



Agenda

Ordinary Meeting of Council
Tuesday, 23 May 2017

To be held in the
Moriac Community Centre
Newling Reserve, 830 Hendy Main Road,
Moriac

Commencing at 6.00pm

Council:

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

AGENDA FOR THE ORDINARY MEETING OF SURF COAST SHIRE COUNCIL
TO BE HELD IN THE MORIAC COMMUNITY CENTRE, NEWLING RESERVE, 830 HENDY MAIN ROAD,
MORIAC
ON TUESDAY 23 MAY 2017 COMMENCING AT 6.00PM

PRESENT:

OPENING:

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

PLEDGE:

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

APOLOGIES:

CONFIRMATION OF MINUTES:

Recommendation

That Council note the minutes of the Ordinary meeting of Council held on 26 April 2017 as a correct record of the meeting.

LEAVE OF ABSENCE REQUESTS:

CONFLICTS OF INTEREST:

Note to Councillors and Officers

Declaration of Interest

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

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

A person has a direct interest if:

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

A person has an indirect interest if the person has:

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

Disclosure of Interest

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

PRESENTATIONS:

PUBLIC QUESTION TIME:

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1. OFFICE OF THE CEO

Nil

2. GOVERNANCE & INFRASTRUCTURE

2.1 Project Budget Adjustments and Cash Reserve Transfers Report - May 2017

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

Department: Finance **File No:** F16/1381

Division: Governance & Infrastructure **Trim No:** IC17/493

Appendix:

1. Project Budget Adjustments and Cash Reserve Transfers Report - May 2017 (D17/54471)

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 project Budget Adjustments and Cash Reserve transfers report for May will be tabled.

The purpose of this report is to receive and approve the Project Budget Adjustments and Cash Reserve Transfers report for May 2017.

Summary

The Project Budget Adjustments and Cash Reserve Transfers report for May 2017 will be presented at the meeting.

Recommendation

That Council approves the Project Budget Adjustments and Cash Reserve Transfers listed in the May 2017 report:

1. Allocating contribution funded project budgets (no cost to Council).
2. Ratify the transfer of \$18,458 to projects from the Accumulated Unallocated Cash Reserve approved by the Chief Executive officer.
3. Transferring a net of \$13,932 from projects to the Accumulated Unallocated Cash Reserve.
4. Transferring a net of \$128,505 to projects from the Adopted Strategy Reserve.
5. Transferring a net of \$98,689 from projects to the Asset Renewal Reserve.
6. Transferring a net of \$10,000 to projects from the Plant Renewal Reserve.
7. Transferring a net of \$45,000 to projects from the Aireys Inlet Units Reserve.
8. Transferring a net of \$9,136 from projects to the Main Drainage Reserve.
9. Transferring a net of \$29,200 from projects to the DCP Council Funds Reserve. And
10. Transferring a net of \$240,000 to projects from the Waste Reserve.

2.1 Project Budget Adjustments and Cash Reserve Transfers Report - May 2017

Report

Background

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

Discussion

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

Financial Implications

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

Council Plan

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

Policy/Legal Implications

Not applicable.

Officer Direct or Indirect Interest

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

Risk Assessment

Not applicable.

Social Considerations

Not applicable.

Community Engagement

Not applicable.

Environmental Implications

Not applicable.

Communication

Not applicable.

Conclusion

It is recommended that Council approve the Project Budget Adjustments and Cash Reserve Transfers for May 2017.

2.1 Project Budget Adjustments and Cash Reserve Transfers Report - May 2017

**APPENDIX 1 PROJECT BUDGET ADJUSTMENTS AND CASH RESERVE TRANSFERS REPORT -
MAY 2017**

May Project Budget Adjustments and Cash Reserve Transfers Report
Request for Funds Transfer
No Cost to Council

This table reflects changes to project budgets through consolidation of project delivery, additional income or budget adjustments directly to projects

Account	Project Name	Comment	Project Budget \$	Project Cost \$	Variation \$
4990.9489	Grenville Oval OR02 (income)	Contribution to services relocation from land developer.	-	(21,750)	21,750
	Grenville Oval OR02	Service relocation to be funded from developer.	527,655	549,405	(21,750)
8572	Storage Pods Stribling Reserve Stadium	Final scope agreed with committee of management required additional works to be funded by committee.	35,000	44,868	(9,868)
	Storage Pods Stribling Reserve Stadium (income)	Final scope agreed with committee of management required additional works to be funded by committee.	-	(9,868)	9,868
Grand Total			562,655	562,655	0

Ratification of CEO Authorised transfers >\$5,000

Accumulated Unallocated Cash Reserve

Account	Project Name	Comment	Project Budget \$	Project Cost \$	Variation \$
4960.9547	Barwon Terrace Footpath	Construction crew required to spend on additional 3.5 days on works site.	76,080	86,538	(10,458)
8641	Winchelsea Community House - Occasional Care - Shade Sail	Original budget approved for community submission based on quote via visual assessment and no geotechnical survey. Basalt rock sub-strata discovered affecting pole installation. Extra time and equipment required.	15,000	23,000	(8,000)
Grand Total			91,080	109,538	(18,458)

Funds Movement < \$5,000

Accumulated Unallocated Cash Reserve

Account	Project Name	Comment	Project Budget \$	Project Cost \$	Variation \$
8584	Professional Advocacy Advice	Service no longer required, project closed.	7,500	0	7,500
8612	Additional AutoCAD Licence	Scope complete and project closed. Savings can be returned to source.	11,000	7,965	3,035
8610	Councillor Induction	Scope complete and project closed. Savings can be returned to source.	10,000	6,603	3,397
Grand Total			28,500	14,568	13,932

Reserve Transfers

Adopted Strategy Implementation Reserve

Account	Project Name	Comment	Project Budget \$	Project Cost \$	Variation \$
9362	Playground Strategy Implementation	As part of the Playground Strategy Project, the Point Roadknight Contribution to GORCC Project is to be removed from the scope as this is not supported by GORCC or DELWP	252,834	231,634	21,200
9445	Land Purchase Winchelsea	Funds for land sale process not required at this time.	1,000	0	1,000
9550	Pimelea Way Path Connection	Scope complete and project closed. Savings can be returned to source, including unexpended contingency of \$1,670.	35,000	32,457	2,543
9549	Highlander St Path Connection	Scope complete and project closed. Savings can be returned to source, including unexpended contingency of \$710.	15,000	9,629	5,371
9526	Aireys Inlet Pedestrian Island	Funds required from reserve as project is commencing.	0	158,619	(158,619)
Grand Total			303,834	432,339	(128,505)

Reserve Transfers

Asset Renewal Reserve

Account	Project Name	Comment	Project Budget \$	Project Cost \$	Variation \$
9553	Bridge Renewal program	Scope complete and project closed. Savings can be returned to source.	14,236	13,800	436
9085	Tennis / Netball Court Renewal - Modewarre Tennis Play Park	Scope complete and project closed. Savings can be returned to source.	4,494	1,001	3,493
9051	IT Computer Replacements	Portion of project funds not being spend to be returned to Reserve.	116,593	100,000	16,593
9558	IT Server Replacement x 3	Committed Funds will not be spent in 2016/17	167,357	125,400	41,957
9579	Aireys Inlet Reserve playground Renewal	Contract awarded and funds committed. Remaining funds not required to deliver project	186,210	140,000	46,210
	Stony Creek Bridge Renewal	Part Council Contribution to VicRoads funding to replace bridges destroyed by flooding to cover design and PM costs incurred this year. Remainder of Council contribution to be funded from 2017/18 Structure Renewal Program.	0	10,000	(10,000)
Grand Total			488,890	390,201	98,689

Reserve Transfers

Plant Renewal Reserve

Account	Project Name	Comment	Project Budget \$	Project Cost \$	Variation \$
9003	Replacement of Heavy Plant	Required to complete program delivery.	750,000	760,000	(10,000)
Grand Total			750,000	760,000	(10,000)

Reserve Transfers

Aireys Inlet Units Reserve

Account	Project Name	Comment	Project Budget \$	Project Cost \$	Variation \$
	Aireys Inlet Units / 2 Fraser Drive Land Sale and Development	Budget to pay for advisory services required for the land sale process for 2 Fraser Dve Aireys Inlet including legal, probity, commercial real estate and planning.	0	45,000	(45,000)
Grand Total			0	45,000	(45,000)

Reserve Transfers

Main Drainage Reserve

Account	Project Name	Comment	Project Budget \$	Project Cost \$	Variation \$
9452	Surfworld / Skate Park Catchment Upgrade	Scope complete and project closed. Life of project spend \$67,864. Savings can be returned to source.	18,636	9,500	9,136
Grand Total			18,636	9,500	9,136

Reserve Transfers

DCP Council Funds Reserve

Account	Project Name	Comment	Project Budget \$	Project Cost \$	Variation \$
9595	Reg Bike Route (Horseshoe Bend Rd) Design	Project Committed. These funds not required to deliver.	47,500	27,500	20,000
9596	Coombes Road Widening Design	Scope complete and project closed. Savings can be returned to source, including unexpended contingency of \$3,500.	70,000	60,800	9,200
Grand Total			117,500	88,300	29,200

Reserve Transfers

Waste Reserve

Account	Project Name	Comment	Project Budget \$	Project Cost \$	Variation \$
9523	Anglesea Landfill Cell 3 Wall Liner	Additional budget of \$120,000 required to cover costs associated with change in supply of imported fill and additional budget of \$120,000 required to cover contract variation arising from significant settlement of placed fill material.	1,425,222	1,665,222	(240,000)
Grand Total			1,425,222	1,665,222	(240,000)

Accumulated Unallocated Cash Reserve

	\$
Opening balance 1 July 2016	3,666,490
Approved movements in reserve:	
Digital Transformation	(1,000,000)
July 2016 Council Meeting Resolution (In Camera)	(5,000)
August 2016	(159,000)
August 2016 Council Meeting Resolution	(27,400)
September 2016 Council Meeting Resolution	(225,000)
September 2016 Council Meeting Resolution	(21,000)
November 2016	(18,612)
November 2016 Council Meeting Resolution	(10,000)
December 2016	(22,500)
December 2016 Council Meeting Resolution (In Camera)	150,000
January 2017	(88,500)
January Council Meeting Resolution	190,000
February 2017	(18,141)
March 2017	234,222
April 2017	61,808
Closing Balance Approved Movements	<u>2,707,367</u>
Proposed movements May Report	(4,526)
Proposed closing balance	<u>2,702,841</u>

2.2 Review and Determination of Mayoral and Councillor Allowances

Author's Title: Manager Governance & Risk

General Manager: Anne Howard

Department: Governance & Risk

File No: F12/1924

Division: Governance & Infrastructure

Trim No: IC17/382

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 formally determine the level of Mayoral and Councillor allowances for the duration of this term following a submissions process as prescribed in the Local Government Act 1989 (the Act).

Summary

In accordance with section 74 of the Local Government Act 1989, a Council must review and determine the level of Councillor and Mayoral allowances within the period of 6 months after a general election or by the next 30 June, whichever is later.

Traditionally Surf Coast Shire Council has set the remuneration levels for the Mayor and Councillors at the upper limit of the Category 2 range currently \$76,521 and \$24,730 respectively. At the February 2017 Ordinary Council meeting Council initially reviewed and endorsed the level of allowances at the upper limit of the Category 2 range and resolved to invite public submissions under section 223 of the Local Government Act 1989 for consideration.

No submissions were received therefore it is recommended that Council adopts the remuneration levels as advertised.

Recommendation

That Council:

1. Note that Council's intention to determine the level of Councillor and Mayoral allowances was advertised by public notice for the required 28 day submission period.
2. Note that no public submissions were received during the submission period.
3. Determine that the level of the Mayoral allowance and Councillor allowance be set at the upper limit of the Category 2 range, currently \$76,521 and \$24,730 respectively.

2.2 Review and Determination of Mayoral and Councillor Allowances

Report

Background

Mayoral and Councillor allowance levels are set by the Minister for Local Government, including periodic increases which are notified through the Victorian Government Gazette.

Remuneration is categorised by Council size and each category includes a range of figures within the category from which Councils set the remuneration for their term in office as per section 74(1) of the Local Government Act 1989 (the Act). Surf Coast Shire Council is classed within Category 2.

In accordance with section 74 of the Act, a Council must review and determine the level of Councillor and Mayoral allowances within the period of 6 months after a general election or by the next 30 June, whichever is later. Council therefore needs to set the remuneration level of Mayoral and Councillor allowances for the term of this Council.

Discussion

The most recent update to Mayoral and Councillor allowances was published by the Minister in the Victorian Government Gazette in November 2016 as follows:

'In accordance with section 73B(4)(a) of the Local Government Act 1989, notice is hereby given that an adjustment factor of 2.5% applies to Mayoral and Councillor allowances.

In accordance with section 73B(4)(b) of the Local Government Act 1989, the new limits and ranges of Mayoral and Councillor allowances, adjusted in accordance with the adjustment factor, are:

- *Category 1 Councillors: \$8,324–\$19,834 per annum Mayors: up to \$59,257 per annum*
- *Category 2 Councillors: \$10,284–\$24,730 per annum Mayors: up to \$76,521 per annum*
- *Category 3 Councillors: \$12,367–\$29,630 per annum Mayors: up to \$94,641 per annum*

The new adjusted limits and ranges take effect on 1 December 2016'.

Traditionally Surf Coast Shire Council has set the remuneration levels for the Mayor and Councillors at the highest level of the Category 2 range ie \$76,521 and \$24,730 respectively. Council initially reviewed and endorsed the levels in February 2017 and invited public submissions under section 223 of the Act by way of public notice in the *Surf Coast Times* and on Council's website. The submission period closed on 12 April 2017 and as no submissions were received Council is now in a position to determine the levels of remuneration for the term of this Council.

The adjustment factor notified by the Minister in the Victorian Government Gazette will continue to be applied as per that notice.

Financial Implications

Allowances are paid fortnightly into the banking institution of choice. Mayoral and Councillor allowances are catered for within Council's operational budget.

Council Plan

Theme 2 Governance
Objective 2.2 High performing accountable organisation
Strategy Nil

Policy/Legal Implications

This report aligns with the requirements of section 74 of the Act.

Officer Direct or Indirect Interest

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

Councillors are exempt from conflict of interest provisions in relation to determining Councillor and Mayoral allowances, as per section 79C.

2.2 Review and Determination of Mayoral and Councillor Allowances

Risk Assessment

There are no risks associated with this report.

Social Considerations

Not applicable.

Community Engagement

Council has invited public submissions in relation to this decision in accordance with section 223 of the Act.

Environmental Implications

Not applicable.

Communication

Councillor allowances are reported to the Audit & Risk Committee, on Council's website and within Council's Annual Report.

Conclusion

By adopting the recommendation Council will be compliant with the requirements of the Act in relation to reviewing, advertising and determining the levels of Mayoral and Councillor allowances.

2.3 Review of Anglesea Landfill Future Use Options

Author's Title: Business Improvement Officer

General Manager: Anne Howard

Department: Business Improvement

File No: F16/1654

Division: Office of the CEO

Trim No: IC17/478

Appendix:

1. Review of Anglesea Landfill future use options - Blue Environment - Final Report (D17/44597)

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 endorse the Anglesea Landfill Future Options Assessment - Final Report (appendix 1).

Summary

Council engaged the consultants Blue Environment Pty Ltd to investigate and compare future options for the development, closure and rehabilitation of Anglesea landfill.

The landfill has airspace to last until between 2021 and 2024, depending on the effectiveness of waste reduction strategies and on-site efficiencies. The report investigates whether cost-savings could be achieved by closing the landfill earlier (in 2018) and sending wastes to alternative landfills.

Blue Environment considered the development, closure, rehabilitation and post-closure management of Anglesea landfill and compared this with the likely cost of transporting wastes to more distant landfills. The comparative analysis identifies potential alternative landfills and estimates the costs of transfer (where bulk-haul consolidation of loads will be more efficient), transport, and the expected gate fees at the different landfill sites. These costs were compared to the costs of continuing to operate the Anglesea landfill until it is full.

The report recommends that Council continue to develop and operate Anglesea landfill to use available capacity approved under the recently updated EPA licence, and work to extend the life of the site through greater diversion of materials and improved effective fill rates. This will deliver the best value outcome.

Recommendations

That Council:

1. Receive and endorse the Anglesea Landfill Future Options Assessment - Final Report (appendix 1).
2. Affirm its intention to extend the Anglesea landfill according to EPA Waste Works Approval WA36709, and as already identified in the forward Capital Works Program and the Long Term Financial Plan.
3. Investigate, prioritise and implement waste reduction strategies in 2017/18:
 - diversion of clean fill
 - diversion of street sweepings
 - introduction of further pricing incentives
 - introduction of a Food Organics and Garden Organics (FOGO) collection service.
4. Write to the relevant Grampians Central West Waste and Resource Recovery Group (GCWWRRC) and urge that it resolve to scheduling of the proposed Stonehaven landfill without delay.

2.3 Review of Anglesea Landfill Future Use Options

Report

Background

Anglesea Landfill has been licensed by the Environment Protection Authority (EPA) and operating since 1974. Operations, development and rehabilitation undertaken at the site must conform to the Licence and EPA Best Practice Environmental Management guidelines.

The Anglesea Landfill Future Use Options Study (prepared by Fox-Lane Consulting and presented to Council in January 2012), recommended that Cell 2 be extended at a total cost of approximately \$4.3M, to prolong the life of the landfill until 2024.

An additional cell consisting of a piggyback liner over fresh waste and side wall liners on natural ground has been constructed in stages, with two stages remaining.

The Forward Capital Works Program and the Long Term Financial Plan identify \$2,368,697 of further capital expenditure over the next 4 years to achieve this 7 year extension.

But is this still the best approach when EPA requirements are becoming more stringent; favouring high volume, best practice landfill and diversion options?

After a competitive process, Council appointed Blue Environment Pty Ltd in February to refresh the 2012 study and recommend a best value plan, with stronger focus on:

- population and tonnage forecasts
- identification of alternative landfill options
- consideration of best practice diversion and transfer methodologies
- the impact on kerbside collection arrangements
- risk assessment of options
- capex and opex forecasts
- unit and total life costs (including sensitivity analysis), and
- social and environmental impacts

Discussion

The report analyses the following options in detail:

1. Extend the Anglesea landfill as currently planned, with 'business as usual' landfilling, and closure in 2021/22. It is assumed that landfilled waste will increase in direct proportion with the population.
2. Extend the Anglesea landfill as currently planned, and introduce waste reduction, diversion and efficiency measures to further extend its life to 2024/25.
3. Close the Anglesea landfill in 2017/18; continue with 'business as usual' practices, and transfer waste to Ravenhall landfill.
4. Close the Anglesea landfill in 2017/18; introduce waste reduction, diversion and efficiency measures, and transfer waste to Ravenhall landfill.

Modelling shows that maximising the life of the Anglesea landfill delivers best value and therefore option 2 is the most cost effective. Key waste reduction and diversion strategies for consideration include the:

- diversion of clean fill, demolition masonry and rubble, timber and garden organics, metals, and household recyclables
- introduction of a regular FOGO collection service (this could reduce household landfilled waste by 30-40% by weight)
- introduction of further pricing incentives
- introduction of a 'drop and sort' system for recovery of materials from inert household and commercial and industrial wastes, but the preference is for greater source separation by those using the facilities.

Landfill options post closure of Anglesea

All 4 options are based on eventually transferring waste to Ravenhall landfill (103km from Torquay, off the Western Freeway, west of Sunshine). This would require bulk haul and the construction of a best practice transfer station, probably in Torquay.

But bulk-haul may not be necessary if the proposed Stonehaven landfill (35km from Torquay, off the Hamilton Highway and 6 minutes from the Geelong Ring Rd) is commissioned.

2.3 Review of Anglesea Landfill Future Use Options

A timely decision by the Grampians Central West Waste and Resource Recovery Group, regarding the Stonehaven proposal, is critical to allow planning for the imminent closure of the Anglesea landfill.

2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Scheduling of Stonehaven landfill in the GCWWRRC Regional Implementation Plan			EPA and planning approvals				
			Final modelling of waste disposal options	Develop bulk transfer station (if required)			
							Anglesea landfill closure

Financial implications

Long Term Financial Plan (LTFP)

Continuing to operate the Anglesea landfill until remaining capacity is filled is consistent with the current plan; its implementation is therefore already identified in the Forward Capital Works Program, and provided for in the LTFP.

Forward Capital Works Program (General Capex)	2017/18	2018/19	2019/20	2020/21
Anglesea Landfill - Extend Cell Side Wall Liner - Stage D	1,215,000			
Anglesea Landfill - Extend Cell Side Wall Liner - Stage E				1,153,697

Waste reduction

Reducing waste to landfill through the introduction of waste reduction and improved filling rates is a significant improvement opportunity that has the potential to save almost \$8M over 10 years.

	2018	NPV to 2027
Extend Anglesea landfill, business as usual operation, closure 2021/22	\$1,560,898	\$30,004,916
Extend Anglesea landfill, introduce waste reduction measures, closure 2024/25	\$1,238,301	\$22,184,502
Saving	\$322,597	\$7,820,414

Closing early

Closing early would cost Council about \$2.5M over 10 years and is not recommended.

	NPV to 2027
Extend Anglesea landfill as planned, business as usual operation to achieve closure 2021/22	\$30,004,916
Don't extend Anglesea landfill, business as usual operation, closure in 2017/18	\$32,570,177
Cost of closing early	(\$2,565,261)

Anglesea landfill post closure fees and charges

Unit costs for waste disposal will rise from less than \$100/t to approximately \$134/t when the Anglesea landfill closes and waste is disposed of elsewhere.

Further modelling, taking into account the waste reserve, the outcome at Stonehaven, the Anglesea Landfill Future Options Assessment - Final Report (2017), and EPA requirements, will be necessary to determine future waste fees and charges.

2.3 Review of Anglesea Landfill Future Use Options

Council Plan

Theme 1 Environment

Objective 1.3 Leadership in innovative environmental practices

Strategy Nil

Theme 2 Governance

Objective 2.2 High performing accountable organisation

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

Theme 4 Infrastructure

Objective 4.1 Allocation of infrastructure according to need

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

Policy/legal implications

Introduction of the waste reduction strategies identified in recommendation 3 will require:

- a review of waste fees and charges
- the development of contracts for the processing of organics.

Officer Direct or Indirect Interest

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

Risk assessment

Analysis shows that there are fewer risks associated with extending the Anglesea landfill as planned, than with closing early.

Risks associated with extending the landfill as planned	Risks associated with early closure of the landfill
increased EPA requirements (unlikely given recent licence approval and updating of BPEM guidelines)	loss of control over gate fees and possible significant increases due to reduced competition as other landfills close
pollution from extended cell (less risk than existing cells, the new cell will meet EPA BPEM guidelines and be comparable to alternative sites)	development and EPA approval of a new master plan (possible additional requirements associated with the 'void', final contours, and rehabilitation)
	loss of control over transport costs, possible increases above CPI
	investment loss in the piggyback liner
	increased traffic
	lost opportunity to recoup rehabilitation and post-closure management costs
	Stonehaven may emerge as the cheapest option (removing the need for a bulk-haul transfer station)

Social considerations

Refer to the triple bottom line (financial, social, and environmental) analysis tabulated in the conclusion.

Community engagement

The development and successful implementation of a community engagement plan will crucial to realising the waste reduction measures identified in recommendation 3.

Environmental implications

Refer to the triple bottom line (financial, social, and environmental) analysis tabulated in the conclusion.

2.3 Review of Anglesea Landfill Future Use Options

Communication

Communications, particularly regarding the introduction of a food organics and garden organics service, will be issued according to the community engagement plan.

Conclusion

Triple bottom line analysis confirms that maximising the life of the Anglesea landfill (option 2) is the best value strategy.

Option	Closure	Cost to 2027	Social	Environment
1. extend Anglesea landfill, business as usual operation	2021/22	\$141/t \$30M NPV	- odour and litter risk	- GH gas and leachate risk from final cell
2. extend Anglesea landfill, introduce waste reduction	2024/25	\$106/t \$22M NPV	+ organics diversion = reduced odour	+ organics diversion = less GH gas and leachate + organics to compost
3. don't extend, transfer to Ravenhall, business as usual operation	2017/18	\$164/t \$33M NPV	+ reduced traffic to Anglesea landfill + reduced odour and litter from Anglesea landfill - increased traffic to alternative landfill	+ alternative landfill = gas energy recovery (reduced net GH gas)
4. don't extend, transfer to Ravenhall, introduce waste reduction	2017/18	\$162/t \$30M NPV	+ reduced traffic to Anglesea landfill + reduced odour and litter from Anglesea landfill - increased traffic to alternative landfill	+ less leachate + organics to compost + alternative landfill = gas energy recovery (reduced net GH gas)

2.3 Review of Anglesea Landfill Future Use Options

APPENDIX 1 REVIEW OF ANGLESEA LANDFILL FUTURE USE OPTIONS - BLUE ENVIRONMENT - FINAL REPORT

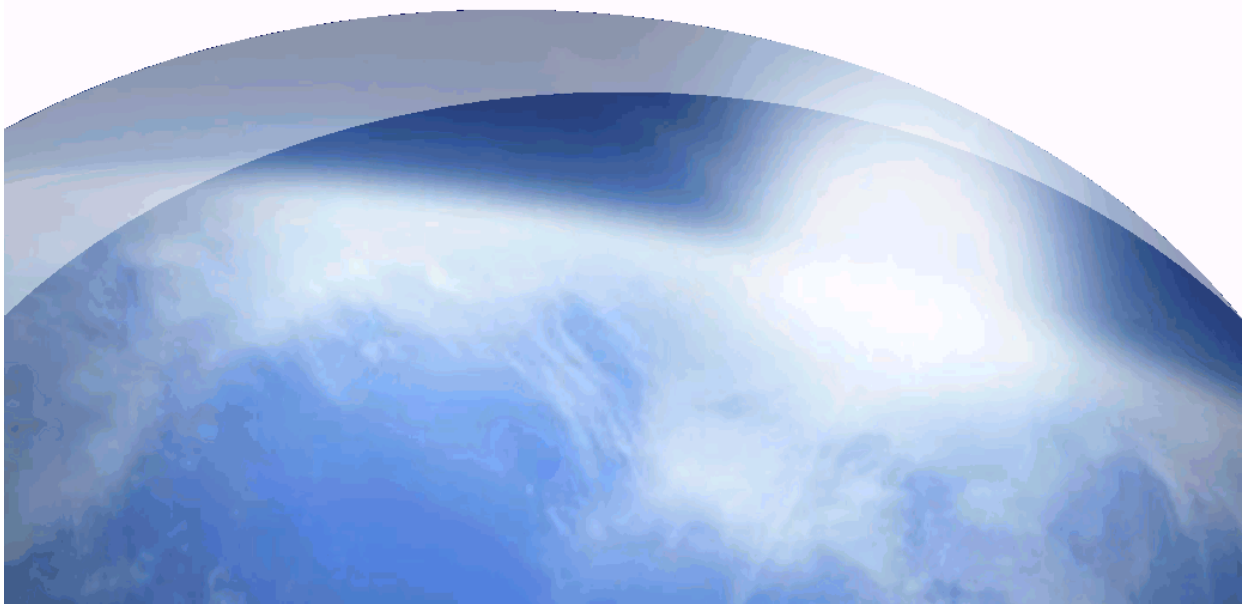


Final

Anglesea Landfill future options assessment

21 APRIL 2017

PREPARED FOR
Surf Coast Shire





Report title	Anglesea Landfill future options assessment
Client	Surf Coast Shire
Draft or final?	Final
Author(s)	Bill Grant
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Abbreviations & glossary

BPEM	Best practice environmental management
BSWRRG	Barwon south west waste and resource recovery group
BSWRRIP	Barwon south west waste and resource recovery implementation plan
EPA	Environment Protection Authority
NPV	Net Present Value
SCS	Surf Coast Shire
SCSC	Surf Coast Shire Council
TBL	Triple bottom line (an assessment of financial, environmental and social outcomes)



Executive Summary

Surf Coast Shire Council (SCSC) engaged Blue Environment to investigate and compare future options for the development, closure and rehabilitation of Anglesea landfill.

The landfill has airspace to last until 2021-2024 depending on the effectiveness of waste reduction strategies and on-site efficiencies. SCSC wants to know whether cost-savings could be achieved by closing the landfill earlier (in 2018) and sending wastes to alternative landfills.

Blue Environment considered the development, closure, rehabilitation and post-closure management of Anglesea landfill and compared this with the likely cost of transporting wastes to more distant landfills. The comparative analysis identified potential alternative landfills and estimated the costs of transfer (where bulk-haul consolidation of loads will be more efficient), transport and the expected gate fees at the different landfill sites. These costs were compared to the costs of continuing to operate the Anglesea landfill until it is full.

The following waste generation and management options were considered:

- 'Business as usual' landfilling with the extension of the landfill site, and closure in 2021-22. This assumes growth in landfilled waste in line with population with no reductions in landfilled waste or efficiencies in landfill operation.
- Extension of the landfill, with waste reduction, diversion and efficiency measures extending the life of the landfill to 2023-24.
- Early closure of the landfill in 2017-18, with all currently landfilled waste transported to alternative sites.
- Early closure of the landfill in 2017-18 with waste reduction measures reducing the need to transport all waste to alternative landfills.

The assessment concluded:

1. The preferred option is to continue filling the remaining landfill airspace and working to extend the life of the landfill by diverting more waste from landfill and increasing the effective filling rate¹. This could see the landfill remain in operation until 2024.
2. Opportunities to divert waste include: introduction of a kerbside food organics and garden organics (FOGO) service; diversion of clean fill; diversion of more small vehicle and uncompacted commercial and industrial wastes by promoting greater separation at source. This could potentially include 'drop and sort' recovery, and diversion of street sweeping waste for drying, screening and reuse as a soil for landfill rehabilitation and site maintenance.
3. The estimated cost of the preferred option is an average per tonne cost of \$106 per tonne, and a net present value (NPV) of \$22.2 million inclusive of landfill levy over the next ten years.
4. Business as usual landfilling with no reduction in per capita landfilled waste and growth in landfill in line with population growth would see the landfill close in 2021, with an average cost of \$141 per tonne and an NPV of \$30.0 million inclusive of levy over the next ten years.
5. Early closure options will be more expensive because the costs of transfer, transport and gate fees at alternative landfills exceed the estimated costs of the Anglesea landfill operation.

¹ The 'effective filling rate' is the tonnes of waste deposited per cubic metre of landfill airspace. The rate can be increased (i.e. increasing waste deposited per cubic metre of airspace) through practices such as use of less or alternative daily cover or increasing compaction rates)



6. Early landfill closure with 'business as usual' landfilling of waste and growth with population would result in average costs of \$164 per tonne and an NPV of \$32.6 million between 2017 and 2027.
7. The option of early closure with a reduction in landfilled waste through the introduction of a FOGO service, diversion of clean fill, greater recovery from non-putrescible loads of residential and C&I waste, and diversion of street sweepings is estimated to cost an average of \$162 per tonne of all waste managed, and have an NPV of \$29.7 million inclusive of levy over the next ten years.
8. Risks associated with early closure of the landfill include:
 - Commercial and financial risks of waste transport and landfill gate fees increasing significantly above consumer price index (CPI). Transport costs are to an extent linked to fuel prices and greater than CPI increases in transport fuel can increase costs. Landfill gate fees charged by alternative sites could increase within the next 10 years, as closure of some landfills in Melbourne's south east increases demand and reduces competition for landfills in Melbourne's west.
 - Regulatory risk/costs associated with developing a new landfill masterplan for Anglesea and gaining EPA approvals for final contour and rehabilitation of the site. In addition to cost of developing new plans and managing the approval process, there is risk EPA may place additional requirements on the site. The 'void' that would be created if the final stages of the landfill are not developed would need to be managed to prevent pooling of stormwater that could percolate into landfill.
 - Loss of investment already made in development of the piggyback liner.
 - Early closure will not avoid most of the costs associated with rehabilitation and post-closure management of the site. Early closure of the landfill will only partially reduce the need for final liner and rehabilitation because the piggyback liner area overlies historically landfilled materials. It will not avoid the need for gas mitigation and upgrade of the leachate management system.
 - Increased heavy traffic from Surf Coast to other areas, with associated health and safety and pollution impacts.
 - If the landfill closes early, rehabilitation and post-closure management costs will be brought forward, without opportunity to recoup costs from commercial users through landfill gate fees. This will effectively put these costs onto rate payers either through a direct increase in rates for capital works or through an addition to the waste management service charge.
9. Risks associated with keeping the landfill open include:
 - Greenhouse gas and pollution risks associated with the additional cell. The new cell will meet EPA Best Practice Environmental Management (BPEM) requirements and have levels of environmental engineering superior to what has been required historically. This means waste deposited in the new cell poses less risk than waste landfilled historically, and early closure will not greatly reduce environmental risks associated with the site. The levels of engineering required for the new cell mean the site will have levels of environmental risk comparable to alternative landfills.
 - EPA could increase requirements for landfills that add to costs. Given the relatively recent approvals of the licence and updating of BPEM guidelines, this is considered unlikely during the remaining life of the landfill.
10. The greenhouse gas abatement benefits of sending waste to a landfill with gas energy recovery will depend on the rates of gas recovery at Anglesea and the alternative landfill. EPA requirements for landfill gas recovery and oxidation, as well as the proposed capping of site and monitoring of surface gas concentration levels should result in at least 65% gas recovery and oxidation once the final cap and gas recovery system are in place. Sending putrescible waste to



landfills with higher levels of gas capture and energy recovery could effectively reduce emissions by a further 15-35% (i.e. achieve net abatement of 80-100% including 'offsets' of fossil fuel power by energy generated from landfill gas). There would be some minor increase in greenhouse emissions under the early closure options due to increased transport distances. Diversion of organic wastes from landfill will reduce greenhouse gas emissions as well as other pollution risks.

11. Other pollution risks are likely to be similar regardless of whether Anglesea or alternative landfills are used as they will be subject to the same EPA best practice requirements for liners, capping, leachate management and site monitoring.
12. Although early closure would reduce heavy traffic on roads to the Anglesea landfill, this would more than be matched by negative impact of increase of heavy traffic on roads to a bulk haul transfer station and large loads to receiving landfills.

Early closure of the site will not significantly reduce environmental risks or greatly reduce rehabilitation and post-closure management costs. The cost assessment suggests there is no financial advantage in early closure because of higher transport costs to alternative landfills.

It is recommended SCSC continues to develop and operate Anglesea landfill to use available capacity approved under the recently updated EPA licence, and work to extend the life of the site through greater diversion of materials and improved effective fill rates. This will deliver the best value outcome.



1. Introduction

This report details work undertaken to assess future options for the management of Anglesea landfill.

Surf Coast Shire Council (SCSC) has operated the EPA licensed Anglesea landfill since 1974. The site was upgraded following a 2012 report (Fox Lane Consulting 2012), with investment in a 'piggy back' liner over formerly filled and unfilled areas to create additional filling capacity. The piggy back liner has been installed in stages, and two remaining stages are required to extend the life of the landfill within the next four years with an estimated cost of \$2.4 million.

The site will also incur costs associated with capping, rehabilitation and post-closure management, including an upgrade of leachate management systems and installation of gas collection and oxidisation systems.

In addition to the Fox Lane report, SCSC developed the *Anglesea Landfill Masterplan, 2014 – Staged development, closure and rehabilitation* document that details and costs the proposed staged development and rehabilitation requirements of the site. This is reflected in the current EPA licence (2017) which provided EPA approval of the proposed Masterplan and final contours of the site.

SCSC has engaged Blue Environment to assess whether extension of the landfill is the most cost-effective option, or whether earlier closure of the landfill and transport of wastes to alternative landfill would reduce costs. The report considers alternative landfills that could serve the Surf Coast Shire community, as well as opportunities to reduce the need for these. Consideration is also given to greenhouse gas emissions and other social and environmental risks under different options.

Anglesea landfill currently receives 28,000 tonnes per year. Depending on the success of waste reduction, resource recovery and site efficiency measures, the site is expected to close between 2021 and 2024. Options that could extend the life of the landfill are considered in this report.

This report uses data provided by SCSC as well as independent costings of future landfill, transfer station and transport costings to compare the expected costs and performance of the following options:

- 'Business as usual' landfilling with the extension of the landfill site, and closure in 2021/22. This assumes growth in landfilled waste in line with population with no reductions in landfilled waste or efficiencies in landfill operation.
- Extension of the landfill, with waste reduction, diversion and efficiency measures extending the life of the landfill to 2024/25.
- Early closure of the landfill in 2018/19, with all currently landfilled waste being transported to alternative sites.
- Early closure of the landfill in 2018/19, with waste reduction measures reducing the need to transport all waste to alternative landfills.



2. Waste and cost assumptions

Blue Environment used and reviewed information provided by SCSC about likely waste generation and landfill development, closure and rehabilitation costs. We also used the 2012 Fox Lane report, the 2014 Anglesea Landfill Masterplan, and more recent capital works budget estimates and waste data provided by council. Blue Environment modelled the expected costs of using alternative landfills, with consideration of transport, transfer, bulk haul and expected gate fees at alternative landfills SCSC could potentially use.

2.1 Assumed growth in population

Profile ID data for assumed population growth have been used to estimate growth in waste generation. It was assumed per capita waste generation will remain constant, but greater resource recovery may occur.

Expected growth in population is shown in Tables 1 and 2. This shows rapid growth in the Torquay area, strong growth in Jan Juc-Bellbrae-Bells Beach Winchelsea, and more modest growth in other areas in the Shire.

Table 1: Assumed population growth (capita)

Area	2016	2021	2026	2031	2036
Anglesea	2,653	2,760	2,789	2,808	2,847
Dean Marsh and Moriac Districts	4,453	4,533	4,640	4,763	4,902
Jan Juc-Bellbrae-Bells Beach	4,839	5,309	5,517	5,845	6,374
Lorne-Aireys Inlet	2,579	2,715	2,845	2,958	3,076
Old Torquay-Torquay West	5,899	6,809	7,641	8,431	9,566
Torquay North	6,714	8,307	10,287	12,323	13,786
Winchelsea	2,208	2,404	2,663	2,943	3,211
Surf Coast total	29,345	32,837	36,382	40,071	43,762

Table 2: Assumed population growth (% increase)

Area	2016	2021	2026	2031	2036
Anglesea	-	4.0%	1.1%	0.7%	1.4%
Dean Marsh and Moriac Districts	-	1.8%	2.4%	2.7%	2.9%
Jan Juc-Bellbrae-Bells Beach	-	9.7%	3.9%	5.9%	9.1%
Lorne-Aireys Inlet	-	5.3%	4.8%	4.0%	4.0%
Old Torquay-Torquay West	-	15.4%	12.2%	10.3%	13.5%
Torquay North	-	23.7%	23.8%	19.8%	11.9%
Winchelsea	-	8.9%	10.8%	10.5%	9.1%
Surf Coast total	-	11.9%	10.8%	10.1%	9.2%



2.2 Waste generation assumptions

Blue Environment modelled:

- a 'business as usual' option based on historic waste generation, landfill compaction or filling rates (670 kg waste per cubic metre of landfill airspace), and expected population growth
- a 'low waste' option based on reductions in waste to landfill through greater resource recovery of materials, as well and improvement in the landfill filling rate (800kg of waste per cubic metre of landfill airspace).

Assumed landfilled waste generation from different sources of waste are shown in Tables 3 and 4. In August 2016, a survey of the landfill found remaining airspace capacity of 201,650 cubic metres. At the current filling rate of 670kg per cubic metre, this would allow for 135,100 tonnes of waste. At a more efficient filling rate (800 kg per cubic metre achieved through less use of daily cover and greater compaction), the site would have capacity for 161,300 tonnes.

Table 3 shows the business as usual filling option under which the landfill would be filled by 2021. Table 4 shows the low waste option would see the site filled by 2024.

Both waste generation options have been modelled.

2.3 Landfill costs

Landfill costings used in the model are based on:

- cost estimates in the Anglesea landfill development, closure and rehabilitation masterplan
- cost estimates in SCSC's capital expenditure budget for landfill cell development
- current site operation costs
- independent costings of landfill liner, capping and post-closure management requirements.

2.4 Transport, transfer and disposal costs

Transport costs used in modelling are based on:

- Costs estimates of kerbside putrescible waste collection vehicles on a \$ per tonne per kilometre basis. This is based on assumed average load sizes of seven tonnes, running costs of \$75 per hour, and an average long haul speed on 80 km per hour. This results in a cost of \$0.13 per tonne per kilometre.
- Transfer station development costs of \$3 million amortised over 20 years.
- Transfer costs based on loading and unloading times at transfer stations and landfills of 20 minutes per load.
- Cost estimates of bulk haul transport based on average loads of 18 tonnes, running costs of \$130 per hour and average long haul speeds of 80 km per hour, resulting in a cost estimate of \$0.09 per tonne per kilometre.

Disposal costs to alternative landfill have been based on stated prices or other market information about gate fees charged by landfills, inclusive of levies. It is possible the operators of these landfills will offer more competitive prices were they to bid under a future expression of interest process.

The landfills considered were:

- Anglesea landfill



- Calleja, Bacchus Marsh (inert)
- Drysdale landfill
- Fyansford landfill (inert)
- Naroghid landfill
- Ravenhall landfill
- Statewide, Stawell-Ararat
- Stonehaven (proposed)
- Werribee landfill

The Stonehaven site is proposed for development and undergoing planning and environmental approvals process. It is not currently scheduled in the current draft Grampians Central West Waste and Resource Recovery Regional Implementation Plan (GCWRRIP), and planning and environmental approvals cannot be granted to unscheduled facilities. The future of this site, which is the closest alternative to SCSC, is therefore uncertain. It could not be approved until the site is scheduled, and the GCWRRIP is not due to be reviewed for 3-5 years.

The modelling assumed that on closure of the Anglesea landfill (in 2018, 2021 or 2024 depending on whether the final stages of the landfill are developed and the rates of filling), inert waste will go to the most cost-effective landfill (Fyansford) and putrescible waste will go to either existing putrescible landfills (modelled as being Ravenhall as the likely cheapest landfill for transport and gate fees) or, Stonehaven if it is developed for post 2021 or 2024 closure of Anglesea landfill. Stonehaven is not considered an option under the 2018 closure option because it will not be established and operating by then. A potential benefit of continuing to operate Anglesea landfill is that there will be greater certainty about the availability of Stonehaven when Anglesea closed in 2021-2024.

The estimated cost of using alternative landfills, inclusive of transfer, transport and gate fees and landfill levy are:

- Putrescible disposed to most cost-competitive landfill (Ravenhall)= \$133-135 per tonne from Anglesea landfill transfer station and \$131-133/tonnes from a future transfer facility located an estimated 10km closer to the alternative site than the Anglesea landfill. Potential sites for a bulk haul transfer station in this proximity have been identified.
- Inert disposed at Fyansford or Calleja landfill = \$106-116/tonne from the Anglesea landfill transfer station.

Transport costs from different townships have also been factored in.

It is assumed that post-closure a small vehicle transfer station will continue to operate at the Anglesea landfill transfer station, but there will be need to establish a bulk haul facility to consolidate loads of kerbside garbage and compactor-vehicle collected commercial waste.

An assessment of transfer and transport options suggest that bulk haul consolidation of loads will be needed to cost-effectively use alternative landfills, with the possible exception of Stonehaven if it is established.



Table 3: Assumed landfilled waste generation – business as usual

Waste source	Year									
	2017	2018	2019	2020	2021	2022	2023	2024	2025	
Kerbside garbage – Torquay/Anglesea area & surrounds	4,540	4,670	4,800	4,940	5,090	5,210	5,340	5,470	5,610	
Kerbside garbage – Winchelsea/Dean's Marsh	1,470	1,480	1,500	1,510	1,520	1,540	1,550	1,570	1,580	
Kerbside garbage – Lorne	580	580	590	590	600	610	610	620	620	
Small vehicle putrescible TS waste – Anglesea	1,130	1,160	1,200	1,230	1,270	1,300	1,330	1,370	1,400	
Small vehicle inert TS waste – Anglesea	1,390	1,430	1,470	1,510	1,560	1,590	1,630	1,680	1,720	
Putrescible C&I – Anglesea	4,620	4,750	4,890	5,030	5,180	5,300	5,440	5,570	5,710	
Inert C&I/C&D – Anglesea	6,150	6,330	6,510	6,700	6,900	7,070	7,240	7,420	7,610	
Street sweepings - all to Anglesea LF	740	750	770	790	810	820	840	860	870	
TS waste – Winchelsea	230	230	230	230	230	240	240	240	240	
TS waste – Lorne	420	430	430	440	440	450	450	450	460	
Clean fill ¹	7,570	7,740	7,910	8,090	8,280	8,450	8,620	8,800	8,980	
TOTAL	28,840	29,550	30,300	31,060	31,880	32,580	33,290	34,050	34,800	
CUMULATIVE '000 tonnes	28.8	58.4	88.7	119.8	151.6	SITE FILLED				

1. It is assumed clean fill is landfilled or used within the void as cover or for internal roads.



Table 4 Assumed landfilled waste with waste reduction and more diversion

Waste source	Year								
	2017	2018	2019	2020	2021	2022	2023	2024	2025
Kerbside garbage – Torquay/Anglesea area & surrounds ¹	4,540	3,178	3,266	3,362	3,464	3,545	3,634	3,722	3,818
Kerbside garbage – Winchelsea/Dean's Marsh ¹	1,470	1,029	1,043	1,050	1,057	1,071	1,078	1,092	1,099
Kerbside garbage – Lorne ¹	580	406	413	413	420	427	427	434	434
Small vehicle putrescible TS waste – Anglesea	1,130	1,160	1,200	1,230	1,270	1,300	1,330	1,370	1,400
Small vehicle inert TS waste – Anglesea	1,390	1,430	1,470	1,510	1,560	1,590	1,630	1,680	1,720
Putrescible C&I – Anglesea	4,620	4,750	4,890	5,030	5,180	5,300	5,440	5,570	5,710
Inert C&I/C&D – Anglesea	6,150	6,330	6,510	6,700	6,900	7,070	7,240	7,420	7,610
Street sweepings - all to Anglesea LF ²	740	750	770	790	810	820	840	860	870
TS waste – Winchelsea	230	230	230	230	230	240	240	240	240
TS waste – Lorne	420	430	430	440	440	450	450	450	460
Clean fill ³	7,570	7,740	7,910	8,090	8,280	8,450	8,620	8,800	8,980
TOTAL	21,270	19,693	20,222	20,755	21,331	21,813	22,309	22,838	23,360
CUMULATIVE⁴ '000 tonnes	21.3	41.0	61.2	81.9	103.3	125.1	147.4	170.2	SITE FILLED

1. Assumes a 30% reduction in kerbside putrescible waste due to the introduction of a FOGO service
2. Assumes street sweepings will be dried, screened and recovered (not landfilled)
3. Assumes clean fill will not be landfilled
4. Assumed an effective fill rate of 800 kg of waste per cubic metre. This will increase the capacity of the landfill to 161,300 tonnes.



3. Comparison of options

3.1 Cost comparison

Costings of option are summarised in the following tables:

- Table 5 shows expected costs of landfill development, operation, closure and rehabilitation under the business as usual option. This assumes growth in waste with population on a constant waste per capita basis and current landfill filling rates of 670 kg per cubic metre of airspace.
- Table 6 shows expected costs of continued landfilling at Anglesea landfill with a reduction in landfilled waste and more efficient filling rates (800 kg per cubic metre of airspace)
- Table 7 shows expected costs under the early closure option assuming no reduction in waste to landfill.
- Table 8 shows expected costs of early closure with waste reduction and recovery strategies.

The purpose of these costings is for comparative analysis. The modelling allows consideration of how significantly different management practices affect cost-effectiveness.

The tables show annual costings and the average per tonne costs each year including and excluding clean fill. Historically in the order of 7,000 tonnes per year of clean fill material are received at Anglesea landfill. Some of this material is used as cover and for site works, and is ultimately landfilled at the site. This represents about 25% by weight of total waste under a 'business as usual' option. In other options modelled (see Tables 6,7 and 8), cleanfill would not be landfilled. Under Option 2: 'Full expansion of the site but with waste reduction and improved filling rates' and early closure options (Options 3 and 4) it is assumed clean fill would be diverted from landfill. Not including clean fill can make the per tonnage costs of management look higher even though overall costs will be lower. This is because fixed costs such as landfill capping, rehabilitation, post-closure management and transfer station infrastructure costs do not change even if the tonnage of waste managed is lower. Dividing these fixed costs by a small tonnage of waste (i.e. without the clean fill) has the effect of increasing per tonnage costs.

The Fox-Lane report considered an option of operating the landfill as an inert site and shipping all putrescible wastes to an alternative site or sites. This option has not been considered in this report because:

- the modelling suggests transporting putrescible wastes to alternative landfills is not likely to be cheaper than continued operation of the site
- considerable investment has already been made at the Anglesea landfill in installing the piggyback liner, and earlier closure will not greatly reduce the areas requiring final capping and rehabilitation.

Cost estimates shown in Tables 5 to 8 also show average costs per tonne and net present value (NPV) estimates for the different options until closure and rehabilitation and through to closure, rehabilitation plus 30 years of post-closure management. In all options, the costs of using alternative landfills after landfill closure are considered. These tables can also be used as preliminary costed 'financial plans' for options. The time horizons selected for comparison are:

- 2017-2027: This period incorporates site closure and rehabilitation for all options, and after this time annual and per tonne costs will be similar under all options as waste will be transported to the alternative landfill(s).
- 2017-2053: This period incorporates post-closure management costs for 30 or so years after closure.



Table 5 Option 1 - Business as usual waste generation and filling option

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Cell development	\$1,215,000	\$0	\$1,152,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capping	\$2,700,000	\$0	\$0	\$0	\$0	\$50,000	\$5,000,000	\$0	\$0	\$0	\$0
Staffing and equipment contract costs	\$430,920	\$442,124	\$453,619	\$465,413	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ancillary ¹	\$151,671	\$151,671	\$151,671	\$151,671	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site infrastructure (annualised)	\$0	\$0	\$3,007	\$4,383	\$4,383	\$0	\$0	\$0	\$0	\$0	\$0
Post closure monitoring and management	\$0	\$0	\$0	\$0	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Post closure waste disposal	\$0	\$0	\$0	\$0	\$2,934,405	\$3,000,895	\$3,066,850	\$3,137,929	\$3,208,896	\$3,285,507	\$3,355,599
Landfill levy	\$919,948	\$967,103	\$1,017,432	\$1,070,069	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bulk haul transfer station depreciation (for off-site after closure) over 20 years	\$0	\$0	\$0	\$246,128	\$246,128	\$246,128	\$246,128	\$246,128	\$246,128	\$246,128	\$246,128
Total	\$5,417,539	\$1,560,898	\$2,778,430	\$1,937,664	\$3,229,916	\$3,342,023	\$8,357,978	\$3,429,057	\$3,500,024	\$3,576,635	\$3,646,728
\$/tonne (including clean fill) ²	\$188	\$53	\$92	\$62							
\$/tonne (excluding clean fill)					\$137	\$139	\$339	\$136	\$136	\$135	\$135

1. Ancillary costs include EPA audits and monitoring, and maintenance of access roads and the site.
2. Historically in the order of 7,000 tonnes of clean fill material is received at Anglesea landfill. Some of this material is used as cover and for site works and is ultimately landfilled at the site. This represents about 25% by weight of total waste under a 'business as usual' option. In other options modelled (see Tables 6, 7 and 8), clean fill would not be landfilled. Under Option 2: 'Full expansion of the site but with waste reduction and improved filling rates' and early closure options (Options 3 and 4) it is assumed clean fill would be diverted from landfill. In the following tables, the estimated per tonne costs including and excluding clean fill is shown. The excluding clean fill is the expected estimated cost of managing wastes under these options.

Average cost (\$/tonne) to closure	\$99
Average cost (\$/tonne) to 2053	\$133
Average cost (\$/tonne) to 2027	\$141
NPV until 2053	\$64,550,654
NPV until 2027	\$30,004,916



Table 6 Option 2 - Full expansion of the site but with waste reduction and improved filling rates

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Cell development	\$1,215,000	\$0	\$1,152,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capping	\$2,700,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$5,000,000	\$0
Staffing and equipment contract costs	\$430,920	\$442,124	\$453,619	\$465,413	\$477,514	\$489,929	\$502,668	\$515,737	\$0	\$0	\$0
Ancillary ¹	\$151,671	\$151,671	\$151,671	\$151,671	\$151,671	\$151,671	\$151,671	\$151,671	\$0	\$0	\$0
Site infrastructure (annualised)	\$0	\$0	\$3,007	\$4,383	\$4,383	\$4,383	\$4,383	\$4,383	\$0	\$0	\$0
Post closure monitoring and management	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	\$45,000	\$45,000
Post closure waste disposal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,842,905	\$2,911,533	\$2,974,081
Landfill levy	\$678,478	\$644,507	\$679,039	\$715,030	\$753,982	\$791,087	\$830,089	\$871,881	\$0	\$0	\$0
Bulk haul transfer station depreciation (for off-site after closure) over 20 years	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$246,128	\$246,128	\$246,128
Total	\$5,176,069	\$1,238,301	\$2,440,037	\$1,336,498	\$1,387,550	\$1,437,070	\$1,488,811	\$1,543,672	\$3,184,033	\$8,202,661	\$3,265,210
\$/tonne (includes clean fill receipt, but is not landfilled) ²	\$179	\$45	\$87	\$46	\$47	\$47	\$48	\$49			
\$/tonne (excluding clean fill)									\$136	\$343	\$134

1. Ancillary costs include EPA audits and monitoring, and maintenance of access roads and the site.
2. Under Option 2 it is assumed clean fill will be diverted from landfill, conserving airspace and extending the life of the landfill. If material is still received at site and used for final rehabilitation, then the 'including clean fill' per tonne cost can be considered to be the cost of managing the material. If it is not received on site, then the 'excluding clean fill' per tonne costs represents the cost of management.

Average cost (\$/tonne) until closure	\$69
Average cost (\$/tonne) to 2053	\$122
Average cost (\$/tonne) to 2027	\$106
NPV until 2053	\$53,367,671
NPV until 2027	\$22,184,502



Table 7 Earlier closure, with waste currently disposed to Anglesea landfill other than clean fill going to alternative disposal sites

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Cell development	\$1,215,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capping	\$2,700,000	\$50,000	\$3,816,121	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Staffing and equipment contract costs	\$430,920	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ancillary ¹	\$151,671	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site infrastructure (annualised)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Post closure monitoring and management	\$0	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Post closure waste disposal	\$0	\$2,714,754	\$2,786,121	\$2,857,087	\$2,934,405	\$3,000,895	\$3,066,850	\$3,137,929	\$3,208,896	\$3,285,507	\$3,355,599
Landfill levy	\$919,948	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bulk haul transfer station depreciation (for off-site after closure) over 20 years	\$246,128	\$246,128	\$246,128	\$246,128	\$246,128	\$246,128	\$246,128	\$246,128	\$246,128	\$246,128	\$246,128
Total	\$5,663,667	\$3,055,883	\$6,893,370	\$3,148,215	\$3,225,533	\$3,292,023	\$3,357,978	\$3,429,057	\$3,500,024	\$3,576,635	\$3,646,728
\$/tonne (clean fill excluded) ²	\$266	\$140	\$308	\$137	\$137	\$136	\$136	\$136	\$136	\$135	\$135

1. Ancillary costs include EPA audits and monitoring, and maintenance of access roads and the site.
2. Under Option 3, it is assumed clean fill will not be managed through the bulk haul transfer station, and large vehicle loads of clean fill will go directly to alternative landfills or recovery option. Under Option 3, the 'excluding clean fill' per tonne costs represent the expected costs to SCS of managing waste.

Average cost (\$/tonne) to 2053	\$139
Average cost (\$/tonne) to 2027	\$164
NPV until 2053	\$66,839,346
NPV until 2027	\$32,570,177



Table 8 Early closure with waste reduction and increased resource recovery.

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Cell development	\$1,215,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capping	\$2,700,000	\$50,000	\$3,816,121	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Staffing and equipment contract costs	\$430,920	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ancillary ¹	\$151,671	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site infrastructure (annualised)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Post closure monitoring and management	\$0	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Post closure waste disposal	\$0	\$2,378,088	\$2,441,451	\$2,504,890	\$2,573,712	\$2,632,700	\$2,691,629	\$2,754,705	\$2,818,144	\$2,886,251	\$2,948,306
Landfill levy	\$678,478	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bulk haul transfer station depreciation (for off-site after closure) over 20 years	\$246,128	\$246,128	\$246,128	\$246,128	\$246,128	\$246,128	\$246,128	\$246,128	\$246,128	\$246,128	\$246,128
Total	\$5,422,197	\$2,719,216	\$6,548,700	\$2,796,018	\$2,864,840	\$2,923,828	\$2,982,757	\$3,045,833	\$3,109,272	\$3,177,379	\$3,239,434
\$/tonne (excluding clean fill)²	\$255	\$138	\$324	\$135	\$134	\$134	\$134	\$133	\$133	\$133	\$133

1. Ancillary costs include EPA audits and monitoring, and maintenance of access roads and the site.
2. Under Option 3, it is assumed clean fill will not be managed through the bulk haul transfer station, and large vehicle loads of clean fill will go directly to alternative landfills or recovery option. Under Option 3, the 'excluding clean fill' per tonne costs represent the expected costs to SCS of managing waste.

Average cost (\$/tonne) to 2053	\$136
Average cost (\$/tonne) to 2027	\$162
NPV until 2053	\$60,042,949
NPV until 2027	\$29,671,546



The most relevant figures are those for the 2017-2027 period because this is when the most significant differences in waste management occur between the options. After 2027, the costs for all options are similar because management practice will be similar.

This assessment suggests:

- Disposal of waste to alternative landfill sites is likely to be more expensive than the cost of continuing to operate Anglesea landfill.
- The least-cost option is the continued operation of the landfill until remaining capacity is full (option2, Table 6), with reduction in waste to landfill through greater diversion, as well as a higher landfill fill rate. This is estimated to cost an average of \$106 per tonne over the next 10 years, and with a lower NPV of \$22.2 million.
- Business as usual filling (Option 1, Table 5) is estimated to be more cost-competitive than earlier closure options, with an estimated average cost of \$141 per tonne and an NPV of \$30.0 million over the next ten years.
- Early closure with FOGO and diversion of cleanfill (Option 4, Table 8) is expected to have an average cost of \$162/tonne to 2027 with a NPV of \$29.7 million.
- The more expensive option is estimated to be earlier closure of the landfill (in 2018) without any diversion of waste from landfill (Option 3, Table 7). This is estimated to have an average cost of \$164 per tonne excluding clean fill and have an NPV of \$32.6 million over the next ten years.

It should be noted that the 'low waste' options will have lower overall costs, but can have higher per tonne costs because fixed costs common to all management options are divided by fewer tonnes.

Other benefits of continuing to operate Anglesea landfill until existing capacity is filled are:

- SCSC is less exposed to unexpectedly high increases in waste transport and landfill gate fees. Any such increases will make alternative landfills even less cost-competitive with Anglesea landfill.
- Extending the life of the landfill until 2021-24 may allow time for the proposed Stonehaven landfill to be developed. Depending on the competitiveness of the gate fee charged, this may be the cheapest post-closure option. Depending on transport efficiencies, the proximity of this site may exclude the need for a bulk haul transfer station. However, our modelling suggests a bulk haul transfer operation will still be cost-competitive with direct delivery by collection vehicles, and this is likely to remain the case as innovation in bulk haul vehicles is likely to result in these becoming more efficient over time.
- Early closure of the landfill would require additional master planning and EPA approvals of revised final contours. This has not been costed out model, but would add to the costs of early closure.

Options for diverting waste from landfill need to be further investigated. Suggested methods include:

- Continue to promote and expand existing resource recovery, with effective community engagement and pricing incentives to promote greater source separation of loads for resource recovery. SCSC already use pricing incentives to promote source separation of loads, and could potentially introduce higher gate fees for unseparated loads with high recyclable content.
- Diversion of clean fill, C&D rubble and masonry, timber, metals and commingled and cardboard/paper recyclables, at transfer stations and resource recovery centres.



- Diversion of food and garden organics via a Food Organics and Garden Organics (FOGO) collection service. In the North East of Victoria, councils have reported 30-40% reductions in household waste through the provision of FOGO services and promotion of kerbside recycling services.
- Diversion of street sweeping waste for drying, cleaning and reuse. This material may be suitable for use in rehabilitating the site.
- Consideration of a trial of 'drop and sort' resource recovery for inert small vehicle household and commercial and industrial waste. This could involve loads containing high volumes of recyclable materials being dropped in an area and sorted by staff to recover recyclable materials. Drop and sort resource recovery is expensive because it is labour intensive and has higher occupational health and safety management requirements. The cost effectiveness will depend on the labour costs and value of extracted materials and may not be viable at a small scale. In-coming unsorted loads that contain a high proportion of recyclables could be charged a premium to pay for the sorting and provide additional incentive to waste generators to separate loads for resource recovery. A trial is suggested to determine net costs that could be used to set gate fees for the separation of mixed loads with high recyclable content.

It is also recommended the effective landfill fill rate is monitored and improved through greater use of alternative temporary cover and increased landfill compaction if possible.

3.2 Risk assessment

Financial risks

Financial risks associated with early closure of the Anglesea landfill include:

- Commercial and financial risks of waste transport and landfill gate fees increasing significantly above consumer price index (CPI). Transport costs are to an extent linked to fuel prices and greater than CPI increases in transport fuel can increase costs. Landfill gate fees charged by alternative sites could increase within the next 10 years, as closure of some landfills in Melbourne's south east increases demand and reduces competition for landfills in Melbourne's west.
- Regulatory risk/costs associated with developing a new landfill masterplan for Anglesea and gaining EPA approvals for final contour and rehabilitation of the site. In addition to cost of developing new plans and managing the approval process, there is risk EPA may place additional requirements on the site. The 'void' that would be created if the final stages of the landfill are not developed would need to be managed to prevent pooling of stormwater that could percolate into landfill.
- Loss of investment already made in development of the piggyback liner.
- Early closure will not avoid most of the costs associated with rehabilitation and post-closure management of the site. Early closure of the landfill will only partially reduce the need for final liner and rehabilitation because the piggyback liner area overlies historically landfilled materials. It will not avoid the need for gas mitigation and upgrade of the leachate management system.
- If the landfill closes early, rehabilitation and post-closure management costs, as well as the costs of developing a new bulk haul transfer station will be brought forward, without opportunity to recoup costs from commercial users through landfill gate fees. This will effectively put these costs onto rate payers either through a direct increase in rates for capital works or through an addition to the waste management service charge.



Potentially an increase in kerbside collection costs if collection vehicles needed to travel longer distances than at present in order to get to a bulk haul transfer station. This would particularly become an issue if additional trucks or drivers were needed to complete collection runs due to increased travel times. For the purposes of modelling, it has been assumed the bulk haul facility would be located at a similar or shorter distance as the current landfill is from the main Torquay population centre, but with a location to the north west of Torquay. Increased kerbside collection costs are only likely to be incurred of collection vehicles directly transport waste to disposal sites, but the modelling suggest bulk haul transfer of wastes will be required.

Environmental risks and outcomes

The main environmental benefit of diverting waste from the Anglesea landfill would be the potential for landfill gas energy recover at a larger landfill such as Ravenhall or Wyndham. The extent of this benefit is uncertain because Anglesea landfill is required by EPA to have a landfill gas capture and oxidisation system, and annual audits to demonstrate low rates of gas emissions above the cap. The requirements by EPA for low methane detection levels at landfills means Anglesea landfill need to achieve about 60-70% landfill gas capture and oxidisation. Larger landfills with gas recovery systems can recover higher levels of gas capture (up to 80% or more) after closure and also recover 'renewable' energy from captured gas. Such landfills can be considered to be 'greenhouse neutral' because the emissions from fossil fuel power avoided by landfill gas energy may be equal or higher than fugitive emissions from the landfill. Gas emissions from Anglesea landfill are likely to be 20-40% higher than could be achieved if SCSC wastes went to a larger landfill, and will be about 0.4-0.8 tonnes CO₂-equivalents per tonne of putrescible waste landfilled.

There will be similar pollution risks for options with similar amounts of waste being landfilled. Anglesea landfill is required by EPA to have a best practice liner and capping similar to any other receiving putrescible landfill, so pollution risks will be similar. The new cell will meet EPA Best Practice Environmental Management (BPEM) requirements and have levels of environmental engineering superior to what has been required historically. This means waste deposited in the new cell poses less risk than waste landfilled historically, and early closure will not greatly reduce environmental risks associated with the site. The levels of engineering required for the new cell mean the site will have levels of environmental risk comparable to alternative landfills.

Greenhouse gas emissions from transport of waste are small compared to emissions from landfill and have not been considered in the estimates.

The best way to avoid greenhouse gas emissions from landfill is to reduce the amounts of putrescible waste deposited. Most food and wet garden waste will degrade within five years after landfilling, which means much of the methane generated can be emitted before effective gas recovery systems are in place. The presence of 'wet' food and garden organics in landfill also creates conditions that promote degradation of other high carbon materials such woody garden waste, timber, paper, cardboard and natural fibre textiles. This increases greenhouse gas generation prior to gas recovery systems being installed. Degradation of organics in landfill also generate leachate and the formation of toxic organic compounds such as bioavailable heavy metal organic compounds. Options that promote waste reduction and diversion will have higher environmental outcomes and are recommended as the preferred approach.

Social outcomes

Possible social impacts of early closure of the Anglesea landfill are:

- Reduced heavy traffic to the site. However, equivalent heavy traffic would be directed onto roads leading to the bulk haul transfer station, and very large loads of consolidated waste would be transported greater distances to alternative disposal sites. Overall, loads would be



transported over greater distances with inherent risks associated with traffic safety, damage to roads and localised pollution.

- Increased waste disposal costs for residents and commercial users of the transfer station. Comparative analysis suggests transport and disposal of wastes to alternative landfills will increase costs by in the order of \$30 per tonne. This represents a cost increase of 30%. On a per household basis, such cost increases are not expected to be high (less than \$15 per household per year for kerbside garbage). However, collectively and for local businesses using the transfer station higher waste disposal costs would have flow-on local economic effect reducing spending and investment in other sectors of the economy.
- Reduced risk of odour and litter from the site in surrounding bushland. This land is current zoned as either Special Use (associated with the former Anglesea coal mine and power station) or Public Conservation and Resource, and does not have high social use. The risk of odour is therefore low. Litter is managed at the landfill although there is risk of some windblown litter.

Early closure of the site will not significantly reduce environmental risks or greatly reduce rehabilitation and post-closure management costs. The cost assessment suggests there is no financial advantage in early closure.



4. Conclusions and recommendations

The modelling suggests the most cost effective option is to continue to operate the Anglesea landfill until remaining capacity is filled, but also reduce waste to landfill where possible.

Earlier closure of the landfill is expected to result in higher costs to the community over the next ten years.

Table 7 showing the estimated costing of the preferred option for continued operation of Anglesea landfill with waste reduction can be used as a preliminary financial plan for the implementation of this option.

Key stages in achieving this include:

- Increasing diversion at Anglesea and other resource recovery centres of clean fill, demolition masonry and rubble, timber and garden organics, metals, and household recyclables.
- Consideration may be given to trailing a 'drop and sort' system for recovery of materials from inert household and commercial and industrial wastes, but the preference is for greater source separation by those using the facilities. Effective community engagement and education is recommended.
- Introduce a regular (fortnightly or weekly) FOGO collection service. This could reduce household landfilled waste by 30-40% by weight.

The expected cost of the preferred option is estimated at an average of \$106 per tonne and an NPV of \$22.2 million over the next ten years for landfill management, closure and rehabilitation, and then transport and disposal of wastes from residents.

Early closure options are expected to cost around \$162-164 per tonne excluding clean fill with an NPV of \$29.7-32.6 million over the next ten years.

The findings of a triple bottom line assessment of the risks and outcomes of different options are shown in Table 9. This suggests there is a net financial benefit in keeping the landfill operating compared to early closure. The preferred option of keeping the landfill operating and diverting more organics and other recoverable materials will result in the highest financial, environmental and social benefits.



Table 9 Summary of triple bottom line assessment

Option	Risks , impacts and outcomes	Comment
Option 1: Business as usual landfilling at Anglesea.	<p>Financial</p> <ul style="list-style-type: none"> Estimated costs of \$141 per tonne with an NPV of 30.0 million between 2017 and 2027. Capital costs of cell development. Slightly higher rehabilitation costs. <p>Environmental</p> <ul style="list-style-type: none"> Greenhouse gas and leachate emissions risks from the final cell development at Anglesea. High levels of environmental engineering are required for the final cell and risk and impacts will be similar to at alternative landfills. Alternative landfills with landfill gas energy recovery will have lower net greenhouse emissions due to off-sets of fossil fuel power. <p>Social</p> <ul style="list-style-type: none"> Little change from current situation. Odour and litter risks from Anglesea landfill (this is a low risk as there is little social use of surrounding land) 	The assessment suggests keeping the landfill open will have lower costs than early closure. Business as usual filling has lower environmental outcomes than Option 2.
Option 2:Anglesea landfill remains open, with greater diversion of waste and improved filling efficiencies.	<p>Financial</p> <ul style="list-style-type: none"> Estimated costs of \$106 per tonne, with an NPV of \$22.2 million between 2017 and 2027. Capital works at the landfill for the development of the final cell. Site rehabilitation costs will be similar under all options. There may be some additional net costs associated with introduction of a FOGO service if the cost per tonne of having organic processed is higher than at present. If organics processing costs are similar to current costs, diversion of food will result in cost savings. <p>Environmental</p> <ul style="list-style-type: none"> Reduced risks associated with organics in landfill (rduce greenhouse gas, less leachate) Reduced envrionmental impacts associated with recycling compared to manufacture from first use materials Soil fertility enhancement from compost products. <p>Social</p> <ul style="list-style-type: none"> Similar to Option 1 with reduced odour risk due to organics diversion. 	Preferred option due to lower costs and high environmental outcomes.
Option 3: Early landfill	<p>Financial</p> <ul style="list-style-type: none"> Estimated costs of \$164 per tonne, with an NPV of 	Least preferred option due to higher costs and lower TBL



Option	Risks , impacts and outcomes	Comment
closure with all waste currently landfilled sent to alternative landfill.	\$32.6 million over the first 10 years. <ul style="list-style-type: none"> • Avoided cell development costs, and some reduction in capping and rehabilitation costs. • Costs of developing a bulk haul transfer station and rehabilitation will be brought forward. • Higher transport costs. <p>Environmental</p> <ul style="list-style-type: none"> • Potential for landfill gas energy recovery at alternative landfills will reduce net greenhouse gas emissions. • Other environmental risks are similar regardless of whether Anglesea or an alternative landfill is used. • More heavy traffic between SCS and the alternative landfill. <p>Social</p> <ul style="list-style-type: none"> • Highest waste disposal costs will have negative flow on effects within the local economy. • Reduced heavy traffic on access roads to the Anglesea landfill. • Increased heavy traffic between SCS and the alternative landfill. • Reduced odour and litter risk from the Anglesea landfill. 	advantages.
Option 4: Early landfill closure with greater diversion reducing waste sent to alternative landfill.	<p>Financial</p> <ul style="list-style-type: none"> • Estimated costs of \$162 per tonne, with an NPV of \$29.7 million over the next ten years. <p>Environmental</p> <ul style="list-style-type: none"> • Similar to Option 2, but with the potential for landfill gas energy recovery and increased heavy traffic from SCS to alternative landfill. <p>Social</p> <ul style="list-style-type: none"> • Similar to Option 3. 	This option is not preferred compared to Options 1 and 2, but is superior to Option 3 due to lower costs and higher environmental performance.

2.4 Reclassification of Council Roads

Author's Title: Strategic Asset Manager
Department: Asset Management
Division: Governance & Infrastructure

General Manager: Anne Howard
File No: F16/199
Trim No: IC17/83

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 seek Council approval to proceed with the process to reclassify a number of public roads.

Summary

As the Co-ordinating Road Authority (under the Road Management Act) Council is required to maintain a Register of Public Roads including, among other information, the classification of each road. A number of Council managed roads have been identified to be classified in an inappropriate hierarchy level within Council's Road Register. To have these reclassified it is required to firstly seek Council approval followed by undertaking a process to inform affected road users and provide an opportunity for public comment.

Recommendation

That Council:

1. Proceed with the process to reclassify Council Managed roads as follows:
 - 1.1 Menzels Road (Ondit Road to End), Winchelsea from Access 2 to Access 3.
 - 1.2 Fishers Road (Horseshoe Bend Road to Minya Lane), Connewarre from Access 2 to Access 3.
 - 1.3 Coalmine Road (Camp Road to No. 2 Road), Anglesea from Collector to Access 2.
 - 1.4 Jinda Park Lane (House No. 90 to Paddy's Swamp Road), Bambra from Access 2 to Access 3.
 - 1.5 Brown Lane (Barwon Terrace to End), Winchelsea from Access 2 to Access 3.
 - 1.6 Rawsons Road (Gallaghers Road to End), Inverleigh from Access 2 to Access 3.
 - 1.7 Koenig Lane (Austin Street to Harding Street), Winchelsea from Access 2 to Access 3.
 - 1.8 Taylors Road (Considines Road to End), Modewarre from Access 2 to Access 3.
 - 1.9 Cape Otway Road Car Park (Wurdiboluc Reservoir), Winchelsea from Collector to Access 2.
2. Commence discussion to hand control of Coalmine Road to DELWP.
3. Delegate authority to the CEO to approve the transfer of management of Coalmine Road to DELWP if agreement between Council and DELWP regarding the management of the road is reached.

2.4 Reclassification of Council Roads

Report

Background

There are a number of roads within the Shire which should be considered for reclassification as they are currently classified at level which does not meet the classification description and does not align with the categorisation of other similar roads.

Discussion

The roads listed below are currently classified at a level requiring a higher level of service than officers deem necessary. In some cases the roads may have been previously designated an inappropriate hierarchy level while in some change of use have resulted in a reassessment of their hierarchy. This creates an anomaly in how we service these roads in comparison with similar roads, resulting in higher costs than necessary and potential community confusion due to the differing levels of service for what seem to be roads serving the same function. The aim of this report is to correct a number of these anomalies which have been identified. Furthermore as part of the review of Council's Road Management Plan a further review may identify additional roads which will require reclassification.

The roads currently identified and referred to in this report are listed below. Additional information on each road is available in Appendix 2.

Road Name	Description	Current Hierarchy	Proposed Hierarchy
Menzels Road	Ondit Road to End, Winchelsea	Access 2	Access 3
Fishers Road	Horseshoe Bend Road to Minya Lane, Connewarre	Access 2	Access 3
Coalmine Road	Camp Road to No. 2 Road, Anglesea	Collector	Access 2
Jinda Park Lane	House No. 90 to Paddy's Swamp Road, Bambra	Access 2	Access 3
Brown Lane	Barwon Terrace to End, Winchelsea	Access 2	Access 3
Rawsons Road	Gallaghers Road to End, Inverleigh	Access 2	Access 3
Koenig Lane	Austin Street to Harding Street, Winchelsea	Access 2	Access 3
Taylor's Road	Considines Road to End, Modewarre	Access 2	Access 3
Cape Otway Road Car Park	Wurdiboluc Reservoir, Winchelsea	Collector	Access 2

Council does not formally have a process in place to alter the classification of a road however it is recommended that the following process outlined in Appendix 1 be followed.

It should be noted that Access 3 roads may include roads designated as Fire Access Tracks. In these cases Council continues to manage these roads in line with agreements with the CFA outside of its responsibilities under Council's Road Management Plan

Financial Implications

In the case of roads being reclassified as Access 3 roads these will not require future maintenance or renewal funding.

Council Plan

Theme 4 Infrastructure
Objective 4.1 Allocation of infrastructure according to need
Strategy Nil

Policy/Legal Implications

Council has the ability to decrease the service level of Council managed roads.

Officer Direct or Indirect Interest

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

Risk Assessment

Not applicable.

2.4 Reclassification of Council Roads

Social Considerations

There may be ratepayers accessing these roads that are not supportive of Council's decision to alter the classification of some roads.

Community Engagement

Through the process listed under the discussion section of this report.

Environmental Implications

Not applicable.

Communication

Through the process listed under the discussion section of this report.

Conclusion

That Council support the recommendation to reclassify the aforementioned roads and the process detailed above.

2.4 Reclassification of Council Roads

Appendix 1 – Proposed Process for altering Council's Register of Public Roads

Action	Detail	Authority
Power to add a Road to Council's Register of Public Roads	Through Development of new Subdivisions	Strategic Asset Manager
Power to add a Road to Council's Register of Public Roads	Granted from other bodies or agencies	Council
Power to remove a Road from Council's Register of Public Roads	Removal of any road	Council*
Power to alter the Classification of a Road	Increase the Classification of a road	Manager Engineering Services
Power to alter the Classification of a Road	Decrease the Classification of a road	Council*

*To remove a road from Council's Register of Public Roads or to decrease the Classification of a road the following process would be undertaken:

1. Need for change identified by Council Officer.
2. Report to Council seeking endorsement to proceed with process.
3. Inform abutting properties and notice in local paper. 3 week submission period.
4. If no submissions against changes Strategic Asset Manager to update Register of Public Roads (end of process).
5. If submissions against proposed changes Report to Council with recommendations.
6. Council to approve or not approve changes.
7. Strategic Asset Manager to update Register of Public Roads in line with Council decision.

2.4 Reclassification of Council Roads

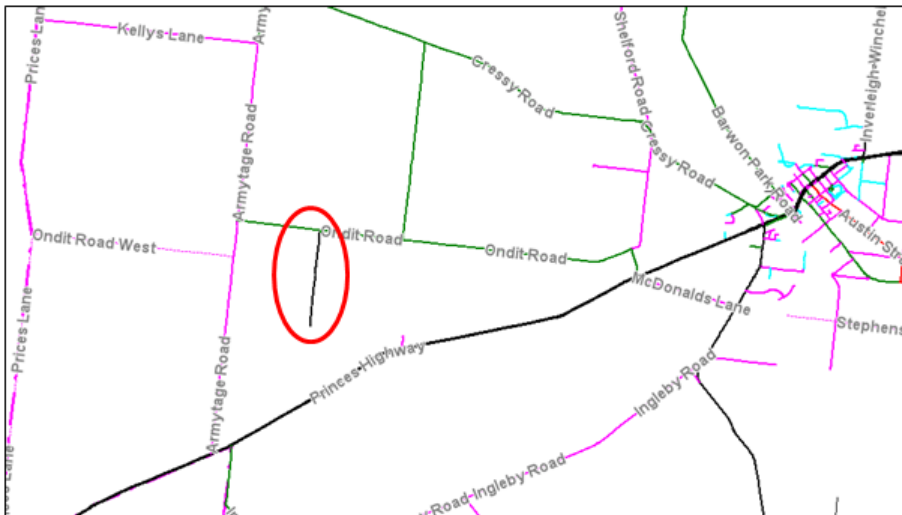
Appendix 2 – Detailed Information on roads for consideration for reclassification

Menzels Road (Ondit Road to End), Winchelsea

1.7km lightly gravelled road in poor condition, Access to paddocks only, no residences. All paddocks have alternative access to other roads.

Furthermore the entry to the road has had an unlocked gate across at Ondit Rd for a number of years.

Reclassify from **Access 2 to Access 3**

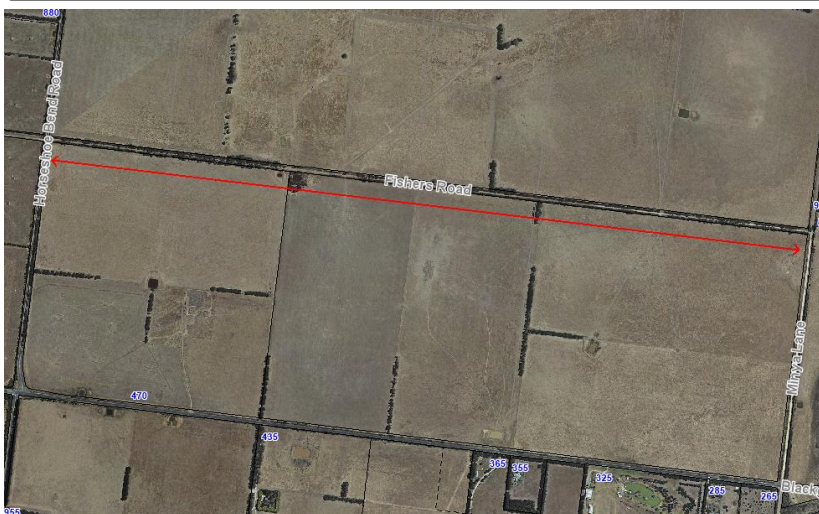
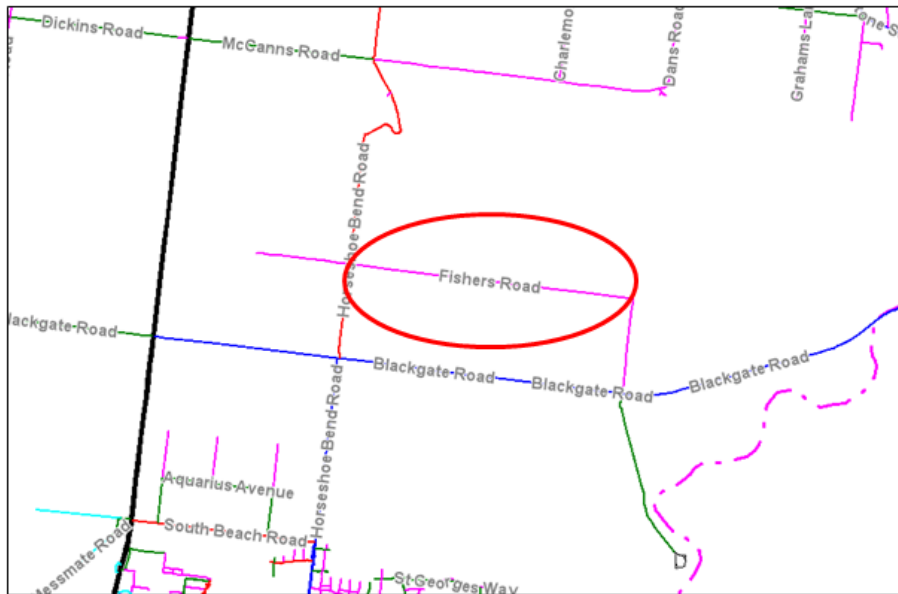


2.4 Reclassification of Council Roads

Fishers Road (Horseshoe Bend Road to Minya Lane), Connewarre

1.5km lightly gravelled road in poor condition, Access to paddocks and 1 residence at east end which accesses via Minya Lane. All paddocks have alternative access to other roads.

Reclassify from **Access 2** to **Access 3**



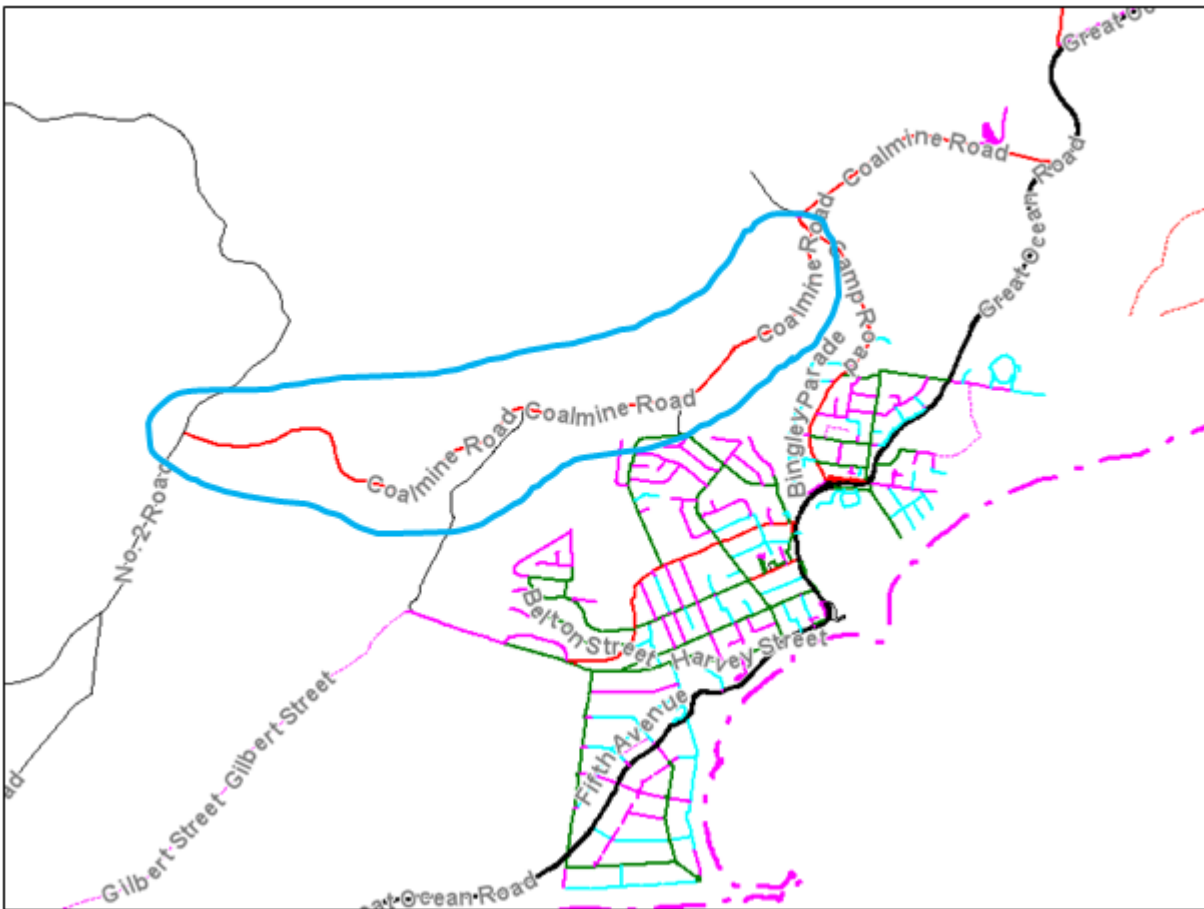
2.4 Reclassification of Council Roads

Coalmine Road (Camp Roa to No. 2 Road), Anglesea

Good condition gravel road for the first 2.4 km from Camp Road. Gated and inaccessible at this point to No.2 Road at the request of DELWP due to concerns of road slippage from the Alcoa Mine. Only services old Alcoa side and links with DELWP forest road network as well as the Anglesea Riding Club at 720m from Camp Rd. Traffic counts less than 50 vehicles per day.

Reclassify from **Collector** to **Access 2**

Furthermore as this road does not access ratepayer property and is not on a government road reserve Council should look further to hand management to DELWP.

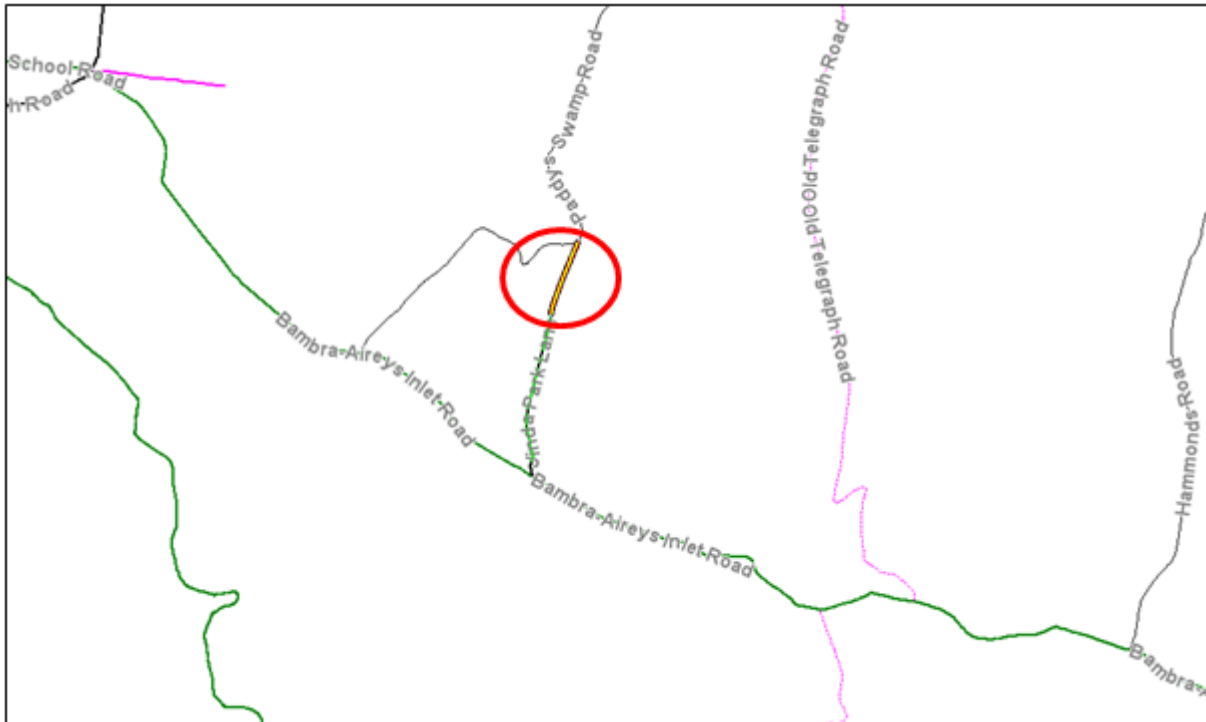


2.4 Reclassification of Council Roads

Jinda Park Lane (House No. 90 to Paddy's Swamp Road), Bamba

745m lightly gravelled road in poor condition, No residence access. Has a sign stating "HVP Plantations No Entry – Private Property".

