning Permit 12/003 and the endorsed  
  plans to change the colour of the roofing from Colorbond  
  'windspray' to Colorbond 'surfmist'.  
  
Application Number:                      12/0445B  
VCAT Ref:                                      P1146/2016  
Address:                                        3 Zeally Bay Road, Torquay  
Officer Recommendation:                Refusal of Amendment  
Planning Committee Resolution:        Appeal already lodged at VCAT (failure to determine) –  
  Recommendation to pursue refusal at VCAT supported  
VCAT Decision:                                Decision of Responsible Authority Set Aside – Amended permit  
  directed to be issued.  
Proposal:                                        An amendment of Planning Permit No. 12/0445 pursuant to section  
  72 of the *Planning and Environment Act 1987* to include an  
  additional level to an approved mixed use development resulting in  
  a four (4) storey building and a reduction from 11 to 10 apartments.  
  The amendment also requires an increase in cash in lieu payments  
  for car parking under the Parking Overlay Schedule 2 and a  
  variation of bicycle facility requirements.



Application Number: 16/0302  
VCAT Ref: P783/2017  
Address: 149 Great Ocean Road, Anglesea  
Officer Recommendation: Issue Notice of Decision  
Planning Committee Resolution: Officer Recommendation Supported – Notice of Decision to issued.  
VCAT Decision: Decision of Responsible Authority Affirmed – Permit Issued  
Proposal: Construction of a second storey onto an existing single storey dwelling

**10. POLICY ISSUES**

Nil

**11. OTHER MATTERS**

Nil

**12. CLOSE OF MEETING**

5.04 pm

**NEXT MEETING** – 27 November 2017



**ITEM NO:** 8.1  
**PLANNING REF:** 17/0162  
**PROPOSAL:** Use of the land for Animal Boarding (Cattery)  
**APPLICANT:** Bruce Kirkman Architect  
**DATE RECEIVED:** 01 June 2017  
**SUBJECT LAND:** 510 LOUTITT BAY ROAD, FRESHWATER CREEK  
**ZONE:** Farming  
**OVERLAYS:** Part Land Subject to Inundation, Part Salinity Management Overlay  
**PERMIT REQUIRED UNDER CLAUSES:** 35.07-1  
**EXISTING USE:** Dwelling  
**REPORTING OFFICER:** Michelle Warren

---

**REASON FOR REFERRAL TO PLANNING COMMITTEE:**

- Planning Officer recommending refusal  
 Objections received x 11

**MOVED:** Geoff Fullon    **SECONDED:** Lesley Evans    **FOR:** 4    **AGAINST:** 0

**OFFICERS RECOMMENDATION**        **ALTERNATIVE RECOMMENDATION**   

---

**POINTS OF DISCUSSION:**

Appropriate  
Small Scale

---

**PLANNING COMMITTEE RESOLUTION**

That Council having caused notice of Planning Application No. 17/0162 to be given under Section 52 of the *Planning and Environment Act 1987* and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to Grant a Notice of Decision to Grant a Permit under the provisions of Clause 35.07-1 of the Surf Coast Planning Scheme in respect of the land known and described as 510 Loutitt Bay Road Freshwater Creek (Lot 1, PS 547926R), for the use of the land for Animal Boarding (Cattery) subject to the following conditions:

**Management/Use Conditions**

1. The use must operate in accordance with the following requirements at all times, except in the case of an emergency or with the further written consent of the Responsible Authority:
  - a) Animals may only be delivered to and collected from the site between the hours of 9.00am and 5.00pm;
  - b) The number of cats kept on site at any one time shall not exceed eight (8) cats. This shall not include domestic cats kept as pets and owned by the landowner otherwise in conformity with any applicable local law;
  - c) The boarding cattery hereby permitted may only be operated by Ms Merrin Hicks and only while residing on the land.
  - d) Meet the requirements of the *Code of Practice for the Operation of Boarding Establishments*.
2. Unless with the written consent of the Responsible Authority, a resident owner of the property or a person responsible for the management and control of the facility must be present on the site at all times while the facility is in use.



---

**Waste**

3. All solid waste excreta must be collected on at least a daily basis, stored, removed from the site and disposed of in such a manner as to avoid any nuisance, pollution or loss of amenity to the surrounding area.

**Amenity Conditions**

4. Noise emanating from the land must not exceed the noise limits under the *Noise from Industry in Rural Victoria* (EPA Publication 1411) to the satisfaction of the Responsible Authority.
5. The use hereby permitted must not cause nuisance or injury to, or prejudicially affect the amenity of the locality, by reason of the appearance of any building works or materials on the land, the emission of noise, light, smell, dust, waste products, the presence of vermin or otherwise.
6. All food for consumption by cats must be kept in rat and fly-proof receptacles and all meat must be refrigerated to the satisfaction of the Responsible Authority.
7. All materials stored on the site must be stored out of view or in such manner as to not cause unsightliness when viewed from nearby lands or roadways.
8. No advertising sign shall be erected, painted or displayed on the subject land without the approval of the Responsible Authority, unless in accordance with the provisions of the Surf Coast Planning Scheme.

**Parking**

9. The area set aside for the parking of vehicles together with the aisles and drives must be paved with crushed rock or gravel of adequate thickness as necessary to prevent the formation of potholes and depressions according to the nature of the sub-grade and the vehicles which will use the areas. The areas must be adequately drained and maintained in a useable condition.

**Expiry**

10. This permit will expire if one of the following circumstances applies:
  - a) The use is not started within two years after the completion of the development
  - b) The use is discontinued for a period of two years.

The Responsible Authority may extend the periods referred to if a request is made in writing in accordance with Section 69 of the Planning and Environment Act 1987.

**CARRIED**





**Minutes of Planning Committee Meeting No. 482 held at 5.00pm Monday 27 November 2017 in the Council Chambers, Surf Coast Shire Offices Torquay.**

1. **OPENING OF MEETING**  
5:07pm
2. **PRESENT**  
Wayne Reid, Robert Troup (Chairman), Geoff Fulton, Austin Swain, Bill Cathcart
3. **APOLOGIES**  
Nil
4. **CONFIRMATION OF MINUTES**  
Minutes of the Planning Committee Meeting held on Monday 13 November 2017  
Moved: Wayne Reid Secoded: Geoff Fulton
5. **DISCLOSURE OF CONFLICTS OF INTEREST**  
Nil  
  
**DISCLOSURE OF INTERESTS (AT DISCRETION OF COMMITTEE)**  
Nil
6. **PUBLIC PRESENTATIONS**  
Nil
7. **CONSIDERATION OF THE AGENDA**  
As presented
8. **CONSIDERATION OF APPLICATIONS FOR A PERMIT**  
  
Item 8.1      1 Adderley Avenue, Lorne (16/0247).....Page 3  
                  Construction of a Dwelling
9. **RECENT VCAT DECISIONS**
10. **POLICY ISSUES**  
Nil
11. **OTHER MATTERS**  
Nil
12. **CLOSE OF MEETING**  
7:30  
  
**NEXT MEETING – TBA 2018**



---

<b>ITEM NO:</b>	8.1
<b>PLANNING REF:</b>	16/0247
<b>PROPOSAL:</b>	Construction of a Dwelling
<b>APPLICANT:</b>	Mina Architects Pty Ltd
<b>DATE RECEIVED:</b>	10 June 2016
<b>SUBJECT LAND:</b>	1 ADDERLEY AVE, LORNE Victoria 3232
<b>ZONE:</b>	General Residential 1 Zone
<b>OVERLAYS:</b>	Bushfire Management Overlay, Design and Development Overlay - Schedule 12, Neighbourhood Character Overlay - Schedule 2, Significant Landscape Overlay - Schedule 3
<b>PERMIT REQUIRED UNDER CLAUSES:</b>	43.05-2 and 44.06-1
<b>EXISTING USE:</b>	Dwelling
<b>REPORTING OFFICER:</b>	Jennifer Davidson

---

**REASON FOR REFERRAL TO PLANNING COMMITTEE:**

Planning Officer recommending approval

Objections received – forty-six (46)

**MOVED:** Wayne Reid    **SECONDED:** Geoff Fulton    **FOR:** 3    **AGAINST:** 0

**OFFICERS RECOMMENDATION**        **ALTERNATIVE RECOMMENDATION**   

---

**POINTS OF DISCUSSION:**

The Committee discussed the dwelling being large but is located on a large site.