Reclassify from **Access 2** to **Access 3**

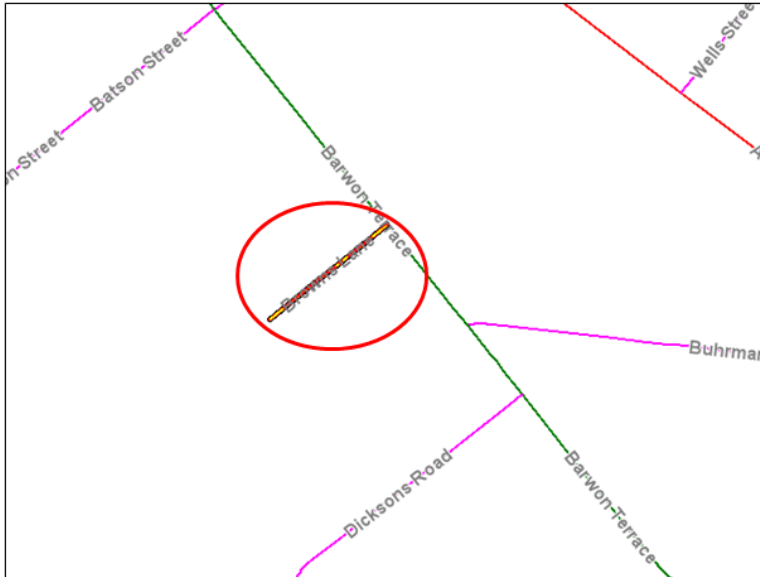


2.4 Reclassification of Council Roads

Brown Lane (Barwon Terrace to End), Winchelsea

270m unconstructed grass track, Driveway access to single residence which has Barwon Terrace frontage.

Reclassify from **Access 2** to **Access 3**

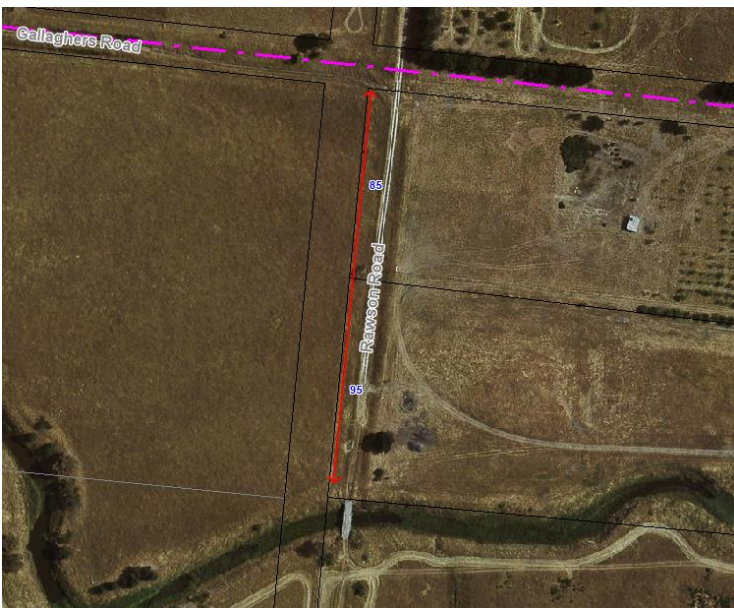
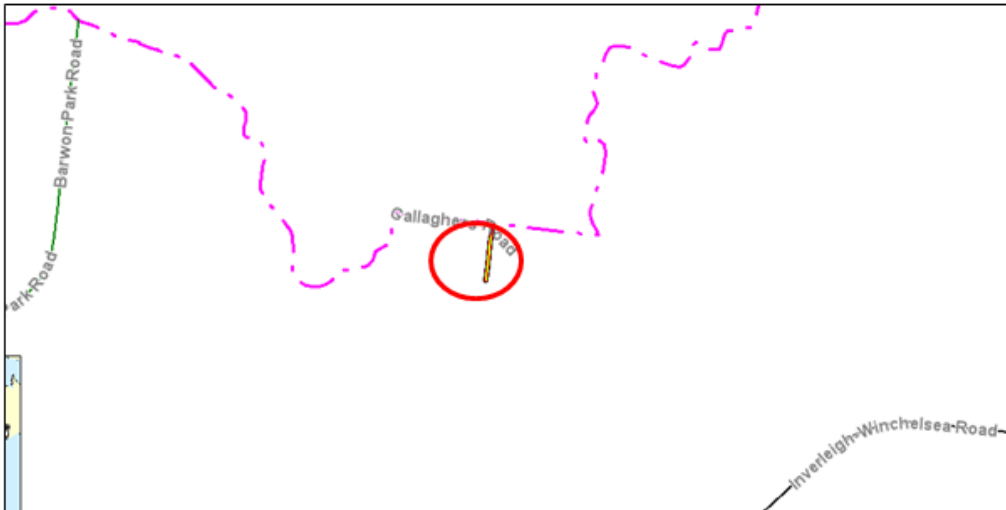


2.4 Reclassification of Council Roads

Rawsons Road (Gallaghers Road to End), Inverleigh

200m unconstructed track, Services vacant properties.

Reclassify from **Access 2** to **Access 3**

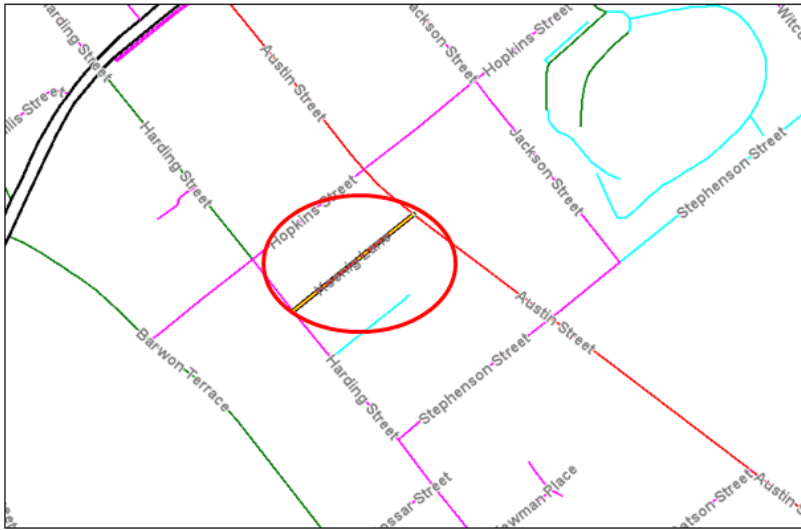


2.4 Reclassification of Council Roads

Koenig Lane (Austin Street to Harding Street), Winchelsea

140m unconstructed track, Along rear of properties accessed by Hopkins Street.

Reclassify from **Access 2** to **Access 3**

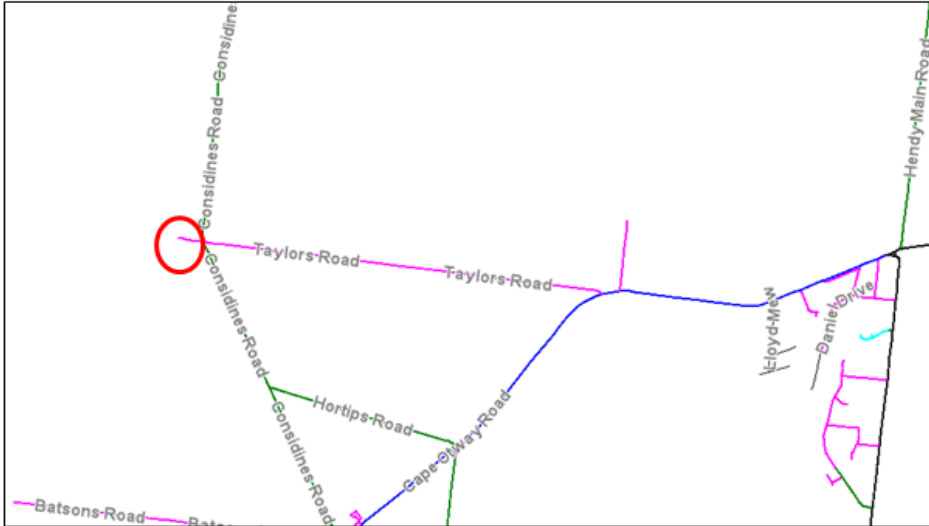


2.4 Reclassification of Council Roads

Taylor's Road (Considines Road to End), Modewarre

160m unconstructed track, Leading from Considines Rd to Lake Modewarre.

Reclassify from **Access 2** to **Access 3**

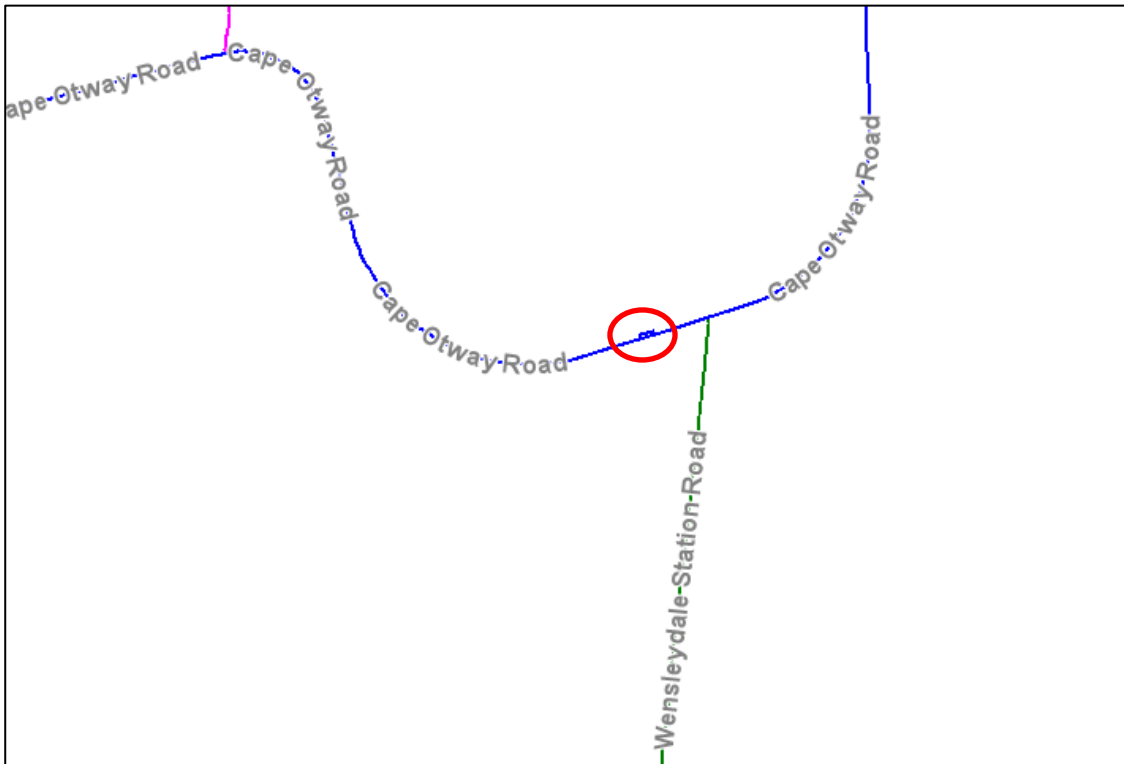


2.4 Reclassification of Council Roads

Cape Otway Road Car Park (Wurdiboluc Reservoir), Winchelsea

Small car park at southern end of Wurdiboluc Reservoir. Was classified as a Collector as was being inspected as part of Cape Otway Road however should not be a Collector Road as does not meet the criteria.

Reclassify from **Collector** to **Access 3**



2.5 Digital Transformation Strategy

Author's Title: Strategic Initiatives Manager

Department: Governance & Infrastructure

Division: Governance & Infrastructure

Appendix:

1. Digital Transformation Strategy (D17/49565)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

General Manager: Anne Howard

File No: F16/1624

Trim No: IC17/289

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 present the Digital Transformation Strategy for consideration.

Summary

In just over two decades the internet has become a major part of our everyday lives at both work and home. Completing transactions online has become second nature, with more and more of us going online for shopping, banking, information and entertainment. Local Government as a sector needs to keep up with the digital age and deliver online services as a matter of course.

Digital Transformation is happening around us and Surf Coast Shire needs to build its capability in this area to stay relevant to our community and customers. This report presents a Digital Transformation (DT) Strategy for Surf Coast Shire attached as Appendix 1.

The strategy is attached as and will be a digital interactive document. It outlines the vision, goal and strategic objectives for digital transformation along with a three year program for how it will be delivered. Digital transformation is a long term challenge for organisations and beyond the identified three year program there will be further programs of work required to ensure Council can stay relevant and deliver online services to its community and customers. These will be informed through the learnings, success and challenges of Phase 1 to be delivered over the next three years.

Recommendation

That Council:

1. Endorse the Digital Transformation Strategy (Appendix 1).
2. Note the financial investment and potential benefits for the program have been incorporated into Council's draft Budget 2017-18 and Long Term Financial Plan.

2.5 Digital Transformation Strategy

Report

Background

In just over two decades the internet has become a major part of our everyday lives at both work and home. Completing transactions online has become second nature, with more and more people going online for shopping, banking, information and entertainment. Online services tend to be quicker, more convenient and cheaper to use. Local Government as a sector needs to keep up with the digital age and deliver online services as a matter of course.

Federal and State Governments are also in the process of reviewing how they can deliver services online and look to the experience of the United Kingdom and others in this space.

Excerpt from the UK Government Digital Strategy:

'Government has got to do better. By going digital by default, the government could save between £1.7 and £1.8 billion each year.

But this isn't just about saving money - the public increasingly expects to access services quickly and conveniently, at times and in ways that suit them. We will not leave anyone behind but we will use digital technology to drive better services and lower costs.

We will also need to embed digital skills into our organisational DNA, developing a culture that puts people's needs first so we plan and design our services around what users need to get done, not around the ways government want them to do it.'

Digital transformation is happening and to stay relevant to its community and customers Surf Coast Shire Council needs to build its capability in this area. This report presents a Digital Transformation (DT) Strategy for Surf Coast Shire Council. The strategy established a foundation for change through technology and targets key areas important to the community and customers.

Discussion

There are a number of broader organisational reforms/ changes underway these include:

- People and Culture Strategy (including Purpose, Direction, Values and Behaviours)
- Activity Based Working
- Business Improvement and Service Reviews
- Program/ Project Management
- Financial Management.

The Digital Transformation Strategy is included as another business change under this broader group of activities.

A number of other Councils have commenced digital transformation including Brimbank and Casey and more broadly MAV and LGPro are providing overall guidance and supporting Councils in digital transformation. Brimbank have undergone a major rework of their web site designed to substantially improve customer access in regard to online forms and payments for a broad range of services.

The purpose of the strategy is to outline a clear direction and program of work for the next 3 years.

Whilst the average customer will spend only a small fraction of their online time interacting with the government, increasingly their expectation is that the government should provide an experience as efficient and seamless as that offered by their banks, utilities and favourite online stores.

This expectation will only grow as those other non-government entities continue to evolve, offering more sophisticated and engaging experiences and always accommodating current consumer technologies, such as mobile and other smart devices, and beyond. The challenge for the government is to stay ahead of this trend.

By engaging with customers online, activities can transform from being focussed on procedures and compliance to being focussed on quality of service. For example, when customers are able to complete dynamic forms online staff are released from spending time answering queries over the phone or at the counter, re-keying data or chasing errors. Their efforts shift to devising and implementing ways to improve services, monitoring them and providing new ones.

2.5 Digital Transformation Strategy

The Surf Coast Shire Digital Transformation Strategy aligns with the purpose and direction and enables us to help our community and environment to thrive.

Aligned with our Purpose and Direction Council is doing this:

- to improve our customer experiences and meet their expectations
- to build our capability and provide staff with the tools they need to 'do their best'
- to ensure financial viability into the future.

Surf Coast Shire Council is well placed to deliver a Digital Transformation program through building on its existing core systems to improve the customer experience and at the same time streamline its processes and systems.

The Digital Transformation Strategy is an interactive PDF document and is included as Appendix 1, and is summarised below.

Project Vision: Through technology Council will be easy to access and deal with, convenient, efficient and responsive.

Goal: Putting customers at the centre of what we do (customer first) and using technology to transform our business (digital by default).

Strategic Objectives:

- improve Customer Experience: create a customer journey that is simple, clearer, faster; support service delivery excellence
- build Capability: create a contemporary workplace where people can do their best; provide accurate and timely data for decision making
- achieve Financial Outcomes: Contribute to Council's financial viability; streamlining processes, integrating and aligning systems

This will be delivered by the following methods:

- Customer Centric: Customers get to tell us what is important to them
- Enabling Technologies: that are easy to implement, improve access for customers and tools for our staff
- Change Champions: responsible for embedding and realising the benefits of the business change
- Building Blocks: that enable us to comply, share, partner, lift and learn from others
- Project Priorities: Prioritise projects that deliver goals and benefits
- Governance: Senior Management engagement and oversight of all digital activities

The benefits of the strategy include:

Customer Experience Improved

- improved understanding of customer/ needs and experiences
- increased access for the customer
- increased numbers of customers self-serving
- stronger customer first mindset

Building Capability

- ability to share and partner with others
- integrated data to assist decision making
- improved performance reporting
- digital by default mindset
- tools provided for people to do their best

Financial Outcomes Achieved

- streamlined operations (processes and systems) aligned to gain efficiencies
- reduced cost of service delivery
- mitigates growth costs in service delivery

Digital transformation is a long term challenge for organisations and beyond the identified three year program there will be further programs of work and investment required to ensure Council can stay relevant and deliver online services to its community and customers.

2.5 Digital Transformation Strategy

Financial Implications

The budget for the three year program is estimated to be \$6.395 Million. This is outlined in more detail in the strategy and includes budget of \$1.270 Million allocated in the current 16/17 financial year. The main costs for the program cover the system costs for the three priority project areas along with the resourcing costs required to deliver the projects.

The strategy outlines how this investment will be allocated over 3 years recognising that a return on investment will not be immediate but occur over a period of time as the business efficiencies are realised with the introduction of new technology.

The strategy identifies three priority areas including Customer Access, Planning and Finance. The Planning Project is already funded under this year's budget and will be delivered by the end of 2017. The Finance and Customer Access projects are yet to be scoped in detail. The program has also identified a range of Quick Wins for 2017. Costs for these are either covered in the current budget or will be funded under the total program budget.

Council Plan

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

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

Theme 2 Governance
Objective 2.2 High performing accountable organisation
Strategy 2.2.1 Ensure the organisational structure is capable of delivering on the Council Plan

Policy/Legal Implications

The Digital Transformation Strategy establishes the strategic direction for the three year program to June 2019.

Officer Direct or Indirect Interest

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

Risk Assessment

The strategy outlines a number of risks associated with implementing the Strategy along with identifying ways to mitigate against these risks. The risks generally include; not delivering the identified benefits to customers or the organisation; senior leadership not staying engaged and not enough staff engagement; lack of funding for the whole program and too many change activities occurring in the organisation.

Equally there are significant risks to the organisation if it doesn't implement a digital implementation strategy these include:

- not being able to meet State/ Federal Government requirements for delivering rate capping and expectations of providing digital services in the short term
- becoming less relevant to our community by not being able to deliver basic services and meet customer expectations
- Inefficiencies in the business by retaining outdated and unsupported systems and ineffective processes.

Social Considerations

The Digital Transformation Strategy has a strong focus on improving the customer/ community experience when interacting with Council online. It is anticipated the likely benefits of improving community/ customer experiences are:

- a greater understanding of what the customer/ community want in relation to Digital Transformation
- increased access for customers to services and information
- customers being able to self-serve more on a range of services.

2.5 Digital Transformation Strategy

Community Engagement

Engagement with the customer and the community is identified as one of the key pillars of the strategy by understanding what is important to both groups in regard to digital services. Council is then able to design services that meet their needs. The Digital Transformation Strategy is an internally focussed document and has not included any external engagement activities in its development. Once adopted there will be a number of engagement activities put in place including Customer Reference Panel/s and a staff reference group.

Some staff engagement activities have been undertaken during the development of the strategy particularly areas that are undertaking digital transformation work/ projects to ensure alignment.

Environmental Implications

There are no real environmental impacts on the environment, although one of the likely benefits to the digital transformation strategy is a reduction in the use of paper.

Communication

A Communications and engagement plan will be developed for the release of the strategy once it has been considered by Council. It is intended that the strategy will be released on Councils intranet and internet for anyone interested in accessing it.

Conclusion

Digital Transformation is happening and to stay relevant to its community and customers Surf Coast Shire needs to build capability in this area. This report presents a Digital Transformation (DT) Strategy for Surf Coast Shire. The strategy is attached as a digital interactive document. It outlines the vision, goal and strategic objectives for digital transformation along with a three year program for how it will be delivered.

Digital transformation is a long term challenge for organisations and beyond the identified three year program there will be further programs of work required to ensure Council can stay relevant and deliver online services to its community and customers.

2.5 Digital Transformation Strategy

APPENDIX 1 DIGITAL TRANSFORMATION STRATEGY



Digital Transformation Strategy 2017-2019



Digital Transformation Strategy



Why do we need this?

Aligned with our Purpose and Direction we are doing this:

- To improve our customer experiences and meet their expectations
- To build our capability and provide staff with the tools they need to 'do their best'
- To ensure financial viability into the future

What is the strategy about?

Vision:

Through technology Council will be easy to access and deal with, convenient, efficient and responsive

Goal:

Putting customers at the centre of what we do (Customer First), using technology to transform the way we do business (Digital by Default).

Strategic objectives

Improve Customer Experience

Create a customer journey that is simpler, clearer, faster
 Support service delivery excellence

Build Capability

Create a contemporary workplace, where people can do their best
 Provide accurate and timely data for decision making

Achieve Financial Outcomes

Contribute to Council's financial viability
 Streamlining processes, integrating and aligning systems

How will we deliver this?

Customer Centric

Customers get to tell us what is important to them

Enabling Technologies

that are easy to implement, improve access for customers and tools for our staff

Change Champions

responsible for embedding and realising the benefits of the business change

Governance

Senior Management engagement and oversight of all digital activities

Building Blocks

that enable us to comply share, partner, lift and learn from others

Project Priorities

Prioritise projects that deliver goals and benefits



Benefits

Improve Customer Experience

Improved understanding of customer needs and experiences
 Increased access for customer self serving
 Stronger customer first mindset

Build Capability

Ability to share and partner with others
 Integrated data to assist decision making
 Improved performance reporting
 Digital by default mindset
 Tools provided for people to do their best.

Achieve Financial Outcomes

Streamlined operations/ processes
 Reduced cost of service delivery
 Mitigates growth costs in service delivery

Digital Transformation Strategy **WHY WHAT HOW BENEFITS** 



Why do we need this?

Why do we need this?

Current snapshot

The 9 elements of DT



"We are making this investment in digital transformation so that we can provide the services expected by our customers into the future in a manner that works for them"

Mayor Surf Coast Shire



"The way people want to connect with us is rapidly changing. Customers now expect a level of online access for all services they use. We need to understand what our customers want and then use technology to transform the way we do business"

CEO Surf Coast Shire

Alignment

Our Digital Transformation Strategy must align with our purpose and direction in a way that enables us to help our community and environment to thrive.

Many organisations have started or are in the process of delivering Digital Transformation within their businesses. We can learn from them to shape our program.

Aligned with our Purpose and Direction we are doing this:

- To improve our customer experiences when they engage with us
- To build our capability & provide staff with the tools to 'do their best'
- To ensure we are efficient and financially viable into the future



Excerpt from UK Government Digital Strategy on the Why?

The public increasingly expects to access services quickly and conveniently, at times and in ways that suit them. We will not leave anyone behind but we will use digital technology to drive better services and lower costs.

We will also need to embed digital skills into our organisational DNA, developing a culture that puts people's needs first so we plan and design our services around what users need to get done, not around the ways government want them to do it.



Context

Digital Transformation is happening around us and Council needs to start to build its capability in this area to stay relevant to our customers and community and keep up with other levels of Government.





Current snapshot

Why do we need this?

Current snapshot

The 9 elements of DT

Where are we now?

Surf Coast Shire is well placed to deliver a Digital Transformation program through building on its existing systems to improve the customer experience and at the same time streamline its processes and systems.



- Desktops and devices have good functionality
- All our core software is current version and supported
- Committed to a Business Improvement Program (BIP)
- Many systems/ tools are delivering service needs
- A number of champions who are keen to get on with it



- No ability to have a single view of customer (internal and external)
- A lot of features in current systems are not being used
- Generally internally focussed on delivering services
- Process improvement are not a key focus and no business analyst roles exist
- Systems not effectively integrated
- Silo based approach to solving business issues

Current Surf Coast ICT Environment

The diagram below outlines the core current business systems operating today.

Function	Product	Vendor
Core systems		
Financials	Authority	Civica
Asset management		
Land, property and rates		
HR/Payroll		
CRM		
Document management	TRIM	Civica & Alpha West
Business systems		
Financials - front end	BIS	Civica
GIS	Exponare/map info	Pitney Bowes
Desktop	Windows 7, 8, & 10	Microsoft
Website/Intranet	Seamless	Seamless

WHY WHAT HOW BENEFITS



The 9 elements of DT

Why do we need this?
 Current snapshot
 Current activities underway
 The 9 elements of DT

From executive interviews undertaken by MIT Sloan on organisations undergoing digital transformation, they found:

- The best companies combine digital activity with strong leadership and vision to turn technology into transformation.
- Executives are digitally transforming three key focus areas of their enterprises: customer experience, operational processes and business models.
- Currently, no company (n the sample) has fully transformed all nine elements. Rather, executives are selecting among these building blocks to move forward in the manner that they believe is right for their organisations.

Those highlighted in blue are identified as elements that provide the most opportunity to Council.

Customer experience	Transforming Operational Processes	Transforming Business Models
Customer Understanding (of what they want)	Process digitisation (automating as many processes as possible)	Digitally modified business (focus on customer and living our direction)
Top Line Growth (in person sales)	Worker enablement (ABW, Flexibility, tools)	New Digital Businesses (Digital Products)
Customer Touch Points (multiple channels - integrated, self service)	Performance Management	Digital Globalization (Shared Service / Synergies)

Source MIT Sloan Management Review

What is the strategy about?

What is the strategy about?

Digital Transformation Summary

Strategic Objectives

Principles

Risks for the DT program

Transitioning

Digital Transformation... It's all about People, Process and Technology

PEOPLE

- Strong leadership to deliver the change
- Alignment to Purpose and Direction
- Improving staff experiences by providing great tools
- Customer focussed culture & behaviours
- Change champions to implement the change into the business
- Business Analyst skills to understand the business
- Project Management skills for delivery



PROCESS

- Customer driven digital services
- Efficient core operational processes
- Focus on three priority areas
- Aligning business processes to new systems to achieve maximum efficiency (using business analyst skills to assist)
- Integration of data and systems
- Single source of data across processes
- Value adding, waste avoiding

TECHNOLOGY

- Building on Foundation Systems
- Using the full functionality of our systems & integrating them
- New / upgraded systems for priority areas (Customer Access, Planning, Finance)
- Tools that support the business & paperless focus eg Trapez,
- Health checks of existing systems eg Finance



Digital Transformation summary

What is the strategy about?

Digital Transformation Summary

Strategic Objectives

Principles

Risks for the DT program

Transitioning

Vision

Through technology Council will be easy to access and deal with, convenient, efficient and responsive.

Goal

Putting customers at the centre of what we do (Customer First) using technology to transform the way we do business (Digital by Default).

Strategic objectives

Improve Customer Experience

Build Capability

Achieve Financial Outcomes

Benefits

Improve Customer Experience

Improved understanding of customer needs and experiences
Increased access for customer
Increased number of customers self serving
Stronger customer first mindset

Build Capability

Ability to share and partner with others
Integrated data to assist decision making
Improved performance reporting
Digital by default mindset
Tools provided for people to do their best.

Achieve Financial Outcomes

Streamlined operations/ processes
Reduced cost of service delivery
Mitigates growth costs in service delivery

Priority projects 17/18

▶ Customer Access

▶ Planning

▶ Finance

Quick Wins -17/18

Implementing tools to improve capability - such as Trapeze, paperless payroll, tablets for staff, electronic signature.

Strategic Objectives

- What is the strategy about?
- Digital Transformation Summary
- Strategic Objectives
- Principles
- Risks for the DT program
- Transitioning

Digital transformation is business change built on technology

The overarching objectives are to develop digital services that:

Improve Customer Experience

Create a customer journey that is simpler, clearer, faster
Support service delivery excellence

- Always seeking to understand our customers and engaging them to find out what's important to them
- Designing digital services that meet customer needs
- Using technology to enable ease of access by our customers
- Establishing a customer reference panel to advise on ways to improve access
- Building a Customer First mindset, culture and behaviours

Build Capacity

Create a contemporary workplace, where people can do their best
Provide accurate and timely data for decision making

Strategic Capability

- Learning from others and staying connected with leaders in DT
- Partnering with others to drive Local Government efficiencies such as shared services and sharing technology solutions

Management Capability

- Improved and easy access to data or reports to assist decision making

Organisation Capability

- Providing tools for staff to 'do their best' by designing effective solutions
- Digital by default mindset
- A digital platform that integrates data and processes (integrating Business and IT)

Achieve Financial Outcomes

Contribute to Council's financial viability
Streamlining processes, integrating and aligning systems

- Designing digital services so that customers can self serve
- Focussing on streamlining processes wherever possible to gain efficiencies
- Ensuring systems are integrated, efficient and support the business
- Aligning business processes to new systems to achieve maximum efficiency

Principles

What is the strategy about?

Digital Transformation Summary

Strategic Objectives

Principles

Risks for the DT program

Transitioning

Surf Coast Shire will approach its digital transformation by aligning to important design principles. This strategy incorporates the principles developed by the Australian Government.

These design principles (summarised) have been developed by the Digital Transformation Agency.

- **Start with needs: user needs, not government needs.**
Start with identifying user needs – research data and talk to users.
- **Do less.**
Make things reusable and shareable, build technology others can build upon, link to the work of others.
- **Design with data.**
Look at how existing services are used, let data drive decision-making, not hunches and test with users
- **Do the hard work to make it simple.**
Making something look simple is easy. Making something simple to use is much harder.
- **Iterate. Then iterate again.**
Start small and iterate wildly, delete things that don't work and make refinements based on feedback.
- **This is for everyone.**
Everything we build should be inclusive, legible and readable. We're designing for all, not just web users
- **Understand context.**
We're designing for people. Think hard about the context in which they use our services.
- **Build digital services, not websites.**
Uncover user needs and build the service that meets all aspects of those needs.
- **Be consistent, not uniform.**
Use the same language, the same design patterns and be consistent. Continually improve
- **Make things open: it makes things better.**
Share what we're doing (designs, ideas, failures with anyone interested).

Also important to our approach

- **Stay connected**
It is essential that Surf Coast stays connected to what local government and other levels of government are doing
- **Get prepared**
Recognise major reform is coming and we need to be ready
Build capability so that we can harness future opportunities
- **Look for common interests**
G21 regional Councils and other neighbouring Councils
Councils that use same vendors
Other organisations with similar needs
- **Don't reinvent good work**
Adopt DTA principles
Learn from others
Copy what works!
- **Focus investment where there is most value**
Wherever possible make existing systems work for us
Invest time with people – customers and staff
- **Be transparent**
Monitor, measure and report – and celebrate success



Risks for DT program

What is the strategy about?

Digital Transformation Summary

Strategic Objectives

Principles

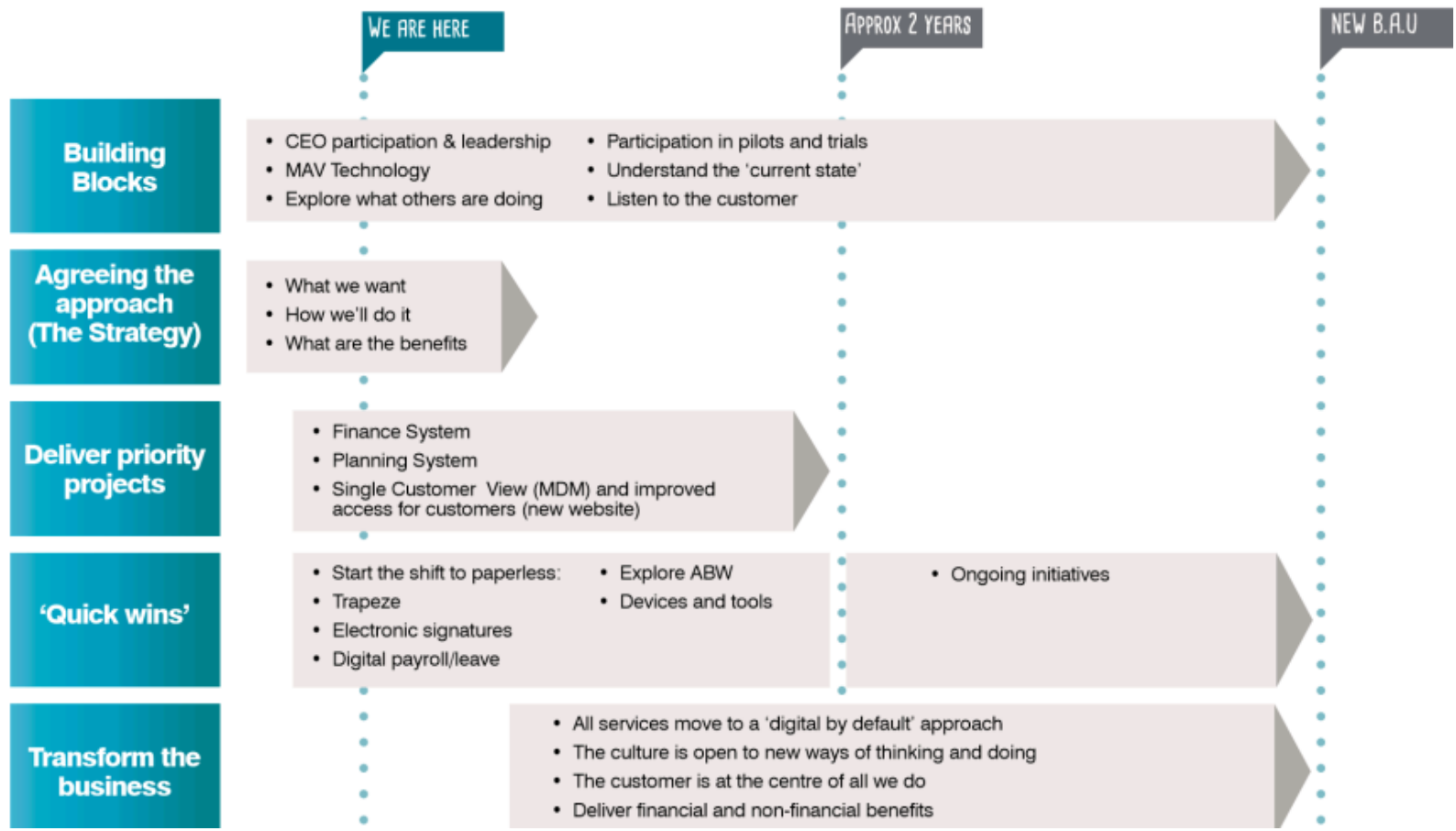
Risks for the DT program

Transitioning

Risk	Likelihood (H-M-L)	Impact (H-M-L)	Mitigation
Not realising the identified benefits for the community or they don't see any change to accessing our services	M	H	Talk to customers about what they want, identify benefits early, engage them through the project to test technology, and measure post implementation
Project doesn't deliver benefits for the organisation	M	H	Develop clear program of benefits to be delivered, establish project teams to deliver, supported by change champions
Project doesn't meet expectations of all stakeholders including staff, the community, other levels of government	M	H	Develop DT Strategy (including benefits), project management, and engagement of key stakeholders during delivery
Lack of buy in /ownership within the organisation	M	M	Develop a comms and engagement plan that engages early and often for all
Senior leadership not staying engaged	L	H	Implement proposed Governance structure and regular progress reporting to Council
Our existing systems are unable to deliver the proposed DT program	M	H	Continue to monitor how proposed new systems sit within current IT architecture
Loss/ significant change to existing IT resources	L	H	Develop succession plan for key staff
DT projects go over budget or vendors don't deliver what they say they will	M	H	Ensure project management practises are in place and being monitored for all projects, use of external IT expertise as required
Funding is limited/ unable to be provided for the program/ resourcing costs are not allocated	M	H	Ensure DT Program budget is approved before commencing work
The organisation is going through a lot of change and this work takes it over a reasonable level	M	M	Develop a change management plan for the DT program of work

Transitioning

- What is the strategy about?
- Digital Transformation Summary
- Strategic Objectives
- Principles
- Risks for the DT program
- Transitioning



How will we deliver this?

How will we deliver this?

- Customer Centric
- Enabling Technologies
- Change Champions
- Building Blocks
- Project priorities
- Governance
- Checklist for prioritising DT initiatives
- Priority projects
- Quick wins
- Budget

We will have a clear focus on three strategic objectives:

Improve Customer Experience

Build Capacity

Achieve Financial Outcomes

We will enable digital services via multiple channels:



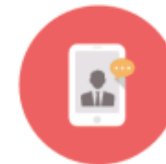
Website



Post/email



Phone/
Face to face



Mobile apps



Social media

We will use the following methods:

Customer Centric
Customers get to tell us what is important to them.

Enabling Technologies
That are easy to implement, improve access for customers and tools for our staff

Change Champions
Responsible for embedding and realising the benefits of the business change

Building Blocks
That enable us to comply share, partner, lift and learn from others.

Project priorities
Prioritise projects that deliver goals and benefits.

Governance
Senior Management engagement and oversight of all digital activities.

Customer-centric

How will we deliver this?

Customer Centric

Enabling Technologies

Change Champions

Building Blocks

Project priorities

Governance

Checklist for prioritising

DT initiatives

Priority projects

Quick wins

Budget

Customers increasingly expect:

- More personalization
- More options
- Constant online access (24/7)
- Us to listen and respond quickly

There is a clear shift away from individual touch-points in favour of a full spectrum of customer journeys.

When we decide to introduce a change, we will ask the customers what they value and expect.

- Research & Data
- Talk to users
- Customer Reference Panel



Enabling Technologies

How will we deliver this?

Customer Centric

Enabling Technologies

Change Champions

Building Blocks

Project priorities

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Checklist for prioritising

DT initiatives

Priority projects

Quick wins

Budget

An enabling technology is an invention or innovation, that can be applied to drive radical change in the capabilities of a user or culture (Wikipedia)

It is important that we source technologies that:

- Are easy to implement
- Improve access for customers
- Shift culture and capability

Examples endorsed by Council so far include:

- Planning System software
- Trapeze
- Paperless Payroll
- Tablet devices



Change Champions

How will we deliver this?

Customer Centric

Enabling Technologies

Change Champions

Building Blocks

Project priorities

Governance

Checklist for prioritising

DT initiatives

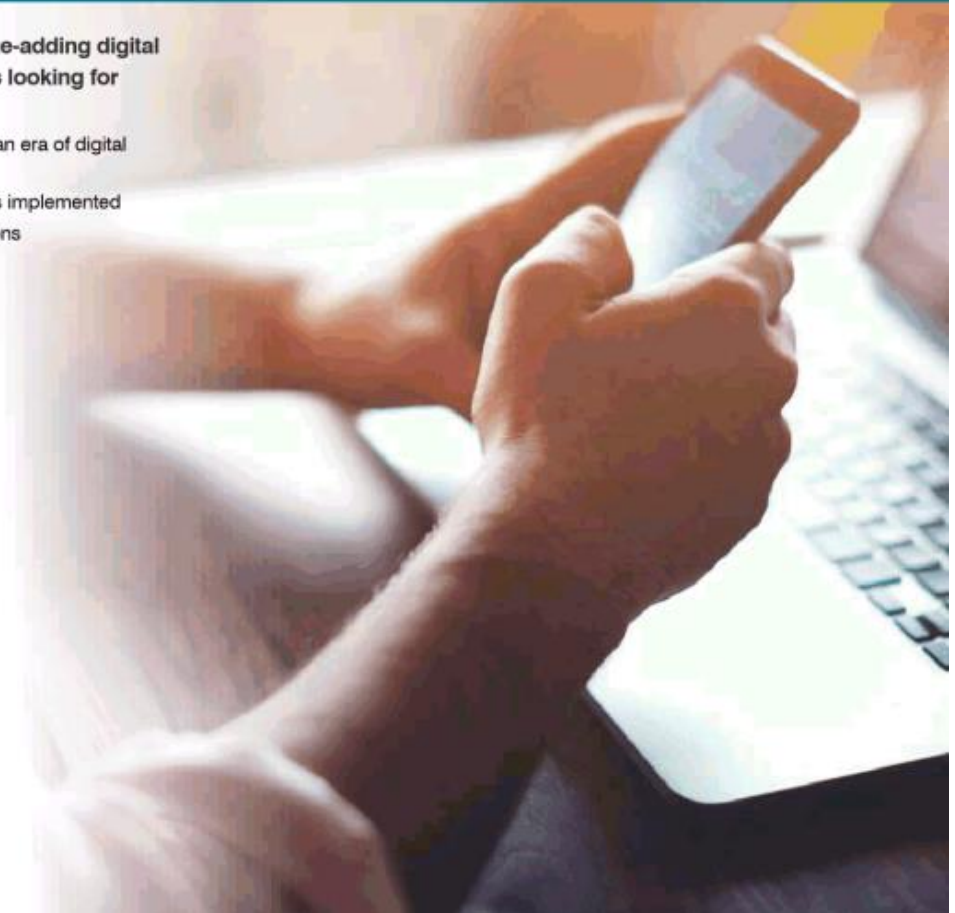
Priority projects

Quick wins

Budget

Champions can help identify, investigate and implement value-adding digital opportunities that might otherwise be missed and are always looking for ways to improve the business/ service.

- A "learn by doing" approach will build the capabilities necessary for an era of digital work
- Champions can help drive/ realise the benefits after the technology is implemented
- Some Councils are leveraging external expertise to develop champions
- Governance framework identifies staff reference group
- Champions drive ongoing improvement
- Champions see opportunities for the business areas
- Champions help remove obstacles



Building Blocks

How will we deliver this?

Customer Centric

Enabling Technologies

Change Champions

Building Blocks

Project priorities

Governance

Checklist for prioritising

DT initiatives

Priority projects

Quick wins

Budget

Building Blocks help to transition the business to Customer First and Digital by default and include

- Establish processes that support service delivery and compliance as well as providing important data
- Cloud technologies
- Master data management system
- Establishing common general ledger structures



Project Priorities

How will we deliver this?

Customer Centric

Enabling Technologies

Change Champions

Building Blocks

Project priorities

Governance

Checklist for prioritising

DT initiatives

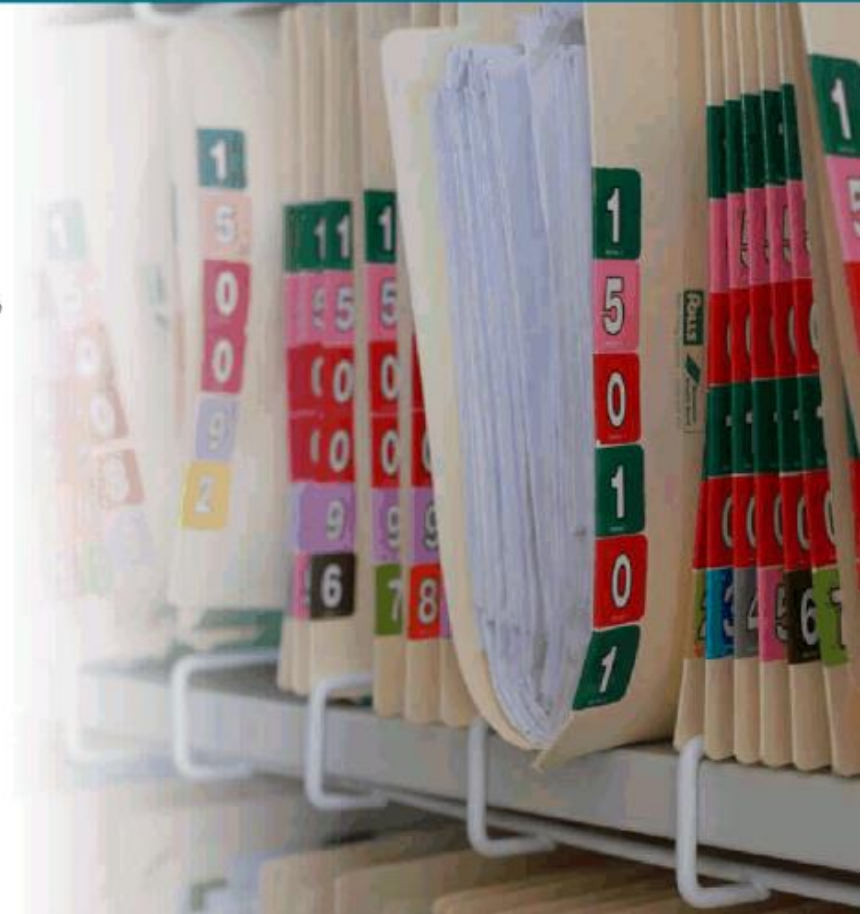
Priority projects

Quick wins

Budget

The Key Priorities identified for the next 3 years to deliver goals and benefits include:

- 1. Customer Access/Master Data Management System**
 - To enable a single customer view for data and then (MDMS)
 - Introduce multi-channel access for the customer via the web
 - Common to all other Council's undertaking DT
- 2. Planning System**
 - Supporting the business to manage planning applications and introduce online access for customers
 - Already underway as a project
- 3. Finance/Asset Systems**
 - Upgrading systems we have so they are consistent with others
 - Will underpin core capability of organisation
 - Streamlining of processes across organisation



Digital Transformation Strategy

WHY WHAT HOW BENEFITS



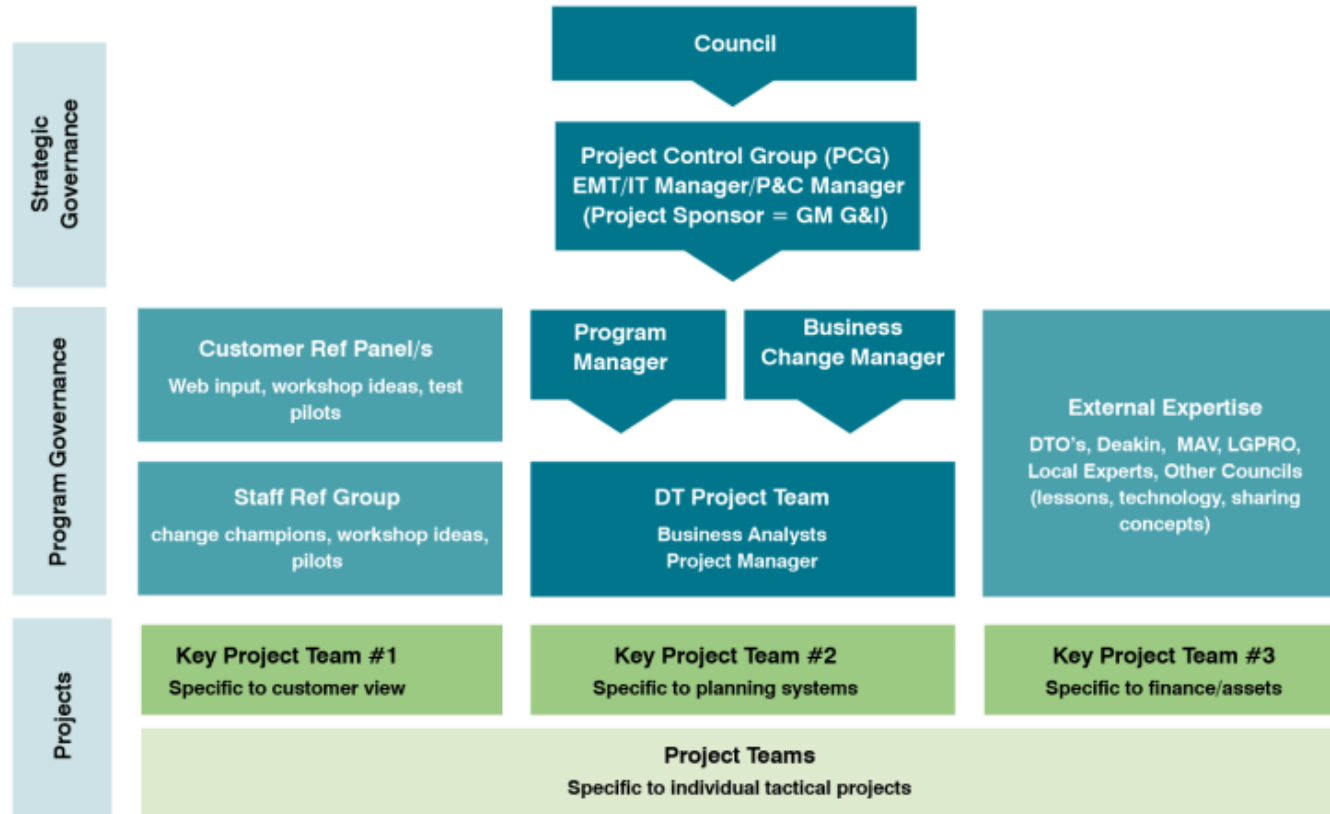
Governance

How will we deliver this?

- Customer Centric
- Enabling Technologies
- Change Champions
- Building Blocks
- Project priorities

Governance

- Checklist for prioritising DT initiatives
- Priority projects
- Quick wins
- Budget



WHY WHAT HOW BENEFITS



Checklist for prioritising DT initiatives

How will we deliver this?

Customer Centric

Enabling Technologies

Change Champions

Building Blocks

Project priorities

Governance

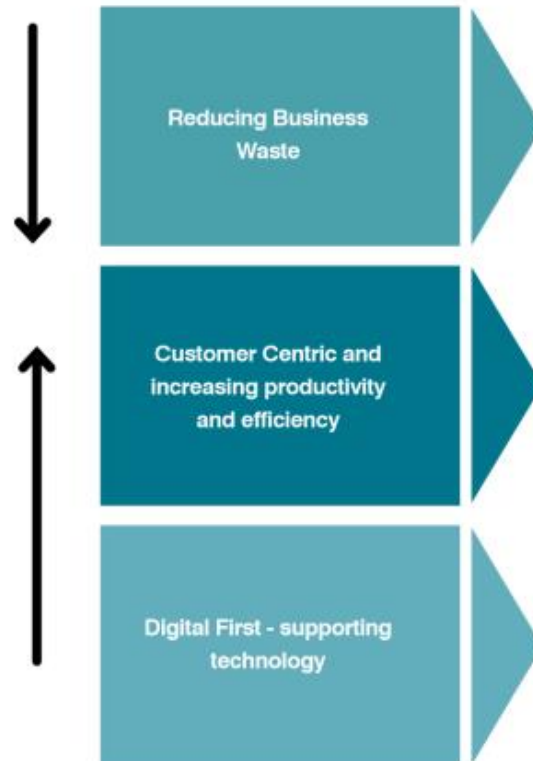
Checklist for prioritising
DT initiatives

Priority projects

Quick wins

Budget

Business Goal



Strategic considerations

- Is it helping us to achieve our DT vision?
- Does it help delivery of one of our three focus areas?
- Do we know this is what the customer wants?

Reducing Business Waste

- Will it save time?
- Will it save paper?
- Will it make us more responsive?

Customer Focussed / Increasing Productivity/ Efficiency

- Will it make it easier for customers to access and use?
- Does it make it easier for staff to access key data?
- Does it integrate our customer / premises data?
- Is it repeatable to anywhere else in the business?
- Is it closing a current process gap?

Technology (must have)

- Is it easy to implement?
- Can it connect to what we have now?

If any initiative ticks more than 50% - it's worth exploring



Priority projects

How will we deliver this?

Customer Centric

Enabling Technologies

Change Champions

Building Blocks

Project priorities

Governance

Checklist for prioritising

DT initiatives

Priority projects

Quick wins

Budget

JAN 2017 – JUNE 2019 PROGRAM

Project	Brief outline	Project status	Expected delivery
Customer Access	<ul style="list-style-type: none"> Master Date Management System (MDMS) to enable a single customer view of each customer (may include One Family One File project included in Quick Wins) Online Customer Access incorporating a redesign of our web to improve online access for information, forms and payments for a range of key services. 	To be scoped Content review underway & technology resolved	Feb 2018
Planning Online	<ul style="list-style-type: none"> New system to manage planning applications and improve workflows internally. Deliver access to the customer to lodge and view planning applications online 	Project underway to deliver the two elements	Sept 2017 Oct 2017
Finance	<ul style="list-style-type: none"> Health check completed Project to implement Recommendations 	Underway To be scoped	April 2017 Feb 2018
Develop & implement Change Management Plan for DT program	<ul style="list-style-type: none"> Change management plan to grow culture to Customer First and Digital by default Implementation of Plan 	To be scoped To be scoped	June 2017 June 2019

Quick wins

How will we deliver this?

Customer Centric

Enabling Technologies

Change Champions

Building Blocks

Project priorities

Governance

Checklist for prioritising

DT initiatives

Priority projects

Quick wins

Budget

2017 PROGRAM

Project	Brief outline	Benefits cross check			Project status	Expected delivery
		CE	BC	FO		
Tablets for staff	<ul style="list-style-type: none"> Provide tablets for staff where mobility makes sense 		✓	✓	Underway	Mar/ April 2017
Trapeze	<ul style="list-style-type: none"> Plan and drawing management software for planning and engineering 	✓	✓		Underway	April 2017
Paperless Payroll	<ul style="list-style-type: none"> Civica product that enables online timesheets and leave forms 		✓	✓	Underway	Sept 2017
TRIM/ Authority Integration	<ul style="list-style-type: none"> Transparently stores authority documentation in TRIM (currently done with paper in 2 systems) 		✓	✓	Yet to commence	Dec 2017
Paperless Signatures	<ul style="list-style-type: none"> Enabling use of electronic digital signatures to approve digital documents securely 		✓		Yet to commence	Sept 2017
Asset Management Health Check	<ul style="list-style-type: none"> Assessment of system and recommendations identified including online replacement of WRR 		✓	✓	Underway	Dec 2017
One Family One File	<ul style="list-style-type: none"> Single customer view for families/ children inc. registrations for MCH, kindergartens – likely to be included as a requirement in MDMS project 	✓			To be scoped	Feb 2018
Mobile Food Safety Inspection	<ul style="list-style-type: none"> Open Office product that adds onto existing system and provides the ability to undertake our new food safety inspection process using mobile technology. 	✓			Yet to commence	Sept 2017

WHY WHAT HOW BENEFITS



Budget

How will we deliver this?

Customer Centric

Enabling Technologies

Change Champions

Building Blocks

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DT initiatives

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Quick wins

Budget

Anticipated Investment for DT Phase 1 (3 year program to June 2019) \$000's	Spent and/or committed	Estimated Project Cost	Funds allocated to date (1/4/17)	Further Investment required
Key Projects (Planning, Finance, Customer Access / Master Data Management)	170	2295	345	1950
Other Projects (eg Trapeze, paperless payroll)	130	900	150	750
Project Delivery resources (including base backfill)	25	2050	300	1750
Other costs	0			
Customer Engagement	0	150	0	150
Unallocated funds in hand	0	0	475	(475)
Contingency	0	1,000	0	1,000
Total	325	6,395	1,270	5,125

WHY WHAT HOW BENEFITS



What will the benefits be?

What will the benefits be?

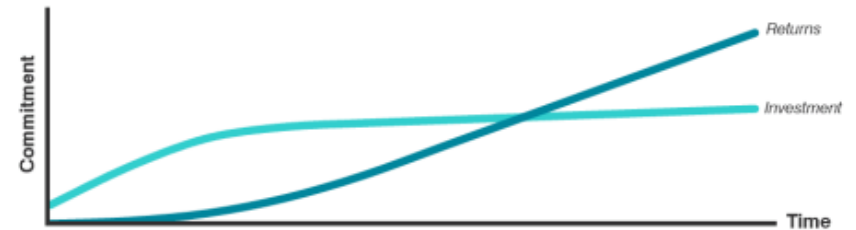
Benefits map

Front-loaded investment is required

- To address core system issues
- To establish key capabilities
- To enable future transformation

Benefits are downstream

- Focussed process re-design using BA skills
- Driven by a culture where innovation is evident
- Will increase as digital maturity grows



It will be important to identify and capture benefits and report regularly

Strategic Objective	Improve Customer Experience	Building Capability	Achieve Financial Outcomes
WHAT IS THE BENEFIT?	<ul style="list-style-type: none"> • Improved understanding of customer needs and experiences • Increased access for customer • Increased number of customers self serving • Stronger customer first mindset 	<ul style="list-style-type: none"> • Ability to share and partner with others • Integrated data to assist decision making • Improved performance reporting • Digital by default mindset • Tools provided for people to do their best. 	<ul style="list-style-type: none"> • Streamlined operations -(processes and systems) aligned to gain efficiencies • Reduced cost of service delivery • Mitigates growth costs in service delivery
WHY IS IT A BENEFIT?	<ul style="list-style-type: none"> • Meeting customer expectations • Digital services are cheaper • More convenient for customers 	<ul style="list-style-type: none"> • Sharing and partnering to gain efficiencies and reduce costs • Reduction in paper and increase in online services • Access to better data • Staff can do their best • Know our performance 	<ul style="list-style-type: none"> • Improved business efficiency and business / IT integration • May create financial capacity for other council priorities • Reduces the need to increase staff levels to manage growth
HOW WILL WE MEASURE IT?	<ul style="list-style-type: none"> • Annual survey of customers • Number of services online 	<ul style="list-style-type: none"> • Number of digital business processes • Staff engagement survey 	<ul style="list-style-type: none"> • Reduced service delivery costs • % reduction in use of paper

DT projects will also individually measure against four criteria: user satisfaction, digital take up, completion of rate of transactions, cost per transaction

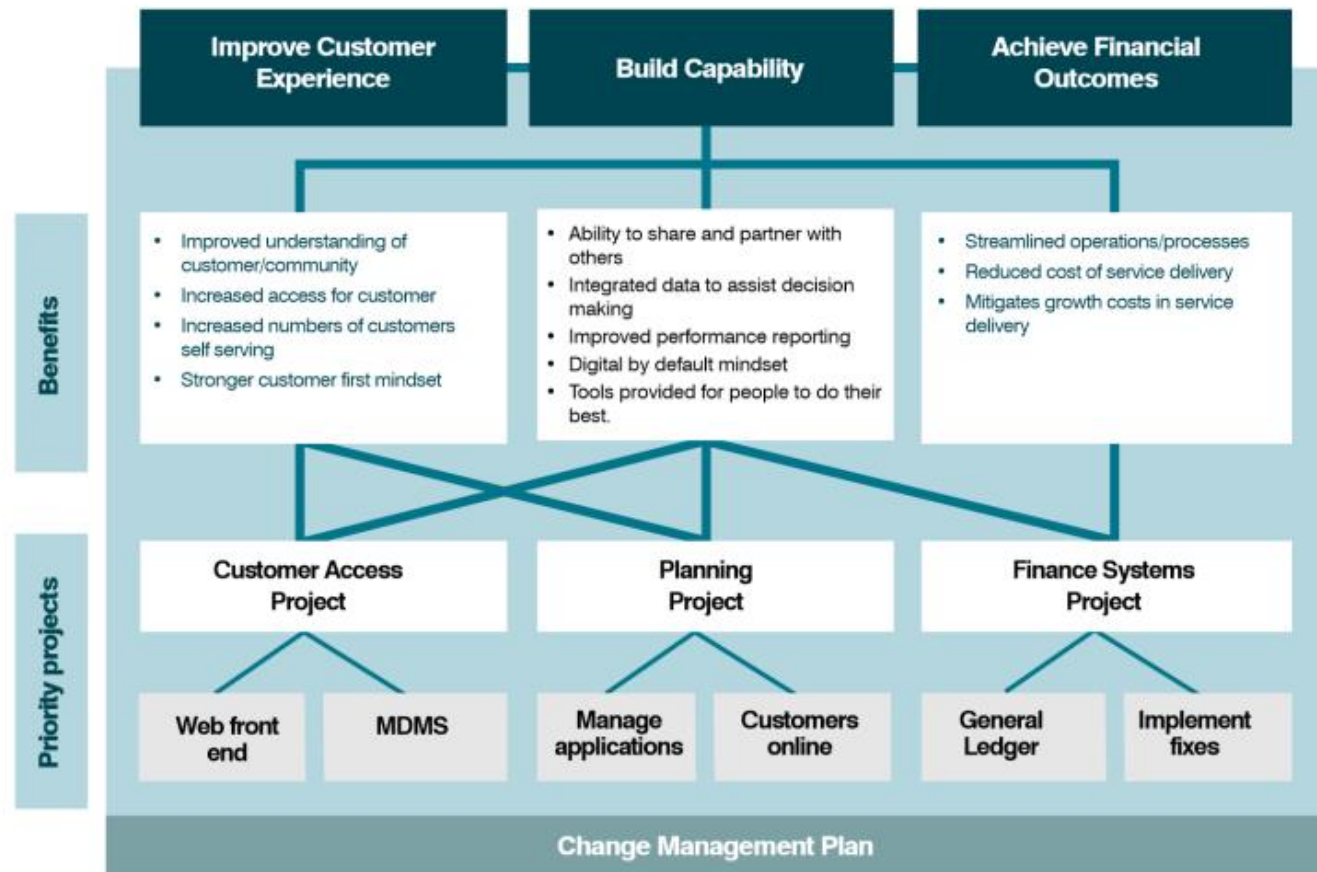
WHY WHAT HOW BENEFITS



Benefits map

What will the benefits be?

Benefits map



2.6 Sale of Council Land, Winchelsea

Author's Title: Property & Legal Services Officer

General Manager: Anne Howard

Department: Governance & Risk

File No: F17/597

Division: Governance & Infrastructure

Trim No: IC17/322

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:

Purpose

The purpose of this report is to seek Council's in-principle support to sell Council property located at 42 Harding Street, Winchelsea. The objective of the sale of the land would be to assist the establishment of an ambulance station in Winchelsea.

Summary

Council has a number of parcels of land in Winchelsea, some of which have been held by Council to facilitate community outcomes and others are already ready for divestment, where Council has determined that it has no future use for the land.

Council has been contacted recently by Ambulance Victoria in order to locate a site in Winchelsea for their service. The property located at 42 Harding Street, Winchelsea, is currently not utilised by Council and has no future service need identified. This site has been identified as a suitable location by Ambulance Victoria. A new ambulance station will be of benefit to Winchelsea and the district and facilitating land for this development will assist in achieving a valuable community outcome.

Officers are recommending that Council provide support for the sale of this property to Ambulance Victoria (subject to statutory processes), at a priced based upon market valuation, for the purposes of establishing an ambulance station.

Recommendation

That Council:

1. Affirm its willingness to sell 42 Harding Street, Winchelsea, Certificate of Title Volume 9828 Folio 343 to Ambulance Victoria for the purpose of establishing an ambulance station for Winchelsea and district.
2. Agree that the price for sale of the land should be based on current valuations.
3. Note the requirement of the Local Government Act 1989, that at the time of sale Council will hold a valuation shall not be more than six months old.
4. Issue a public notice of intention to sell the land and invite and consider public submissions in accordance with Section 189 and Section 223 of the *Local Government Act 1989*.
5. Agree that the net revenue from the sale will be transferred to the Accumulated Unallocated Cash Reserve to replenish funds contributing to the acquisition of land for the Eastern Reserve Masterplan, consistent with previous resolutions of Council that sale of excess land in Winchelsea should fund the Eastern Reserve extension acquisition.
6. Agree that a condition of the Contract of Sale will be that if the land is subdivided within five years of Council selling the land, then Council is to be given the first right to buy back the land at the sale price plus indexation reflecting market changes, without creating any obligation on Council to do so.
7. Authorise the Chief executive Officer to execute the contract and associated sale documents on Council's behalf.

2.6 Sale of Council Land, Winchelsea

Report

Background

Details regarding the property:

- owned by Shire of Winchelsea since 1988
- originally all one parcel owned by the Church
- Council acquired the land from the Church to secure a site for the Senior Citizens and to potentially develop housing for elderly citizens (both established on land separate to this title)
- in 1995 Council built housing for the elderly at the corner of Hesse and Armytage Streets in Winchelsea
- Council considered the Sale of Land in 2002, however an objection was received from the Church on the basis that the Shire of Winchelsea gave a commitment to use the land for the development of housing for the elderly
- Councillors considered the sale of the land at Council Briefing in April 2015, however Councillors indicated a preference to retain the property for future community benefit rather than divest for purely financial gain
- the site is currently not utilised by Council
- vacant land next to Winchelsea Senior Citizens Club
- zoning – General Residential Zone – Schedule 1
- size 3170.91m²
- The Church of England Trustees own the property directly behind (31 Barwon Terrace)
- the current CIV is \$235,000 (not market valuation).

See map below of property and surrounds.



Discussion

The property is currently not utilised and no community use has been identified for the land. Officers consider this excess to Council's service needs.

Ambulance Victoria contacted Council seeking land in Winchelsea for the establishment of their service. Council have identified 42 Harding Street as an option and Ambulance Victoria has advised that the site meets their requirements.

2.6 Sale of Council Land, Winchelsea

Council has recently obtained a current market valuation from a qualified Valuer. The valuation for the property is \$455,000. Ambulance Victoria may obtain a separate valuation as part of its process. It is recommended sale price for the property be based on Council's valuation, taking into account any valuations provided by Ambulance Victoria and considering relevant matters directly impacting the sale of the land.

It is recommended that Council endeavour to sell the property mid to late 2017.

If the disposal is supported, the following process is required:

- Council resolution supporting the sale
- advertise Notice of Intention to sell the land in accordance with Section 223 of the Local Government Act 1989
- hold a hearing of submissions meeting if necessary
- instruct lawyers to draw Contracts, transfer paperwork and arrange settlement.

Officers are aware that there are a number of other sites in Winchelsea that are vacant or available through the open market. There will also be views about the location of an ambulance station relative to other community facilities such as those operated by Hesse Rural Health. Officers therefore sought further understanding from Ambulance Victoria as to why it views 42 Harding St as its preferred site. Ambulance Victoria provided the following information:

- in November 2016 the Victorian State Government announced funding of \$500million to support Service Delivery reforms over a five year period.
- part of the \$500M package includes employing 450 additional paramedics over the next three years as well as building 15 new branches across the state, on top of the 20 upgrade projects already underway.
- one of the areas identified as being in need was Winchelsea and ideally Ambulance Victoria should have had the land secured by now.
- the location of each Ambulance Branch is carefully considered and then selected to ensure that the best possible coverage of Ambulance Service is available for its local community in order to maintain the necessary response time performance in all areas
- Ambulance Victoria is very keen to secure 42 Harding Street, Winchelsea to build a new ambulance branch in order to provide better coverage and response times for the local community.
- the site itself falls within the ideal search zone identified by Ambulance Victoria's Strategic Department. The site at 42 Harding Street:
 - has been endorsed for location, access and egress
 - meets all preferred criteria, being:
 - a corner block
 - greenfield site
 - relatively flat land
 - close multiple access points to links directly to the Princes Freeway in any direction.
- Ambulance Victoria are also keen on the site because:
 - it is large enough for Ambulance Victoria requirements (minimum of 1,500m²)
 - it has all services readily available which would enable them to complete the new build within their delivery timelines.

Although Ambulance Victoria only requires a minimum of 1500 m² they wish to purchase the whole site given that it is only one Certificate of Title. Therefore a condition of the Contract of Sale will be if the land is subdivided in the future Council would have the first right to buy back the land, however Council has no obligation to buy it. It is proposed that this condition expire five years after sale to Ambulance Victoria to avoid unnecessary constraints beyond what is a reasonable period.

Financial Implications

Costs associated with selling the land include Valuation of land, Land Registry, Legal and Real Estate Agent commission. If the sale proceeds it will provide a net revenue to Council.

Council needs to consider where any net revenue should be directed. In August 2015 Council considered the matter of acquiring land to facilitate the extension of Eastern Reserve Recreation Reserve. At that meeting Council resolved to progress with acquisition of the land on the basis that funds would come from three sources:

2.6 Sale of Council Land, Winchelsea

1. Open Space Reserve (allocation of \$88,000).
2. Sale of land in Winchelsea that is surplus to council needs (anticipated revenue of \$550,000).
3. An allocation from the unallocated Case Reserve (up to an amount of \$312,000).

To ensure that Council had sufficient cash available to fund an acquisition at the approved cost (up to \$850,000) council allocated cash in advance of the revenue of the sales of land in Winchelsea, which has the effect of reducing council's unallocated cash. The sales of land to date is well below what Council anticipated in August 2015 and it is therefore recommended that the net revenue from the sale of 42 Harding Street, Winchelsea, be directed to the Accumulated Unallocated Cash Reserve to replenish the advance of cash drawn for the Eastern Reserve for the purpose of funding the acquisition of land for the second oval.

Council Plan

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

Policy/Legal Implications

- Local Government Act 1989 – Section 189, 191 and 223
- Local Government Best Practice Guideline for the Sale, Exchange and Transfer of Land.

Officer Direct or Indirect Interest

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

Risk Assessment

Risks to the process may include if ambulance Victoria request unreasonable conditions on the sale or through submissions from the community. The financial proceeds from the sale will assist with the acquisition of land for the second oval in Winchelsea. If the sale is not supported there may be a shortfall in funding compared to Council's previous intention and resolution.

Social Considerations

The recommendation to make this land available to facilitate the establishment of an Ambulance Branch in Winchelsea is expected to deliver a net benefit to the community.

Community Engagement

A public notice inviting submissions will be published in accordance with Section 223 of the Local Government Act 1989. No specific engagement is planned beyond this process.

Environmental Implications

Nil impacts identified.

Communication

As detailed under 'Community Engagement'.

Conclusion

The sale of the land is considered appropriate in order to provide the Winchelsea community with a local ambulance service and to generate revenue to assist with the acquisition of land required in the Eastern Reserve Master Plan.

2.7 Review of Council Delegations to CEO, Staff and Surf Coast Planning Committee

Author's Title: Manager Governance & Risk

General Manager: Anne Howard

Department: Governance & Risk

File No: F15/1076

Division: Governance & Infrastructure

Trim No: IC17/468

Appendix:

1. S5 Instrument of Delegation - From Council to CEO (D16/81461)
2. S6 Instrument of Delegation - Council to Council Staff (D16/100258)
3. C5 Instrument of Delegation - Council to Surf Coast Planning Committee (D16/81462)

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 the instruments of delegation from Council to the Chief Executive Officer, Council to members of Council staff, and Council to the Surf Coast Planning (Section 86) Committee for Council's approval, pursuant to Sections 98(6) and 86(6) of the Local Government Act 1989 (the Act).

Summary

The Act enables Council to delegate functions, duties or powers, other than exemptions under sections 86(4) and 98(1), to the CEO, Council staff and special committees established under Section 86.

A full review of all delegations to the CEO, staff and the Surf Coast Planning Committee was carried out by Council in early 2016 when Council subscribed to the Maddocks delegations update service. The instruments of delegation were formally adopted by Council in June and July 2016.

All delegations made by Council under Sections 86 and 98 must be reviewed within 12 months of a general election as per Sections 98(6) and 86(6) of the Act and accordingly a full review has taken place.

Further updates to the legislation and regulations have been incorporated into the documents attached, along with other changes associated with minor organisational restructuring. There is no change to Council's instrument of delegation to the CEO.

The instruments of delegation from Council to the CEO (S5), direct to Council staff (S6) and the Surf Coast Shire Planning Committee (C5) are therefore presented for Council's adoption.

Recommendation

That Council:

1. Note that a review of the instruments of delegation from Council to the Chief Executive Officer, Council to staff, and Council to the Surf Coast Planning Committee has been undertaken in accordance with Sections 98(6) and 86(6) of the Local Government Act 1989.
2. Adopt the instrument of delegation from Council to the member of Council staff holding, acting in or performing the position of Chief Executive Officer (S5) as shown at Appendix 1.
3. Adopt the instrument of delegation from Council to members of Council staff (S6) as shown in Appendix 2.
4. Adopt the instrument of delegation from Council to the Surf Coast Planning Committee (C5) as shown at Appendix 3.
5. Authorise the Chief Executive Officer to execute the instruments of delegation outlined above by affixing the Common Seal of Council in accordance with Local Law No. 2 Council Meeting Procedures and Common Seal.
6. Authorise the Mayor to additionally sign the instrument of delegation from Council to the Chief Executive Officer (S5) in order for this to be fully executed.
7. Approve the instruments of delegation to come into force immediately upon execution.
8. Approve that on the coming into force of each instrument of delegation, the previous delegations from Council to the Chief Executive Officer, Council to staff, and Council to the Surf Coast Planning Committee are revoked.

2.7 Review of Council Delegations to CEO, Staff and Surf Coast Planning Committee

Report

Background

The Local Government Act 1989 (the Act) enables Council to delegate functions, duties or powers, other than exemptions under sections 86(4) 98(1) of the Act, to the Chief Executive Officer, Council staff and special committees established under Section 86.

Pursuant to Sections 98(6) and 86(6) of the Act, Council must review all delegations made by Council under Section 98(1) and Section 86, within a period of 12 months after a general election. This statutory review was carried out in 2013 following the previous year's election.

Discussion

Further to the statutory process in 2013, a thorough review of all delegations was completed in early 2016 and Council formally adopted the updated instruments of delegation in June and July 2016.

Further updates to the legislation and regulations have been received by Maddocks which have now been incorporated into the documents attached, along with other changes associated with minor restructuring.

The instruments of delegation from Council to the CEO (S5), Council to staff (S6) and the Surf Coast Planning Committee (C5) are therefore attached for Council's adoption.

The main changes are summarised below:

Council to CEO (S5) – no change.

Council to Council staff (S6) – changes relating to titles, legislation and regulations (specifically the Planning and Environment Act 1987, Road Management Act 2004, Planning and Environment (Fees) Regulations 2016, Road Management (General) Regulations 2016 and Road Management (Works and Infrastructure) Regulations 2015).

Council to the Surf Coast Planning Committee (C5) – minor changes to the Planning and Environment Act 1987 ie the duty to consider the number of objectors in considering whether use or development may have significant social effect.

Financial Implications

Council's Chart of Authorities sets out financial delegations and is separate to this process.

Council Plan

Theme	2 Governance
Objective	2.2 High performing accountable organisation
Strategy	Nil

Policy/Legal Implications

Section 86(6) of the Act states that 'The Council must review any delegations to a special committee in force under this section within the period of 12 months after a general election'.

Section 98(6) of the Act states "A Council must review within the period of 12 months after a general election all delegations which are in force and have been made by the Council under subsection (1)."

Section 98(1) states that a Council may by instrument of delegation delegate to a member of its staff any power, duty or function of a Council with certain exceptions.

Officer Direct or Indirect Interest

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

Risk Assessment

A thorough system of delegations minimises the likelihood of officers acting outside their authority and exposing Council to unacceptable risk.

2.7 Review of Council Delegations to CEO, Staff and Surf Coast Planning Committee

Social Considerations

Not applicable.

Community Engagement

Under the Local Government (General) Regulations 2015 Council must make available for public inspection a register of delegations kept under sections 87 and 98 of the Act, including the dates on which the last reviews under sections 86(6) and 98(6) took place.

Environmental Implications

There are no environmental implications arising from this report.

Communication

Changes to the current delegations will be communicated internally.

Conclusion

By carrying out a review of its instruments of delegation from Council to the CEO, staff and the Surf Coast Planning Committee, Council will ensure compliance with legislation and provide a clear framework that ensures that staff and the Planning Committee are aware of and acting within their designated levels of authority.

2.7 Review of Council Delegations to CEO, Staff and Surf Coast Planning Committee

APPENDIX 1 S5 INSTRUMENT OF DELEGATION - FROM COUNCIL TO CEO



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Maddocks Delegations and Authorisations

S5. Instrument of Delegation to Chief Executive Officer

Surf Coast Shire Council

Instrument of Delegation

to

The Chief Executive Officer



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Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989 (the Act)* and all other powers enabling it, the Surf Coast Shire Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 23 May 2017.
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation and the Mayor's signature is included;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.
3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

Signed on behalf of the Surf Coast Shire Council)
by the Chief Executive Officer)
pursuant to the instrument of delegation)
dated 26 July 2016 in the presence of:)

.....
Mayor

Dated:

.....
Chief Executive Officer

Dated:

.....
Witness



SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

4. if the issue, action, act or thing is an issue, action, act or thing which involves:
 - 4.1 awarding a contract exceeding the value of \$600,000 (excluding GST);
 - 4.2 making a local law under Part 5 of the Act;
 - 4.3 approval of the Council Plan under s.125 of the Act;
 - 4.4 adoption of the Strategic Resource Plan under s.126 of the Act;
 - 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
 - 4.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
 - 4.7 determining pursuant to s.37 of the Act that an extraordinary vacancy on Council not be filled;
 - 4.8 exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act;
 - 4.9 appointment of councillor or community delegates or representatives to external organisations; or
 - 4.10 the return of the general valuation and any supplementary valuations;
5. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
6. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
7. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 7.1 policy; or
 - 7.2 strategyadopted by Council; or



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8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
9. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

2.7 Review of Council Delegations to CEO, Staff and Surf Coast Planning Committee

APPENDIX 2 S6 INSTRUMENT OF DELEGATION - COUNCIL TO COUNCIL STAFF



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Maddocks Delegations and Authorisations

S6. Instrument of Delegation – Members of Staff

Surf Coast Shire Council

Instrument of Delegation

to

Members of Council Staff



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Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that references in the Schedule are as follows:

Title Abbreviation	Meaning of the Title Abbreviation
CEO	Chief Executive Officer
GMCC	General Manager Culture & Community
GMGI	General Manager Governance & Infrastructure
GMED	General Manager Environment & Development
MGR	Manager Governance & Risk
MF	Manager Finance
MFOSO	Manager Facilities & Open Space Operations
MES	Manager Engineering Services
SAM	Strategic Asset Manager
MPD	Manager Planning & Development
CFA	Coordinator Financial Accounting
CMA	Coordinator Management Accounting
CIT	Coordinator Information Technology
CCW	Coordinator Civil Works
CDT	Coordinator Design & Traffic
CWM	Coordinator Waste Management
CFF	Coordinator Facilities and Fleet
COSP	Coordinator Open Space Planning
CSR	Coordinator Recreation Planning
CEH	Coordinator Environmental Health



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CSLUP	Coordinator Strategic/Land Use Planning
CDCLL	Coordinator Development Compliance & Local Laws
CSP	Coordinator Statutory Planning
PSP	Principal Planner, Principal Strategic Planner, Principal Statutory Planner,
SSP	Senior Statutory Planner/ Senior Strategic Planner, Team Leader Para Planning
PPIO	Principal Investigations Officer
SPIO	Senior Planning & Investigations Officer
PIO	Planning & Investigations Officer
PLSO	Property & Legal Services Officer
TLLL	Team Leader Local Laws
SP/PO	Strategic Planner/Planning Officer including: Administration, Statutory Planning Officer, Planning Enquiries Officer, Planning Subdivisions Officer, Statutory Planning Administrative Officer, Statutory Planning Customer Services Officer, Strategic Planning Administration Officer
EHO	Environmental Health Officer
MBS	Municipal Building Surveyor

3. declares that:
 - 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 23 May 2017; and
 - 3.2 the delegation:
 - 3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 3.2.2 remains in force until varied or revoked;
 - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 3.3 the delegate must not determine the issue, take the action or do the act or thing:



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- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
- 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategyadopted by Council; or
- 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

Executed by the Chief Executive Officer on behalf of the Surf Coast Shire Council pursuant to the Council resolution dated 23 May 2017.

Signed on behalf of the Surf Coast Shire Council)
by the Chief Executive Officer)
pursuant to the instrument of delegation)
dated 23 May 2017 in the presence of.)

.....
Witness

Dated:



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SCHEDULE



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Does not currently apply to Surf Coast Shire Council

CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)



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DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.41A(1)	power to declare a dog to be a menacing dog	CDCLL, GMED, MPD, TLLL, PPIO	Council may delegate this power to an authorised officer



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ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53M(3)	power to require further information	CEH, EHO	
s.53M(4)	duty to advise applicant that application is not to be dealt with	CEH, EHO	
s.53M(5)	duty to approve plans, issue permit or refuse permit	CEH, EHO	refusal must be ratified by council or it is of no effect
s.53M(6)	power to refuse to issue septic tank permit	CEH, EHO	refusal must be ratified by council or it is of no effect
s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	CEH, EHO	refusal must be ratified by council or it is of no effect



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	CEH, EHO	If section 19(1) applies
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	CEH, EHO	If section 19(1) applies
s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	CEO, CEH	If section 19(1) applies
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	CEO, CEH, EHO	If section 19(1) applies
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	CEO, CEH, EHO	If section 19(1) applies
s.19AA(2)	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	CEH, EHO	where council is the registration authority
s.19AA(4)(c)	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	CEH, EHO	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	CEH, EHO	where council is the registration authority
s.19CB(4)(b)	power to request copy of records	CEH, EHO	where council is the registration authority



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19E(1)(d)	power to request a copy of the food safety program	CEH, EHO	where council is the registration authority
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	CEH, EHO	where council is the registration authority
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	Not applicable	where council is the registration authority
s.19NA(1)	power to request food safety audit reports	CEH, EHO	where council is the registration authority
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	Not applicable	
s.19UA	power to charge fees for conducting a food safety assessment or inspection	CEH	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	CEH, EHO	where council is the registration authority
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	CEH	where council is the registration authority
s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	CEH	where council is the registration authority



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	power to register, renew or transfer registration	CEH, EHO	where council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))
s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	CEH, EHO	where council is the registration authority
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	CEH	where council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	CEH, EHO	where council is the registration authority
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	CEH, EHO	where council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	CEH, EHO	where council is the registration authority
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	CEH, EHO	where council is the registration authority
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	CEH, EHO	where council is the registration authority
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	CEH, EHO	where council is the registration authority
s.38D(3)	power to request copies of any audit reports	CEH, EHO	where council is the registration authority



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38E(2)	power to register the food premises on a conditional basis	CEH, EHO	where council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
s.38E(4)	duty to register the food premises when conditions are satisfied	CEH, EHO	where council is the registration authority
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	CEH, EHO	where council is the registration authority
s.39A	power to register, renew or transfer food premises despite minor defects	CEH, EHO	where council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	CEH	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	CEH, EHO	where council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	CEH	where council is the registration authority
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	CEH, EHO	where council is the registration authority
s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	CEH, EHO	where council is the registration authority



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	CEH, EHO	where council is the registration authority



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HERITAGE ACT 1995			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(2)	power to sub-delegate Executive Director's functions	CEO, GMED	must obtain Executive Director's written consent first.