The Committee resolved that the design achievements are compliant with all of the planning scheme requirements. The neighbouring properties views will be impacted but does not obliterate them. There are plenty of views and reasonable sharing is achieved.

A quality coastal design has been achieved

---

**ALTERATIONS TO PLANNING OFFICER RECOMMENDATION:**

Add condition 1e: Pool plant equipment must be located internal to the masonry store room

---

**PLANNING COMMITTEE RESOLUTION**

That Council having caused notice of Planning Application No.16/0247 to be given under Section 52 of the *Planning and Environment Act 1987* and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to Grant a Notice of Decision to Grant a Permit under the provisions of 43.05-2 and 44.06-1 of the Surf Coast Planning Scheme in respect of the land known and described as 1 Adderley Avenue Lorne, for the construction of a dwelling subject to the following conditions:

**Conditions:**

**Amended Plans**

1. Before the development starts, plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must show:



- a) Retaining walls along either side of the driveway. Details of the retaining walls including their maximum height and proposed building material should be included. The retaining wall construction should comply with the BAL 19.
- b) The retention of the natural ground level to the outside of the retaining walls for the driveway.
- c) The location of the 10,000 litre water tank for fire fighting purposes as outlined in the Bushfire Management Statement prepared by Mark Trengove Ecological Services, Dated 9 June 2016. The water tank should be located to minimise its visual prominence in the broader landscape.
- d) Removal of the pathway from the 'lower level' to Adderley Avenue, Lorne. The pathway may be relocated to steps down to the driveway.
- e) Pool plant equipment must be located internal to the masonry store room

#### **Endorsed Plans**

2. The development as shown on the endorsed plans must not be altered unless with the prior written consent of the responsible authority.

#### **Landscaping**

3. Before the development starts, three copies of a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of this permit. The plan must be drawn to scale with dimensions and three copies must be provided. The landscaping plan must be generally in accordance with the landscape plan prepared by Facet Design, submitted 14 November 2017 except that the plan must show:
  - a) The location of the 10,000 litre water tank for fire fighting purposes as outlined in the Bushfire Management Statement prepared by Mark Trengove Ecological Services, Dated 9 June 2016. The water tank should be located to minimise its visual prominence in the broader landscape.
  - b) Compliance with the defendable space requirements detailed on page 18 of the Bushfire Management Statement prepared by Mark Trengove Ecological Services, Dated 9 June 2016.

All species selected must be to the satisfaction of the responsible authority. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority, including that any dead, diseased or damaged plants are to be replaced.

4. Unless with the prior written consent of the responsible authority, before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out, completed and maintained to the satisfaction of the responsible authority.

#### **Surveyor's Certificate – Frame Stage**

5. A written statement from a licensed surveyor shall be submitted for approval to the responsible authority confirming:
  - a) that the buildings have been set out in accordance with the endorsed plan; and
  - b) that the roof levels will not exceed the roof levels specified on the endorsed plan.

The statement shall be submitted to the responsible authority at completion of the frame of the building.

#### **Maximum Building Height - RL**

6. The maximum building height must not exceed RL 115 in accordance with the endorsed plans and to the satisfaction of the responsible authority.



#### Vehicle Access and Parking

7. Before the occupation of the development, the area(s) set-aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:
  - a) Constructed
  - b) Properly formed to such levels that they can be used in accordance with the plans
  - c) Surfaced with an all-weather-seal coat, gravel or crushed rock
  - d) Drainedto the satisfaction of the responsible authority. Car spaces, access lanes and driveways must be kept available for these purposes at all times.

#### Rooftop appurtenances

8. No equipment, services, architectural features or structures of any kind, including telecommunication facilities, other than those shown on the endorsed plans shall be permitted above the roof level of the building unless otherwise agreed to in writing by the Responsible Authority.

#### CFA Conditions

##### Bushfire Management Plan endorsed

9. The Bushfire Management Plan (**Attachment 2 on page 20, including water, vegetation and defensible space requirements on pages 17 & 18 in report by Mark Trengove Ecological Services, dated 9<sup>th</sup> June 2016**) must be endorsed to form part of the permit and must not be altered unless otherwise agreed in writing by the CFA and the Responsible Authority.
10. The bushfire protection measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defensible space, water supply and access, must be maintained to the satisfaction of the responsible authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.

#### Expiry

11. This permit will expire if one of the following circumstances applies:
  - a) The development is not started within two years of the date of this permit
  - b) The development is not completed within four years of the date of this permit.

The Responsible Authority may extend the period for commencement of the development if a request is made in writing before the permit expires or within six months afterwards.

The Responsible Authority may extend the period in which the development must be completed if the request for an extension of time is made in writing within twelve months after the permit expires and the development or stage started lawfully before the permit expired.

#### Notes

1. This application has been assessed against Clause 54.
2. The following requirements apply to vehicle crossings and driveways:
  - Vehicle crossings shall be constructed in reinforced concrete or other approved material;
  - New vehicle crossings to suit the proposed driveways shall be constructed;
  - Redundant vehicle crossings shall be removed and kerb and channel or other approved road edgings reinstated to suit existing works;
  - A "Non-Utility - Minor Works" permit shall be obtained from the Coordinating Road Authority defined in the Roads Management Act 2004 prior to any works being undertaken in road reserves.
3. Any plan approved under the Building Act and Regulations must not differ from the endorsed plan forming part of this Permit.

**CARRIED**

### 8.3 Advisory Committee Minutes

**Author's Title:** Administration Officer

**General Manager:** Anne Howard

**Department:** Governance

**File No:** F17/285

**Division:** Governance & Infrastructure

**Trim No:** IC17/181

**Appendix:**

1. Audit & Risk Committee Meeting Minutes - 21 November 2017 (D17/140612)
2. All Abilities Advisory Committee Meeting Minutes - 29 August 2017 (D17/136571)
3. All Abilities Advisory Committee Meeting Minutes - 24 October 2017 (D17/137109)

**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 minutes of the Advisory Committee meetings as appended.

#### **Summary**

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

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

#### **Recommendation**

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

1. Audit & Risk Committee Meeting - 21 November 2017.
2. All Abilities Advisory Committee - 29 August 2017.
3. All Abilities Advisory Committee - 24 October 2017.