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4B	power to prepare an amendment to the Victoria Planning Provisions	GMED, MPD, CSLUP, CSP	if authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	GMED, MPD, CSLUP, CSP	
s.4H	duty to make amendment to Victoria Planning Provisions available	GMED, MPD, CSLUP, CSP, PSP, SSP, SP/PO	
s.4I	duty to keep Victoria Planning Provisions and other documents available	GMED, MPD, CSLUP, CSP, PSP, SSP, SP/PO	
s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	GMED, MPD, CSLUP, CSP	
s. 8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	GMED, MPD, CSLUP, CSP	
s.8A(5)	function of receiving notice of the Minister's decision	GMED, MPD, CSLUP, CSP	
s.8A(7)	power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	GMED, MPD, CSLUP, CSP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	GMED, MPD, CSLUP, CSP	
s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	GMED, MPD, CSLUP, CSP	
s.12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	GMED, MPD, CSLUP, CSP	
s.12B(1)	duty to review planning scheme	GMED, MPD, CSLUP, CSP	
s.12B(2)	duty to review planning scheme at direction of Minister	GMED, MPD, CSLUP, CSP	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	GMED, MPD, CSLUP, CSP	
s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	GMED, MPD, CSLUP, CSP	
s.17(1)	duty of giving copy amendment to the planning scheme	GMED, MPD, CSLUP, CSP, PSP, SSP, SP/PO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.17(2)	duty of giving copy s.173 agreement	GMED MPD, CSLUP, CSP PSP, SSP, SP/PO	
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	GMED MPD, CSLUP, CSP PSP, SSP, SP/PO	
s.18	duty to make amendment etc. available	GMED MPD, CSLUP, PSP, SSP, SP/PO	
s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	GMED MPD, CSLUP, CSP, PSP, SSP, SP/PO	
s.19	function of receiving notice of preparation of an amendment to a planning scheme	GMED MPD, CSLUP, CSP, PSP, SSP, SP/PO	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s.20(1)	power to apply to Minister for exemption from the requirements of section 19	GMED MPD, CSLUP, CSP, PSP, SSP,	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.21(2)	duty to make submissions available	MPD, CSLUP, CSP, PSP, SSP, SP/PO	
s.21A(4)	duty to publish notice in accordance with section	MPD, CSLUP, CSP, PSP, SSP, SP/PO	
s.22	duty to consider all submissions	MPD, CSLUP, CSP, PSP, SSP, SP/PO	
s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	MPD, CSLUP, CSP	
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	MPD, CSLUP, CSP	
s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	GMED, MPD, CSLUP, CSP, PSP, SSP	
s.26(1)	power to make report available for inspection	GMED, MPD, CSLUP, CSP PSP	
s.26(2)	duty to keep report of panel available for inspection	MPD, CSLUP, CSP, PSP, SSP, SP/PO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.27(2)	power to apply for exemption if panel's report not received	GMED, MPD, CSLUP, CSP	
s.28	duty to notify the Minister if abandoning an amendment	GMED, MPD, CSLUP, CSP	Note: the power to make a decision to abandon an amendment cannot be delegated
s.30(4)(a)	duty to say if amendment has lapsed	MPD, CSLUP, CSP, PSP	
s.30(4)(b)	duty to provide information in writing upon request	MPD, CSLUP, CSP, PSP, SSP	
s.32(2)	duty to give more notice if required	MPD, CSLUP, CSP, PSP, SSP, SP/PO	
s.33(1)	duty to give more notice of changes to an amendment	MPD, CSLUP, CSP, PSP, SSP, SP/PO	
s.36(2)	duty to give notice of approval of amendment	MPD, CSLUP, CSP, PSP, SSP, SP/PO	
s.38(5)	duty to give notice of revocation of an amendment	MPD, CSLUP, CSP, PSP	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	GMED, MPD, CSLUP, CSP, PSP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40(1)	function of lodging copy of approved amendment	GMED, MPD, CSLUP, CSP, PSP, SPP, SP/PO	
s.41	duty to make approved amendment available	GMED, MPD, CSLUP, CSP, PSP, SSP, SP/PO	
s.42	duty to make copy of planning scheme available	GMED, MPD, CSLUP, CSP, PSP, SSP, SP/PO	
s.46AS(ac)	power to request the Growth Areas Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	GMED, MPD, CSLUP, CSP	
s.46GF	duty to comply with directions issued by the Minister	GMED, MPD, CSLUP, CSP, PSP	
s.46GG	duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)	GMED, MPD, CSLUP, CSP, PSP	
s.46GH(1)	power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction	GMED, MPD, CSLUP, CSP, PSP	where council is a collecting agency



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GH(2)	power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable	GMED, MPD, CSLUP, CSP, PSP	where council is a collecting agency
s.46GH(3)	duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant	GMED, MPD, CSLUP, CSP, PSP	where council is a collecting agency
s.46GI(1)	duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the <i>Planning and Environment Act 1987</i>	MPD, MF	must be done in accordance with <i>Local Government Act 1989</i> .
s.46GI(2)	duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works, services or facilities on behalf of the development agency	GMED, MPD, CSLUP, CSP, PSP	
s.46GI(3)	duty to apply levy amount only in accordance with s.46GI(3) (a) and (b)	GMED, MPD, CSLUP, CSP, PSP	
s.46GI(4)	power to refund any amount of infrastructure levy paid to it as a development agency under Part 2 of the <i>Planning and Environment Act 1987</i> if satisfied that the development is not to proceed	GMED, GMGI, MPD, MF	
s.46GI(5)	duty to take action described in s.46GI(5)(c) – (e) where s.46GI(5)(a) and (b) applies.	GMED, GMGI, MPD, MF	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GL	power to recover any amount of infrastructure levy as a debt due to Council	GMED, GMGI, MPD, MF	where council is a collecting agency
s.46GM	duty to prepare report and give a report to the Minister	GMED, GMGI, MPD, MF	where council is a collecting agency or development agency
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	GMED, MPD, CSP, CSLUP, PSP	
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	GMED, MPD, CSP, CSLUP, PSP	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	GMED, MPD, CSP, CSLUP, PSP	
s.46O(1)(a) & (2)(a)	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	GMED, MPD, CSP, CSLUP, PSP	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	GMED, MPD, CSP, CSLUP, PSP	
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	GMED, MPD, CSP, CSLUP, PSP	
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	GMED, MPD, CSLUP, CSP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46Q(1)	duty to keep proper accounts of levies paid	GMED, GMGI, MPD, MF, CSLUP, CSP, CFA	
s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	GMED, GMGI, MPD, MF, SAM, CSLUP, CSP, CFA	
s.46Q(2)	duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc.	CEO, GMED, GMGI, MPD, MF, SAM, CSLUP, CSP, CFA	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	GMED, GMGI, MPD, MF, CSLUP, CSP, CFA	only applies when levy is paid to Council as a 'development agency'
s.46Q(4)(c)	duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the council or for the provision by the council of works, services or facilities in an area under s.46Q(4)(a)	GMED, GMGI, MPD, MF, CSLUP, CSP, CFA	must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	GMED,MPD, CSLUP, CSP	must be done in accordance with Part 3



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46Q(4)(e)	duty to expend that amount on other works etc.	GMED, GMGI, MPD, MF, SAM, CSLUP, CSP, CFA	with the consent of, and in the manner approved by, the Minister
s.46QC	power to recover any amount of levy payable under Part 3B	GMED, GMGI, MPD, MF, SAM, CSLUP, CSP, CFA	
s.46QD	duty to prepare report and give a report to the Minister	GMED, GMGI, MPD, MF	where council is a collecting agency or development agency
s.46V(3)	duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	Not delegated	Not applicable
s.46Y	duty to carry out works in conformity with the approved strategy plan	Not delegated	Not applicable
s.47	power to decide that an application for a planning permit does not comply with that Act	GMED, MPD, CSLUP, CSP, CDCLL, PSP, PPIO, SPIO, SPP, SP/PO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	GMED, MPD, CSLUP, CSP,CDCLL, PSP, PPIO, SPIO, SPP, SP/PO	
s.49(2)	duty to make register available for inspection	GMED, MPD, CSLUP, CSP, PSP, SPP, SP/PO	
s.50(4)	duty to amend application	GMED, MPD, CSLUP, CSP, PSP, SPP, SP/PO	
s.50(5)	power to refuse to amend application	GMED, MPD, CSLUP, CSP, PSP	
s.50(6)	duty to make note of amendment to application in register	GMED, MPD, CSLUP, CSP, PSP, SPP, SP/PO	
s.50A(1)	power to make amendment to application	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.51	duty to make copy of application available for inspection	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.50A(4)	duty to note amendment to application in register	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.52(3)	power to give any further notice of an application where appropriate	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.54(1)	power to require the applicant to provide more information	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.54(1A)	duty to give notice in writing of information required under section 54(1)	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.54(1B)	duty to specify the lapse date for an application	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	GMED, MPD, CSP, CSLUP, PSP, SSP	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)	GMED, MPD, CSP, CSLUP, PSP, SSP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	GMED, MPD, CSP, CSLUP	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.57(5)	duty to make available for inspection copy of all objections	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.57A(4)	duty to amend application in accordance with applicant's request, subject to section 57A(5)	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.57A(5)	power to refuse to amend application	GMED, MPD, CSP, CSLUP, PSP	
s.57A(6)	duty to note amendments to application in register	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57B(1)	duty to determine whether and to whom notice should be given	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.57C(1)	duty to give copy of amended application to referral authority	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.58	duty to consider every application for a permit	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.58A	power to request advice from the Planning Application Committee	GMED, MPD, CSP, CSLUP, PSP	
s.60	duty to consider certain matters	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s60(1A)	power to consider certain matters before deciding on application	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.61(1)	power to determine permit application to decide to grant a permit, to decide to grant a permit with conditions where there are no objections	GMED, MPD, CSP, CSLUP, PSP, SSP	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
s.61(1)	power to determine permit application to decide to grant a permit, to decide to grant a permit with conditions where there are objections	GMED, MPD, CSLUP, CSP	The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i> Must be three or less objections for an application for a permit. If greater than three objections – matter to be determined by Planning Committee or call-in by Council. The determination is for an application to amend an existing permit and the change is not a transformation of the original application
s.61(1)	power to determine permit application to decide to refuse a permit application	GMED, MPD, CSLUP, CSP	The determination must be for an application to amend an existing permit and the change is not a transformation of the original application



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	GMED, MPD, CSP, CSLUP, PSP	
s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	GMED, MPD, CSP, CSLUP	
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	GMED, MPD, CSP, CSLUP, PSP	
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	GMED, MPD, CSP, CSLUP PSP	
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	GMED, MPD, CSP, CSLUP	
s.62(1)	duty to include certain conditions in deciding to grant a permit	GMED, MPD, CSP, SLUP, PSP, SSP	
s.62(2)	power to include other conditions	GMED, MPD, CSP, CSLUP, PSP, SSP	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	GMED, MPD, CSP, CSLUP, PSP, SSP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	GMED, MPD, CSP, CSLUP, PSP, SSP	
s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	GMED, MPD, CSP, CSLUP, PSP, SSP	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	GMED, MPD, CSP, CSLUP, PSP, SSP	
s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section 62(5) or section 46N	GMED, MPD, CSP, CSLUP, PSP, SSP	
s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	GMED, MPD, CSP, CSLUP, PSP, SSP	
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	this provision applies also to a decision to grant an amendment to a permit - see section 75



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.64(3)	duty not to issue a permit until after the specified period	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(5)	duty to give each objector a copy of an exempt decision	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64A	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	this provision applies also to a decision to grant an amendment to a permit - see section 75A
s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.66(1)	duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s.69(1)	function of receiving application for extension of time of permit	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.69(1A)	function of receiving application for extension of time to complete development	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.69(2)	power to extend time	GMED, MPD, CSP, CSLUP, PSP	
s.70	duty to make copy permit available for inspection	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.71(1)	power to correct certain mistakes	GMED, MPD, CSP, PSP,	
s.71(2)	duty to note corrections in register	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.73	power to decide to grant amendment subject to conditions	GMED, MPD, CSP, PSP, SSP	The conditions and limitations that apply to section 61(1) also apply to decisions to amend a permit.
s.74	duty to issue amended permit to applicant if no objectors	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	if the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s.76D	duty to comply with direction of Minister to issue amended permit	GMED, MPD, CSP, CSLUP, PSP	
s.83	function of being respondent to an appeal	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.83B	duty to give or publish notice of application for review	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	GMED, MPD, CSP, CSLUP, PSP	
s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	GMED, MPD, CSP, CSLUP, PSP	
s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	GMED, MPD, CSP, PSP, SSP	
s.84(6)	duty to issue permit on receipt of advice within 3 working days	GMED, MPD, CSLUP, CSP, PSP, SSP	
s.86	duty to issue a permit at order of Tribunal within 3 working days	GMED, MPD, CSP, CSLUP, PSP, SSP	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	GMED, MPD, CSP, CSLUP, CDCLL	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	GMED, MPD, CSP, CSLUP, PSP, CDCLL	
s.91(2)	duty to comply with the directions of VCAT	GMED, MPD, CSP, CSLUP, PSP, CDCLL, SPIO	
s.91(2A)	duty to issue amended permit to owner if Tribunal so directs	GMED, MPD, CSP, CSLUP, CDCLL, PSP	
s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	GMED, MPD, CSP, CSLUP, SSP, CDCLL,	
s.93(2)	duty to give notice of VCAT order to stop development	GMED, MPD, CSP, CSLUP, CDCLL, PSP, PPIO, SSP, SPIO	
s.95(3)	function of referring certain applications to the Minister	GMED, MPD, CSP, CSLUP, PSP	
s.95(4)	duty to comply with an order or direction	GMED, MPD, CSP, CSLUP, PSP, SSP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	GMED, MPD, CSP, CSLUP, PSP, SSP	
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	GMED, MPD, CSP, CSLUP	
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	GMED, MPD, CSP, CSLUP	
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	GMED, MPD, CSP, CSLUP, PSP, SSP, SP/PO	
s.96F	duty to consider the panel's report under section 96E	Not Delegated	
s.96G(1)	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	Not Delegated	
s.96H(3)	power to give notice in compliance with Minister's direction	GMED, MPD, CSP, CSLUP, SSP, SP/PO	
s.96J	power to issue permit as directed by the Minister	GMED, MPD, CSP, CSLUP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96K	duty to comply with direction of the Minister to give notice of refusal	GMED, MPD, CSP, CSLUP	
s. 96Z	duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate	GMED, MPD, CSP, CSLUP, SSP, SP/PO	
s.97C	power to request Minister to decide the application	GMED, MPD	
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	GMED, MPD, CSP, CSLUP, SSP, SP/PO	
s.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	GMED, MPD, CSP, CSLUP, SSP, SP/PO	
s.97G(6)	duty to make a copy of permits issued under section 97F available for inspection	GMED, MPD, CSP, CSLUP, SSP, SP/PO	
s.97L	duty to include Ministerial decisions in a register kept under section 49	GMED, MPD, CSP, CSLUP, SSP, SP/PO	
s.97MH	duty to provide information or assistance to the Planning Application Committee	GMED, MPD, CSP, CSLUP, SSP, SP/PO	
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	GMED, MPD	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	GMED, MPD, CSP, CSLUP, CDCLL, SSP	
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO	
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO	
s.97Q(4)	duty to comply with directions of VCAT	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO, SP/PO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO	
s.101	function of receiving claim for expenses in conjunction with claim	GMED, MPD, CSP, CSLUP, CDCLL	
s.103	power to reject a claim for compensation in certain circumstances	GMED, MPD, CSP, CSLUP, CDCLL	
s.107(1)	function of receiving claim for compensation	GMED, MPD, CSP, CSLUP, CDCLL	
s.107(3)	power to agree to extend time for making claim	GMED, MPD, CSP, CSLUP, CDCLL	
s.114(1)	power to apply to the VCAT for an enforcement order	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO	
s.123(1)	power to carry out work required by enforcement order and recover costs	GMED, MPD, CSP, CSLUP, CDCLL	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	GMED, MPD, CSP, CSLUP, CDCLL	except Crown Land
s.129	function of recovering penalties	GMED, MPD, CSP, CSLUP, CDCLL	
s.130(5)	power to allow person served with an infringement notice further time	GMED, MPD, CSP, CSLUP, CDCLL	
s.149A(1)	power to refer a matter to the VCAT for determination	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO	
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.156	duty to pay fees and allowances (including a payment to the Crown under subsection (2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B) power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	GMED, MPD, CSP, CSLUP	where council is the relevant planning authority
s.171(2)(f)	power to carry out studies and commission reports	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO	
s.171(2)(g)	power to grant and reserve easements	GMED, MPD, CSP, CSLUP	
s.173	power to enter into agreement covering matters set out in section 174	GMED	Where the Chief Executive Officer has a conflict of interest
---	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO, PIO, PO	
---	power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO	
s.177(2)	power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	GMED, MPD	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178	power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	GMED	Where the Chief Executive Officer has a conflict of interest.
s.178A(1)	function of receiving application to amend or end an agreement	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO, PIO, PO	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	GMED	Requires agreement of the CEO unless the CEO has a conflict of interest.
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	GMED	Requires agreement of the CEO unless the CEO has a conflict of interest.
s.178A(5)	power to propose to amend or end an agreement	GMED	Requires agreement of the CEO unless the CEO has a conflict of interest.
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	GMED, MPD, CSP, CSLUP	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	GMED, MPD, CSP, CSLUP	
s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO, PIO, PO	
s.178C(4)	function of determining how to give notice under s.178C(2)	GMED, MPD, CSP, CSLUP, CDCLL, SSP	
s.178E(1)	duty not to make decision until after 14 days after notice has been given	GMED, MPD	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	GMED, MPD	If no objections are made under s.178D Must consider matters in s.178B Requires agreement of the CEO unless the CEO has a conflict of interest.
s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	GMED, MPD	If no objections are made under s.178D Must consider matters in s.178B. Requires agreement of the CEO unless the CEO has a conflict of interest.
s.178E(2)(c)	power to refuse to amend or end the agreement	GMED, MPD	If no objections are made under s.178D Must consider matters in s.178B Requires agreement of the CEO unless the CEO has a conflict of interest.
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	GMED, MPD	After considering objections, submissions and matters in s.178B Requires agreement of the CEO unless the CEO has a conflict of interest.
s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	GMED, MPD	After considering objections, submissions and matters in s.178B Requires agreement of the CEO unless the CEO has a conflict of interest.
s.178E(3)(c)	power to propose to amend or end the agreement in a manner that is substantively different from the proposal	GMED, MPD	After considering objections, submissions and matters in s.178B Requires agreement of the CEO unless the CEO has a conflict of interest.



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(3)(d)	power to refuse to amend or end the agreement	GMED, MPD	After considering objections, submissions and matters in s.178B Requires agreement of the CEO unless the CEO has a conflict of interest.
s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	GMED, MPD	
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	GMED, MPD	
s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	GMED, MPD	
s.178G	duty to sign amended agreement	GMED	Where the Chief Executive Officer has a conflict of interest
s.178G	duty to give copy to each other party to the agreement	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO, SP/PO	
s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO, SP/PO	
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO SP/PO	
s.179(2)	duty to make available for inspection copy agreement	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO, SP/PO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO SP/PO	
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO, SP/PO	
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO, SP/PO	
s.182	power to enforce an agreement	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO, PIO, PO	
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO, PIO, PO	
s.184F(1)	power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	GMED, MPD	
s.184F(2)	duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	GMED, MPD	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.184F(3)	duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO, PIO, PO	
s.184F(5)	function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO, PIO, PO	
s.184G(2)	duty to comply with a direction of the Tribunal	GMED, MPD	
s.184G(3)	duty to give notice as directed by the Tribunal	GMED, MPD,	
s.198(1)	function to receive application for planning certificate	GMED, MPD, CSP, CSLUP, SSP	
s.199(1)	duty to give planning certificate to applicant	GMED, MPD, CSP, CSLUP, SSP, PO	
s.201(1)	function of receiving application for declaration of underlying zoning	GMED, MPD, CSP, CSLUP, SSP	
s.201(3)	duty to make declaration	GMED, MPD, CSP, CSLUP, SSP	
-	power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO, PIO, PO	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
-	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	GMED, MPD, CSP, CSLUP, CDCLL, SSP, SPIO, PIO, PO	
-	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	GMED, MPD, CSP, CSLUP, CDCLL, SSP	Approval of development plans where there are no unresolved submissions objecting to the plan Approval of minor amendments to development plans previously approved by Council resolution where there were submissions objecting to the plan and the new plan makes no significant change to the plan that would require public notice of that change
-	power to give written authorisation in accordance with a provision of a planning scheme	GMED, MPD, CSP, CSLUP, CDCLL, SSP	
s.201UAB(1)	function of providing the Growth Areas Authority with information relating to any land within municipal district	GMED, MPD, CSP, CSLUP, SSP	
s.201UAB(2)	duty to provide the Growth Areas Authority with information requested under subsection (1) as soon as possible	GMED, MPD, CSP, CSLUP, SSP	



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Does not currently apply to Surf Coast Shire Council

RAIL SAFETY (LOCAL OPERATIONS) ACT 2006



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RESIDENTIAL TENANCIES ACT 1997 (Not a Council delegation earlier)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.142D	function of receiving notice regarding an unregistered rooming house	CEH, EHO	
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	CEH	
s. 142G(2)	power to enter certain information in the Rooming House Register	CEH, EHO	
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	CEH, EHO	
s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	GMGI	where council is the landlord
s.262(1)	power to give tenant a notice to vacate rented premises	GMGI	where council is the landlord
s.262(3)	power to publish its criteria for eligibility for the provision of housing by council	GMGI, GMCC	
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CEH, EHO, MBS	
s.522(1)	power to give a compliance notice to a person	CEH, EHO, MBS	
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	CEO only	



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RESIDENTIAL TENANCIES ACT 1997 (Not a Council delegation earlier)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.525(4)	duty to issue identity card to authorised officers	CEO only	
s.526(5)	duty to keep record of entry by authorised officer under section 526	CEH, EHO, MBS	
s.526A(3)	function of receiving report of inspection	CEH, EHO	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	CEH, EHO, MBS	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.11(1)	power to declare a road by publishing a notice in the Government Gazette	GMGI, SAM, MES	obtain consent in circumstances specified in section 11(2)
s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	GMGI, SAM, MES	
s.11(9)(b)	duty to advise Registrar	GMGI, SAM, MES	
s.11(10)	duty to inform Secretary to Department Environment, Land, Water and Planning of declaration etc.	GMGI, SAM, MES	clause subject to section 11(10A)
s.11(10A)	duty to inform Secretary to Department Environment, Land, Water and Planning or nominated person	GMGI, SAM, MES	where council is the coordinating road authority
s.12(2)	power to discontinue road or part of a road	GMGI, SAM, MES, PLSO	were council is the coordinating road authority
s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	GMGI, SAM, MES, PLSO	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(5)	duty to consider written submissions received within 28 days of notice	GMGI, SAM, MES	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12(6)	function of hearing a person in support of their written submission	GMGI, SAM, MES	function of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	GMGI, SAM, MES, PLSO	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(10)	duty to notify of decision made	GMGI, SAM, MES, PLSO	duty of coordinating road authority where it is the discontinuing body does not apply where an exemption is specified by the regulations or given by the Minister
s.13(1)	power to fix a boundary of a road by publishing notice in Government Gazette	GMGI, SAM, MES	power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
s.14(4)	function of receiving notice from VicRoads	GMGI, SAM, MES	
s.14(7)	power to appeal against decision of VicRoads	GMGI, SAM, MES	
s.15(1)	power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	CMCI, SAM, MES	
s.15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	SAM, MES	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.15(2)	duty to include details of arrangement in public roads register	SAM, MES	
s.16(7)	power to enter into an arrangement under section 15	SAM, MES	
s.16(8)	duty to enter details of determination in public roads register	SAM	
s.17(2)	duty to register public road in public roads register	SAM	where council is the coordinating road authority
s.17(3)	power to decide that a road is reasonably required for general public use	SAM, MES	where council is the coordinating road authority
s.17(3)	duty to register a road reasonably required for general public use in public roads register	SAM	where council is the coordinating road authority
s.17(4)	power to decide that a road is no longer reasonably required for general public use	SAM, MES	where council is the coordinating road authority
s.17(4)	duty to remove road no longer reasonably required for general public use from public roads register	SAM	where council is the coordinating road authority
s.18(1)	power to designate ancillary area	SAM, MES	where council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s.18(3)	duty to record designation in public roads register	SAM	where council is the coordinating road authority
s.19(1)	duty to keep register of public roads in respect of which it is the coordinating road authority	SAM	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(4)	duty to specify details of discontinuance in public roads register	SAM	
s.19(5)	duty to ensure public roads register is available for public inspection	SAM	
s.21	function of replying to request for information or advice	SAM, MES	obtain consent in circumstances specified in section 11(2)
s.22(2)	function of commenting on proposed direction	SAM, MES	
s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	GMGI	
s.22(5)	duty to give effect to a direction under this section.	GMGI	
s.40(1)	duty to inspect, maintain and repair a public road.	SAM, CCW, MES	
s.40(5)	power to inspect, maintain and repair a road which is not a public road	SAM, MES, CCW	
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	SAM, MES, CCW	
s.42(1)	power to declare a public road as a controlled access road	SAM, MES	power of coordinating road authority and Schedule 2 also applies
s.42(2)	power to amend or revoke declaration by notice published in Government Gazette	SAM, MES	power of coordinating road authority and Schedule 2 also applies



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.42A(3)	duty to consult with VicRoads before road is specified	GMGI, SAM, MES	where council is the coordinating road authority if road is a municipal road or part thereof
s.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	GMGI, SAM, MES, CDT	where council is the coordinating road authority if road is a municipal road or part thereof and where road is to be specified a freight road
s.48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	GMGI, SAM, MES, CDT	where council is the responsible road authority, infrastructure manager or works manager
s.48M(3)	function of consulting with the relevant authority for purposes of developing guidelines under section 48M	GMGI, MES, SAM	
s.49	power to develop and publish a road management plan	GMGI, SAM, MES	
s.51	power to determine standards by incorporating the standards in a road management plan	GMGI, SAM, MES	
s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	GMGI, SAM, MES	
s.54(2)	duty to give notice of proposal to make a road management plan	GMGI, SAM, MES	
s.54(5)	duty to conduct a review of road management plan at prescribed intervals	GMGI, SAM, MES	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(6)	power to amend road management plan	GMGI, SAM, MES	
s.54(7)	duty to incorporate the amendments into the road management plan	GMGI, SAM, MES	
s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	GMGI, SAM, MES	
s.63(1)	power to consent to conduct of works on road	SAM, MES, CCW	where council is the coordinating road authority
s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	SAM, MES, CCW	where council is the infrastructure manager
s.64(1)	duty to comply with clause 13 of Schedule 7	SAM, MES	where council is the infrastructure manager or works manager
s.66(1)	power to consent to structure etc	SAM, MES	where council is the coordinating road authority
s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	SAM, MES	where council is the coordinating road authority
s.67(3)	power to request information	SAM, MES	where council is the coordinating road authority
s.68(2)	power to request information	SAM, MES	where council is the coordinating road authority
s.71(3)	power to appoint an authorised officer	CEO	
s.72	duty to issue an identity card to each authorised officer	CEO	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.85	function of receiving report from authorised officer	SAM	
s.86	duty to keep register re section 85 matters	SAM	
s.87(1)	function of receiving complaints	SAM, MES	
s.87(2)	duty to investigate complaint and provide report	SAM, MES	
s.112(2)	power to recover damages in court	SAM, MES, CCW	
s.116	power to cause or carry out inspection	SAM, MES, CCW	
s.119(2)	function of consulting with VicRoads	GMGI, SAM, MES	
s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	GMCI, SAM, MES	
s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	SAM, MES, CCW	
s.121(1)	power to enter into an agreement in respect of works	GMCI, SAM, MES, CDT	
s.122(1)	power to charge and recover fees	GMCI, SAM, MES, CDT	
s.123(1)	power to charge for any service	GMCI, SAM, MES, CDT	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	SAM, MES	
Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	Not Delegated	
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	Not Delegated	
Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	SAM, MES, CDT	
Schedule 2 Clause 5	duty to publish notice of declaration	SAM, MES, CDT	
Schedule 7, Clause 7(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	SAM, MES, CDT	where council is the infrastructure manager or works manager
Schedule 7, Clause 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	SAM, MES, CDT	where council is the infrastructure manager or works manager
Schedule 7, Clause 9(1)	duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	SAM, MES, CCW	where council is the infrastructure manager or works manager responsible for non-road infrastructure



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7, Clause 9(2)	duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	SAM, MES	where council is the infrastructure manager or works manager
Schedule 7, Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	SAM, MES	where council is the infrastructure manager or works manager
Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	SAM, MES	where council is the coordinating road authority
Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	SAM, MES	where council is the coordinating road authority
Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	SAM, MES, CCW	where council is the coordinating road authority
Schedule 7 Clause 12(5)	power to recover costs	SAM, MES	where council is the coordinating road authority
Schedule 7, Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	SAM, MES	where council is the works manager
Schedule 7 Clause 13(2)	power to vary notice period	SAM, MES	where council is the coordinating road authority
Schedule 7, Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	SAM, MES	where council is the infrastructure manager



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 16(1)	power to consent to proposed works	SAM, MES	where council is the coordinating road authority
Schedule 7 Clause 16(4)	duty to consult	GMGI, SAM, MES	where council is the coordinating road authority, responsible authority or infrastructure manager
Schedule 7 Clause 16(5)	power to consent to proposed works	GMGI, SAM, MES	where council is the coordinating road authority
Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	GMGI, SAM, MES	where council is the coordinating road authority
Schedule 7 Clause 16(8)	power to include consents and conditions	GMGI, SAM, MES	where council is the coordinating road authority
Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	SAM, MES	where council is the coordinating road authority
Schedule 7 Clause 18(1)	power to enter into an agreement	SAM, MES	where council is the coordinating road authority
Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	SAM, MES	where council is the coordinating road authority
Schedule 7 Clause 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	SAM, MES	where council is the coordinating road authority
Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	SAM, MES	where council is the coordinating road authority



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7A Clause 2	power to cause street lights to be installed on roads	MES, CDT	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	MES, CDT	where council is the responsible road authority
Schedule 7A Clause 3(1)(e)	duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	MES, CDT	where council is the responsible road authority
Schedule 7A Clause (3)(1)(f),	duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4	MES, CDT	duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)



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Does not currently apply to Surf Coast Shire Council

CEMETERIES AND CREMATORIA REGULATIONS 2005

These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 2003*, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Note: these Regulations are due to expire on 28 June 2015



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PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r. 6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	GMED, MPD, CSP, CSLUP, SSP, PO	where Council is not the planning authority and the amendment affects land within its municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	GMED, MPD, CSP, CSLUP, SSP, PO	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	GMED, MPD, CSP, CSLUP, SSP, PO	where Council is the responsible authority
r.25(b))	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	GMED, MPD, CSP, CSLUP, SSP, PO	where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	GMED, MPD, CSP, CSLUP, SSP, PO	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.



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PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.19	power to waive or rebate a fee relating to an amendment of a planning scheme	GMED, MPD, CSLUP	
r.20	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	GMED, MPD CSP	
r.21	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20	GMED, MPD, CSLUP, CSP	



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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.7	function of entering into a written agreement with a caravan park owner	CEH, EHO, MBS	
r.11	function of receiving application for registration	CEH, EHO	
r.13(1)	duty to grant the registration if satisfied that the caravan park complies with these regulations	CEH, EHO	
r.13(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations	CEH, EHO	
r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CEH	
r.13(4) & (5)	duty to issue certificate of registration	CEH, EHO	
r.15(1)	function of receiving notice of transfer of ownership	CEH, EHO	
r.15(3)	power to determine where notice of transfer is displayed	CEH, EHO	
r.16(1)	duty to transfer registration to new caravan park owner	CEH, EHO	
r.16(2)	duty to issue a certificate of transfer of registration	CEH, EHO	
r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	CEH	
r.18	duty to keep register of caravan parks	CEH	



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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.19(4)	power to determine where the emergency contact person's details are displayed	CEH, EHO	
r.19(6)	power to determine where certain information is displayed	CEH, EHO	
r.22A(1)	duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	CEH, EHO	
r.22A(2)	duty to consult with relevant emergency services agencies	CEH, EHO	
r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	CEH, EHO	
r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	CEH, EHO	
r.25(3)	duty to consult with relevant floodplain management authority	CEH, EHO	
r.26	duty to have regard to any report of the relevant fire authority	CEH, EHO	
r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	CEH, EHO	
r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	CEH, EHO, MBS	
r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	CEH, EHO, MBS	



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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.40(4)	function of receiving installation certificate	CEH, EHO, MBS	
r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	MBS	
Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	MBS	



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ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.8(1)	duty to conduct reviews of road management plan	SAM, MES	
r.9(2)	duty to produce written report of review of road management plan and make report available	SAM, MES	
r.9(3)	duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	MES, SAM	where council is the coordinating road authority
r.10	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act	SAM, MES	
r.13(1)	duty to publish notice of amendments to road management plan	MES, SAM	where council is the coordinating road authority
r.13(3)	duty to record on road management plan the substance and date of effect of amendment	SAM, MES	
r.16(3)	power to issue permit	SAM, MES	where council is the coordinating road authority
r.18(1)	power to give written consent to re damage to road	SAM, MES, CDT,	where council is the coordinating road authority
r.23(2)	power to make submission to Tribunal	SAM, MES	where council is the coordinating road authority
r.23(4)	power to charge a fee for application under section 66(1) Road Management Act	MES,SAM	where council is the coordinating road authority
r.25(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	SAM, MES, CCW, CWM	where council is the responsible road authority



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ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.25(2)	power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	SAM, MES	where council is the responsible road authority
r.25(45)	power to recover in the Magistrates' Court, expenses from person responsible	SAM, MES	



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ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Note: these regulations are due to expire in 2025			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.15	power to exempt a person from requirement under clause 13(1) of Schedule 7 to the Act to give notice as to the completion of those works	SAM, MES	where council is the coordinating road authority and where consent given under section 63(1) of the Act
r.22(2)	power to waive whole or part of fee in certain circumstances	SAM, MES	where council is the coordinating road authority

2.7 Review of Council Delegations to CEO, Staff and Surf Coast Planning Committee

APPENDIX 3 C5 INSTRUMENT OF DELEGATION - COUNCIL TO SURF COAST PLANNING COMMITTEE



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C5. Instrument of Delegation (Council to Planning Committee)

**Surf Coast Shire Council
Instrument of Delegation -
Surf Coast Planning Committee**

The Surf Coast Shire Council (**Council**) delegates to the committee known as the "Surf Coast Planning Committee"(SCPC) (**the Committee**), the powers, discretions and authorities set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on 23 May 2017;
2. the delegation:
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 remains in force until Council resolves to vary or revoke it; and
 - 2.3 is to be exercised in accordance with the exceptions, conditions and limitations set out in the Schedule and with the guidelines or policies which Council from time to time adopts; and
3. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the Surf Coast Planning Committee (SCPC).
4. all members of the Committee have voting rights.



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SCHEDULE

Purpose

To exercise Council's powers, discretions and authorities to perform Council's functions under the *Planning and Environment Act 1987* in accordance with relevant policies and guidelines of the Council and to do all things necessary or convenient to be done for or in connection with the performance those functions, duties and powers.

Exceptions, conditions and limitations

The Committee is not authorised by this Instrument to:

1. Carry out any function beyond the terms of reference as amended from time to time by a resolution of the Council.
2. Exercise the powers which, under section 86 of the *Local Government Act 1989* or section 188 of the *Planning and Environment Act 1987*, cannot be delegated to the Committee.

Executed by the Chief Executive Officer on behalf of the Surf Coast Shire Council, pursuant to the Council resolution dated 23 May 2017.

Signed on behalf of the Surf Coast Shire Council)
by the Chief Executive Officer)
pursuant to the instrument of delegation)
dated 23 May 2017 in the presence of:)

.....
Witness

Dated:



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	SCPC	
s.58	duty to consider every application for a permit	SCPC	
s.60	duty to consider certain matters	SCPC	
s60(1A)	power to consider certain matters before deciding on application	SCPC	
s.60(1B)	duty to consider the number of objectors in considering whether use or development may have significant social effect	SCPC	
s.61(1)	power to determine permit application to decide to grant a permit, to decide to grant a permit with conditions where there are no objections	SCPC	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
s.61(1)	power to determine permit application to decide to grant a permit, to decide to grant a permit with conditions where there are objections	SCPC	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
s.61(1)	power to determine permit application to decide to refuse a permit application	SCPC	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	SCPC	
s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	SCPC	
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	SCPC	
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	SCPC	
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	SCPC	
s.62(1)	duty to include certain conditions in deciding to grant a permit	SCPC	
s.62(2)	power to include other conditions	SCPC	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	SCPC	
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	SCPC	
s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	SCPC	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	SCPC	
s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section 62(5) or section 46N	SCPC	
s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	SCPC	
-	power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	SCPC	
	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	SCPC	
	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	SCPC	
-	power to give written authorisation in accordance with a provision of a planning scheme	SCPC	

3. ENVIRONMENT & DEVELOPMENT

3.1 Quarterly Program Status Report - January to March 2017

Author's Title: Manager Program Management Office **General Manager:** Ransce Salan

Department: Program Management Office **File No:** F17/287

Division: Environment & Development **Trim No:** IC17/316

Appendix:

1. Program Management Office - Program Status Report - Capital Projects - 31 March 2017 (D17/44659)
2. Program Management Office - Program Status Report - Operational Projects - 31 March 2017 (D17/44660)

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 and note the Quarterly Program Status Report for the January to March 2017 quarter.

Summary

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

Recommendation

That Council note the Program Status Report for the January to March 2017 quarter.

3.1 Quarterly Program Status Report - January to March 2017

Report

Background

The Program Management Office (PMO) has responsibility to provide leadership, support and analysis for best practice project management, including standardising and building Surf Coast Shire Council's project management capability and methods. The PMO has responsibility to support successful delivery of Council's program of projects with the right approach and level of resources for each project.

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

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

A spend target was established for the 2016/17 program based on the program allocation made by Council in the 2016/17 Budget

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

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

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

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

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

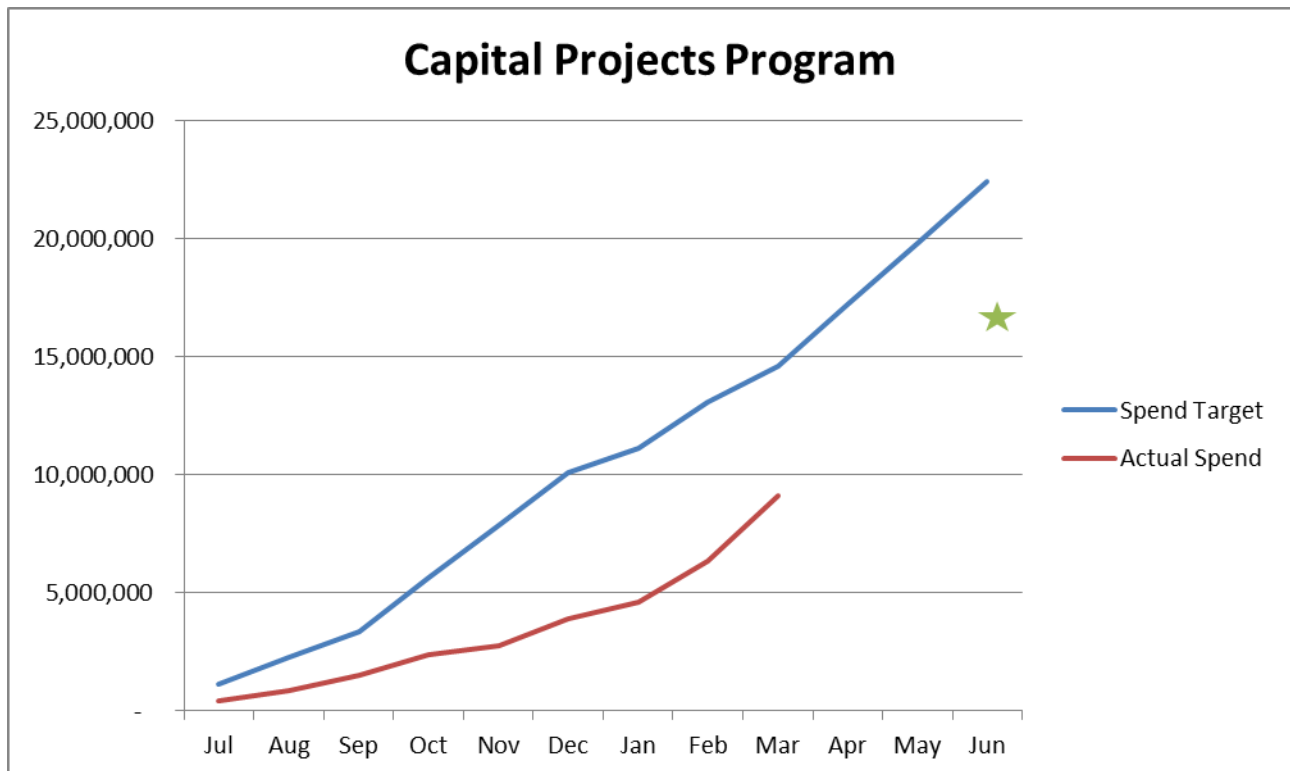
Quarter	Percentage (%) of annual spend
June to September 2016	15
October to December 2016	30
January to March 2017	20
April to June 2017	35

3.1 Quarterly Program Status Report - January to March 2017

The process to develop the 2017/18 budget, including the Program, has identified that the anticipated year end program spend will be \$19.81m. This will be less than the target of \$26.07m.

Discussion

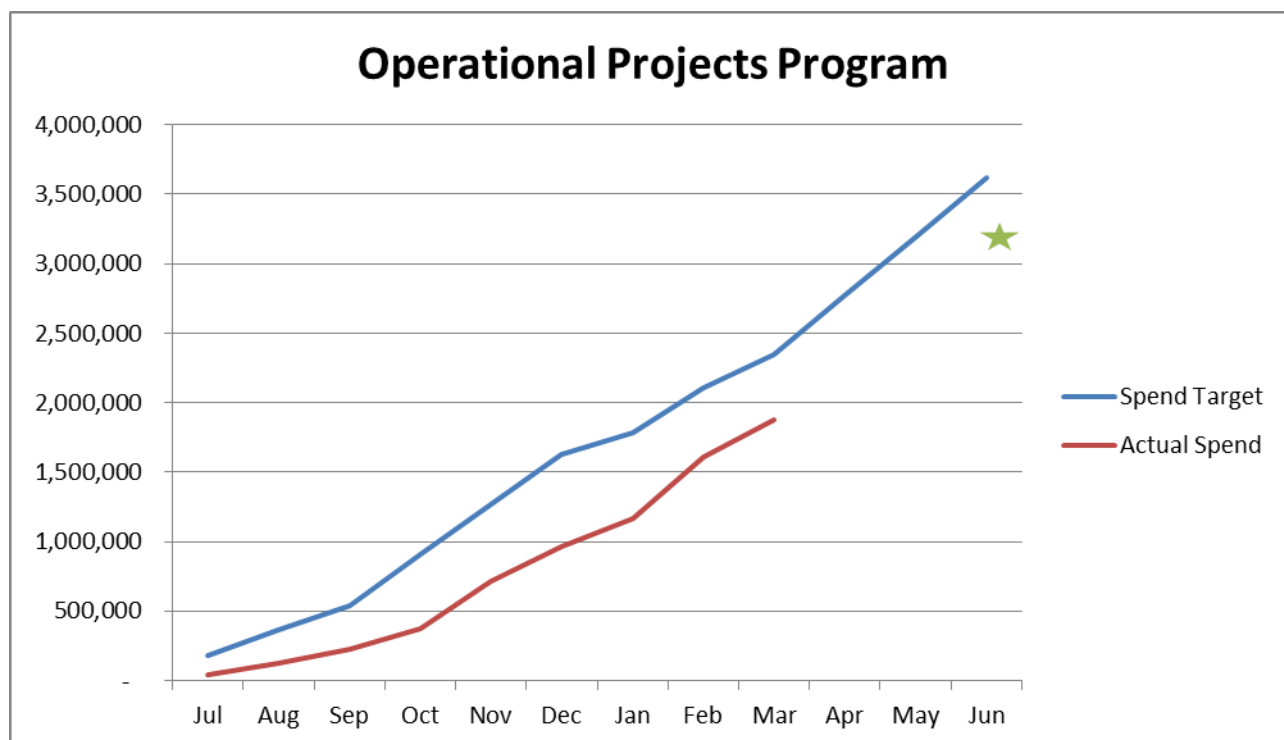
Spend for the Capital Project Program at 31 March was \$9.11m representing 62% of the projected Year to Date (YTD) spend of \$16.60m and 41% of the full year target of \$22.45m. During the budget process Councillors were provided were an anticipated year end Capital spend target based on progress to date. This anticipated Capital spend is \$16.68m. Spend target and actual spend YTD at 31 March is presented in the graph that follows. The anticipated spend is also represented in the chart below, denoted by a green star.



In addition to actual spend; \$8.73m has been committed by contract for capital projects. This indicates that projects have been mobilised however this is not a direct indication of spend that is guaranteed in this financial year as some commitments are spread over multi-year projects.

Spend for the Operational Project Program at 31 March was \$1.88m representing 80% of the projected YTD spend of \$2.35m and 52% of the full year target of \$3.70m. During the budget process Councillors were provided were an anticipated year end Operational spend target based on progress to date. This anticipated Operational spend is \$3.13m. Spend target and actual spend YTD at 31 March is presented in the graph that follows. The anticipated spend is also represented in the chart below, denoted by a green star.

3.1 Quarterly Program Status Report - January to March 2017



In addition to actual spend; \$0.41m has been committed by contract for operational projects. This indicates that projects have been mobilised however is not a direct indication of spend that is guaranteed in this financial year as some commitments are spread over multi-year projects.

The graphs above indicate that spend is tracking below target. In the last quarter a number of challenges impacting delivery have been encountered including the following:

- recent tender outcomes have not been favourable, particularly for road related projects. There is currently very strong competition for work in this sector, both public and private
- project completion times are being impacted on projects where we are reliant on external asset owners to complete pre work i.e. VicRoads approvals for Surf Coast Hwy / Beach Rd signalisation.

The budget development process for 2017/18 has identified that Program spend for 2016/17 will be below the target reported to Council on 6 September 2016 however it is anticipated to exceed the historically high figure of \$16.8m achieved in 2015/16. Officers are implementing the action plan presented to Council on 7 February 2017 to maximise delivery of the Program for 2016/17.

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

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

Financial Implications

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

Council Plan

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

Theme 2 Governance
 Objective 2.1 Robust risk management framework and processes
 Strategy 2.1.1 Implement the risk management system.

3.1 Quarterly Program Status Report - January to March 2017

Theme 2 Governance
Objective 2.2 High performing accountable organisation
Strategy 2.2.3 Increase capability in analysing and managing contentious issues.

Policy/Legal Implications

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

Officer Direct or Indirect Interest

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

Risk Assessment

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

Social Considerations

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

Community Engagement

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

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

Environmental Implications

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

Communication

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

Conclusion

The Program for 2016/17 is tracking behind targeted spend for the January to March quarter. The budget development process for 2017/18 has identified that Program spend for 2016/17 is anticipated to reach \$19.81m, below the target reported to Council on 6 September 2016, however would exceed the historically high figure of \$16.8m achieved in 2015/16. Officers continue to implement the action plan presented to Council on 7 February 2017 to maximise delivery of the Program for 2016/17.

3.1 Quarterly Program Status Report - January to March 2017

**APPENDIX 1 PROGRAM MANAGEMENT OFFICE - PROGRAM STATUS REPORT - CAPITAL
PROJECTS - 31 MARCH 2017**

Program Management Office
Program Status Report Master

2016/17 Capital Projects - 31 March 2017

D16/35493

Unique Project Identifier	General Ledger	Work Order	Project Name	Project Sponsor	Project Owner	Project Manager (or person responsible for Program reporting)	\$	\$	\$	\$	\$	\$	Initiate Month	Close Out Month	Phase Initiating / Planning Delivering	Time Status	Cost Status	Scope Status	Comment		
							ADOPTED Project Allocation Ex-contingency Life of Project	AMENDED Project Allocation Ex-contingency Life of Project	Spend Life of Project	Committed Life of Project	Estimate to Complete Life of Project	Estimate at Completion Life of Project				Estimated Variance at Completion Life of Project	1=Green 2=Amber 3=Red	1=Green 2=Amber 3=Red		1=Green 2=Amber 3=Red	
PRC-001	9000	Various	Unsealed Road Renewal	John Bertoldi	Peter McLean	Leigh Irvine	750,000	750,000	481,620	24,163	244,217	750,000	-	0	Jul 2016	Jun 2017	Delivering	●	●	●	Delivery continuing as per program. Finalised works currently being handed over.
PRC-002	9001	Various	Sealed Road Renewal (note additional extracts to separate projects below)	John Bertoldi	Peter McLean	John Webb	1,170,000	620,000	449,902	77,229	92,869	620,000	-	0	Jul 2016	Jun 2017	Delivering	●	●	●	Bulk of Program complete. Minor works outstanding only
PRC-003	9225	Various	Drainage Renewal	John Bertoldi	Mark Gibbons	Sean Keown	115,000	115,000	30,713	30,158	54,504	115,375	-	375	Jul 2016	Jun 2017	Delivering	●	●	●	Issues with easements, vegetation and construction methodology resolved. Contractor to be engaged this week to deliver Torquay Jan Juc jobs by end of financial.
PRC-004	9082	Various	Building Renewal	John Bertoldi	Various	John Chatterton	366,000	261,000	108,541	45,655	88,000	240,166	-	20,804	Jul 2016	Jun 2017	Delivering	●	●	●	A range of projects. Scope to budget. \$105K allocated within this total for Anglesea Bowling Club renewal has been reallocated to the Anglesea Bowling Club redevelopment project. Projects identified completed under budget therefore additional scope being considered.
PRC-005	9554	Various	Footpath Renewal	John Bertoldi	Mark Gibbons	Tony Potter	160,000	160,000	140,301	-	19,699	160,000	-	0	Jul 2016	Jun 2017	Delivering	●	●	●	A range of projects. Scope to budget.
PRC-006	9555	Various	Kerb Renewal	John Bertoldi	Mark Gibbons	John Fitzpatrick	37,100	24,210	24,210	-	-	24,210	-	0	Jul 2016	Jun 2017	Closed Out	●	●	●	Project Complete.
PRC-007	9558	8094	IT Other Equipment Renewal	John Bertoldi	Neil McQuinn	Neil Gibson	120,000	167,357	85,399	-	40,000	125,399	-	41,958	Jul 2016	Jun 2017	Delivering	●	●	●	A range of purchases. Scope to budget. Arranging Quotes for servers. Likely to return to renewal reserve.
PRC-008	9003	8108	Heavy Plant Replacement	John Bertoldi	John Chatterton	Luke Hunt	720,000	720,000	363,041	222,621	134,338	720,000	-	0	Aug 2016	Jun 2017	Delivering	●	●	●	Orders raised for 81% of total spend. Remaining program on track before 30/6
PRC-009	9045	8109	Light Fleet Replacement	John Bertoldi	John Chatterton	Luke Hunt	353,970	353,970	241,009	71,895	41,065	353,970	-	0	Nov 2016	Jun 2017	Delivering	●	●	●	Orders raised for 90% of total spend. Remaining program on track before 30/6
PRC-010	9084	Various	Playground Equipment Renewal	John Bertoldi	Jarrod Westwood	Jason Eales	64,000	64,000	23,658	-	40,342	64,000	-	0	Jul 2016	Jun 2017	Delivering	●	●	●	A range of projects. Scope to budget. Swing and slide pad program complete. Bob Pettitt Reserve and Anglesea tennis Club playground renewal RFQ in progress.
PRC-011	9083	4039, 6309 - 6334	Park Furniture Renewal	John Bertoldi	Travis Nelson	Jason Eales	133,512	133,512	77,881	10,364	45,268	133,512	-	0	Jul 2016	Jun 2017	Delivering	●	●	●	A range of projects. Scope to budget. 50% delivered.
PRC-012	9444	Various	Soft Playing Surface & Irrigation Renewal	John Bertoldi	Jarrod Westwood	Jason Eales	100,000	100,000	81,206	18,095	699	100,000	-	0	Jul 2016	Jun 2017	Delivering	●	●	●	A range of projects. Scope to budget. 50% delivered.
PRC-013	9276	Various	Nature Reserve & Community Garden Renewal	John Bertoldi	Kate Smallwood	Gabrielle O'Shea (Nature Reserves), Rachel Brown (Community Gardens)	49,780	49,780	31,569	9,354	8,857	49,780	-	0	Jul 2016	Apr 2017	Delivering	●	●	●	Various renewal works underway.
PRC-014	9116	Various	Facility Fencing Renewal / Bob Pettitt Reserve Fencing CF	John Bertoldi	N/A	Jason Eales	66,500	66,500	55,754	3,372	7,374	66,500	-	0	Jul 2016	Jun 2017	Delivering	●	●	●	A range of projects. Scope to budget. Bob Pettitt Reserve tennis court fencing in progress. Final planning for a range of other small projects in progress.
PRC-015	9313	Various	Skate Park Renewal	John Bertoldi	Jarrod Westwood	Jason Eales	38,000	38,000	2,000	-	36,000	38,000	-	-	Jul 2016	Jun 2017	Delivering	●	●	●	Skate Park Audit finalised to prioritise works. Plan to implement nearly finalised.
PRC-016	9351	Various	Bike Park Renewal	John Bertoldi	Jarrod Westwood	Jason Eales	23,750	23,750	10,318	-	13,432	23,750	-	0	Jul 2016	Jun 2017	Delivering	●	●	●	Contractor engaged to undertake works following school holidays.
PRC-017	9023	Various	Structure Renewal	John Bertoldi	Various Land Managers	Simon Jeanes	133,000	129,500	92,198	4,950	32,652	129,800	-	300	Jul 2016	Jun 2017	Delivering	●	●	●	90% complete remaining works at Coogoorah Park out for RFQ. Under budget on work complete, scope to budget renewal works. Increase scope to deliver program
PRC-018	9573	7932	Anglesea Arthouse Sheds	John Bertoldi	Damian Waight/Julie Dyer	Shannon Samuel	138,960	138,960	4,600	11,050	123,310	138,960	-	-	Jan 2017	Jul 2017	Initiating / Planning	●	●	●	Project Charter Endorsed (D17/21793). Gate approval to be provided to move into design phase. Bathing Box move in progress

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PRC-019	9574	7933	Horseshoe Bend Road Culverts	John Bertoldi	Mark Gibbons	Ross Lister	45,000	-	-	-	-	-	Jan 2017	Jun 2017	Closing	●	●	●	Grant not successful. Propose project cancellation to Council and process return of funds to Renewal Reserve in March Transfer Table.	
PRC-020	9575	7934	McIntyres Road Culvert Crossing for Fire Access	John Bertoldi	Mark Gibbons	Ronan Corcoran	15,800	15,800	5,569	-	8,000	13,569	2,092	Nov 2016	Jun 2017	Initiating / Planning	●	●	●	Reduced scope of works agreed to by CCMA
PRC-021	9576	8245	Aireys Inlet/Fairhaven Drainage Upgrades	John Bertoldi	Mark Gibbons	Sean Keown	21,240	23,600	6,054	-	17,546	23,600	0	Jul 2016	Jun 2017	Delivering	●	●	●	With operations to deliver, issue with materials for Berthon Street to be resolved
PRC-022	9577	7936	Gnarwarre Tennis Courts	John Bertoldi	Jarrold Westwood	Consultant - John Webb	40,860	40,860	3,553	-	-	3,553	37,308	Dec 2016	Jun 2017	Delivering	●	●	●	RFQ for asphaltting closed. No quotations received. Reviewing options.
PRC-023	9578	7937	Spring Creek Tennis Courts	John Bertoldi	Jarrold Westwood	Consultant - John Webb	59,536	70,922	1,838	66,422	-	68,260	2,863	Oct 2016	May 2017	Delivering	●	●	●	Tennis Club contribution received. Works commenced on site.
PRC-024	9579	7938	Aireys Inlet Reserve Playground	John Bertoldi	Shaan Briggs	Simon Jeanes	186,210	186,210	5,138	-	182,573	187,710	1,500	Jul 2016	Jun 2017	Delivering	●	●	●	Delivering with Playground Strategy and Working Group Expenditure Q4. Evaluating tender for award in April
PRC-025	9580	7939	Bob Pettitt Reserve Pavilion Playground	John Bertoldi	Jarrold Westwood	Simon Jeanes	57,690	57,690	3,488	-	54,203	57,690	-	Jul 2016	Jun 2017	Delivering	●	●	●	Delivering with Playground Strategy and Working Group Expenditure Q4. Evaluating tender for award in April
PRC-026	9581	7940	Darian Road Reconstruction	John Bertoldi	Peter McLean	Ronan Corcoran	348,570	594,000	13,145	11,422	569,433	594,000	0	Aug 2016	Apr 2017	Closing	●	●	●	Has been deferred until 2017/18 due to no tenders received within budget.
PRC-027	9600	7958	Anglesea Shopping Centre Pathway	John Bertoldi	Mark Gibbons	Consultant - John Webb	90,000	90,000	1,125	-	88,875	90,000	-	Nov 2016	Jul 2017	Initiating / Planning	●	●	●	RFQ closed. No quotes received. Reviewing options.
PRC-028	9184	8060	Public Lighting Upgrade Program	Mark Gibbons	N/A	Petar Zivkovic	15,000	15,000	10,770	-	4,230	15,000	-	Jul 2016	Jun 2018	Delivering	●	●	●	Looking at 2 more locations for lights, which will use up the remaining funds.
PRC-029	9053	4221	Road Safety Program	Peter McLean	Mark Gibbons	Aoife Corcoran	348,000	377,688	193,930	59,904	115,500	369,334	8,354	Jul 2016	Jun 2017	Delivering	●	●	●	Numerous projects. Includes Road Safety Strategy Implementation projects. Majority of projects will be delivered on time, however school road safety projects and guardrail installations may require roll over.
PRC-030	9557	Various	Tree Trimming (Pre Reseal) Program	John Bertoldi	Jason Eales	John Fitzpatrick	76,000	76,000	18,719	-	57,000	75,719	281	Oct 2016	Mar 2017	Delivering	●	●	●	Near completion, only Grays Road to do.
PRC-031	9086	7844	Facility Signage Program	Travis Nelson	N/A	John Chatterton	19,000	19,000	6,269	1,240	11,485	19,000	0	Jul 2016	Jun 2017	Delivering	●	●	●	A range of projects. Scope to budget.
PRC-032	9389	8057	Office Furniture	Travis Nelson	N/A	John Chatterton	20,000	38,300	28,066	12,108	-	40,202	1,902	Jul 2016	Jun 2017	N/A - non-project	●	●	●	All furniture request have been completed
PRC-033	9556	7854	Shopping Centre Refurbishment	Matt Taylor	Peter McLean	Consultant - John McCartney	23,750	-	-	-	-	-	-	Dec 2016	Apr 2018	Transferred to Reserve	●	●	●	Funds consolidated to Growing Winchelsea - Beautification of Town Centre Project PRC-081

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PRC-034	9539	7843	Spring Creek Rec Reserve Master Plan (Stage 2) - Netball Facility Upgrade	Shaan Briggs	Jarrod Westwood	Ronan Corcoran	428,570	428,570	3,975	-	624,595	628,570	-	200,000	Mar 2017	Jun 2018	Initiating / Planning	●	●	●	Estimate from Finance is not reflective of the additional \$200,000 received from the Federal Government. Charter and funding agreement drafted, discussed with Club members and circulated to PCG for endorsement.
PRC-036	9567	7849	Memorial Hall Anglesea - Air Conditioning Installation	Shaan Briggs	Jarrod Westwood	John Chatterton	36,000	36,000	-	-	36,000	36,000	-	-	Jan 2017	May 2017	Delivering	●	●	●	RFQ closed, Evaluation matrix has been completed and documentation raised for sign off
PRC-037	9475	7833	Construct an Early Learning Centre in Torquay North (CY01b)	Chris Pike	Robyn Stevens	Simon Jeanes	6,131,170	6,131,170	1,128,974	4,472,635	1,175,488	6,775,097	-	643,927	Jul 2016	Feb 2018	Delivering	●	●	●	Works well underway on site with concrete and steel. All major procurement has been completed, still \$1m of work to be committed including car park, FFE, IT and authorities. \$500K spend in March and average spend of \$350k by month for remainder of project. Note multi-year project, currently showing overspend, however still within contingency allowance that is expected to be spent.
PRC-038	9029	7834	Grenville Oval Road Construction & Carpark (OR02)	Chris Pike	Shaan Briggs	John Fitzpatrick	1,566,049	1,566,049	881,770	626,594	165,337	1,673,702	-	107,853	Jul 2016	Jul 2017	Delivering	●	●	●	Contract work commenced. Bulk of expenditure from January 2016 through to April 2017. Services relocation and earthworks costs exceeded expectation
PRC-039	9472	7835	Upgrade Grass Tree Park (OR05)	Rowan Mackenzie	Kate Smallwood	Donna Groves	54,568	65,837	15,331	8,600	-	23,931	-	41,908	Oct 2016	Beyond Jun-18	Delivering	●	●	●	New car park on Messmate Road delayed due to soil contamination investigation.
PRC-040	9435	7836	Upgrade Deep Creek Linear Reserve (OR08)	Rowan Mackenzie	Kate Smallwood	Ronan Corcoran	79,370	79,370	2,213	2,119	40,000	44,332	-	35,038	Feb 2017	Jun 2017	Delivering	●	●	●	Cultural heritage due diligence complete, geotechnical and survey being undertaken.
PRC-041	9537	7837	Upgrade Bells Beach recreation reserve (OR10)	Rowan Mackenzie	Gabrielle O'Shea	Leigh Irvine	68,289	68,289	52,823	4,545	10,921	68,289	-	0	Jul 2016	Jun 2017	Delivering	●	●	●	Year 2 of three year program of projects. Fencing, Car Park, Pathway and design works that remain to be complete in this financial year following Rip Curl Pro event
PRC-042	9476	7838	Surf Coast Highway / South Beach Rd intersection upgrade (RD01)	Peter McLean	N/A	Mark Gibbons	800,000	800,000	-	-	800,000	800,000	-	-	Jul 2016	Apr 2018	N/A	●	●	●	This is a VicRoads Project and SCS input is an agreed contribution to cost. Amount will be paid upon invoice from VicRoads expected prior to end of financial year.
PRC-043	9464	7839	Horseshoe Bend Road Widening (South of Sth Beach Rd) - Stage 4 (Contribution)	Peter McLean	N/A	Peter McLean	300,000	300,000	300,000	-	-	300,000	-	-	Dec 2016	May 2017	Closed Out	●	●	●	Invoice paid. Project closed
PRC-044	9536	7840	Horseshoe Bend / South Beach Road intersection upgrade (RD14)	Anne Howard	Peter McLean	Simon Jeanes	750,372	885,000	142,832	113,622	628,996	885,450	-	450	Aug 2016	Jan 2018	Delivering	●	●	●	Council have approved additional budget for project. To be delivery by internal crew Subcontractors have been awarded for drainage and lighting works. Drainage to be constructed as early works approx \$130k Decision to delay project to allow Blackgate Rd to be constructed by internal crew due to grant funding constraints

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PRC-045 - Design	9361	3455	Building & Open Space Design	Various	Various	Rowena Frost	39,290	16,790	10,440	-	10,440	6,350	Jul 2016	Jun 2017	Initiating / Planning	●	●	●	Various projects. Intended for each design project to be established separately rather than via a 'pool' of funds. Some transfers to establish separate projects approved by Council. Balance of funds may not be required.		
PRC-046	9538	7842	Anglesea Cricket Club Pavilion Upgrade Stage 1	Shaan Briggs	Jarrold Westwood	Simon Jeanes	95,240	95,240	2,250	-	148,900	151,150	-	55,910	Unknown	Unknown	Initiating / Planning	●	●	●	Charter not signed Funding available not adequate to deliver proposed scope (Club secured quotation has failed). Estimated additional requirement approx. \$80K to meet SRV and Cricket Victoria approved elements (Stage 1). Confirming club capacity to contribute more funds prior to presenting options to Council (i.e. cancel project or provide extra funds). Scheduled for April council meeting
PRC-047	9541	7846	Kargnum Crescent, Winchelsea - Erosion Works	Mark Gibbons	N/A	Sean Keown	57,860	57,860	20,083	-	5,000	25,083	32,777	Jul 2016	Jun 2017	Delivering	●	●	●	Main construction work complete. Potential for further minor works to develop, monitor after rainfall events.	
PRC-048	9542	8370	Small Drainage Works	Mark Gibbons	N/A	Sean Keown	28,570	28,570	17,060	1,055	10,537	28,682	-	112	Jul 2016	Jun 2017	Delivering	●	●	●	Planning permit now received, operations need to fit into construction program
PRC-049	9540	7848	Bellbrae Drainage and Streetscape Improvements	Peter McLean	Mark Gibbons	Aoife Corcoran	238,438	248,400	252,418	-	-	252,418	-	4,018	Jul 2016	Dec 2016	Closed Out	●	●	●	Budget did not allow delivery of full scope agreed with community. Potential to seek funds from Council for new project to deliver additional scope. Over budget due to unfavorable weather therefore additional in-house crew costs, variations in asphalt depth required and issue with existing pipe infrastructure. Asset handover complete. Asset handover completed and will be closed out shortly by Finance.
PRC-050	9545	7850	Shire Hall Precinct Landscaping	Shaan Briggs	Jarrold Westwood	Jason Eales	23,050	23,050	-	-	23,050	23,050	-	-	Jul 2016	Jun 2017	Initiating / Planning	●	●	●	Path work to be completed May/June after tree removal and landscaping to be carried out
PRC-051	9544	7851	Winchelsea Entrance Sculptures Project	Matt Taylor	Karen Hose	Sally Conway	100,000	100,000	-	-	100,000	100,000	-	-	Dec 2016	Jun 2018	Delivering	●	●	●	Part of Winchelsea Town Beautification Project. Funding agreement with National Stronger Regions Fund signed. Charter approved. Master plan for Memorial roads commenced. PRG to follow once draft received. Components include: Streetscape beautification \$30K PRC-081, Town Centre \$25K (shopping centre refurb) PRC-033 \$23750 plus \$1250 contingency, Gateway / Entrance Sculptures PRC-051 \$50K Council contribution and \$50K VicRoads contribution, NSRF Round 3 \$155K - new funds = \$310K total to be fully expended. Status -consultants appointed to prepare master plan.
PRC-052	9543	7852	Connewarre Reserve MP (Stage 3) - Drainage Improvements	Shaan Briggs	Jarrold Westwood	Agnes Tong	73,330	73,330	2,900	2,650	67,780	73,330	-	-	Aug 2016	Dec 2016	Initiating / Planning	●	●	●	Site survey completed. Awaiting detailed design for Committee of Management to review. Draft design received. Works will be carried out in Oct/Nov to suit weather and availability of internal work crews

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PRC-054	9362	Various	Playground Strategy	Shaan Briggs	Jarrold Westwood	Simon Jeanes	242,290	262,834	34,609	127,550	70,500	232,659	20,175	Jul 2016	Jun 2017	Delivering	●	●	●	<p>PI RoadKnight Playground (\$21k) not supported by GORCC or DELWP. Decision report has been submitted to return funds.</p> <p>Contract to be awarded for new winchelsea playgrounds in march approx \$125k</p> <p>Tight program but pushing to deliver by June</p>
PRC-055	9552	7855	Lorne School Traffic Management Improvements	Peter McLean	N/A	Mark Gibbons	130,950	130,950	2,447	-	128,503	130,950	1	Jul 2016	Jun 2017	Delivering	●	●	●	<p>Issue with Trees within School boundary impacting footpath works will require planning permit and will delay construction until after 30 June 2017</p>
PRC-056	9551	7856	Cape Otway Road Widening - Gherang Rd to 200m north of Bridge at 1325 COR - 1.8km	Anne Howard	Peter McLean	Leigh Irvine	1,000,000	2,100,000	60,153	1,091	2,038,756	2,100,000	0	Aug 2016	Jun 2017	Delivering	●	●	●	<p>Early April commencement of construction in all stages with works expected to be complete in Mid June.</p>
PRC-057 - Design	9329	7495	Transport & Drainage Design	Peter McLean	N/A	Mark Gibbons	125,710	130,580	4,850	26,500	70,000	101,350	29,210	Jul 2016	Jun 2017	Delivering	●	●	●	<p>A range of projects. Scope to budget. Projects identified and consultant engaged for approx. \$100K value total.</p>
PRC-058	9248	7869	Pathways Ancillary Works	Mark Gibbons	N/A	Aoife Corcoran	19,050	19,050	-	-	19,050	19,050	-	Sep 2016	Jun 2017	Delivering	●	●	●	<p>Footpath improvement opportunities. Program of work confirmed as follows: Hesse Street link, Murray Street and Minifie Avenue pedestrian crossing link only. Construction works planned to commence at end of April.</p>
PRC-059	9252	7862	Bicycle Lanes Program	Peter McLean	N/A	Mark Gibbons	9,520	8,529	8,529	-	-	8,529	1	Jul 2016	Feb 2017	Closed Out	●	●	●	<p>Green pavement treatment works completed on site. Checking financials complete to process savings in March Transfer Table.</p>
PRC-060	9548	7863	Beach Road Path - Alleyne to Kooronga (special charge scheme)	Peter McLean	N/A	David Stacey	85,710	85,710	525	-	-	525	85,185	Jul 2016	Dec 2017	Delivering	●	●	●	<p>Consultation delayed by caretaker period. Beach Rd is still in consultation phase with owners (letters sent in December and closed 21 Dec). 6 for and 9 against so next step is report to Council to declare a scheme. So still need to go through declaration process (6 months) and if successful will be construction late 2017.</p>
PRC-061	9547	7864	Barwon Terrace Path - Willis St to Pool	Mark Gibbons	N/A	Aoife Corcoran	71,430	76,080	86,538	-	-	86,538	10,458	Jul 2016	Jan 2017	Closing	●	●	●	<p>Variation above budget allowance. Request for budget variation to be filled out. Variation was due to a variance in costs due to actual labour time on project exceeding estimated labour time and issues with implementation of planter beds and retaining wall.</p>
PRC-062	9550	7865	Pimelia Way Path Connection	Mark Gibbons	N/A	Petar Zivkovic	33,330	33,330	32,457	39	-	32,496	834	Jul 2016	Dec 2016	Closing	●	●	●	<p>Handover complete</p>
PRC-063	9549	7866	Highlander St Path Connection at 25	Mark Gibbons	N/A	Petar Zivkovic	14,290	14,290	9,629	-	-	9,629	4,661	Jul 2016	Apr 2017	Closing	●	●	●	<p>Project Complete. Need to complete handover to assets</p>
PRC-064	9522	8053	Anglesea Landfill Rehabilitation Stage 3b - Side of Cell 2 to approx. RL53	Peter McLean	N/A	John Fitzpatrick	2,205,480	2,493,299	536,965	1,440,165	155,000	2,132,130	361,169	Jul 2016	Jun 2017	Delivering	●	●	●	<p>Rehab works in progress. The Contractor has taken up the liabilities of installing LLDPE liner prior to approval.</p>

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PRC-065	9440	7872	Anglesea Transfer Station Upgrade - Stage 2b - install wind & rain protection	Peter McLean	Lachlan Close	John Fitzpatrick	841,251	841,251	887,545	-	153,000	840,545	708	Jul 2016	Sep 2017	Initiating / Planning	●	●	●	Budget amount is \$153,856. Will prepare tender documents for supply and install roof structure, more likely in 2017/18
PRC-066 - Design	9381	7873	Torquay Transfer Station Development - Design	Peter McLean	Lachlan Close	Ross Lister	47,140	-	-	-	-	-	-			Transferred to Reserve	●	●	●	Project Sponsor has requested project be placed on hold rather than cancelled.
PRC-067	9523	8054	Anglesea Landfill - Extend Cell Side Wall Liner - Stage C	Peter McLean	N/A	John Fitzpatrick	1,310,259	1,505,481	677,893	524,026	165,000	1,366,920	138,561	Jul 2016	Jun 2017	Delivering	●	●	●	Cell construction works in progress. Significant waste settlement when preparing subgrade.
PRC-068	9520	8055	Anglesea Landfill Stormwater Improvements - Construction	Peter McLean	Lachlan Close	John Fitzpatrick	383,400	418,900	18,552	-	400,348	418,900	0	Jul 2016	May 2017	Delivering	●	●	●	Contract awarded. Bulk of expenditure from February 2017 through to April 2017
PRC-069	9025	7878	Anglesea Landfill Stage 4 Rehabilitation to EPA standards - Design	Peter McLean	Lachlan Close	John Fitzpatrick	57,620	57,620	-	-	57,620	57,620	-	Jul 2016	Jun 2018	Initiating / Planning	●	●	●	Project to be carried forward to 2017/18 after completion of current Stage 3 works
PRC-070	9024	7879	Anglesea Landfill - Fence Replacement	Peter McLean	Neil Brewster	Lachlan Close	110,000	110,000	-	-	110,000	110,000	-	Apr 2017	Jul 2017	Initiating / Planning	●	●	●	Currently seeking quotes. Expected to be completed by June
PRC-071	9028	7880	Winchelsea Transfer Station - Seal Entry Roads	Peter McLean	Neil Brewster	Sean Keown	47,140	77,140	4,078	-	73,063	77,141	1	Jul 2016	Jun 2017	Delivering	●	●	●	Further funding received, scope change agreed upon. Handed to our construction crews to deliver.
PRC-072	9027	7881	Tarpomatic - Alternate Daily Cover System	Peter McLean	Lachlan Close	John Fitzpatrick	330,518	330,518	38	-	330,000	330,038	481	Jul 2016	Jun 2017	Initiating / Planning	●	●	●	Explored procurement options and will go out for public tender. Will start preparing tender document in late April.
PRC-073	9026	7882	Realign Anglesea Transfer Station Entrance	Peter McLean	Neil Brewster	Consultant - John McCartney	515,850	515,850	82,889	157,258	275,704	515,850	0	Mar 2017	Jun 2017	Delivering	●	●	●	Works under budget. Veg Works completed. Main construction underway. - works on Coalmine Rd completed. Entrance into landfill will be done through after hours works in late April. Quotes sought for gate-installation will delay project close-out.
PRC-074	9590	7883	Lorne Big Belly Bins & Locks	Peter McLean	Neil Brewster	Lachlan Close	239,000	239,000	135,682	102,637	681	239,000	0	Nov 2016	Jun 2017	Delivering	●	●	●	Bins expected to be installed in May. Installation costs need to be confirmed. SWMS have been developed for Lorne Mens Shed to install Gravity Locks. End of March approx. 85% of locks completed
PRC-075	9571	7884	Deans Marsh Transfer Station Clean Up Works	Peter McLean	Neil Brewster	Lachlan Close	10,480	10,480	-	6,948	3,532	10,480	0	Apr 2017	Jun 2017	Initiating / Planning	●	●	●	Project scope is to remove shed from site and relocate to Lorne
PRC-076	9583	7889	Digital Transformation Project leader	Anne Howard	N/A	Anne Howard	150,000	150,000	22,629	-	127,371	150,000	0	Oct 2016	Beyond Jun-18	Delivering	●	●	●	Development of digital strategy underway, and planned to bring to Council for formal endorsement April 2017 with recruitment to follow closely after
PRC-077	9582	7890	Activity Based Working (feasibility study to inform 2017/18 budget)	Chris Pike	Leanne Perryman	Susan Green	50,000	50,000	33,808	8,489	4,175	46,472	3,528	Aug 2016	May 2017	Delivering	●	●	●	Implementation plan currently being reviewed
PRC-078	9489	5234	CCP Grenville Oval OR02	Chris Pike	Shaan Briggs	John Fitzpatrick	1,052,345	1,500,000	1,446,728	31,241	19,031	1,500,000	0	Carry Forward from 2015/16	May 2017	Closing	●	●	●	Oval works completed, light testing and winter grass oversow scheduled for March. Project close scheduled for May 2017.
PRC-079	9405	8030	Anglesea Bowls Club Upgrade	Shaan Briggs	Jarrod Westwood	Leigh Irvine	20,000	615,000	11,618	-	1,138,382	1,150,000	535,000	Oct 2016	Nov 2017	Delivering	●	●	●	Tender has been closed and awarded by council pending the signing of the Federal Funding agreement. Funding agreements currently being finalised hence negative variance at completion. Additional club consultation following award to further refine design inline with Charter and club requirements. Project to be completed November 2017.

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Unique Project Identifier	General Ledger	Work Order	Project Name	Project Sponsor	Project Owner	Project Manager (or person responsible for Program reporting)	\$	\$	\$	\$	\$	\$	Initiate Month	Close Out Month	Phase	Time Status	Cost Status	Scope Status	Comment		
							ADOPTED Project Allocation Ex-contingency Life of Project	AMENDED Project Allocation Ex-contingency Life of Project	Spend Life of Project	Committed Life of Project	Estimate to Complete Life of Project	Estimate at Completion Life of Project								Estimated Variance at Completion Life of Project	
PRC-080	9433	8031	Dickens Road Flood Mitigation	Peter McLean	Mark Gibbons	Sean Keown	246,522	261,426	152,397	-	-	152,397	99,029	Other	Jun 2017	Delivering	●	●	●	Initial flood modelling completed. Email sent to residents that works will not be proceeding and alternative option is too costly. Money is likely to be returned to the reserve fund	
PRC-081	9529	8061	Growing Winchelsea - Beautification of Town Centre	Matt Taylor	Peter McLean	Consultant - John McCartney	30,000	210,000	2,186	4,000	203,814	210,000	-	0	Dec 2016	Apr 2018	Initiating / Planning	●	●	●	Part of Winchelsea Town Beautification Project. Funding agreement with National Stronger Regions Fund signed. Charter approved. Master plan for Memorial roads commenced. PRG to follow once draft received. Components include: Streetscape beautification \$30K PRC-081, Town Centre \$25K (shopping centre refurb) PRC-033 \$23750 plus \$1250 contingency, Gateway / Entrance Sculptures PRC-051 \$50K Council contribution and \$50K VicRoads contribution, NSRF Round 3 \$155K - new funds = \$310K total to be fully expended. Status -consultants appointed and initial draft master plan received.
PRC-082	9533	8063	Recreation Facility Improvements - Eastern Reserve	Shaan Briggs	N/A	Jarrod Westwood	20,000	-	-	-	-	-	-	Other	Other	Initiating / Planning	●	●	●	Project funds held in reserve until viable project identified. Eastern Reserve COM recommend no turf wicket on main oval and preference for second oval. KB/CP/SB have met with all stakeholders and report to Council expected in May (timing subject to Guye land progress).	
PRC-084	9526	8549	Aireys Inlet Pedestrian Refuge	Peter McLean	Mark Gibbons	Consultant - John McCartney	171,381	41,381	28,921	6,000	138,460	171,381	-	130,000	Jul 2016	Aug 2016	Delivering	●	●	●	\$130,000 balance of funds to be transferred from reserve. Project design and constraints reviewed. Final community consultation completed and reported to March Council meeting. Awaiting VicRoads final approval. Aiming to tender works in May.
PRC-087	9502	8110	Sale of Land (costs) - Mt Moriac	Anne Howard	N/A	Candice Holloway	28,370	370	370	-	-	370	-	-	-	N/A	●	●	●	Project design and constraints reviewed.	
PRC-088	9570	8062	Civica Online Requisitioning and Accounts Payable Workflow	John Brockway	Tracey McCarthy	Shannon Samuel	71,060	70,000	21,771	33,748	14,480	70,000	0	0	Oct 2016	Jun 2017	Delivering	●	●	●	Project status is back to green. Civica has committed to fixing the approval issue in the patch 9 release at no additional cost. Risk mitigation steps are in place. OLR has gone live per the schedule
PRC-089	9051	8093	IT Desktop Equipment Renewal	John Bertoldi	N/A	Neil McQuinn	220,000	116,593	66,331	420	15,000	80,751	35,842	Jul 2016	Apr 2018	Delivering	●	●	●	Rollout complete. Miscellaneous accessories to be purchased.	
PRC-090	9684	7861	Hopkins Street Aireys Inlet - Construction and Sealing (special charge scheme)	Peter McLean	David Stacey	Richard Bain	94,555	94,555	48,693	-	31,060	79,753	14,802	Jul 2016	Feb 2018	Delivering	●	●	●	Community consultation underway regarding installation of "slow points"	
PRC-091	9572	7860	Beal Street and Trebeck Street Winchelsea - Construction and Sealing (special charge scheme)	Peter McLean	David Stacey	Richard Bain	183,991	183,991	126,001	-	65,632	161,633	7,642	Jul 2016	Feb 2018	Delivering	●	●	●	Some community concerns regarding quality of finish. Scope expended to include all of Beal Court. Increased Special Charge Scheme income	
PRC-092	9597	7888	Geelong / Beach Road Intersection Signalisation (RD04)	Anne Howard	Peter McLean	Consultant - John Webb	1,180,092	1,180,092	3,863	126,239	1,046,990	1,180,092	0	0	Aug 2016	Mar 2018	Initiating / Planning	●	●	●	Finalising design after service authorities review. Budget review required.

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PRC-093	9595	7886	Construct Regional Bike Route through Torquay Design (Widening Horseshoe Bend Rd) (PC03)	John Bertoldi	Mark Gibbons	Sean Keown	47,500	47,500	15,150	-	20,000	35,150	12,350	Sep 2016	Jun 2017	Delivering	●	●	●	Change in scope to design due to condition assessment identifying requirement for full road reconstruction. Design variation accepted.	
PRC-094	9596	7887	Coombes Road Widening Design (RD11)	John Bertoldi	Mark Gibbons	Petar Zivkovic	66,500	66,500	36,240	12,800	12,364	61,404	5,098	Nov 2016	Apr 2017	Delivering	●	●	●	Preliminary Design received and reviewed. Consultant to issue construction plans by end of April.	
PRC-095	9598	7885	Winchelsea Big Belly Bins	Peter McLean	Neil Brewster	Lachlan Close	17,200	17,200	6,818	6,818	3,564	17,200	-	0	Dec 2016	Jun 2017	Initiating / Planning	●	●	●	Bin expected to be installed in May. Installation costs need to be confirmed.
PRC-096	9599	7891	Authority Software Upgrade	Neil McQuinn	N/A	Neil Gibson	45,000	45,000	34,935	5,768	4,298	45,001	-	1	Jul 2016	Apr 2017	Delivering	●	●	●	Authority/ BIS upgrade December, TRIM upgrade 19 June.
PRC-097	9399	8242	Land Purchase Winchelsea	Anne Howard	N/A	Anne Howard	850,000	1,000	-	-	1,000	1,000	-	-	Unknown	Unknown	Initiating / Planning	●	●	●	Funds held in Adopted Strategy Reserve less small amount for miscellaneous administrative purposes associated with purchase process. Negotiations are progressing well with the landowner but timing still unknown.
PRC-098	8209	Various	Bridge Renewal - Coogoorah Park Bridge works	John Bertoldi	N/A	Simon Jeanes	-	-	-	-	-	-	-	-	Carry Forward from 2015/16	Sep 2016	Closed Out	●	●	●	Asset Handed Complete WO Closed
PRC-099	9069	6425	Bus Shelter Program - Ocean View Cres	Peter McLean	Mark Gibbons	Sean Keown	-	6,159	6,159	-	-	6,159	-	-	Sep 2016	Feb 2017	Closing	●	●	●	Complete
PRC-100	9226	8211	Mt Moriac Rehabilitation - Stage 1	Peter McLean	N/A	Richard Bain	-	16,365	12,713	8,188	-	20,901	-	4,536	Carry Forward from 2015/16	Dec 2017	Delivering	●	●	●	2016/17 budget allocation of \$100,600
PRC-102	9307	7437	Bells Beach Masterplan Implementation Stage 1	Phil Rowland	Rowan Mackenzie	Leigh Irvine	63,578	136,000	96,735	-	39,264	135,999	0	-	Carry Forward from 2015/16	Jun 2017	Delivering	●	●	●	Delivering agreed items as per implementation plan. Fencing, Car Park, Pathway and design works currently on pause with completion following Rip Curl Pro event.
PRC-103	9352	8212	Asset Management Information System	Anne Howard	N/A	John Bertoldi	202,175	219,110	202,175	16,025	16,025	234,225	-	15,115	Carry Forward from 2015/16	Jun 2017	Delivering	●	●	●	Final payment pending resolution of some issues
PRC-104	9445	8111	Land Purchase Winchelsea	Anne Howard	N/A	Anne Howard	3,500	4,500	3,500	-	-	3,500	1,000	-	Unknown	Unknown	Initiating / Planning	●	●	●	Funds held in Adopted Strategy Reserve less small amount for miscellaneous administrative purposes associated with purchase process. Landowners indicate that they do not wish to sell property so acquisition has stalled.
PRC-105	9452	8213	Surfworld/skate Park Catchment Upgrade	Peter McLean	N/A	Mark Gibbons	58,364	77,000	67,864	-	-	67,864	9,136	-	Carry Forward from 2015/16	Feb 2017	Closed Out	●	●	●	Works completed. Balance of \$9,136 is savings
PRC-106	9453	7174 & 8849	Community and Civic Precinct Play and Skate Zone (Djilla-Tjarrri)	Chris Pike	Shaan Briggs	John Fitzpatrick	989,170	1,563,409	1,524,835	-	-	1,524,835	68,574	-	Carry Forward from 2015/16	Oct 2016	Closing	●	●	●	Project closure meeting held and final invoice for maintenance paid. Acquittal to funding body has been prepared, approved by CP for KB sign-off (week beg 10/4/17)
PRC-107	9460	4344	Lorne Swing Bridge Pathway	Peter McLean	N/A	Mark Gibbons	80,266	93,708	93,708	-	-	93,708	0	-	Carry Forward from 2015/16	Nov 2016	Closed Out	●	●	●	Construction complete. Asset handover completed. Ready to close out. Closure report in progress.
PRC-108	9471	4287	Shared Path on Surf Coast Highway CCP PC02	Peter McLean	N/A	Mark Gibbons	149,229	194,552	194,552	-	-	194,552	1	-	Carry Forward from 2015/16	Dec 2016	Closed Out	●	●	●	Construction complete. Asset handover completed. Ready to close out. Closure report in progress.
PRC-110	9474	8214	Bike Lane across Spring Creek/GOR PC04	Peter McLean	N/A	Simon Jeanes	283,478	313,478	308,001	4,800	-	310,801	2,677	-	Carry Forward from 2015/16	May 2017	Delivering	●	●	●	Materials for lighting received Works March / April
PRC-111	9482	8348	Spring Creek Design and ancillary works (Connecting Our Community Project)	Shaan Briggs	Jarrod Westwood	Ross Lister	60,253	80,253	79,270	-	-	79,270	983	-	Carry Forward from 2015/16	May 2017	Delivering	●	●	●	SB following up Barwon Water regarding requirements for build over permit. Potential change in Project manager reqd.
PRC-112	9488	8215	Torquay Precinct Pathways	Peter McLean	Dave Stacey	Ross Lister	398,409	403,409	398,409	1,395	-	399,803	3,005	-	Carry Forward from 2015/16	Apr 2017	Delivering	●	●	●	Contractor to be released from defect period early to allow project to be closed out.
PRC-114	9491	5260	Jan Juc Creek Daylighting OR08	Peter McLean	Mark Gibbons	Ross Lister	364,121	372,621	372,621	-	-	372,621	-	-	Carry Forward from 2015/16	Apr 2017	Closing	●	●	●	Additional works have been completed in December. Project will now be closed under budget.