#### **Council Resolution**

##### **MOVED Cr Clive Goldsworthy, Seconded Cr Libby Coker**

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

1. Audit & Risk Committee Meeting - 21 November 2017.
2. All Abilities Advisory Committee - 29 August 2017.
3. All Abilities Advisory Committee - 24 October 2017.

CARRIED 8:0

### **8.3 Advisory Committee Minutes**

#### **APPENDIX 1 AUDIT & RISK COMMITTEE MEETING MINUTES - 21 NOVEMBER 2017**



# Minutes

Meeting of the Audit & Risk Committee  
Tuesday, 21 November 2017

Held in the  
Council Chambers  
1 Merrijig Drive, Torquay  
Commencing at 9.00am

MINUTES FOR THE AUDIT & RISK COMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBERS, 1 MERRIJIG DRIVE, TORQUAY  
ON TUESDAY 21 NOVEMBER 2017 COMMENCING AT 9.00AM

**PRESENT:**

**Committee Members:**

Cr Clive Goldsworthy  
Cr Margot Smith  
Brian Keane (Chair) (Term expires 01/02/2020)  
Melissa Field (Term expires 01/02/2020)  
John Gavens (Term expires 27/01/2018)  
Debra Russell (Term expires 27/01/2018)

**In Attendance:**

Keith Baillie – Chief Executive Officer  
Anne Howard – General Manager Governance & Infrastructure  
Chris Pike – General Manager Culture & Community  
John Brockway – Manager Finance  
Wendy Hope – Manager Governance & Risk  
Danielle Foster – Coordinator Governance & Corporate Planning  
Candice Holloway – Team Leader Governance (minutes)  
Trina Hughes – Acting Coordinator Risk Management & Legal Services  
Brendan Walsh – Manager Business Improvement  
Bronwyn Saffron – Manager Aged & Family Services  
Leanne Perryman – Manager People & Culture  
Ross Williams – Coordinator Occupational Health & Safety

Matthew Green (Grant Thornton)  
Katherine Shamai (Grant Thornton)

**APOLOGIES:**

Nil

**Absent:**

Maureen White – Coordinator Risk Management & Legal Services  
  
Tim Loughnan (VAGO)  
Sanchu Chummar (VAGO)

**CONFIRMATION OF MINUTES:**

**Committee Resolution**

**MOVED Mr John Gavens, Seconded Ms Melissa Field**

That the Audit & Risk Committee Meeting note the minutes of the meeting held on 7 September 2017 as a correct record of the meeting.

CARRIED 6:0

**CONFLICTS OF INTEREST:**

Nil.

Chair, Mr Brian Keane, thanked Cr Margot Smith for her valuable contribution to the Committee as this will be her last meeting before the committee roles are reassigned. Mr Keane also congratulated Cr Clive Goldsworthy on his recent election as Deputy Mayor.



**BUSINESS:**

<b>1. OUTSTANDING ISSUES &amp; ACTIONS .....</b>	<b>4</b>
1.1 <i>Outstanding Issues &amp; Actions Report .....</i>	4
<b>2. PRESENTATIONS .....</b>	<b>5</b>
2.1 <i>Chief Executive Officer's Update .....</i>	5
2.2 <i>Business Improvement Program - Status Update .....</i>	6
2.3 <i>Digital Transformation Update .....</i>	7
<b>3. RISK MANAGEMENT .....</b>	<b>8</b>
3.1 <i>Workplace Health &amp; Safety Report .....</i>	8
3.2 <i>Enterprise Risk Management Report .....</i>	9
<b>4. AUDIT REPORTS .....</b>	<b>11</b>
4.1 <i>Internal Auditor Status Report (Grant Thornton) .....</i>	11
4.2 <i>External Auditor Update (Victorian Auditor General's Office) .....</i>	13
4.3 <i>Oversight Agencies Performance Audit Report May - August 2017 .....</i>	14
<b>5. FINANCIAL REPORTS .....</b>	<b>15</b>
5.1 <i>Quarterly Finance Report - September 2017 .....</i>	15
<b>6. OTHER REPORTS .....</b>	<b>16</b>
6.1 <i>Sale or Exchange of Council Land Policy SCS-013 .....</i>	16
6.2 <i>Tree Risk Management Plan .....</i>	18
<b>7. ADMINISTRATIVE MATTERS .....</b>	<b>19</b>
7.1 <i>Results of the 2017 Committee Self-Assessment Survey .....</i>	19
7.2 <i>Review of Audit &amp; Risk Committee Charter .....</i>	20
7.3 <i>Audit &amp; Risk Committee Membership .....</i>	21
7.4 <i>Tender for Provision of Internal Audit Services .....</i>	22
7.5 <i>2018 Meeting Date &amp; Proposed Agenda Outline Next Meeting .....</i>	23

## 1. OUTSTANDING ISSUES & ACTIONS

### 1.1 Outstanding Issues & Actions Report

**Charter Reference:** 9.2.3

**Author's Title:** Team Leader Governance

**General Manager:** Anne Howard

**Department:** Governance & Risk

**File No:** F17/145

**Division:** Governance & Infrastructure

**Trim No:** IC17/1252

**Appendix:**

1. Outstanding Issues & Actions - Status Log - November 2017 (D16/1527)
2. Outstanding Issues & Actions Report - April 2015 Onwards (D15/29830)

**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

#### **Purpose**

The purpose of this report is to receive an update on the progress made on action items identified through previous audit reports and Audit & Risk Committee meetings.

Items previously notified as completed are shaded in red and will be removed from the report when the whole of that section has been completed.

#### **Recommendation**

That the Audit & Risk Committee receive the Outstanding Issues & Actions Report and note the progress to date.

#### **Meeting Discussion**

- Item No. 3 clarification on action target (waste management) to be emailed to committee members.

#### **Committee Resolution**

**MOVED Cr Margot Smith, Seconded Mr John Gavens**

That the Audit & Risk Committee receive the Outstanding Issues & Actions Report and note the progress to date.

CARRIED 6:0

## 2. PRESENTATIONS

### 2.1 Chief Executive Officer's Update

**Charter Reference:** N/A

**Author's Title:** Chief Executive Officer

**CEO:** Keith Baillie

**Department:** Office of the CEO

**File No:** F17/145

**Division:** Office of the CEO

**Trim No:** IC17/1253

**Appendix:**

Nil

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

**Status:**

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

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

Yes

No

Yes

No

**Reason:** Nil

#### **Purpose**

The purpose of this report is to receive an organisational update from Keith Baillie, Chief Executive Officer.

#### **Recommendation**

That the Audit & Risk Committee receive and note the Chief Executive Officer's update.

#### **Meeting Discussion**

The CEO discussed the following:

- Attended the annual G21 CEO trip to Canberra on 20 November 2017 and along with other CEO's, met with senior Departmental officers to discuss regional priorities. This trip complements the annual G21 Board visit in March-May that includes Mayors meeting with key politicians.
- There was a report recently in Domain regarding planning application processing that stated the Surf Coast Shire was the second worst performing in regional Victoria, with median planning application processing days of 90 days for 2015/16. Planning is one of Council's highest focus reform areas and for the last quarter the median performance was much improved at 40 median days. The focus on ongoing reform will continue.
- Going live with new Planning system is a major achievement and the implementation went well. Now bedding-in the new system and plan to go-live with on-line community access in March 2018. Other progress in the Digital Transformation Program will be covered in agenda item 2.3 Digital Transformation Update.
- Customer Experience Coordinator, Virginia Morris, has commenced in this new role. Virginia was previously the Emergency Management Coordinator. An Acting Emergency Management Coordinator has been appointed. Applications are now closed for recruiting the permanent Emergency Management Coordinator. Virginia is making strong progress in analysing Council's Customer Request processes and in cleaning up the requests in the system.
- 2018/19 Budget process has begun, commencing with updating the Long Term Financial Plan. Operating financial performance year to date is favourable and this will be factored into the preparation of the year end forecast.
- CEO is Council's representative on the Great Ocean Road Taskforce and two meetings have been held so far. Purpose is reviewing governance and other arrangements on the Great Ocean Road that are constraining investment or operational performance. Timetable is Issues Paper to Government by Christmas, Community Discussion Paper in March/April, Final Recommendations to Government in July 2018.