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PRC-115	9497	8571	Beach Road Torquay Long Vehicle Parking	Peter McLean	N/A	Mark Gibbons	108,893	108,970	108,970	-	-	108,970	0	Carry Forward from 2015/16	Nov 2016	Closed Out	●	●	●	Construction complete. Asset handover completed. Ready to close out. Closure report in progress.
PRC-116	9499	8540	The Esplanade Kerb and Sealing Stage 1	Peter McLean	Mark Gibbons	John Fitzpatrick	405,292	430,000	431,785	-	1,927	429,858	142	Carry Forward from 2015/16	May 2017	Closing	●	●	●	Project close scheduled for May 2017.
PRC-117	9505	8599	Polwarth Oval Sports Lighting Upgrade	Shaan Briggs	Jarrold Westwood	John Fitzpatrick	81,810	70,000	62,810	2,750	4,440	70,000	-	Carry Forward from 2015/16	May 2017	Closing	●	●	●	Light testing to be done same time as Grenville. Project close afterwards i.e. April 2017
PRC-118	9513	8216	Torquay-Cliff Street Pathway	Peter McLean	N/A	David Stacey	20,342	20,342	20,342	-	-	20,342	-	Carry Forward from 2015/16	Jan 2017	Closing	●	●	●	Project ready to close out
PRC-119	9521	8622	Anglesea Landfill Road Construction	Peter McLean	Neil Brewster	Aoife Corcoran	250,829	470,829	348,821	1,911	30,000	380,732	89,997	Carry Forward from 2015/16	Apr 2017	Delivering	●	●	●	Vehicle boom gate remains to be installed. All other construction complete.
PRC-120	9525	8608	Anglesea Tennis Courts Synthetic Surface	Shaan Briggs	Jarrold Westwood	Ross Lister	73,306	195,982	182,419	-	-	182,419	13,563	Carry Forward from 2015/16	Unknown	Delivering	●	●	●	Budget variation (for \$12,341) has been approved for February to cover additional legal expenses incurred. Works completed and minor administrative tasks to be completed before closing project.
PRC-121	9562	#N/A	IT Excel Report Writer Software	John Brockway	Gabrielle Spiller	Gabrielle Spiller	2,525	2,525	2,525	-	-	2,525	-	Carry Forward from 2015/16	Jun 2017	Closed Out	●	●	●	Funds not required. Will be considered as part of digital transformation once health checks are complete and systems planning is completed
PRC-122	9564	8130	Landscaping Deferred	Various	Various	Various	5,225	54,694	43,702	-	10,992	54,694	0	Carry Forward from 2015/16	Jun 2017	Delivering	●	●	●	80% complete
PRC-123	9610	8533	Blackgate Rd-Horseshoe Bend Rd to Minya Lane	Peter McLean	N/A	Ronan Corcoran	-	766,000	28,180	-	730,000	758,180	7,820	Oct 2016	Nov 2017	Delivering	●	●	●	Works to be delivered in house. Works scheduled for completion in July, however, sealing work may have to be carried out following winter
PRC-129	9685	8423	Tennis/Netball Courts Renewal	Shaan Briggs	Jarrold Westwood	John Fitzpatrick	122,006	126,500	123,007	-	-	123,007	3,493	Carry Forward from 2015/16	Apr 2017	Closing	●	●	●	All minor works completed, project close in April 2017
PRC-130	9165	8343	Torquay Deep Creek Master Plan OR06	Rowan Mackenzie	Gabrielle O'Shea	Paul Keys	32,496	42,496	33,921	-	8,575	42,496	-	Unknown	Jun 2017	Delivering	●	●	●	Awaiting approval of works for this year
PRC-132	9534	8342	Torquay Indoor Stadium	Chris Pike	Shaan Briggs	Susan Green	29,900	49,900	44,910	3,000	1,670	49,880	20	Sep 2016	May 2017	Delivering	●	●	●	Currently confirming next steps in order to prepare for grant and other funding opportunities.
PRC-133	9553	7417	Bridge Renewal Program	John Bertoldi	Shaan Briggs	Simon Jeanes	-	14,236	13,800	-	-	13,800	436	Carry Forward from 2015/16	Sep 2016	Closed Out	●	●	●	Coogoorah Park Bridge Asset Handed Complete WD Closed
PRC-134	9565	8113	Final Seals Deferred	John Bertoldi	N/A	John Fitzpatrick	-	20,000	20,000	-	-	20,000	-	Jul 2016	Jun 2017	Closed Out	●	●	●	
PRC-135	9566	8405	Solar Town Projects	Rowan Mackenzie	Kate Smallwood	John Chatterton	-	39,002	39,002	-	-	39,002	0	Sep 2016	Feb 2017	Closing	●	●	●	Independent audit certification documentation has now arrive so project can be closed out
PRC-136	9604	8363	Trapeze Software	Bill Cathcart	Michelle Watt	Lisa Robinson	-	65,000	43,158	8,600	-	51,758	13,242	Dec 2016	Apr 2017	Closing	●	●	●	Workshops with relevant staff complete. Project nearing completion.
PRC-137	9605	8393	Emergency Culvert Works Erskine Falls	Peter McLean	N/A	Aoife Corcoran	-	-	25,248	-	-	25,248	25,248	Sep 2016	Jan 2017	Closing	●	●	●	Emergency project at two locations due to high rainfall. Insurance claim expected to cover costs. Project complete and closing.
PRC-138	9603	8362	Planning Customer Room Refurbishment	Phil Rowland	Bill Cathcart	Shannon Samuel	-	20,000	-	-	20,000	20,000	-	Nov 2016	Sep 2017	Delivering	●	●	●	Being managed as part of PRC-001. Leadership team briefed on planning room scope. Councillors digest article written to raise project profile to councillors. Survey completed with results to be presented to the project working group.
PRC-139	9606	8408	Anglesea Riverbank Masterplan Stage 3	Shaan Briggs	Jarrold Westwood	Leanne Lucas	-	11,000	3,840	2,560	4,600	11,000	-	Oct 2016	Jun 2017	Delivering	●	●	●	Draft Issues and Opportunities paper due 5 April 2017, on track with timeframes. Project expenditure at 60% currently. Expected 100% by June 2017

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PRC-140	9607	8413	Bellbrae Precinct Masterplan Stage 3	Shaan Briggs	Jarrold Westwood	John Chatterton	-	15,300	-	-	15,300	15,300	-	Feb 2017	Jun 2017	Delivering	●	●	●	Works relating to Stage 3 of MP, including demolition of existing toilet block at Heartspace and landscaping works. Not looking to decommission courts now. Quotation for demolition received and order to be raised, approval from Heartspace users of proceed. Scope to budget. Landscaping in May/June.	
PRC-141	9608	3455	Bellbrae Hall Detailed Design	Shaan Briggs	Jarrold Westwood	Susan Green	-	12,000	668	-	1,000	1,668	10,333	Jul 2016	May 2017	Delivering	●	●	●	Received and approved architectural plans and specifications. Services plans still awaiting approval.	
PRC-142	9609	8414	Jan Juc Creek Masterplan Zone 2	Rowan Mackenzie	Kate Smallwood	Donna Groves	-	4,600	3,750	-	-	3,750	750	Nov 2016	Jun 2017	Closed Out	●	●	●	Project proposal submitted with concept design and costings.	
PRC-143	9615	8711	Torquay Lions / Rotary Storage Shed	Shaan Briggs	Jarrold Westwood	Leigh Irvine	-	39,800	6,450	25,008	8,142	39,600	-	0	Jan 2018	May 2017	Delivering	●	●	●	On site Shed construction works to commence late April following lead time of materials. Works to be complete early May
PRC-145	9611	8557	Unsealed Road Network Strategy	Peter McLean	N/A	Richard Bain	-	25,000	-	-	-	-	25,000	Jan 2017	Jun 2017	Delivering	●	●	●		
PRC-146	9613	8559	Ten Bus Shelters - PTV Grant	Peter McLean	Mark Gibbons	Sean Keown	-	165,000	660	106,293	58,537	168,490	-	3,490	Feb 2017	Jun 2017	Initiating / Planning	●	●	●	Bus shelters ordered, quotes requested for concrete and auxiliary works. Issues with the Bell Street location to be resolved with community
PRC-147	9614	8661, 8672, 8673	Disaster Relief Projects	Peter McLean	Mark Gibbons	Consultant - John McCartney	-	-	71,450	4,420	683,000	758,870	-	758,870	Jan 2017	Sep 2017	Delivering	●	●	●	Revised designs for Clissold and Allendale Road repairs received and approved in principal. (Order of cost \$400k. Expect construction June - July Funding secured for Stoy Ck Bridges to repair #1, replace #2 and 50% of cost to replace #3. (Total cost est \$283k), approval received and quotations being sought. Approx \$50k Council contrib needed to Bridge 3. (see Ronan)
PRC-149	9616	8712	Bus Bay & Road Widening Strathmore Drv	Peter McLean	Mark Gibbons	Sean Keown	-	80,000	263	4,348	75,393	80,001	-	1	Jan 2017	Dec 2017	Delivering	●	●	●	Engaging survey/geotech for design
PRC-150	9617	8713	Bus Bay & Road Widening SC Secon College	Peter McLean	Mark Gibbons	Sean Keown	-	75,000	75	4,348	70,580	75,000	-	-	Jan 2017	Dec 2017	Delivering	●	●	●	Engaging survey/geotech for design
PRO-130	9618	8715	Anglesea Landfill Future Use Options	Peter McLean	Neil Brewster	Trevor Britten	-	30,000	-	-	25,000	25,000	5,000	Feb 2017	Jun 2017	Delivering	●	●	●	Draft report completed; comments submitted, final report expected 5 April	
PRC-144	9619	8821	Upgrade Forest & Grays Road	Peter McLean	Mark Gibbons	Consultant - John McCartney	-	1,520,000	-	-	1,520,000	1,520,000	-	Mar 2017	Jun 2018	Initiating / Planning	●	●	●	Design under way. Construct in 2017/8 FY	
PRC-153	9620	8760	Authority Trim Integration	Anne Howard	Neil McQuinn	PMO - TBC	-	50,000	-	-	50,000	50,000	-	Apr 2017		Initiating / Planning	●	●	●		
PRC-154	9621	8761	e-Signatures	Anne Howard	Neil McQuinn	PMO - TBC	-	30,000	-	-	30,000	30,000	-	Apr 2017		Initiating / Planning	●	●	●		
PRC-148	9622	8762	Aireys Inlet Tennis Courts Resurfacing	Shaan Briggs	Jarrold Westwood	Consultant - John Webb	-	57,827	1,275	-	56,552	57,827	-	Jan 2017	Jun 2017	Delivering	●	●	●	Tennis Club contribution received. Contract let. Works commenced on site.	
PRC-151	9623	8820	Forest Road pavement Rehabilitation	John Bertoldi	Peter McLean	Ronan Corcoran	-	330,000	6,520	2,800	310,000	319,320	10,680	Feb 2017	Jun 2017	Delivering	●	●	●	Tenders being evaluated - 2 week work program	
N/A	9602	8023	Sealed Road Renewal - Tree Trimming - contingency	N/A	N/A	N/A	131,880	186,420	-	-	-	-	186,420				●	●	●		
	9624	8848	Winchelsea Units Repurchase	N/A	N/A	John Chatterton	-	164,000	-	-	189,000	189,000	-	25,000				●	●	●	Unit valued at \$210k. Will require future transfer of \$25k to meet obligation.
	9625	8847	Renewal Fischer & Beach Rd Roundabout	N/A	N/A	Ronan Corcoran	-	142,890	600	-	142,290	142,890	-	Feb 2017	May 2017	Delivering	●	●	●	Works being carried out in house	
	9603	8846	Anglesea Riding Club Rooms Upgrade	N/A	N/A	Ronan Corcoran	-	5,000	-	-	5,000	5,000	-	Jul 2016	Jun 2017	Delivering	●	●	●	Construction stage, funds to be disbursement on proof of building completion	

3.1 Quarterly Program Status Report - January to March 2017

**APPENDIX 2 PROGRAM MANAGEMENT OFFICE - PROGRAM STATUS REPORT - OPERATIONAL
PROJECTS - 31 MARCH 2017**

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PRO-001	8646	8026	2016 Council Elections	Wendy Hope	N/A - Line Mgt	Wendy Hope	195,000	220,000	182,348	-	20,000	202,348	17,654	Aug 2016	Jun 2017	Delivering	●	●	●	Invoices for workshop and election fees paid. Invoice for failure-to-vote process expected in June 2017 approx. \$20k
PRO-002	8626	7977	Accessible Community Garden - All Aboard	Damian Waight	N/A - Line Mgt	Kerri Deague	5,000	5,000	4,516	-	484	5,000	0	Dec 2016	Jun 2017	Delivering	●	●	●	A Funding agreement has been completed Purchase order raised. The Copmunity Group will report on expenditure at end of agreement - 30 June
PRO-003	8612	7978	Additional AutoCAD Licence	Mark Gibbons	N/A - Purchase	Mark Gibbons	11,000	11,000	7,965	-	-	7,965	3,035	Jul 2016	Feb 2017	Closed Out	●	●	●	Payment made for \$7,965 purchase complete balance is saving
PRO-004	8605	7979	Aged and Family Strategy Implementation	Robyn Stevens	N/A	Zoe Barnett	22,000	22,000	3,167	-	18,833	22,000	0	Sep 2016	Oct 2017	Delivering	●	●	●	Our living histories project has commenced and will be completed for Seniors/Children's Weeks in October 2017 - Major spend will occur over March - June as major cost wages for project officer. Seniors reference group commenced and junk trunk activity to be delivered in Jan. Journal for costs has been arranged
PRO-005	8603	7980	Aged Care Reform Implementation Planning	Robyn Stevens	N/A - Line Mgt	Zoe Barnett	30,000	30,000	29,811	-	-	29,811	189	Aug 2016	Mar 2017	Delivering	●	●	●	Project paid first stage to consultant Dyson Group. Final report presented to council March 2017. Project commenced and on track. First payment to be made in January. Draft report due end of Feb. next instalment will be paid on receipt of report.
PRO-006	8620	7981	Anglesea Futures Program Support and Anglesea River	Phil Rowland	Rowan Mackenzie	Kate Sullivan	20,000	20,000	7,705	-	12,295	20,000	0	Sep 2016	Apr 2017	Delivering	●	●	●	This project will deliver Land Use Plan for the Alcoa site. Governance is in partnership with State Government. Surf Coast Shire is providing project management. The Project Charter has been adopted by the PCG 24 March with some refinements to the timelines. First consultation for land use plan session held on 29 March.
PRO-008	8619	7985	Bells Beach Coastal Management Plan - Year 2 Non Capex	Phil Rowland	Rowan Mackenzie	Leigh Irvine	75,000	75,000	24,085	5,336	45,579	75,000	0	Jul 2016	Jun 2017	N/A - non-project	●	●	●	Works progressing as per Charter and work plan with remaining works to be completed post Rip Curl Pro
PRO-009	8609	7986	Business Continuity Exercise (One Year Project)	Wendy Hope	N/A - Line Mgt	Maureen White	7,000	7,000	-	-	7,000	7,000	-	Jan 2017	Jun 2017	Initiating / Planning	●	●	●	Project is scheduled for 19th May 2017 during Business Continuity Week. Facilitator appointed from JLT.
PRO-010	8614	7987	Condition & Valuation Audits - Bridge Network	John Bertoldi	N/A - Unit work plan activity	John Bertoldi	12,000	12,275	3,915	8,360	-	12,275	-	Jul 2016	May 2017	N/A - non-project	●	●	●	Level 2 inspections completed on all bridges. Awaiting Level 3 inspections on 2 identified bridges
PRO-011	8613	7988	Condition & Valuation Audits - Road Network	John Bertoldi	N/A - Unit work plan activity	John Bertoldi	116,000	116,000	31,072	52,564	-	83,636	32,364	Jul 2016	Apr 2017	N/A - non-project	●	●	●	Audits underway. Field work completed. Data received and currently being validated
PRO-012	8610	7989	Councillor Induction (Charter combined with PRO-013)	Wendy Hope	Lisa Thomason	Susan Green	10,000	10,000	7,003	-	2,918	9,921	79	Jul 2016	Mar 2017	Closed Out	●	●	●	Project completed and closed out.
PRO-013	8616	7990	Development of the Council Plan 2017-2021 (Charter combined with PRO-012)	Chris Pike	Danielle Foster	Susan Green	34,000	69,000	55,893	5,918	5,439	67,250	1,750	Jul 2016	Sep 2017	Delivering	●	●	●	Draft plan developed. Awaiting Council endorsement for Public Exhibition
PRO-014	8621	7991	IT Strategy Development	Anne Howard	Neil McQuinn	Neil McQuinn	70,000	70,000	-	-	70,000	70,000	-	Apr 2017	Aug 2017	Initiating / Planning	●	●	●	Not yet initiated. Awaiting Digital Transformation scoping activities.
PRO-015	8617	7992	Domestic Animal Management Plan Review 2016/2015	Bill Cathcart	Andrew Hewitt	Shannon Samuel	30,000	30,000	3,563	18,955	7,483	30,000	0	Feb 2017	Nov 2017	Delivering	●	●	●	Project Charter endorsed (D17/22626). Contract awarded to community consultant and document writer. Milestone dates to be rescheduled once engagement plan is written.
PRO-016	8582	8088	Towards Environmental Leadership Link with PRO-016, PRO-047, PRO-078, PRO-074 as part of Towards Environmental Leadership	Phil Rowland	Rowan Mackenzie	Agnes Tong	150,000	150,000	75,677	-	73,348	149,025	975	Jul 2016	Jun 2017	Delivering	●	●	●	On track. will include a carry forward \$20,348 to cover commitment to sustainability officer.

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PRO-017	8622	7996	Growing Adventure Tourism G21 project contribution	Shaan Briggs	N/A - Contribution only	PMO - TBC 2017/18	23,000	23,000	-	-	-	-	23,000	Oct 2016	Jun 2018	Initiating / Planning	●	●	●	Allocation to be returned to Adopted Strategy Reserve via April Transfers report. Project unable to proceed until PV and GORCC commit funding, potentially through their 2017/18 budget process. GORCC are committing majority of discretionary funds toward Anglesea Caravan Park. PV are focussing budget submissions on critical priorities only but do have a \$35k submission relating to formalising Eumeralla Trails where there may be a leverage opportunity created in 2017/18.	
PRO-018	8710	8002	Lorne Football, Netball & Cricket Club - Electronic Scoreboard Contribution	Shaan Briggs	Jarrold Westwood	Leigh Irvine	20,000	20,000	-	-	20,000	20,000	-	Nov 2016	Dec 2017	Initiating / Planning	●	●	●	Electronic scoreboard to align to CFNP project if successful. Sarah Henderson has supported change in scope request from Stribling Changeroom to Oval Lighting Project (\$200k) and a further \$30k is committed from th Federal Government toward an electronic scoreboard contribution. Lighting change in scope to be confirmed in writing with Federal Govt.	
PRO-019	8590	8005	Multi Year Project - DDA Audits and Implementation Plans	Travis Nelson	N/A - Line Mgt	John Chatterton	70,200	70,200	40,200	10,551	20,000	70,751	-	551	Jul 2016	Jun 2017	Delivering	●	●	●	\$20K allocated for ART House Toilets DDA Refurbishment
PRO-020	8451	8067	Municipal Emergency Resource Program	Rowan Mackenzie	N/A - Line Mgt	Virginia Morris	390,000	286,654	165,117	27	121,506	286,654	0	Jul 2016	Jun 2017	N/A - non-project	●	●	●	Primarily salaries expenditure. Expected that funds will be fully utilised.	
PRO-021	8606	8008	Pop Up Art Space	Damian Waight	Julie Dyer	Shannon Samuel	33,000	33,000	16,483	2,383	14,134	33,000	-	0	Jul 2016	Apr 2017	Delivering	●	●	●	Project timelines have been extended into new financial year. Council has been briefed and endorse this extension. A PDR has been signed by sponsor to revise the Project Charter.
PRO-022	8566	8070	RACV Water Harvesting Agreement (10 Years) - RESERVE	Rowan Mackenzie	Kate Smallwood	Donna Groves	16,019	14,727	3,432	6,780	2,515	14,727	0	Jul 2016	Beyond Jun-18	Closing	●	●	●	Works completed - awaiting payment. Council officers are meeting with Cr Hodge and Friends of Jan Juc Creek in March to confirm priority MP actions to allocate the remaining \$2515 prior to 30 June 2017.	
PRO-023	8623	8011	Review Community Developer Levy Process (Business Analysis)	Bill Cathcart	Karen Hose	Shannon Samuel	20,000	20,000	4,946	-	8,000	12,946	7,054	Aug 2016	May 2017	Delivering	●	●	●	GO Live date for CIL to be rescheduled due to delays refining the process. PDR to be create to formalise the changes in scheduled dates. Project is expected to be completed under budget due internal resourcing	
PRO-024	8624	8012	Review Infringement Debtors	John Brockway	N/A	Andrew Hewitt	8,000	673	673	-	-	673	-	0	Jul 2016	Dec 2016	Closed Out	●	●	●	Complete. Works done in-house. Savings \$7,327 will be included in March Transfers Table. Project Closure report 7/3/17
PRO-025	8346	8013	Torquay Car Parking Strategy Planning Scheme Amendment (PAO Removal)	Bill Cathcart	Karen Hose	Karen Hose / Cletus Okai	20,000	20,000	-	-	20,000	20,000	-	Oct 2016	Jun 2017	Delivering	●	●	●	Being reported to Council May 2017 for approval.	
PRO-026	8011	8014	Torquay Jan Juc DCP Review	Anne Howard	John Bertoldi	Simon Jeanes	80,000	100,000	22,836	45,439	46,475	117,750	-	17,750	Jul 2016	Jun 2018	Delivering	●	●	●	PM Allocation is too low - recommend increase by \$17k - Decision report pending \$20k Budget Transfer from Spring Creek PSP Project completed Consultant contracts have been awarded and review underway. Internal availability of resources to complete Working Group Tasks has delayed project schedule Overall project program will need to be revised with discussion with consultants.

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PRO-027	8573	8091	Torquay North Early Learning Centre Operational Model	Chris Pike	Robyn Stevens	Susan Green	80,000	80,000	33,000	-	47,000	80,000	-	Jul 2016	Feb 2018	Delivering	●	●	●	Currently recruiting project officer to implement operational model.
PRO-028	8604	8018	Video Equipment and Editing Software	Damian Waight	N/A - Line Mgt	Darryn Chiller	4,000	3,763	3,763	-	-	3,763	0	Oct 2016	Jan 2017	Closed Out	●	●	●	Project completed. Can now be closed. \$237 savings will be included in March Transfers Table.
PRO-040	8639	8001	Lorne Community Aspirations Stage 2 - Contribution	Matt Taylor	N/A - Contribution only	Matt Taylor	20,000	20,000	20,000	-	-	20,000	-	Jul 2016	Jun 2017	N/A - non-project	●	●	●	A Funding Agreement has been completed and signed by Committee For Lorne and Funds approved to enable actioning of identified items. Project items being delivered.
PRO-030	8488	8080	Winchelsea Common Restoration	Rowan Mackenzie	N/A - Line Mgt	Kate Smallwood	117,088	281,821	169,761	100	111,960	281,821	0	Jul 2016	Jun 2018	N/A - non-project	●	●	●	Cost of site remediation still TBC. SCS contribution will now be targeted to beautification/improvement of reserve NOT remediation. Future Use Plan will be submitted to DELWP & Council for approval in April, with costing & staging TBC likely in April/May.
PRO-031	8615	8021	Winchelsea Depot - Site Masterplan	Peter McLean	Tony Potter	Consultant - John Webb	9,000	9,000	915	1,250	6,835	9,000	-	Dec 2016	Jun 2017	Delivering	●	●	●	Site feature survey completed to confirm priority and extent of works.
PRO-032	8630	7983	Audio Visual and Static Foyer Communications Equipment	Damian Waight	N/A - Line Mgt	Damian Waight	6,000	6,000	2,673	-	3,327	6,000	0	Oct 2016	Apr 2017	N/A - non-project	●	●	●	TV's and light box installed. Cabling work required to sync the TV's so content runs at the same time.
PRO-077	8493	8076	Torquay Central Business Area	Phil Rowland	Matt Taylor	Sally Conway	50,000	90,000	36,137	40,150	-	76,287	13,713	Oct 2016	Sep 2017	Delivering	●	●	●	Community consultation undertaken including survey, workshops, community drop in session. Information being collated into draft issues & opportunity report. Investment Facilitation report commenced. Next round of consultation planned for late April.
PRO-034	8523	7993	Engage Program	Jackie Welsh	N/A - Line Mgt	Blake Edwards	40,650	58,656	34,308	-	24,347	58,656	0	Jul 2016	Jun 2017	N/A - non-project	●	●	●	Annual program of activities has been established and being delivered - Funding is per calendar year and is budgeted accordingly
PRO-035	8007	7995	FReeZA project	Jackie Welsh	N/A - Line Mgt	Blake Edwards	24,400	38,826	10,174	57	28,595	38,826	0	Jul 2016	Jun 2017	N/A - non-project	●	●	●	Annual program of activities has been established and being delivered - Funding is per calendar year and is budgeted accordingly
PRO-036	8564	7997	HACC Café Style Support	Robyn Stevens	N/A - Line Mgt	Zoe Barnett	56,269	85,532	26,739	1,637	26,000	54,376	31,156	Jul 2016	Jun 2017	N/A - non-project	●	●	●	Program being delivered. Charter documentation not required. Actuals on track with targets. Amended budget figure currently being investigated by finance
PRO-037	8445	8059	HACC Minor Capital Link to PRO-65	Robyn Stevens	N/A - Line Mgt	Zoe Barnett	62,357	128,183	20,552	-	41,805	62,357	65,826	Jul 2016	Jun 2017	N/A - non-project	●	●	●	Plan developed for expenditure - Will be completed over final quarter. No carry over - the remaining budget will be returned to accumulate unallocated cash reserve in April.
PRO-038	8651	7999	Hesse Street Pedestrian Bridge Design	Peter McLean	TBC - awaiting advice	Ronan Corcoran	22,500	22,500	5,009	789	16,950	21,748	752	Jan 2017	Jun 2017	Delivering	●	●	●	Project has received advice from CCMA, and carried out cultural heritage due diligence ahead of geotechnical investigations
PRO-039	8555	8089	InfoCouncil Updates	Wendy Hope	N/A	Wendy Hope	45,462	45,462	42,962	-	-	42,962	2,500	Jul 2016	Jun 2017	N/A - non-project	●	●	●	Developing standard policy template in InfoCouncil - expected completion in June 2017
PRO-033	8642	7984	Australian National Surfing Museum Concept Design Project	Phil Rowland	Matt Taylor	Gordon Johnston	50,000	50,000	9,028	-	40,972	50,000	-	Nov 2016	Jun 2017	Delivering	●	●	●	Consultants Biruu have conducted ILM Workshop. ILM Report completed. Draft consultants brief completed for concept development phase to inform business case for release in April.
PRO-134	8655	W8536	Livestock Sales Yard Market Analysis Geelong	Matt Taylor	N/A	Simon Loone	-	10,000	-	-	10,000	10,000	-	42767	Jun-17	Delivering	●	●	●	Economic Development Staff member appointed to project group to work on project with Geelong and others. Consultant engaged and report in delivery mode. Meeting held with consultant to provide input. Completion due end June.
PRO-042	8638	8004	Modewarre Memorial hall Committee - Contribution 2017 ANZAC Day	Damian Waight	N/A - Contribution only	Damian Waight	1,000	1,000	1,000	-	-	1,000	-	Jul 2016	Jun 2017	N/A - non-project	●	●	●	Funding agreement in place, money contributed. Aquittal will be received after the event

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PRO-043	8644	8006	Painkalac Creek Bridge to Lialeeta Road - 160m Retaining Wall Planting Contribution	Travis Nelson	N/A - Contribution only	Jason Eales	12,500	12,500	-	-	12,500	12,500	Jul 2016	Jun 2017	Initiating / Planning	●	●	●	No longer a contribution to community group to undertake works due to safety considerations of site. External contractor and in-house works crew to deliver. Community assistance TBC.	
PRO-044	8632	8007	Permanent Town Boundaries Review Link with PRO-016, PRO-047, PRO-078, PRO-074 as part of Towards Environmental Leadership	Phil Rowland	Bill Cathcart	Agnes Tong	30,000	30,000	525	-	29,475	30,000	Feb 2017	Jun 2017	Initiating / Planning	●	●	●	Final draft charter and consultant brief completed. Awaiting feedback from Councillors. Will seek quotes from consultants asap	
PRO-045	8636	8009	Projection and Sound Equipment for the Globe Theatre	Shaan Briggs	Colette Nufal	John Chatterton	17,000	17,000	-	-	17,000	17,000	Sep 2016	Apr 2017	Delivering	●	●	●	Scope of works Completed Training planned for Tuesday 12/4 and final acceptance by Hall and Growing Winchelsea Committee	
PRO-046	8634	8010	Resolution of Land Encroachment Issues	Peter McLean	Candice Holloway	Mark Gibbons	56,000	73,000	46,274	-	25,000	71,274	1,726	Jul 2016	May 2017	Delivering	●	●	●	legal fees and purchase of land near completed. Resident currently building on his site. Footpath works to commence following resident's work.
PRO-047	8470	8073	Hinterland Futures - Rural Hinterland Strategy Project	Phil Rowland	Matt Taylor	Donna Groves	75,000	73,036	20,002	3,636	49,398	73,036	Jul 2016	Apr 2017	Delivering	●	●	●	Informing work on key aspects such as economic value of hinterland, land tenements, water availability, current planning framework drafted. Next phase is to utilise information to identify opportunities and then begin planning principle work.	
PRO-048	8640	8015	Torquay Marine Rescue Service - Contribution	Jarrod Westwood	N/A - Contribution only	Jarrod Westwood	7,500	7,500	7,500	-	-	7,500	Jul 2016	Feb 2018	Closed Out	●	●	●	Contribution only. Payment complete.	
PRO-049	8626	8016	ANZAC Day Contribution (includes Torquay Contribution)	Damian Waight	N/A - Contribution only	Damian Waight	7,000	7,000	10,000	-	-	10,000	3,000	Jul 2016	Jun 2017	N/A - non-project	●	●	●	Additional \$3k required to match Council resolution. Funding agreement signed and \$10K committed. Aquittal will be received after the event. \$2K for Lorne event could be covered by events team if required.
PRO-050	8646	8017	Valuation Services for Insurance Purposes	Wendy Hope	N/A - Line Mgt	Maureen White	42,000	42,000	12,650	13,915	-	26,565	15,435	Oct 2016	Jan 2017	Closed Out	●	●	●	Asset inspection has been completed. Report received 15/12/2016. PO in system to be receipted and paid. May be savings.
PRO-051	8641	8020	Winchelsea Community House - Occasional Care - Shade Sail	Jarrod Westwood	N/A	Consultant - John Webb	15,000	15,000	22,724	-	-	22,724	7,724	Nov 2016	Apr 2017	Closing	●	●	●	Works completed
PRO-052	8637	8022	Winchelsea RSL - ANZAC Day 2017 - Contribution	Damian Waight	N/A - Contribution only	Damian Waight	2,000	2,000	-	2,000	-	2,000	Jul 2016	Jun 2017	N/A - non-project	●	●	●	Officers not able to establish contact for the group responsible for the event so funding agreement not yet signed.	
PRO-053	8631	N/A	Remediation of Land	Peter McLean	N/A - Line Mgt	Richard Bain	100,900	100,900	31,208	-	69,692	100,900	0	Oct 2016	Jun 2017	Delivering	●	●	●	EPA 53X certification received. Site improvements and stockyards relocation to be completed June 2017
PRO-054	8635	N/A	G21 Barwon Regional Cricket Strategy	Jarrod Westwood	N/A - Contribution only	Jarrod Westwood	1,880	1,880	1,880	-	-	1,880	Oct 2016	Jun 2017	Closed Out	●	●	●	Payment of contribution completed. Report due by Jun 2017.	
PRO-055	8633	N/A	MAV - Local government Funding Vehicle	Keith Baillie	N/A - Line Mgt	John Brockway	4,000	4,000	-	-	4,000	4,000	Jul 2016	Jun 2018	N/A - non-project	●	●	●	Will be carried forward - borrowings deferred to next year in the draft budget	
PRO-056	8584	N/A	Professional Advocacy Advice	Chris Pike	N/A - Line Mgt	Damian Waight	7,500	7,500	-	-	-	7,500	Jul 2016	Jun 2017	Closed Out	●	●	●	May be allocated as a saving as service unlikely to be required.	
PRO-057	8508	8048	Aireys Inlet Primary School Master Plan	Shaan Briggs	Jarrod Westwood	Ross Wissing	4,500	4,500	13,265	-	-	13,265	8,765	Jul 2016	Nov 2016	Closing	●	●	●	Funds have been rebalanced on 5 April 2017. Still awaiting payment of \$4K from Aireys Inlet Primary School
PRO-058	8563	8106	Bells Beach Hinterland - Planning Scheme Amendment	Bill Cathcart	Karen Hose	Karen Hose / Barb Noelker	12,000	12,000	4,107	-	7,893	12,000	0	Nov 2016	Jun 2017	Delivering	●	●	●	Report to Council for authorisation April 2017
PRO-059	8530	8049	Early Years Strategy Review	Robyn Stevens	Jackie Welsh	Jackie Welsh	6,510	5,229	804	-	2,122	2,926	2,303	Unknown	Apr 2017	Delivering	●	●	●	Project started. Draft Dashboard and Survey developed for review process - being implemented over final quarter. Funds taken out of incorrect account 2,926.00 to be transferred

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PRO-060	8511	8050	Employee Health & Wellbeing program	Chris Pike	Leanne Perryman	Ross Williams	9,797	9,329	6,167	-	3,162	9,329	0	Jul 2016	Jun 2017	N/A - non-project	●	●	●	Budget proposal has been submitted for recurrent funding of this initiative in future years. Should not be a project but rather a recurrent operational expense.	
PRO-111	8593	8206	Surfing Visitor Experience	Phil Rowland	N/A	Matt Taylor	29,377	29,377	29,377	-		29,377	-	Commenced in 2015/16	Jul 2016	Closed Out	●	●	●	Project completed with report taken to Council in July. Ready to close out and will be included in March Transfer Table.	
PRO-062	8580	8052	Growing Winchelsea - Precinct Structure Plan - Town Centre	Phil Rowland	Bill Cathcart	Bianca Wilkin	20,000	20,000	65	-	19,935	20,000	-	Jul 2016	Jun 2017	Initiating / Planning	●	●	●	Commenced. Project brief for consultant in draft.	
PRO-063	8531	8056	Growing Winchelsea Place Making Strategy	Phil Rowland	Bill Cathcart	Karen Hose / Sally Conway	2,241	-	-	-	-	-	-		Other	Closed Out	●	●	●	Completed - Adopted by Council May 2015	
PRO-064	8370	8112	HACC Bushfire Heatwave Preparation	Robyn Stevens	Zoe Barnett	Zoe Barnett	18,350	19,254	10,803	-	8,500	19,303	-	49	Jul 2016	Sep 2017	Delivering	●	●	●	Direct client program of heatwave prep activities being implemented. Climate change project in conjunction with Env and Community Safety will be completed by August. Funds on track to be spent by end of March.
PRO-066	8547	8004	Implement Bushfire Review Policy - C90 Biodiversity Coastal Townships	Phil Rowland	Bill Cathcart	Karen Hose / Barb Noelker	10,000	10,000	1,494	-	8,506	10,000	-	Jul 2016	Jun 2017	Delivering	●	●	●	Independent Panel Hearing held 5 April.	
PRO-067	8578	8678	Lorne Stribling Reserve Masterplan	Shaan Briggs	Jarrod Westwood	Susan Green	46,560	50,000	38,908	9,160	750	48,818	1,182	Jul 2016	May 2017	Delivering	●	●	●	Plan currently on public exhibition. Anticipating closing public exhibition period in mid-April.	
PRO-069	8350	8068	Planning Scheme Amendment - Review Flood & Land Sub Flood C85 Flooding	Bill Cathcart	Karen Hose	Karen Hose / Barb Noelker	15,000	15,000	852	-	14,149	15,001	-	0	Jul 2016	Jun 2017	Delivering	●	●	●	Independent Panel Hearing held 5 April.
PRO-070	8701	8069	Planning Scheme amendment C115 Aidi	Bill Cathcart	Karen Hose	Karen Hose / Sally Conway	15,499	15,000	1,406	-	13,594	15,000	-	0	Jul 2016	Oct 2016	Closed Out	●	●	●	Completed.
PRO-072	8358	8071	Regional Motor Cycle Facility Contribution	Chris Pike	Shaan Briggs	Shaan Briggs for City of Greater Geelong	100,000	10,000	10,000	-		10,000	-	Jul 2016	Feb 2017	Closed Out	●	●	●	Contribution only. Payment complete. Final Report to Council in Jan 17 that recommends remaining motocross funds (\$100k in total) be returned to unallocated cash reserves. Project closed out.	
PRO-073	8428	8072	Rural Environment Assets Review - C81 Biodiversity	Bill Cathcart	Karen Hose	Karen Hose / Barb Noelker	19,000	16,575	16,575	-		16,575	-	Jul 2016	Sep 2016	Closed Out	●	●	●	Completed and closed out.	
PRO-075	8574	8074	Spring Creek Precinct Structure Plan	Phil Rowland	Bill Cathcart	Karen Hose / Jorgen Peeters	461,766	527,500	518,954	-	8,545	527,499	0	Jul 2016	Apr 2017	Delivering	●	●	●	Panel report considered by Council in March. Further work with consultants required over next few months.	
PRO-076	8591	8085	Street Light Program Upgrade	Peter McLean	Mark Gibbons	Petar Zivkovic	193,000	-	-	2,950	190,050	193,000	-	193,000	Under Review	Jun 2017	Delivering	●	●	●	Received quotes from suppliers for lights. Powercor is running a tender on our behalf for installation in the Jan Juc precinct. Expecting to deliver the project in May 2017
PRO-041	8643	8003	Major Council Landholding Analysis	Phil Rowland	N/A - Line Mgt	Matt Taylor	15,000	13,500	13,500	-		13,500	-	Jul 2016	Aug 2016	Closed Out	●	●	●	Project completed with surplus funds to be returned to Council. Report taken to Council Briefing in July. Ready to Close Out. Savings to be finalised via March Transfers Table.	
PRO-079	8579	8078	White Ribbon Accreditation	Chris Pike	Leanne Perryman	Brady Curran	15,000	15,000	8,045	-	5,000	13,045	1,955	Commenced in 2015/16	May 2017	Closing	●	●	●	Accreditation achieved. Some budget will be required for signage and promotion of our accreditation status	
PRO-080	8515	8079	Winchelsea Common CCMA Plains Tender	Rowan MacKenzie	Kate Smallwood	Gabrielle O'Shea	5,000	13,168	2,544	-		2,544	10,624	Jul 2016	Jun 2017	N/A - non-project	●	●	●	Review 'Life of Project' budget to capture prior years as multi-yr grant ~\$34K with funds already received. Amended budget funds remaining. Additional expenditure of \$3-4K expected this yr.	
PRO-082	8505	8081	Winchelsea Gun/Go Kart Clubs Relocation	Rowan MacKenzie	Kate Smallwood	Gabrielle O'Shea	10,000	-	5,520	-	4,480	10,000	-	10,000	Commenced in 2015/16	Unknown	●	●	●	Gun club asset relocation undertaken with some minor asset clean up required. Assets transferred to Ballarat Gun Club. Balance remaining to support SCS contribution to site improvement. Budget follow up required - adopted budget of \$10K not carried forward from 15/16	

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Unique Project Identifier	General Ledger	Work Order	Project Name	Project Sponsor	Project Owner	Project Manager (or person responsible for Program reporting)	\$	\$	\$	\$	\$	\$	Initiation Month (Charter Signed)	Close Out Month	Phase Initiating / Planning Delivering Closing Closed Out	Time Status 1=Green 2=Amber 3=Red	Cost Status 1=Green 2=Amber 3=Red	Scope Status 1=Green 2=Amber 3=Red	Comment	
							ADOPTED Project Allocation Ex-contingency Life of Project (Base Cost plus Project Management)	AMENDED Project Allocation Ex-contingency Life of Project (Base Cost plus Project Management)	Spend Life of Project	Committed Life of Project	Estimate to Complete Life of Project	Estimate at Completion Life of Project								Estimated Variance at Completion Life of Project
PRO-083	8618	N/A	Fixed Term (2yrs) Local Laws Officer Band 5A	Andrew Hewitt	N/A	Andrew Hewitt	120,000	120,000	4,336	-	115,664	120,000	0	Jul 2016	Jun 2018	N/A - non-project	●	●	●	Officer has been employed on fixed term contract starting December 2016 that will conclude in December 2018.
PRO-084	8556	N/A	Health and Wellbeing Officer (Two Years Only)	Robyn Stevens	N/A	Robyn Stevens	53,000	53,000	30,700	-	22,300	53,000	0	Jul 2016	Jun 2017	N/A - non-project	●	●	●	Work plan agreed for this year. Scope of works being delivered including: Men's health night, Seniors exercise programs and Lorne HWB profile
PRO-085	8482	8090	Roadside Weeds and Pests Management Program	Kate Smallwood	N/A	Leanne Rolfe	24,000	24,000	19,822	1,818	2,360	24,000	-	Jul 2016	Jun 2017	N/A - non-project	●	●	●	On track to be fully expended by end of fiscal. State govt grant for PPA work on rural roadsides.
PRO-086	8709	N/A	Sport and Rec Facilities Officer at SCS and Recreation Centre	Travis Nelson	N/A	Travis Nelson	45,000	45,000	33,035	-	11,965	45,000	0	Jul 2016	Jun 2017	Delivering	●	●	●	Marty Stewart booking officer position.
PRO-087	8628	N/A	Statutory Planning Resources - Growth in Applications & Reducing Back Log	Bill Cathcart	N/A	Bill Cathcart	168,000	168,000	107,309	-	\$60,691	168,000	0	Jul 2016	Jun 2017	N/A - non-project	●	●	●	Recruitment has been completed
PRO-088	8607	N/A	Youth Trainee (Certificate 4)	Jackie Welsh	N/A	Jackie Welsh	15,000	15,000	2,865	-	12,135	15,000	0	Dec 2016	Dec 2017	N/A - non-project	●	●	●	Trainee was delayed, has commenced in December 2016. May extend trainee to December 2017
PRO-090	8650	8086	Solar Improvement Program - Council Civic Office	Rowan Mackenzie	John Chatterton	Agnes Tong	60,000	136,111	4,125	-	130,000	134,125	1,986	Feb 2017	Jun 2017	Initiating / Planning	●	●	●	Scope now defined. RFQ for supply and install of solar infrastructure closed on 14 March. Preparing assessment report for GM approval
PRO-091	8649	8084 - DT	New Planning System - Efficiency Improvements	Phil Rowland	Bill Cathcart	Shannon Samuel	96,000	197,216	14,337	99,800	102,162	216,299	19,084	Oct 2016	Nov 2017	Delivering	●	●	●	Project Charter endorsed (D16/03056). Implementation schedule with vendor confirmed with a target go live date of the 1/11/17. Multi-year project with \$50K required in 17/18 budget. Negative variance will be removed with the injection of the 50k from the 17/18 budget. Variation to be raised to include TRIM integration.
PRO-092	8647	8082	Business Improvement Officer (Temporary - 2 years - Full Time)	Brendan Walsh	N/A	Brendan Walsh	108,000	108,000	57,761	-	27,000	84,761	23,239	Jul 2016	Jun 2017	Delivering	●	●	●	Budget developed for full year. Employee commenced 26 September 2016. Full year wage will not be required.
PRO-093	8648	8083	Council Systems Improvements	John Brockway	Various	John Brockway	132,000	5,889	5,889	-	-	5,889	-	Jul 2016	Jun 2017	Closed Out	●	●	●	Various projects with financial return on investment i.e. implementation of HunchBuzz staff innovation / ideas tool. Funds transferred to Solar Improvement Program.
PRO-094	8627	N/A	Strategic Planner - Casual 12 months	Bill Cathcart	N/A	Bill Cathcart	48,000	48,000	2,067	-	45,933	48,000	0	Jul 2016	Sep 2017	N/A - non-project	●	●	●	Staff member appointed September 2016.
PRO-095	8031	8192	Torquay Town Centre Parking Strategy / Precinct Plan	Phil Rowland	Bill Cathcart	Karen Hose / Barb Noelker	33,995	40,000	33,995	-	-	33,995	6,005	Commenced in 2015/16	Sep 2016	Closed Out	●	●	●	Completed.
PRO-096	8365	8409	Bells Beach Rip Curl Pro Contribution - Low Key Viewing Platform	Phil Rowland	Rowan Mackenzie	Ross Lister	-	59,140	59,140	-	-	59,140	-	Jul 2016	Dec 2016	Delivering	●	●	●	Work order to be closed by end of April following on from asset handover.
PRO-097	8411	8296	Coastal Tender SUR002 Fairylands Reserve	Rowan Mackenzie	Kate Smallwood	Gabrielle O'Shea	-	2,106	2,106	-	-	2,106	-	Jul 2016	Jun 2017	N/A - non-project	●	●	●	All works complete and funds expended
PRO-098	8452	8195	Vulnerable People in Emergencies Program	Robyn Stevens	Zoe Barnett	Zoe Barnett	-	2,120	-	-	2,120	2,120	-	Jul 2016	Jun 2017	N/A - non-project	●	●	●	To be included in bushfire heatwave preparation project. Major spend April 2017.
PRO-099	8534	8196	Youth Service Planning and Activities	Jackie Welsh	Blake Edwards	Jarrold Zdrzalka	-	-	-	-	-	-	-	Jul 2016	Jun 2017	N/A - non-project	●	●	●	Ready to close out. Savings to be processed in March Transfer Table.
PRO-101	8549	8198	Support for Solar Power Projects	Rowan Mackenzie	Kate Smallwood	John Chatterton	47,675	52,701	47,675	-	-	47,675	5,026	Commenced in 2015/16	Unknown	Closing	●	●	●	Work is complete. Checking all payments complete. Panels installed and ready to close out when final certification & connection from AGL received.
PRO-061	8600	8051	GORRT Regional Visitor Information Centre Review	Matt Taylor	N/A Line Mgt	Gordon Johnston	11,000	10,000	10,000	-	-	10,000	-	Jul 2016	Jun 2017	N/A - non-project	●	●	●	Project led by GORRT. Draft strategy (Version 3) has been commented on. Draft taken to GORRT Board in February and will be provided to Councils. Awaiting receipt of document.
PRO-104	8572	8201	Storage Pods Stribling Reserve Stadium	Shaan Briggs	Jarrold Westwood	Susan Green	-	35,000	41,568	-	-	41,568	6,568	Nov 2016	Mar 2017	Delivering	●	●	●	Community based project including contribution from S86 COM. Construction work completed. Still resolving final invoices.

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PRO-105	8576	8202	Torquay Plastic Bag Free	Rowan Mackenzie	Rachel Brown	Lachlan McLean	8,453	10,000	8,453	-		8,453	1,547	Commenced in 2015/16	Jun 2017	N/A - non-project	●	●	●	Funding flagged for use in the new year.	
PRO-106	8576	8203	Aireys Inlet Master Plan	Shaan Briggs	Jarrold Westwood	Ross Wissing	-	10,000	-	-		10,000		Commenced in 2015/16	Jun 2017	Delivering	●	●	●	Draft Anderson Roadnight Reserve concept Masterplan complete. Public Exhibition period Dec - February closed. Comments being collated into final plan for endorsement by S88 Committee (May) and final Council endorsement (June). Refer to Aireys Inlet Masterplan comment above, mis-allocation of funds.	
PRO-107	8581	8204	Aireys Inlet School Rec Reserve Master Plan	Shaan Briggs	Jarrold Westwood	Ross Wissing	1,600	2,000	1,600	-		1,600	400	Commenced in 2015/16	Jun 2017	Delivering	●	●	●	Draft Aireys Inlet School MP complete. Public Exhibition period Dec - February completed. Awaiting additional feedback from the new Principal and School Council. School currently seeking approval from Education Department for approval of draft concept plan. Hope to have final comments from School and Education Department by early May.	
PRO-108	8585	8297	Community Consultation Anglesea Power Station	Phil Rowland	N/A	Rowan Mackenzie	10,076	25,000	25,000	-		25,000	-	Commenced in 2015/16	Jun 2017	Closed Out	●	●	●	This carry forward project is completed. Related future activities continuing via PRO-006.	
PRO-109	8587	8298	Long Day Care Planning Winchelsea - Contribution	Chris Pike	Robyn Stevens	Robyn Stevens - Hesse Rural Health	-	10,000	10,000	-		10,000	-	Commenced in 2015/16	Jun 2017	N/A - non-project	●	●	●	Consultant has been engaged by Growing Winch to undertake initial feasibility work. Funding agreement being finalised for payment of grant	
PRO-110	8592	8205	Local Law Signage Upgrade for Reserves	Bill Cathcart	Andrew Hewitt	Shaun Baring	4,536	4,536	4,536	-		4,536	-	Commenced in 2015/16	Jul 2016	Closed Out	●	●	●	Savings returned to source in the March Transfer Table.	
PRO-029	8629	8019	Visitor Information Centre Technology Improvements	Matt Taylor	Gordon Johnston	Leon Walker	10,000	10,000	-	-		10,000		Sep 2016	May 2017	Delivering	●	●	●	retractable large screen installed in Lorne which enables remote programming. Anglesea being completed by end of May involving similar remote programable option as Lorne.	
PRO-112	8594	8300	Planning Scheme Amendments to Implement Strategic Work	Bill Cathcart	Karen Hose	Karen Hose - until new resource allocated	-	51,774	7,547	-		44,227	51,774	0	Jul 2016	Jun 2017	N/A - non-project	●	●	●	New planner undertaking tasks but waiting for availability of project manager Sally Conway.
PRO-113	8596	8302	Great Ocean Road historical Centre Tourist Guide Book	Matt Taylor	Gordon Johnston	Leon Walker	-	8,400	500	1,200		6,700	8,400	-	Commenced in 2015/16	Apr 2017	Delivering	●	●	●	Final draft reviewed. Printing to be done by early April. Quotes received.
PRO-114	8599	8299	Planning Scheme Amendment C98 - 305 GOR, Jan Juc (privately funded)	Bill Cathcart	Karen Hose	Karen Hose / Jorgen Peeters	9,324	10,190	10,191	-		10,191	-	Commenced in 2015/16	Oct 2016	Closed Out	●	●	●	Completed.	
PRO-115	8601	8208	COGG Aquatic Strategy Review - Contribution	Chris Pike	N/A	Shaan Briggs	-	5,000	-	-		5,000	5,000	-	Jul 2016	Jun 2017	Delivering	●	●	●	Contribution only. Consultants working closely with COGG and expect to complete in April/May 2017. Check-in via COGG regarding SCS commentary in report. Invoice request sent to CoGG.
PRO-116	8702	8209	Planning Scheme Amendment - C106 Barwon Water (privately funded)	Bill Cathcart	Karen Hose	Karen Hose / Cletus Okai	436	15,000	7,092	-		7,908	15,000	-	Commenced in 2015/16	Mar 2017	N/A - non-project	●	●	●	Completed. Amendment gazetted April 6.
PRO-117	8705	8210	Planning Scheme Amendment - C108 Harvey Street, Anglesea (privately funded)	Bill Cathcart	Karen Hose	Karen Hose / Barb Noelker	452	452	452	-		452	-	Commenced in 2015/16	Aug 2016	Closed Out	●	●	●	Amendment abandoned. Privately funded therefore no savings to Council. Ready to be closed out. Financials to be finalised via March Transfers Table.	
PRO-118	8708	8301	Planning Scheme Amendment - C113 85 Geelong Road, Torquay (privately funded)	Bill Cathcart	Karen Hose	Karen Hose / Sally Conway	4,343	18,261	18,597	-		18,597	-	336	Sep 2016	Dec 2016	Closed Out	●	●	●	Completed.
PRO-120	8553	8199	Torquay NW Stormwater Masterplan	Anne Howard	N/A	Peter McLean	-	2,671	-	2,205		2,205	466	Commenced in 2015/16	Feb 2017	Closed Out	●	●	●	Charter not required as completion of 2015/16 project	
PRO-121	8652	8340	Aitunga Dve Subdivision Tree Planting	Travis Nelson	N/A	Jason Eales	-	9,091	-	-		9,091	9,091	-	Commenced in 2015/16	Jun 2017	Delivering	●	●	●	Landscape bonds called in to re-plant missing or dead trees (not maintained by developer). Order in progress.

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PRO-123	8712	8364	System Health Check Project	Anne Howard	N/A	Neil McQuinn	-	75,000	22,981	18,765	5,000	46,746	28,254	Jul 2016	Apr 2017	N/A - non-project	●	●	●	Majority of scope complete. Waiting on final minor claims.	
PRO-124	8713	8406	Local Food - Towards Enviro Leadership	Phil Rowland	Rachel Brown	Donna Groves	-	21,521	15,182	5,000	-	20,182	1,339	Jul 2016	Apr 2017	Closing	●	●	●	Project sponsor of Food is dissatisfied with consultant's work. Currently working through project close process. Managers of ED, Planning and Env are to scope new project - combining Hland and Food into a Planning Strategy.	
PRO-125	8714	8415	Moonah Woodlands Nature Reserve Torquay	Rowan Mackenzie	Kate Smallwood	Gabrielle O'Shea	-	6,937	-	1,855	5,282	6,937	0	Nov 2016	Jun 2018	N/A - non-project	●	●	●	Nature reserve near The Sands estate. New grant funded allocation. Works defined by funding agreement and have commenced but completion is weather dependent. 2nd half of grant will be received in 17/18	
PRO-126	8711	N/A	Senior Planning Compliance Officer	Bill Cathcart	N/A	Andrew Hewitt	-	70,000	22,041	-	47,959	70,000	-	0	Oct 2016	Jun 2017	N/A - non-project	●	●	●	Recruitment finalised
PRO-128	8653	W8534	Aireys Inlet Social Housing Units	Chris Pike	Robyn Stevens	Brendan Walsh	-	4,000	4,000	-	-	4,000	-	Dec 2016	Jan 2017	Closed Out	●	●	●	Valuation obtained. This element of project complete.	
PRO-129	8716	W8551	Coastal Towns Parking Surveys	John Brookway	N/A	Brendan Walsh	-	22,500	11,250	11,250	0	22,500	-	Dec 2016	Apr 2017	Delivering	●	●	●	Survey works completed - awaiting final data before finalising project.	
PRO-131	8715	W8463	Traffic Mgt Study Torquay Community & Civic Precinct	Mark Gibbons	Aoife Corcoran	Consultant - John Webb	-	21,000	450	9,660	0	10,110	10,890	Jul 2016	Jun 2017	Delivering	●	●	●	Contractor engaged. Works underway.	
PRO-133	8654	W8535	Digital Transformation - Payroll Upgrade	John Brookway	Tracey McCarthy	Neil McQuinn	-	35,000	-	34,988	0	34,988	13	Feb 2017	Jun 2017	Delivering	●	●	●	Testing underway of Civica issue "hot fix" bug remedy.	
PRO-103	8566	8200	Australian National Surfing Museum Rebrand	Phil Rowland	Matt Taylor	Gordon Johnston	17,120	17,120	17,120	-	-	17,120	-	Commenced in 2015/16	Dec 2016	Closed Out	●	●	●	This project is completed. Ready to close out. Savings to be processed via March Transfers Table.	
PRO-135	8717	W8634	Public Safety Infrastructure	Zoe Barnett	Jarrod Westwood	Shannon Samuel	-	257,940	6,743	-	251,197	257,940	1	Feb-17	Beyond Jun-18	Initiating / Planning	●	●	●	Project Charter endorsed (D17/21403). Milestone 2 submitted to the Department of Justice and Regulation for review. Scope may change depending on approval from the Justice department. Gate approval required to move into procurement phase.	
PRO-136	8656	W8714	8656 - Cadel Evans Rd Race Welcome Elite Women	Matt Taylor	Simon Loone	Jodie Keating	-	6,191	6,191	-	-	6,191	0	Jan-17	Feb 2017	Closed Out	●	●	●	Event staged on 25th January at Surf Coast Hotel. Very successful. 10 international teams attended. Feedback from teams Visit Victoria and Cadel Evans very positive. Budget ran \$191 over \$8,000 allocation due to changed nature of catering and additional elite athletes attending.	

3.2 C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions

Author's Title: Statutory Planner
Department: Planning & Development
Division: Environment & Development
General Manager: Ransce Salan
File No: F16/451
Trim No: IC16/896

Appendix:

1. Schedule (Amended) to Clause 35.07 (FZ) (D17/49228)
2. Schedule 2 (Amended) to Clause 43.02 (DDO) (D17/49229)
3. Schedule 4 (Amended) to Clause 43.02 (DDO) (D17/49230)
4. Schedule 6 (Amended) to Clause 43.02 (DDO) (D17/49231)
5. Schedule 9 (Amended) to Clause 43.02 (DDO) (D17/49232)
6. Schedule 15 (Amended) to Clause 43.02 (DDO) (D17/49242)
7. Schedule to Clause 94 - Local VicSmart Provisions (D17/49233)
8. Schedule 1 to Clause 95 - IN3Z - Local VicSmart Provisions (D17/49234)
9. Schedule 2 to Clause 95 - RDZ1 - Local VicSmart Provisions (D17/49235)

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 request the Minister for Planning to authorise the preparation and exhibition of Planning Scheme Amendment C122.

Summary

A review of recent planning permit activity has identified that the majority of applications are generated by a limited number of clauses (zone and overlay triggers) within the Surf Coast Planning Scheme. Targeted streamlining through an amendment to the planning scheme has the potential to make small but material reductions in the number of applications received annually and allow for a meaningful number of applications to be determined more quickly through local VicSmart applications. This will make it easier to undertake development within Surf Coast for straightforward matters. The scope of change to the planning scheme envisaged by this amendment has been recently reduced after the State VicSmart classes were expanded significantly by Amendment VC135 on 27 March 2017. That amendment has surpassed a number of matters previously considered for inclusion as local VicSmart classes.

Recommendation

That Council:

1. Seek Ministerial authorisation to prepare Amendment C122 to introduce a number of additional exemptions for minor matters and a range of local VicSmart application types.
2. Place Amendment C122 on public exhibition for one month following authorisation.
3. Receive a further report following community consultation and Hearing of Submissions at a future Council Meeting.

3.2 C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions

Report

Background

The purpose of this project is to review the Surf Coast Planning Scheme with the aim of reducing complexity and improving efficiency. As an outcome of this review it is proposed to amend the Surf Coast Planning Scheme to:

- provide additional exemptions from the requirement for a planning permit
- introduce local VicSmart provisions for a simpler process for specified application types.

Discussion

The customer focussed planning scheme review is being undertaken to identify policy neutral improvements to the Surf Coast Planning Scheme.

The key tasks of the review are to:

1. Map the permit triggers for the schedules to the overlays and provide recommendations as to how the number of applications could be reduced without impacting on the objectives of the overlays or schedules.
2. Identify improvements, including:
 - identify where exemptions to the planning controls can be introduced within the schedules to the overlays
 - identify where exemptions from public notice could be introduced to stream line the planning process further with sensitivity as to how this and other reform initiatives would be justified against the Council Plan
 - identify where application types could be included as local Vic Smart applications and what information requirements would be listed to achieve this.

Inputs

A review of planning permit applications made in 2014-15 found that the following clauses of the planning scheme were each generating more than 5% of applications (>25 applications per annum) in that time period:

Zone/Overlay	Clause	Provision	%
General Residential	32.08-2	Subdivision of land	9.3
	32.08-4	Two or more dwellings on a lot	5.8
Farming	35.07-1	Use	5.1
	35.07-4	Buildings and works	8.8
Environmental Significance Overlay Schedules 4 and 5 (Aireys Inlet to Eastern View)	42.02-2	Buildings and works, subdivision and vegetation removal	9.8
Design and Development Overlay Schedules 1, 2, 5, 6, 7, 8, 13, 14, 16, 20, 21, 22 and 23 (Torquay – Jan Juc)	43.02-2	Buildings and works	14.2
Neighbourhood Character Overlay Schedules 1, 2 and 3 (Aireys Inlet to Eastern View, Lorne and Anglesea)	43.05-2	Buildings and works	33.9
Bushfire Management Overlay	44.06-1	Buildings and works	6.9
All other Zone triggers			21.2
All other Overlay triggers			37.4
Particular Provision triggers			19.4

It should be noted that as a planning permit may be triggered by more than one clause the total percentage is about 170%. For 1041 applications within the time period there were 1876 permit triggers; with as many as eight permit triggers for a single application.

There is likely to be an overlap of permits triggered particularly by ESO4/5 and NCO1 and the BMO, but it is estimated that approximately 75% of applications derive from these eight triggers. This information provides a guide for focussing efforts to achieve significant gains in efficiency. Further inputs have come internally from staff within the Planning and Development Department and from a workshop with external stakeholders.

3.2 C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions

Reducing permit triggers

There are limited opportunities to meaningfully reduce permit triggers. The content of zones and overlays is determined by the State controlled Victoria Planning Provisions (VPP) and local planning permit triggers or exemptions may only be introduced by schedules where the VPP zone or overlay allows for these to be written in.

General Residential Zone

There is no scope to reduce the 15% of applications under the General Residential Zone (GRZ) as exemptions cannot be scheduled in to the GRZ; irrespective these permit triggers are for significant matters which are appropriately assessed through the permit process.

Farming Zone

The Farming Zone (FZ) does allow for the scheduling of a number of permit trigger thresholds:

- the floor area above which a permit is required to extend a dwelling, construct an outbuilding to a dwelling or extend the area of an agricultural building where these are associated with Section 2 uses (i.e. a dwelling on a lot below the minimum lot size)
- the land where earthworks triggers apply
- the minimum setback of buildings from roads, boundaries and other dwellings.

The schedule to the FZ presently defaults to the State maximums for the floor area triggers and all land is subject to the earthworks triggers (earthworks which alter the rate of flow or discharge point of water across a property boundary or increase the discharge of saline groundwater). The present scheduled setbacks are:

- 100m from a Road Zone Category 1
- 40m from a Road Zone Category 2
- 20m from any other road
- 5m from a boundary
- 100m from a dwelling not in the same ownership

The basis for the FZ schedule is found in the LPPF with the Municipal Framework plan at Clause 21.01-4 identifying as a key strategic direction for the Shire

To recognise that rural landscape vistas are highly valued for their contribution to the amenity and liveability of rural areas.

Further Clause 21.06 Rural Landscape has an objective:

To protect and maintain open and uncluttered rural landscapes, including vistas from main road corridors.

To recognise the importance of maintaining the visual landscape qualities of the Great Ocean Road environs both for residents and visitors to the coast.

This is implemented by:

In considering any application for a non-agricultural land use and/or development apply the following development principles:

- *buildings should be of modest scale and nestle into the landscape*
- *buildings should be subservient to the landscape so as not to detract from its visual qualities*
- *proposals should include net gain environmental outcomes*
- *development should be self-sufficient in the provision of infrastructure and associated costs.*

Applying permit triggers in the schedules to the rural zones for buildings within road setback areas to minimise the visual impact of development along main and tourist access roads.

In this context, to achieve the stated objectives it is considered that the current setbacks are appropriate and should be retained without alteration. It is considered, however, that there is scope to increase the size of extensions to a dwelling and domestic outbuildings which may be constructed without a planning permit. It is recommended that the schedule be amended to:

3.2 C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions

Maximum floor area for which no permit is required to alter or extend an existing dwelling (square metres).	All land, other than land adjoining the Great Ocean Road	200
	Land adjoining the Great Ocean Road	100
Maximum floor area for which no permit is required to construct an out-building associated with a dwelling (square metres)	All land, other than land adjoining the Great Ocean Road	200
	Land adjoining the Great Ocean Road	100

If the building setbacks specified by the schedule are achieved, an extension to a dwelling or outbuilding of 200m² is unlikely to prejudice the rural landscape, particularly long range vistas and the sense of openness. The permit trigger is proposed to be maintained at 100m² for land adjacent the Great Ocean Road in recognition of the importance attached to this corridor including the road's State and National heritage listing.

Environmental Significance Overlay

Environmental Significance Overlay (ESO) Schedules 4 and 5 apply to the townships of Aireys Inlet, Fairhaven, Moggs Creek and Eastern View and trigger a planning permit for all buildings and works, native vegetation removal and fencing. The buildings and work trigger doubles up with the permit requirement within the Neighbourhood Character Overlay (NCO) Schedule 1, therefore introducing even a complete exemption for buildings and works would not reduce the number of applications. The decision guidelines of ESO4 and ESO5 include considerations relevant to development therefore a permit trigger under these overlays is necessary.

ESO4 and ESO5 are also being reviewed and proposed to be amended by Amendment C96. This amendment focusses on the protection of identified biodiversity assets within township areas. The amendment proposes to replace 6 overlays (ESO3, ESO4, ESO5, VPO1, VPO2 and VPO3) in the townships with a single new ESO4. In light of this amendment, which has recently been to a Panel hearing, it is not proposed to undertake further amendments to these ESO schedules.

Design and Development Overlay

Many of the schedules to the Design and Development Overlay (DDO) which apply in Torquay and Jan Juc cover land in commercial and industrial zones (Schedules 2, 5, 6, 7, 16 and 23). A DDO is also applied to the commercial zoned land within other townships (Schedule 4 – Lorne, Schedule 9 – Anglesea, Schedule 15 – Aireys Inlet). The zones also trigger a permit and the respective DDO is used to introduce local design objectives and requirements. The Commercial 1 Zone includes an exemption for:

- An alteration to an existing building façade provided:
 - the alteration does not include the installation of an external roller shutter
 - at least 80 per cent of the building facade at ground floor level is maintained as an entry or window with clear glazing.

It is proposed that this exemption be replicated in the DDO schedules which apply to land zoned Commercial 1 (C1Z) for ground floor facades to enable alterations to shop fronts (such as changing the location of a doorway) without requiring a planning permit under the zone or overlay. This is likely to result in a small reduction in applications.

The schedules (20, 21 and 22) which apply to the residential areas in Torquay and Jan Juc were largely applied by Amendment C66 in 2014. Amongst other things this amendment implemented the *Torquay-Jan Juc Neighbourhood Character Study & Vegetation Assessment (2006)* and *Torquay-Jan Juc Neighbourhood Character Study Review (2012)*.

Feedback was received during internal and external consultation that the permit trigger within Schedules 20, 21 and 22 to construct a building when the garage is not setback behind the front wall of the dwelling by at least 1.0m was viewed as providing limited value in achieving preferred character outcomes. Within the 2 year period reviewed, 11 applications (~1.1%) were required only due to this permit trigger and don't represent a significant processing burden. An improvement has been made to the schedules by Amendment C102 (on 12/2/2015) to clarify that the trigger only applies to a new garage or carport to avoid a permit being required to construct a building where the relationship of garage to dwelling is a pre-existing situation.

3.2 C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions

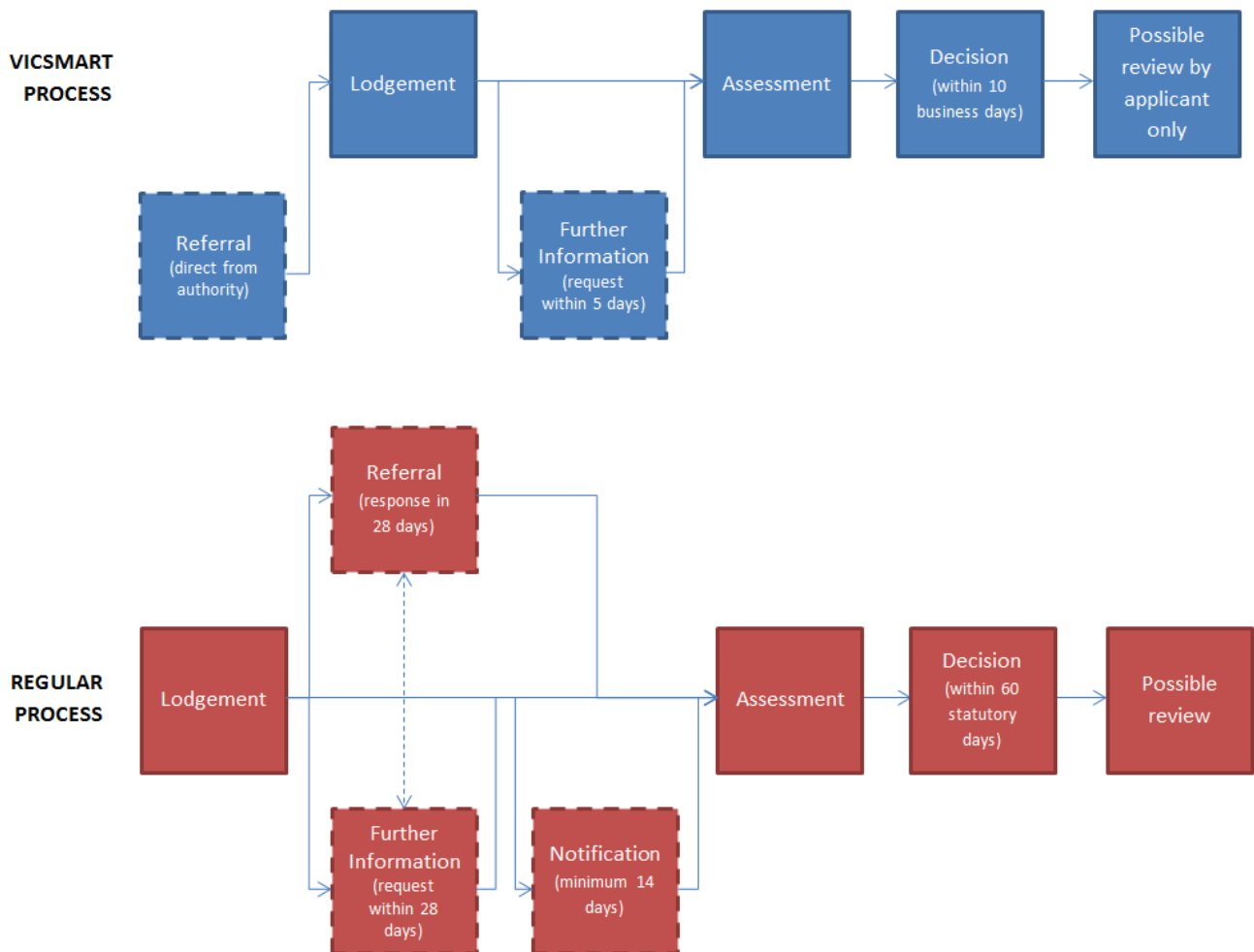
It is considered that it would be inappropriate to remove this permit trigger without undertaking further strategic assessment.

Neighbourhood Character Overlay

Over a third of all applications are for a permit under the NCO which is applied to the coastal townships of Aireys Inlet-Fairhaven, Lorne and Anglesea (Schedules 1, 2 and 3 respectively). The VPP NCO triggers a planning permit for all buildings and works other than for outdoor swimming pools and for an outbuilding normal to a dwelling, which may be triggered under a schedule. Each of the three schedules does require a permit for these developments and are relevant to achieving the preferred neighbourhood character. The VPP NCO does not allow a schedule to exempt other specified buildings and works; therefore there is no scope to reduce the number of permit requirements under this overlay. However there is potential to consider using local VicSmart provisions for some application types.

Local VicSmart

VicSmart is a streamlined planning permit process which aims to determine applications within 10 business days of lodgement. A simple comparison with the regular application process is provided by the following graphics:



3.2 C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions

Steps	Regular permit process	VicSmart process
Requesting further information under s.54 of the Act	If the request is made within 28 days of receiving the application, the statutory clock stops and returns to zero when the information is received.	If the request is made within five days of receiving the application, the statutory clock stops and returns to zero when the information is received.
Giving notice of the application under s.52 of the Act	Yes. If the responsible authority considers giving notice is necessary.	No. The giving of notice is not required.
Referring the application under s.55 of the Act	Yes. If required, the applicant can submit written consent with the application or council can refer the application after it has been received.	No. If required, written consent from a referral authority must be submitted with the application.
Matters to be considered when assessing the application	Full assessment against the requirements of s.60 of the Act, SPPF, LPPF and local provisions.	Only assessed against the VicSmart decision guidelines.
Deciding the application	Council (or delegate).	Chief Executive Officer (or delegate).
Third party review rights	Yes. Unless specifically exempt in the planning scheme.	No. Only an applicant has a right of review.
Applicant review against failure to decide	60 calendar days after lodgement. Applicant may apply for a review if no decision is made within time.	10 business days after lodgement. Applicant may apply for a review if no decision is made within time.

VicSmart is implemented by Clauses 90 to 95 of the planning scheme. The VicSmart provisions don't trigger a permit; permits are triggered in the usual way by the zones, overlays and particular provisions. Clauses 92 and 94 specify which classes of application are VicSmart. Clause 92 specifies a range of applications which are State VicSmart, in other words they are VicSmart in all planning schemes across the State (in the VPP) and can't be varied by the local scheme. This includes (not set out in full):

- subdivision to realign a boundary in all residential, commercial, industrial and rural zones
- subdivision of land into lots each containing an existing building or car parking space in all residential (other than LDRZ), commercial and industrial zones
- subdivide land into two lots which doesn't include a vacant lot in all residential (other than LDRZ), commercial and industrial zones
- subdivide land into two lots above the minimum lot size in the rural zones
- construct a building or works with a cost of less than \$1,000,000 in all industrial zones including land covered by a Design and Development Overlay
- construct a building or works with a cost of less than \$500,000 in all commercial, special use and comprehensive development zones including land covered by a Design and Development Overlay
- construct a building or works with a cost of less than \$500,000 in the Farming Zone (with some qualifiers)
- construct a building or works with a cost of less than \$250,000 in the Rural Living and Rural Conservation zones (with some qualifiers)
- construct a fence in an overlay
- remove, destroy or lop one tree in an overlay
- subdivision and various buildings and works in the Heritage Overlay

3.2 C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions

- construct a carport, garage, pergola, verandah, deck, shed or similar structure or rainwater tank in the Environmental Significance Overlay, Significant Landscape Overlay, Design and Development Overlay, Neighbourhood Character Overlay and Salinity Management Overlay
- display a sign in all commercial and industrial zones
- reduce the required car parking by no more than 10 spaces
- reduce the loading bay requirements.

As a result Council already processes a number of VicSmart applications. Clause 94 enables local VicSmart application types to be scheduled to allow more application types to fall within the VicSmart process. A schedule may specify any application under a zone, overlay or particular provision. Where a proposal has more than one permit trigger, each trigger must be classed as VicSmart for the application to fall in to the VicSmart process.

The State classes were expanded significantly by Amendment VC135 on 27 March 2017 and this amendment has surpassed a number of matters considered for inclusion as local VicSmart classes.

Inherently VicSmart is intended for straight-forward applications. For an application class to be suitable for VicSmart it must be unlikely that the grant of a permit for the proposed use or development will cause material detriment (relevant to the permit trigger) to any person given the removal of objection and third party review rights.

It is proposed that the following matters be scheduled as local VicSmart classes of application:

Zone	Application purpose
Industrial 3	Use land for industry or warehouse for a purpose without adverse amenity potential*.
Farming	<p>Construct buildings and works associated with a single dwelling where the setbacks of the FZ are met.</p> <p>Construct an extension or alteration to an existing building associated with a single dwelling which doesn't meet the setbacks of the FZ where the setback is not reduced.</p> <p>Construct an extension or alteration to an existing building associated with extensive animal husbandry or crop raising which doesn't meet the setbacks of the FZ where the setback is not reduced.</p>
Overlay	
Design and Development Schedule 1 (Torquay)	Construct a building which is more than 7.5 metres above ground level and not exceeding 8.0 metres above ground level.
Design and Development Schedules 20, 21 and 22 (Torquay)	Construct a new garage or carport associated with one existing dwelling on a lot that is not setback from the street at least 1 metre further than the wall of the dwelling.
Neighbourhood Character Overlay Schedules 1, 2 and 3 (Aireys Inlet to Moggs Creek, Lorne and Anglesea)	Alter an existing building where the gross floor area and height above ground are not increased.

3.2 C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions

Salinity Management Construct a building or carry out works associated with one dwelling on a lot connected to reticulated sewerage.

Land Subject to Inundation Construct a building or carry out works.

Particular Provision

Clause 52.29 Create or alter access to a road in a Road Zone, Category 1.

Land Adjacent to a Road Zone, Category 1, or a Public Acquisition Overlay for a Category 1 Road

* An industrial or warehouse use which is not listed with a Note 1 or 2 in Clause 52.10 or exceeds the threshold distance specified in Clause 52.10 and is not within 30m of residential zoned land.

Financial Implications

The project is being undertaken within operational budgets.

The proposed introduction of additional permit exemptions and local VicSmart provisions will make the process of developing or establishing a new business in Surf Coast easier for some matters; reducing the associated costs and encouraging investment. It is also likely to reduce the cost to Council of providing planning services, by eliminating some applications and allowing a streamlined process for others. Reducing workloads also allows planning staff to determine the remaining applications more thoroughly and efficiently.

Council Plan

Theme 5 Development and Growth
Objective 5.4 Transparent and responsive land use and strategic planning
Strategy 5.4.3 Investigate a customer focussed approach to planning applications (this may include case managers)

Policy/Legal Implications

An amendment to the planning scheme will be prepared and processed in accordance with the requirements of the *Planning and Environment Act 1987*.

Officer Direct or Indirect Interest

The officer is an owner of property within Aireys Inlet and as a result has the potential to benefit from the proposed VicSmart application classes. It is considered that the officer does not have a direct or indirect conflict of interest pursuant to s.77A(4) as the interest could not reasonably be regarded as capable of influencing any actions or decisions of the relevant person in relation to the matter and s.77A(5) as the interest is held as a resident, ratepayer or voter and does not exceed the interests generally held by other residents, ratepayers or voters.

Risk Assessment

There are no perceived risks associated with the preparation and exhibition of an amendment which will be undertaken in accordance with the requirements of the *Planning and Environment Act 1987*.

Social Considerations

The proposed amendment would reduce "red tape" for people wishing to undertake a range of straight-forward matters, but it would also remove any third party involvement, including the right to appeal Council's decision. As the range of proposed exemptions and local VicSmart applications are targeted to matters which are unlikely to cause material detriment to neighbouring properties or the broader community it is considered that there is unlikely to be adverse social impacts. Local VicSmart applications are still subject to a merits assessment by Council planning officers which includes consideration of social impacts (where relevant to the permission required).

3.2 C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions

Community Engagement

Early engagement was undertaken in the first quarter of 2016 at an external stakeholder workshop (with representatives from the planning and building industries and community interest groups) which informed the preparation of the proposed local VicSmart provisions.

Recently the draft local VicSmart and new exemption provisions have been shared with key community groups (such as 3228, AIDA, Friends of Lorne, tourism and traders organisations) to gauge community reaction before proceeding with the planning scheme amendment. At the time of preparing this report no comments have been received.

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

Environmental Implications

There are no perceived environmental implications associated with the project or the preparation and exhibition of the amendment.

Communication

Notice will be given of the amendment in accordance with the legislative requirements of the *Planning and Environment Act 1987*.

Conclusion

A review of recent planning permit activity has identified that the majority of applications are generated by a limited number of clauses (zone and overlay triggers) within the Surf Coast Planning Scheme. Targeted streamlining has the potential to make small but material reductions in the number of applications received annually and allow for a meaningful number of applications to be determined more quickly through local VicSmart applications. This will make it easier to undertake development within Surf Coast for straightforward matters.

3.2 C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions

APPENDIX 1 SCHEDULE (AMENDED) TO CLAUSE 35.07 (FZ)

SURF COAST PLANNING SCHEME

19/08/2010
 C.48

SCHEDULE TO THE FARMING ZONE

Shown on the planning scheme map as **FZ**

	Land	Area/Dimensions/Distance
Minimum subdivision area (hectares).	Thompsons Creek Catchment (except Lot 1 PS315793E and Lot B 534262Q version 2)	<p>60ha.</p> <p>This may be reduced to 40ha provided the following conditions are met:</p> <ol style="list-style-type: none"> 1. A land plan is submitted that shows: <ul style="list-style-type: none"> · that principles of biodiversity have been applied · fencing of areas of remnant vegetation and/or conservation areas to exclude stock · a minimum area of 10% established to trees (increasing to 15% where salting or other problems exist) · proposed management practices in the fenced off areas especially for the control of rabbits, foxes and noxious weeds · evidence that the recommendations of the Department of Natural Resources and Environment will be implemented in recognised hot spot salt areas in the Thompsons Creek Catchment Plan 2. The owner enters into an agreement under Section 173 of the Act which commits any present or future owner to the implementation of the land plan and ongoing management of maintenance of the property so the land does not revert back to its former state.

SURF COAST PLANNING SCHEME

	Land	Area/Dimensions/Distance
	Otway Hills and Coastal Hinterland	60ha
	Winchelsea Plains	80ha
	Barrabool Hills	40ha
	Deans Marsh District	40ha
	<i>Refer to Map 1 to this Schedule.</i>	
	Lot 1 PS315793E	20ha
	Lot B PS 534262Q	16 ha
Minimum area for which no permit is required to use land for a dwelling (hectares).	Thompsons Creek Catchment	60ha. This may be reduced to 40ha provided the following conditions are met: 1. A land plan is submitted that shows: <ul style="list-style-type: none"> · that principles of biodiversity have been applied · fencing of areas of remnant vegetation and/or conservation areas to exclude stock · a minimum area of 10% established to trees (increasing to 15% where salting or other problems exist) · proposed management practices in the fenced off areas especially for the control of rabbits, foxes and noxious weeds · evidence that the recommendations of the Department of Natural Resources and Environment will be implemented in recognised hot spot salt areas in the Thompsons Creek Catchment Plan. 2. The owner enters into an agreement under Section 173 of the Act which

SURF COAST PLANNING SCHEME

	Land	Area/Dimensions/Distance
		commits any present or future owner to the implementation of the land plan and ongoing management of maintenance of the property so the land does not revert back to its former state.
	Otway Hills and Coastal Hinterland	60ha
	Winchelsea Plains	80ha
	Barrabool Hills	40ha
	Deans Marsh District	40ha
	<i>Refer to Map 1 to this Schedule.</i>	
Maximum area for which no permit is required to use land for timber production (hectares).	All land	40ha
Maximum floor area for which no permit is required to alter or extend an existing dwelling (square metres).	<u>All land, other than land adjoining the Great Ocean Road</u> <u>None-specified</u>	<u>200</u>
	<u>Land adjoining the Great Ocean Road</u>	<u>100</u>
Maximum floor area for which no permit is required to construct an out-building associated with a dwelling (square metres)	<u>All land, other than land adjoining the Great Ocean Road</u> <u>None-specified</u>	<u>200</u>
	<u>Land adjoining the Great Ocean Road</u>	<u>100</u>
Maximum floor area for which no permit is required to alter or extend an existing building used for agriculture (square metres).	None specified	
Minimum setback from a road (metres).	A Road Zone Category 1 or land in a Public Acquisition Overlay to be acquired for a road, Category 1	100 metres
	A Road Zone Category 2 or land in a Public Acquisition Overlay to be acquired for a road, Category 2	40 metres

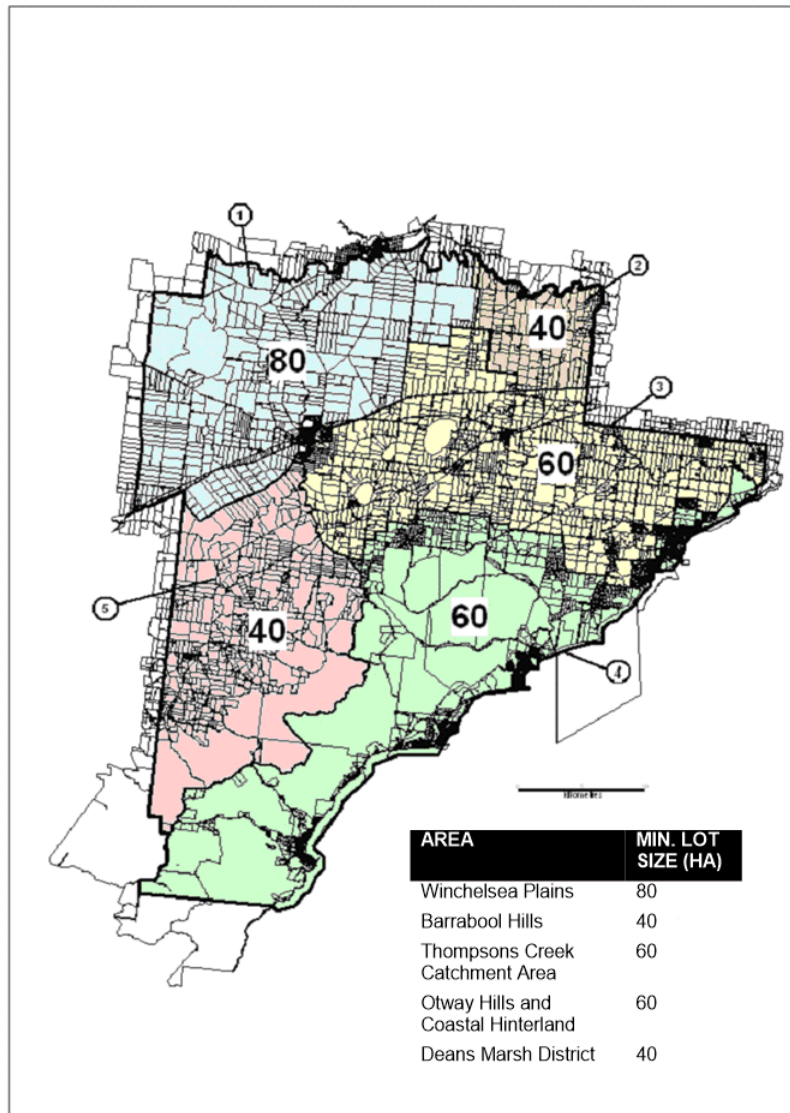
SURF COAST PLANNING SCHEME

	Land	Area/Dimensions/Distance
	Any other road	20 metres
Minimum setback from a boundary (metres).	Any other boundary	5 metres
Minimum setback from a dwelling not in the same ownership (metres).	Any dwelling not in the same ownership	100 metres

Permit requirement for Land earthworks	
Earthworks which change the rate of flow or the discharge point of water across a property boundary.	All land, except land contained within the Public Acquisition Overlay (PAO3) for or impacted by the construction of the Princes Highway West duplication project and associated works not including the construction of a grade separated interchange at the intersection of Princes Highway West with Cape Otway and Devon Roads.
Earthworks which increase the discharge of saline groundwater.	All land, except land contained within the Public Acquisition Overlay (PAO3) for or impacted by the construction of the Princes Highway West duplication project and associated works not including the construction of a grade separated interchange at the intersection of Princes Highway West with Cape Otway and Devon Roads.

SURF COAST PLANNING SCHEME

Map1 to Clause 35.07 – Minimum Lot Sizes



3.2 C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions

APPENDIX 2 SCHEDULE 2 (AMENDED) TO CLAUSE 43.02 (DDO)

SURF COAST PLANNING SCHEME

11/11/2010
C49

SCHEDULE 2 TO THE DESIGN AND DEVELOPMENT OVERLAY

Shown on the planning scheme map as **DDO2**

BELL STREET, TORQUAY

1.0

03/05/2007
C36

Design objectives

To strengthen the identity of Bell Street activity node as an entertainment precinct, emphasising its links with adjacent tourist accommodation places and the surf beaches.

To promote excellence in the design, articulation and massing of buildings.

To encourage external building materials, finishes and colours that present a vibrant image associated with the beach and surfing culture intrinsic to Torquay.

To encourage the integration of the streetscape and street landscaping with any new development.

To ensure the provision of adequate car parking and safe vehicular access for all development.

To ensure that advertising signs are used for business identification purposes rather than product advertising and that images are displayed that complement the surf and beach culture of Torquay without compromising the amenity, coastal character and identity of the town.

2.0

11/11/2010
C49

Buildings and works

A permit is not required for alteration to a ground floor level building façade provided:

- The alteration does not include the installation of a roller shutter; and
- At least 80 per cent of the building façade at ground floor level is maintained as an entry or window with clear glazing.

Requirements

Development should reflect and express the coastal town culture of Torquay, particularly surfing, with regard to building articulation, mass, external materials, finishes and colours.

Buildings should:

- Have a lightweight image, utilising timber and other natural and innovative materials.
- Include disaggregated structures with interesting spaces and projections while still conveying simplicity and distinction.
- Comprise facades that utilise light, shade and texture.
- Utilise accent or vibrant 'beachy' colours where appropriate, within the streetscape context.

Building heights must be consistent with the surrounding streetscape character.

All car parking required as part of a development must be provided on site to the rear or side of buildings. Staff car parking should be provided at the rear of allotments. Any car parking having frontage to Bell Street must be well landscaped to reduce its visual impact.

3.0

11/11/2010
C49

Decision guidelines

| SURF COAST PLANNING SCHEME

Before deciding on an application the responsible authority must consider:

- The extent to which the building architecture expresses the culture of Torquay.

DRAFT

3.2 C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions

APPENDIX 3 SCHEDULE 4 (AMENDED) TO CLAUSE 43.02 (DDO)

SURF COAST PLANNING SCHEME

11/11/2010
C45

SCHEDULE 4 TO THE DESIGN AND DEVELOPMENT OVERLAY

Shown on the planning scheme map as **DDO4**

LORNE COMMERCIAL / TOURIST ACCOMMODATION PRECINCTS

Precinct 1 – Central Retail Core Precinct

Precinct 2 – Commercial and Tourist Mixed Use Precinct

Precinct 3 – Tourist Accommodation Precinct

Refer to the Map to Schedule 4 for precinct boundaries.

1.0
16/10/2008
C34

Design objectives

All Precincts

To improve and enhance the image and appearance of the Lorne commercial and tourist precincts so as to create a pleasant place to shop and recreate and to reinforce the unique urban/retail character that is recognisably Lorne.

To consolidate development within the commercial core of the township.

To encourage development that will accommodate a mixture of retail, office, entertainment and visitor accommodation facilities within the commercial core of the township.

To encourage a scale of development which is complementary to and compatible with the overall character of the centre and amenity of the surrounding development.

Central Retail Core Precinct

To promote the central retail core precinct as the preferred location for new retail development.

To consolidate retail activities at street level with office and non-retail activities encouraged to locate at either first floor level or at the periphery of the central retail core.

To maintain the low rise character of building facades along Mountjoy Parade.

To encourage the establishment of tourist accommodation and units above street level.

To implement urban design guidelines which improve the character and appearance of the precinct to create a pleasant place to shop and recreate.

Commercial and Tourist Mixed Use Precinct

To encourage a mix of commercial, entertainment, recreational, leisure uses and tourist development which would complement the foreshore location and the primary retail function of the Central Retail Core.

To limit further expansion of the commercial premises in the vicinity of the Erskine River unless it can be demonstrated there is an overwhelming need for an increase in floor space

SURF COAST PLANNING SCHEME

to service the local and visitor population; and the use cannot reasonably be accommodated within the Central Retail Core.

To maintain the low rise character of building facades along Mountjoy Parade and the Erskine River environs.

To improve the character and appearance of the precinct so that the physical environment offers variety, interest and encourages pedestrian movement along Mountjoy Parade.

Tourist Accommodation Precinct

To encourage a diversity of dwelling types and a range of accommodation for residents and visitors to Lorne in proximity to the Central Retail Core and recreational resources of the township.

To ensure that the scale of the development is compatible with that of the surrounding land uses.

To ensure that new development maintains the low rise nature of the built environment in Lorne.

To encourage landscaping that positively contributes to the landscape character of the township, in particular the retention and planting of tall canopy trees.

To ensure that the opportunities for landscaping are maximised within and across development sites.

To protect the residential amenity derived from the availability of views of landscape features.

2.0
16/10/2008
C34

Buildings and works

A permit is not required for alteration to a ground floor level building façade provided:

- The alteration does not include the installation of a roller shutter; and
- At least 80 per cent of the building façade at ground floor level is maintained as an entry or window with clear glazing.

Requirements

Central Retail Core

Building Height

- The height of a building on land with a frontage to Mountjoy Parade should not exceed 7.5 metres above the footpath level at the street alignment.
- Any part of a building which exceeds a height of 7.5 metres should be set back at least 7.5 metres from the frontage to Mountjoy Parade.
- The maximum height of all buildings should not exceed 10 metres above the footpath level at the Mountjoy Parade street alignment.

Plot Ratio

- The maximum building plot ratio of a site should not exceed 2.0.

SURF COAST PLANNING SCHEME

Commercial and Tourist Mixed Use Precinct

Building Height

- The height of all buildings on land with a frontage to Mountjoy Parade should not exceed 4.5 metres above the footpath level at the street alignment.
- Any part of a building which exceeds a height of 4.5 metres should be setback from the frontage and contained below an angle of 30 degrees as measured from the top of the building at the street alignment.
- Any two storey element should be setback at least 10 metres from the street frontage.
- The maximum height of all buildings should not exceed 8.0 metres above the footpath level at the Mountjoy Parade street alignment.

Plot Ratio

- The maximum plot ratio should not exceed 1.0.

Tourist Accommodation Precinct

Building Height

- The maximum height of all buildings should not exceed 8.0 metres above natural ground level.

Landscaping

- At least 30 percent of the site area should be set aside for landscaping including the 2 metre setback areas adjoining any front and side street boundary.

3.0
16/10/2008
C34

Advertising signs

Advertising sign requirements are at Clause 52.05-8, Category 3.

4.0
11/11/2010
C49

Decision Guidelines

Before deciding on an application, in addition to the decision guidelines in Clause 43.02-5, the responsible authority must consider, as appropriate:

Central Retail Core

- Building height at street level should be scaled to maximise sunlight penetration and allow views over the buildings from the properties on the west side of Smith Street.
- Variations in facade and building height will be encouraged to achieve varied streetscape forms and to create view corridors between the frontage of buildings.
- A non-continuous building mass will be encouraged at street level with occasional setbacks along the streetscape to act as suntraps and activity areas.
- Ground floor awnings, post supported verandahs and decks will be encouraged, but continuity will be discouraged in the interests of achieving a diversity of facades and combination of sunlight and shade to the footpath areas using creative design ideas. Decks should be designed to add depth and texture to building facades but should not be solidly roofed to maximise sunlight penetration in the afternoon.
- Roof elements on the upper most portion of buildings visible from the adjacent street should be designed to slope toward the street at an angle of around 25 to 30 degrees.

SURF COAST PLANNING SCHEME

- A sense of life, vitality, habitation and a continually changing visual panorama will be encouraged along Mount Joy Parade, and this should be taken into account in the design and articulation of facades and built form. Creative design ideas will be encouraged in achieving these objectives.
- Painted external surfaces should provide colour, variation and detail to the streetscape.
- Planting will be encouraged to add visual interest to the streetscape and accentuate the strong image of Lorne with its well vegetated hillsides.
- Lighting be used to softly accentuate building form, texture and variety of the streetscape.

Commercial and Tourist Mixed Use Precinct

- Building height should be limited to ensure maximum sunlight penetration to the footpath and to allow retention of views across the buildings from the first floor of buildings behind.
- Development should be stepped back in full storey height elements with sufficient setback to allow sunlight penetration and achieve a single storey visible building height to the street.
- Building heights should enhance the traditional character of the street and visually strengthen this area as a distinct component from the Central Retail Core.
- Variation in parapet height and roof height will be encouraged to add visual interest to the streetscape.
- A non-continuous building mass will be encouraged with setback areas provided regularly along the streetscape to highlight a detached lower scale character for the streetscape.
- The rambling guesthouse form will be used as an architectural prototype in this precinct, the most significant visual elements being:
 - The long horizontally emphasised facade portions.
 - The use of timber in wall surfaces and verandah detailing.
 - The dominant generous, expansive roof forms.
 - The wide verandahs, which are generally roofed.
- Roof elements should slope towards the street at an angle of around 25 to 30 degrees, and be large in area and volume in the form of traditional expansive guesthouses.
- Tree planting on private lots, or the provision of large plants in tubs will be encouraged to enhance the existing and potential high landscape quality of this precinct.

Tourist Accommodation Precinct

- Building height should be scaled to ensure it does not dominate existing or proposed landscaping and vegetation cover on the site.
- Building setbacks and siting should provide for the retention and re-establishment of significant landscaping.
- Residential development adjacent Mountjoy Parade should reflect the built character and overall objectives of this policy.
- The design and built form of buildings should reflect the character of traditional buildings in the precinct.