#### **Committee Resolution**

**MOVED Cr Margot Smith, Seconded Ms Melissa Field**

That the Audit & Risk Committee receive and note the Chief Executive Officer's update.

CARRIED 6:0

## 2.2 Business Improvement Program - Status Update

**Charter Reference:** 9.2.5

**Author's Title:** Manager Business Improvement **General Manager:** Ransce Salan

**Department:** Business Improvement **File No:** F16/881

**Division:** Environment & Development **Trim No:** IC17/1361

**Appendix:**

1. Business Improvement Update - November 2017 (CONFIDENTIAL) (D17/127678)

**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

### Purpose

The purpose of this report is to receive an update on activities associated with the Business Improvement Program.

A briefing was last provided on the Business Improvement Program at the August 2017 Audit & Risk Committee meeting.

This report provides an update on the progress of the program including the 2017/18 work plan.

### Recommendation

That the Audit & Risk Committee receive and note the Business Improvement Program update.

### Meeting Discussion

- Discussed the sale of Winchelsea Independent Living units.
- Discussed the Business Improvement Thermometer following the outcomes of the fleet review.

### Committee Resolution

**MOVED Mr John Gavens, Seconded Ms Melissa Field**

That the Audit & Risk Committee receive and note the Business Improvement Program update.

CARRIED 6:0

### 2.3 Digital Transformation Update

**Charter Reference:** N/A

**Author's Title:** General Manager Governance & Infrastructure      **General Manager:** Anne Howard

**Department:** Governance & Infrastructure      **File No:** F17/145

**Division:** Governance & Infrastructure      **Trim No:** IC17/1256

**Appendix:**

1. Digital Transformation Program Monthly Dashboard - September 2017 (D17/109471)
2. Digital Transformation Program Monthly Dashboard - October 2017 (D17/120655)

**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

#### **Purpose**

The purpose of this report is to receive an update on the digital transformation strategy.

#### **Recommendation**

That the Audit & Risk Committee receive and note the digital transformation update.

#### **Meeting Discussion**

- Recruitment of the project team underway. Applications currently being reviewed for the Digital Transformation Program Director and Digital Transformation Benefits Manager. Aim to make appointments by Christmas.

#### **Committee Resolution**

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

That the Audit & Risk Committee receive and note the digital transformation update.

CARRIED 6:0

### 3. RISK MANAGEMENT

#### 3.1 Workplace Health & Safety Report

**Charter Reference:** 9.5

**Author's Title:** Manager People & Culture

**General Manager:** Chris Pike

**Department:** People & Culture

**File No:** F17/198

**Division:** Culture & Community

**Trim No:** IC17/1345

**Appendix:**

1. Workplace Health & Safety Report - Quarter 1 (CONFIDENTIAL) (D17/125579)

**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

#### **Purpose**

The purpose of this report is to receive an update on actions and outcomes relating to Workplace Health & Safety for Quarter 1 2017 - 2018.

#### **Recommendation**

That the Audit & Risk Committee receive and note the Workplace Health & Safety Report for Quarter 1 2017 – 2018.

#### **Meeting Discussion**

- The Lets Talk Safety Campaign has launched and positive feedback being received.
- Discussed lost time injuries as a result of manual handling.
- Funds allocated in 2017/18 Budget for Workplace Health & Safety training. Manual handling preventative workshops expected to commence in January 2018.
- Include cause of incidents in future reports.

#### **Committee Resolution**

**MOVED Ms Debra Russell, Seconded Mr John Gavens**

That the Audit & Risk Committee receive and note the Workplace Health & Safety Report for Quarter 1 2017 – 2018.

CARRIED 6:0

### 3.2 Enterprise Risk Management Report

**Charter Reference:** 9.5

**Author's Title:** Coordinator Risk Management & Legal Services **General Manager:** Anne Howard

**Department:** Governance & Risk **File No:** F17/205

**Division:** Governance & Infrastructure **Trim No:** IC17/1366

**Appendix:**

1. Enterprise Risk Management Report - October 2017 (D17/121147)
2. Risk Assessment - Child Safe Standards (D17/120699)
3. Risk Assessment - Organisational Change (D17/120701)

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

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

**Status:**

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

Yes

No

Yes

No

**Reason:** Nil

#### Purpose

The purpose of this report is to present the Enterprise Risk Management Report.

#### Background

1. Two emerging risks have been included in the risk register
  - a. 140 - Failure to protect a child from risk of sexual abuse or report information about child sexual abuse.
  - b. 141 - Inadequate and ineffective management of the organisational change program.
2. Training
  - a. Fraud & Corruption training completed by 50% of all employees.
    - i. Face to face training delivered to Community Care Workers.
    - ii. Other outdoor staff will receive the training in January to February 2018.
  - b. Privacy & Data Protection
    - i. Communicated via iLearn 23 October 2017.
3. Risk Treatment Action Status Update
  - a. Risk 30 – The Draft Tree Risk Management Plan is due to go Council meeting late October. Risk 67 - WHS OHSMS 18001 Compliance Audit Visit 6 scheduled for 24/10/2017.
  - b. Risk 94 – Preparation by Council and coastal communities is not adequate for increased storm surges and sea level rise.
    - i. New treatment: further funding is being sought by the Barwon South West councils to continue the LCHA process.
    - ii. New treatment: Regional flood plain management strategy will include flood modelling for Anglesea and Aireys Inlet - CCMA & Council.

#### Recommendation

That the Audit & Risk Committee receive and note the Enterprise Risk Management Report.

#### Meeting Discussion

- Discussed extreme weather preparedness.
- Discussed status of rehabilitation of landfill sites.
- Committee requested management consider developing notifiable data breach policy. Management advised MPP-005 Privacy and Data Protection covers potential information privacy breaches. John Gavens to send examples for management to test against the current procedure.
- Discussed Reportable Conduct Scheme under Child Wellbeing and Safety *Child Wellbeing and Safety Act 2005*.

### **3.2 Enterprise Risk Management Report**

#### **Committee Resolution**

**MOVED Cr Margot Smith, Seconded Mr John Gavens**

That the Audit & Risk Committee receive and note the Enterprise Risk Management Report.

CARRIED 6:0



#### 4. AUDIT REPORTS

##### 4.1 Internal Auditor Status Report (Grant Thornton)

**Charter Reference:** 9.2.3

**Author's Title:** Manager Governance & Risk      **General Manager:** Anne Howard

**Department:** Governance & Risk      **File No:** F17/145

**Division:** Governance & Infrastructure      **Trim No:** IC17/1261

**Appendix:**

1. Grant Thornton Internal Audit Status Report - November 2017 (D17/129094)
2. HR Review Terms of Reference - DRAFT (D17/129156)
3. Internal Controls Review Terms of Reference - FINAL (D17/129138)
4. Fraud Review Terms of Reference - DRAFT (D17/129112)
5. Rates Review Terms of Reference - DRAFT (D17/129114)
6. FY17 Follow Up Audit Terms of Reference - DRAFT (D17/129145)
7. Purchasing Phase 2 Report - DRAFT (D17/129148)
8. Investment Management Review Report - FINAL (D17/118314)

**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

#### **Purpose**

The purpose of this report is for Grant Thornton to provide an update on the status of internal audit activities including:

- HR Review – Draft Terms of Reference – for Committee discussion and further management review
- Cyber Security/Council Governance – listed for discussion at the request of Committee Members
- Internal Controls – Final Terms of Reference
- Fraud Review – Draft Terms of Reference
- Rates Review – Draft Terms of Reference
- FY17 Follow Up Audit – Draft Terms of Reference
- Purchasing Analytics Review – Draft Report
- Investment Management Review – Final Report
- Results of Internal Auditor Effectiveness Survey.

#### **Recommendation**

That the Audit & Risk Committee receive and note the update from Grant Thornton.

#### **Meeting Discussion**

- Internal Controls Review Terms of Reference (TOR):
  - Update to include credit card internal controls (excluding PCI DSS Compliance) and establish which items have already been audited in 2015 to remove duplication.
- Rates Review TOR
  - Update to clarify inclusion of disputes and variations; no change to estimated fee.
- Fraud Review TOR
  - Update to clarify the sources that will be considered in the review (ie VAGO, IBAC, LGV, MAV and VO), and the consideration of emerging trends in item 2 of key steps.
- Review Internal Controls Review TOR, Rates Review TOR, Fraud Review TOR to ensure audited through a fraud lens.
- HR TOR:
  - Update to include clearer description of inclusions, maturity assessment and clear expectations

**4.1 Internal Auditor Status Report (Grant Thornton)**

- eg audit against policies.
- FY17 Follow Up TOR
    - Agreed and ready to finalise.
  - Procure to Pay Phase 2:
    - Report to be updated to provide a clearer outcome.
  - Investment Management Review Report:
    - Add to Issues and Actions Report.

**Committee Resolution**

**MOVED Ms Melissa Field, Seconded Cr Margot Smith**

That the Audit & Risk Committee receive and note the update from Grant Thornton.

CARRIED 6:0

#### 4.2 External Auditor Update (Victorian Auditor General's Office)

**Charter Reference:** 9.1.2

**Author's Title:** Manager Finance

**General Manager:** Anne Howard

**Department:** Finance

**File No:** F17/145

**Division:** Governance & Infrastructure

**Trim No:** IC17/1310

**Appendix:**

1. VAGO Audit Opinion - Surf Coast Shire Council Financial Statements 2016/17 (D17/122901)
2. VAGO Performance Report Opinion - Surf Coast Shire Council Performance Report 2016/17 (D17/122900)

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

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

**Status:**

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

Yes

No

Yes

No

**Reason:** Nil

**Purpose**

The purpose of this report is to receive a verbal update from the External Auditors (VAGO) and present the 2016/17 Audit Opinions.

**Recommendation**

That the Audit & Risk Committee receive and note the External Auditors (VAGO) update and the 2106/17 Audit Opinions.

**Meeting Discussion**

- Item noted and taken as read.

**Committee Resolution**

**MOVED Cr Margot Smith, Seconded Ms Melissa Field**

That the Audit & Risk Committee receive and note the External Auditors (VAGO) update and the 2106/17 Audit Opinions.

CARRIED 6:0

#### 4.3 Oversight Agencies Performance Audit Report May - August 2017

**Charter Reference:** 9.9.3

**Author's Title:** Coordinator Risk Management & Legal Services **General Manager:** Anne Howard

**Department:** Governance & Risk

**File No:** F17/205

**Division:** Governance & Infrastructure

**Trim No:** IC17/1313

**Appendix:**

1. Oversight Agencies Performance Audit Report - August - October 2017 (D17/123541)

**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

#### **Purpose**

The purpose of this report is to present the Performance Audit reports from the various external oversight agencies to identify learnings for Council.

Full copies of the reports can be located at the relevant websites.

#### **Recommendation**

That the Audit & Risk Committee receive and note the Oversight Agencies Performance Audit Report for August to October 2017.

#### **Meeting Discussion**

- Discussed employee understanding of 'protected disclosure' terminology. Management confirmed terminology is explained in the fraud training program.

#### **Committee Resolution**

**MOVED Ms Debra Russell, Seconded Cr Clive Goldsworthy**

That the Audit & Risk Committee receive and note the Oversight Agencies Performance Audit Report for August to October 2017.

CARRIED 6:0

## 5. FINANCIAL REPORTS

### 5.1 Quarterly Finance Report - September 2017

**Charter Reference:** 9.6

**Author's Title:** Manager Finance

**General Manager:** Anne Howard

**Department:** Finance

**File No:** F17/145

**Division:** Governance & Infrastructure

**Trim No:** IC17/1367

**Appendix:**

1. Quarterly Finance Report - September 2017 (D17/116111)

**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

**Purpose**

The purpose of this report is to present the September 2017 Quarterly Finance Report.

**Recommendation**

That the Audit & Risk Committee receive and note the September 2017 Quarterly Finance Report.

**Meeting Discussion**

- 2017/18 Budget favourable to date.
- 2018/19 Budget preparation process is underway.

**Committee Resolution**

**MOVED Cr Clive Goldsworthy, Seconded Mr John Gavens**

That the Audit & Risk Committee receive and note the September 2017 Quarterly Finance Report.

CARRIED 6:0

## 6. OTHER REPORTS

### 6.1 Sale or Exchange of Council Land Policy SCS-013

**Charter Reference:** 9.7.4

**Author's Title:** Property & Legal Services Officer **General Manager:** Anne Howard

**Department:** Governance & Risk **File No:** F14/1796

**Division:** Governance & Infrastructure **Trim No:** IC17/1276

**Appendix:**

1. Sale or Exchange of Council Land Policy SCS-013 - 2017 Version (D17/90542)
2. Sale or Exchange of Council Land Policy SCS-013 - 2011 Version (D17/127882)

**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

#### **Purpose**

The purpose of this report is to present the Sale or Exchange of Council Land Policy SCS-013 as it is due for review. The policy was approved by Council in 2011.

The policy has recently been reviewed by benchmarking Local Government Policy and aligning with the State Government Best Practice Guidelines for the Sale, Exchange or Transfer of Land.

The key amendments to the Policy are as follows:

#### Principles

- Be consistent with Council's economic, social and environmental objectives;
- Be undertaken in a considered and responsible way and in compliance with legislative and other obligations
- Occur only after consultation with all affected stakeholders and relevant sections of the community, taking into account all relevant comments and representations
- Be undertaken with the intention of securing the best possible financial and /or other outcomes for the community
- Be open to public scrutiny while maintaining appropriate levels of commercial confidentiality.

#### Consultation / Section 223 Submissions

- Clarification that if any submissions are received under this process they must be considered by Council prior to the sale or exchange of the land
- Inserted – Section 191 Local Government Act allowing Council to sell or exchange with certain bodies without consultation
- Inserted - Council may, at its discretion, elect to undertake a public notice procedure and hearing of submissions process in relation to any sales or exchanges that would otherwise be covered under Section 191 of the Local Government Act 1989.