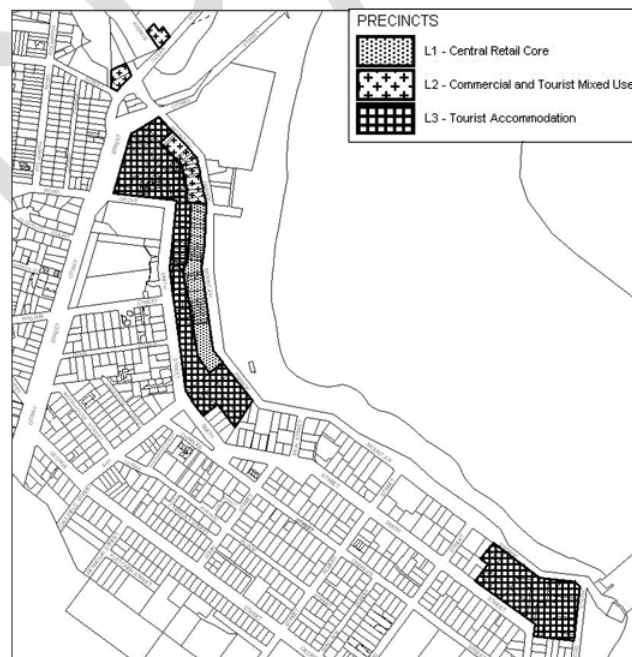
SURF COAST PLANNING SCHEME

- Whether landscaping areas have been consolidated so as to maximise the opportunity to plant tall canopy trees.
- The need to emphasise planting within landscape areas.
- The appropriateness of allowing non-indigenous tree species having regard to the growing conditions and space available.

Advertising signs all precincts

- Advertising signs should be designed to integrate with the architectural style and character of a building and where possible should be included as an integral part of the design theme of a development.
- Advertising signs attached to buildings should not obscure architectural features and supporting structures should not be obtrusive when viewed from public areas
- The advertising area should be proportionate to the building or structure on which the sign is located and should not unreasonably obscure views to surrounding signs.
- Advertising schemes should incorporate graphics, symbols and colours that reflect themes of the beach, ocean and natural environment.
- Above-verandah signs are strongly discouraged.
- Illuminated signs should be located below verandah level.
- Pole signs are strongly discouraged.
- Promotion signs are strongly discouraged.

Map 1 – Lorne Commercial / Tourist Centre Precincts



3.2 C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions

APPENDIX 4 SCHEDULE 6 (AMENDED) TO CLAUSE 43.02 (DDO)

SURF COAST PLANNING SCHEME

20/03/2014
C66

SCHEDULE 6 TO THE DESIGN AND DEVELOPMENT OVERLAY

Shown on the planning scheme map as **DDO6**.

TORQUAY TOWN CENTRE

Precinct 1 – Central Retail Core Precinct

Precinct 2 – Bristol Rd (West) Precinct

Precinct 3 – The Foreshore Precinct

Refer to Map 1 to Schedule 6 for precinct boundaries

1.0

20/03/2014
C66

Design objectives

All Precincts

To facilitate the development of a vibrant mixed use activity centre that is designed to cater for active uses at ground level and offices, community facilities and apartments at upper levels.

To promote a design and built form that contributes to a casual and relaxed yet vibrant atmosphere throughout the Torquay Town Centre emphasising strong associations with the beach, surfing and coastal culture of the township.

To reinforce the generally modest, human scale aspect of the built form and consistent rhythm of narrow, active shopfronts.

To encourage an innovative and adventurous approach to building design and the use of sustainable design principles.

To encourage development with a pedestrian emphasis, incorporating structures and landscaping to provide summer shade, winter sun and protection from the weather.

To encourage the establishment of quality landscaping on public and private land throughout the Town Centre, promoting indigenous planting to create a link between the commercial heart of Torquay and its natural environment.

To ensure the design of car parking and vehicular access contributes to the built and landscape qualities of the area.

To encourage interesting and innovative advertising signage that contributes to, but does not dominate, a vibrant streetscape.

To minimise the number of signs along The Esplanade and Zeally Bay Road so as not to detract from the natural environment of these areas.

Precinct 1 – Central Retail Core & Precinct 2 – Bristol Road (West)

To create a landscaped pedestrian thoroughfare linking Gilbert Street to Taylor Park, the Bristol Road supermarket and car parking areas.

To encourage buildings to extend to the front and side boundaries to create a unified streetscape image consistent with the existing and preferred character.

To promote first floor setbacks along Gilbert Street to encourage the provision of balconies for outdoor living, dining and other activities.

SURF COAST PLANNING SCHEME

To enhance the traditional 'strip shopping centre' image of multiple shopfronts in Gilbert Street, west along Bristol Road.

To ensure that large format retail premises (e.g. supermarkets, department stores) are sleeved by smaller retail premises to create active facades, maintain the rhythm of small shop fronts and avoid large expanses of blank wall.

Precinct 3 - Foreshore

To promote a more urban, active and intensively built environment that will encourage a greater diversity of land use and draw the vibrancy and activity of Gilbert Street towards the foreshore.

To create an active and vibrant street frontage along The Esplanade that ensures quality public space with a generous promenade and the use of light weight canopies and balconies.

To promote innovative façade treatments and building forms with roof forms and materials that complement the building design, contribute to interest and variety of the streetscape and take advantage of the coastal aspect.

To promote development on the corners of Gilbert Street and Zeally Bay Road with The Esplanade as gateways through strong / innovative architectural treatment, enhancing the visual link with the foreshore.

2.0

20/03/2014
C66

Buildings and works

A permit is not required for alteration to a ground floor level building façade provided:

- The alteration does not include the installation of a roller shutter; and
- At least 80 per cent of the building façade at ground floor level is maintained as an entry or window with clear glazing.

A permit is required to construct a fence which abuts a road or public area, including a public car park.

Application requirements

All planning applications (except for minor buildings and works) must be accompanied by a town activity centre and site description and a design response that explains how the proposed development responds to the objectives and the relevant requirements of this schedule in the context of the town activity centre and site description.

Requirements

Precinct 1 "Central Retail Core" & Precinct 2 "Bristol Road (West)"

Building height and siting

- In Precinct 1 buildings should not exceed two storeys and 8 metres in height above natural ground level. Higher elements must be supported with detailed design considerations in a written submission that respects the streetscape character and sunlight / shadowing impacts on adjoining premises and public areas, and advances coastal design and environmentally sustainable design principles.
- In Precinct 2 building heights should not exceed 9 metres above natural ground level.
- Building height should be scaled to maximise sunlight penetration to pedestrian areas during winter.
- Zero building setbacks to front and side boundaries are encouraged.

SURF COAST PLANNING SCHEME

Building design

- Building design should utilise simple, cantilevered awnings to reflect the modernist styling of some of the older buildings in Gilbert Street and to avoid cluttering pedestrian space with verandah posts.
- At ground floor level shop fronts should be inviting and encourage interaction. The use of a combination of solid material and glass is preferred to fully glazed shop fronts.
- Blank walls should be avoided for facades fronting public areas. Where it is impractical to provide windows, consideration should be given to the use of glass bricks or other design features, which break up the surface and provide interest.
- Design and choice of materials (including recycled materials) should be based on principles of best practice ecological sustainable design that is also reflective of the Torquay coastal architecture.
- Vibrant colours that convey a feeling of beaches, sand, water and activity to assist in creating a vibrant and colourful streetscape are encouraged.
- Where larger buildings are proposed, façade detail, materials and colours should be designed to provide interest and articulation. The traditional 'strip shopping centre' image of multiple shopfronts should be maintained.

Precinct 3 "Foreshore"

Building setbacks – The Esplanade

- Buildings should be set back from The Esplanade frontage to achieve a minimum 6 metre wide promenade along The Esplanade to encourage outdoor dining areas and retail activity and accommodate street planting. Some variation in frontage setback is preferred.
- Buildings with frontage to The Esplanade must be set back from the rear boundary to provide space for dual 90 degree angle parking, pedestrian access, and service delivery (refer Torquay Town Centre Parking and Access Strategy,2011).
- Second and third storey building components (including balconies, balustrades, sunshades, pergolas etc) should be designed and/or set back from The Esplanade frontage so as not to cause additional overshadowing of the front setback area/footpath at the 2 pm equinox.

Building setbacks – Zeally Bay Road & Cliff Street

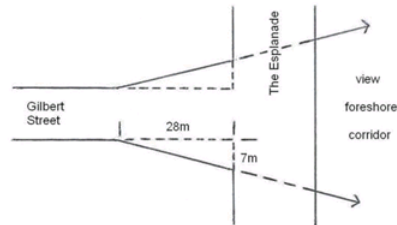
- Building should be set back from the Zeally Bay Road frontage to achieve a minimum 3 metre wide footpath along Zeally Bay Road and to enable the retention and planting of street trees to complement the streetscape adjacent to Taylor Park.
- Buildings must be set back from the Cliff Street frontage to achieve a minimum 3 metre wide footpath along Cliff Street and provision for 90 degree parking on the eastern side of the road (refer Torquay Town Centre Parking and Access Strategy,2011).
- Second and third storey building levels should be stepped back from the Zeally Bay Road and Cliff Street frontages in average 3 metre increments to achieve visual interest and opportunity for privacy separation. Variation in setback to create interest in building form is encouraged.

Building setbacks – Gilbert Street

- Buildings may have a 'zero' lot line along the Gilbert Street road frontages provided:
 - a minimum 3 metre wide unobstructed footpath is maintained; and
 - a splay out to 7 metre along the Gilbert Street frontage for the properties at the corner of Gilbert Street and The Esplanade is achieved in accordance with Diagram 1.

SURF COAST PLANNING SCHEME

Diagram 1: Gilbert Street / The Esplanade corner building setback splay



- Any third storey building component (including balconies, balustrades, sunshades, pergolas etc) should be set back from the Gilbert Street frontage (north side) so as not to cause additional overshadowing of the footpath between the 11 am and 2 pm equinox.

Building setbacks – general

- Third storey level building elements should be set back from the southern property boundary so as not to cause overshadowing of the adjoining property at that level between 9 am and 3 pm at the equinox.

Building height

- Buildings (including service installations and other appurtenances of a building) should not exceed 3 storeys and 10.5 metres in height. Higher elements must be supported with detailed design considerations in a written submission that demonstrate how the design objectives are achieved.

Building design

- Ground floor facades should be designed to activate the street and have a high proportion of glazing to promote visibility into and out of buildings.
- Retractable (fold back) doors are encouraged to integrate outdoor dining areas with indoor areas.
- Balconies must not extend beyond the front wall of the ground floor, and balustrades should be a minimum of 50% transparent to maintain daylight and openness of design.

Access and parking

- Development of sites fronting The Esplanade should provide for rear parking accessed from the laneway off Zeally Bay Road.
- Vehicle access directly off The Esplanade is discouraged, except for properties where no rear access is possible.
- Parking associated with residential accommodation should be integrated with the development on site.

Landscaping

- Landscaping should comprise hardy plant varieties, preferably indigenous, that are appropriate to coastal conditions and therefore likely to maintain a healthy appearance.
- On street planters may be used to highlight and define the character of individual commercial properties and outdoor eating areas provided native vegetation is used (preferably indigenous) and provided they do not impede the movement of pedestrians.
- Planters should be sturdy and reflect the coastal character/geology by imitating local materials and coastal textures.

SURF COAST PLANNING SCHEME

- Specimen trees, street furniture and art work are to be incorporated into the footpath design along The Esplanade and Zeally Bay Road.
- Balconies should be softened with landscaping contained in planters.
- Public car park areas are to contain trees that provide a canopy cover of these areas of at least 25% at maturity.
- An aesthetic screen (comprising of plants, fencing or by other means) is to be provided along boundaries common with residential uses sufficient to effect a minimum 75% concealment of buildings and activities from the adjacent residential properties.

Exemption from notice and review

An application is exempt from the notice requirements of Section 52(1)(a), (b) and (d), the decision requirements of Section 64(1), (2) and (3) and the review rights of Section 82(1) of the Act. This exemption does not apply to an application for a building or works within 30 metres of land (not a road) which is in a residential zone.

3.0 Advertising signs

20/03/2014
C66

Advertising sign controls are at Clause 52.05.

Category 3 applies to land on The Esplanade and Zeally Bay Road.

Category 1 applies to all other areas within the Town Centre.

Requirements

- Advertising signs should be included as part of the planning permit application for a new development.
- Advertising signs should not obscure architectural features, and supporting structures should not be obtrusive when viewed from public areas.
- The size of advertising signs should be proportionate to the design and scale of buildings on which they are displayed and be respectful of human scale and streetscape amenity.
- Advertising signs at verandah height and above are discouraged, other than business identification signs which should be fixed flush to the building façade unless the design is particularly innovative and will enhance the streetscape.
- Along Zeally Bay Road floodlit signs and internally illuminated signs are discouraged, unless it can be demonstrated that the signs will not unreasonably affect the amenity of Taylor Park.
- Signage fronting the foreshore reserve and Taylor Park should be understated and designed as part of the building architecture. Pole signs and high wall signs are discouraged.
- Where Category 1 applies the following signs are discouraged:
 - High wall sign
 - Major promotion sign
 - Panel sign
 - Pole sign
 - Sky sign
- Temporary banners and flags are discouraged, except for promotional purposes. Bunting and streamer signs are discouraged.

SURF COAST PLANNING SCHEME

- Illumination levels of floodlit or internally illuminated signs should not cause detriment to the amenity of nearby dwellings.
- Illuminated signage is to be turned off nightly between 11.00pm and 7.00am.

4.0 Decision guidelines

20/03/2014
C66

Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:

- Whether minor projections that exceed the recommended height to create architectural interest cause detrimental overshadowing, create a sense of visual bulk or compromise the proportions of the streetscape.

5.0 Reference Documents

20/03/2014
C66

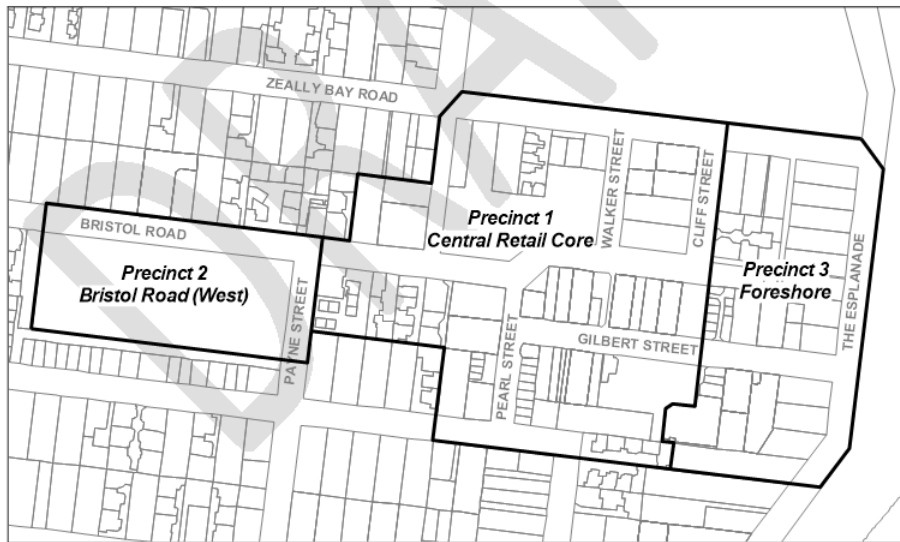
Torquay Town Centre Parking and Access Strategy 2011-16 (2011)

Torquay Town Centre Revitalisation Project (2001)

Torquay Town Centre – Foreshore Zone Design Guidance (2007)

Torquay Town Centre Revitalisation Project – Urban Design Guidelines (2007)

Map 1 to Schedule 6 to Clause 43.02: Torquay Town Centre – Precinct Plan



3.2 C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions

APPENDIX 5 SCHEDULE 9 (AMENDED) TO CLAUSE 43.02 (DDO)

SURF COAST PLANNING SCHEME

19/05/2016
C97

SCHEDULE 9 TO THE DESIGN AND DEVELOPMENT OVERLAY

Shown on the planning scheme map as **DDO9**.

Anglesea Town Centre

1.0

13/03/2014
C79

Design objectives

To establish an identifiable and cohesive village character for the town centre whilst encouraging shops to express their individual identity as a means of achieving visual interest.

To ensure that development complements the preferred coastal village character of the town centre, with emphasis on simple building forms and well defined pedestrian areas.

To retain the low rise built character of the centre and allow for a reasonable sharing of views from residential properties to the rear.

To encourage the use of natural and earthy external building materials and colours that are reflective of Anglesea's natural environment, including the bush, beach, ocean and cliff faces.

To encourage innovative and creative advertising signs that are designed to be part of the shopfront façade treatment and are of a scale and design that reflects the centre's village character.

To encourage and promote development which utilises sustainable design principles.

To promote the use of indigenous plant species in landscaping, and integrate landscaping with the design of car parking areas.

2.0

13/03/2014
C79

Buildings and works

A permit is not required for alteration to a ground floor level building façade provided:

- The alteration does not include the installation of a roller shutter; and
- At least 80 per cent of the building façade at ground floor level is maintained as an entry or window with clear glazing.

A permit is required to construct a fence which has abuttal to a road or public area, including a public car park.

Requirements

- Buildings should not exceed a height of 7.5m above natural ground level. Minor projections may be permitted to exceed this height to create architectural interest provided they do not cause detrimental overshadowing, create a sense of visual bulk, result in loss of views of natural features or compromise the proportions of the streetscape.
- Building façade design should provide for individuality in shop front presentation and comprise not less than a ratio of 10% of solid material to glass area in the shopfront below verandah level.
- Large areas of blank wall or highly reflective/brightly coloured surfaces should be avoided for facades fronting public areas. Where possible areas of blank space should be reduced by additional window openings which contribute to the display of goods from within, or by the display of community/tourist information.

SURF COAST PLANNING SCHEME

- The addition of parapets to buildings above verandahs is encouraged to improve the general proportions of the building façade, and should be varied in shape to reinforce the sense of small individual shopfronts.
- Verandah posts should not impair vehicular or pedestrian movement.

3.0
19/04/2006
VC37

Advertising

Advertising sign requirements are at Clause 52.05-9, Category 3.

Performance criteria

In addition to the decision guidelines at Clause 52.05-2:

- Advertising signs should be designed to integrate with the architectural style and character of the building and streetscape image, and should be included as an integral part of the design theme of a development.
- Advertising signs attached to buildings should not obscure architectural features and supporting structures should not be obtrusive when viewed from public areas.
- Advertising at verandah height and above should be limited to business identification and should be fixed flush to the building façade unless the design is particularly innovative and will enhance the streetscape.
- Signs should not dominate or obscure other signs as a result of visual clutter.
- Signs should not emit excessive glare or reflection from internal or external illumination or cause detriment to the amenity of nearby dwellings.

The following signs will not be supported:

- Illuminated signs above verandah level.
- Pole signs.
- Promotion signs.

4.0
19/05/2016
C97

Decision guidelines

Before deciding on an application, in addition to the objectives and performance criteria under each heading above and in Clause 43.02, the responsible authority must consider:

- The extent to which a building is consistent with the design principles expressed in the Anglesea Streetscape Project 1996.
- Whether landscaping and works within public areas is consistent with the Streetscape and Landscaping Policy at Clause 22.02 and the Anglesea Great Ocean Road Study 2016.

5.0
19/05/2016
C97

Reference Documents

Anglesea Streetscape Project 1996

Anglesea Great Ocean Road Study 2016

3.2 C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions

APPENDIX 6 SCHEDULE 15 (AMENDED) TO CLAUSE 43.02 (DDO)

SURF COAST PLANNING SCHEME

31/05/2012
C55

SCHEDULE 15 TO THE DESIGN AND DEVELOPMENT OVERLAY

Shown on the planning scheme map as **DDO15**.

AIREYS INLET COMMERCIAL AREAS

1.0 Design objectives

31/05/2012
C55

To ensure new development respects the coastal character of Aireys Inlet.

To ensure the scale of new buildings respects the predominant low rise development in Aireys Inlet.

To enhance views to the Split Point Lighthouse, the landscape ridgelines, the general store and the valley.

To provide for pedestrian permeability and access to the Painkalac Creek.

2.0 Buildings and works

31/05/2012
C55

A permit is not required for alteration to a ground floor level building façade provided:

- The alteration does not include the installation of a roller shutter; and
- At least 80 per cent of the building façade at ground floor level is maintained as an entry or window with clear glazing.

Requirements

The preferred maximum building height is 8 metres.

Development above 8 metres should:

- Present as two-storey building when viewed from the Great Ocean Road and Painkalac Creek.
- Be designed to allow for views to the Split Point Lighthouse, the landscape ridgelines, the general store and the valley.

Buildings should display a coastal style of architecture and be suitably articulated.

Buildings should be designed to differentiate horizontal and vertical tenancies.

Buildings should be designed to create a pedestrian focussed street, through the provision of wide footpaths and cantilevered balconies, awnings and/or verandas at the street edge.

Buildings should be designed to have an active frontage to the Great Ocean Road and where possible, the Painkalac Creek corridor.

Buildings should be designed to enhance pedestrian linkages between the Great Ocean Road and Painkalac Creek.

Car parks should be designed to prevent light spillage to the adjoining neighbourhood and the Painkalac Creek environs.

Car parks should include shade trees, footpaths and bicycle storage areas.

Large car parking areas should be located away from the active street edge and be designed to integrate with the adjacent sites.

3.0 Advertising signs

31/05/2012
C55

Advertising sign requirements are at Clause 52.05, Category 3 – High Amenity area.

SURF COAST PLANNING SCHEME

4.0 Decision guidelines

31/05/2012
C55

Before deciding on an application, in addition to the decision guidelines in Clause 43.02 and the relevant local policies, the responsible authority must consider:

- How the design, height and visual bulk of new buildings address potential amenity impacts on surrounding development.
- How the design of new buildings responds to the coastal character of Aireys Inlet and the Great Ocean Road environs.
- The impact the proposal may have on views to the Split Point Lighthouse, the landscape ridge lines, the general store and the valley.
- How the proposal improves the street environment for pedestrians.
- The extent to which buildings provide an active frontage to the Great Ocean Road and the Painkalac Creek frontage.
- The design of car park areas and their effect on adjoining neighbourhoods and the Painkalac Creek environs.

3.2 C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions

APPENDIX 7 SCHEDULE TO CLAUSE 94 - LOCAL VICSMART PROVISIONS

SURF COAST PLANNING SCHEME

Proposed C--

SCHEDULE TO CLAUSE 94

1.0 Table 1 Classes of local VicSmart application under zone provisions

Proposed C--

Name of zone or class of zone	Class of application	Permit requirement provision	Information requirements and decision guidelines
Industrial 3 Zone	Use land for industry where: <ul style="list-style-type: none"> ▪ It is not for a purpose shown with a Note 1 or Note 2 in the table to Clause 52.10. ▪ The land is at least the following distance from land in a residential zone or land used for a hospital or an education centre or land in a Public Acquisition Overlay to be acquired for a hospital or an education centre: <ul style="list-style-type: none"> ▪ The threshold distance, for a purpose listed in the table to Clause 52.10. ▪ 30 metres, for a purpose not listed in the table to Clause 52.10. 	Clause 33.03-1 (IN3Z)	Clause 95 Schedule 1
Industrial 3 Zone	Use land for warehouse where: <ul style="list-style-type: none"> ▪ It is not for a purpose shown with a Note 1 or Note 2 in the table to Clause 52.10. ▪ The land is at least the following distance from land in a residential zone or land used for a hospital or an education centre or land in a Public Acquisition Overlay to be acquired for a hospital or an education centre: <ul style="list-style-type: none"> ▪ The threshold distance, for a purpose listed in the table to Clause 52.10. ▪ 30 metres, for a purpose not listed in the table to Clause 52.10. 	Clause 33.03-1 (IN3Z)	Clause 95 Schedule 1
Farming Zone	Construct a building or construct or carry out works associated with one dwelling on a lot, other than a building which is within any of the following setbacks unless the building is an extension or alteration to an existing building and the existing setback is not reduced: <ul style="list-style-type: none"> ▪ 100 metres from a Road Zone Category 1 or land in a Public Acquisition Overlay to be acquired for a road, 	Clause 35.07-4 (FZ)	Clause 93.13

SURF COAST PLANNING SCHEME

Name of zone or class of zone	Class of application	Permit requirement provision	Information requirements and decision guidelines
	Category 1. <ul style="list-style-type: none"> ▪ 40 metres from a Road Zone Category 2 or land in a Public Acquisition Overlay to be acquired for a road, Category 2. ▪ 20 metres from any other road. ▪ 5 metres from any other boundary. ▪ 100 metres from a dwelling not in the same ownership. ▪ 100 metres from a waterway, wetlands or designated flood plain. 		
Farming Zone	Construct an extension or alteration to an existing building associated with the use of the land for extensive animal husbandry or crop raising, which is within any of the following setbacks and the setback is not reduced: <ul style="list-style-type: none"> ▪ 100 metres from a Road Zone Category 1 or land in a Public Acquisition Overlay to be acquired for a road, Category 1. ▪ 40 metres from a Road Zone Category 2 or land in a Public Acquisition Overlay to be acquired for a road, Category 2. ▪ 20 metres any other road. ▪ 5 metres from any other boundary. ▪ 100 metres from a dwelling not in the same ownership. ▪ 100 metres from a waterway, wetlands or designated flood plain. 	Clause 35.07-4 (FZ)	Clause 93.13

2.0

Proposed C--

Table 2 Classes of local VicSmart application under overlay provisions

Name of overlay or class of overlay	Class of application	Permit requirement provision	Information requirements and decision guidelines
Environmental Significance Overlay	Alter an existing building where the gross floor area and height above ground are not increased.	Clause 42.01-2 (ESO) Schedules 4 and 5	Clause 93.05
Design and Development Overlay	Construct a single dwelling on a lot which is more than 7.5 metres above ground level and not	Clause 43.02-2 (DDO) Schedules 1, 20,	Clause 93.05

SURF COAST PLANNING SCHEME

Name of overlay or class of overlay	Class of application	Permit requirement provision	Information requirements and decision guidelines
	exceeding 8.0 metres above ground level.	21 and 22	
Neighbourhood Character Overlay	Alter an existing building where the gross floor area and height above ground are not increased.	Clause 43.05-2 (NCO) Schedules 1, 2 and 3	Clause 93.05
Salinity Management Overlay	Construct a building or construct or carry out works associated with one dwelling on a lot connected to reticulated sewerage.	Clause 44.02-1 (SMO)	Clause 93.05
Land Subject To Inundation Overlay	Construct a building or construct or carry out works.	Clause 44.04-1 (LSIO)	Clause 93.08

3.0

Proposed C--

Table 3 Classes of local VicSmart application under Particular Provisions

Name of particular provision	Class of application	Permit requirement provision	Information requirements and decision guidelines
Clause 52.29 Land Adjacent to a Road Zone, Category 1, or a Public Acquisition Overlay for a Category 1 Road	Create or alter access to a road in a Road Zone, Category 1.	Clause 52.29	Clause 95 Schedule 2

3.2 C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions

APPENDIX 8 SCHEDULE 1 TO CLAUSE 95 - IN3Z - LOCAL VICSMART PROVISIONS

SURF COAST PLANNING SCHEME

--/--/---
Proposed C--

SCHEDULE 1 TO CLAUSE 95

USE APPLICATIONS UNDER INDUSTRIAL 3 ZONE

1.0 Information requirements

--/--/---
Proposed C--

An application must be accompanied by the following information as appropriate:

- The purpose of the use and the types of processes to be utilised.
- The type and quantity of goods to be stored, processed or produced.
- How land not required for immediate use is to be maintained.
- Whether a Works Approval or Waste Discharge Licence is required from the Environment Protection Authority.
- Whether a notification under the Occupational Health and Safety (Major Hazard Facilities) Regulations 2000 is required, a licence under the Dangerous Goods Act 1985 is required, or a fire protection quantity under the Dangerous Goods (Storage and Handling) Regulations 2000 is exceeded.
- The likely effects, if any, on the neighbourhood, including:
 - Noise levels.
 - Air-borne emissions.
 - Emissions to land or water.
 - Traffic, including the hours of delivery and despatch.
 - Light spill or glare.
- A plan drawn to scale which shows:
 - The boundaries and dimensions of the site.
 - Adjoining roads.
 - The layout of existing buildings and works.
 - Driveways and vehicle parking and loading areas.
 - External storage and waste treatment areas.
 - Mechanisms to mitigate noise, odour and other adverse amenity impacts of, and on, nearby industries.

2.0 Decision guidelines

--/--/---
Proposed C--

In assessing an application the responsible authority must consider as appropriate:

- Clauses 13.04 and 17.02 of the State Planning Policy Framework.
- The effect that nearby industries may have on the proposed use.
- The drainage of the land.
- The availability of and connection to services.
- The effect of traffic to be generated on roads.
- The interim use of those parts of the land not required for the proposed use.
- The effect on nearby industries.

3.2 C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions

APPENDIX 9 SCHEDULE 2 TO CLAUSE 95 - RDZ1 - LOCAL VICSMART PROVISIONS

SURF COAST PLANNING SCHEME

Proposed C--
SCHEDULE 3 TO CLAUSE 95

**LAND ADJACENT TO A ROAD ZONE, CATEGORY 1 OR PUBLIC
ACQUISITION OVERLAY FOR A CATEGORY 1 ROAD**

1.0 Information requirements

- Proposed C--
- An application must be accompanied by the following information as appropriate:
- A copy of title for the subject land and a copy of any registered restrictive covenant.
 - A description of the use of the land and the proposed buildings and works.
 - A layout plan, drawn to scale and fully dimensioned showing:
 - The boundaries and dimensions of the site.
 - Adjoining roads.
 - Relevant ground levels.
 - The layout of existing and proposed buildings and works.
 - All existing and proposed driveways.
 - Existing and proposed landscape areas.
 - Street frontage features such as poles, street trees and kerb crossovers.
 - A photograph of the area affected by the proposal.

2.0 Decision guidelines

- Proposed C--
- In assessing an application the responsible authority must consider as appropriate:
- Any relevant decision guideline specified in Clause 52.29.

3.3 Planning Scheme Amendment C119 - 7, 7A and 7B Walker Street Torquay - Adoption

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

General Manager: Ransce Salan
File No: F16/1536
Trim No: IC17/263

Appendix:

1. Clause 21.08 (D17/29567)
2. Schedule to Clause 45.01 (D17/29568)
3. Schedule to Clause 61.03 (D17/29573)
4. Explanatory Report (track changes) (D17/49450)
5. Area to be deleted from PAO2 (D17/29596)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

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

Yes

No

Reason: Nil

Purpose

The purpose of this report is to consider a submission received to Surf Coast Planning Scheme Amendment C119 and adoption of the amendment.

Summary

Amendment C119 applies to land at 7, 7A and 7B Walker Street and proposes to remove the Public Acquisition Overlay (PAO2) applicable to this land.

The Amendment is required as a result of this overlay no longer being required as determined within the Torquay Town Centre Car Parking and Access Strategy Review 2016.

Amendment C119 was placed on public exhibition from 12 January 2017 to 17 February 2017 and one submission was received from a Torquay resident. As a result of discussions held with the submitter, the submission was withdrawn, subject to minor changes being made to the Explanatory Report. Council is now able to consider the adoption of the Planning Scheme Amendment.

Recommendation

That Council:

1. Having considered the submission to Amendment C119, adopt the amendment with minor changes to the Explanatory Report as shown in Appendix 4.
2. Submit the adopted amendment to the Minister for Planning for approval.

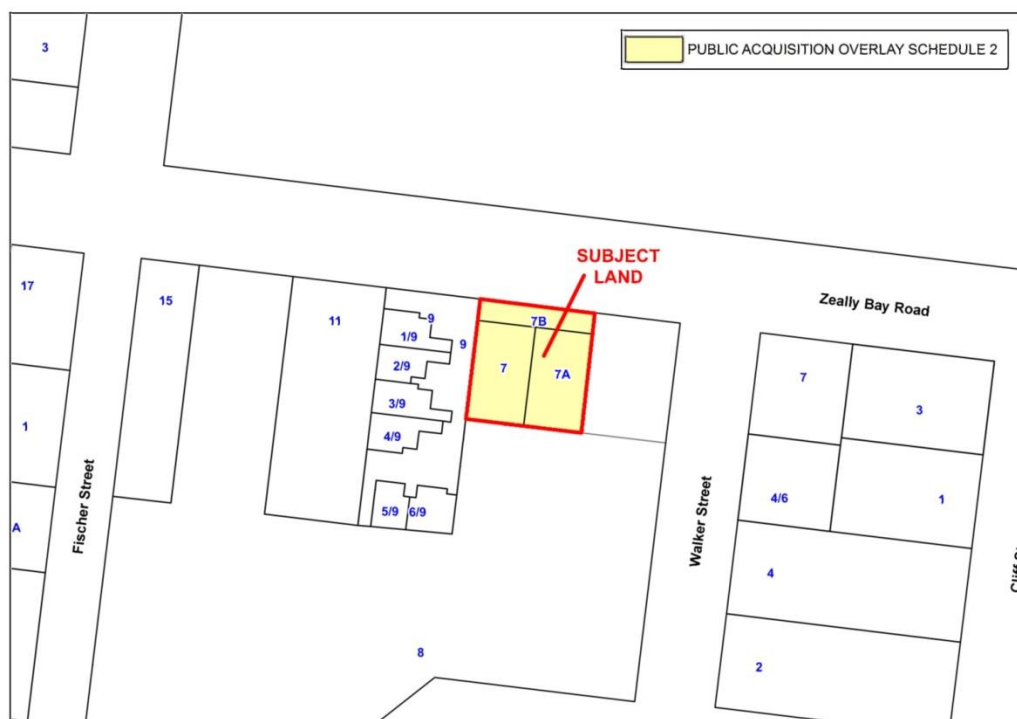
3.3 Planning Scheme Amendment C119 - 7, 7A and 7B Walker Street Torquay - Adoption

Report

Background

Amendment C119 proposes to remove the Public Acquisition Overlay (PAO2) from land at 7, 7A and 7B Walker Street, Torquay. (Refer Figure 1).

Figure 1 – Subject Land



The current PAO2 was applied in accordance with the previous '*Torquay Town Centre Parking and Access Strategy 2011-16*,' (2011) which recommended the public acquisition of the land for car parking purposes.

Council at its meeting held on 13 September 2016 resolved to prepare a planning scheme amendment to remove the PAO2 from the subject land. '*Torquay Town Centre Access and Parking Strategy Review 2016-2021*' demonstrated that public car parking could be delivered more cost efficiently without purchasing additional private land. Consequently the land within the PAO2 area is no longer required for public car parking.

Discussion

Amendment C119 was placed on public exhibition from 12 January 2017 to 17 February 2017 and one (1) submission was received from a resident of Torquay.

The submission raises concerns about removing the PAO for the acquisition and construction of land by Council to provide a public car park with 25 spaces. It was assumed by the submitter that Council was relying on publicly available car spaces on privately owned land to fulfil car parking requirements in the town centre. The submission highlights that the exhibited Explanatory Report for the Amendment states that the '*Torquay Town Centre Access and Parking Strategy Review 2016-2021* (2016) recommends the removal of the PAO on the basis that 'alternative options' (both on public and private land) for the provision of car parking within the town centre can potentially be implemented, and that these 'alternative options' can "provide sufficient spaces to meet forecast car parking demand up to 2036 in a more cost efficient manner".

Officer Comment

The land covered by the current PAO is capable of providing only 25 car spaces. The '*Torquay Town Centre Access and Parking Strategy Review 2016-2021* (2016) demonstrated that sufficient public car parking can be provided in a more cost effective manner elsewhere in the Torquay Town Centre.

3.3 Planning Scheme Amendment C119 - 7, 7A and 7B Walker Street Torquay - Adoption

A total of 82 additional car spaces could be accommodated across five locations being:

- The Esplanade - Road reserve widening and construction of 60 degrees angle parking – 12 additional car spaces
- Cliff Street - Construction of 90 degrees angle parking on the east side - 14 additional car spaces
- Zeally Bay Road Taylor Park frontage - Pave and seal - 10 additional car spaces
- Payne Street - 60 degree format - approximately 20 additional car spaces, and
- Bristol Road - Road widening to provide indented car parking - 26 additional car spaces.

There is an advantage of providing car parking on public land as the cost of acquisition is removed from project costs which results in more car parking spaces being purchased for the same contribution.

Car spaces on private land constructed as part of future development will contribute to car parking provision in the centre, but are considered as additional to the spaces on public land constructed by Council.

Discussions were held between the submitter and Council officers and the submission has now been withdrawn. A condition of withdrawal of the submission is that minor changes be made to the Explanatory Report to clarify that the removal of PAO2 is based on Council delivering public parking on existing public land and is not reliant on the provision of private car parking on private land. Draft changes have been made to the Explanatory Report (refer Appendix 4) to accommodate the concerns of the submitter. These minor changes to the Explanatory Report do not compromise the integrity of the overall amendment and do not materially change it.

Since the submission has been withdrawn and there are no further submissions to the amendment, Council is in the position to adopt Amendment C119 and forward the adopted Amendment to the Minister for approval, with changes to the Explanatory Report as shown in Appendix 4.

Financial Implications

The amendment is funded within the Strategic Planning budget for 2016/2017 financial year.

Council Plan

Theme 5 Development and Growth
Objective 5.4 Transparent and responsive land use and strategic planning
Strategy Nil

Policy/Legal Implications

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.

A change has been made to the amendment in the manner requested by the submitter.

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 adopting the amendment and submitting it to the Minister for Planning for final approval.

Social Considerations

The removal of PAO2 from the subject land will remove the need for land acquisition costs resulting in a benefit to the community.

Community Engagement

The Amendment was exhibited in accordance with the legislative requirements of the *Planning and Environment Act 1987*.

3.3 Planning Scheme Amendment C119 - 7, 7A and 7B Walker Street Torquay - Adoption

Under delegation, the Minister for Planning granted an exemption from the requirements of section 19(2) and 19(3) of the *Planning and Environment Act 1987*, to publish notices of the amendment in the local newspaper and the Government Gazette. Notices of the amendment were sent to the affected landowners as it is considered that they may be materially affected by the amendment. The amendment was also published on Council's website.

Environmental Implications

There are no environmental implications associated with the amendment.

Communication

The landowners will be notified of Council's decision.

Conclusion

Having considered the merits of the amendment, the submission received and grounds for withdrawal of the submission, it is recommended that Council adopt the amendment with changes to the Explanatory Report and submit it to the Minister for Planning for approval.

3.3 Planning Scheme Amendment C119 - 7, 7A and 7B Walker Street Torquay - Adoption

APPENDIX 1 CLAUSE 21.08

SURF COAST PLANNING SCHEME

21.08 TORQUAY-JAN JUC STRATEGY

15/09/2016
C99
[Proposed C119](#)

21.08-1 Overview

20/03/2014
C66

Torquay-Jan Juc is the main urban growth centre of the Surf Coast Shire. It is a popular destination for surfers, tourists, holiday makers and retirees, but is also becoming increasingly popular for permanent settlement by those valuing a coastal lifestyle. It is amongst Victoria's fastest growing areas and is expected to grow to 25,000-30,000 people by the year 2040. In addition, during the summer months the township's population increases substantially with holidaymakers and overnight visitors.

The coastline and areas of remnant vegetation and landscape quality surrounding Torquay-Jan Juc contribute strongly to the character and amenity of the town.

The economy of Torquay-Jan Juc is largely based on tourism and the surfing industry. Torquay is the home of major international surf companies such as Rip Curl and Quiksilver and the Surf City tourist precinct on the Surf Coast Highway is a primary destination for many tourists and others visiting Torquay.

Key Issues and Influences

Settlement, Built Environment and Housing

- State and regional policies identifying Torquay-Jan Juc as a growth node in the Great Ocean Road and G21 regions.
- Making adequate provision for additional residential land and key services and infrastructure (e.g. schools, retail and employment areas, open space and community facilities, public transport) to support future growth.
- Balancing growth and development densities against a community desire to maintain the coastal character of Torquay-Jan Juc whilst also achieving overarching sustainability objectives. The five values identified in *Sustainable Futures Plan Torquay Jan Juc 2040* (2012) to help manage this are:
 - Value 1: Places for People – The importance of a close knit community
 - Value 2: The Natural Environment – Protecting and enhancing the natural environment
 - Value 3: The Built Environment – Fostering the unique coastal look and feel
 - Value 4: Services and Infrastructure – Planning for services and infrastructure with development
 - Value 5: A Local Economy – Providing employment opportunities locally.
- Increasing housing diversity and affordability in response to socio-demographic change.

Environment and Landscape

- Loss and degradation of stands of remnant vegetation, in particular Bellarine Yellow Gum and Coastal Moonah Woodland vegetation communities (both listed under the *Flora Fauna Guarantee Act 1988*).
- Listing of Jan Juc as one of Victoria's high risk bushfire towns.
- Erosion of significant landscape qualities and coastal viewsheds through the visual prominence of buildings and removal of vegetation.
- Loss of vegetation and historic buildings in established areas through redevelopment.
- Protection of the Great Ocean Road including Bells Beach on Australia's National Heritage List.
- Pressures to expand the settlement boundary to facilitate residential development (often at lower densities which consumer large quantities of land) into areas of high landscape significance.

SURF COAST PLANNING SCHEME

Economic Development

- Pressure is growing for the establishment of a (discount) department store within the town. Development of this type of retail outlet in an inappropriate location could undermine the essence and attractiveness of the town resulting in a net community loss.
- Attracting a (discount) department store into the town centre that can be suitably integrated into the streetscape, maintaining the strip shopping experience for residents and visitors and the sense of 'main street'.
- Regional development, particularly the Armstrong Creek urban growth area, creating opportunities for Torquay-Jan Juc such as additional visitation, regional employment and higher order retail, but also competition and a higher level of escape expenditure, especially if Torquay does not obtain sub-regional status through securing a (discount) department store in the short to medium term.
- Integrating the western and eastern ends of the Torquay Town Centre with a focus of day to day resident shopping in the central area and western end of the centre and maximising the foreshore end of the centre for visitors.
- The need to promote visitor activities along key boulevards (Bell Street and The Esplanade) but in condensed locations to ensure the visitor experience is engaging and continuous and can be experienced on foot.
- The continued growth of Torquay as a tourist/holiday destination, but also as a weekend and night-time shopping and entertainment attraction for the new Armstrong Creek population.

Transport and Infrastructure

- Traffic implications for Torquay-Jan Juc arising from the completion of the Geelong Ring Road, including its connection to the Surf Coast Highway, and development of the Armstrong Creek urban growth area.
- Busy roads such as the Surf Coast Highway and The Esplanade creating barriers to local access, including access to the beach.
- Existing imbalance in the distribution of passive open space, with historical over-reliance on the foreshore.
- The limited capacity of drainage infrastructure in the older parts of Torquay which will struggle to cope with redevelopment using traditional drainage models.
- Improved public transport underpinning Torquay-Jan Juc's future development, including connection to Armstrong Creek.
- Provision of neighbourhood responsive streets particularly in new estates that are permeable and well-connected and designed to reflect the coastal character requiring an innovative application of engineering standards.

21.08-2 Settlement, Built Environment and Housing

12/02/2015
C102

Objective

To accommodate and manage the projected population growth and demographic change of Torquay-Jan Juc in an environmentally sustainable manner that respects and celebrates the distinct surfing identity and coastal character of the town and responds to Value 1 'Places for People' and Value 3 'The Built Environment' from the *Sustainable Futures Plan Torquay Jan Juc 2040 (2012)*.

Strategies

- Contain and consolidate urban development within the defined settlement boundary as indicated on Map 1 of Clause 21.08 – Torquay-Jan Juc Framework Map.
- Preserve the clear delineation between the urban township and the rural landscape of the Thompson Creek valley, afforded by the northern ridgeline.

SURF COAST PLANNING SCHEME

- Retain the green break between the Torquay-Jan Juc settlement boundary shown on Map 1 to Clause 21.08 and Bellbrae.
- Facilitate new residential growth in Torquay North up to South Beach Road, north west of Messmate Road up to the ridgeline and to the west in the Spring Creek Valley up to one kilometre west of Duffields Road.
- Promote a range of lot sizes and housing types, including medium density development in appropriate locations, in the new growth areas and ensure good access to surrounding areas, public transport, public open space and other facilities.
- Encourage lower housing densities in the Spring Creek valley up to one kilometre west of Duffields Road
- Provide a range of housing types, sizes and configurations at suitable densities to cater for the changing housing needs of current and future populations, taking account of the differential capacity of the various areas to accommodate housing growth and change (in accordance with Map 2 to Clause 21.08 – Torquay-Jan Juc Residential Development Framework).
- Encourage a variety of well-designed medium and higher density housing types and sizes in the form of units, townhouses, terrace housing and low-rise apartments (including smaller sized dwellings with only one or two bedrooms) in Old Torquay and within walking distance of neighbourhood activity centres, ensuring such developments value add to the evolving urban character.
- Support a moderate level of housing growth and change in general residential areas in the form of well-designed single dwellings and dispersed medium density developments (second dwellings, dual occupancies, villa units, townhouses) that contribute positively to the preferred neighbourhood and coastal landscape character.
- Limit housing growth and change in areas with significant vegetation or landscape values, high bushfire risk or predominant single dwelling character.
- Protect existing areas within the Low Density Residential Zone to continue to provide low density housing types and to provide a transition to surrounding rural land.
- Ensure new residential development is of a high standard and builds on the coastal character by incorporating contemporary designs, with an articulated built form and a range of visually interesting building materials, colours and façade treatments that respond to the local context and preferred character of the neighbourhood.
- Promote the development of retirement villages that are of a scale commensurate with their neighbourhood, that integrate with the surrounding road and pathway network and that are in areas that are fully reticulated, within walking distance of existing or proposed centres, services and facilities and served by public transport.

21.08-3 Environment and Landscape

20/03/2014
C66

Objective

To protect and enhance significant environmental, landscape and cultural heritage features which contribute to the ecological values, coastal character and residential amenity of Torquay-Jan Juc in response to Value 2 'The Natural Environment' from the *Sustainable Futures Plan Torquay Jan Juc 2040 (2012)*.

Strategies

- Maintain non-urban breaks to Geelong and Bellbrae to protect the landscape and rural values of the Thompson Creek and Spring Creek valleys beyond the settlement boundary.
- Place high priority on the protection and enhancement of remnant vegetation throughout Torquay-Jan Juc, particularly Coastal Moonah Woodland community species and the Bellarine Yellow Gum.

SURF COAST PLANNING SCHEME

- Recognise the contribution of places of cultural heritage significance to the character of Torquay-Jan Juc.
- Minimise the visual appearance of development on surrounding land as viewed from the Bells Beach Recreation Reserve to preserve the reserve's heritage values and the sense of cultural experience afforded by this stretch of coastline. Discourage new subdivision and development within this vista.
- Ensure the siting and design of new development sensitively responds to interfaces with environmentally sensitive areas, including:
 - Foreshore and creek environments;
 - Karaaf Wetlands;
 - Areas of identified significant vegetation and fauna habitat; and
 - Other nature reserves and public parks.
- Ensure that landscaping and trees remain a major element in the appearance and character of Torquay-Jan Juc's residential environments by protecting or re-establishing vegetation, in particular locally indigenous canopy trees and shrubs, that softens the appearance of development within the streetscape and when viewed from public spaces.
- Ensure development layout responds to the area's natural features, establishes a natural environment character throughout the development area and applies medium density in areas close to activity centres and lower densities for sites containing significant vegetation or that are visually prominent.
- In areas of high bushfire risk, manage the impact of bushfire protection measures on native vegetation cover and neighbourhood character.
- Ensure future residential subdivisions meet the requirements of Clause 56.07-4 that address the potential impact of increased urban stormwater runoff.
- Consider the longer term impacts of climate change on land use and development in Torquay-Jan Juc.

21.08-4 Economic Development

20/03/2014
C66

Objective 1

To support a strong hierarchy of mixed use, sustainable, attractive and accessible activity centres in Torquay-Jan Juc and ensure sufficient retail and commercial facilities are provided to cater for the growing population and visitors in response to Value 5 'A Local Economy' from the *Sustainable Futures Plan Torquay Jan Juc 2040 (2012)*.

Strategies

- Reinforce the hierarchy and role of the established and planned activity, tourist and employment centres in accordance with Map 3 to Clause 21.08 – Torquay-Jan Juc Activity Centre Hierarchy.
- Consolidate and strengthen the role of the Torquay Town Centre as the major retail centre in Torquay-Jan Juc, promoting its status as a sub-regional centre and the place where higher order retailing and major activity will be directed, generally in accord with Map 4 of Clause 21.08 – Torquay Town Centre Precinct Plan.
- Encourage the establishment of a neighbourhood activity centre in Torquay North providing a range of shopping and commercial services, including a full-line supermarket, to provide a hub to the growing community.
- Consider the establishment of small local activity centres (no more than 1 to 5 shops with a total retail floor area of 80-400 square metres) in areas where other activity centres are beyond convenient walking distance.
- Reinforce the tourist retailing role of Surf City and encourage activities in this area that will promote the surfing culture of this precinct.

SURF COAST PLANNING SCHEME

- Encourage the establishment of a suitably integrated (discount) department store in the Torquay town centre.
- Ensure that development within the activity centres is of outstanding built form and design, using colours, materials, architectural features and landscaping that promotes and celebrates the surfing, beach and coastal image of Torquay-Jan Juc.
- Encourage mixed-use development within activity centres, with shop-top apartments and offices, at an intensity and scale that is in keeping with the scale and character of the centre.

Objective 2

To protect land within the employment precincts as an industrial land resource to maximise local employment growth in response to Value 5 'A Local Economy' from the *Sustainable Futures Plan Torquay Jan Juc 2040 (2012)*.

Strategies

- Encourage land in the West Coast Business Park to be used for a range of uses such as light industry, service industries, warehousing, trade supplies retail and bulky goods retail to cater for necessary industrial services, local manufacturing and employment opportunities.
- Encourage small and medium sized specialist (surf and leisure related) bulky goods retail outlets to locate within the Baines Crescent precinct.
- Ensure that development adjacent the Surf Coast Highway in the West Coast Business Park enhances the entrance to Torquay through design and landscaping.
- Preserve long term options on the east side of Messmate Road for employment generating land uses.
- Continue to build on the local surf industry and support its continuing growth.

Objective 3

To grow a vibrant and sustainable local tourism industry while marrying with the Torquay-Jan Juc lifestyle and promoting/showcasing the community's values.

Strategies

- Strengthen the role of the Surfing and tourist activity precincts at Surf City, Bell Street and The Esplanade.
- Ensure that all tourist development is of high quality design and respectful of the low-rise character of Torquay-Jan Juc, using colours, materials, architectural features and landscaping that builds on the surfing, beach and coastal character of the town.

21.08-5 Transport and Infrastructure

12/02/2015
C102

Objective 1

To plan and deliver a range of services and infrastructure in association with new development in response to Value 4 'Services and Infrastructure' from the *Sustainable Futures Plan Torquay Jan Juc 2040 (2012)*.

Strategies

- Provide a linked network of walking and cycling paths throughout Torquay-Jan Juc, enabling direct access to all activity centres (neighbourhoods targeted at a 400-800 metre radius) and to and through all areas of public open space.

SURF COAST PLANNING SCHEME

- Develop community hubs within close proximity to all major and neighbourhood centres that provide multi-use facilities and shared spaces.
- Ensure services and facilities are distributed effectively amongst the established and new growth areas and cater for different life stages, from early years to ageing in place.
- Facilitate the provision of dedicated facilities to acknowledge and promote the local arts community.
- Improve access to aged care services and facilities.
- Encourage the distribution of recycled water into new subdivision (third pipe).

Objective 2

To promote street design that makes a positive contribution to the urban landscape and the coastal character of Torquay-Jan Juc, and enhances walking and cycling, use of public transport and social interaction.

Strategies

- Design urban arterials and collector streets to present as parkways/avenues that link key destinations, and local streets that present as an extension of the open space system primarily through the planting of large shade trees.
- Replicate the interconnected, grid based street network of Old Torquay in future infill developments.
- 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.
- Encourage the improvement of the public bus service, both within the urban areas of Torquay-Jan Juc and between Torquay and Geelong.

Objective 3

To increase the provision and quality of all forms of open space to meet the broad range of needs of the Torquay-Jan Juc community, and to site new open space to ensure its accessibility to all members of the community.

Strategies

- Provide a network of high quality open space in growth areas easily accessible by pathways, serving a range of different functions and linked to existing networks and areas.
- The open space areas and buffers along creek corridors to create a network of access pathways enabling movement between neighbourhoods and the rest of towns.
- Develop Grass Tree Park as a major district conservation park providing both passive and conservation values for the town and surrounding rural communities.

21.08-6

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Proposed C119

Implementation

These strategies will be implemented by:

Using policy and the exercise of discretion

- Assessing the timing of new development proposals against the need for land supply, the completion of existing development areas, the availability of infrastructure and the broader regional context.
- Using local policy (Clause 22.02) to encourage the use of predominantly indigenous plant species in landscaping and the use of shade trees in street tree planting.

SURF COAST PLANNING SCHEME

- Using local policy (Clause 22.09) to recognise the differential capacity of Torquay-Jan Juc's residential areas to accommodate housing growth and change and to promote appropriate densities and design outcomes that contribute to the preferred neighbourhood character.
- Discouraging new subdivision and development within the vista of the Bells Beach Recreation Reserve.
- Reinforcing and strengthening Torquay-Jan Juc's activity centres through strongly discouraging the establishment of anchor stores outside designated major or neighbourhood activity centres.
- Discouraging the establishment of commercial uses such as restaurants, cafes etc in the residential zones along The Esplanade and Bell Street.
- Encouraging large bulky goods retail outlets to establish in Armstrong Creek.
- Supporting the establishment of discretionary non-residential land uses along the north side of Bristol Road directly opposite Torquay Central in the interim to protect its potential future rezoning.
- Reinforcing the fine grained subdivision and development pattern of strip shopping within all major, neighbourhood and local activity centres, with large format retail premises and large surface car parking sleeved to ensure streets provide an active, safe and vibrant edge.
- Ensuring car parking is designed and sited in accordance with the Car Parking Precinct Plans for the Torquay Town Centre and the Tourist Activity Precinct on the Surf Coast Highway.

Applying zones and overlays

- Applying a Significant Landscape Overlay to the residential areas of Old Torquay and Jan Juc to protect the vegetated character of the townships.
- Applying a Vegetation Protection Overlay to areas of significant native vegetation and *Eucalyptus leucoxyton ssp. Bellarinensis* (Bellarine Yellow Gum).
- Applying Design and Development Overlays to the residential areas of Torquay-Jan Juc to encourage built form and landscaping outcomes that respect and contribute to the preferred neighbourhood character.
- Applying Design and Development Overlays to the activity, tourist and employment centres to encourage urban form that reinforces the coastal character and surfing culture of the town.
- Applying a Development Plan Overlay to the area between Pearl and Payne Streets to facilitate integration of Torquay Central with the balance of the town centre.
- Applying a Development Plan Overlay to each new growth area specifying a range of guidelines to assist in implementing the values and principles for growth as outlined in the *Sustainable Futures Plan Torquay-Jan Juc 2040* (2012).
- ~~Applying the Public Acquisition Overlay to properties required for public car parking in the Torquay town centre.~~
- Applying the Parking Overlay to designated areas to manage the supply and design of car parking.
- Applying the Development Contributions Plan Overlay to enable the levying of development contributions to contribute to the provision of physical and community infrastructure.

Undertaking further strategic work

- Investigating the potential to increase lot densities within the Bells Boulevard East Low Density Residential Area (refer to Map 3 to Clause 21.08). Any such investigation should include a detailed analysis of the physical conditions of the site and surrounding land, and assess the potential impacts of an increase in lot density upon, including but not limited to:

SURF COAST PLANNING SCHEME

- Flora and fauna values, including vegetated drainage lines and roadside vegetation;
 - The landscape character and visual amenity of the area;
 - Bushfire risk and the need to provide defendable space within lot boundaries;
 - The safe and efficient operation of the surrounding road network;
 - The amenity of adjoining properties;
 - Servicing implications;
 - The visibility of development from key public vantage points; and
 - The relationship of the area to Bells Boulevard as a gateway to the Bells Beach Surfing Recreation Reserve.
- Investigating the potential for increasing housing densities in the Low Density Residential area between Strathmore Drive, Great Ocean Road, Bells Boulevard and the upper tributary of Jan Juc Creek, ensuring that any proposal would not detract from the landscape character of the area which is highly prominent due to its elevation and proximity to the Great Ocean Road.
 - Establishing the exact settlement boundary on the northern ridgeline of Torquay when outline development plans are prepared for the relevant area, with the aim of avoiding any visual intrusion of development north of the ridgeline.
 - Undertaking a review of the Significant Landscape Overlay Schedule 1 to ensure its relevance and effectiveness in protecting the significant landscape values of the Bells Beach environs.
 - Reviewing the planting guide for Torquay-Jan Juc to include a broadened selection of suitable tree species to be used for educative purposes.
 - At the appropriate time investigating the rezoning of the rear half of the lots fronting Boston Road between Pearl and Payne Streets for commercial development to facilitate the integration of the Gilbert Street end of the town centre with Torquay Central.
 - When retail demand warrants, investigating extending the Commercial 1 Zone to land on the north side of Bristol Road as far as necessary to establish a clear linkage between the Gilbert Street end of the town centre and Torquay Central, but not further west than the commercial zoning opposite.
 - Developing urban design guidelines and parking management plans for the Bell Street and Jan Juc activity centres.
 - Identifying impediments to the development of tourist uses in the Special Use Zone on the Esplanade at the eastern end of Gilbert Street and work with investors to create further tourism activity in this location.
 - Preparing a parking management plan for the Baines Crescent precinct.
 - Developing an Infrastructure Plan for Torquay-Jan Juc and updating the existing Development Contributions Plan to include the new growth areas for the provision of new infrastructure and community facilities.
 - Developing an Outline Development Plan for the Messmate Road area.
 - At the appropriate time, investigating the potential for urban growth to the north-east of Torquay to facilitate growth beyond 2030.
 - Developing and applying environmental guidelines to new development.
 - Undertaking a strategic planning exercise with community engagement for the Spring Creek Valley past the one kilometre west of Duffields Road to identify preferred land uses that assist in establishing and maintaining a green break to Bellbrae.
 - Review and confirm the location for a Neighbourhood Activity Centre to serve the west of Torquay-Jan Juc.
 - Undertaking a structure planning project to identify, support and encourage diverse and higher density housing opportunities within 400 metres of activity centres, in particular within proximity of the Torquay Town Centre.

SURF COAST PLANNING SCHEME

- Investigating opportunities and appropriate locations for the establishment of caravan parks and other forms of tourist accommodation.
- Developing a masterplan for The Esplanade between Bell Street and Zeally Bay Road that addresses the overall role, function and appearance of the boulevard.
- Reviewing the planning framework applying to the Torquay Town Centre and investigating opportunities to reinvigorate and redevelop the central business area, including the provision and management of car parking, and to include opportunities to accommodate discount department store(s), in consultation with Torquay Commerce and Tourism and other stakeholders.
- Reviewing the Design and Development Overlay Schedule 13 as it applies to land within Old Torquay in light of Old Torquay's role as an urban consolidation area to accommodate future growth.

Other actions

- Working with the City of Greater Geelong to encourage the early provision of sub-regional shopping facilities at the Armstrong Creek Major Activity Centre.
- Working with investors and landholders to assemble an appropriate site for a department store in the Torquay Town Centre.
- Working with landholders and investors to develop a strong neighbourhood activity centre in Torquay North.
- Working with landholders, investors and the community to facilitate the redevelopment of the Surf World/Surf City complex to strengthen surf related tourism and retailing, entertainment and community facilities.
- ~~Acquiring land in the Torquay town centre through cash-in-lieu payments to provide additional shared public car parking.~~
- Planning for the provision of safe, informal car parking overflow areas to meet short term peak parking demands over the summer tourist period.
- Encouraging the development of regional cycle routes linking Torquay with Geelong and the surrounding region.
- Working with the Department of Transport to facilitate the provision of a transit corridor from Armstrong Creek to Torquay.
- Working with the Department of Education and Early Childhood Development on the provision of a new primary school in Torquay North.

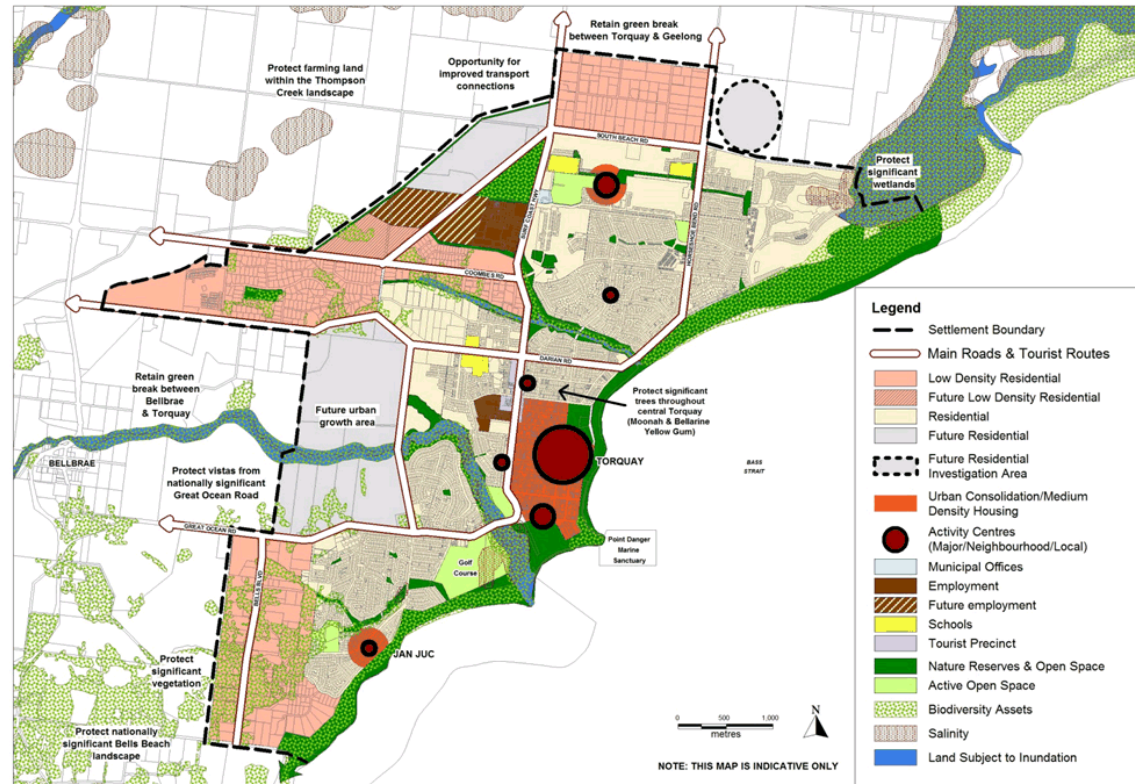
21.08-7 Reference Documents

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Torquay and Jan Juc Structure Plan (2007)
Torquay-Jan Juc Neighbourhood Character Study and Vegetation Assessment (2006)
Sustainable Futures Plan Torquay-Jan Juc 2040 (2012)
Torquay-Jan Juc Neighbourhood Character Study Review (2012)
Torquay North Outline Development Plan (Revised, 2012)
Torquay Town Centre Parking and Access Strategy 2011-16 (2011)
Torquay/Jan Juc Retail Strategy (2011)

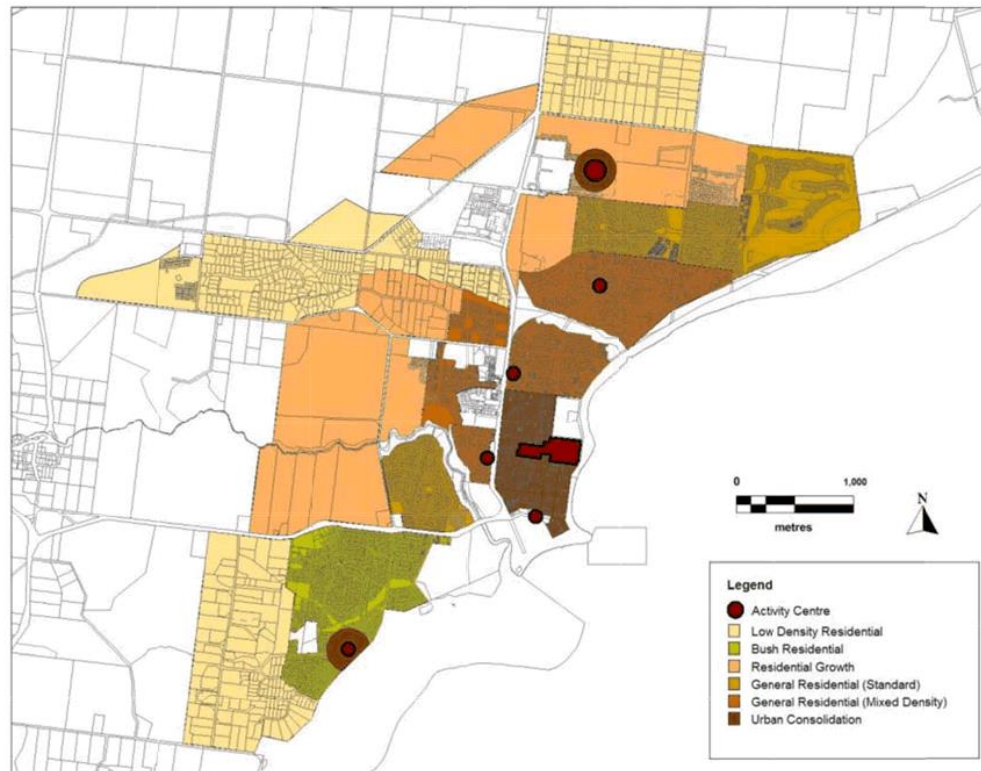
SURF COAST PLANNING SCHEME

Map 1 to Clause 21.08: Torquay-Jan Juc Framework Map



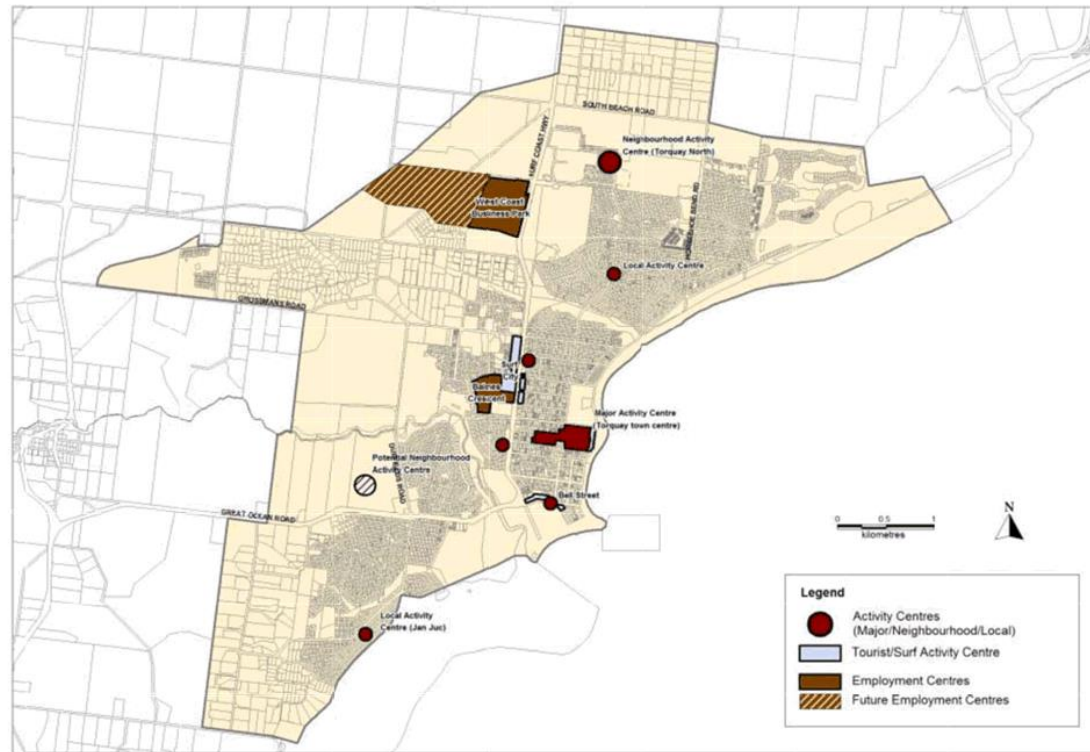
SURF COAST PLANNING SCHEME

Map 2 to Clause 21.08: Residential Development Framework



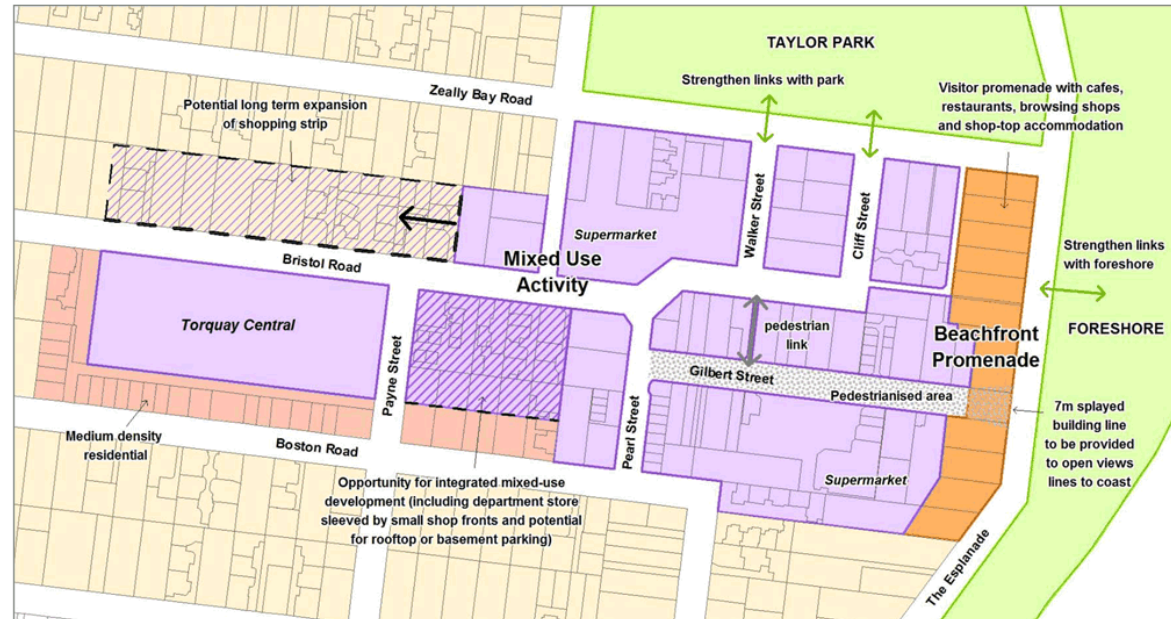
SURF COAST PLANNING SCHEME

Map 3 to Clause 21.08: Activity Centre Hierarchy



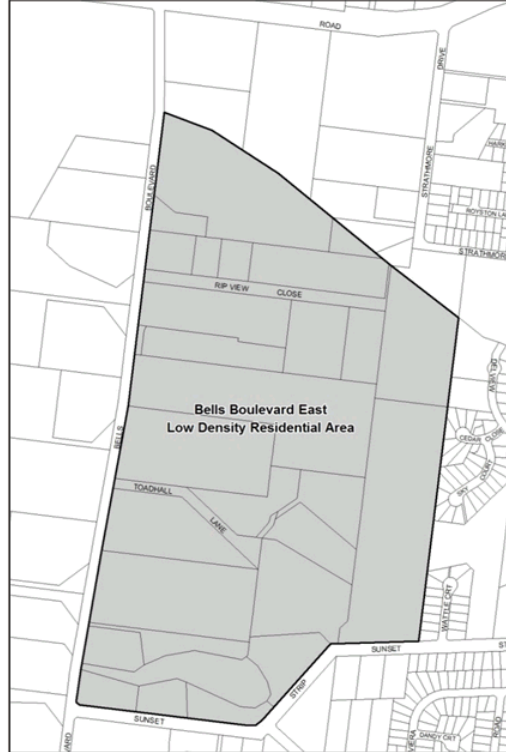
SURF COAST PLANNING SCHEME

Map 4 to Clause 21.08: Torquay Town Centre Precinct Plan



SURF COAST PLANNING SCHEME

Map 5 to Clause 21.08: Bells Boulevard East Low Density Residential Area



3.3 Planning Scheme Amendment C119 - 7, 7A and 7B Walker Street Torquay - Adoption

APPENDIX 2 SCHEDULE TO CLAUSE 45.01

SURF COAST PLANNING SCHEME

17/07/2014
4:43
[Proposed C119](#)

SCHEDULE TO CLAUSE 45.01 PUBLIC ACQUISITION OVERLAY

PS Map	Acquiring Authority	Purpose of Acquisition
PA01	Barwon Water	Land required for groundwater bores for the Anglesea Borefield Project.
PA02	Surf Coast Shire Council	Land required for a public car park
PA03	VicRoads	Proposed Road – Category 1
PA04	Surf Coast Shire Council	Extension of Eastern Reserve for additional public recreation activities

3.3 Planning Scheme Amendment C119 - 7, 7A and 7B Walker Street Torquay - Adoption

APPENDIX 3 SCHEDULE TO CLAUSE 61.03

SURF COAST PLANNING SCHEME

13/10/2016
C110
Proposed
C119

SCHEDULE TO CLAUSE 61.03

Maps comprising part of this scheme:

- 1, 1ESO, 1SMO, 1LSIO-FO
- 2, 2ESO, 2SMO, 2LSIO-FO
- 3, 3ESO, 3SMO, 3LSIO-FO
- 4, 4ESO, 4SMO, 4LSIO-FO, 4WMO
- 5, 5ESO, 5HO, 5SMO, 5LSIO-FO
- 6, 6ESO, 6SMO, 6LSIO-FO
- 7, 7ESO, 7HO, 7SMO, 7LSIO-FO, 7PAO
- 8, 8ESO, 8HO, 8DDO, 8DPO, 8SMO, 8EAO, 8LSIO-FO, 8SLO, 8PAO
- 9, 9ESO, 9VPO, 9HO, 9SMO, 9LSIO-FO, 9PAO
- 10, 10 ESO, 10VPO, 10HO, 10SMO, 10LSIO-FO, 10PAO
- 11, 11SMO, 11LSIO-FO, 11DPO
- 12, 12ESO, 12HO, 12SMO, 12LSIO-FO, 12PAO, 12DPO
- 13, 13ESO, 13LSIO-FO
- 14, 14HO
- 15, 15ESO, 15VPO, 15HO, 15SMO, 15WMO, 15LSIO-FO, 15DCPO
- 16, 16DDO, 16EAO, 16DPO, 16ESO, 16SMO, 16LSIO-FO, 16WMO, 16DCPO, 16PO
- 17, 17ESO, 17SMO, 17LSIO-FO
- 18, 18ESO, 18SMO, 18LSIO-FO
- 19, 19ESO, 19VPO, 19SLO, 19HO, 19DDO, 19DPO, 19WMO, 19LSIO-FO, 19EAO, 19DCPO, 19PAO
- 20, 20ESO, 20VPO, 20SLO, 20HO, 20DDO, 20DPO, 20SMO, 20WMO, 20LSIO-FO, 20EAO, ~~20PAO~~, 20DCPO, 20PO
- 21, 21ESO, 21SMO, 21LSIO-FO, 21DCPO
- 22, 22VPO, 22SLO, 22WMO, 22HO, 22DCPO
- 23, 23ESO, 23HO, 23SMO, 23LSIO-FO, 23PAO
- 24, 24ESO, 24VPO, 24HO, 24SMO, 24WMO, 24LSIO-FO, 24PAO
- 25, 25ESO, 25VPO, 25HO, 25SMO, 25WMO, 25LSIO-FO
- 26, 26ESO, 26VPO, 26SMO, 26WMO, 26LSIO-FO
- 27, 27ESO, 27VPO, 27HO, 27SMO, 27WMO, 27LSIO-FO
- 28, 28HO, 28ESO, 28VPO, 28WMO, 28SMO, 28LSIO-FO
- 29, 29HO, 29SMO, 29 LSIO-FO, 29DDO, 29RO
- 30, 30ESO, 30VPO, 30WMO, 30 LSIO-FO
- 31, 31ESO, 31VPO, 31WMO, 31LSIO-FO
- 32, 32VPO, 32HO, 32WMO, 32LSIO-FO

SURF COAST PLANNING SCHEME

- 33, 33ESO, 33VPO, 33SLO, 33HO, 33DDO, 33DPO, 33NCO, 33SMO, 33WMO, 33LSIO-FO, 33RO, 33PAO
- 34, 34VPO, 34SLO, 34HO, 34WMO
- 35, 35HO, 35ESO, 35VPO, 35WMO
- 36, 36ESO, 36VPO, 36SLO, 36HO, 36WMO
- 37, 37HO, 37ESO, 37SLO, 37DDO, 37WMO
- 38, 38ESO, 38WMO
- 39, 39ESO, 39HO, 39DDO, 39NCO, 39SMO, 39LSIO-FO, 39WMO
- 40, 40ESO, 40VPO, 40HO, 40DDO, 40NCO, 40SMO, 40LSIO-FO, 40WMO
- 41, 41ESO
- 42, 42ESO, 42SLO, 42HO, 42WMO, 42LSIO-FO
- 43, 43SLO, 43HO, 43DDO, 43EAO, 43WMO, 43LSIO-FO, 43NCO, 43RO

3.3 Planning Scheme Amendment C119 - 7, 7A and 7B Walker Street Torquay - Adoption

APPENDIX 4 EXPLANATORY REPORT (TRACK CHANGES)

Planning and Environment Act 1987

SURF COAST SHIRE PLANNING SCHEME

AMENDMENT C119

EXPLANATORY REPORT

Who is the planning authority?

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

The Amendment has been made at the request of the Surf Coast Shire Council.

Land affected by the Amendment

The Amendment applies to land at 7, 7A and 7B Walker Street, Torquay. (Refer Figure 1).

Figure 1 – Subject Land



What the amendment does

The Amendment proposes to remove the Public Acquisition Overlay (PAO2) from 7, 7A and 7B Walker Street, Torquay.

The Amendment in more detail proposes to:

Ordinance Amendment

- Amend Clause 21.08-6 Torquay-Jan Juc Strategy by deleting the requirement to apply the Public Acquisition Overlay to properties required for car parking in the Torquay town centre.
- Amend the schedule to Clause 45.01 Public Acquisition Overlay by deleting PAO2 – Land required for a public car park from the table.
- Amend the schedule to Clause 61.03 by deleting 20PAO from the list of maps comprising part of the scheme.

Map Amendment

- Delete PAO2 affecting land at 7, 7A, and 7B Walker Street, Torquay.

Strategic assessment of the Amendment

Why is the Amendment required?

The Amendment is required as a result of a Council resolution on 13 September 2016 to request authorisation from the Minister for Planning to prepare a planning scheme amendment to remove the Public Acquisition Overlay Schedule 2 (PAO2) from 7, 7A and 7B Walker Street, Torquay as a result of the overlay having become redundant following a review of car parking in the Torquay town centre.

The current PAO2 applies to the 3 subject properties in Walker Street, Torquay, arising out of a recommendation of the previous 'Torquay Town Centre Parking and Access Strategy 2011-16,' (2011) and its predecessor.

The removal of the PAO2 is a recommendation from the 'Torquay Town Centre Access and Parking Strategy Review 2016-2021,' (2016). Public consultation on the remaining recommendations of this document is scheduled to occur later this year as part of a broader Torquay CBD strategic investment facilitation project. It is expected that this consultation and project may lead to a future planning scheme amendment which will include much broader public notification.

The Strategy Review (2016) conducted an analysis of current and estimated parking demands and determined that the purchase of properties by Council to provide additional public parking is not required. The removal of the PAO2 is based upon and justified only by the identification in the Strategy Review (2016) of alternative options that would allow the delivery of public parking on existing public land in a more cost effective manner. The Strategy Review (2016) proposes to provide 82 new parking spaces on public land within the town centre. The review identified a number of alternative options that can provide sufficient spaces to meet forecast car parking demand up to 2036 in a more cost efficient manner that:

- ~~• Results in a better urban design outcome (enable shops/cafés and offices to front the street and avoid large surface carparks in the public realm).~~
- ~~• Can be funded and delivered within a shorter timeframe.~~
- ~~• Distributes parking throughout the centre which is more equitable for all traders.~~

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The PAO2 site is capable of providing only 25 spaces which can be provided in more suitable locations that allow for better urban design at a lower cost, without the need to acquire private land. Given that more efficient and effective means of providing car parking have been identified, it is proposed to remove the Public Acquisition Overlay from these properties via a planning scheme amendment. This would also provide certainty to the owners of these properties.

~~In addition, the Strategy Review (2016) proposes to provide 82 new parking spaces on public land within the town centre, with a forecast of another 321 to be provided in association with private developments up until 2036. This would easily meet forecast long term demand for car parking.~~

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

The amendment is consistent with the objectives of planning in Victoria to provide for a fair, orderly and sustainable development of land.

The removal of the Public Acquisition Overlay corrects the planning scheme and provides certainty to the land owners.

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

The State Planning Policy Framework (SPPF) includes the following goals and objectives:

Clause 10.02 (Goal) of the SPPF seeks "to ensure that the objectives of planning in Victoria (as set out in Section 4 of the Planning and Environment Act 1987) are fostered through appropriate land use and development planning policies and practices which integrate

relevant environmental, social and economic factors in the interests of net community benefit and sustainable development."

It is considered that the proposed amendment is consistent with the above objective and the other objectives and strategies contained within the State Planning Policy Framework including:

Clause 15 – Built Environment and Heritage
Clause 18 – Transport

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

The amendment is consistent with the Local Planning Policy Framework including:

21.02-2 Activity Centre Planning
21.08-4 Torquay-Jan Juc Strategy – Economic Development

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

The amendment makes proper use of the Victorian Planning Provisions as it proposes the deletion of a tool (Public Acquisition Overlay) that is no longer required.

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

The proposed amendment accords with the recommendations of the *Torquay Town Centre Parking and Access Strategy Review 2016-21*. Public consultation of this document is scheduled to occur later this year as part of a broader Torquay CBD project. It is expected that this consultation and project may lead to a future planning scheme amendment which will include much broader notification to relevant agencies.

The Barwon South West Region office of the Department of Environment, Land, Water and Planning was initially consulted about the amendment and advises that it is comfortable to proceed with the amendment authorisation and a request for exemption from full notification under s19 of the Planning and Environment Act 1987.

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

The amendment will not have any significant impact on the transport system as defined in Section 3 of the Transport Integration Act 2010.

Resource and administrative costs

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

The amendment is not expected to place any substantial resource or administrative cost burden on the responsible authority as it proposes to remove a planning scheme overlay affecting the subject land.

Where you may inspect this Amendment

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

Surf Coast Shire Council
1 Merrijig Drive
Torquay Vic 3228

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.

Submissions

Any person who may be affected by the Amendment may make a submission to the planning authority. Submissions about the Amendment must be received by 17 February 2017.

A submission must be sent to:

The Coordinator Strategic Land Use Planning
Surf Coast Shire Council
1 Merrijig Drive
Torquay Vic 3228

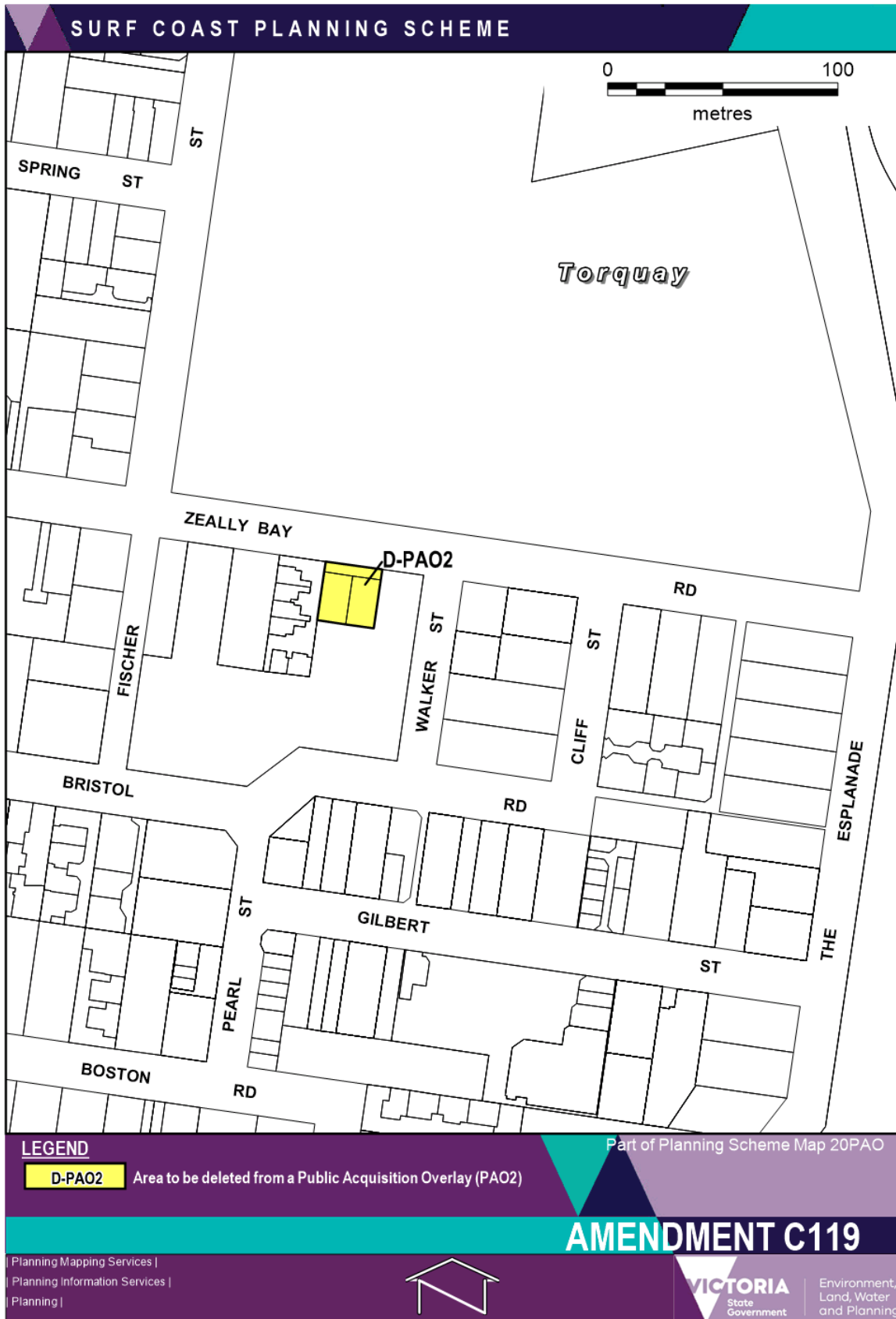
Panel hearing dates

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

- directions hearing: To commence week of 22 May, 2017.
- panel hearing: To commence week of 19 June 2017.

3.3 Planning Scheme Amendment C119 - 7, 7A and 7B Walker Street Torquay - Adoption

APPENDIX 5 AREA TO BE DELETED FROM PAO2



3.4 Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne

Author's Title: Statutory Planner
Department: Planning & Development
Division: Environment & Development
General Manager: Ransce Salan
File No: 16/0353
Trim No: IC17/392

Appendix:

1. Officer Report (D17/49255)
2. Application Plans (D16/87144)
3. Planning Report (D16/82024)
4. Traffic/Parking Report (D16/82033)

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 determine Planning Permit Application 16/0353 for 82-84 Mountjoy Parade Lorne.

Summary

82-84 Mountjoy Parade Lorne is presently developed by a single storey building, setback from the street, which is used as a tavern, including large forecourt and deck within the street setback. An application has been received to redevelop the property with a four storey building, including basement car park. The new building would accommodate two side by side taverns at ground floor and two apartments on each of the second and third floors. The third floor apartments each have a rooftop deck with spa. The application includes increasing the maximum number of patrons permitted across the taverns to 360 (an increase of 178 above the limit of the existing tavern) and reducing standard car parking and loading bay requirements.

A Senior Statutory Planner has made an assessment of the application and recommends that it be supported with a notice of decision to grant a permit issued. The matter has been referred to Council to decide the application as it represents a significant proposal for the Lorne township.

The application proposes to provide residential parking onsite but seeks a waiver of 71 car parking spaces associated with the sought after increase in tavern patron numbers. Policy for Lorne supports waiving patron parking but residential and staff parking should be provided onsite. The application hasn't proposed any staff parking, but the applicant has committed to amending the proposal to provide an additional two car parking spaces on site for staff parking and request that this be imposed by condition of any permit that is granted.

The proposed size of licensed premises (360 patrons) is a significant increase and represents a substantial late night licensed premises, with the two tenancies proposed to operate initially as one premises. There is an increase in the potential for the amenity of the area to be impacted with this proposed increase in the intensity of activity, particularly with residential use being introduced to the upper levels of the proposed building. It is recommended that a moderation of patron numbers is appropriate.