#### Property Review and Designation

- Inserted - Council will not seek to retain surplus property, but will actively seek to sell, exchange or reserve such property in order to provide maximum social and economic benefit for the community.

The policy is now being presented to the Audit and Risk Committee for feedback prior to being forwarded for final adoption by Council.

#### **Recommendation**

That the Audit & Risk Committee provide feedback for consideration on Sale or Exchange of Council Land Policy SCS-013.

**6.1 Sale or Exchange of Council Land Policy SCS-013**

**Meeting Discussion**

Committee raised the following for consideration:

- Include clarity around legalisation.
- Develop a flowchart referencing relevant sections of the policy and legislation.
- Expand on process for exchange of land.

**Committee Resolution**

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

That the Audit & Risk Committee's feedback is considered by management during the process of revising the Sale or Exchange of Council Land Policy SCS-013.

CARRIED 6:0

## 6.2 Tree Risk Management Plan

**Charter Reference:** 9.5

**Author's Title:** General Manager Culture & Community

**General Manager:** Chris Pike

**Department:** Culture & Community

**File No:** F14/145

**Division:** Culture & Community

**Trim No:** IC17/1377

**Appendix:**

1. Tree Risk Management Plan - Adopted 24 October 2017 (D17/62313)

**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 present the Tree Risk Management Plan adopted by Council at the 24 October 2017 Ordinary Council Meeting

### Recommendation

That the Audit & Risk Committee receive and note the Tree Risk Management Plan.

### Meeting Discussion

- Committee acknowledge the importance of the plan.

### Committee Resolution

**MOVED Ms Melissa Field, Seconded Cr Margot Smith**

That the Audit & Risk Committee receive and note the Tree Risk Management Plan.

CARRIED 6:0



## 7. ADMINISTRATIVE MATTERS

### 7.1 Results of the 2017 Committee Self-Assessment Survey

**Charter Reference:** 9.10.3

**Author's Title:** Manager Governance & Risk

**General Manager:** Anne Howard

**Department:** Governance & Risk

**File No:** F17/145

**Division:** Governance & Infrastructure

**Trim No:** IC17/1369

#### Appendix:

1. 2017 Audit & Risk Committee Self-Assessment Survey - Analysis of Results (D17/105262)

#### 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

#### Purpose

The purpose of this report is to note the results of the annual Audit & Risk Committee Self-Assessment Survey.

A report is attached which summarises the scoring and any comments.

The survey was completed by a total of eight Audit Committee members and Council management who have a close association with the Committee.

In general the majority of respondents scored in the Strongly Agree/Agree categories and the results indicate that the Committee is functioning well.

The suggestions for improving members' awareness of Council activities are noted, including:

- Requests for updates of risk by division
- Presentations by Council staff in different functional areas.
- 'Agendas are often too full' and suggestion that some reports should be for noting not discussion eg business improvement and risk management.

A summary of results will be included in the 2018 Audit and Risk Committee Annual Report, as per the Charter paragraph 9.10.3.

#### Recommendation

That the Audit & Risk Committee note the results of the Audit & Risk Committee Self-Assessment Survey.

#### Meeting Discussion

- Item noted and taken as read.

#### Committee Resolution

##### **MOVED Ms Melissa Field, Seconded Cr Margot Smith**

That the Audit & Risk Committee note the results of the Audit & Risk Committee Self-Assessment Survey.

CARRIED 6:0

## 7.2 Review of Audit & Risk Committee Charter

**Charter Reference:** 9.10.1, 9.10.4

**Author's Title:** Manager Governance & Risk

**General Manager:** Anne Howard

**Department:** Governance & Risk

**File No:** F17/145

**Division:** Governance & Infrastructure

**Trim No:** IC17/1089

### Appendix:

1. Audit & Risk Committee Charter (D16/102794)

### Officer Direct or Indirect Conflict of Interest:

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

### Status:

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

Yes

No

Yes

No

**Reason:** Nil

### Purpose

The purpose of this report is to present the Audit and Risk Committee Charter for the Committee's review before being presented for endorsement by Council (see copy of current Charter at Attachment 1).

In accordance with the 2016/17 Audit and Risk Committee Work Plan, the Charter was reviewed last November, having regard to VAGO's report and recommendations relating to Audit Committee Governance. It was found to cover the items outlined in the report and adopted by Council in January 2017.

In order to comply with the 2017/18 Work Plan, the Charter is now being provided for Audit and Risk Committee feedback and any recommendations for amendment before being presented to Council for adoption.

### Recommendation

That the Audit & Risk Committee review and endorse the Audit and Risk Committee Charter for adoption by Council.

### Meeting Discussion

- Discussed size of Agendas. Committee to review the work plan and provide feedback to management via email where there may be the opportunity to reduce the frequency of reports.
- CEO Delegations to be provided to the Committee for review.

### Committee Resolution

#### **MOVED Cr Margot Smith, Seconded Ms Melissa Field**

That the Audit & Risk Committee review and endorse the Audit and Risk Committee Charter for adoption by Council.

CARRIED 6:0

### 7.3 Audit & Risk Committee Membership

**Charter Reference:** 9.10

**Author's Title:** Manager Governance & Risk

**General Manager:** Anne Howard

**Department:** Governance & Risk

**File No:** F17/145

**Division:** Governance & Infrastructure

**Trim No:** IC17/1317

**Appendix:**

Nil

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

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

**Status:**

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

Yes

No

Yes

No

**Reason:** Nil

#### Purpose

The purpose of this report is to provide an update on the status of Committee membership.

John Gavens and Debra Russell will have completed initial three-year appointments as independent members on 26 January 2108.

The Audit and Risk Committee Charter mandates that appointment of independent representatives shall be made by Council for a maximum term of four years.

A report is being tabled at the November Council meeting recommending that John and Debra's appointments are extended for one year without need for a recruitment process.

Reappointment for a further year would ensure the terms are staggered with the other two independent members (Melissa and Brian), whose membership runs until January 2020, and that John and Debra's valued skills and experience are retained.

#### Recommendation

That the Audit & Risk Committee note the Committee membership update.

#### Meeting Discussion

- Item noted and taken as read.

#### Committee Resolution

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

That the Audit & Risk Committee note the Committee membership update.

CARRIED 6:0

#### 7.4 Tender for Provision of Internal Audit Services

**Charter Reference:** 9.10

**Author's Title:** Manager Governance & Risk

**General Manager:** Anne Howard

**Department:** Governance & Risk

**File No:** F17/145

**Division:** Governance & Infrastructure

**Trim No:** IC17/1342

**Appendix:**

Nil

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

**Status:**

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

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

Yes

No

Yes

No

**Reason:** Nil

#### Purpose

The purpose of this report is to provide a brief update on the tender process for provision of internal audit services as the current contract with Grant Thornton is due to expire 31 March 2018.

As the amount involved is over the tender threshold, a full public tender process will be undertaken once the procurement plan and tender documents have been prepared. The draft specification will be emailed to Audit and Risk Committee members for comment prior to advertising.

The transition process will involve the new contractor completing reviews identified in the adopted 2017/18 Audit Plan, then being required to submit a three-year Strategic Audit Plan for FYs 2019 to 2021, for approval by the Committee, within three months of being awarded the contract.