Recommendation

That council having caused notice of Planning Application No. 16/0353 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 Surf Coast Planning Scheme in respect of the land known and described as Lot 2 L/P 141746 commonly known as 82-84 MOUNTJOY PARADE, LORNE for the Construction of a four storey building including a basement car park, two taverns and four dwellings and which exceeds the height and plot ratio requirements of Schedule 4 to the Design and Development Overlay; use for the sale and consumption of liquor (on-premises licence associated with the use of tavern); to reduce the car parking requirements of Clause 52.06 and to waive the loading bay requirements of Clause 52.07 of the Surf Coast Planning Scheme in accordance with the plans received by the Responsible Authority on 6 September 2016, subject to the following conditions:

3.4 Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne

USE AND DEVELOPMENT

Acoustic report

1. Concurrent with the plans required by Condition 3, a qualified acoustic expert must prepare an acoustic report and a copy must be provided to the Responsible Authority, that details the noise attenuation measures (physical and/or managerial) required to ensure that the residential amenity of surrounding residential use, including on the subject land, is not materially impacted, including compliance with the requirements of the *Guidelines: Noise from Industry in Regional Victoria*, EPA Publication 1411 and *State Environment Protection Policy (Control of Music Noise from Public Premises) No. N-2* (SEPP N-2). The report must consider, but is not limited to, noise from:
 - a) Mechanical plant and equipment;
 - b) Delivery and waste collection operations;
 - c) Recorded or live musical entertainment from the licensed premises;
 - d) Patrons;
 - e) Preparation and clean up activities.

The recommendations of the acoustic report must be approved by Council in writing and once approved implemented to the satisfaction of the Responsible Authority prior to the completion of the development.

Acoustic compliance testing

2. Within one (1) month of the occupation of the commercial premises, acoustic testing shall be undertaken by a suitably qualified professional to assess compliance with the requirements of the endorsed acoustic report required by condition 1, the *Guidelines: Noise from Industry in Regional Victoria*, EPA Publication 1411 and *State Environment Protection Policy (Control of Music Noise from Public Premises) No. N-2* (SEPP N-2). The assessment shall be provided to the responsible authority within one (1) month of completion of testing and shall include recommendations, if required, to achieve compliance. Any rectification recommendations must be implemented to the satisfaction of the responsible authority within one (1) month of the responsible authority's approval of the acoustic testing, unless an alternative timeframe is agreed in writing with the responsible authority.

DEVELOPMENT

Amended plans required for endorsement

3. Before the development starts amended 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 be generally in accordance with the plans submitted with the application but modified to show:
 - a) The spa and roof deck balustrade at the penthouse levels set in one metre from the north and south property boundaries without further reducing the front setback.
 - b) At least 10 car parking spaces within the basement which must meet the Design Standards of Clause 52.06-8 of the planning scheme unless otherwise agreed by the responsible authority. These spaces must be provided without increasing the height or volume of the building, other than an increase in the volume of the basement.
 - c) The designation of car spaces to each tenancy.
 - d) The location of service ducts.
 - e) The location of external plant and equipment including but not limited to service units for heating, cooling and hot water, solar panels, service shafts, ventilation systems, waste chute, service metres, car park mechanical exhaust and ventilation which is to be located and designed so as not to be visually prominent from the public realm or neighbouring properties. Where visible the plant shall be appropriately screened.
 - f) A schedule of external materials, finishes and colours incorporating colour samples. External colours should be neutral and muted to assist in visually blending the building with the surrounding natural landscape.
 - g) Details of the acoustic attenuation measures recommended in the acoustic report required by condition 1.
 - h) Waste storage facilities in accordance with the endorsed waste management plan required by Condition 4(b).

3.4 Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne

4. Concurrent with the plans required by Condition 3:
- a) A construction management plan (three copies) 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 the permit. The plan must address the following matters:
- i) Measures to minimise the impact of construction vehicles arriving at, queuing, and departing from the land;
 - ii) Measures to accommodate the private vehicles of workers/ tradespersons;
 - iii) Details of the location of all construction equipment and facilities, including delivery points, storerooms, toilets, temporary offices and workers' facilities;
 - iv) Noise attenuation measures to be put in place to protect the amenity of nearby residents during construction having regard to the EPA Guidelines on Construction and Demolition Noise;
 - v) Measures to minimise the generation and dispersal of dust;
 - vi) Details of a 24 hour hotline for access to a contact person or project manager accountable for the project and compliance with the CMP;
 - vii) Arrangements for waste collection and other services to be provided during construction.
 - viii) Protection of adjoining land, including public land.
 - ix) Protection of water quality;
 - x) Protection of existing infrastructure, landscaping and adjoining land.

Once endorsed the plan must be implemented to the satisfaction of the Responsible Authority during the carrying out of the development.

- b) A waste management plan (three copies) 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 the permit. The plan must address the following matters:
- i) Details of the anticipated volumes of wastes and recycling that will be generated and how this is determined.
 - ii) Precise details of the quantity, size and type of bins that will be provided for waste and recycling proposal.
 - iii) A plan detailing adequate bin storage for the prescribed number of bins.
 - iv) A plan detailing adequate bin collection space for the prescribed number of bins, with both suitable space for placement and access/egress for collection vehicles.
 - v) The standard coloured waste and recycling bins nominated for use.
 - vi) The times of collection and the names of person who will be responsible for collection of the waste in accordance with the approved waste management plan including ensuring that collection does not adversely affect the amenity of the area.

Once endorsed the plan must be implemented to the satisfaction of the Responsible Authority.

Noise policy guidelines

5. Noise levels emanating from the premises must not exceed those required to be met under *Guidelines: Noise from Industry in Regional Victoria, EPA Publication 1411* and *State Environment Protection Policy (Control of Music Noise from Public Premises) No. N-2 (SEPP N-2)*

Maximum building height - RL

6. The maximum building height must not exceed RL 20.10 (central rooftop wall) and RL19.90 (spa balustrade) in accordance with the endorsed plans and to the satisfaction of the responsible authority.

Surveyor's certificate

7. A written statement from a licensed surveyor must be submitted for approval to the responsible authority confirming that the building will not exceed the levels specified on the endorsed plans. The statement shall be submitted to the responsible authority at completion of the frame of the building.

3.4 Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne

Car park

8. 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:
- Constructed
 - Properly formed to such levels that they can be used in accordance with the plans
 - Surfaced with an all-weather-seal coat
 - Drained
 - Line marked to indicate each car space and all access lanes to the satisfaction of the responsible authority.
- Car spaces, access lanes and driveways must be kept available for these purposes at all times.

Mechanical car parking

9. A warning light must be installed and maintained on the entrance to the car lift to alert an incoming vehicle that the lift is currently in operation, to the satisfaction of the responsible authority.
10. The mechanical car parking equipment must be routinely serviced and maintained to the satisfaction of the responsible authority to ensure satisfactory access to all car spaces and to prevent any adverse effect on adjoining land by the emission of noise.

Amenity

11. The development must be completed and maintained to the satisfaction of the responsible authority so that the amenity of the area is not detrimentally affected through the:
- Appearance of any buildings, works or materials;
 - Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;
 - Presence of vermin.

Rooftop appurtenances

12. 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.

Alteration to endorsed plans

13. The development as shown on the endorsed plans must not be altered without the written consent of the responsible authority.

Expiry

14. This development allowed by this permit will expire if one of the following circumstances applies:
- The development is not started within two years of the date of this permit
 - The development is not completed within four years of the date of this permit
- The responsible authority may extend the periods referred to in accordance with the provisions of the *Planning and Environment Act 1987*.

USE

Cancellation/amendment of existing permits

15. Before the use starts Planning Permit Number 09/0220 must be cancelled.

Plan required for endorsement

16. Before the use starts a 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 the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
- The area of the site licensed for the sale and consumption of liquor under each licence.
 - The licensed area to be divided into Indoor, Terrace and Footpath.
 - A seating and bar layout plan for each licensed premises.

Patron numbers

17. During a pre-booked function a maximum of 180 patrons are permitted per premises. No more than 12 pre-booked functions with more than 120 patrons may occur per premises per calendar year, except with the written consent of the responsible authority. A written record of functions must be maintained and made available for viewing by the responsible authority on request.

3.4 Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne

18. Except as provided for by Condition 17, the maximum number of patrons permitted on the premises at any one time is:
- a) Tavern 1 – Total of 120, with a maximum within each area of:
 - i) Indoors – 90
 - ii) Terrace – 30
 - iii) Footpath – 16
 - b) Tavern 2 – Total of 120, with a maximum within each area of:
 - i) Indoors – 90
 - ii) Terrace – 35
 - iii) Footpath – 16

Hours

19. Except with the written consent of the responsible authority the serving of liquor may operate only between the following hours:
- a) Indoor and Terrace Areas
 - i) Sunday – Between 10.00am and 1.00am the following day
 - ii) Good Friday and Anzac Day – Between 12 noon and 11.00pm
 - iii) On any other day – Between 7.00am and 1.00am the following day
 - b) Footpath Area
 - i) On any day – Between 12 noon and 10.00pm

Where the requirements of the endorsed acoustic report required by condition 1 differ from these requirements, the more restrictive requirement will apply.

Live musical entertainment

20. Live musical entertainment must cease by 12 midnight. Where the requirements of the endorsed acoustic report required by condition 1 differ from this requirement, the more restrictive requirement will apply.

Hours to be displayed

21. The hours of operation shall be clearly displayed in a prominent position on the exterior window of the premises and also within the interior of the licensed premises.

Layout

22. Tables and chairs must be placed in position on the licensed premises so as to be available for at least 30% of patrons attending the premises at any one time.

Footpath area

23. The predominant activity carried out within the licensed footpath area must be for the consumption of meals prepared on the premises. The consumption of liquor within the footpath area must only be in conjunction with a meal. All patrons must be seated.
24. The Footpath (alfresco dining) Area must be managed and maintained at all times, so that it presents in a clean and tidy manner with no detrimental impact to the surrounding area, to the satisfaction of the responsible authority.

Regulation of delivery times

25. Deliveries to and from the site (including waste collection) must only take place between the hours of:

- a) 7.00am and 8.00pm Monday to Saturday
- b) 9.00am and 7.00pm Sunday and Public Holidays

To the satisfaction of the responsible authority.

Where the requirements of the endorsed acoustic report required by condition 1 differ from these requirements, the more restrictive requirement will apply.

Amenity

26. The operator of this permit shall take reasonable steps to advise patrons that they should minimise their noise when leaving the environs of the premises in order to protect the amenity of the surrounding residential area.

3.4 Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne

Surveillance

27. The Licensee shall install and maintain a surveillance recording system able to clearly identify individuals, which shows time and date and provides continuous images of all entrances and exits. A copy of the recorded images must be available upon request for immediate viewing or removal by Victoria Police or a person authorised in writing by the Director of Liquor Licensing, or otherwise retained for at least one month. The positioning of cameras is to be to the satisfaction of the Licensing Inspector.

Expiry

28. This use allowed by 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 allowed by this permit.
 - b) The use is discontinued for a period of two years.
- The responsible authority may extend the periods referred to in accordance with the provisions of the *Planning and Environment Act 1987*.

Note Consistency with building plans

Any plan approved under the Building Act and Regulations must not differ from the endorsed plan forming part of this Permit.

Note Heritage Victoria

The applicant is advised to contact Heritage Victoria in relation to any proposed works to the carriageway easement at 76-80 Mountjoy Parade, which is included on the Victorian heritage register. Potentially Heritage Victoria may also require documentation on methods of safeguarding the significant Lorne Cinema building during excavation and construction.

3.4 Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne

Report

Background

82-84 Mountjoy Parade Lorne is presently developed by a single storey building, setback from the street, which is used as a tavern, including large forecourt and deck within the street setback. An application has been received to redevelop the property with a four storey building, including basement car park. The new building would accommodate two side by side taverns at ground floor and two apartments on each of the second and third floors. The third floor apartments each have a rooftop deck with spa. The application includes increasing the maximum number of patrons permitted across the taverns to 360 (an increase of 178 above the limit of the existing tavern) and reducing standard car parking and loading bay requirements.

Discussion

The attached officer's report includes a detailed description of the proposal, site context, planning controls and applicable policy. This discussion is effectively a peer review of the key issues analysed in that assessment.

The key issues are:

- whether the proposed development provides an acceptable level of car parking
- whether the scale (patron numbers) of the licensed premises is acceptable.

Car parking

Car parking requirements are at Clause 52.06 of the Surf Coast Planning Scheme. The purposes of Clause 52.06 are:

To ensure that car parking is provided in accordance with the State Planning Policy Framework and Local Planning Policy Framework.

To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.

To support sustainable transport alternatives to the motor car.

To promote the efficient use of car parking spaces through the consolidation of car parking facilities.

To ensure that car parking does not adversely affect the amenity of the locality.

To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.

Clause 52.06 applies to

- a new use; or
- an increase in the floor area or site area of an existing use; or
- an increase to an existing use by the measure specified in Column C of Table 1 in Clause 52.06-5 for that use.

The number of car parking spaces for a use is specified by Table 1 to the clause. The parking requirement specified by Table 1 must be provided on the site or a permit is required to reduce the number of car parking spaces (including to zero) or to provide the parking on another site. In calculating the number of spaces:

"Where an existing use is increased by the measure specified in Column C of Table 1 for that use, the car parking requirement only applies to the increase, provided the existing number of car parking spaces currently being provided in connection with the existing use is not reduced."

The parking requirement for the proposal is:

Land Use	Rate	Measure	Proposal	Requirement
Dwelling	1	To each one or two bedroom dwelling, plus	None	8 spaces
	2	To each three or more bedroom dwelling (with studies or studios that are separate rooms counted as bedrooms) plus	4 three bedroom	

3.4 Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne

	1	For visitors to every 5 dwellings for developments of 5 or more dwellings	N/A	
Tavern	0.4	To each patron permitted	178 increase in patron numbers	71 spaces
Total				79 spaces

The application proposes a car lift accessed basement accommodating 8 car parking spaces allocated to the residential use. Therefore the statutory parking requirement for the proposed new dwelling (4) use will be satisfied onsite. No parking is proposed onsite for the new tavern and expanded patronage.

No car parking is provided on site associated with the existing use and development. The previous permit granted to use the land for a tavern (PP 09/0220) also approved a reduction in parking requirements. At the time the permit was granted (3/12/2009) a permit was required to use the land for a tavern and the parking requirement was based on the area of the use, at the rate of 30 spaces per 100sqm of lounge floor area available to the public, amounting to a requirement for 66 spaces which were waived. Prior to use as a tavern the land was used as a restaurant, which based on the parking rates of the day, generated a parking demand of 90 spaces. Therefore the tavern was considered to have less of a demand.

PP 09/0220 was subsequently amended on 26/8/2010 to increase the area of the tavern (by occupying an adjacent tenancy on the same site). This increase in floor area required a further waiver of 27 spaces, a total waiver of 93 spaces or 3 more than the prior restaurant use. It was considered that parking demand would not increase as patron numbers were not being altered. The permit was amended on 14/11/2012 to increase operating hours and on 9 September 2016 to include an area of the footpath within the liquor license area. This amendment did not increase the maximum number of patrons (182) permitted. At the time of this decision the parking rate within Clause 52.06 had been amended to the present rate based on patron numbers, therefore there was no additional parking requirement. Based on 182 patrons the current parking requirement is 72 spaces.

The matter for determination is whether a reduction of 71 spaces associated with the proposed expanded use of the land for tavern is acceptable.

Clause 52.06-6 specifies:

“Before granting a permit to reduce the number of spaces, the responsible authority must consider the following, as appropriate:

- *The Car Parking Demand Assessment.*
- *Any relevant local planning policy or incorporated plan.*
- *The availability of alternative car parking in the locality of the land, including:*
 - *Efficiencies gained from the consolidation of shared car parking spaces.*
 - *Public car parks intended to serve the land.*
 - *On street parking in non residential zones.*
 - *Streets in residential zones specifically managed for non-residential parking.*
- *On street parking in residential zones in the locality of the land that is intended to be for residential use.*
- *The practicality of providing car parking on the site, particularly for lots of less than 300 square metres.*
- *Any adverse economic impact a shortfall of parking may have on the economic viability of any nearby activity centre.*
- *The future growth and development of any nearby activity centre.*
- *Any car parking deficiency associated with the existing use of the land.*
- *Any credit that should be allowed for car parking spaces provided on common land or by a Special Charge Scheme or cash-in-lieu payment.*
- *Local traffic management in the locality of the land.*
- *The impact of fewer car parking spaces on local amenity, including pedestrian amenity and the amenity of nearby residential areas.*
- *The need to create safe, functional and attractive parking areas.*
- *Access to or provision of alternative transport modes to and from the land.*

3.4 Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne

- *The equity of reducing the car parking requirement having regard to any historic contributions by existing businesses.*
- *The character of the surrounding area and whether reducing the car parking provision would result in a quality/positive urban design outcome.*
- *Any other matter specified in a schedule to the Parking Overlay.*
- *Any other relevant consideration."*

A car parking demand assessment (Cardno, 19 July 2016) has been provided with the application. The assessment states that previous case studies indicate parking generation for taverns vary from 0.15 spaces/patron to 0.30 spaces/patron and on this basis submits that the true parking demand is likely to be 0.2 spaces per patron. Using this rate the additional patron numbers would generate a demand for 35 spaces or a total of 72 spaces for the two premises. In addition to the patron parking requirement, the assessment states that there is likely to be a peak staff parking demand of up to 5 staff spaces per tavern, for a total demand of 82 spaces. The existing tavern is identified as having a demand for 41 spaces based on these assumptions. The above assessment of true demand accounts for the nature of Lorne as a tourist town and likelihood of patrons walking to a tavern as a drinking destination. It is noted that the standard car parking rates of Clause 52.06 account for both patron and staff parking demand.

The assessment expresses the opinion that the parking impact on the area surrounding the site is anticipated to be acceptable for the following reasons:

- during extreme peak periods parking supplies are often saturated, patrons are likely to look elsewhere or alter their behaviour to avoid these peaks
- patronage will largely comprise holiday makers with a high proportion walking to the site
- most of the township is within walking distance
- if public parking isn't available proximate to the venue patrons will look elsewhere
- parking should be considered on a precinct basis and the proposed development is unlikely to draw new patrons to the precinct but potentially lead to a redistribution of existing demand
- for most of the year parking is underutilised and outside of peak periods patronage is likely to be below the allowed maximum.

Applicable local policy is found at Clause 21.10 Lorne Strategy. This clause identifies that key issues for the town are:

- *Heavy reliance on public car parking due to a lack of parking spaces on private land, particularly peak parking in the commercial area which coincides with high levels of foreshore activity.*
- *The intrusiveness of constructed parking areas on the visual and environmental sensitivity of the foreshore.*

In response to these issues the objective is set:

"To achieve an appropriate balance between the provision of car parking spaces and maintaining environmental and amenity values."

With the following strategies:

- *Ensure that sufficient on-site car parking is provided to meet the needs of residents and employees.*
- *Encourage customer car parking to be available to the public at all times, whether on public or private land.*

Implementation is by:

- *Requiring provision for on-site residential and staff parking for new developments while varying the requirement for off-site customer parking within the Central Retail Core. [emphasis added]*

The above policy position reflects:

- a centre based approach to parking is appropriate in an activity centre
- visitors to the activity centre will often make multi-destination trips
- it is impractical and inefficient use of land to meet parking demand onsite for each use
- patrons are unlikely to utilise onsite parking which is usually accessed by rear lanes
- occupation of public parking within and proximate to the centre by residents and employees will reduce the viability of the centre.

3.4 Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne

The proposed development does provide residential parking but does not provide for any on-site staff parking. The applicant's car parking assessment identifies likely demand for 5 staff parks per tavern and whilst this is an existing situation for the current tavern there is an increasing unmet demand with the proposed additional tavern.

The failure to provide for any staff car parking onsite is contrary to the above stated policy position. The absence of any staff parking will require this demand to be absorbed by public parking and it is likely that this demand will be spread across the day, evening and night periods and coincide with daily peaks within the activity centre. The applicant's parking assessment identifies approximately 375 public parking spaces within the central area within walking distance of the site and *"It is noted that parking within the town centre is generally time restricted between 9:00am and 6:00pm, but unrestricted during the evening. Parking beyond the centre of town is typically unrestricted."* The assessment has not considered opportunities for staff parking which will often need to seek out unrestricted parking and therefore potentially pushing this parking demand into residential areas beyond the town centre.

There have been relatively few applications for significant development within the central retail core and no decisions of the Tribunal which consider car parking in this area. Identified planning permits within the past 15 years include:

- Planning Permit 02/0491 for 32-40 Mountjoy Parade for six shops and eight dwellings used as a motel. Twenty car parking spaces provided onsite, including 10 spaces provided for the shops, requiring a reduction of 49 spaces
- Planning Permit 02/0492 for 64-66 Mountjoy Parade. Development of two shops and four two bedroom dwellings over two levels. Four car parking spaces provided onsite. Reduction of approximately 8 spaces
- Planning Permit 03/0191 for 114 and 116-118 Mountjoy Parade for a restaurant (334 patrons), shop and 7 dwellings. 10 onsite car parking spaces with 3 provided for staff parking. Reduction of 94 spaces
- Planning Permit 04/0066 for 82-84 Mountjoy Parade for a three storey building containing a restaurant and six dwellings. 7 car parking spaces to be provided onsite, including one for the commercial premises. This permit expired February 2014
- Planning Permit 14/0453 for 52 Mountjoy Parade. Change of use to licensed restaurant and to construct a cool room and car parking. Two staff parking spaces onsite and reduction of 37 spaces
- Planning Permit 15/0098 for 96 Mountjoy Parade. The permit allows an extension of an existing building containing a restaurant. The area of the restaurant is being increased but not patron numbers; therefore there is no additional parking demand for this use under Clause 52.06
- Planning Permit 15/0331 for 46 and 46B Mountjoy Parade. Development of extensions to the existing building. Two existing onsite car parking spaces maintained. Reduction of 11 spaces for new development.

This brief history indicates that generally commercial developments along Mountjoy Parade have been provided with some onsite staff parking in addition to residential parking. It is considered appropriate that this proposal provide a comparable contribution to staff parking.

In this issue being raised with the permit applicant's they have committed to providing at least 2 onsite staff parking spaces. It has been expressed that the options for doing so are:

- to provide dependent car parking stackers, where a vehicle drivers onto the lower level of the stacker which then drops into a pit and another vehicle can then drive onto the upper level. For the lower vehicle to leave the upper level must be clear. At least two stackers would be provided and allocated to residential parking so that both vehicles are under the control of the one occupier
- alterations to the parking layout, including removal/reduction of the offices and vehicle turntable/s to facilitate access.

The applicant hasn't amended the application plans and seeks conditional approval. It has been stated that these modifications can be made without changing the above ground volume of the building or by increasing building height. On balance it is considered that the provision of at least 2 staff parks would deliver an acceptable outcome.

3.4 Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne

Patron Numbers

The site presently operates as a tavern under an on-premises licence with a capacity of 182 patrons. Under the conditions of the permit (09/0220) tables and chairs must be in place for at least 75% of the patrons attending the premises.

The application proposes to increase patron numbers to a maximum of 360 across the two tenancies, with the two potentially operated as a single premises. It has been submitted that pursuant to building controls the standing capacity is 699 and seated capacity is 278 based on floor area or 600 males and 200 females based on toilet provision.

Patron capacity based on area derives from Table D1.13 of the Building Code of Australia (BCA) Volume 1 which provides rates for a range of uses including for a "bar". The table specifies the area per person for bar standing area as 0.5m² and for other areas as 1.0m². The area excludes lifts, stairways, ramps and escalators, corridors, hallway, lobbies and the like, service ducts and the like and sanitary compartments or other ancillary uses. The number derived from the table is a guide for applying other aspects of the BCA rather than a mandatory requirement and there may be other suitable means of assessing capacity.

Based on the areas available to patrons, assumed capacity under the BCA has been calculated (with the assistance of the Acting Municipal Building Surveyor) to be:

	Standing (per 0.5m ²)			Seated (per 1.0m ²)		
	Lounge	Terrace	Total	Lounge	Terrace	Total
Tavern 1	134	62	196	67	31	98
Tavern 2	134	70	204	67	35	102
Total	268	132	400	134	66	200

Therefore it is likely that the size of the premises are adequate to accommodate the proposed maximum of 360 patrons. The difference between these calculations and those provided by the applicant haven't been reconciled, but given both exceed the proposed 360 this is unlikely to be critical. However there is still a relevant issue as to whether the increased scale of the licensed premises is acceptable.

The decision guidelines of clause 52.27 Licensed premises include:

- the impact of the number of patrons on the amenity of the surrounding area
- the cumulative impact of any existing licensed premises and the proposed licensed premises on the amenity of the surrounding area.

The officer's report has addressed consideration of these decision guidelines in detail, concluding that a lesser maximum number of patrons and a mix of seated and standing capacity, represents the appropriate balance for this proposal. Expanding on this analysis, guidance on the assessment of cumulative impact is provided by Planning Practice Note 61- Licensed Premises – Assessing Cumulative Impact (June 2015) (PPN61). These state:

The guidelines may be used for any planning application that would benefit from their use; however they should be used for all applications for a new or expanded licensed premises that:

1. *will be licensed and open after 11pm; and*
2. *is in an area where there is a cluster of licensed premises.*

This site is within a cluster of licensed premises and will be licensed until 1am for most days of the week. PPN61 notes the following prompts for consideration:

Seating ratios: What is the ratio of seating to standing?

Premises that provide little or no seating are associated with excessive alcohol consumption and potential for increased violence. Patrons from these venues are therefore more likely to have an adverse impact on the surrounding area.

3.4 Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne

Meals: Are meals served or is food available?

Venues that serve food or meals are shown to be less at risk of excessive alcohol consumption. This does not include venues that only serve basic snacks.

Management: How will the venue manage patrons entering and leaving the venue, including security and queuing?

Management of patrons entering and leaving a venue can have a significant impact on the amenity of the area due to potential patron noise, anti-social behaviour and public disturbance. Other management issues are assessed as part of an application for a liquor licence rather than the planning permit process.

Music: Will the proposal feature background, live or recorded music?

The way music is played and the hours it is played can influence the type and number of patrons attending the venue, the level and type of alcohol consumption, and the potential impacts on local amenity.

Capacity and hours: What is the proposed capacity and what are the operating hours?

Proposed capacity levels and operating hours may add to existing cumulative impact problems in the area, due to the release of a large number of patrons onto the street at closing time.

Transport and car parking: What type of transport and car parking is provided?

The availability of transport for use by patrons to and from the venue can impact on the amenity of the surrounding area. There may be additional amenity issues resulting from patrons waiting for a taxi or travelling on foot.

The location and availability of car parking can impact the dispersal patterns and behaviour of patrons. Car parks with poor lighting or natural surveillance may place patrons at a high risk of violence.

It also provides the following guidance:

Late-night trading hours for licensed premises have been associated with increased harm including violence. Licensed premises open after 11pm are considered a greater risk to the surrounding area. Reduced trading hours may therefore reduce the risks of late-night alcohol-related harm.

Licensed premises with a patron capacity over 200 may pose a greater risk of alcohol-related harm and result in a negative cumulative impact.

The application submits that for most of the time the premises will operate as a restaurant, preparing and serving meals, until about 9:30pm. From this time until closing the premises would operate as a tavern, possibly packing away some tables and chairs to increase standing area. Live music entertainment may be provided when in tavern mode or pre-recorded music will be provided. It has also been expressed that the maximum capacity of 360 is to accommodate larger functions.

The assessment within the officers' report is supported as:

- a maximum capacity of 360 could see a significant number of people leaving the premises at closing time
- after 9:30pm the focus of the use will be alcohol consumption and entertainment rather the serving of meals
- the provision of musical entertainment may encourage patrons stay on the premises until closing
- at times closing will coincide with the closing of the Lorne Hotel, the other significant venue within the town (on some days the hotel may close at 3am), leading to large numbers of patrons potentially dispersing at the same time
- Lorne has limited public transport/taxi service to disperse departing patrons
- Lorne also has limited police resources to respond to issues arising from patrons departing the premises, particularly if involving a large number of patrons.

3.4 Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne

However it is considered that the proposed capacity of 360 patrons (180 per premises) would be appropriate for pre-booked functions for a limited number of occasions per year. A pre-booked function is more likely to be a managed event with patrons having some relationship to each other. It is also recommended that when live musical entertainment is provided that this cease an hour before closing to facilitate patrons departure being more spread over that hour. It is possible that the acoustic assessment recommends an earlier finish to comply with SEPP N-2 and further limitations on the use to manage amenity impacts.

Financial Implications

There are no direct financial impacts to Council for the processing of the application which occurs via operational budgets.

Council Plan

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

Policy/Legal Implications

The application will be assessed against relevant provisions of the Surf Coast Planning Scheme in accordance with the requirements of the *Planning & Environment Act 1987*.

Officer Direct or Indirect Interest

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

Risk Assessment

The merits of the proposal will be considered against the relevant provisions of the Surf Coast Planning Scheme and *Planning & Environment Act 1987*.

Social Considerations

The objections received to the application raise a number of matters which may be classed as social impacts including the impact of the development on the coastal character of the area; amenity impacts from waste collection, deliveries and vehicle movements; car parking pressure and land use conflict.

Community Engagement

Public notice of the application has been carried out in accordance with the requirements of the *Planning & Environment Act 1987*. Two objections have been received and must be considered:

1. Lorne Cinema, Theatre and Retail Complex 76-80 Mountjoy Parade Lorne

- inconsistent with the coastal character of the area.
- overdevelopment of the site & lack of vegetation
- detrimental impact on amenity arising from waste collection and conflict with pedestrian and vehicle traffic
- the development does not provide a dedicated loading bay and the proposed use of on street facilities will disrupt traffic
- the proposal to access the site via the 3m wide carriageway easement does not comply with relevant planning requirements
- inadequate car parking response considering significant waiver required
- potential land use conflict arising from Accommodation and Tavern use.

2. Stay at Lorne Pty Ltd 25 Smith Street Lorne

- inconsistent with the coastal character of the area.
- lacks respectful articulation to upper levels and integration with adjoining site to south
- lacks meaningful response to heritage listed cinema
- design response in no way 'improves the character'
- overdevelopment of the site & lack of vegetation.

3.4 Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne

Each of these issues has been addressed in detail in the attached officer's report. In summary, it must be recognised that the site is zoned for commercial development and use. The zone and DDO4 anticipate a more intense level of development as can be seen in the existing pattern of development within the commercial area of Mountjoy Parade. It is impractical on small commercial lots such as the subject site to require dedicated loading bays or the bulk of car parking. It is quite normal in strip shopping centres for these facilities to be shared by the centre. Other matters, such as waste collection, are appropriately managed by condition.

Environmental Implications

There are no foreseen environmental implications in approving or refusing the proposed development.

Communication

In accordance with the requirements of the Act a copy of Council's decision will be provided to the applicant and objectors by mail.

Conclusion

As with all planning permit applications, a decision on this application requires a balancing of policy objectives. Redevelopment generates economic activity, increases accommodation within the township, provides additional commercial opportunities and makes a new contribution to the urban fabric and vitality of the town centre. It may also exacerbate parking congestion during peak periods or expand parking pressure into surrounding residential areas and lead to additional amenity impacts. Council's decision should aim to achieve a net community benefit.

It is recommended that this has been achieved, subject to conditions. Some of these conditions restrict the use relative to what the application has sought.

3.4 Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne

APPENDIX 1 OFFICER REPORT



OFFICER REPORT
Planning Application: 16/0353

ALLOCATED OFFICER	Maggie Juniper	
DATE RECEIVED	22-Aug-2016	
PROPERTY NUMBER	130940	
PROPERTY ADDRESS	82-84 MOUNTJOY PARADE LORNE, VIC 3232	
LOT SIZE	460.84sqm	
TITLE DETAILS	Has a complete and current copy of title/s been submitted?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are there any restrictions, covenants, s173 agreements on title?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Details:	
	Does the application contravene any of the requirements?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
	Does the application site plan and subdivision plan (if relevant) correspond with the title plan/s?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

APPLICANT	Sincock Planning
OWNER	CUDA DEVELOPMENTS PTY LTD
PROPOSAL	Buildings & Works associated with the Construction of a Four Storey Building containing a Basement Car Park, Two Taverns and Four Dwellings, an Increase in Patron Numbers and Increase in Licenced Area (associated with use for Tavern), a Reduction in Car Parking and Loading Bay Requirement (associated with use for Tavern).

ZONE	Commercial 1 Zone
ABUTTING RDZ	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
OVERLAY/S	Design and Development - Schedule 4
PARTICULAR PROVISIONS	Car Parking Clause 52.06 Loading and Unloading of Vehicles Clause 52.07 Land Adjacent to a Road Zone, Category 1 Clause 52.29 Licensed Premises 52.27 Live Music and Entertainment Noise Clause 52.43 Two or More Dwellings on a Lot and Residential Buildings Clause 55
VICSMART	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
INCORPORATED PLAN	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
HERITAGE	Is the site listed in the Shire's Heritage Significance Study? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

FEES	Amount: \$ 1,404.00	Paid: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Pt <input type="checkbox"/>	Outstanding: \$ 0.00
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PRE-APPLICATION	Has there been any pre-application consultation?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
	Details: Maggie Juniper					
RELEVANT HISTORY	App No:	09/0220	Decision:	Approved	Date issued:	3/12/09
	Proposal:	Use of land for Tavern & Sale & Consumption of Liquor				
	Comments:	Several previous permits				

CULTURAL HERITAGE	Is the site within the cultural sensitive mapped area on GIS?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is the proposal defined as a high impact activity?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>



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	Is a Cultural Heritage Management Plan required? Check online at http://www.aav.nrms.net.au/aavQuestion1.aspx	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Is referral/notice to AAV considered appropriate?	Provided <input type="checkbox"/>
	Is referral/notice to AAV considered appropriate?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
CROWN LAND	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, is Coastal Management Act consent required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

APPLICATION INFORMATION CHECKLIST

The application includes the following minimum information that is required for all applications:

A completed and signed application form	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
A covering letter/written submission explaining the following:	
• The purpose of the application and the types of activities which will be carried out.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
• The likely effects (if any) on adjoining land	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
• How the proposal complies with the relevant sections of the Surf Coast Planning Scheme	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3 copies of fully dimensioned plans drawn to scale (one copy must be at A4 or A3 size), showing	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
• Boundaries, dimensions and area of the site, including adjoining roads, easements, relevant ground and floor levels (AHD*), contours, waterways and orientation	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
• Location of existing and proposed buildings and works, including setbacks from boundaries and site features	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
• Location, species and height of all existing vegetation, and identifying any to be removed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
• Floor plan/s of proposed buildings and works	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
• Access to the site (existing and proposed)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
• Location and use of buildings and notable features on adjoining properties	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
• Full elevations of proposed buildings and works including external materials and colours of all buildings and works and building heights	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
• For subdivision, the proposed subdivision layout in context with the site conditions and including lot boundaries and sizes, with all dimensions and easements shown	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Commercial Zone application requirements	
Neighbourhood and Site Description as required by Clause 54.01-1 or 55.01-1, as appropriate	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Written design response as described in Clause 54 or 55, as appropriate	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>Applications for use of land</i>	
▪ Details of the proposed use and/or development including: operating hours; staff numbers; delivery/despatch times and means; anticipated customer numbers; and any other relevant details.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
▪ Details of the likely effects, if any, on the neighbourhood, including: noise levels; air-borne emissions; emissions to land or water; traffic, including the hours of delivery and despatch; light spill or glare; etc.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
▪ Details of how any land not required for immediate use will be maintained;	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
▪ Details of any other licenses or approvals required from the Environment Protection Authority or Victorian WorkCover Authority for the proposal	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
▪ Justification for any reduction or waiver of car parking (if applicable).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>Application for buildings and works</i>	
▪ Layout of existing and proposed buildings and works, including existing and proposed floor areas.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
▪ All driveway, car parking and loading areas (fully dimensioned).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
▪ Construction details of all drainage works, driveways, car parking and loading areas.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>



OFFICER REPORT
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▪ All external storage and waste treatment areas.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
▪ Areas not required for immediate use.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
▪ Elevations to scale and fully dimensioned, showing external materials and colours, all existing and proposed signage, proposed colours, lettering style, materials and any illumination or lighting.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
▪ Landscape plan as required by the C1Z and Streetscape and Landscaping Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

FURTHER INFORMATION REQUIRED

Mandatory
 Nil

Non-mandatory
 Nil

PRELIMINARY ISSUES AT ALLOCATION STAGE

The allocation team identified the following preliminary issues to be considered when undertaking a detailed assessment of the application:

- Include details and status of any relevant amendments and strategies
- Undertake Detailed Assessment against the DDO4 – Discuss with Co-ordinator

The allocation team comprised: Mich Maggie Cameron Other:

REFERRALS

Subdivision Referrals Clause 66.01 *Delete all that are not relevant*

- No referrals are required

Use and Development referrals - Clause 66.02

- No referrals are required

Referral of permit applications under other State standard provisions – Clause 66.03

- No referrals are required

Referral of permit applications under local provisions - Schedule to Clause 66.04

- No referrals are required

Notice of permit applications under State standard provisions – Clause 66.05

- No referrals are required

Internal Referrals

Infrastructure	<input checked="" type="checkbox"/>	Comm. Emerg. Man	<input type="checkbox"/>	Open Space Planning	<input type="checkbox"/>
Environmental Health	<input checked="" type="checkbox"/>	Dev. Compliance & Local Laws	<input type="checkbox"/>	Parks & Open Space	<input type="checkbox"/>
Heritage Advisor	<input checked="" type="checkbox"/>	Env. & Climate Change	<input type="checkbox"/>		

Does the proposal have implications for achieving Building Regulations?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Refer to Building Surveyor?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Why?	
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PUBLIC NOTICE

Is the land owned, occupied or managed by Council?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>If yes, must comply with Clause 67</i>
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OFFICER REPORT
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Advertising required?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>why not?</i>		
Advertise by:	<input type="checkbox"/> Applicant	<input checked="" type="checkbox"/> Council <input checked="" type="checkbox"/> Invoice required	<input type="checkbox"/> Fee Paid <i>Do not issue decision until paid</i>
Advertising method:	<input checked="" type="checkbox"/> Letters	Date letters sent: 3 Oct 2016	Advertising method:
	<input checked="" type="checkbox"/> Sign(s) on site	No. of signs required	1
		Location of signs	Property frontage
	<input type="checkbox"/> Newspaper / Publication	<input type="checkbox"/> Surf Coast Times	<input type="checkbox"/> Echo
Date Notice completed satisfactorily (completed Stat. Dec. received or notice signed off by PO):			20 /10/ 2016



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PROPOSAL

The application seeks approval for Buildings & Works associated with the Construction of a Four Storey Building containing a Basement Car Park, Two Taverns and Four Dwellings, an Increase in Patron Numbers and Increase in Licenced Area (associated with use for Tavern), a Reduction in Car Parking and Loading Bay Requirement (associated with use for Tavern).

The plans considered as part of the application were submitted on 18 August 2016. Façade Concept plans were submitted 22 November 2016.

It is proposed to:

- Demolish existing buildings at the site and construct a four storey building containing a basement carpark, two taverns at ground floor and four dwellings over 3 levels above;
- Provide vehicle access to the site via a carriageway easement from Grove Road to a basement car park, which will be accessed via a car elevator at laneway level.
- Construct two lounge/bars (Taverns) at ground level in a side by side configuration with frontage to Mountjoy Parade; and
- Construct 3 levels of four (4) dwellings above – each with frontage to Mountjoy Parade

Basement Carpark

The basement will provide parking for eight (8) vehicles and include storage facilities and domestic waste storage associated with the dwellings, two offices, toilets and staff rooms associated with the proposed taverns, a pedestrian elevator and stair.

Ground Floor/Taverns

The Taverns will have a combined floor area of approx.406sqm and will have frontage to Mountjoy Parade through an external roofed terrace adjacent to the footpath. Separate amenities, kitchens and cool rooms etc will be provided for each Tavern at the west (rear) end of the building together with a common area for bin storage at the rear of the site with access via rear stairs.

First and Second Floor/Roof Level Dwellings

The 1st floor will contain two (2) Dwellings, designated as 'Apartment 1 & 2', each comprising 3 bedrooms (master with ensuite), a separate bathroom, laundry, and powder room and an open plan kitchen living and meals area opening onto a balcony overlooking Mountjoy Parade.

The second floor will also contain two dwellings designated as 'Penthouse 1 & 2', each comprising 3 bedrooms (master with ensuite and dual walk in robes), a separate bathroom, laundry and powder room and an open plan kitchen living and meals area opening onto a balcony overlooking Mountjoy Parade. The roof level will include two roof top decks, each with a spa pool associated with the proposed penthouses.

Access to the dwellings will be via the basement carpark pedestrian lift and/or a stairway at each side of the proposed building from Mountjoy Parade. Each dwelling will be allocated 2 car spaces in the basement.

Built Form

The proposed development will generally step back from the Mountjoy Parade street boundary and will have a maximum building level of RL20.10 AHD at the central dividing wall of the roof decks, equivalent to a height of 11.27 metres measured to the back of the Mountjoy Pde footpath - as applied by the Design & Development Overlay Schedule 4 (DDO4). The spa balustrade will be RL19.90 AHD and the deck balustrade RL19.30 equivalent to a maximum height of 11.11 metres and 10.51 metres respectively measured to the back of the Mountjoy Pde footpath. The remainder of the roof parapet will be RL 18.870 AHD – the later equivalent to a maximum height of 9.51 metres measured to the back of the Mountjoy Pde footpath.

The external building materials and colours would be as follows:

- Walls - Stone cladding (columns), render finish concrete (side walls) Dulux "Grey Pebble", Alucobond cladding 'natural zinc' and 'bronze metallic', vertical aluminium louvre screens (side walls)
- Windows - Powder coated aluminium
- Balustrades - Glazed panels 'grey' and vertical aluminium slats 'bronze metallic'
- Roof - Colorbond Traydeck * colour to be approved

The application does not involve the removal of native vegetation.



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Background

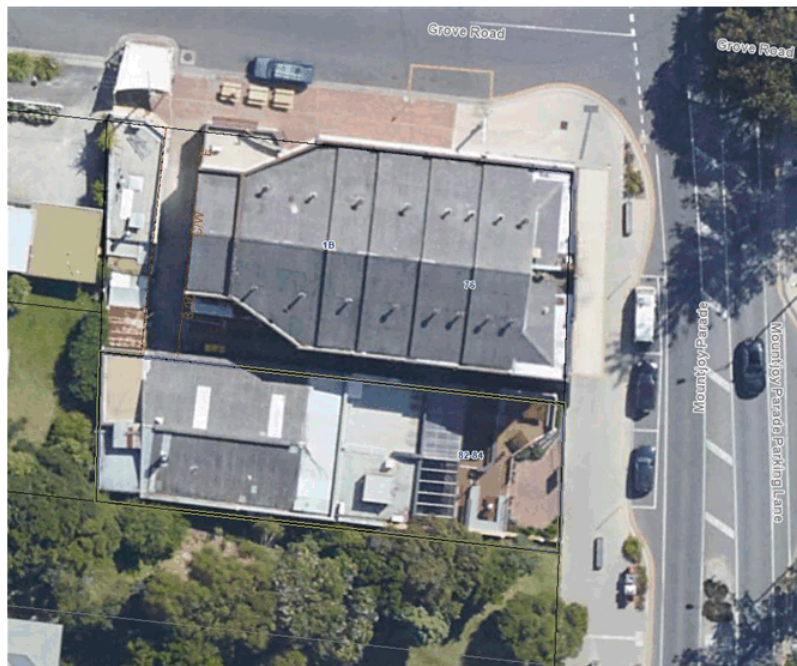
Amendments to application after notice

The application was not amended after notice.

A Façade Concept Plan was submitted 22 November 2016 and an indicative Tavern Floor Layout Plan submitted 21st December 2016 in response to discussions between the applicant and the relevant officer.

No further Notice was undertaken.

SITE AND SURROUNDING AREA



Subject Site: GIS 2015

The subject site (Lot 2 LP141746) is located on the west side of Mountjoy Parade Lorne near the corner of Grove Road within the Central Retail Core (DDO4) commercial precinct. The site has a 'front row' position and benefits from coastal views to the foreshore reserve and Loutitt Bay. To the north the site directly adjoins the Lorne Picture Theatre and on the south, a vacant treed lot, forming part of the Anglican Church gardens that extend further south to the church building itself.

The 461sqm rectangular shaped site has a relatively narrow street frontage of 12.19 metres for a depth of 37.90 metres and benefits from a carriageway easement at the rear, which connects with Grove Road and passes behind the Lorne Picture Theatre.

The site is currently used and developed for a tavern trading as Cuda Bar. The tavern operates under Permit 09/0220 (amended) and an On-Premises Licence and has permission to trade up to 1.00am each day except Good Friday and Anzac Day with a capacity of 180 patrons (110 internal and 70 external). The tavern also benefits from a recent Alfresco Dining Permit which allows use of the footpath up to 10.00pm each day with seating for 32 patrons.

No car parking is currently provided on the site.



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Surrounds GIS 2016

The properties adjoining the site are described as follows:

- North at 76 Mountjoy Parade Lorne – The Lorne Cinema, a large two storey building constructed in 1937 in the Art Deco style and which is within a Heritage Overlay; the building substantially abuts the common side boundary and the rear easement but steps away at the rear and has a maximum height of around 12 metres;
- South at 86-88 Mountjoy Parade Lorne – a vacant lot and a dwelling (at a deep street setback) both associated with the Anglican Uniting Church further south at 90-92 Mountjoy Parade; the church property comprises an undeveloped landscaped lot adjacent the subject site, the dwelling then a larger lot developed by a front garden setting and the church building set on higher ground and within a Heritage Overlay;
- Northwest at 1-3 Grove Road Lorne – a part two storey dwelling that appears to be used for short term accommodation;
- West at 25 Smith Street Lorne – the former Masonic Hall building, sited on elevated ground and with an open area adjoining the site;

The surrounding land is characterised by commercial and tourist accommodation development in and around Mountjoy Parade that gives way to single dwelling development on the elevated land to the west within the General Residential 1 zone.

A site inspection was undertaken on 31 January 2017.

SURF COAST PLANNING SCHEME PROVISIONS

Commercial 1 Zone (C1Z) *last updated VC104*

Clause	Requirement	Proposal	Permit required
Clause 34.01-1 Use of land	Permit required to use the land for: <ul style="list-style-type: none"> • Accommodation (other than Corrective Institution) includes Dwelling and is a Section 1 use subject to "any frontage at ground floor level must not exceed 2 metres (other...)" 	Buildings & Works associated with the Construction of a Four Storey Building containing a Basement Car Park, Two Taverns	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>



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	<ul style="list-style-type: none"> Retail Premises (other than shop), includes Tavern and is a Section 1 use. Use of the subject land for Tavern is established by the existing use rights afforded by the previous permit 09/0220. 	and Four Dwellings, an Increase in Patron Numbers and Increase in Licenced Area (associated with use for Tavern), and Reduction in Car Parking and Loading Bay Required (associated with use for Tavern).	
Clause 34.01-3 Subdivision	<i>A permit is required to subdivide land.</i>	NA	NA
Clause 34.01-4 Buildings and works	<p>A permit is required to construct a building or construct or carry out works.</p> <p><i>This does not apply to:</i></p> <ul style="list-style-type: none"> The installation of an automatic teller machine. An alteration to an existing building façade provided: <ul style="list-style-type: none"> The alteration does not include the installation of an external roller shutter. At least 80 per cent of the building facade at ground floor level is maintained as an entry or window with clear glazing. An awning that projects over a road if it is authorised by the relevant public land manager. 	Buildings & Works associated with the Construction of a Four Storey Building containing a Basement Car Park, Two Taverns and Four Dwellings; an Increase in Patron Numbers and Increase in Licenced Area (associated with use for Tavern), and a Reduction in Car Parking and Loading Bay Required (associated with use for Tavern).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Clause 34.01-9 Advertising signs	<i>Advertising sign requirements are at Clause 52.05. Category 1 requirements apply</i>	None Proposed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Design and Development Overlay 4 – Schedule 4

Lorne Commercial/Tourist Accommodation Precincts (DDO4) *Last updated C49*

Clause	Requirement	Proposal	Permit required/Complies
Clause 43.02-2 combined with Schedule 4 Buildings and works	A permit is required to construct a building or to construct or carry out works	Buildings & Works associated with the Construction of a Four Storey Building containing a Basement Car Park, Two Taverns and Four Dwellings, an Increase in Patron Numbers and Increase in Licenced Area (associated with use for Tavern), a Reduction in Car Parking and Loading Bay	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>



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		Requirement (associated with use for Tavern).	
Clause 43.02-4 Advertising signs	Advertising sign requirements are at Clause 52.05. Category 3 requirements apply	NA	Yes <input type="checkbox"/> No <input type="checkbox"/>

Provisions

The following particular provisions are considered in respect to this application:

Provision	Permit triggers/Requirements	Permit Required/ Applicable
52.06 Car parking	The table at Clause 52.06-5 sets out the number of car spaces required for uses not covered by a car parking requirement for a use specified under another provision of the planning scheme or a schedule to the Parking Overlay. A permit may be granted to reduce or waive the number of car spaces required.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
52.07 Loading and Unloading of Vehicles	<i>No building or works may be constructed for the manufacture, servicing, storage or sale of goods or materials unless:</i> <ul style="list-style-type: none"> ▪ <i>Space is provided on the land for loading and unloading vehicles as specified in the table to Clause 52.07.</i> ▪ <i>The driveway to the loading bay is at least 3.6 metres wide. If a driveway changes direction or intersects another driveway, the internal radius at the change of direction or intersection must be at least 6 metres.</i> ▪ <i>The road that provides access to the loading bay is at least 3.6 metres wide.</i> A permit may be granted to reduce or waive these requirements if either: <ul style="list-style-type: none"> ▪ <i>The land area is insufficient.</i> ▪ <i>Adequate provision is made for loading and unloading vehicles to the satisfaction of the responsible authority.</i> 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
52.27 Licensed Premises	<i>A permit is required to use land to sell or consume liquor if any of the following apply:</i> <ul style="list-style-type: none"> ▪ <i>A licence is required under the Liquor Control Reform Act 1998.</i> ▪ <i>A different licence or category of licence is required from that which is in force.</i> ▪ <i>The hours of trading allowed under a licence are to be extended.</i> ▪ <i>The number of patrons allowed under a licence is to be increased.</i> ▪ <i>The area that liquor is allowed to be consumed or supplied under a licence is to be increased.</i> <i>This does not apply:</i> <ul style="list-style-type: none"> ▪ <i>To a limited licence.</i> ▪ <i>To a licence to manufacture liquor.</i> ▪ <i>If the schedule to this clause specifies that a permit is not required to use land to sell or consume liquor under a particular type of licence.</i> ▪ <i>To a variation that reduces the hours of trading allowed under a licence.</i> ▪ <i>To a variation that reduces the number of patrons allowed under a licence.</i> ▪ <i>To a variation that reduces the area within which liquor is</i> 	Increase number of patrons. Increase licenced area Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>



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	<p><i>allowed to be consumed or supplied under a licence.</i></p> <ul style="list-style-type: none"> ▪ <i>To a variation of licence at the initiative of the Victorian Commission for Gambling and Liquor Regulation, pursuant to Section 58 of the Liquor Control Reform Act 1998.</i> ▪ <i>To a variation of licence for a variation prescribed in Part 6, Regulation 31 of the Liquor Control Reform Regulations 2009.</i> ▪ <i>If a different licence or category of licence is required solely as a result of changes to licence categories.</i> ▪ <i>To a licence to sell only packaged liquor for consumption elsewhere issued before 8 April 2011.</i> 	
52.34 Bicycle Facilities Clause	<p><i>A permit may be granted to vary, reduce or waive any requirement of Clause 52.34-3 and Clause 52.34-4.</i></p>	<p>Bike racks are provided in basement carpark Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
52.43 Live Music and Entertainment Noise Clause	<p><i>This clause applies to an application required under any zone of this scheme to use land for, or to construct a building or construct or carry out works associated with:</i></p> <ul style="list-style-type: none"> ▪ <i>a live music entertainment venue.</i> ▪ <i>a noise sensitive residential use that is within 50 metres of a live music entertainment venue.</i> <p><i>This clause does not apply to:</i></p> <ul style="list-style-type: none"> ▪ <i>the extension of an existing dwelling.</i> ▪ <i>a noise sensitive residential use that is in an area specified in clause 1.0 of the schedule to this clause.</i> <p>Requirements to be met</p> <p><i>A live music entertainment venue must be designed, constructed and managed to minimise noise emissions from the premises and provide acoustic attenuation measures that would protect a noise sensitive residential use within 50 metres of the venue.</i></p> <p><i>A noise sensitive residential use must be designed and constructed to include acoustic attenuation measures that will reduce noise levels from any:</i></p> <ul style="list-style-type: none"> ▪ <i>indoor live music entertainment venue to below the noise limits specified in State Environment Protection Policy (Control of Music Noise from Public Premises) No. N-2 (SEPP N2).</i> ▪ <i>outdoor live music entertainment venue to below 45dB(A), assessed as an Leq over 15 minutes.</i> <p><i>For the purpose of assessing whether the above noise standards are met, the noise measurement point may be located inside a habitable room of a noise sensitive residential use with windows and doors closed (Schedule B1 of SEPP N2 does not apply).</i></p> <p><i>A permit may be granted to reduce or waive these requirements if the responsible authority is satisfied that an alternative measure meets the purpose of this clause.</i></p>	<p>Existing use rights for Live Music and Entertainment is established by the current permit 09/0220.</p> <p>However as new building constructions require a permit under CO1 and a new use of dwelling (s) will be established – provision applies</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

State Planning Policy Framework

The following State policies have been considered with respect to this application:

- Clause 11.01 Activity Centres
- Clause 11.05 Regional development
- Clause 11.07 Geelong (G21) regional growth
- Clause 12.02 Coastal areas
- Clause 12.04 Significant environments and landscapes
- Clause 13.04 Noise and air
- Clause 15.01 Urban environment



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- Clause 15.02 Sustainable development
- Clause 15.03 Heritage
- Clause 17.01 Commercial
- Clause 19.03 Development infrastructure
- Clause 19.02 Community infrastructure

Local Planning Policy Framework

The following provisions from the LPPF are considered in respect to this application:

Clause 21.01 – Profile and Vision

The Surf Coast Shire Council Plan 2009-2013 establishes a future vision for the Shire. Under the Municipal Framework Plan it states that *“The underlying principle that directs all local policy and strategies of the Surf Coastal Planning Scheme is that the natural environment is the single most important attribute and asset of the Surf Coast Shire.*

The key strategic directions for sustainable land use and development as identified in the framework plan are relevantly:

- *To support and strengthen the individual character and role of the coastal and rural towns within the Shire that contributes to the diversity of experiences, and residential, commercial and recreational and employment opportunities.*
- *To promote Lorne as a primary tourist destination on the Great Ocean Road while protecting and enhancing its highly vegetated coastal urban character, residential amenity and forest hinterland.*

Clause 21.03 – Environmental Management

The relevant objective is:

- *To manage the risks of environmental hazards, including wildfire, salinity and flooding, to avoid adverse consequences on the natural and man-made environment.*

Clause 21.10 – Lorne Strategy

This clause identifies the character of Lorne as:

“Nestled in a beautiful, heavily treed, amphitheatre encircling Loutit Bay the spectacular natural beauty of Lorne and its environs make it a popular and attractive place to visit and live.”

Key issues and influences identified in the Strategy include:

- *Conserving, enhancing and reinstating the preferred character of a tall canopy treed setting with recessive buildings throughout Lorne, including areas that are substantially cleared of vegetation.*
- *The town’s character centres on its indigenous vegetation cover and the dominance of the vegetation over the built form. The tall gum trees (including Southern Blue-gum, Brooker’s Gum, Manna Gum, Messmate and Mountain Grey Gum) provide a backdrop to the town, canopy cover within the town and a border to the water’s edge around Louttit Bay.*
- *Other important neighbourhood character elements include low profile buildings with a sense of space between properties, views of surrounding landscape features and historic buildings scattered within the town.*
- *Balancing development demands with achieving the preferred township character. In particular, the continual conflict between maintaining the tall tree canopy versus the desire for views and greater building site coverage.*

At Clause 21.10-2, Settlement, Built Environment and Heritage the strategies in support of Objective 1: *“to support sustainable urban development in Lorne in a manner that enhances the distinctive, vegetated, low density coastal character of the town”* are:

- *Recognise that Lorne has limited growth opportunities due to physical limitations and the desire to protect and enhance the preferred neighbourhood character.*
- *Encourage new development that displays a coastal style of architecture, using design, materials, features and colours that contribute to the identity of Lorne, maintains a low rise building form, blends with the surrounding landscape and provides openness between properties.*
- *Seek to achieve a reasonable sharing of views of scenic landscape features from private land.*

The following local policies are relevant to the proposal:



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- Streetscape and Landscape Policy

General Provisions

62 Exemptions	<i>Are there any exemptions relevant to the proposal?</i> <i>See Particular Provisions above</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
63 Existing uses	<i>Do existing use rights apply?</i> <i>See above</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
65 Decision guidelines	<i>Does the proposal meet the following relevant decision guidelines?</i> <i>See above</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Relevant Incorporated and/or Reference Documents

There are no documents relevant to this application.

Relevant Planning Scheme Amendments and/or Strategies

There are no Amendments and/or seriously entertained Strategies relevant to this application.

OBJECTIONS

The application received **two** (2) objections however both are from the same source but under different company names.

Council's electronic storage system (TRIM) was checked on 20 March 2017.

Copies of the objections are attached to the file, and are summarised as follows:

- Lorne Cinema, Theatre and Retail Complex 76-80 Mountjoy Parade Lorne**
 - Inconsistent with the coastal character of the area.
 - Overdevelopment of the site & lack of vegetation.
 - Detrimental impact on amenity arising from waste collection and conflict with pedestrian and vehicle traffic.
 - The development does not provide a dedicated loading bay and the proposed use of on street facilities will disrupt traffic.
 - The proposal to access the site via the 3m wide carriageway easement does not comply with relevant planning requirements.
 - Inadequate car parking response considering significant waiver required
 - Potential land use conflict arising from Accommodation and Tavern use
- Stay at Lorne Pty Ltd 25 Smith Street Lorne**
 - Inconsistent with the coastal character of the area.
 - Lacks respectful articulation to upper levels and integration with adjoining site to south
 - Lacks meaningful response to heritage listed cinema
 - Design response in no way 'improves the character'
 - Overdevelopment of the site & lack of vegetation.

The issues raised are covered in the discussion section of this report.

CONSULTATION

Consultation was not undertaken for the application.



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DISCUSSION OF KEY ISSUES

The application seeks approval for Buildings & Works associated with the Construction of a Four Storey Building containing a Basement Car Park, Two Taverns and Four Dwellings; an Increase in Patron Numbers and Increase in Licenced Area (associated with use for Tavern), and a Reduction in Car Parking and Loading Bay Required (associated with use for Tavern), which requires a permit under the CO1Z, DDO4, CL52.06, CL52.07 and CL52.27.

Strategic Context

It is considered that the proposal generally meets the objectives and strategies of the relevant State and Local planning policies. There is policy support for providing higher intensity development which contributes to the activity and diversity of Mountjoy Parade including by providing tourist-related retailing facilities and accommodation within the Central Retail Core of Lorne - an identified tourist destination township on the Great Ocean Road.

Use of land

The subject site has an existing land use of tavern established by Permit 09/0220, defined as "*Land used to sell liquor for consumption on the premises. It may include accommodation, food for consumption on the premises, entertainment, dancing, amusement machines and gambling.*" The tavern operates under an On Premises Licence. Since issue of that Permit, the zoning has changed from Business 1 to Commercial 1 and use for Tavern is now a Section 1 No permit required use (nested under Retail Premises). A permit is still required under CL52.27 Licensed Premises to use land for the sale and consumption of liquor and/or to vary a licence which is in force.

It is proposed to continue the current use but with a different floor area layout and new structure and to include a new use of Dwelling (s) above. Accommodation (Dwelling nested under) is a Section 1 Permit Not Required Use in the zone, provided that any frontage at street level associated with use for Dwelling does not exceed 2 metres. As the frontage at street level is substantially that of tavern with a small section < 2 metres allocated to access stairs to the dwellings above the Section 1 condition is met.

It is also proposed to increase patron numbers and the licenced area by the construction of 2 new taverns side by side with option for combining the floor areas to cater for larger functions. The existing Cuda Bar has a public floor area of approx. 336sqm including unroofed outside decking and the whole of the site is a 'red line area'. As the new public floor area (all roofed) is approx. 241sqm there will be no 'increase to the licenced area' and therefore no permit is required. However, a permit will be required under CL52.27 Licensed Premises to increase patron numbers.

CL 63 Existing Uses states:

63.01 Extent of existing use rights

An existing use right is established in relation to use of land under this scheme if any of the following apply:

- *The use was lawfully carried out immediately before the approval date. (inter alia)*

63.04 Section 1 uses

A use in Section 1 of a zone for which an existing use right is established may continue provided any condition or restriction to which the use was subject and which applies to the use in Section 1 of the zone continues to be met.

Permit 09/0220 (amended) under which the Cuda Bar operates includes a specific condition that "*Tables and chairs must be placed in position in the licenced premises so as to be available for at least 75% of patrons attending the premises at any one time*" The applicant has opposed application of this condition in that it more properly relates to restaurant/cafe use/licence and is inappropriate for a tavern but has advised that other current permit conditions would generally be acceptable with a variation to patron numbers as proposed. Despite use for tavern now being a Section 1 Permit Not Required Use, consideration of amenity related conditions are considered appropriate via CL52.17 Licensed Premises which is triggered by this application.

A permit is required for buildings and works and where two or more dwellings are being constructed (*as is the case here*), a proposal must be supported by a satisfactory neighbourhood and site description and design response. Furthermore, the Decision Guidelines require consideration of matters including the interface with adjoining zones – especially residential areas, as well as pedestrian movements, vehicle access and servicing,



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car parking, streetscape, waste storage and amenity – related matters and, as appropriate, Clause 54 & Clause 55.

The site lies within the Mountjoy Parade commercial strip opposite the foreshore reserve and abuts commercial development in the north. In the south is a vacant lot zoned commercial then the Anglican Uniting Church further south. The commercial strip is narrow and has direct interface with the General Residential zone to the west (rear) and here the site adjoins a former Masonic Hall and in the northwest at 1 Grove Road - a dwelling now used for short term accommodation. In the southwest the site adjoins a dwelling associated with the Anglican Uniting Church. However, this section of Smith Street is atypical and has a predominance of community service uses including a primary school, halls and churches, a police station and CFA building with tourist accommodation further south.



Zoning Map GIS 2016.

The CO1Z Decision Guidelines specifically reference consideration of overlooking and overshadowing affecting adjoining land *in residential zones*. More broadly the Decision Guidelines also require consideration of Clause 55 objectives and standards.

The development is designed to look eastward across Mountjoy Parade to coastal views and whilst there are a limited number of bedroom windows in the rear elevation that will overlook the former Masonic Hall site (non-residential use) the 9m arc will not significantly affect existing accommodation/dwellings in the northwest and southwest. Shadow diagrams also indicate limited shading to the west to properties in the residential zone. At the rear the new development's scale/height will be limited to 5m/6m with some setback off the common boundary which, it is considered, will reasonably maintain daylight and sunlight to any future residential properties in the adjoining GRZ1.

As well, waste bins, AC units and other back of house items are to be contained within the basement carpark or a roofed area at the rear of the building.

The proposed dwellings will benefit from access to private east facing balconies/roof level decks with ocean views and appropriate access to daylight and ventilation for habitable rooms.

For all of the above reasons, it is considered the development will suitably interface with the General Residential zone in the west, provide suitable amenity for the proposed new dwellings/accommodation and will not detract from the amenity of the area.



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Built Form

The site (and surrounding Commercial 1 & General Residential 1 zones) is within a Design and Development Overlay, Schedule 4 (DDO4) Lorne Commercial / Tourist Accommodation Precincts. The DDO4 has three precincts, each with a different focus and strategy for land use, and a detailed design outcome for development in each.

The Central Retail Core Precinct L1 applies to Mountjoy Parade, from Grove Road in the north to Bay Street in the south, and includes the application site 82-84 Mountjoy Parade. The **Design Objectives** of the Central Retail Core are:

- To promote the central retail core precinct as the preferred location for new retail development.
- To consolidate retail activities at street level with office and non-retail activities encouraged to locate at either first floor level or at the periphery of the central retail core.
- To maintain the low rise character of building facades along Mountjoy Parade.
- To encourage the establishment of tourist accommodation and units above street level.
- To implement urban design guidelines which improve the character and appearance of the precinct to create a pleasant place to shop and recreate.

DDO4 also sets out specific **Building and Works** requirements for building heights, setbacks and maximum plot ratio which are assessed as follows:

Central Retail Core	Proposed	Complies:
<u>Building Height</u> ■ The height of a building on land with a frontage to Mountjoy Parade should not exceed 7.5 metres above the footpath level at the street alignment.	Front Façade: Max height 5.50m	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
■ Any part of a building which exceeds a height of 7.5 metres should be set back at least 7.5 metres from the frontage to Mountjoy Parade.	Side screens, front bulkhead and spa ledge encroach into setback	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
■ The maximum height of all buildings should not exceed 10 metres above the footpath level at the Mountjoy Parade street alignment.	Central wall, front bulkhead, spa ledge and side roof level balustrade exceed preferred height. Max building height proposed 11.27m.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<u>Plot Ratio</u> The maximum building plot ratio of a site should not exceed 2.0.	Plot Ratio: 3.5 including basement and 2.6 excluding Basement.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Design - Central Retail Core

The decision guidelines for the Central Retail Core under the DDO4 are as follows:

- Building height at street level should be scaled to maximise sunlight penetration and allow views over the buildings from the properties on the west side of Smith Street.
- Variations in facade and building height will be encouraged to achieve varied streetscape forms and to create view corridors between the frontage of buildings.
- A non-continuous building mass will be encouraged at street level with occasional setbacks along the streetscape to act as suntraps and activity areas.
- Ground floor awnings, post supported verandahs and decks will be encouraged, but continuity will be discouraged in the interests of achieving a diversity of facades and combination of sunlight and shade to the footpath areas using creative design ideas. Decks should be designed to add depth and texture to building facades but should not be solidly roofed to maximise sunlight penetration in the afternoon.
- Roof elements on the upper most portion of buildings visible from the adjacent street should be designed to slope toward the street at an angle of around 25 to 30 degrees.



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- *A sense of life, vitality, habitation and a continually changing visual panorama will be encouraged along Mount Joy Parade, and this should be taken into account in the design and articulation of facades and built form. Creative design ideas will be encouraged in achieving these objectives.*
- *Painted external surfaces should provide colour, variation and detail to the streetscape.*
- *Planting will be encouraged to add visual interest to the streetscape and accentuate the strong image of Lorne with its well vegetated hillsides.*
- *Lighting be used to softly accentuate building form, texture and variety of the streetscape.*

The objectives and decision guidelines of DDO4 relevant to the Central Retail Core Precinct seek to deliver a character outcome which provides a varied streetscape and allows solar penetration to footpath areas through the application of setback distance to building height ratios and a general requirement to break up building mass.

In terms of the varied streetscape the proposal is assisted by its abutments, which include the Heritage building of the Lorne Theatre on the north side and the landscaped grounds of the Uniting Church on the south. As a result any contemporary structure such as that proposed by this application will add architectural variety consistent with the intent of the Overlay.

The built form generally meets the nominated building height and setback requirements with some minor exemptions arising from the penthouse level balustrade, the roof deck spa ledge and the central dividing wall and balcony side screens.

The DDO4 has been an effective planning tool and has delivered positive character outcomes in a highly pressured development environment along Mountjoy Parade in Lorne. Previous proposals in this area have been required to deliver built form outcomes, which while not always satisfying the numerical performance criteria do achieve an outcome consistent with the preferred streetscape character for this area.

Street Setbacks

The development has a modest 'pedestrian friendly' height at the street boundary and steps back with variation in building height from the Mountjoy Parade footpath. Shadow Diagrams at the relevant date indicate sunlight penetration to the Mountjoy Parade footpath will be provided until around 2.00pm consistent with adjoining properties with the shading after this time mostly a consequence of the footpath verandahs and orientation of Mountjoy Parade itself.

Only limited building elements project forward of the '7.50 metre setback line' and it is considered the low rise character of building facades and amenity along the Mountjoy Parade commercial frontage will be retained.

Building Height

The main impact from the encroachments proposed, arises from the 11.27m maximum building height (measured to back of footpath) of the central dividing wall (RL20.10 AHD) and the forward position of the roof top spa (RL AHD 19.90/max height back of footpath 11.11 metres) and its associated support structure over the penthouse balconies. The central dividing wall separates the two upper level penthouses and provides privacy for the occupants. While this part of the proposal exceeds the preferred maximum building height by 1.27m it is considered to be a small functional element of the building only and will have little impact on the streetscape character.

One of the key drivers to limit building height in the area of the subject land is to allow views over buildings from the properties on the west side of Smith Street (decision guidelines DDO4). In this case the land on the west side of Smith Street adjacent the subject land is occupied by the Lorne State School* so the view issue is less critical than if the land was developed for residential purposes. **no objection received*

The location and height of the roof top spa at the very edge/marginally forward of the nominated 7.5m street setback will potentially impact the streetscape character given its relative projection and height (around +1 metre) in excess of the preferred maximum building height. This element of the building would have less dominance over the streetscape if it were setback further from the front of the site where it will be better 'back grounded' by the existing Lorne Cinema building to the north. This was put to the applicant who advised relocation of the spa would be difficult as its proposed position over part of the front balcony is deliberate to minimise risk of leakage to rooms below.

Similarly the proposed roof top level balconies/balustrades (RL19.30 AHD/10.51metres max height back of footpath) extend to each side of the building, which will present a continuous building mass across the site that is inconsistent with the preferred character outcome identified in the decision guidelines. In order to achieve an outcome more consistent with the preferred character it is considered that the spa and balconies/balustrades



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should be set in 1 metre from each side boundary. This represents a minor variation only and it is considered appropriate to require this by condition in the event that a permit is issued. The modification has been agreed by the applicant.

The timber balustrades at the penthouse level (2nd floor) also exceed the preferred building height within the required 7.5m setback however these are a lower building element that will visually blend with the adjoining Lorne Cinema building to the north and their impact on streetscape character is considered to be minimal.

Plot Ratio

Plot ratio is a planning tool used to moderate building volume and visual mass in conjunction with setback and height requirements. The proposed building will deliver a plot ratio of 3.56 approx. including the basement car park. However, as the basement will be set below ground level it will make no contribution to the building volume in the streetscape and it is reasonable to discount this level. The effective plot ratio is more appropriately assessed by including the Tavern, Apartment and Penthouse levels only, resulting in a plot ratio of approximately 2.60.

It is considered that this level of variation is acceptable as it provides an appropriate balance between the high level of building mass arising from the Lorne Cinema building next door and the landscaped grounds of the Uniting Church. As noted above, the building is stepped with variation in heights and the marginal non-compliance in plot ratio is not considered a key issue that will result in an excessively bulky building.

Design Detail

A Façade Concept Plan was submitted 22 November 2016 detailing a preliminary scope of external materials, finishes and colours. The Plan introduces vertical 'light weight' screening elements to the south side elevation which will achieve screening of the side access stairs as well as variation in external materials, finishes and colours.

The treatment of the southern elevation is critical in that it adjoins an open garden and will be highly visible in the streetscape for the short to medium term. The Concept Plan has improved this interface and it is considered appropriate to require by condition a final detailed external materials, finishes and colours plan for approval in the event that a permit is issued.

Landscaping

None has been provided within the front setback but this is consistent with all other commercial properties along Mountjoy Parade – the exception in the streetscape being the Anglican Uniting Church and its garden setting.

CL52-27 - Increase in Patron Numbers and Licenced Area

The existing tavern operates under Permit 09/0220C with conditions specifying the serving of light meals, provision of seating (75% patrons), hours of operation and maximum patron numbers of 182. The conditions are amenity related and take into account the mixed-use nature of the area, including the proximity of nearby accommodation uses and the lack of on-site car parking.

Use for Tavern is now as of right in the Commercial 1 zone but Clause 52.27 specifies that a permit is required to sell or consume liquor if inter alia:

The number of patrons allowed under a licence is to be increased

The area that liquor is allowed to be consumed or supplied under a licence is to be increased.

The proposal seeks to vary the existing use for sale and consumption of liquor (licence) by increasing/doubling the number of patrons from 182 for the existing tavern to a total of 360 patrons* across both proposed tenancies or to 180 patrons to each tavern. For each tavern it is proposed seating for 70 patrons would be provided with the remainder (110 patrons) accommodated via standing room (equates to approx. 40% of patrons seated). The applicant has provided confirmation from a registered building surveyor that based on the floor area *across both taverns* the number of occupants able to be accommodated under the relevant regulation is 699 standing and 278 seated. Furthermore, the proposed toilet facilities will cater for 600 males and 200 females *across both taverns*.

**the applicant has advised in response to a recently circulated draft of permit conditions that the patron capacity sought on the site was for 360 patrons and that the capacity of the footpath (currently 32 patrons) is additional to that number (Potentially this would allow a maximum patron capacity of 392 patrons in association with use the licensed premises although the Shires Alfresco Dining Policy limits footpath trading to 10pm as does the current liquor licence)*

Based on the above occupancy assessment the taverns have the floor area capacity to accommodate the proposed patron numbers and seating ratio. It is observed the number of toilets may not be adequate if a high



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proportion of females were in attendance at either tavern or the tenancies combined at the proposed maximum 360 patron capacity, but essentially this is a matter for a building surveyor to determine.

As noted earlier, the new development will comprise licenced public areas totalling 241sqm approx. (all roofed) which is smaller than the current public area (336sqm approx.) and therefore no permit is required to increase the licenced area (*the current approved red line plan also covers the whole of the site and the footpath dining area*). Should a permit issue the later will not need to be included in what the permit allows.

The applicant has advised they wish to continue the current mode of operation where full restaurant meals are provided up to early evening but that generally after 9.30pm the space (s) would be used for a bar and include live entertainment on occasions - as currently. Apparently by arrangement live music is provided on different nights to the Lorne Hotel due to limited demand in the town. The applicant has also advised the proposed increase in patron numbers is to be able to cater for larger functions/conference groups that may be staying in Lorne.

The floor layout plan indicates each tavern will have a kitchen, toilets, a lounge/bar and roofed terrace the later opening to Mountjoy Parade. A concept seating layout plan has since been submitted December 2016 indicating seating for up to 138 patrons per tavern or 276 patrons across both taverns which is more seating than initially submitted (70 seats per tavern).

The current permit includes conditions which are relevant to this issue as follows:

1. *The use hereby approved must operate in accordance with the mix of activities outlined in the application documentation and must include the serving of snacks and light meals for consumption on the premises.*
2. *Tables and chairs must be placed in position on the licenced premises so as to be available for at least 75% of patrons attending the premises at any one time.*
8. *No more than 182 patrons shall be permitted on the premises, including both indoor and outdoor areas including the Footpath (alfresco dining area) at any one time.*

The applicant has opposed any application of a 'seating' condition arguing it is inappropriate for a tavern but has advised other current permit conditions would generally be acceptable but with a variation to patron numbers, including that the capacity of the footpath (currently 32 patrons) be additional to the patron numbers sought on site. (*Potentially this would allow a maximum patron capacity of 392 patrons although the Shires Alfresco Dining Policy limits footpath trading to 10pm as does the current liquor licence*)

CL52.27 Decision Guidelines direct consideration 'inter alia' of:

- *The impact of the sale or consumption of liquor permitted by the liquor licence on the amenity of the surrounding area.*
- *The impact of the hours of operation on the amenity of the surrounding area.*
- *The impact of the number of patrons on the amenity of the surrounding area.*
- *The cumulative impact of any existing licenced premises and the proposed licenced premises on the amenity of the surrounding area.*

In support of the proposed increased patron numbers the applicant has highlighted:

- The site is located within an activity centre within a coastal holiday town where there is an expectation that the town centre will accommodate a range of retail and food and drink premises, especially to cater for the swelled visitor population over summer
- The current premises is operating without complaint and demerits on the licence and apart from holiday season the premises is at capacity for only a short period of the year
- Cuda Bar tavern provides full meals until early evening then operates as a bar with live entertainment (generally once per week) and it is intended this mix will continue
- Security will continue to be provided after 9.30pm
- The new taverns will have a similar floor area as the current premises
- The size and number of patrons is generally in line with other premises in Lorne with the exception of the larger tourist venues
- Whilst the site is within a cluster of licenced premises this is not unexpected within this type of coastal township
- The 1.00am close is consistent with the majority of premises in Lorne and the total proposed capacity is similar to other premises on Mountjoy Parade and given the capacity (floor area) is essentially halved via the building comprising 2 tenancies the total number for each tenancy is not excessive
- The site adjoins non-residential uses and faces the foreshore and away from the sensitive land uses located to the northeast and southwest
- The increase in patron numbers is likely to result in a redistribution of existing patrons in and around Mountjoy Parade rather than by drawing new patrons from outside the activity centre



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- Mountjoy Parade has a long residential interface and it is accepted that the interface will differ from a residential amenity in a more suburban setting
- There are positive cumulative impacts including reinforcing the local identity of the town as a holiday destination and entertainment provider, enhanced vitality and choice and economic benefit
- The activity is consistent with the purpose of the zone and the nature of Mountjoy Parade

It is understood that the application seeks two new tenancies with new operating provisions and while some increase in patron numbers may be appropriate it is considered that the scale of increase proposed is problematic – a doubling of patron numbers on-site in conjunction with a reduction in the public floor area raises concerns about amenity impacts, crowding, queuing and possible patron behaviour. Additionally no commercial car parking is to be provided. An increase in the order of 33% would strike a balance between amenity considerations and the intended operational model – and would allow an increase in patron numbers to 240 across both taverns and/or 120 patrons per tavern in addition to the 32 patrons allowed in the footpath area. *(The applicant is opposed to any reduction in the proposed patron numbers of 360.)*

It is agreed the current Permit requirement to provide seating for 75% of patrons attending the premises at any one time mimics the standard conditions of a restaurant/café licence/use rather than tavern and is excessive. Consistent with the applicant's submission a lesser proportion of seating - in the order of 30% is considered appropriate and sufficiently flexible and would allow for greater standing capacity later evening without the risk of the taverns converting to an open premises with no/minimal seating. Additionally, the submitted proposed table layout plan (TPA Sheet 03a-11 dated 19th December 2016) suggests provision of on-site seating of 138 patrons to each tavern (approx. 76%). Given the lack of on-site storage space and a commercial lift it therefore seems impractical to move/remove all seating to accommodate late evening operations. *(The applicant is opposed to any minimum seating requirement.)*

Amenity related conditions have been consistently applied for proposals of this type, including taverns in Torquay, and are considered the minimum required to ensure the orderly operation of such premises and especially where commercial strips are narrow and interface with the residential zone and tourist accommodation precincts.

In this case the application appears to be relying on the CL 63 Existing Use provisions for continuation of use for a licenced premises (and tavern) but given that the site is being redeveloped and that changes to current permit/licence conditions have been sought it will be recommended that Planning Permit 09/0220C be cancelled, and that use for sale and consumption of liquor be included in 'what the permit allows' in the event a permit is issued.

The applicant is also opposed to application of (current) permit conditions that require installation and maintenance of a surveillance recording system and the closure of front doors to Mountjoy Parade from 11 pm arguing that compliance with SEPP N-2 should be the guiding document. These conditions were applied in association with a previous permit amendment to deal with complaints about noise and patron behaviour at the time and on the advice of Victoria Police, and it is agreed their continued application is unnecessary.

Clause 52.43 Live Music and Entertainment Venue

Despite reliance on an existing use for licensed premises (tavern), Clause 52.43 Live Music and Entertainment Noise is considered relevant in that this provision states:

This clause applies to an application required under any zone of this scheme to use land for, or to construct a building or construct or carry out works associated with:

- A live music entertainment venue
- A noise sensitive residential use that is within 50 metres of a live entertainment venue

This clause does not apply to:

- The extension of an existing dwelling
- A noise sensitive residential uses that is in an area specified in clause 1 of the schedule to this clause

CL52.43-2 states:

- **live music entertainment venue** means:
 - a food and drink premises, nightclub, function centre or residential hotel that includes live music (inter alia)
- **noise sensitive residential use** means a boarding house, dependent persons unit, dwelling, nursing home, residential aged care facility, residential village or retirement village;



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In this case the site is being fully redeveloped, and a permit is required for the building and works under the CO1 zone. The new constructions *are* associated with a live music venue (tavern) and will also enable a new sensitive use for dwelling (s) above and clearly within 50 metres of the tavern. The redeveloped venue will also be within 50 metres of 2 other properties nearby that are used for accommodation. No exemptions are applied by the Schedules.

CL 52.43-3 requires a live music entertainment venue to be designed, constructed and managed to minimise noise emissions from the premises and to provide acoustic attenuation measures that would protect a noise sensitive residential use within 50 metres of the venue. Conversely, a new noise sensitive residential use must be designed and constructed to include acoustic attenuation measures that will reduce noise levels from indoor live music entertainment venue to below the noise limits specified in SEPP - N2.

In this case, both of the above are considered applicable. Apart from acceptance of compliance with SEPP- N2 as a condition of permit, the application has provided no details of any acoustic attenuation measures to be used in the new construction. Nor has an application been made to waive or reduce the requirement.

Given the proximity of the new dwellings and existing accommodation, in the event a permit is to issue, it will be recommended an acoustic report be submitted for approval to show how compliance with Clause 52.43-3 will be achieved including the details of acoustic attenuation measures to be used in the building construction. Furthermore, that certificates of compliance must be submitted from a registered building surveyor confirming compliance with this condition. Relevant conditions are recommended.

Car Parking

Clause 52.06 sets the car parking requirements for new developments and proposals for *"a new use"* and where *"an existing use is increased by the measure specified in Column C of Table 1 in Clause 52.06-5"*.

Based on the new dwelling use and the proposed increase in patron numbers associated with use for tavern the assessed parking demand is as follows:

Land Use	Area/No	Rate	Requirement
Tavern	360 patrons	0.4 spaces to each patron permitted	144 spaces
Dwelling (3 bedroom)	4 no.	2 spaces to each dwelling plus 1 space to every 5 dwellings for visitors	8 space 0 spaces
			152 spaces total

Based on CL 52.06, the statutory car parking requirement is 152 spaces. The application proposes to provide 8 car spaces within the basement level which represents a shortfall of 144 spaces and a reduction in the number of car spaces required has been sought.

Assuming that the basement spaces are to be apportioned to each dwelling, a reduction will be required for the tavern(s). Currently no car parking associated with the existing Tavern (182 patrons) is provided on the site and it is not proposed to add any commercial parking under the subject proposal. A reduction of 144 spaces is therefore required. However, the existing Tavern (182 patrons) can be assumed to generate a current requirement of 72 spaces and it is reasonable to allow this as a 'credit' resulting in a lesser requirement of 72 spaces (144 – 72 credit = 72 additional).

The application is supported by a Traffic and Transport Assessment report prepared by Cardno Victoria which concludes that the proposal has made an adequate response to the relevant provisions of the planning scheme in relation to car parking, bicycle parking and loading facilities and notes that *"public car parking in coastal towns fluctuates substantially throughout the year, with peak periods typically resulting in parking supplies being inadequate, however that does not prevent activity from occurring within the town, but instead alters behaviour of both permanent residents and holiday makers"*.

It is agreed that the majority of patrons are likely to walk to the premises and that the parking demand will be lower than the statutory rate. Given the concentration of visitor/tourist accommodation in and around Mountjoy Parade it is also considered patrons would be drawn from a lesser 1km radius of the site than the 2km used in the report – making walking all the more likely. The report does not include the additional 32 patrons able to be accommodated in the alfresco dining area on the footpath but it is accepted use of this area is highly weather dependent and limited by policy to 10.00pm and therefore unlikely to significantly impact on assessed parking



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demand. The report concludes that the impact of the proposed development on the off-site parking in the area will be acceptable.

No Parking Overlay applies to Lorne's commercial areas and it has been officer practice to waive the requirement for commercial uses in new developments/redevelopments along Mountjoy Parade but to require provision of on-site parking for residential apartments above.

On balance the waiver of car parking spaces can be justified based on the high number of spaces provided at street level, including nearby public car parks, the walkability of the town, the number of patrons likely to be accommodated proximal to the premises and the nature of the proposed use (licenced premises) that will operate at different times to other businesses within the precinct with peak periods in the evening.

As discussed above, it has been recommended that the proposed increase in patron numbers (360 total) should not be supported at the level proposed and therefore the number of parking spaces to be waived will also be reduced from an assessed requirement of 72 *additional* spaces to 24 spaces. (240 patrons @ 0.4 spaces per patron = 96 spaces – 72 spaces credit = 24 spaces).

Loading and Unloading

The purpose of CI 52.07 is:

To set aside land for loading and unloading commercial vehicles to prevent loss of amenity and adverse effect on traffic flow and road safety.

A permit may be granted to reduce or waive these requirements if either:

- *The land area is insufficient*
- *Adequate provision is made for loading and unloading vehicles to the satisfaction of the responsible authority.*

Based on the commercial floor area a single 27.4sqm loading bay is required.

Currently commercial access to the site is provided by a 3m wide carriageway easement off Grove Road. The redevelopment of the site will result in a car lift to the basement car park at the end of the carriageway and thus make it impractical to undertake commercial rubbish removal. Bins will be required to be wheeled out to Grove Road for kerbside collection. Depending on the bulk of goods delivered to the taverns they potentially could be trolleyed to the site via the Mountjoy Parade entrance and/or from Grove Road using the rear stairs.

There is a loading zone at the eastern end of Grove Road on the southern side (adjacent Lorne Cinema) and small vans and trucks will be able to utilise this space for deliveries including for commercial waste removal. Domestic waste removal from the Grove Road footpath will be undertaken by the Shire.

As no loading bay is to be provided at the site a permit is required to waive this requirement. This is considered acceptable in the circumstances.

Bicycle Parking

CI 52.34 sets out the bicycle parking provision requirements with regard to various land uses and floor area. Based on the CL52.34 Table, the proposal requires 2 spaces for residents and staff and 1 visitor space for a total of 3 spaces. The basement plan shows bicycle hooks at the eastern end of the basement which exceed the minimum requirements.

Roof Top Plant/Bin Store

The development proposes a roofed service room between the second floor stairwell and the rear garage and so roof top plant should be limited only to the flues associated with the existing restaurant. Roof top plant can be prominent and unsightly in the streetscape and in views/outlook and this proposed service room is supported.. Notwithstanding a condition will be recommended requiring further consent to any roof top plant not shown on the endorsed plans.

Objections

The objectors have raised a number of issues relevant to the impact the proposal will have on the character of the area. This has been dealt with previously in this report and is considered acceptable for the reasons previously stated.

Traffic movement to and from the site, potential conflict with pedestrian movement and the adequacy of loading facilities has also been raised as a ground for objection however these issues have been considered by Councils traffic engineers and are considered acceptable subject to conditions.



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The reduction in the number of parking spaces required can be justified based on the high number of spaces provided at street level, including nearby public carparks, the walkability of the town, the concentration of visitor accommodation in and around Mountjoy Parade and the nature of the proposed use that will operate at different times to other businesses within the precinct - with peak periods in the evening. The recommendation that the proposed increase in patron numbers should not be supported at the level proposed will also reduce the number of spaces to be waived.

Waste management on the site is a legitimate concern and while this has been addressed in a very basic manner within the application report, it needs further clarification via a waste management plan, which can be required by condition in the event that a permit is issued. It is noted there is a dedicated loading bay on Grove Road with easy proximity to the site

Potential land use conflict arising from Accommodation being situated above a commercial use is not uncommon and is best addressed through the proper application of building controls and permit conditions to control the management of the site.

Referrals

The application referrals are summarised in the Application Process and Timeframe Summary, attached to this report.

Referral responses have been received from Council's Infrastructure Department, Environmental Health Department, and the Heritage Advisor.

Standard conditions have been provided from Infrastructure and the EHO which are considered appropriate and should be included in the event that a permit is issued.

The Heritage advisor notes that the subject land is not included in the Heritage Overlay, however the carriageway easement at the rear is included with the Lorne Cinema on the Victorian Heritage Register and while this does not require a planning permit given the exemption provided at Clause 43.01-2 it is recommended that the applicants are encouraged to contact Heritage Victoria to determine if a heritage permit is required. It is considered appropriate to include this recommendation as a note in the event that a permit is issued.

The application was also referred to Victoria police which has offered no objection based on the fact that there have been no recent licencing or amenity issues associated with the existing Cuda Bar.

CONCLUSION

On balance it is considered that the application can be approved subject to amended plans to show compliance with the issues discussed in this report, however the application has not adequately justified the proposed increase/doubling in patron numbers and this element of the proposal is not supported. An increase in the order of 30% would strike a balance between amenity considerations and the intended operational model – and would allow an increase in patron numbers to 240 across both taverns and/or to 120 patrons per tavern.

It is also considered seating should be provided in the taverns and consistent with the applicant's submission a lesser proportion of seating than the current permit requirement - in the order of 30% of patrons, is considered appropriate and sufficiently flexible and would allow for greater standing capacity late evening without the risk of the taverns converting to open premises with no/minimal seating.

Amenity related conditions have been consistently applied for proposals of this type, including taverns elsewhere in the Shire, and are considered the minimum required to ensure the orderly operation of such premises and especially where commercial strips are narrow and interface with the residential zone and tourist accommodation precincts.

The application appears to rely on CL 63 Existing Use provisions for continuation of use for a licenced premises (and tavern) but given that the site is being redeveloped and that changes to current permit conditions have been sought rather than amending the current permit it is recommended that Planning Permit 09/0220C be cancelled and that use for sale and consumption of liquor be included. The majority of current conditions will be able to be applied to the new permit.

It is also considered that CL52.43 Live Music and Entertainment Noise is applicable and an acoustic report will be required to show how compliance with this provision will be achieved including the details of acoustic attenuation measures that must be used in the building construction. Furthermore, it is recommended that certificates of compliance must be submitted from a registered building surveyor confirming compliance with this condition.



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RECOMMENDATION

It is recommended that a Notice of Decision to Grant a Permit be granted for Buildings & Works associated with the Construction of a Four Storey Building containing a Basement Car Park, Two Taverns and Four Dwellings, Use for the Sale and Consumption of Liquor (associated with use for Tavern), and Reduction in Car Parking and Loading Bay Requirements (associated with use for Tavern) in accordance with endorsed plans, subject to conditions.

3.4 Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne

APPENDIX 2 APPLICATION PLANS

PROPOSED TAVERN/APARTMENT DEVELOPMENT 82 - 84 MOUNT JOY PARADE, LORNE

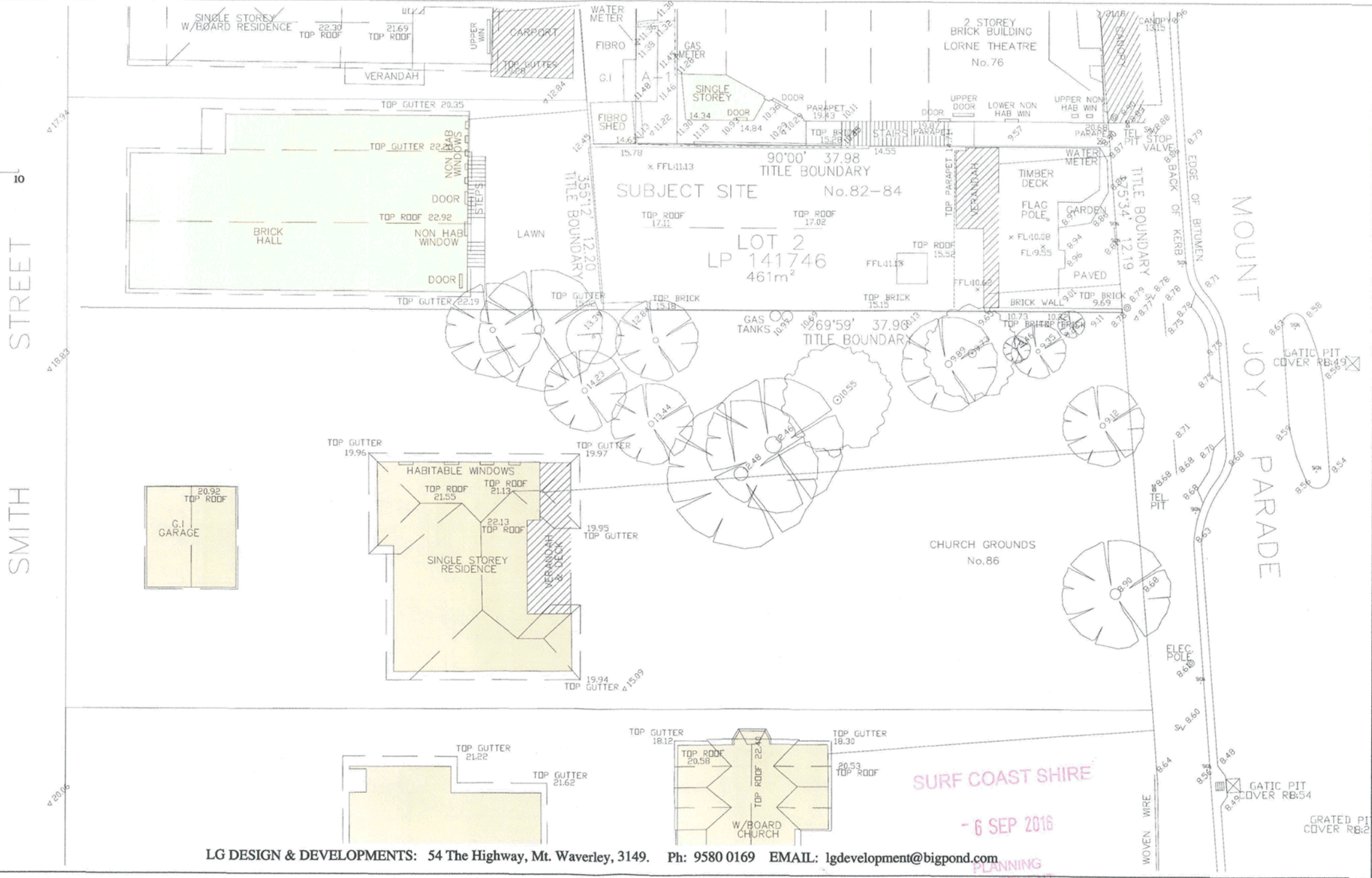
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2.5 0 2.5 5 7.5 10

SURVEY & EXISTING CONDITIONS PLAN

TPA: SHEET 01 - 11, DRAWN BY LG DESIGN & DEVELOPMENTS
SCALE - 1:100 DATE - 30 AUGUST, 2016



LG DESIGN & DEVELOPMENTS: 54 The Highway, Mt. Waverley, 3149. Ph: 9580 0169 EMAIL: lgdevelopment@bigpond.com

SURF COAST SHIRE
- 6 SEP 2016
PLANNING DEPARTMENT

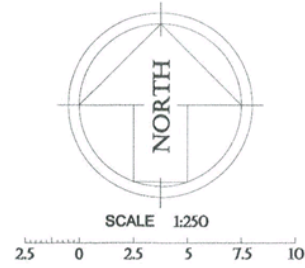
PROPOSED TAVERN/APARTMENT DEVELOPMENT 82 - 84 MOUNT JOY PARADE, LORNE

AREA DETAILS

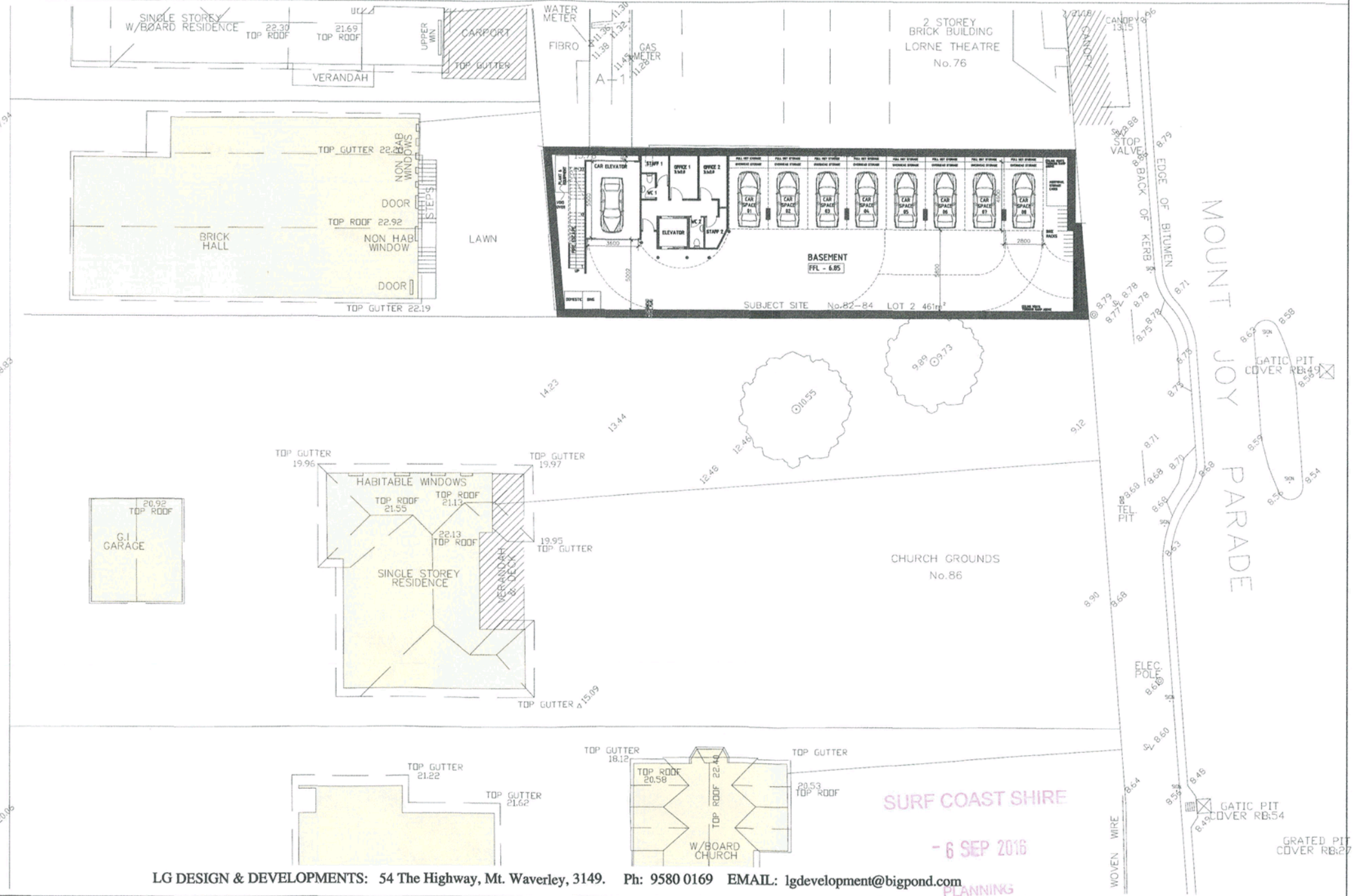
BASEMENT
 Internal area: 460.65Sq.M./49.58Sq.
 Storage bays: 8 / 1 general
 Car Spaces: 8

PROPOSAL SUMMARY

No. of Dwellings
 Taverns-2
 Residences-4
 Car Spaces on Site-8



SMITH STREET



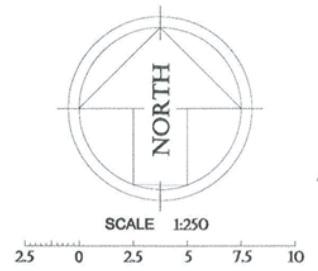
BASEMENT PLAN
 TPA: SHEET 02 - 11, DRAWN BY LG DESIGN & DEVELOPMENTS
 SCALE: 1:100 DATE: 5th AUGUST, 2016

LG DESIGN & DEVELOPMENTS: 54 The Highway, Mt. Waverley, 3149. Ph: 9580 0169 EMAIL: lgdevelopment@bigpond.com

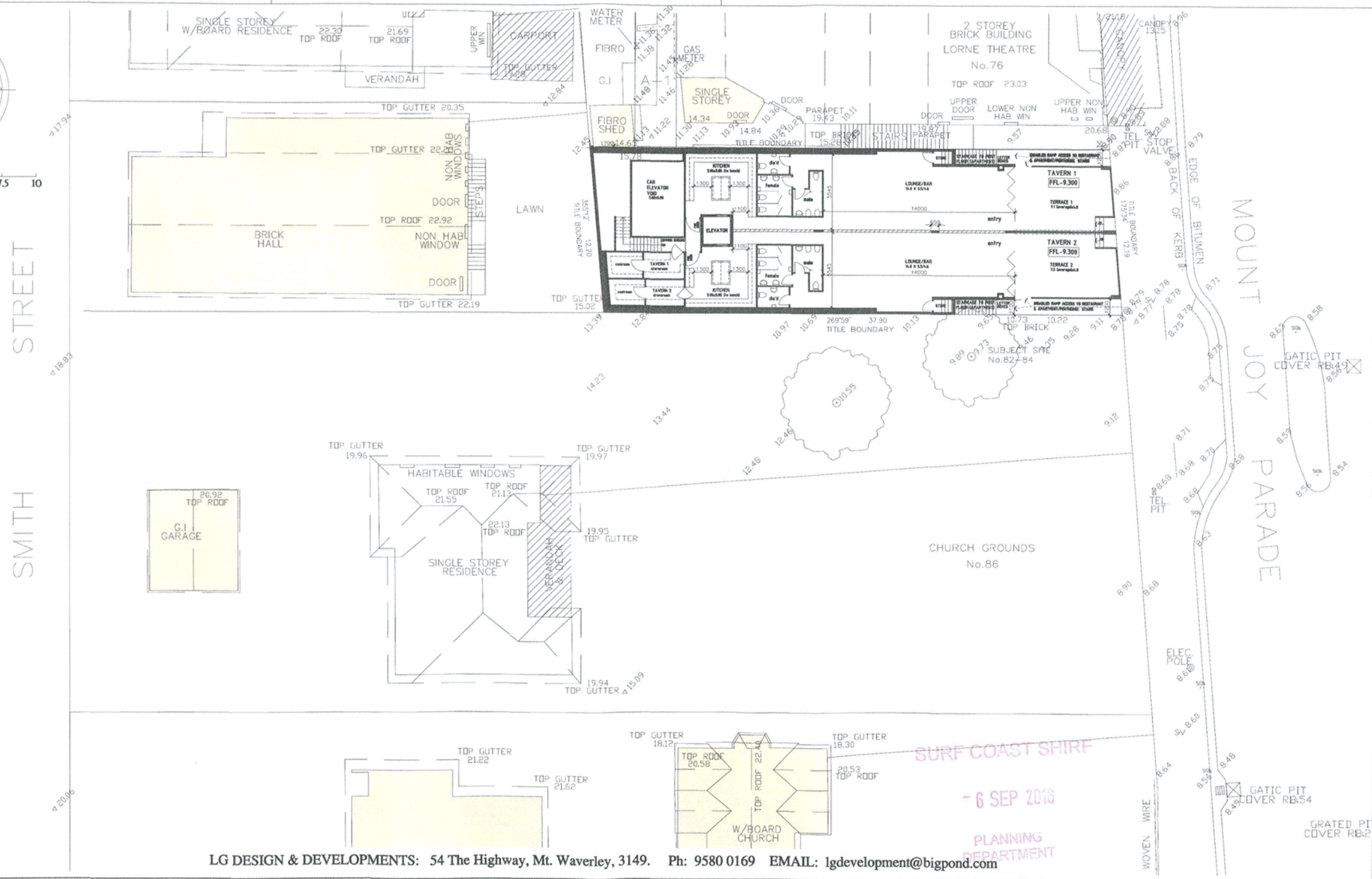
SURF COAST SHIRE
 - 6 SEP 2016
 PLANNING DEPARTMENT

PROPOSED TAVERN/APARTMENT DEVELOPMENT 82 - 84 MOUNT JOY PARADE, LORNE

AREA DETAILS	OPERATIONAL PROPOSAL	AREA DETAILS	OPERATIONAL PROPOSAL
TAVERN 1 Internal area: 140.91Sq.M. Office/Staff Facilities: 12.66Sq.M. External terrace area: 34.98Sq.M. Storage/Coolroom: 12.72 Sq.M.	TAVERN 1 Proposed Hours: Proposed internal Patron capacity: Proposed external Terrace Patron capacity:	TAVERN 2 Internal area: 139.84Sq.M. Office/Staff Facilities: 13.50Sq.M. External terrace area: 36.89Sq.M. Storage/Coolroom: 15.18 Sq.M.	TAVERN 2 Proposed Hours: Proposed internal Patron capacity: Proposed external Terrace Patron capacity:



TAVERN FLOOR PLANS
 TPA: SHEET 09 - 11. DRAWN BY LG DESIGN & DEVELOPMENTS
 SCALE - 1:100 DATE - 5th AUGUST, 2016



LG DESIGN & DEVELOPMENTS: 54 The Highway, Mt. Waverley, 3149. Ph: 9580 0169 EMAIL: lgdevelopment@bigpond.com

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 - 6 SEP 2016
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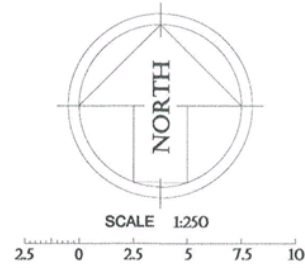
PROPOSED TAVERN/APARTMENT DEVELOPMENT 82 - 84 MOUNT JOY PARADE, LORNE

AREA DETAILS

APARTMENT 1
 Internal Living area: 152.10sq.M./16.37sq.
 External open space: 24.83sq.M.
 Storage space: 6.5m³
 Car Spaces: 2

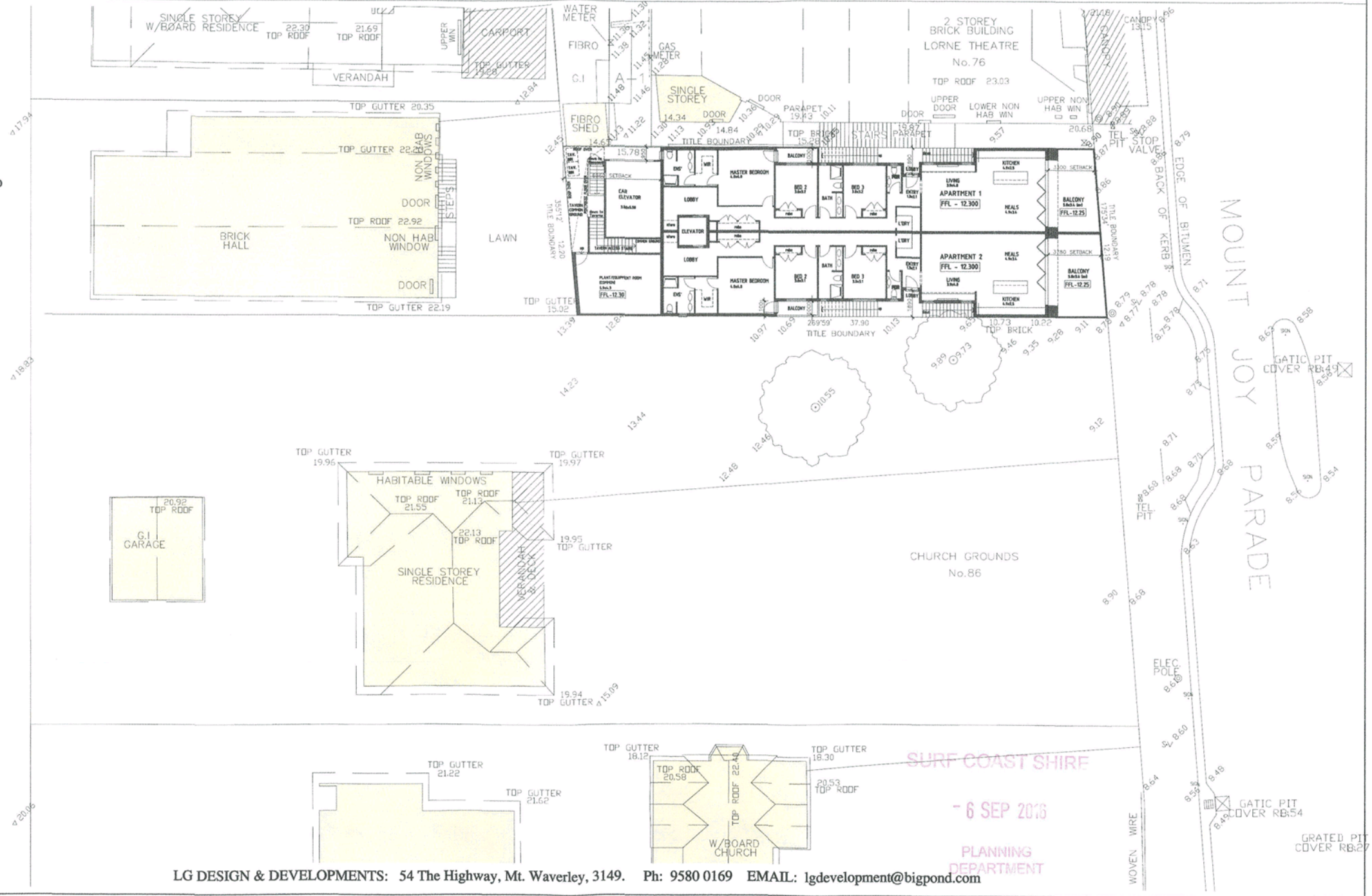
AREA DETAILS

APARTMENT 2
 Internal Living area: 152.10sq.M./16.37sq.
 External open space: 27.70sq.M.
 Storage space: 6.5m³
 Car Spaces: 2



SMITH STREET

APARTMENT FLOOR PLANS
 TPA: SHEET 04-11, DRAWN BY LG DESIGN & DEVELOPMENTS
 SCALE: 1:100 DATE: 9th AUGUST, 2016



LG DESIGN & DEVELOPMENTS: 54 The Highway, Mt. Waverley, 3149. Ph: 9580 0169 EMAIL: lgdevelopment@bigpond.com

SURF COAST SHIRE
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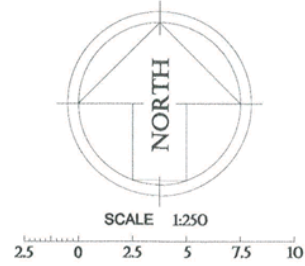
PROPOSED TAVERN/APARTMENT DEVELOPMENT 82 - 84 MOUNT JOY PARADE, LORNE

AREA DETAILS

PENTHOUSE 1
Internal Living area: 159.54Sq.M./17.17Sq.
External open space (including Roof Deck): 91.40Sq.M.
Storage space: 6.5m³
Car Spaces: 2

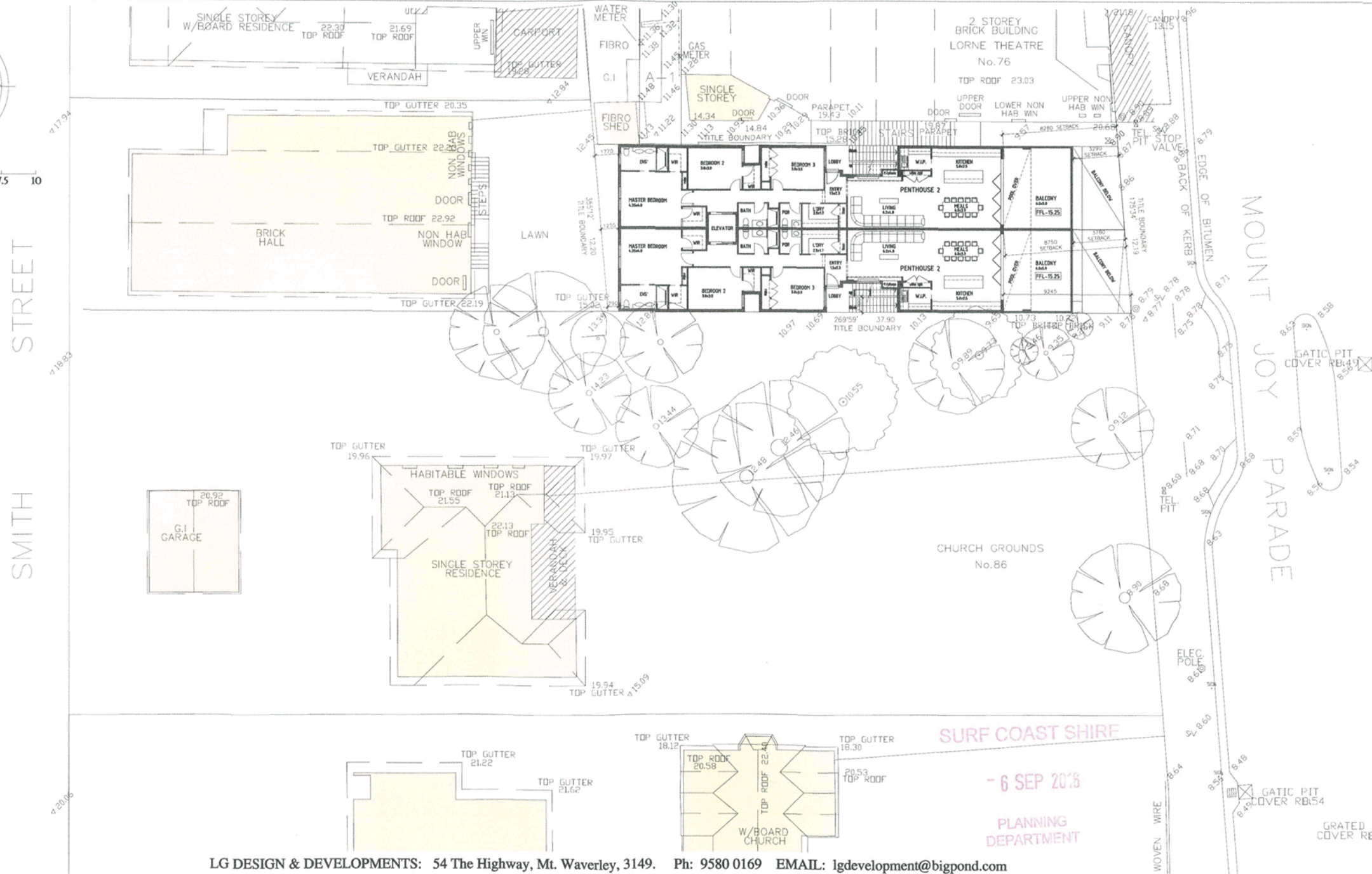
AREA DETAILS

PENTHOUSE 2
Internal Living area: 159.54Sq.M./17.17Sq.
External open space (including Roof Deck): 91.40Sq.M.
Storage space: 6.5m³
Car Spaces: 2



SCALE 1:250
2.5 0 2.5 5 7.5 10

PENTHOUSE FLOOR PLANS
TPA: SHEET 05 - 11. DRAWN BY LG DESIGN & DEVELOPMENTS
SCALE: 1:100 DATE: 30th AUGUST, 2016



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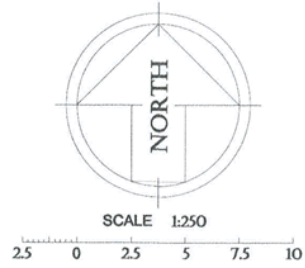
PROPOSED TAVERN/APARTMENT DEVELOPMENT 82 - 84 MOUNT JOY PARADE, LORNE

AREA DETAILS

PENTHOUSE 1 ROOF DECK
External open space: 61.0Sq.M. (including spa)

AREA DETAILS

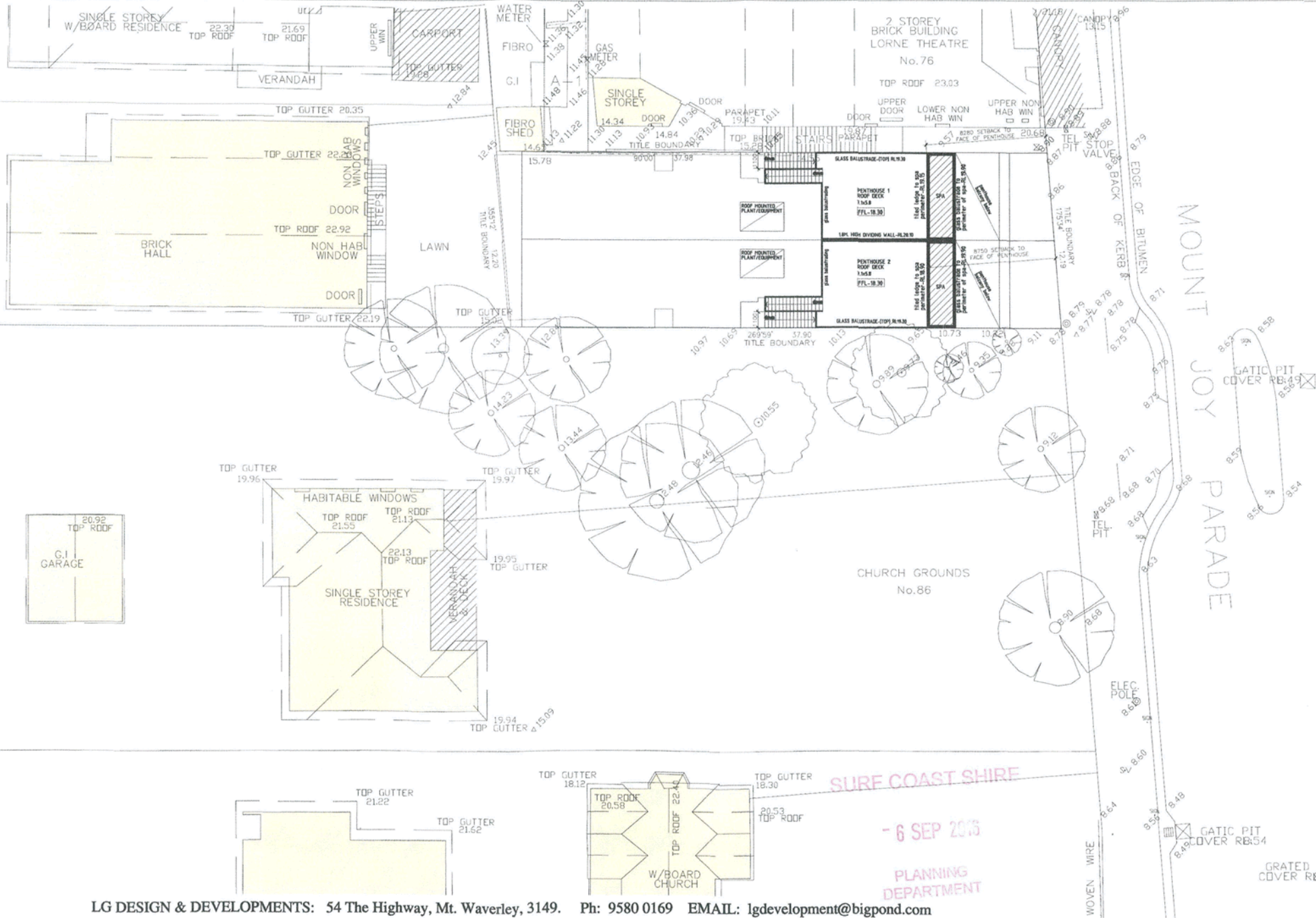
PENTHOUSE 2 ROOF DECK
External open space: 61.0Sq.M. (including spa)



SCALE 1:250

SMITH STREET

PENTHOUSE ROOF DECK PLAN
TPA: SHEET 06 - 11. DRAWN BY LG DESIGN & DEVELOPMENTS
SCALE - 1:100 DATE - 5th AUGUST, 2016



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- 6 SEP 2015
PLANNING DEPARTMENT

GRATED PIT COVER RB:27

PROPOSED TAVERN/APARTMENT DEVELOPMENT 82 - 84 MOUNT JOY PARADE, LORNE

AREA DETAILS	AREA DETAILS	AREA DETAILS	AREA DETAILS	AREA DETAILS	AREA DETAILS	AREA DETAILS
BASEMENT Internal area: 460.65Sq.M./49.58Sq Storage bays: 8 / 1 general Car Spaces: 8	TAVERN 1 Internal area: 140.91Sq.M. Office/Staff Facilities: 12.66Sq.M. External terrace area: 34.98Sq.M. Storage/Coolroom: 12.72 Sq.M.	TAVERN 2 Internal area: 139.84Sq.M. Office/Staff Facilities: 13.50Sq.M. External terrace area: 36.89Sq.M. Storage/Coolroom: 15.18 Sq.M.	APARTMENT 1 Internal Living area: 152.10Sq.M./16.37Sq External open space: 24.83Sq.M. Storage space: 6.5m ³ Car Spaces: 2	APARTMENT 2 Internal Living area: 152.10Sq.M./16.37Sq External open space: 27.70Sq.M. Storage space: 6.5m ³ Car Spaces: 2	PENTHOUSE 1 Internal Living area: 159.54Sq.M./17.17Sq External open space (including Roof Deck): 91.40Sq.M. Storage space: 6.5m ³ Car Spaces: 2	PENTHOUSE 2 Internal Living area: 159.54Sq.M./17.17Sq External open space (including Roof Deck): 91.40Sq.M. Storage space: 6.5m ³ Car Spaces: 2

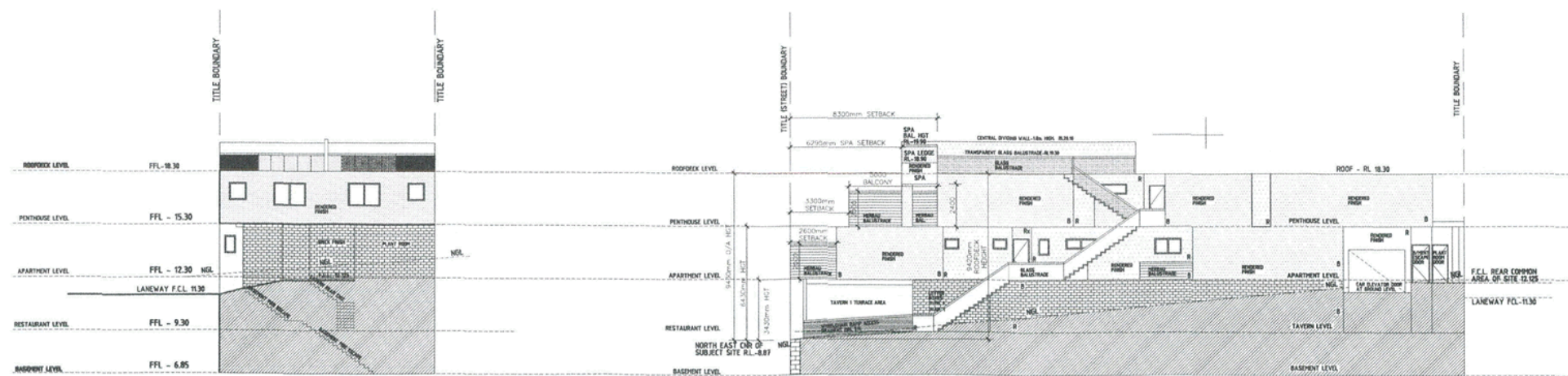
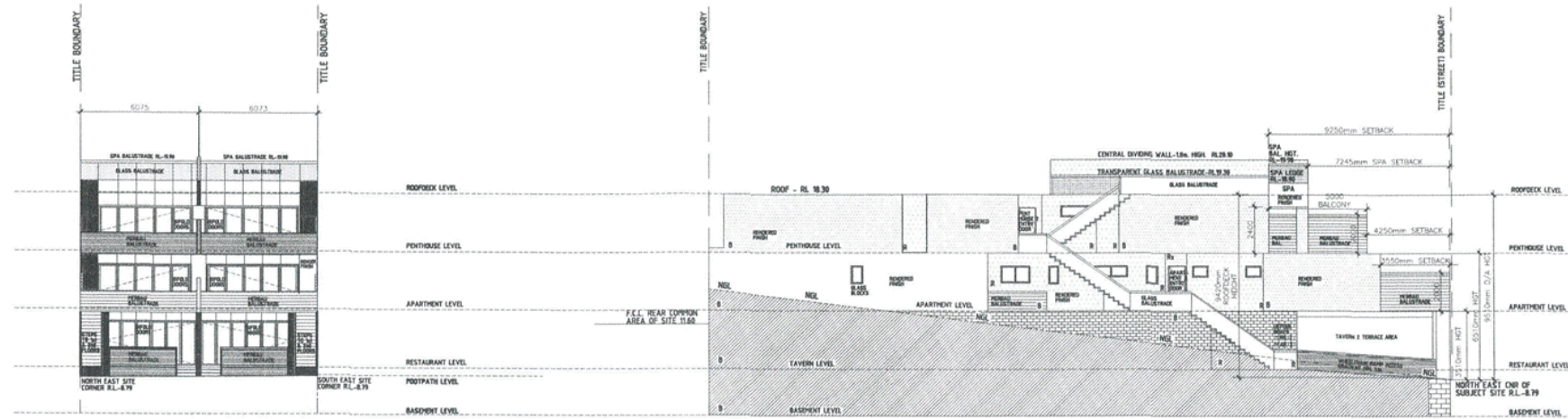
PROPOSAL SUMMARY

No. of Dwellings
 Taverns-2
 Residences-4
 Car Spaces on Site-8

PLOT RATIO

Site area: 463 Sq.M.
 Total areas of: Taverns, Terraces, Apartments, Penthouses (excluding Basement & Balconies) = 975.90Sq.M.
 Plot Ratio excluding Basement: 2.10 to 1.

Total areas of: Taverns, Terraces, Apartments, Penthouses (including Basement & excluding Balconies) = 1436.55Sq.M.
 Plot Ratio including Basement: 3.10 to 1.



FACADE & ELEVATIONS
 TPA: SHEET 07 - 11. DRAWN BY LG DESIGN & DEVELOPMENTS
 SCALE: 1:100 DATE: 30th AUGUST, 2016

REAR ELEVATION

SIDE (NORTH) ELEVATION

STREET ELEVATION

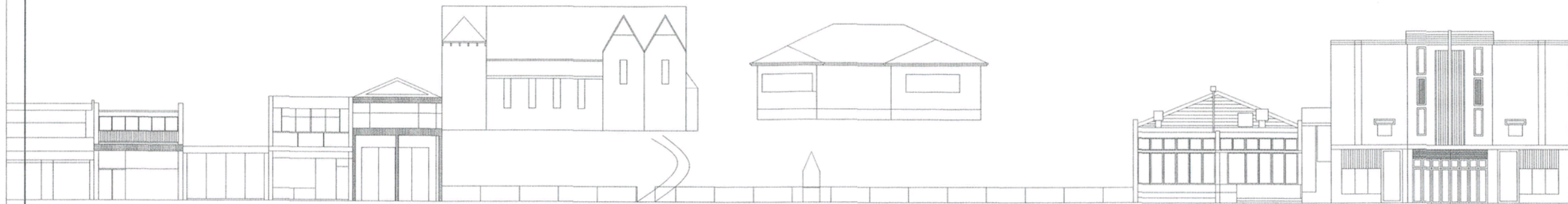
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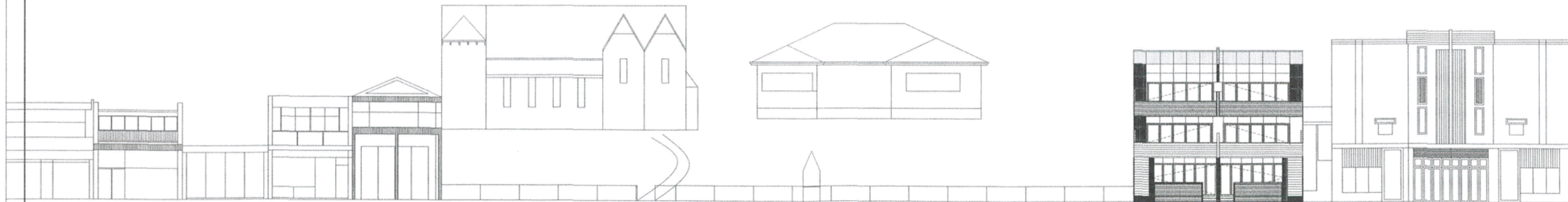
PLANNING
 DEPARTMENT

PROPOSED TAVERN/APARTMENT DEVELOPMENT 82 - 84 MOUNT JOY PARADE, LORNE

AREA DETAILS	AREA DETAILS	AREA DETAILS	AREA DETAILS	AREA DETAILS	AREA DETAILS	AREA DETAILS
BASEMENT Internal area: 460.65Sq.M./49.58Sq.M. Storage bays: 8 / 1 general Car Spaces: 8	TAVERN 1 Internal area: 140.91Sq.M. Office/Staff Facilities: 12.66Sq.M. External terrace area: 34.98Sq.M. Storage/Coolroom: 12.72 Sq.M.	TAVERN 2 Internal area: 139.84Sq.M. Office/Staff Facilities: 13.50Sq.M. External terrace area: 36.89Sq.M. Storage/Coolroom: 15.18 Sq.M.	APARTMENT 1 Internal Living area: 152.10Sq.M./16.37Sq.M. External open space: 21.52Sq.M. Storage space: 6.5m ³ Car Spaces: 2	APARTMENT 2 Internal Living area: 152.10Sq.M./16.37Sq.M. External open space: 24.39Sq.M. Storage space: 6.5m ³ Car Spaces: 2	PENTHOUSE 1 Internal Living area: 159.54Sq.M./17.17Sq.M. External open space (including Roof Deck): 91.40Sq.M. Storage space: 6.5m ³ Car Spaces: 2	PENTHOUSE 2 Internal Living area: 159.54Sq.M./17.17Sq.M. External open space (including Roof Deck): 91.40Sq.M. Storage space: 6.5m ³ Car Spaces: 2



STREETSCAPE – EXISTING
 MOUNT JOY PARADE LORNE



STREETSCAPE – PROPOSED
 MOUNT JOY PARADE LORNE

STREETSCAPE

TPA: SHEET 08 - 11.
 DRAWN BY LG DESIGN & DEVELOPMENTS
 SCALE - 1:100 DATE - 5th AUGUST, 2016

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SURF COAST SHIRE

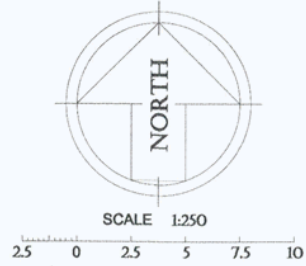
- 6 SEP 2016

PLANNING
 DEPARTMENT

PROPOSED TAVERN/APARTMENT DEVELOPMENT 82 - 84 MOUNT JOY PARADE, LORNE

LEGEND

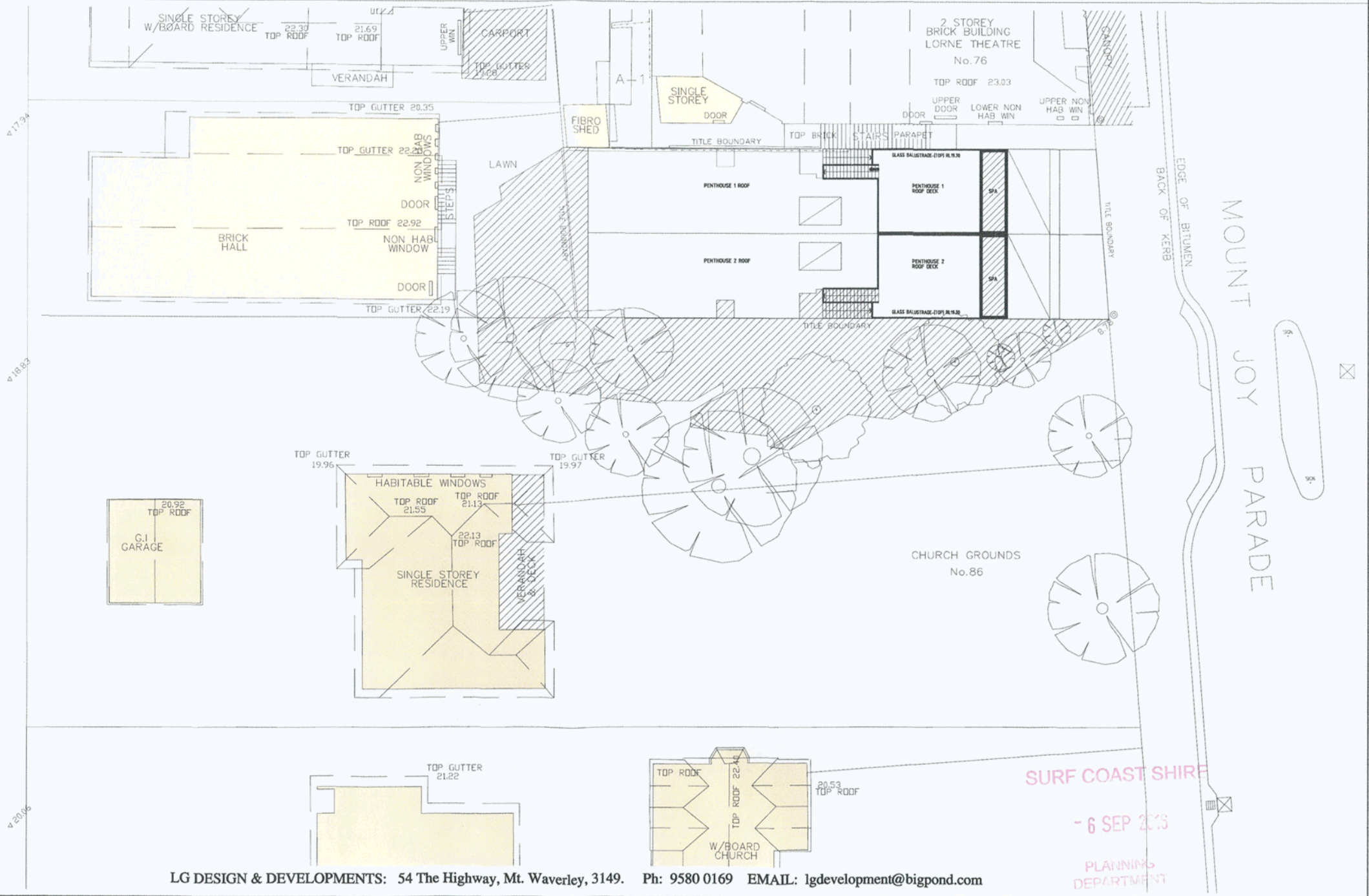
 SHADOWLINE: 9am on MARCH 21st & SEPTEMBER 23rd



DETAILED SHADOW ANALYSIS: 9AM - MARCH 21st & SEPTEMBER 23rd

TPA: SHEET 9 - 11. DRAWN BY: LG DESIGN & DEVELOPMENTS
SCALE: 1:100 DATE: 30 AUGUST, 2016

SMITH STREET



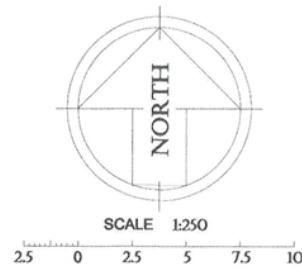
LG DESIGN & DEVELOPMENTS: 54 The Highway, Mt. Waverley, 3149. Ph: 9580 0169 EMAIL: lgdevelopment@bigpond.com

SURF COAST SHIRE
- 6 SEP 2015
PLANNING DEPARTMENT

PROPOSED TAVERN/APARTMENT DEVELOPMENT 82 - 84 MOUNT JOY PARADE, LORNE

LEGEND

SHADOWLINE: 2pm on MARCH 21st & SEPTEMBER 23rd

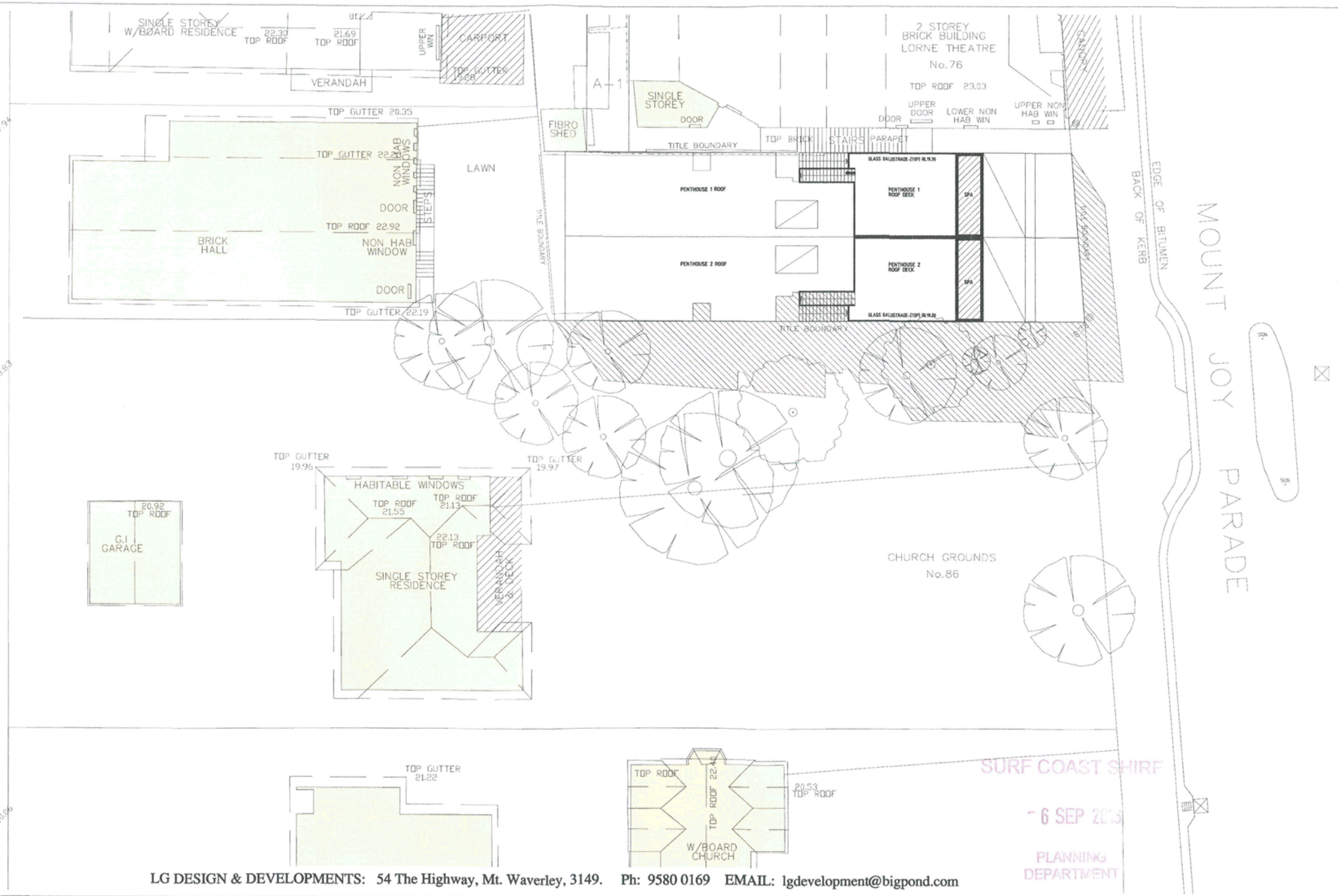


DETAILED SHADOW ANALYSIS: 2PM - MARCH 21st & SEPTEMBER 23rd

TPA: SHEET 10 - 11. DRAWN BY LG DESIGN & DEVELOPMENTS
SCALE: 1:100 DATE: 5th AUGUST, 2016

SMITH STREET

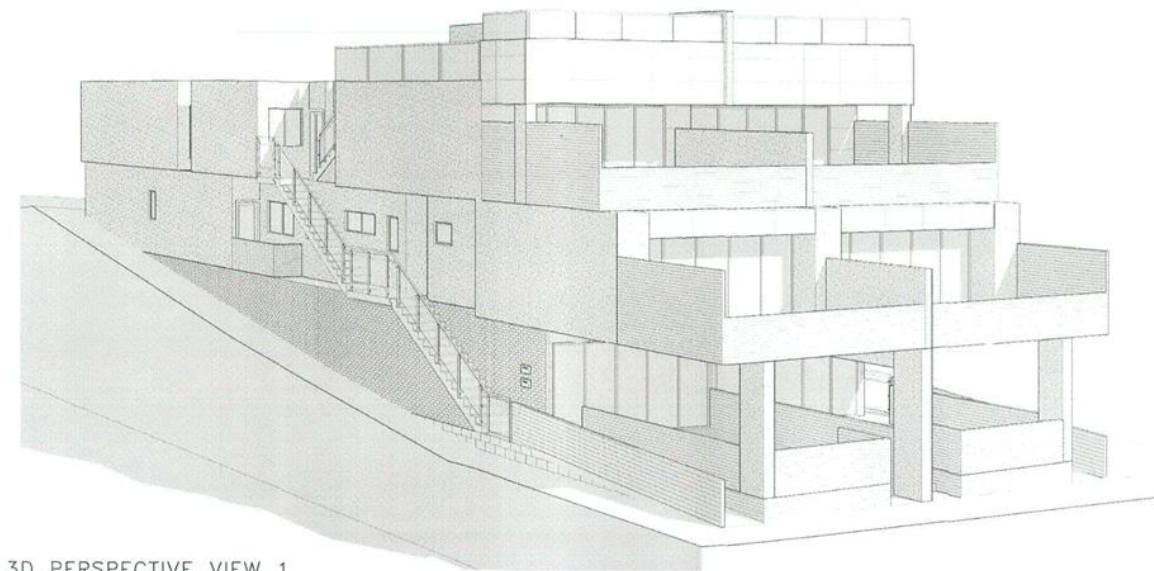
MOUNT JOY PARADE



LG DESIGN & DEVELOPMENTS: 54 The Highway, Mt. Waverley, 3149. Ph: 9580 0169 EMAIL: lgdevelopment@bigpond.com

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6 SEP 2016
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PROPOSED TAVERN/APARTMENT DEVELOPMENT 82-84 MOUNT JOY PARADE, LORNE



3D PERSPECTIVE VIEW 1



3D PERSPECTIVE VIEW 2

3D PERSPECTIVE DRAWINGS
TPA: SHEET 11-11. DRAWN BY LG DESIGN & DEVELOPMENTS
SCALE: NTS DATE 5th AUGUST, 2016

SURF COAST SHIRE

6 SEP 2016

PLANNING
DEPARTMENT

LG DESIGN & DEVELOPMENTS: 54 The Highway, Mt. Waverley, 3149. Ph: 9580 0169 EMAIL: lgdevelopment@bigpond.com

3.4 Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne

APPENDIX 3 PLANNING REPORT



SINCOCK
PLANNING

SURF COAST SHIRE
FILE:
FOLIO:
18 AUG 2016
OFFICER:
FILE COPY DUPL DATE COPY

BUILDINGS AND WORKS ASSOCIATED WITH A FOUR STOREY BUILDING INCORPORATING FOUR DWELLINGS, INCREASE IN PATRON NUMBERS AND LICENSED AREA TO TAVERN, PARTIAL REDUCTION IN CAR PARKING AND WAVING OF LOADING BAY

AT

82-84 MOUNTJOY PDE, LORNE

1

SURF COAST SHIRE
18 AUG 2016
PLANNING

1. Introduction

Sincock Planning has been engaged to prepare a planning report for the construction of a new four storey building comprising two taverns, a basement car park and two levels of apartments (each level comprising two dwellings) and a rooftop garden for each of the two penthouses at 82-84 Mountjoy Pde, Lorne. A permit is triggered to increase the licensed area and the patron numbers associated with the tavern use on site, whilst the loading is proposed to be waived and car parking is proposed to be partially waived.

The site is within the Central Retail Core Precinct, within the Commercial 1 Zone and Design and Development Overlay 4.

The property is currently developed and used as a tavern with a planning permit for the use from December 2009 allowing 182 patrons and hours of operation between 7.00am - 1.00am every day (although liquor is not to be served before 10am Sunday), and 12.00 noon - 11.00pm Good Friday & Anzac Day. A liquor license reflecting the same conditions also applies.

The proposal is consistent with the DDO4 and provides a mix of uses that is encouraged in a commercial centre, within a built form that reflects the preferred heights and setbacks of the central Core retail Area of Lorne. Vehicle access is proposed via the carriageway easement from Grove Road to the basement car park that provided for the residential apartments along with one space for the commercial tenancy.

A full assessment against the planning scheme controls is detailed later in the report.

2. Proposal

The application proposes the development of a four storey building containing two taverns, four apartments and a basement car park.

The basement has an area of 460.65sq.m and is accessed via a carriageway easement from Grove Road that is located to the rear of the Lorne Theatre. A car elevator takes vehicles to the basement level which comprises 8 car spaces and a pedestrian elevator. Storage cubes are adjacent to each car space whilst additional storage is provided at the eastern end of the basement. Residential waste storage is located to the south-west corner of the basement. Plant and equipment store is located in the north-west corner of the basement and a stairwell to the upper level is at the western end of the basement. Office and staff amenities for the taverns is proposed to the east of the car elevator.

The ground floor level contains the commercial facilities, being two taverns in a side by side arrangement with frontage to Mountjoy Pde and a large external terrace adjacent to the footpath. The taverns have a combined area of approximately 406sq.m. The layout provides for lounge/bar area at the front, bathrooms to the west and the kitchen and store areas to the far west at the rear of the building. Access from Mountjoy Pde is via stairs at the centre of the frontage or a ramp along the north or south boundaries. A common hallway at the rear provides access to a stairwell and waste storage area to the immediate west of the car elevator. Bins will be moved to Grove Road for collection.

The first level of apartments contains two three-bed dwellings with an open plan kitchen/living area facing Mountjoy Pde. Each dwelling has a balcony with easterly orientation and an area of 24.83sq.m (dwelling 1) and 27.7sq.m (dwelling 2) accessed via the living areas. Both dwellings have elevator access from the basement car park and public pedestrian access via the stair from Mountjoy Pde.

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A common plant and equipment room is located to the west of dwelling 2 and accessed via steps from the lower level. The dwellings are constructed to the north and south boundaries adjacent to the kitchen and master bedrooms and setback 1.1m adjacent to the stairs on the south side and 1m on the north side, with the exception of the entry lobby that is setback 1.89m. Both dwellings are allocated 2 car spaces in the basement.

The dwellings are setback 3.3m (dwelling 1) and 3.78m (dwelling 2) from Mountjoy Pde.

The dwellings at the upper level are large penthouses comprising three bedrooms and an open plan kitchen/living area. Both dwellings have a balcony at the living area level with eastern orientation and a rooftop deck with a swimming pool. Both dwellings have elevator access from the basement and public stairwell access from Mountjoy Pde. The external living spaces have an area of 91sq.m each, and both dwellings are allocated two car spaces in the basement.

The dwellings are constructed to the north and south boundaries with the exception of a lightwell between bedrooms 2 & 3, and the stairwell and entry lobby. The dwellings are setback 8.28m (dwelling 1) and 8.75m (dwelling 2), with balconies projecting into the setback.

Within the roof space is plant and equipment that is sited to the west of the rooftop decks.

The building has a maximum height of 11.31m above the footpath level (to the top of the dividing wall on the rooftop decks, and 9.51m to the finished floor level of the rooftop decks.

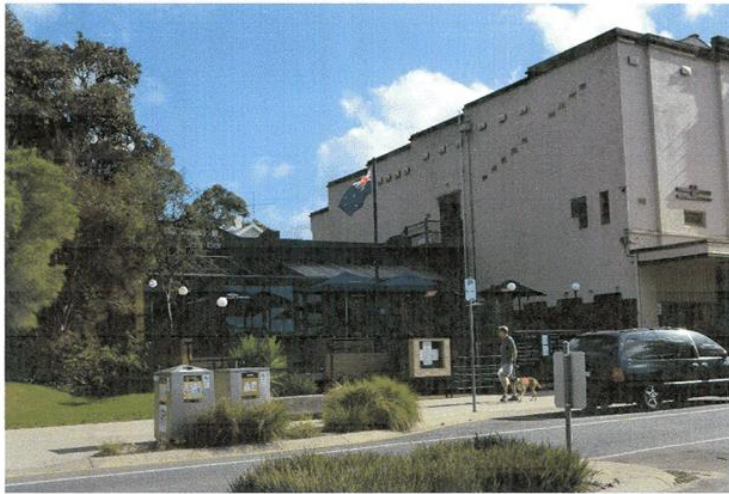
Materials are noted on the elevations and include render, merbau and glass balustrade, in tones of copper, wood and cream.

The building will result in a plot ratio of 2.06 (excluding the basement) or 3.06 including the basement.

3. Existing site conditions

The subject site is located on the west side of Mountjoy Pde, to the immediate south of the Lorne Theatre and north of the Anglican Church property.

The site has an area of 461sq.m and is currently developed with a single storey building built to the north, south and west boundaries, and occupied by the Cuda Bar. A timber deck is located to the east, immediately adjacent to the footpath and this provides an external dining area.



Cuda Bar as seen from the east side of Mountjoy Pde with umbrellas on the deck area, and the Lorne Cinema visible on the east side of the image.

The Cuda Bar operates under planning permission for a tavern with capacity for 182 patrons and with no car parking on site. The permit for the tavern was granted in 2009 and a general liquor license (Ref 32232001) was subsequently granted.

The property receives deliveries via the carriageway easement from Grove Road, with trucks parking in the easement or on Grove Road.



Carriageway easement as seen from Grove Road, with the Lorne Cinema building to the left and hairdresser to the right.

To the north is the Lorne Cinema, a substantial two storey commercial building constructed in 1937 in the Art Deco style. The building is a rendered concrete finish and two shops adjoin the cinema entry on Mountjoy Parade.



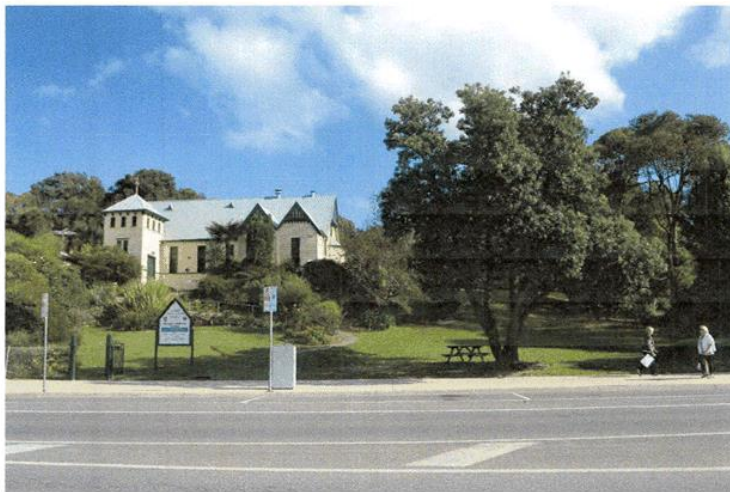
Lorne Cinema as seen from Mountjoy Parade

To the east is the Lorne swimming pool complex, a commercial facility comprising retail, food and drink and recreational facilities within the coastal reserve. The Lorne skate park and a playground are also within the coastal reserve to the east of the site.



Lorne Pool Complex within the coastal reserve to the east

To the south is the Anglican Uniting Church property comprising two lots with dual street frontage to Smith Street and Mountjoy Pde. The title to the immediate south of the subject site contains a large number of significant trees whilst the church building is on the southern title and sits within an attractive garden setting, the building being sited to the rear of the lot.



Church property to the south

To the west is the old Masonic Hall that faces Smith Street. The hall has an approximate 7m height at the rear and contains stairs that lead down to the grassed area at the back of the property.



Hall to the rear of the site as seen from Smith Street.

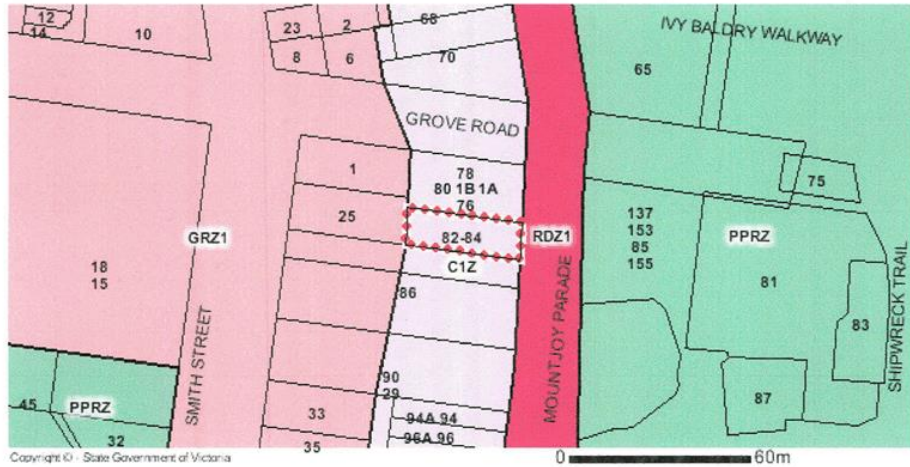
The Lorne Prep-12 School is located to the west on the high side of Smith Street, and a single storey timber dwelling is located to the north-west, on the south east corner of Smith Street and Grove Road.



82 Mountjoy Parade highlighted in red above.

4. Zoning Provisions

The property is within the Commercial 1 Zone as shown on the map below.



A planning permit is required pursuant to the following clauses:

- Clause 34.01-3 for subdivision;
- Clause 34.01-4 for buildings and works;
-

At Clause 34.01-8, the decision guidelines are outlined, and a response to each of these is provided below:

General

- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.

The policy framework of the planning scheme as most relevant to this location are the commercial policies at Clause 11.01-1 (Activity centre network) and Clause 17.01-1 (Business), along with Clause 21.10 (Lorne Strategy).

The SPPF encourage commercial development within activity centres that provides for the communities' needs. The focus is not just commercial activity but providing for residential uses that contribute to the activity in the centre throughout the year. Residential accommodation also contributes to improved security for commercial premises due to the passive surveillance that occurs via residents moving through and around the centre.

The proposal is consistent with the state planning policy framework as it provides for a high quality urban design with a mix of commercial and residential uses in a built form that is consistent with the urban design outcomes derived from the DDO4 which are discussed in detail later in the report. The proposal however complies with the intent of the height and setback requirements, with only minor variations proposed that will not be readable from the street due to the minor variations proposed, or not visible due to the variation (in height) being contained within a single wall between the roof top decks. All of the design issues are discussed in Section 5 of the report.

The ongoing use of the premises as a tavern is consistent with its current use and the additional floor space and patron capacity will provide for enhanced use over the peak summer period. The commercial use is reliant on on-street parking as most commercial uses in the town centre are, and this particular issue is discussed in detail in the Cardno report that accompanies the application. Whilst the reliance on the on-street parking is one of the key issues identified in the Lorne Strategy, land along Mountjoy Parade is too small and the subject site has limited access to accommodate the required parking rates. The Cardno Report addresses the likely impacts and concludes that:

Public car parking demand in coastal towns fluctuates substantially throughout the year, with peak periods typically resulting in parking supplies being inadequate, however that does not prevent activity from occurring in the town, but instead alters behaviors of both permanent residents and holiday makers.

A higher density development provides for better use of the commercial land and more efficient use of infrastructure. The requirements of residents is accommodated fully within the parcel of land including sufficient open space and car parking, whilst internal spaces provide for a high level of amenity with views afforded to each apartment.

The proposal represents a level of density intended by the range of planning controls and policy, where dwelling diversity and smaller dwellings are encouraged within comfortable walking distance of the commercial area.

The concept of higher density and smaller housing options in a mixed use proposal is one which the planning scheme quite clearly seeks to support. The design provides for a contemporary built form to the street with interest provided via light, shade, materials and setbacks that create visual interest and articulation.

The works, and the ongoing existing use is consistent with the state and local policy framework and as such should be supported.

- The interface with adjoining zones, especially the relationship with residential areas.

The Mountjoy Parade commercial strip has a residential interface to the rear (west) and an interface with the coastal reserve (zoned PPRZ) to the east, and as such residential properties along Smith Street immediately adjoin the rear of commercial lots. In this instance there are no residential uses with immediate abuttal to the site, the closest being the dwelling at 1 Grove Road which adjoins the rear of the Lorne Cinema. This is a two storey weatherboard dwelling that is used to provide short term accommodation and comprises first floor decks to the north east of the dwelling and a carport in the south east corner, closest to the subject site.

The proposal will have limited impact on the dwelling at 1 Grove Road due to the low two storey scale of the proposal at the rear (as visible from the neighbour), and the residential use in these two upper floors that will present no conflict with the ongoing residential use of the property. As the land falls substantially toward Mountjoy Parade, the floor level of the existing dwelling will sit at a similar level to the roof of the upper level which is only 1.2m above the existing roof height. The low height, along with the existing vegetation to the south within the church grounds will limit any loss of views over the site to the south east.

To the immediate west of the site is the Masonic Hall which is a commercial building and will suffer no amenity impacts as a result of the development.

To the east of Mountjoy Parade is the coastal foreshore which has a number of retail and recreational activities including the Lorne skate park, Lorne Pool Pavilion (including trampolines, mini golf, pool complex) and playground, with the beach located to the east of these facilities.

The building has been designed to generally comply with the siting requirements of DDO4, stepping the upper levels back from the street and minimizing the overall height of the building such that the visual impact of the development from the foreshore is consistent with the expectations of the Shire and the community with regards to the height and scale of development. The building is articulated with open terraces at the ground floor level, balconies at first and second floor and a mix of building materials and substantial glazed areas that reflect the changing commercial streetscape of the town. The building retains a pedestrian scale due to the proposed setbacks and the existing vegetation to the south that provides a visual buffer for pedestrians as they approach from the south.

It is considered that the proposal has no negative impacts on the adjoining zones, and in particular has no amenity impacts on the closest residential neighbour.

Use

- The effect that existing uses may have on the proposed use.

It is not expected that any of the surrounding uses will impact the proposed residential uses, whilst the tavern use already exists on site. The tavern use is to be replaced with a different floor area and new structure, however the use already functions in the locality and this is not expected to change.

- The drainage of the land.

The subject site is already developed and connected to drainage infrastructure, and the redevelopment will be connected.

- The availability of and connection to services.

All services are available and are currently connected to the site and there are no servicing issues which we expect to arise through the redevelopment.

- The effect of traffic to be generated on roads.

It is not expected that the proposed tavern or dwelling uses will attract new visitors to the town, but will provide a larger floor area which will cater for greater patron numbers, but effectively accommodate people who are already in the town looking for a place to have a drink and something to eat. The issues of traffic and parking will be addressed in a report prepared by Cardno Pty Ltd.

- The interim use of those parts of the land not required for the proposed use.

N/A

Subdivision

- Provision for vehicles providing for supplies, waste removal and emergency services and public transport.

At present, vehicle making deliveries to the Cuda Bar, do so via the carriageway easement to the north of the site from Grove Road. This is expected to continue as it is the only means of accessing the site with vehicles given direct access to Mountjoy Parade is not encouraged. Deliveries will arrive via the carriageway easement and be wheeled around to the storage rooms for each tenancy in much the same way as they currently arrive.

Rubbish for the commercial tenants will be stored at the rear of the site in designated bin areas to the north-west corner and to the west of the car elevator, and bins will be moved to Grove Road for commercial collection. It is not possible to provide garbage bin access to the site given the constraints of the access arrangements, and the relocation of bins on collection day will continue in much the same manner as it currently is undertaken.

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Residential bin storage is located in the basement in a communal bin area, and the bins will be moved to Grove Road for the residential collection. Bins will be moved via the car elevator and this will be the responsibility of the owners corporation to co-ordinate.

Emergency services retain access to the site via Mountjoy Pde and Grove Road in the case of an emergency.

- The effect the subdivision will have on the potential of the area to accommodate the uses which will maintain or enhance its competitive strengths.

The subdivision proposes the subdivision of the buildings, and enables each of the dwellings and the commercial tenants to be separately titled. This subdivision will have no impact on the areas ability to accommodate uses that will maintain or enhance competitive strengths. Each of the uses is appropriate in the commercial strip shopping centre and will not affect other uses being attracted to the centre.

Building and works

- The movement of pedestrians and cyclists, and vehicles providing for supplies, waste removal, emergency services and public transport.

This issue has been discussed in some detail earlier in the submission and therefore the issue of waste and supplies won't be repeated. The development has no impact on pedestrian or cyclist movements as the road reserve will not be affected by the development.

- The provision of car parking.

This issue is to be addressed in the Cardno Pty Ltd report that will be submitted to the Surf Coast Shire for review.

- The streetscape, including the conservation of buildings, the design of verandahs, access from the street front, protecting active frontages to pedestrian areas, the treatment of the fronts and backs of buildings and their appurtenances, illumination of buildings or their immediate spaces and the landscaping of land adjoining a road.

Many of the above issues are discussed in response to the Design and Development Overlay Schedule 4, in particular those relating. In summary however, the building has been designed having regard to the controls within DDO4 including setbacks, height and plot ratio, and generally complies with these although very minor variations are proposed, none of which will result in a building mass or scale that is at odds with the outcomes desired by the overlay.

The front of the building is designed to provide for activity at each level and articulation with the use of balconies, balustrades and glazing, along with setbacks to each level. The building setbacks enable the heritage building to the north to retain its prominence in the street, whilst the overall height of the building means it will sit comfortably next to the Lorne Cinema building.

The rear of the building is only two storey in height above ngl due to the topography, and the rear of the building has been treated so that it still provides some articulation and interest, although setbacks from the side boundary are not provided. The height of the building at the rear of the site is similar to the hall to the west and the residential dwelling to the north-west.

At the ground level the tavern doors are openable to a large terrace that provides for maximum indoor-outdoor experience and the entire space can be opened up to use as a single area. The terrace provides a connection with the street with stairs providing access from the centre of the title frontage whilst ramp access for disabled is provided along the north and south boundaries.

There is no landscaping provided within the front setback and this is consistent with commercial development all the way along Mountjoy Parade.

- The storage of rubbish and materials for recycling.

As previously discussed, waste is proposed to be stored within the basement for the residential dwellings and at the ground floor to the south of the car elevator for the commercial tenants. Waste can be moved to Grove Road for collection.

- Defining the responsibility for the maintenance of buildings, landscaping and paved areas.

The owners corporation will manage the maintenance of the common property areas and the plan of subdivision will clearly nominate the public and private areas within the site. As with any apartment building, there will be shared access areas that will need to be managed and there is no reason why this would be particularly difficult in this situation.

- Consideration of the overlooking and overshadowing as a result of building or works affecting adjoining land in a General Residential Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone.

The building results in no overlooking of any residential dwelling, nor will any dwelling be affected by overshadowing. The land is on an east-west axis and the church grounds to the south will be the most impacted by shadow, however as there are no sensitive uses adjacent, the shadowing impact is not considered to result in any loss of amenity.

- The availability of and connection to services.

As detailed earlier.

- The design of buildings to provide for solar access.

The site is limited by its orientation and the adjacent commercial building in its ability to maximise solar orientation and northerly aspect for the dwellings. Having said this, given the coastal views available to the east, each dwelling has an eastern orientation and therefore maximises morning sunlight to the living areas, with more than reasonable light provided to all habitable spaces within the development.

Apartment 1 and penthouse 1 both have some northern windows to the living areas, whilst both penthouses have rooftop decks which will obtain great solar access throughout the day.

- The objectives, standards and decision guidelines of Clause 54 and Clause 55. This does not apply to a development of five or more storeys, excluding a basement.

An assessment against Clause 55 is contained in Section 6.4 of the report.

5. Overlay Controls

The subject site is affected by the Design and Development Overlay Schedule 4.

Design and Development Overlay Schedule 4 (DDO4)

A permit is required pursuant to Clause 43.02-2 to construct a building or carry out works. The DDO has been applied over the Lorne commercial areas and tourist accommodation precincts.



The property is within the Central Retail Core Precinct, and the design objectives are:

All Precincts

To improve and enhance the image and appearance of the Lorne commercial and tourist precincts so as to create a pleasant place to shop and recreate and to reinforce the unique urban/retail character that is recognisably Lorne.

To consolidate development within the commercial core of the township.

To encourage development that will accommodate a mixture of retail, office, entertainment and visitor accommodation facilities within the commercial core of the township.

To encourage a scale of development which is complementary to and compatible with the overall character of the centre and amenity of the surrounding development.

Central Retail Core Precinct

To promote the central retail core precinct as the preferred location for new retail development.

To consolidate retail activities at street level with office and non-retail activities encouraged to locate at either first floor level or at the periphery of the central retail core.

To maintain the low rise character of building facades along Mountjoy Parade.

To encourage the establishment of tourist accommodation and units above street level.

To implement urban design guidelines which improve the character and appearance of the precinct to create a pleasant place to shop and recreate.

The buildings and works requirements at Clause 2 are:

Central Retail Core

Building Height

- The height of a building on land with a frontage to Mountjoy Parade should not exceed 7.5 metres above the footpath level at the street alignment.
- Any part of a building which exceeds a height of 7.5 metres should be set back at least 7.5 metres from the frontage to Mountjoy Parade.
- The maximum height of all buildings should not exceed 10 metres above the footpath level at the Mountjoy Parade street alignment.

Plot Ratio

- The maximum building plot ratio of a site should not exceed 2.0.

Comment

The proposal is generally consistent with the buildings and works requirements at Clause 2 as detailed below:

Building height.

The height of the building at the street alignment is well under 7.5m, with only a single storey height to the street of 3.51m, or 4.46m if the balustrade of the first floor is included. This low heights presents a very pedestrian scale to the street and minimises any perception of building bulk for pedestrians.

A very minor non-compliance results from the height of the penthouse rooftop deck and pool which projects slightly into the 7.5m front setback. The DDO requires any building that exceeds 7.5m to be setback at least 7.5m from the street alignment. In this instance the pool and rooftop deck project to 7.245m from the street alignment, being 25cm forward of the preferred setback. This very minor non-compliance has no visual impact given the variation will not be easily read from the street, and is 'effectively' compliant with the intent of the clause. Whilst complete compliance with this requirement could be achieved, there is clearly no real and substantive benefit to a modification of this nature, particularly given the adjacent Lorne Cinema which sits on the eastern boundary with a sheer two storey commercial wall height of approximately 12m. Given the adjoining height and scale on the boundary, a minor variation is not considered to result in any building bulk or inappropriate visual impact.

The maximum height of the building also exceeds the 10m preferred height, measured from the footpath level, with a maximum height of 11.31m to the highest point of the dividing wall between the rooftop decks, or 10.5m to the top of the transparent glass balustrade that surrounds the decks. These again are very minor variations given the nature of the non-compliant structures, being a single dividing wall or a glass balustrade, neither of which results in building bulk. The main building structure has a maximum height of 9.51m, and therefore will comfortably fit within the Mountjoy Parade streetscape, particularly given the 14m height of the adjacent building (Lorne Cinema).

Plot ratio.

The proposed building has an effective plot ratio of 2.06 (excluding the basement level), slightly exceeding the preferred plot ratio of 2. If the basement level were included in the assessment, the plot ratio would be 3.05.

Plot ratio is a measure of the scale of a building based on the total floor area. The definition of plot ratio does not distinguish between floor area above or below ground, however given it is an assessment of building scale, it would seem irrational and unjustified, to include a basement level that is wholly located below ground level and which therefore clearly has no impact on building bulk or scale.

The plot ratio (excluding the basement) of 2.06 slightly exceeds the preferred plot ratio of 2.0 however this is a very minor variation and will clearly have no visual impact from the street, nor will it result in an inappropriate scale and mass of building.

Conclusion.

In conclusion, whilst there are some very minor variations proposed to the DDO4 requirements, these are effectively so minor as to have no real impact on the building bulk and scale as seen from Mountjoy Parade. It is the street level view and pedestrian scale that the DDO seeks to maintain, and the proposed variations have no impact on the streetscape, primarily because of the minor nature of the variations, the use of glass balustrade in the most part where heights are exceeded, and the large scale and mass of the Lorne Cinema that sits to the immediate north of the site and which sits well forward of the proposed development.

The building is articulated to the front and sides via stairwell access, lightwells, and a recessed ground floor tenancy with projecting balconies above, all of which provide for a very interesting building form and a building that will encourage activity adjacent to the street and provide vibrancy and a high level of amenity for patrons of the lower level tenancies.

The varied setbacks enable light to access the balconies and enhance the amenity within the dwellings via the provision of some direct sunlight.

The proposal retains the low rise character of Mountjoy Parade, maintains a commercial use at the lower level and provides high quality accommodation at the upper levels, all of which are consistent with the design objectives of the DDO.

6. Particular provisions

6.1 52.06 Car parking

The purpose of Clause 52.06 is:

- To ensure that car parking is provided in accordance with the State Planning Policy Framework and Local Planning Policy Framework.
- To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.
- To support sustainable transport alternatives to the motor car.
- To promote the efficient use of car parking spaces through the consolidation of car parking facilities.
- To ensure that car parking does not adversely affect the amenity of the locality.
- To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.

Table 1 at Clause 52.06-5 states that parking is required as follows:

- 2 spaces for each 3 or more bed dwelling;
- 0.4 spaces per patron permitted by the tavern.

The application proposes the development of four 3-bed dwellings, and a tavern with a patron capacity of 360. The reduction in car parking is addressed in the Cardno report that accompanies the application.

6.2 Loading and unloading

The purpose of Clause 52.07 is:

- To set aside land for loading and unloading commercial vehicles to prevent loss of amenity and adverse effect on traffic flow and road safety.

Requirements to be met are:

No building or works may be constructed for the manufacture, servicing, storage or sale of goods or materials unless:

- Space is provided on the land for loading and unloading vehicles as specified in the table below.
- The driveway to the loading bay is at least 3.6 metres wide. If a driveway changes direction or intersects another driveway, the internal radius at the change of direction or intersection must be at least 6 metres.
- The road that provides access to the loading bay is at least 3.6 metres wide.

A permit may be granted to reduce or waive these requirements if either:

- The land area is insufficient.
- Adequate provision is made for loading and unloading vehicles to the satisfaction of the responsible authority.

A permit is sought to waive the loading and unloading requirements as the land area is insufficient to provide a dedicated loading bay, and there is inappropriate road access to the site to enable trucks to easily access the property. This issue is discussed in the Cardno report that accompanies the application.

6.3 Licensed Premises

The purpose of Clause 52.27 is:

- To ensure that licensed premises are situated in appropriate locations.
- To ensure that the impact of the licensed premises on the amenity of the surrounding area is considered.

A permit is required to use land to sell liquor if as the following all apply:

- The number of patrons allowed under a licence is to be increased.
- The area that liquor is allowed to be consumed or supplied under a licence is to be increased.

Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:

- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- The impact of the sale or consumption of liquor permitted by the liquor licence on the amenity of the surrounding area.
- The impact of the hours of operation on the amenity of the surrounding area.
- The impact of the number of patrons on the amenity of the surrounding area.
- The cumulative impact of any existing licensed premises and the proposed licensed premises on the amenity of the surrounding area.

As previously discussed, the site is located within an activity centre within a coastal holiday town whereby the expectation is that the town centre will accommodate a range of retail and food and drink premises that provides for a lively and energetic centre, particularly in summer when the towns population grows substantially from 1000 - 15000 people including those in camping and caravan parks.

The site is already developed and operates with an on-premises license for 180 patrons to 1am each day, and is successfully operating without complaints and with no loss of demerit points on the license. The patrons are accommodated on an external deck at the front of the property (for 40 patrons) and 110 patrons inside the building, however the premises is only at capacity for a short time each year over the holiday period due to the decline in population once the holiday makers depart. Similarly, the premises generally only operates the full license hours for the same holiday period when it is viable to open until 1am.

The Cuda Bar provides for full meals and it is intended that this will continue, with seating provided for 70 patrons within each premises (140 in total) and the remainder (110 each premises or 220 total) accommodated via standing room. The Cuda Bar operates with a full meal service, generally until 9.30pm and both proposed taverns will function similarly, providing for primarily meals and seated patrons until 9.30pm where background music is also played, and then after 9.30pm live entertainment will be available and the space would be used as it currently is, that being a bar.

The premises has security staff on site from 9.30pm to ensure patrons behave, and security does not finish until half an hour after closing to ensure that patrons have moved on and people are safe. The proposed taverns will also provide security after 9.30pm when live entertainment is provided and as such will maintain ongoing a high level of venue management and remove troublesome patrons as necessary.

Live entertainment is generally only provided once a week (on weekends) and live entertainment is booked in consultation with the Lorne Hotel so that both premises don't provide live entertainment on the same night. As such, whilst live entertainment is proposed, this will not be provided every night and will operate in consultation with other premises.

Whilst a substantial increase in patrons is proposed, each premises will hold the same total capacity of the existing premises, and have a similar floor area to the existing premises. This size and the number of patrons is generally in line with other premises in Lorne, the exception being those with a general license that typically have much greater capacity and later licenses including the Cumberland, Mantra Lorne and Lorne Hotel.

There are approximately 29 licensed premises in Lorne within 500m of the site, and as such the area is considered to be within a cluster (being that there are more than 3 premises within 100m and more than 20 within 500m). This is not unexpected within a coastal township where a range of entertainment and food and drink premises co-locate and provide for varying users within the town centre. Of the late night premises (12 in total), there are 9 with 1am closing and these are mostly café and restaurant licenses (5 in total) that rarely result in a loss of amenity due to the main purpose of the visit being for a meal, along with the Cumberland Resort and Mantra Lorne that both have general licenses. Of the remainder, they are:

- Surf Life Saving Club which has a 2am close (restricted club license);
- Football and Netball Club with midnight close (limited license);
- Lorne Hotel to 3am (general license).

The 1am proposed license is consistent with the majority of premises in Lorne the total capacity is similar to the Maple Tree Lorne and Lorne Central which have capacity of 334 & 268. Given the capacity is essentially halved via the building comprising two tenancies, the total number for each tavern is not excessive and will not result in a loss of amenity or result in increased bad behaviour in the street and surrounding area.

The subject site is located adjacent to the Lorne Cinema, Anglican Uniting Church and the foreshore, with only one sensitive use located to the north-west. This use is protected by the requirement to comply with the State Environment Protection Policy N-2 (music noise) and the fact that the tavern is proposed at the ground floor level, below two levels of accommodation and with an easterly orientation away from that residential property.

As discussed in the car parking assessment prepared by Cardno, the increase in patron numbers is not expected to result in new patrons visiting the premises, but result in a redistribution of existing patrons through the activity centre as parking is limited to the existing spaces on the street and the town centre draws from the existing (permanent and holiday) population of Lorne, with limited likelihood of a new tavern drawing in greater numbers of people to the town.

Being a small town centre in a strip alignment, Mountjoy Parade exists and functions at the residential interface for its length, and it is well accepted that residential amenity at the interface will differ from a residential amenity that could be expected in a more suburban setting. Having said this, the hours of operation are not excessive, and the noise resulting from a tavern with only limited frequency of live music is generally able to be well controlled such that excessive noise is highly unlikely to result.

There are no known problems in the area as a result of licensed premises and we understand there are no enforcement proceeding currently underway in relation to any other premises within the 500m cluster, as such we don't expect the proposal to reinforce existing issues/impacts nor do we expect it to create new impacts given the use, the floor area, the patron numbers and proposed hours are generally consistent with other premises. We believe there are some positive cumulative impacts resulting from this proposal including:

- reinforcing the local 'identity' of the town centre as a holiday destination and entertainment provider
- enhanced vitality and choice of premises
- economic benefit

The proposal is more likely to result in positive cumulative impacts as it is consistent with the state activity centre policy that encourages these uses within the shopping strips as they create identity and a feeling of a centre that is alive.

The increased number of patrons within the shopping centre also results in more casual surveillance of the centre and general vitality in the area. The activity is consistent with the purpose of the zone and with the nature of Mountjoy Parade, being a retail centre with a strong café/restaurant/tavern offer, and mix of fashion boutiques and other niche traders.

6.4 55 - Two or more dwellings on a lot and residential buildings

The purpose of Clause 55 is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To achieve residential development that respects the existing neighbourhood character or which contributes to a preferred neighbourhood character.
- To encourage residential development that provides reasonable standards of amenity for existing and new residents.
- To encourage residential development that is responsive to the site and the neighbourhood.

The decision guidelines of the Commercial 1 Zone require an assessment of the objectives, standards and decision guidelines of Clause 55 for any development of less than five storey. An assessment against each clause is provided below.

55.02-1

NEIGHBOURHOOD CHARACTER

Standard B1

The design response must be appropriate to the neighbourhood and the site.

The proposed design must respect the existing or preferred neighbourhood character and respond to the features of the site.

Comment

This issue has been addressed earlier in the report in response to the zone and the design and development overlay, and as such does not need to be repeated here. The site does not sit in a traditional residential environment where the character need to be respected to the same degree, but in a commercial environment where high quality urban design is desired, and where built form is of a commercial scale and form.

55.02-2

RESIDENTIAL POLICY

Standard B2

An application must be accompanied by a written statement to the satisfaction of the Responsible Authority that describes how the development is consistent with any relevant policy for housing in the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.

Comment

As discussed earlier in the submission in response to the zone and policy provisions of the scheme.

The development meets the residential policy objective.

55.02-3

DWELLING DIVERSITY

Standard B3

Developments of ten or more dwellings should provide a range of dwelling sizes and types, including:

- Dwellings with a different number of bedrooms.

At least one dwelling that contains a kitchen, bath or shower, and a toilet and wash basin at ground floor level.

Comment

Not applicable.

55.02-4

INFRASTRUCTURE

Standard B4

Development should be connected to reticulated services, including reticulated sewerage, drainage, electricity and gas if available.

Development should not unreasonably exceed the capacity of utility services and infrastructure, including reticulated services and roads.

In areas where utility services or infrastructure have little or no spare capacity, developments should provide for the upgrading of or mitigation of the impact on services or infrastructure.

Comment

The dwellings will be connected to all infrastructure as required by Council's engineers.

The requirements of the servicing authorities will be imposed through the referral of the subdivision.

The development meets the infrastructure objective.

55.02-5

INTEGRATION WITH THE STREET

Standard B5

Developments should provide adequate vehicle and pedestrian links that maintain or enhance local accessibility.

Development should be oriented to front existing and proposed streets.