#### Recommendation

That the Audit & Risk Committee notes the proposed tender process for provision of internal audit services.

#### Meeting Discussion

- Discussed internal audit function.
- Committee members should complete a conflict of interest declaration. Management to email relevant form to Committee members.

#### Committee Resolution

**MOVED Cr Margot Smith, Seconded Ms Debra Russell**

That the Audit & Risk Committee notes the proposed tender process for provision of internal audit services.

CARRIED 6:0

## 7.5 2018 Meeting Date & Proposed Agenda Outline Next Meeting

**Charter Reference:** 9.10.4

**Author's Title:** Team Leader Governance

**General Manager:** Anne Howard

**Department:** Governance & Risk

**File No:** F17/145

**Division:** Governance & Infrastructure

**Trim No:** IC17/1257

### Appendix:

1. Audit & Risk Committee Meeting Dates 2018 (D17/117682)

**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

### Purpose

The purpose of this report is to adopt the Audit & Risk Committee meeting schedule for 2018 (refer Appendix 1) and review the proposed agenda for the next meeting being as follows:

- Outstanding Issues & Actions
- Presentations
  - Chief Executive Officer's Update
  - Business Improvement Update
  - Digital Transformation Update
- Risk Management
  - Workplace Health & Safety Report
  - Enterprise Risk Management Report
  - Fraud Prevention Strategies & Programs
  - Review Fraud Control Policy
  - Fraud & Corruption Control Plan Review
- Audit Reports
  - Internal Auditor Update (Grant Thornton)
  - External Auditor Update (VAGO)
  - Oversight Agencies Performance Audit Report
- Financial Reports
  - Monthly Finance Report
- Other Reports
  - Review Procurement Policy
  - Review Infrastructure Special Rates & Charges Scheme Policy
  - Review Social Media Policy
- Administrative Matters
  - Next Meeting Date & Proposed Agenda

### Recommendation

That the Audit & Risk Committee:

1. Confirm the 2018 meeting dates as per Appendix 1.
2. Note the proposed agenda outline for the next meeting to be held on Tuesday, 20 February 2018 from 9.00 – 11.30am.

### Meeting Discussion

- Item noted and taken as read.

### Committee Resolution

**MOVED Mr Brian Keane, Seconded Ms Melissa Field**

That the Audit & Risk Committee:

1. Confirm the 2018 meeting dates as per Appendix 1.
2. Note the proposed agenda outline for the next meeting to be held on Tuesday, 20 February 2018 from 9.00 – 11.30am.

CARRIED 6:0

**Close:** There being no further items of business the meeting closed at 11:41am

**8.3 Advisory Committee Minutes**

**APPENDIX 2 ALL ABILITIES ADVISORY COMMITTEE MEETING MINUTES - 29 AUGUST 2017**

<b>All Abilities Advisory Committee (AAAC)</b> <b>Minutes</b> <b>Tuesday 29 August 2017, 11am – 1pm</b> <b>Surf Coast Shire Council, 1 Merrijig Drive Torquay</b>					
<p><b>Present :</b> Janet Brown, Caroline Maplesden (Chairperson), Manny Pimentel, , Damian Waight (Surf Coast Shire), Leone Mervin, Lucille Marks, Kerri Deague (Surf Coast Shire)</p> <p><b>Apologies:</b> Cr Heather Wellington, Michael Chan, Carol Okai, Richard Porter</p>					
Ag. No.	Issue Topic	Time	Points of Discussion Details/ Decision	Agreement/ Action/Timeframe	Responsible
1.1	Welcome, introductions and acknowledgements	5	Our meeting is being held on the traditional lands of the Wadawurrung people and we acknowledge them as Traditional Owners. We pay our respects to their Elders, past and present.		C Maplesden
1.2	Minutes from previous meeting	2	The minutes from the previous meeting on June 27 2017 were submitted to Council as being final minutes at the August Council meeting.	Accepted: L Mervin Seconded: C Maplesden Carried: All	C Maplesden
1.3	Conflict of interest	2	Declaration of conflict of interest	Nil	C Maplesden
<b>2</b>	<b>Business Arising</b>				
2.1		2	No business arising from previous minutes		C Maplesden
<b>3.</b>	<b>New Business</b>				
3.1	Adult Changing Places (ACP) grant update	10	Grant submission due in to DHHS on Friday 13 October. Two grants will be prepared for two locations – Winchelsea Tearooms and Anglesea Four Kings car park. These locations have been assessed against access criteria alongside 16 other SCS locations.	<b>Agreement:</b> AAAC members agree that the preferred locations are suitable for ACP construction. Members recommend that the design of the ACP in one location meets the highest level of accreditation	K Deague

3.2	International Day of People with a Disability Monday 13 Nov – Friday 17 Nov 2017	20	Event brief discussed Volunteers are welcome and will require WWC check.	<b>Action:</b> J Brown C Maplesden and L Mervin are interested in volunteering for the week of events	K Deague
3.3	Access and Inclusion Plan annual progress report	15	Access and Inclusion strategic plan 2014-24, end of financial year progress report (2017) distributed to members. Of the 49 actions, 44 have been met and 5 are a work in progress.		K Deague
3.4	AAAC discussion and feedback on new actions for 2017-19	40	New actions distributed to members. Member discussion: Action 1.3 is to read <i>“Improve the safety and accessibility of the .....”</i> <i>“Continue to implement council pathway strategy and prioritise safe pedestrian access.....”</i> <i>Action 1.5 is to be amended to encouraging MAV to advocate for universal access in planning applications.</i> <i>Are the new actions appropriate? Additional or fewer actions? Are the goals and themes still relevant to work on until 2024?</i>	<b>Action:</b> Members are to review new actions and report back any suggestions / feedback at the next meeting	All
3.5	Expression of interest to join AAAC from two community members	5	Leone spoke about a new SCS (Torquay) resident who has good background skills and knowledge to apply for a vacant position on AAAC. Kerri has received EOI from a young person from Torquay to join committee.	<b>Action:</b> K Deague and D Waight to discuss Terms of Reference and report back to next meeting	L Mervin
5.	<b>Next meeting</b>	2	<b>TUESDAY 24 October 2017 at Council Offices</b>		
<b>Ground rules for our Meeting</b> <ul style="list-style-type: none"> <li>▪ We start on time and finish on time</li> <li>▪ We all participate and contribute – everyone is given an opportunity to voice their opinions</li> <li>▪ We use improvement tools that enhance meeting efficiency and effectiveness</li> <li>▪ We actively listen to what others have to say, seeking first to understand then to be understood</li> </ul>		<ul style="list-style-type: none"> <li>▪ We follow-up actions for which we are assigned responsibility and complete them on time</li> <li>▪ We give and receive open and honest feedback in a constructive manner</li> <li>▪ We use data to make decisions (whenever possible)</li> <li>▪ We strive to continually improve our meeting process and build time into each agenda for reflection</li> </ul>			



### **8.3 Advisory Committee Minutes**

#### **APPENDIX 3 ALL ABILITIES ADVISORY COMMITTEE MEETING MINUTES - 24 OCTOBER 2017**

<b>All Abilities Advisory Committee (AAAC)</b> <b>Minutes</b> <b>Tuesday 24 October 2017, 11am – 1pm</b> <b>Surf Coast Shire Council, 1 Merrijig Drive Torquay</b>					
<p><b>Present:</b> Cr Heather Wellington, Janet Brown, Richard Porter, Caroline Maplesden (Chairperson), Manny Pimentel, Michael Chan, Damian Waight (Surf Coast Shire), Leone Mervin, Kerri Deague (Surf Coast Shire)</p> <p><b>Apologies:</b> Carol Okai, Lucille Marks</p>					
Ag. No.	Issue Topic	Time	Points of Discussion Details/ Decision	Agreement/ Action/Timeframe	Responsible
1.1	Welcome, introductions and acknowledgements	5	Our meeting is being held on the traditional lands of the Wadawurrung people and we acknowledge them as Traditional Owners. We pay our respects to their Elders, past and present.		C Maplesden
1.2	Minutes from previous meeting	2	It was noted that the August 29 2017 minutes required changes as some items were recorded incorrectly. K Deague will amend minutes and circulate to AAAC members.	Accepted: C Maplesden Seconded: L Mervin Carried: All	C Maplesden
1.3	Conflict of interest	2	Declaration of conflict of interest	Nil	C Maplesden
<b>2</b>	<b>Business Arising</b>				
2.1	Access and Inclusion strategic plan 2014-24  AAAC feedback on new actions for 2017-19	10	C Maplesden has made suggestions to K Deague about the wording in some of the actions.	<b>Action:</b> K Deague will incorporate amendments into the action plan and circulate to members prior to the next meeting	All

3.	New Business				
3.1	Open Space consultation. Bellbrae Heart Space access	20	Ross discussed the proposed planning for the design of the landscape around to the Bellbrae Heart space - community hall and tennis courts. One opportunity proposed was the installation of a path under the Anglesea Rd Bridge to connect to a picnic table.	<b>Action:</b> The AAAC members recommended not going ahead with the proposed accessible path for the space. AAAC would prefer to plan for an upgrade to existing facilities.	Ross Wissing (Surf Coast Shire)
3.2	Rural Access Program review information Trevor Britten (Surf Coast Shire)	20	As at July 2018, all external funding for the program will be transferred across from DHHS to NDIA. Council is reviewing the program and will consider options into the future. There are meetings taking place in the South West region for all Access Officers (RADA) to work on strategies to maintain the program. A letter will be prepared and submitted by all Councils to the Federal Minister for Social Services, with a view to continue to fund the Access program Victoria wide.	<b>Agreement:</b> AAAC members recommended that Council are made aware of the intentions of RADA and support the efforts to sustain the program <b>Carried:</b> All	D Waight
3.3	Adult Changing Places grant update	10	Final grant application for Changing Places in Anglesea and Winchelsea was submitted to the Victorian Department of Health and Human Services on Thursday 12 October. We expect to be notified of the outcome in mid-December.		K Deague
3.4	International Day of People with a Disability 2017: Event Brief	10	Access All Areas Film festival featuring film makers with a disability will tour primary schools for a week from November 13 to 17. Paralympian Richard Colman and Champion swimmer Phoebe Mitchell will host a Q and A session on inclusion in schools at each event.	Thankyou to Caroline M Leone M and Janet B who will be volunteering throughout the week of events.	K Deague

3.5	AAAC Terms of Reference update	15	AAAC TOR (2013-16) is currently due for updating.	<b>Action:</b> K Deague will send out amended TOR for members to review prior to the December meeting	K Deague
3.6	Prospective new member to AAAC – process of appointment	10	Kerri has met with a prospective new member who is a young male with a disability. He is keen to join the committee in 2018 and meets the selection criteria for joining the AAAC.	<b>Action:</b> Recruitment will be considered once the new TOR have been updated	K Deauge, C Maplesden
4.	<b>Next meeting</b>	2	Thursday 14 December 2017 at Council Offices		
<b>Ground rules for our Meeting</b> <ul style="list-style-type: none"> <li>▪ We start on time and finish on time</li> <li>▪ We all participate and contribute – everyone is given an opportunity to voice their opinions</li> <li>▪ We use improvement tools that enhance meeting efficiency and effectiveness</li> <li>▪ We actively listen to what others have to say, seeking first to understand then to be understood</li> </ul>		<ul style="list-style-type: none"> <li>▪ We follow-up actions for which we are assigned responsibility and complete them on time</li> <li>▪ We give and receive open and honest feedback in a constructive manner</li> <li>▪ We use data to make decisions (whenever possible)</li> <li>▪ We strive to continually improve our meeting process and build time into each agenda for reflection</li> </ul>			



**9. NOTICE OF MOTIONS**

Nil

## 10. CLOSED SECTION

### Council Resolution

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

That Council pursuant to section 89(2)(h) other matters, section 89(2)(d) contractual matters, section 89(2)(a) personnel matters and section 89(2)(f) legal advice 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 Confidential Assemblies of Councillors**
- 10.2 Award of Contract T18-019 - Crushed Rock and Recycled Materials**
- 10.3 Service Review - Vacation Care - Recommendations**
- 10.4 Anglesea Bike Park**
- 10.5 Bells Beach Committee - Appointment of New Chair**
- 10.6 Winchelsea Common Improvement Works**

CARRIED 8:0

### Council Resolution

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

That:

1. The resolution and report pertaining to Confidential item 10.1, 10.3 and 10.6 remain Confidential.
2. The resolution pertaining to Confidential items and 10.2 and 10.5 be deemed no longer confidential with the report to remain confidential.
3. The resolution pertaining to Confidential Item 10.4 be deemed no longer confidential with the report to remain confidential, following the outcome of Council's funding request from the State Government as per dot point 2 of the resolution.
4. Council open the meeting to the public at 7:02pm.

CARRIED 8:0

## 10.2 Award of Contract T18-019 - Crushed Rock and Recycled Materials

### Council Resolution

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

That Council:

1. Accept the schedule of rates tender submissions by Regional Recycle, Geelong Quarries Pty Ltd and Holcim (Australia) Pty Ltd to supply materials required under T18-019.
2. Award the schedule of rates contract T18-019 to Geelong Quarries Pty Ltd and Holcim (Australia) Pty Ltd for the supply of Crushed Rock materials at an estimated total cost of \$1,460,000 for the period 1 January 2018 to 31 December 2023 (including two number 12 month extension periods).
3. Award the schedule of rates contract T18-019 to Regional Recycle for the supply of Recycled Materials at an estimated total cost of \$90,000 for the period 1 January 2018 to 31 December 2023 (including two number 12 month extension periods).
4. Authorise the Chief Executive Officer to execute Contract T18-019 as described in recommendations 2 and 3 (above)
5. Authorise Manager Engineering Services to act as Superintendent for Contract T18-019.
6. Determine the name of successful tenderers to be no longer confidential.

CARRIED 8:0

## 10.5 Bells Beach Committee - Appointment of New Chair

### Council Resolution

#### **MOVED Cr Martin Duke, Seconded Cr Rose Hodge**

That Council:

1. Confirm the appointment of Jane Currie as the new Impartial Chair, Bells Beach Committee; and
2. Approve remuneration of the Impartial Chair, Bells Beach Committee at the rate of \$500 per Committee meeting and \$250 for attendance at Council meetings.
3. Deem that this resolution be no longer confidential after the new Chair and Committee have been advised of the decision.

CARRIED 8:0

**Close:** There being no further items of business the meeting closed at 7:03pm.