High fencing in front of dwellings should be avoided if practicable.

Development next to existing public open space should be laid out to complement the open space.

Comment

Each of the dwellings are accessed from Mountjoy Pde via a stairwell on the side, and these will be clearly visible to visitors and provide good access to the apartments. An alternate access via the basement is available to residents in a lift that accesses each of the dwelling levels.

55.03-1

STREET SETBACK

Standard B6

Walls of buildings should be set back from streets:

- At least the distance specified in the schedule to the zone, or
- If no distance is specified in the schedule to the zone, the distance specified in Table B1.

Porches, pergolas and verandahs that are less than 3.6 metres high and eaves may encroach not more than 2.5 metres into the setbacks of this standard.

Comment

The issue of street setback is defined by the zone and the DDO and therefore the residential standard is not applicable.

55.03-2

BUILDING HEIGHT

Standard B7

The maximum building height should not exceed:

- The maximum height specified in the schedule to the zone, or
- If no maximum height is specified in the schedule to the zone, the maximum building height should not exceed 9 metres, unless the slope of the natural ground level at any cross section wider than 8 metres of the site of the building is 2.5 degrees or more, in which case the maximum building height should not exceed 10 metres.

Changes of building height between existing buildings and new buildings should be graduated.

Comment

The standard for residential height is not applicable given the specific direction of the DDO, and this has been previously addressed.

55.03-3

SITE COVERAGE

Standard B8

The site area covered by buildings should not exceed:

- The maximum site coverage specified in the schedule to the zone, or
- If no maximum site coverage is specified in the schedule to the zone, 60 per cent.

Comment

The application proposes a site coverage of 100% which is consistent with the commercial zone.

55.03-4

PERMEABILITY

Standard B9

At least 20 per cent of the site should not be covered by impervious surfaces.

Comment

The site has 100% site coverage and therefore no permeable surfaces as is expected in commercial shopping strips.

55.03-5

ENERGY EFFICIENCY

Standard B10

Buildings should be:

- Oriented to make appropriate use of solar energy.
- Sited and designed to ensure that the energy efficiency of existing dwellings on adjoining lots is not unreasonably reduced.

Living areas and private open space should be located on the north side of the development, if practicable.

Developments should be designed so that solar access to north facing windows is maximised.

Comment

All of the dwellings have living areas with an eastern orientation and as such achieve good solar access in the morning, whilst the northern dwellings also have north facing windows within the living rooms that will provide for additional light. Optimal orientation and provision of northern solar access is not possible due to the commercial scale of the Lorne Cinema to the north and the eastern orientation of coastal views.

55.03-6

OPEN SPACE

Standard B11

If any public or communal open space is provided on site, it should:

- Be substantially fronted by dwellings, where appropriate.
- Provide outlook for as many dwellings as practicable.
- Be designed to protect any natural features on the site.
- Be accessible and useable.

Comment

N/A

55.03-7

SAFETY

Standard B12

Entrances to dwellings and residential buildings should not be obscured or isolated from the street and internal accessways.

Planting which creates unsafe spaces along streets and accessways should be avoided.

Developments should be designed to provide good lighting, visibility and surveillance of car parks and internal accessways.

Private spaces within developments should be protected from inappropriate use as public thoroughfares.

Comment

As detailed earlier, each apartment entry is located at the upper level and visitor access is via the stairs from Mountjoy Parade. This is not uncommon in apartment style housing and will not result in unsafe places within the site.

55.03-8

LANDSCAPING

Standard B13

The landscape layout and design should:

- Protect any predominant landscape features of the neighbourhood.
- Take into account the soil type and drainage patterns of the site.
- Allow for intended vegetation growth and structural protection of buildings.
- In locations of habitat importance, maintain existing habitat and provide for new habitat for plants and animals.
- Provide a safe, attractive and functional environment for residents.

Development should provide for the retention of planting of trees, where these are part of the character of the neighbourhood.

Development should provide for the replacement of any significant trees that have been removed in the 12 months prior to the application being made.

The landscape design should specify landscape themes, vegetation (location and species), paving and lighting.

Comment

A landscape plan is not submitted with the application given the commercial zone of the land and the high site coverage that provides limited potential for landscaping with the exception of potted plants and hanging greenery which is proposed from the balconies.

55.03-9

ACCESS

Standard B14

Accessways should:

- Be designed to allow convenient, safe and efficient vehicle movements and connections within the development and to the street network.
- Be designed to ensure vehicles can exit a development in a forwards direction if the accessway serves five or more car spaces, three or more dwellings, or connects to a road in a Road Zone.
- Be at least 3 metres wide.
Have an internal radius of at least 4 metres at changes of direction.
- Provide a passing area at the entrance that is at least 5 metres wide and 7 metres long if the accessway serves ten or more spaces and connects to a road in a Road Zone.

The width of accessways or car spaces should not exceed:

- 33 per cent of the street frontage, or
- if the width of the street frontage is less than 20 metres, 40 per cent of the street frontage.

No more than one single-width crossover should be provided for each dwelling fronting a street.

The location of crossovers should maximise the retention of on-street car parking spaces.

The number of access points to a road in a Road Zone should be minimised.

Developments must provide for access for service, emergency and delivery vehicles.

Comment

Vehicle access is provided to a basement car park for each of the dwellings via the only access available, being a carriageway easement to the north. The carriageway easement is narrow and only provides single lane entry, however the basement has been designed to enable all vehicle to turn and exit the site in a forward direction, with two car spaces provided per dwelling.

A crossover was not sought to Mountjoy Pde as previously discussed in response to Clause 52.06.

55.03-10

PARKING LOCATION

Standard B15

Car parking facilities should:

- Be reasonably close and convenient to dwellings and residential buildings.
- Be secure.
- Be designed to allow safe and efficient movements within the development.
- Be well ventilated if enclosed.

Large parking areas should be broken up with trees, buildings or different surface treatments.

Shared accessways or car parks of other dwellings and residential buildings should be located at least 1.5 metres from the windows of habitable rooms. This setback may be reduced to 1 metre where there is a fence at least 1.5 metres high or where window sills are at least 1.4 metres above the accessway.

Comment

Each of the dwellings is provided with two car spaces within the basement, and this will be a well ventilated and convenient car parking space with pedestrian access back to the dwellings via a lift. The parking area is secure and provides for safe and convenient parking or residents, whilst maximising the potential for parking on site.

55.04-1

SIDE AND REAR SETBACKS

Standard B17

A new building not on or within 200mm of a boundary should be set back from side or rear boundaries:

- At least the distance specified in the schedule to the zone, or
- If no distance is specified in the schedule to the zone, 1 metre, plus 0.3 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres.

Sunblinds, verandahs, porches, fascias, gutters, masonry chimneys, flues, pipes, domestic fuel or water tanks, and heating or cooling equipment or other services may encroach not more than 0.5 metres into the setbacks of this standard.

Landings having an area of not more than 2 square metres and less than 1 metre high, stairways, ramps, pergolas, shade sails and carports may encroach into the setbacks of this standard.

Comment

The imposition of residential standards for side and rear setbacks is inappropriate in a commercial setting, and the height and setback of walls from the north and south boundaries reflects the commercial scale of development in Mountjoy parade.

The setback to the rear is more reflective of a residential scale given the residential zone interface with a maximum wall height of less than 3m on the western boundary.

55.04-2

WALLS ON BOUNDARIES

Standard B18

A new wall constructed on or within 200mm of a side or rear boundary of a lot or a carport constructed on or within 1 metre of a side or rear boundary of a lot should not abut the boundary for a length or more than:

- 10 metres plus 25 per cent of the remaining length of the boundary of an adjoining lot, or
- Where there are existing or simultaneously constructed walls or carports abutting the boundary on an abutting lot, the length of the existing or simultaneously constructed walls or carports,

Whichever is the greater.

The height of a new wall constructed on or within 200mm of a side or rear boundary or a carport constructed on or within 1 metre of a side or rear boundary should not exceed an average of 3.2 metres with no part higher than 3.6 metres unless abutting a higher existing or simultaneously constructed wall.

Comment

The application proposes a solid wall to the western boundary for the full length of the boundary at a low overall height of less than 3m. The wall extends along the boundary and provides for security to the rear of the building. As the site adjoins the Masonic Lodge, there is no loss of residential amenity as a result of the length of wall proposed on the boundary.

55.04-3

DAYLIGHT TO EXISTING WINDOWS

Standard B19

Buildings opposite an existing habitable room window should provide for a light court to the existing window that has a minimum area of 3 square metres and minimum dimension of 1 metre clear to the sky. The calculation of the area may include land on the abutting lot.

Walls or carports more than 3 metres in height opposite an existing habitable room window should be set back from the window at least 50 per cent of the height of the new wall if the wall is within a 55 degree arc from the centre of the existing window. The arc may be swung to within 35 degrees of the plane of the wall containing the existing window.

Where the existing window is above ground floor level, the wall height is measured from the floor level of the room containing the window.

Comment

There are no neighbouring residential windows impacted by the proposal.

55.04-4

NORTH-FACING WINDOWS

Standard B20

If a north-facing habitable room window of an existing dwelling is within 3 metres of a boundary on an abutting lot, a building not on or within 150mm of the boundary should be setback from the boundary 1 metre, plus 0.6 metre for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres, for a distance of 3 metres from the edge of each side of the window. A north-facing window is a window with an axis perpendicular to its surface oriented north 20 degrees west to north 30 degrees east.

Comment

N/A

55.04-5

OVERSHADOWING OPEN SPACE

Standard B21

Where sunlight to the secluded private open space of an existing dwelling is reduced, at least 75 per cent, or 40 square metres with minimum dimension of 3 metres, whichever is the lesser area, of the secluded private open space should receive a minimum of 5 hours of sunlight between 9am and 3pm on 22 September.

If existing sunlight to the secluded private open space of an existing dwelling is less than the requirements of this standard, the amount of sunlight should not be further reduced.

Comment

There is no secluded open space impacted by the proposal, with a small area of overshadowing occurring to the south, but generally within the area of the large trees that adjoin the site and which themselves cause significant shadow.

55.04-6

OVERLOOKING

Standard B22

A habitable window, balcony, terrace, deck or patio should be located and designed to avoid the direct views into the secluded private open space and habitable room windows of an existing dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace deck or patio. Views should be measured within a 45 degree angle from the plane of the window or perimeter of the balcony, terrace, deck or patio, and from a height of 1.7 metres above floor level.

A habitable room window, balcony, terrace, deck or patio with a direct view into a habitable room window of existing dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio should be either:

- Offset a minimum of 1.5 metres from the edge of one window to the edge of the other, or
- Have sill heights of at least 1.7 metres above floor level, or
- Have fixed obscure glazing in any part of the window below 1.7 metres above floor level, or
- Have permanently fixed external screens to at least 1.7 metres above floor level and be no more than 25 per cent transparent.

Obscure glazing in any part of the window below 1.7 metres above floor level may be openable provided that there are no direct views as specified in this standard.

Screens used to obscure a view should be:

- Perforated panels or trellis with a maximum of 25 per cent openings or solid translucent panels.
- Permanent, fixed and durable.
- Designed and coloured to blend in with the development.

This standard does not apply to a new habitable room window, balcony, terrace, deck or patio which faces a property boundary where there is a visual barrier at least 1.8 metres high and the floor level of the habitable room, balcony, terrace, deck or patio is less than 0.8 metres above ground level at the boundary.

Comment

There is no overlooking of secluded open space, with the adjoining property to the south having some overlooking to the front garden area, but this is not secluded in any way.

55.04-7

INTERNAL VIEWS OBJECTIVE

Standard B23

Windows and balconies should be designed to prevent overlooking of more than 50 per cent of the secluded private open space of a lower-level dwelling or residential building directly below and within the same development.

Comment

There is no internal overlooking due to the side by side design and solid barriers between the front balconies.

55.04-8

NOISE IMPACTS OBJECTIVES

Standard B24

Noise sources, such as mechanical plant, should not be located near bedrooms of immediately adjacent existing dwellings.

Noise sensitive rooms and secluded private open spaces of new dwellings and residential buildings should take account of noise sources on immediately adjacent properties.

Dwellings and residential buildings close to busy roads, railway lines or industry should be designed to limit noise levels in habitable rooms.

Comment

The only real noise sources are those associated with the road traffic (Mountjoy Parade) and the commercial uses in the street including the tavern at the lower level of the proposed building. The dwellings will need to be constructed to a standard that provides for a reasonable level of amenity, however anyone seeking to reside in a commercial shopping strip needs to keep in mind that this is not a residential zone and there will be noise and activity resulting from day and night time activity normally found in a strip shopping centre.

55.05-1

ACCESSIBILITY

Standard B25

The dwelling entries of the ground floor of dwellings and residential buildings should be accessible or able to be easily made accessible to people with limited mobility.

Comment

The provision of a lift within the building will enable owners and visitors with limited mobility to access the dwellings via the internal lift.

55.05-2

DWELLING ENTRY

Standard B26

Entries to dwellings and residential buildings should:

- Be visible and easily identifiable from streets and other public areas.
- Provide shelter, a sense of personal address and a transitional space around the entry.

Comment

The entry of each dwelling is visible from the common stairwell on the north and south side of the development, and this limited visibility is normal in an apartment style complex.

55.05-3

DAYLIGHT TO NEW WINDOWS

Standard B27

A window in a habitable room should be located to face:

- An outdoor space clear to the sky or a light court with a minimum area of 3 square metres and minimum dimension of 1 metre clear to the sky, not including land on an abutting lot, or
- A verandah provided it is open for at least one third of its perimeter, or
- A carport provided it has two or more open sides and is open for at least one third of its perimeter.

Comment

All new windows within the development are located to face an outdoor space clear to the sky and all will receive more than adequate daylight to ensure a high level of amenity for future residents.

55.05-4

PRIVATE OPEN SPACE

Standard B28

A dwelling or residential building should have private open space of an area and dimensions specified in the schedule to the zone.

Comment

Private open spaces are provided to each of the dwellings with in excess of the required 8sq.m of total open space on decks as required by the standard.

55.05-5

SOLAR ACCESS TO OPEN SPACE

Standard B29

The private open space should be located on the north side of the dwelling or residential building, if practicable.

The southern boundary of secluded private open space should be set back from any wall on the north of the space at least $(2 + 0.9h)$ metres, where 'h' is the height of the wall.

Comment

Each dwelling has a deck located on the east side of the development that will achieve good morning sunlight, and due to the views available over the coastal reserve, will have a very high level of amenity provided. The penthouses each have rooftop decks as well and these will have good solar access throughout the day.

55.05-6

STORAGE

Standard B30

Each dwelling should have convenient access to at least 6 cubic metres of externally accessible, secure storage space.

Comment

6 cubic metres of storage is provided in the basement for each of the dwellings.

55.06-1

DESIGN DETAIL

Standard B31

The design of buildings, including:

- Façade articulation and detailing,
- Window and door proportions,
- Roof form, and
- Verandahs, eaves and parapets,

Should respect the existing or preferred neighbourhood character. Garages and carports should be visually compatible with the development and the existing or preferred neighbourhood character.

Comment

As discussed elsewhere the proposal has had regard to the outcomes sought by the Design and Development Overlay which seek to consolidate retail activities at street level and non-retail uses (including tourist accommodation and units) at the upper level whilst maintaining the low rise character of building facades along Mountjoy Parade. The proposal responds to these objectives and respects the buildings and works requirements of the central retail core with only minor variations sought to the height and setbacks as discussed on page 14.

The height and scale of the building reflects the adjoining Lorne Cinema whilst providing for a street setback that allows the heritage building to retain a dominant three dimensional form in the street. The Mountjoy Parade façade is dominated by glazing with very small elements of render and merbau balustrade that help to break the façade into smaller components and create visual interest and define the apartments at the upper levels.

There are no verandah or canopy elements over the footpath, with all of the outdoor dining areas confined to the terraces to the east of the tavern and shelter provided via the overhang of the upper levels.

The materials reflect the materials used in the area and colours in copper, wood and cream tones are proposed, these being appropriate colours in the coastal context.

55.06-2

FRONT FENCES

Standard B32

The design of front fences should complement the design of the dwelling or residential building and any front fences on adjoining properties.

A front fence within 3 metres of a street should not exceed:

- The maximum height specified in the schedule to the zone, or
- If no maximum height is specified in the schedule to the zone, the maximum height specified in Table B3.

Comment

N/A

55.06-3

COMMON PROPERTY

Standard B33

Developments should clearly delineate public, communal and private areas.

Common property, where provided, should be functional and capable of efficient management.

Comment

Common property is generally limited to the basement car park, car elevator and the side entry stairs to the taverns and apartments, however the taverns both share another common property area at the rear where waste is stored to the west of the elevators along with an access stair from the tavern to the bin area. These common property spaces are limited in area and will be functional and able to be efficiently managed.

55.06-4

SITE SERVICES

Standard B34

The design and layout of dwellings and residential buildings should provide sufficient space (including easements where required) and facilities for services to be installed and maintained efficiently and economically.

Bin and recycling enclosures, mailboxes and other site facilities should be adequate in size, durable, waterproof and blend in with the development. Bin and recycling enclosures should be located for convenient access by residents. Mailboxes should be provided and located for convenient access as required by Australia Post.

Comment

All services can be provided to the apartments and the taverns within the property boundary and the residential apartments have a waste storage area within the basement whilst the taverns have a separate area at the ground level at the rear of the site.

Mail boxes for the apartments are located in a small recess adjacent to the entry stairs.

7. Conclusion

The proposal is considered to be appropriate in this location and well-designed such that it will provide for an innovative mixed use development and medium density housing solution within the Lorne town centre and provides an appropriate built form and scale, being generally consistent with the overlay controls and respectful of the adjacent heritage building.

The proposal is supported by the current policy direction and the reduction in car parking has been assessed by experienced traffic engineer. The application is supported by a traffic, car parking and bicycle parking report prepared by Cardno Victoria Pty Ltd, who believe that the provision of car parking is satisfactory and should be supported.

The mixed use nature of the proposal is supported by the zone, consistent with the policy framework and generally consistent with the particular provisions (52.06, 52.27, 52.34 & 55).

As such and given all of the above, we look forward to the Shire's review of the proposal and subsequently the issue of a conditional planning permit.

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3.4 Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne

APPENDIX 4 TRAFFIC/PARKING REPORT

Traffic and Transport Assessment

82-84 Mountjoy Parade, Lorne

V160925T

Prepared for
Cuda Property Management Pty Ltd

19 July 2016

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ASSESSMENT

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TRAFFIC AND TRANSPORT ASSESSMENT



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1 Introduction

Cardno was retained by Cuda Property Management Pty Ltd to undertake a traffic and transport assessment of the proposed tavern and residential development at 82-84 Mountjoy Parade, Lorne.

In the course of preparing this assessment, the subject site and its environs have been inspected, plans of the development examined, and all relevant traffic and parking data analysed.

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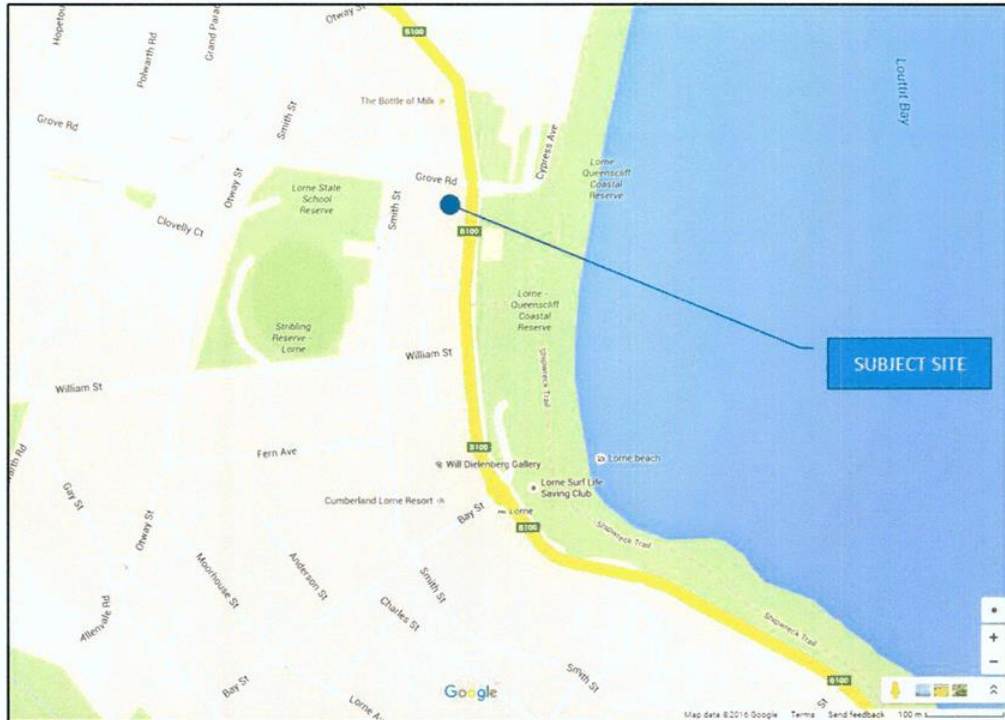


2 Background and Existing Conditions

2.1 Location and Land Use

The subject site is located on the western side of Mountjoy Parade, as shown in Figure 2-1.

Figure 2-1 Locality Map



The site is currently occupied by the Cuda Bar and Restaurant, which is permitted to have 182 patrons on-site. No on-site parking is provided.

Vehicular access to the site is available via a Right of Way from Grove Road at the rear of the property on the corner of Mountjoy Parade and Grove Road.

Pedestrian access to the site is focused upon the Mountjoy Parade frontage.

Surrounding the site is a combination of commercial and residential land uses, with the township of Lorne being generally aligned along the western side of Mountjoy Parade.

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2.2 Road Network

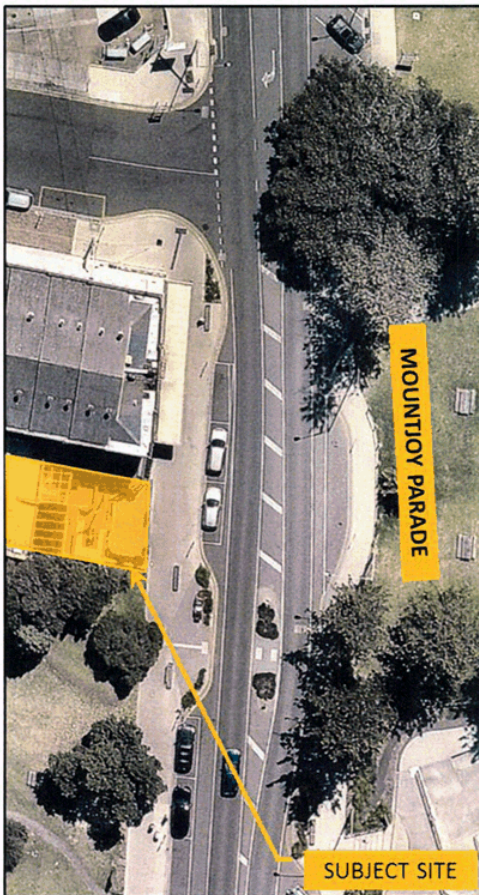
2.2.1 Mountjoy Parade

Mountjoy Parade is the name given to the stretch of the Great Ocean Road between the Erskine River in the north and the Grand Pacific Hotel in the south. Mountjoy Parade predominantly serves as both a through route for traffic on the Great Ocean Road, and also as the main access for Lorne's prevalent retail/restaurant/commercial precinct.

Mountjoy Parade has parking permitted along both sides of its carriageway, comprising a combination of indented and kerbside parallel parking, as well as indented angle parking.

Adjacent to the subject site, Mountjoy Parade operates with two approximately 3.0 metre lanes separated by a chevron linemarked median, as shown in Figure 2-2.

Figure 2-2 Mountjoy Parade in the Vicinity of Grove Road



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2.2.2 Grove Road

Grove Road is a local road operating from Mountjoy Parade in the east to Otway Street in the west. Adjacent to the subject site, Grove Road operates with a single carriageway of approximately 12 metres catering for two way traffic flow and kerbside parallel parking on both sides (subject to restrictions).

Figure 2-3 shows Grove Road between Mountjoy Parade and Smith Street, including the access to the subject site at the rear of the building on the corner of Mountjoy Parade and Grove Road.

Figure 2-3 Grove Road, between Mountjoy Parade and Smith Street



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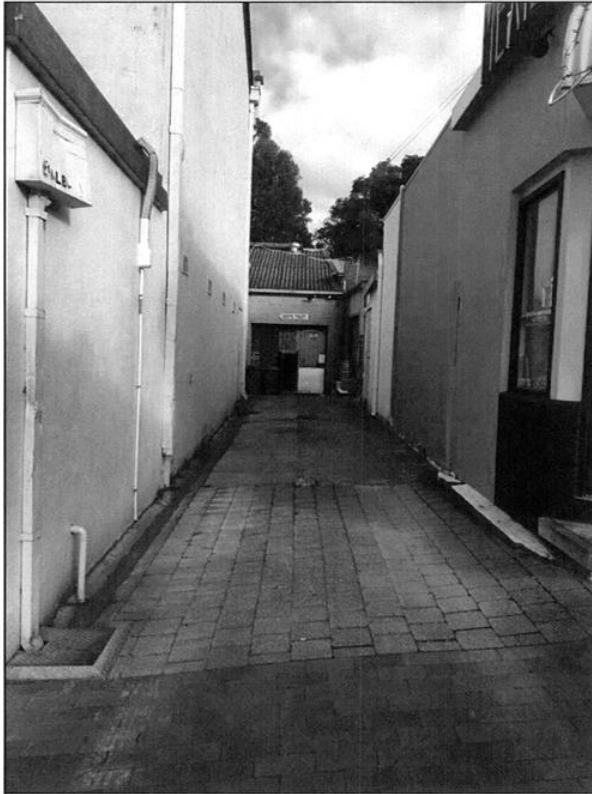
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2.2.3 Right of Way

A Right of Way (RoW) provides vehicular access to the rear of the site, operating from Grove Road for approximately 20 metres south to the subject site. The right of way is approximately 3 metres wide, and can be seen in Figure 2-4.

Figure 2-4 Right of Way, looking south towards the subject site



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3 Proposed Development

It is proposed to redevelop the subject site for the purposes of a mixed use building, comprising tavern uses at the ground floor with apartments above, as summarised in Table 3-1.

Table 3-1 Development Schedule

Level	Component	Description
Ground Floor	Tavern 1	138 m ²
	Tavern 2	137 m ²
Level 1	Apartment 1	3 bedrooms
	Apartment 2	3 bedrooms
Level 2	Penthouse 1	3 bedrooms
	Penthouse 2	3 bedrooms
Basement	Tavern 1 Office	15 m ²
	Tavern 2 Office	15 m ²
	Car spaces	8 No.
	Bicycle spaces	12 No.

The existing tavern on the site has a permit to operate with up to 182 patrons. It is proposed to increase this to 360 patrons total. The proposed basement office areas are anticipated to operate as ancillary to the main tavern use, and will not generate any additional staff.

3.2 Access and Car Parking

Vehicular access to the site will be available via the existing Right of Way on the northern side of the site connecting to Grove Road. The Right of Way is approximately 20 metres in length.

A car lift is proposed to carry vehicles from ground level down to a basement car park. The car lift is proposed to have a 5.5m by 3.4m platform, with the extra width required to accommodate the vehicle turning into the parking aisle, as shown in the swept paths at Appendix A.

A total of eight parking spaces are proposed to be provided within the basement car park. Spaces are typically 2.8 metres wide by 4.9 metres long, accessed from an aisle of 5.8 metres, in accordance with the Surf Coast Planning Scheme.

Swept paths have been prepared to demonstrate that access and circulation within the car park is appropriate (Appendix A).

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82-84 MOUNTJOY PARADE, LORNE



4 Bicycle Parking

Clause 52.34 of the Surf Coast Planning Scheme sets out the bicycle parking provision requirements with regard to various land uses. Table 4-1 summarises the application of these rates to the proposal.

Table 4-1 Bicycle Parking Requirements

Component	Area/No.	Employee / Resident	Visitor		
		Rate	Requirement	Rate	Requirement
Tavern ¹	275 m ²	1 space to each 300 m ²	1 space	1 space to each 500 m ²	1 spaces
Dwelling	4 No.	1 space to each 5 dwellings	1 space	1 space to each 10 dwellings	0 spaces
Total	-	-	2 spaces	-	1 space

Notes: 1. "Tavern" is nested within the land use "Food and Drink Premises" which is nested within the land use "Retail", and the ancillary office areas within the basement have been excluded.

The development therefore requires the provision of two spaces for residents and staff, and one visitor space.

The development plans show bicycle hooks within the basement which exceed the minimum requirements of the Surf Coast Planning Scheme.



5 Loading

Clause 52.07 of the Surf Coast Planning Scheme outlines the requirements for the loading and unloading of vehicles. It specifies that:

- > No building or works may be constructed for the manufacture, servicing, storage or sale of goods or materials unless:
 - Space is provided on the land for loading and unloading vehicles as specified in Table 5-1;
 - The driveway to the loading bay is at least 3.6 metres wide;
 - The driveway that provides access to the loading bay is at least 3.6 metres wide.
 - A permit may be granted to reduce or waive these requirements if either
 - The land area is insufficient; or
 - Adequate provision is made for loading and unloading vehicles to the satisfaction of the responsible authority.

Table 5-1 Planning Scheme Loading Requirements – Clause 52.07

Floor Area of Building	Minimum Loading Bay Dimensions	
2,600 m ² or less in single operation	Area	27.4 m ²
	Length	7.6 m
	Width	3.6 m
	Height clearance	4.0 m
For every additional 1,800 m ² or part	Additional 18 m ²	

Considering the above, the restricted retail component of the proposed development requires a loading area of 27.4m².

The width of the Right of Way which is only 3.0 metres, which is not sufficient to provide access to a loading facility in accordance with the Surf Coast Planning Scheme and it would not be desirable to provide access to a loading facility from Mountjoy Parade from a streetscape perspective. Therefore, in this instance, it is considered appropriate for loading to occur kerbside in Grove Road.

Bin storage areas will be provided on-site, within the basement for residents and at the rear of the taverns, and bins will be wheeled out to Grove Road for collection.

Deliveries to the site are proposed to mainly consist of small trucks and vans given the proposed tavern uses, and these will be able to make use of the loading zone at the eastern end of Grove Road on the southern side of the carriageway.

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6 Car Parking

6.1 Statutory Requirements

Clause 52.06 of the Surf Coast Planning Scheme specifies the following parking provision requirements with regard to the different components of the proposed development.

Land Use	Area / No.	Rate	Requirement
Tavern ¹	360 patrons	0.4 spaces to each patron permitted	144
Dwelling (3 bedroom)	4 No.	2 spaces to each dwelling	8 spaces
		Plus 1 space to every 5 dwellings for visitors	0 spaces
Total	-	-	152 spaces

Considering the Planning Scheme requirements, a total of 152 parking spaces should be provided for the development.

It is proposed to provide a total of eight (8) spaces on-site, which represents a shortfall of 144 spaces in relation to the statutory requirements outlined above.

Clause 52.06-6 of the Surf Coast Planning Scheme states that an application to reduce or waive the requirement for car spaces must be accompanied by a Car Parking Demand Assessment, which includes an assessment of the following:

- > The likelihood of multi-purpose trips within the locality which are likely to be combined with a trip to the land in connection with the proposed use.
- > The variation of car parking demand likely to be generated by the proposed use over time.
- > The short-stay and long-stay car parking demand likely to be generated by the proposed use.
- > The availability of public transport in the locality of the land.
- > The convenience of pedestrian and cyclist access to the land.
- > The provision of bicycle parking and end of trip facilities for cyclists in the locality of the land.
- > The anticipated car ownership rates of likely or proposed visitors to or occupants (residents or employees) of the land.
- > Any empirical assessment or case study.

Furthermore, before granting a permit to reduce the number of spaces, the responsible authority must consider the following, as appropriate:

- > The Car Parking Demand Assessment.
- > Any relevant local planning policy or incorporated plan.
- > The availability of alternative car parking in the locality of the land, including:
 - Efficiencies gained from the consolidation of shared car parking spaces.
 - Public car parks intended to serve the land.
 - On street parking in non residential zones.
 - Streets in residential zones specifically managed for non-residential parking.
- > On street parking in residential zones in the locality of the land that is intended to be for residential use.
- > The practicality of providing car parking on the site, particularly for lots of less than 300 square metres.
- > Any adverse economic impact a shortfall of parking may have on the economic viability of any nearby activity centre.

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- > The future growth and development of any nearby activity centre.
- > Any car parking deficiency associated with the existing use of the land.
- > Any credit that should be allowed for car parking spaces provided on common land or by a Special Charge Scheme or cash-in-lieu payment.
- > Local traffic management in the locality of the land.
- > The impact of fewer car parking spaces on local amenity, including pedestrian amenity and the amenity of nearby residential areas.
- > The need to create safe, functional and attractive parking areas.
- > Access to or provision of alternative transport modes to and from the land.
- > The equity of reducing the car parking requirement having regard to any historic contributions by existing businesses.
- > The character of the surrounding area and whether reducing the car parking provision would result in a quality/positive urban design outcome.
- > Any other matter specified in a schedule to the Parking Overlay.
- > Any other relevant consideration.

6.2 Car Parking Demand Assessment

6.2.1 Tavern

The rate at which parking is generated by staff and patrons of hotels, bars and taverns varies depending upon the nature of the premises, the type of entertainment provided, the size of patron groups and the proportion of patrons and staff who travel to the site by means other than private car, including taxis and on foot.

The times of peak patronage and peak parking demand for bar/tavern uses typically occurs on Friday and Saturday evenings well after normal business hours. Case study data indicates peak parking generation rates that vary from around 0.15 spaces/patron to 0.30 spaces/patron.

While Lorne is not a traditional inner-urban location which are typical of the tavern case study data held by Cardno, it is considered that Lorne presents a similar characteristic in terms of the radius from which patrons will be drawn. Figure 6-1 shows a 2.0km radius around the subject site, demonstrating that the vast majority of Lorne falls within this radius around the site. Given the nature of the town as a holiday destination, and a tavern as a drinking destination, it is likely that a high proportion of patrons would opt to walk to the site if they are within that 2km radius.

Therefore, it is considered that the car parking demand associated with the site will likely be lower than the Planning Scheme Rate of 0.4 spaces per patron, and is in fact likely to be in the order of 0.20 spaces per patron.

The proposed tavern is therefore anticipated to generate a parking demand for approximately 72 spaces, likely to occur on a Friday or Saturday evening.

Additionally, it will be assumed that each tavern will generate a demand for up to five staff spaces during peak operating periods, thereby increasing the anticipated total parking demand to 82 spaces.

In comparison, the existing tavern accommodating up to 182 patrons would be expected to generate a peak parking demand for around 41 spaces, comprising 36 patron vehicles and five staff vehicles. The proposal therefore represents an increased parking demand for in the order of 41 spaces.

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Figure 6-1 Subject Site with 2km Radius



6.2.2 Residential

The proposed residential apartments each have a total of three bedrooms, and as such, it is considered appropriate to provide each of them with two parking spaces. This rate is in accordance with the Surf Coast Planning Scheme, and therefore considered appropriate for the development.

Visitors to the residential apartments are anticipated to be minimal, with surveys of apartments (albeit in Melbourne) showing residential visitor peak parking demands are typically in the order of 0.1 spaces per dwelling, occurring on Friday evenings and weekends. In this instance, the number of apartments corresponds with a parking requirement for zero spaces, as a result of rounding in accordance with the Planning Scheme, and therefore there is no requirement to provide residential visitor parking on the site.

In any event, it is likely that visitor parking for the residential component would rarely exceed one vehicle, which can be parked in the area surrounding the site with negligible impact on the parking supply in the surrounding area.

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6.3 Car Parking Impact Assessment

6.3.1 Adequacy of Proposed Parking Provision

The proposed on-site parking supply is anticipated to adequately cater for the residential demand. This provision is considered appropriate.

Furthermore, as the car park will be accessed by the one-way-at-any-time Right of Way to Grove Road, a probability assessment has been undertaken to determine the impact of opposing movements delaying traffic on Grove Road. The assessment has indicated that there is less than a 0.5% chance that there will be vehicles travelling in opposing directions on the RoW at any point in time during the peak hour. This is very low, indicating that it will only very occasionally occur.

It is recommended that a warning light be placed on the entrance to the car lift to alert an incoming vehicle that the lift is currently in operation, allowing the driver to wait on Grove Road until the exiting vehicle has passed.

6.3.2 Off-Site Parking - Supply

The local public parking supply in the area surrounding the site comprises a combination of on-street parking and off-street parking in designated parking areas.

Figure 6-2 shows the car parking supply in the area surrounding the site, identifying roads with on-street parking and the nearest off-street parking facility, being that located off Cypress Avenue, north-east of the subject site.

The on-street parking supply along Mountjoy Parade between Bay Street and Otway Street is in the order of 140 spaces. Furthermore, there is capacity for approximately 15 vehicles to park on Grove Road between Mountjoy Parade and Smith Street. It is noted that parking within the town centre is generally time restricted between 9:00am and 6:00pm, but unrestricted during the evening. Parking beyond the centre of town is typically unrestricted.

The most conveniently located off-street parking for the site is the car park accessible via Cypress Avenue which is estimated to have a supply of approximately 110-120 parking spaces. Being gravel, the actual supply of the car park will vary depending upon how closely drivers park.

A second off street car park is located 250 metres south of the subject site near the Lorne Surf Life Saving Club. This car park has a capacity of approximately 110 parking spaces.

Considering these parking supplies, the site is located within walking distance of in the order of 375 parking spaces, not including additional spaces along Grove Road, Smith Street, William Street and Bay Street, all of which would serve the Lorne township during peak summer periods.



Figure 6-2 Identification of Parking Opportunities



6.3.3 Off-Site Parking - Usage

Holiday destinations, and in particular coastal ones, experience significant fluctuation in terms of the number of people residing in the town over the course of a 12 month period. The township of Lorne has a permanent population in the order of 1,000 people, with The Committee for Lorne indicating that this population can increase to 15,000 people in the peak (presumably Christmas / New Year period, and during festivals and events such as the Pier to Pub and Falls Festival). This extreme population surge is common in coastal towns and affects the behaviour of the permanent populations and also the expectations of tourists.

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Surveys of car parking around the subject site have not been undertaken as part of this study, as in our experience winter surveys are considered to grossly underestimate demand when compared to summer or peak periods, and summer or peak surveys are considered uncharacteristic of the majority of the year. As such, this assessment is based upon extensive experience in seaside towns such as Lorne, Torquay, Sorrento and Lakes Entrance, as well as local knowledge of Lorne.

The permanent population typically identifies the Christmas / New Year holiday period as a time when parking within the township will be constrained. Behavioural modifications may include shopping outside of typical peak periods (for example early in the day) or doing supermarket shopping at either Colac or Torquay rather than in town.

That same situation is actually a drawcard for tourists to Lorne, who thrive and seek out the party atmosphere of a seaside town during the peak period. Tourists who drive to Lorne will more than likely be staying within a 2km radius of the site, and when coupled with not having to have a "designated driver" for the evening, many will choose to walk to their destination. For those who do drive, the choice of venue is often determined by where car parking is found, as potential patrons who park at some distance from the site would choose a different venue which is closer to where their car is parked.

A review of aerial photos of Lorne available on NearMap shows the fluctuation in parking demands in Lorne, as depicted in Figure 6-3 and Figure 6-4.

SURF COAST SHIRE

19 JUL 2016

19 JUL 2016



Traffic and Transport Assessment
82-84 Mountjoy Parade, Lorne

Figure 6-3 Aerial Photo – 11:00am (estimated) on Monday, 2nd March 2015



SURF COAST SHIRE

19 AUG 2016

PLANNING
DEPARTMENT



Traffic and Transport Assessment
82-84 Mountjoy Parade, Lorne

Figure 6-4 Aerial Photo – 8:49am on Wednesday, 30th December 2015



SURF COAST SHIRE

18 AUG 2016

PLANNING
DEPARTMENT

6.3.4 Off-Site Parking – Impact

It is noted that the extreme peaks experienced by coastal towns in the Christmas/January school holidays, Easter and at long weekends often leads to parking supplies being inadequate. For these periods, it is likely that potential patrons will either look elsewhere for their dining and drinking requirements or may alter their attendance to avoid peak patronage periods.

The impact of this development on the off-site parking in the area surrounding the subject site is anticipated to be of an acceptable degree. During busy peak periods, when the proposed taverns are anticipated to operate at capacity, it is likely that patronage will largely comprise holiday makers, with a high proportion



Traffic and Transport Assessment
82-84 Mountjoy Parade, Lorne

walking to the site to avoid the need for a designated driver. As shown, the majority of the Lorne township is located within 2km of the subject site, well within a walking distance range for holiday makers attending a tavern for either dinner or drinks.

Interview surveys undertaken at a restaurant in a Kew precinct area indicated that up to approximately 40% of patrons chose their restaurant destination once they had arrived in the area. In Lorne, it is likely that this would be higher due to patrons being unfamiliar with the area, and wanting to have a look at venues before choosing one.

For those who do drive, it is likely that they would alter their plans if they are unable to park within an easy walk of the site, with venues both north and south of the proposed taverns offering similar combinations of food and drink. Thus it is considered that parking for the townships should be considered on a precinct wide basis, and the expansion of this venue shouldn't be seen as drawing new patrons to Lorne but rather as providing a potential redistribution of the existing demand.

During the majority of the year, parking in Lorne is generally underutilised, with ample capacity to accommodate any demand generated by the proposed taverns. It is noted that outside of the peak summer period, the patronage associated with the proposed taverns is likely to be generally well below the allowable number of people on the site.

Based upon the preceding discussion, it is considered that parking associated with visitors and employees of the site can and will be adequately absorbed into the surrounding network.

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SHIRE ENGINEER
SURF COAST SHIRE



7 Conclusions

Based on the preceding analysis, it is concluded that:

- > The bicycle parking provision exceeds the minimum requirements of the Planning Scheme.
- > Kerbside loading for the site on Grove Road is a suitable arrangement for the proposed land uses.
- > The on-site parking provision is anticipated to adequately cater for the residential demand with one addition space allocated to staff of the proposed taverns.
- > Public car parking demand in coastal towns fluctuates substantially throughout the year, with peak periods typically resulting in parking supplies being inadequate, however that does not prevent activity from occurring in the town, but instead alters behaviour of both permanent residents and holiday makers.
- > The impact of this development on the off-site parking in the area surrounding the subject site is anticipated to be of an acceptable degree.

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82-84 Mountjoy Parade, Lorne

APPENDIX

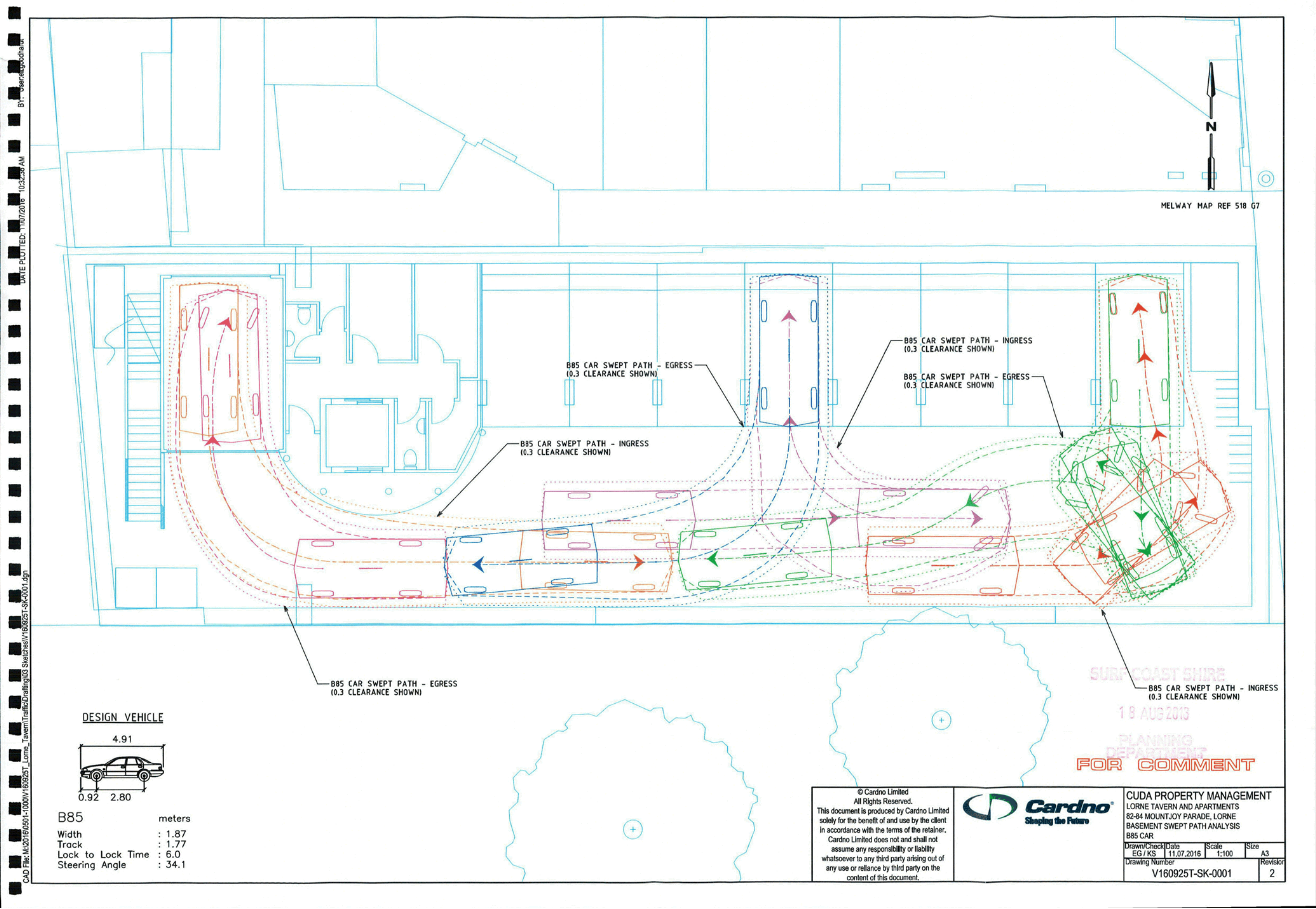
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SWEPT PATH DIAGRAMS

SURF COAST SHIRE

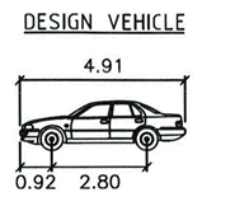
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BY: bserna@goodharc
 DATE PLOTTED: 11/07/2016 10:32:39 AM
 CAD File: M:\2016\0501-1000\160925T-Lorne_Tavern\Traffic\Drafting\03_Sketches\160925T-SK-0001.dgn

MELWAY MAP REF 518 G7



B85 meters

Width : 1.87
 Track : 1.77
 Lock to Lock Time : 6.0
 Steering Angle : 34.1

SURFCOAST SHIRE
 18 AUG 2013
 PLANNING
 DEPARTMENT
 FOR COMMENT

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CUDA PROPERTY MANAGEMENT LORNE TAVERN AND APARTMENTS 82-84 MOUNTJOY PARADE, LORNE BASEMENT SWEEP PATH ANALYSIS B85 CAR			
Drawn/Check/Date	Scale	Size	Revisior
EG / KS 11.07.2016	1:100	A3	
Drawing Number	V160925T-SK-0001		2

3.5 Council Submission to State Government - Rezoning of Barwon Water Site - 69B Harvey Street, Anglesea

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

General Manager: Ransce Salan
File No: F17/657
Trim No: IC17/384

Appendix:

1. Draft Planning Report - 69B Harvey Street (D17/46615)

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 inform Council of a proposed Ministerial Amendment to rezone part of the disused Barwon Water basin at 69B Harvey Street, Anglesea from Public Use Zone 1 (Service and Utility) to General Residential Zone 1 and to outline the key points to be included in Councils submission to the amendment.

Summary

The newly formed Fast Track Government Land Service has prepared an amendment to the Surf Coast Planning Scheme to rezone the disused water basin at 69B Harvey Street, Anglesea from Public Use Zone (Service and Utility) to General Residential Zone Schedule 1.

The amendment does not affect the current Significant Landscape Overlay applying to the site but seeks to apply a Design and Development Overlay Schedule 19 (DDO19) and Neighbourhood Character Overlay Schedule 3 (NCO3), consistent with adjoining residential land.

The amendment will be placed on public exhibition from 1 May 2017 to 9 June 2017 and the community and Council will have an opportunity to make a submission to the amendment. The public exhibition process is being run by Fast Track Government Land Service at the direction of the Minister for Planning and all submissions will be referred to the standing Government Land Standing Advisory Committee, which will then report back to the Minister.

It is considered appropriate that the overlay schedules being applied to the site should address some of the relevant issues raised in previous Amendment C108 in relation to future development of the site.

Recommendation

That Council:

1. Note the proposed rezoning and application of overlay schedules to 69B Harvey Street, Anglesea.
2. Resolve to make a submission to the amendment on the basis of the following inclusions in the Design and Development Overlay Schedule and Neighbourhood Character Overlay:
 - 2.1 New setback provisions and decision guidelines to ensure a new dwelling or building on the site addresses both street frontages.
 - 2.2 Control of fencing abutting the secondary street frontage and clear decision guidelines outlining how the frontage is to be managed.

3.5 Council Submission to State Government - Rezoning of Barwon Water Site - 69B Harvey Street, Anglesea

Report

Background

Barwon Water owns a disused utility site at 69B Harvey Street, Anglesea which is currently zoned Public Use Zone with a Significant Landscape Overlay Schedule 3. The site has an overall area of 6,650 square metres and is bounded by Harvey Street to the south, Parker Street to the north and Sparrow Avenue to the east. The site currently consists of 7 lots ranging in size from 907sqm to 1012sqm. The site contains a pumping station and a water supply basin which has had the concrete lining removed and has been partially filled (currently approximately 75% filled). The site also contains an office, shed, ATCO hut and telecommunications tower.

Map of subject site



In 2016 Barwon Water requested that the Surf Coast Shire prepare Amendment C108 to the Surf Coast Planning Scheme, which was a combined rezoning and planning permit for subdivision. Council abandoned the amendment at its meeting on 23rd August 2016 following the consideration of submissions received through the public exhibition period. The grounds for the abandonment were in relation to loss of amenity to neighbouring properties and the subdivision of the land into lots smaller than the minimum lot size of 800sqm applying to that precinct of Anglesea.

Barwon Water has now applied to the Minister for Planning, requesting that the Minister rezone the same land to General Residential but without the subdivision component. The Design and Development Overlay Schedule 19 and Neighbourhood Character Overlay Schedule 3 will also be applied to the site consistent with the surrounding area. The existing pump station on the site is proposed to be retained within the current Public Use Zone within a separate 241m² lot.

The Fast Track Government Land Service was created by the Minister for Planning to manage planning scheme changes relating to surplus government land. The purpose is to ensure that appropriate planning provisions are in place on government land, correcting anomalies and updating planning provisions. The Minister has also appointed a Government Land Standing Advisory Committee. The Committee provides independent advice on the planning proposal to the Minister for Planning.

Discussion

The amendment is to be placed on public exhibition by the Fast Track Government Land Service from 1 May to 9 June 2017. Council will have an opportunity during this time to make a submission to the amendment.

It is considered appropriate that the proposed amendment addresses some of the issues raised through the previous process for Amendment C108. Residents in the surrounding area were concerned about the urban design aspects of the future development on the land. As the lots all have frontage to both Harvey Street and Parker Street, there is potential for a less than ideal outcome in the interface between the secondary street and the rear of the properties.

3.5 Council Submission to State Government - Rezoning of Barwon Water Site - 69B Harvey Street, Anglesea

Therefore it is proposed that Council's submission will request that the following matters be considered and addressed through the amendment documentation.

New provisions should be introduced into the NCO3 and DDO19 to address the potential issues that will arise from the lots having two street frontages, such as:

- new setback provisions and decision guidelines to ensure a new dwelling or building on the site addresses both street frontages without impacting on the dual streetscapes
- control of fencing abutting the nominated secondary street frontage and the need for clear decision guidelines outlining how this secondary frontage is to be managed.

Wording will be suggested generally in accordance with the provisions in the exhibited overlays to C108 which addressed these matters.

The submission will not raise any objection to the proposed rezoning of the land on the basis that the proposed rezoning previously received support from the community as submissions received to amendment C108 were advocating for this outcome. Submissions to Amendment C108 also supported rezoning the site from Public Use Zone to General Residential on the basis that the property was unsightly and has been disused for many years.

The proposed rezoning is consistent with Clause 21.11, 'Anglesea Strategy' and the Anglesea Structure Plan which identifies the site as having the potential to provide future residential land. The proposed rezoning to General Residential 1 Zone will be consistent with the surrounding zoning and is therefore considered appropriate.

Submissions to Amendment C108 opposed the proposed re-subdivision of the land that formed part of that amendment. The site currently contains 7 lots ranging in size from 907sqm to 1012sqm. General feedback through C108 highlighted that the current lot size was consistent with the surrounding area and Council policy but that the creation of lots below 800 square metres was not. Council abandoned the amendment on this basis. The current amendment does not include the re-subdivision element.

As the proposal is for a rezoning only, there is no opportunity in Council's submission to request the provision of footpaths, street trees or public open space which were requirements of the previous planning permit for subdivision. As no additional lots are being created, there is no requirement under the planning scheme or the Subdivision Act for a public open space contribution.

Financial Implications

There are no financial costs associated with the preparation of a submission to the Advisory Committee.

Council Plan

Theme	5 Development and Growth
Objective	5.4 Transparent and responsive land use and strategic planning
Strategy	Nil

Policy/Legal Implications

Submissions must be lodged during the public exhibition process governed by provisions of the *Planning and Environment Act 1987*.

Officer Direct or Indirect Interest

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

Risk Assessment

Not applicable.

Social Considerations

Not applicable.

3.5 Council Submission to State Government - Rezoning of Barwon Water Site - 69B Harvey Street, Anglesea

Community Engagement

The Advisory Committee will place the amendment on public exhibition for a one month period commencing in May 2017 and will run an information session during exhibition and a public hearing following the close of the submission period.

Environmental Implications

Not applicable.

Communication

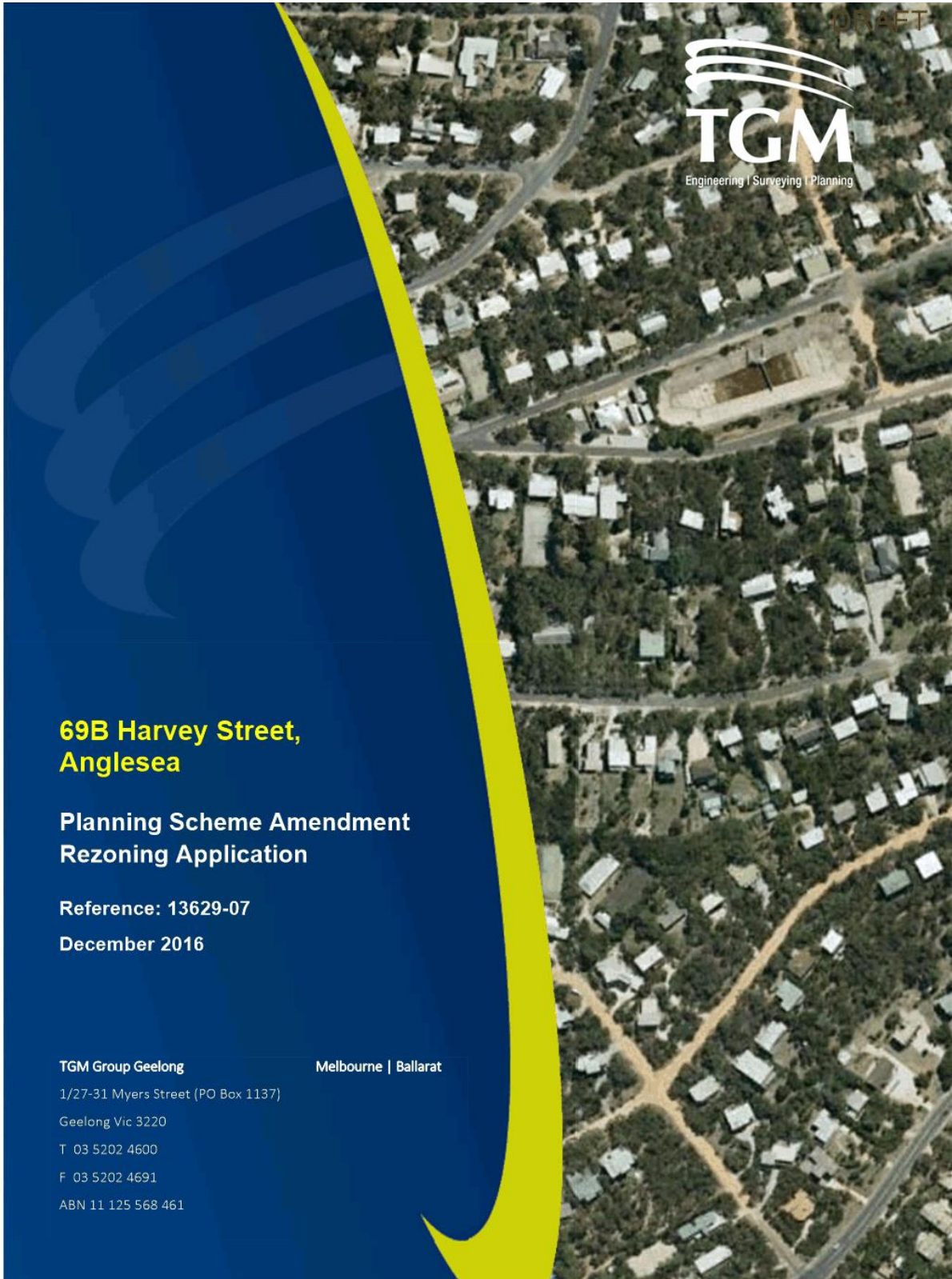
All communication in relation to the amendment will be undertaken by the Fast Track Government Land Service/Advisory Committee.

Conclusion

The proposed rezoning being prepared by the Minister for Planning seeks to rezone the land in accordance with Council policy and apply overlay schedules consistent with the surrounding area. Council's submission to the amendment will highlight the streetscape and character issues that are anticipated will arise as a result of the properties having two street frontages. The current schedules do not address this matter which may be problematic for the Responsible Authority when assessing individual applications for planning permits post rezoning of the site.

3.5 Council Submission to State Government - Rezoning of Barwon Water Site - 69B Harvey Street, Anglesea

APPENDIX 1 DRAFT PLANNING REPORT - 69B HARVEY STREET



DRAFT

TGM
Engineering | Surveying | Planning

**69B Harvey Street,
Anglesea**

**Planning Scheme Amendment
Rezoning Application**

**Reference: 13629-07
December 2016**

TGM Group Geelong **Melbourne | Ballarat**
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Planning Scheme Amendment
69B Harvey Street, Anglesea



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Quality Information

Document:	Planning Scheme Amendment- Rezoning Application
Reference No.	13629-07
Date	December 2016
Revision No.	6
Prepared by	Chris Marshall
Reviewed by	Bernadette McGovan

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Planning Scheme Amendment
69B Harvey Street, Anglesea



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Attachment 2Traffic Impact Assessment Report

Attachment 3 Soil Investigation Report

Attachment 4 Cultural Heritage Management Plan

Attachment 5Site Stormwater Management Plan

Attachment 6 Infrastructure and Servicing Assessment

Attachment 7 Plan of Subdivision

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Planning Scheme Amendment
69B Harvey Street, Anglesea



1. INTRODUCTION

TGM Group Pty Ltd has been engaged by the Barwon Region Water Corporation to prepare and submit a Planning Scheme Amendment Application for the rezoning of land at 69B Harvey Street Anglesea (subject land).

The subject land has an area of 6,650 square metres and is within the Public Use Zone 1 Service and Utility. It contains a disused water supply basin and office that formed part of Barwon Water's water supply infrastructure to service the needs of Anglesea residents. The land is now excess to Barwon Water's needs as the basin has not been used for 20 years and Anglesea's potable water is supplied via the Geelong water supply scheme.

The subject land is located within a broader residential context and thus its proposed rezoning to the General Residential Zone 1 is a logical amendment to allow for the orderly integration of this land consistent with the surrounding residential precinct.

This planning report has been prepared consistent with the overarching State and Local Strategic Planning Policies and specific statutory planning provisions of the Surf Coast Planning Scheme relevant to the rezoning of this land.

The planning report also includes a number of technical reports and plans that demonstrate the subject lands suitability and capability for development under the proposed zone, and should be read in conjunction with these technical reports as attached.

2. BACKGROUND

Since 1958 land at 69B Harvey Street was used as a water supply basin that formed part of Barwon Water's infrastructure to supply potable water to the Anglesea Township. In the mid 1990s the water basin ceased operation as Anglesea's water supply was provided as part of the broader Geelong water supply scheme which is supplied from the upper catchment of the Barwon and Moorabool Rivers.

Since this period, the basin has remained unused and has fallen into disrepair. Outside of the basin area but within the same land unit, the land has also been used as an office (converted dwelling) and sheds for storage. More recently the CFA has used the sheds for storage of their fire prevention appliances and a telecommunications tower has been erected for emergency services.

In 2012 the Anglesea Structure Plan was drafted and identified the subject land for redevelopment for housing. Relevant excerpts are provided below:

4.1.1 Restrained growth (Page 25) 'The availability of land for housing in Anglesea is significantly constrained by the existing settlement boundary, which restricts the outward expansion of the township into adjacent

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**Planning Scheme Amendment
69B Harvey Street, Anglesea**



environmentally significant areas. The Structure Plan's direction is to retain this boundary. The forecast future demand for new housing will therefore be satisfied by exhaustion of the remaining supply of vacant lots and through dispersed infill development, rather than broadhectare greenfield development. In addition, several large sites within the established area are suitable for redevelopment, such as the old primary school site and the disused water basin on Harvey Street.'

(Page 26) 'The water basin at 69B Harvey Street has been decommissioned and Barwon Water has indicated that it is open to redevelopment of the site, most likely for housing and potentially a small local park. This option should be actively pursued, as well as investigation of other suitable land use options for the site.'

3. APPLICATION OVERVIEW

This planning scheme amendment application seeks approval for the rezoning of land at 69B Harvey Street as follows:

- Rezone the subject land at 69B Harvey Street, Anglesea from the Public Use Zone to General Residential Zone 1.
- Apply Schedule 19 to the Design Development Overlay and Schedule 3 to the Neighbourhood Character Overlay to the subject land.

It is noted that part of the existing Public Use Zone over the existing pump station will be retained, as will the existing Schedule 3 to the Significant Landscape Overlay over the whole site.

4. SUBJECT SITE & CONTEXT

The subject land is located within a residential context near the western boundary of Anglesea approximately 240 metres south of the Anglesea golf course. It has an irregular shape with an overall area of approximately 6,650 square metres. It is bounded by Harvey Street to the south, Parker Street to the north and Sparrow Avenue to the east.

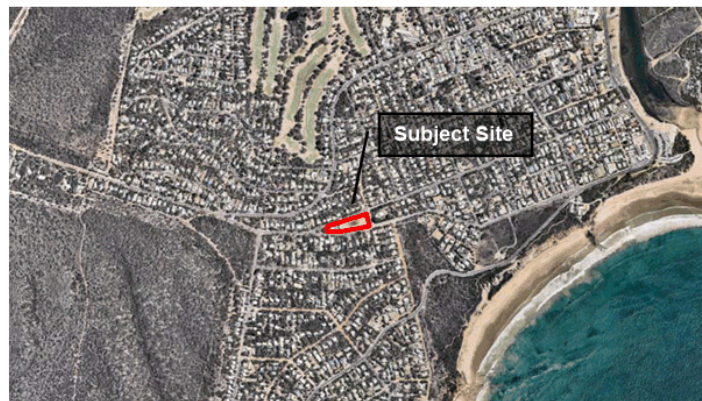


Figure 1: Context Plan

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Planning Scheme Amendment
69B Harvey Street, Anglesea



Figure 2- Site Plan

The site currently consists of the following titles:

Vol.	Fol.	Plan of Subdivision No.
09873	780	Lot 1 on TP142498F
09873	781	Lot 1 on TP142499D
09873	782	Lot 1 on TP141618D
09873	783	Lot 1 on TP142500X
10306	134	Lots 1 & 2 on TP090031T
07994	171	Lot 120 on PS020002

Note a resubdivision application is currently being processed by the Surf Coast Shire to establish a 241m² lot over the Barwon Water Pumping Station which will remain in the Public Use Zone. This will result in the plan of subdivision attached to this application at **Attachment 7**.

The site contained a concrete lined water supply basin. The basin was a 'turkeys nest' design which was prominently sited above the levels of Harvey Street and Parker Street. It was approximately 5 metres deep and of concrete slab construction. The concrete lining has been removed and the site has been partially reinstated (approximately 75% filled).

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Planning Scheme Amendment
69B Harvey Street, Anglesea



Figure 3: Aerial Photograph

The basin area is surrounded by a clay wall which extends to a cyclone wire fence defining the perimeter of the site. Access to the basin is via a crossover located along the north eastern corner of the site and a locked gate provides access along the Parker frontage. A mixture of native vegetation and introduced plant species populate parts of the external clay wall and surrounds and extend to the adjoining road reserves.

A single storey fibro dwelling converted internally for an office use is located to the west of the basin along the Harvey Street frontage, where a gravel car park and some landscaping in the form grasses have been established. Surrounding the dwelling is a shed and ATCO hut located at the rear of the site which is fenced with a wooden paling fence along the Parker Street frontage. The shed and ATCO hut have previously been used for fire suppression work for the CFA. Also located on the site is a telecommunications tower and shed used by emergency services. A water pumping station is located near the western boundary of the site adjacent to a small unused triangle of road reserve where Parker Street and Harvey Street converge.

The subject land is located at the top of the Harvey Street/Parker Street hill and surrounded on all sides (except along the western frontage) by developed residential land. Land directly adjoining the western frontage is undeveloped road reserve from the convergence of the Harvey and Parker Streets.

The site sits within a well treed, low density coastal residential context. There is a mixture of dwelling types, including single and double storey, modest and architecturally designed styles on range of size lots. Construction materials range from light weight clad dwellings interspersed with brick and rendered dwellings.

Most dwellings on Parker and Harvey Streets are orientated away from the street frontage towards views of either the hinterland to the north or to the coast to the south. As a result, the majority of the street frontages are dominated by a linear strip of native vegetation which screens the dwellings and creates an informal native vegetation character. This is further enhanced by the lack of a formal footpath and kerb and channel in the road verge.

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Planning Scheme Amendment
69B Harvey Street, Anglesea



The site has a northern frontage to Parker Street of approximately 170 metres and a southern frontage to Harvey Street of approximately 177 metres. Both streets have an asphalt surface with no footpaths and grassed swale verges. Some larger trees and native vegetation are located on both sides of these roads. The site also has a third road frontage to Sparrow Avenue of approximately 51 metres along its north eastern perimeter. Sparrow Avenue has a gravelled surface and is also tree lined on both sides.

Overhead power lines run along Parker Street and Harvey Street.

The subject site is currently within the Public Use Zone and all surrounding land is included within Schedule 1 to the General Residential Zone. The subject site and surrounding land are also included within Schedule 3 to the Significant Landscape Overlay.

See Subject Site and Context Plan at **Attachment 1**.

5. APPLICATION DETAILS

The application seeks approval to:

- Rezone the subject land at 69B Harvey Street, Anglesea from the Public Use Zone 1 to General Residential Zone 1. A small area at the western end of the site will remain in the Public Use Zone as it contains an existing Barwon Water pumping station;
- Apply Schedule 19 to the Design Development Overlay and Schedule 3 to the Neighbourhood Character Overlay to the subject land.

The proposed General Residential Zone 1 is considered to be the most appropriate zone in this context as land surrounding on all sides is in the General Residential Zone 1 (refer to Section 6.3 Proposed Zoning Comments).

The proposed introduction of Schedule 19 to the Design Development Overlay and Schedule 3 to the Neighbourhood Character Overlay over the land is also consistent with the surrounding residential context and will guide the future development of the lots to ensure that it complements the established surrounding urban character.

The subject land currently comprises seven (7) existing lots, all over 800m² in area. The lot sizes accord with the minimum lot area of 800m² for Precinct A as shown on Map 2 of Schedule 19 to the Design Development Overlay. Thus Schedule 19 can be introduced over the subject land without any subdivision implications as the existing lot sizes are of commensurate size to the existing developed lots of the surrounding neighbourhood.

The existing Schedule 3 to the Significant Landscape Overlay will be maintained over the whole site which also accords with the surrounding residential area.

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Planning Scheme Amendment
69B Harvey Street, Anglesea



A 241m² reserve containing a water pump is located at the western end of the subdivision and will be retained as a Barwon Water reserve in the Public Use Zone.

As referenced above, this application is supported by the following documents and specialist consultant reports that are attached and demonstrate the suitability of the land to be rezoned to the General Residential 1 Zone:

- Traffic Impact Assessment Report prepared by ESR Transport Planning, dated 22 November 2016.
- Soil Investigation Report prepared by Environmental Site Assessments Pty Ltd, dated 27 July 2015.
- Cultural Heritage Management Plan prepared by TerraCulture, dated 21 August 2015.
- Site Stormwater Management Plan prepared by TGM, dated 23 November 2016.
- Infrastructure and Servicing Assessment prepared by TGM, dated 25 November 2016.
- Plan of Subdivision, Revision 2, 14 November 2016.

6. ZONING & OVERLAY PROVISIONS

6.1 CURRENT ZONING

The land is currently within the Public Use Zone 1 Service and Utility.

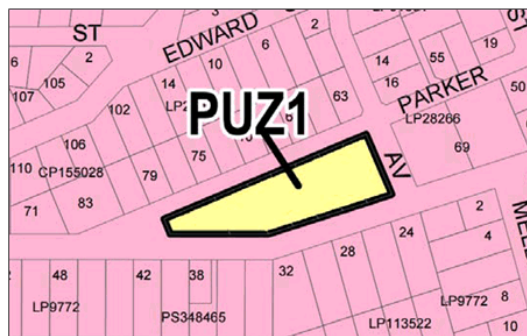


Figure 4: Current Zoning

The purpose of this zone is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To recognise public land use for public utility and community services and facilities.
- To provide for associated uses that are consistent with the intent of the public land reservation or purpose.

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69B Harvey Street, Anglesea



Comment: The subject land is currently zoned Public Use Zone which reflects the lands previous use as a water supply basin. As advised, water supply to Anglesea from this basin ceased and essentially the land and water supply infrastructure at this location has not been in use as a utility for a considerable time. Water supply to Anglesea is now delivered via the Geelong water supply scheme, thus the land and water supply infrastructure are excess to Barwon Water's core needs. Over time the infrastructure has fallen into disrepair and has become a public liability as the land and basin has been illegally accessed. As the use of this land as a public utility has ceased and is no longer required the current zone is considered not relevant to the future use of the site.

6.2 CURRENT OVERLAY

The land is subject to the Significant Landscape Overlay-Schedule 3 which contains the following provisions.



Figure 5: Current SLO3 Map

ANGLESEA

1.0 Statement of Nature and Key Elements of Landscape

The coastal township of Anglesea is nestled in a coastal woodland and heathland environment, fronting the ocean and surrounded by Crown Land on three sides, with the Anglesea River providing a dominant focus through the middle of the town. Key elements of the landscape include:

- The significant cover of indigenous vegetation, dominated by Messmate Stringybark (*Eucalyptus obliqua*) with scattered occurrences of other gums including Manna Gum (*Eucalyptus viminalis*), Swamp Gum (*Eucalyptus ovata*) and Narrow-leaf Peppermint (*Eucalyptus radiata*).
- Isolated areas of Coastal Moonah Woodland in Point Roadknight and around the Anglesea River which is listed as threatened under the *Flora and Fauna Guarantee Act 1988*.
- Nationally significant heathlands to the east and west of the town, and a number of nature reserves of moderate to high conservation significance throughout the town.

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Planning Scheme Amendment
69B Harvey Street, Anglesea



- The Anglesea River estuary and opening to the ocean beach, with its long sandy beaches, cliff faces and protected bays, including Point Roadknight.
- Public viewing points in and around the town, which provide spectacular views of the natural landscape features, including the ocean, cliff tops, Point Roadknight, Anglesea River, and the natural bush and heathland surrounding the town.

2.0 Landscape Character Objective to be Achieved

- To reinforce a landscape character that comprises:
 - A low scale, non-suburban residential environment dominated by native vegetation, where the built form is visually recessive in the landscape and contained in a bushland setting.
 - Viewsheds of natural landscapes including the ocean, cliff tops, Point Roadknight, Anglesea River, and the natural bush and heathland surrounding the town.
- To protect and enhance the native indigenous vegetation cover, and protect the flora and fauna values of local nature reserves and surrounding public lands from the effects of urban development.

Under Clause 42.03-2 of the Significant Landscape Overlay, a permit is required to remove, destroy or lop vegetation.

Comment: *Planning approval is not required for subdivision or buildings and works under this overlay. This overlay primarily seeks to retain the native vegetation character of Anglesea by requiring a planning permit for the removal of native vegetation. This overlay will be maintained over the site under this proposal.*

6.3 PROPOSED ZONING

The site is proposed to be zoned General Residential Zone Schedule 1 (GRZ1) with a small area at the western end of the site to remain within the Public Use Zone (PUZ1).



Figure 6: Proposed Zoning Map

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Planning Scheme Amendment
69B Harvey Street, Anglesea



The purpose of the General Residential Zone Schedule 1 (GRZ1) is to:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To encourage development that respects the neighbourhood character of the area.
- To implement neighbourhood character policy and adopted neighbourhood character guidelines.
- To provide a diversity of housing types and moderate housing growth in locations offering good access to services and transport.
- To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

Under the provision of Clause 32.08-2 of GRZ1, a permit is required to subdivide land and an application must meet the requirements of Clause 56.

Schedule 1 relates to General Residential Areas. None of the requirements are varied under this Schedule.

Comment: *The subject land is currently zoned Public Use Zone 1 Service and Utility which reflects the lands previous use as a water supply basin managed by Barwon Water. As advised the basin has not been in service for a considerable period as Anglesea's water supply is provided by the broader Geelong water supply scheme, therefore a public utility of this type is no longer required at this location. It is noted that a small area in the western corner of the site will remain in the Public Use Zone 1 and will continue to contain the existing Barwon Water pumping station.*

The General Residential Zone 1 is considered to be the most appropriate zone in this context as the land is recommended for residential housing in the Anglesea Structure Plan 2012 and the surrounding residential development is all within the General Residential Zone 1. This zone will promote residential development in keeping with the surrounding context. The use of this zone will assist in maintaining and enhancing the existing treed low density character of Anglesea as well as providing opportunities to develop a diverse number of housing types and styles to meet housing needs of the Anglesea community.

6.4 PROPOSED OVERLAYS

Schedule 19 to the Design Development Overlay

In addition to the current Significant Landscape Overlay - Schedule 3, this amendment seeks to introduce Schedule 19 to the Design and Development Overlay to guide the future development of this land in accordance with the established coastal character of the area.

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Figure 7: Proposed DDO19 Map

The Design Objectives of this Schedule are:

- To preserve and enhance the low density non-suburban coastal character of Anglesea and retain the sense of houses in a bush setting.
- To ensure lots are of a sufficient size and dimension to maintain adequate area around buildings to support the reservation and re-establishment of vegetation that enhances screening of development from adjoining properties and public areas, and to allow for the creation and management of defensible space for bushfire protection.
- To encourage a diversity of dwelling types and sizes within walking distance of the commercial centres.
- To retain a sense of openness between properties by encouraging the use of open style fencing and vegetation in preference to solid forms of fencing.

Comment: *This application proposes to apply Schedule 19 to the Design and Development Overlay to the subject land. The use of Schedule 19 to the Design and Development Overlay ensures that the future residential development of the land is capable of delivering the desired coastal character outcomes in accordance with the overall design objectives of the schedule and the existing coastal character of this area. This is aided by the existing lot sizes that accord with the minimum lot size requirements of this schedule consistent with the surrounding residential precinct. The lots sizes of 800m² or over have ample room for a dwelling, access, parking, landscaping and provide sufficient area to provide defensible space to manage bushfire risk.*

Schedule 3 to the Neighbourhood Character Overlay

Schedule 3 to the Neighbourhood Character Overlay is also proposed to be applied to this land which also applies to the surrounding residential area. The objectives of this Schedule seek to retain and enhance the low density landscaped coastal village character of Anglesea and to encourage low profile lightweight building designs.

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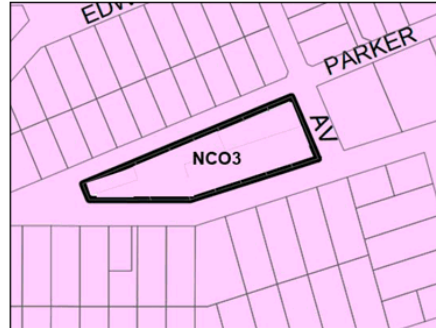


Figure 8: Proposed NCO3 Map

Comment: *The application of Schedule 3 to the subject land is consistent with that applied to the surrounding residential area and thus will reinforce the established residential character. The existing lots (which are above the minimum lot size for this precinct) will provide sufficient space to establish a landscape setting in-keeping with the surrounding street and neighbourhood character.*

7. POLICY CONTEXT

The following planning policies must be considered in response to a combined planning scheme amendment and planning permit application:

- The objectives of Planning Victoria as set out in Section 4(1) of the Planning and Environment Act 1987;
- The State Planning Policy Framework of the Greater Geelong Planning Scheme; and
- The Local Planning Framework of the Greater Geelong Planning Scheme.

7.1 PLANNING AND ENVIRONMENT ACT 1987

Pursuant to Section 12(1)(a) of the Planning and Environment Act 1987, it is a duty of planning authorities to implement the following objectives of Planning Victoria as set out in Section 4(1) of the Planning and Environment Act 1987:

- to provide for the fair, orderly, economic and sustainable use, and development of land;*
- to provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity;*
- to secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria;*

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- (d) to conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value;
- (e) to protect public utilities and other assets and enable the orderly provision and coordination of public utilities and other facilities for the benefit of the community;
- (f) to facilitate development in accordance with the objectives set out in paragraphs (a), (b), (c), (d) and;
- (g) to balance the present and future interests of all Victorians.

Comment: This application accords with Section 4(1) of the Planning and Environment Act 1987 as it will provide for the rezoning of the land to achieve an orderly, well planned outcome consistent with the strategic direction identified by Council for this site in the Anglesea Structure Plan 2012.

7.2 STATE PLANNING POLICY FRAMEWORK

The proposal is consistent with the intent of the State Planning Policy Framework (SPPF) and in particular with the following relevant State Policies:

- Clause 11.02-1 Supply of Land - To ensure ongoing land supply is supported by infrastructure.

Comment: The proposal is considered to accord with this policy as Anglesea has limited growth opportunities and this land is one of only a few sites able to accommodate residential growth demands and is supported in the Anglesea Structure Plan 2012. The land can also be fully serviced without detriment to existing town services.

- Clause 11.02-3 Structure Planning – To facilitate the orderly development of urban areas.

Comment: The rezoning and development of the subject land for residential use accords with the recommendations of the Anglesea Structure Plan 2012 and thus reinforces the strategic direction of the Structure Plan.

- Clause 11.05-5 Coastal settlement – To encourage urban renewal and development opportunities within existing settlements to reduce the demand for urban sprawl.

Comment: The proposal accords with this policy as it will essentially replace an existing antiquated and dilapidated water basin with a well designed and sympathetic residential development in keeping with the surrounding land.

- Clause 11.06-6 Integrated planning – To integrate planning for growth with the provision of infrastructure.

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Comment: The application is considered to accord with this policy as the land is located within the Anglesea Township which is fully serviced and will incorporate onsite water management by the use of rainwater tanks for each dwelling.

- Clause 11.07-1 Planning for growth – To optimise infrastructure and consolidate growth.

Comment: As advised the land is located within the Anglesea Township boundary within a residential setting. Thus the residential use and development will make optimal use of the existing infrastructure and will consolidate growth in the existing Township.

- Clause 15.01-1 Urban Design - To create urban environments that are safe, functional and provide good quality environments with a sense of place and cultural identity;

Comment: The rezoning will facilitate sympathetic residential development by the provision of lots of 800m² or over that can accommodate sufficient setbacks to provide an attractive landscaped residential development in-keeping with surrounding urban character.

- Clause 15.03 Heritage - To ensure the conservation of places of heritage significance; and to ensure the protection and conservation of places of Aboriginal cultural heritage significance.



Figure 9

 Subject Site  Areas of Possible Cultural Heritage Sensitivity

Comment: A voluntary Cultural Heritage Management Plan has been prepared for this site by TerraCulture and has been approved of the Registered Aboriginal Party. A copy is at **Attachment 4**.

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- Clause 16.01-1 Integrated Housing - Ensure housing developments are integrated with infrastructure and services, whether they are located in existing suburbs, growth areas or regional towns.

Comment: *The application accords with this policy as the land is located in an area where services will be available to facilitate orderly residential development.*

7.3 LOCAL PLANNING POLICY FRAMEWORK

The proposal is consistent with the intent of the Local Planning Policy Framework (LPPF) and in particular with the following relevant Local Policies:

- Clause 21.02-1 Settlement, Built Environment, Heritage and Housing - Key Issues and Influences – Recognises that:
 - Growth of the coastal towns from Anglesea through to Lorne is limited by physical constraints, including the Great Otway National Park and the desire to retain the natural scenic coastal landscape settings between these urban settlements.
 - Development pressure and insensitive suburban style development are threatening the character of the coastal towns valued by residents and visitors alike.

Comment: *This rezoning proposal has been developed to deliver a residential development that will seamlessly integrate with the existing character of Anglesea by the application of the same planning provisions that apply to the surrounding developed residential precinct. Thus it will ensure that the coastal character of this area will be maintained.*

- Clause 21.02-3 Settlement Patterns - To ensure that urban development minimises the impact on the environment, makes efficient use of land, infrastructure and resources, and is concentrated in accessible locations;

Comment: *This application accords with this policy as the subject land is a disused brownfield site which has fallen into disrepair and is in-congruent with the surrounding residential setting. The proposed rezoning will facilitate efficient use of this land, improve the environmental and landscape setting and will be located in a serviced accessible area.*

- Clause 21.02-4 Neighbourhood Character – To protect the individual coastal township character values of low urban density, recessive built form, vegetated coastal landscapes and ecological values of the natural environment from inappropriate urban development.

Comment: *This proposed rezoning is considered to accord with this policy as the application of planning provisions that apply to the surrounding residential land will provide the appropriate planning tools to ensure that the future residential development of this land will accord with the low density landscaped character of this precinct.*

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- Clause 21.11-1 Anglesea Strategy - Key Issues and Influences:
 - Marginal projected population increase due to limited opportunities for new residential development, and changing household composition with forecast growth in retirees and lone person households.
 - Growth is constrained, with the ocean, environmentally significant vegetation, the coal mine and the high bushfire risk providing barriers to expansion of the town.

Comment: *The proposal presents a significant opportunity to address the above key issues by providing an exceptional residential infill development in a township that has significant constraints to residential expansion.*

7.4 RELEVANT MINISTERIAL DIRECTIONS

Ministerial Direction No. 1 – Potentially Contaminated Land

Comment: *The application to rezone the subject land from Public Use Zone 1 Utility to the General Residential Zone 1 is supported by a Soil Investigation Report for 69B Harvey Street by Environmental Site Assessments Pty Ltd, 27 July 2015.*

The results of the analysis undertaken found that the soils investigated were found to be suitable for reuse in a conventional residential setting.

Ministerial Direction No. 11 – Strategic Assessment of Amendments

Comment: *The proposed amendment satisfies the requirements of Direction 11 as follows:*

Strategic assessment of the Amendment

Why is the Amendment required?

The amendment is required to facilitate residential development which cannot be achieved under the current PUZ1 that applies to the land.

The land contains a disused water supply basin that is surplus to the operational requirements of the Barwon Region Water Corporation and thus an alternative use is being sought.

The amendment is required in order to facilitate residential growth in general accordance with Anglesea Structure Plan 2012 and Clause 21.11 Anglesea Strategy.

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The land is recognised in the Anglesea Structure Plan for a potential housing development and open space reserve and in Map 1 of Clause 21.11 Anglesea Framework Plan of the Surf Coast Planning Scheme.

Following an investigation of the surrounding zone and overlays it is proposed to rezone land at 69B Harvey Street, Anglesea from PUZ1 to GRZ1 which accords with the surrounding residential zone. Also in accordance with the surrounding residential land the amendment proposes to apply Schedule 19 to the Design Development Overlay and Schedule 3 to the Neighbourhood Character Overlay to guide development and reinforce the surrounding neighbourhood character.

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

The amendment implements the objectives of planning in Victoria by rezoning land for residential development in accordance with the strategic direction of the Surf Coast Planning Scheme.

The amendment also seeks to provide for the appropriate economic and sustainable use of the land having regard to the existing site characteristics and constraints and the surrounding residential context.

The amendment also seeks to ensure that the future residential subdivision and development of the land establishes and maintains the surrounding urban character in an integrated manner with the introduction of Schedule 19 to the Design and Development Overlay, Schedule 3 to the Neighbourhood Character Overlay and use of the existing Schedule 3 to the Significant Landscape Overlay.

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

Land at 69B Harvey Street Anglesea is currently a disused, dilapidated water supply basin site which is no longer required by the Barwon Region Water Corporation. The amendment will have positive environmental and social effects by the removal of this antiquated and visually intrusive infrastructure.

The amendment will add to the limited supply of residential land for permanent and visitor accommodation within Anglesea which is generally constrained from further residential growth. Short term building and landscaping employment opportunities are likely to be created as a consequence of this proposal.

The land contains some scattered native vegetation that has been assessed in the low risk pathway under the Biodiversity Assessment Criteria and is proposed to be removed under a separate planning permit application with the Surf Coast Shire prior to the development of dwellings.

Does the Amendment address relevant bushfire risk?

The subject land is not located within a Bushfire Risk Area.

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

The amendment is consistent with the Ministerial Direction regarding the form and content of Planning Schemes under Section 7(5) of the Act and Ministerial Direction No. 11 – Strategic Assessment of Amendments. The Amendment is not affected by any other Ministerial Direction.

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

The amendment is consistent with the intent of the State Planning Policy Framework (SPPF) and supports its implementation by:

- *Clause 11 Settlement
The amendment supports this policy as it will facilitate residential development in an orderly manner in an existing coastal settlement supported by existing infrastructure.*
- *Clause 12 Environmental and Landscape Values
This amendment supports this policy as it seeks to manage and enhance sustainable growth in coastal areas by ensuring that development is contained in strategically identified areas and ensuring that development responds to the identified landscape character of an area.*
- *Clause 15 Built Environment and Heritage
The amendment supports this policy as the current subdivision design will enable the creation of a safe, functional and high quality environment with a sense of place and cultural identity in keeping with the surrounding residential character.*
- *Clause 16 Housing
The amendment is considered to accord with this policy as it will facilitate a serviced housing development in an existing residential context.*

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

The amendment is consistent with the Local Planning Policy Framework including:

- *Clause 21.02-3 Settlement Patterns
The amendment accords with this policy as it will ensure that urban development minimises the impact on the environment, makes efficient use of land, infrastructure and resources, and is concentrated in accessible locations.*
- *Clause 21.02-4 Neighbourhood Character
The amendment accords with this policy as it seeks to protect the individual coastal township character values of low urban density, recessive built form, vegetated coastal landscapes and ecological values of*

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the natural environment from inappropriate urban development. This will be achieved via the application of the surrounding overlays and the proposed low density residential development.

- *Clause 21.11-2 Settlement, Built Environment and Housing
The amendment accords with this policy as it will provide for a broader range of accommodation and housing options in a residential area to meet the needs of households and to support a diverse community.*

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

The amendment makes proper use of the Victorian Planning Provisions as the rezoning of land to the General Residential Zone 1 and application of Schedule 19 to the Design Development Overlay and Schedule 3 to the Neighbourhood Character Overlay are considered to be the most appropriate planning tools required to facilitate orderly residential development consistent with surrounding residential context.

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

The proposed amendment accords with the recommendations of the approved Anglesea Structure Plan 2012 and Clause 21.11 Anglesea Strategy of the Surf Coast Planning Scheme approved under Planning Scheme Amendment C102.

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

The amendment is unlikely to have any significant impact on the transport system as defined in Section 3 of the Transport Integration Act 2010.

Resource and administrative costs

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

The amendment is not expected to place any substantial resource or administrative cost burden on the responsible authority as it represents an expected strategic planning outcome for this land.

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8. CONCLUSION

In summary, it is considered that this rezoning application can be supported as an appropriate planning outcome. It will facilitate the future use and development of this land in an integrated and orderly manner, consistent with relevant State and Local Policies of the Surf Coast Shire. It will remove a dilapidated and visually insensitive disused water basin and replace it with a well designed and sympathetic residential re-subdivision as supported by the Anglesea Structure Plan 2012.

The rezoning of the land to General Residential Zone 1 is considered the appropriate zone in this context, and together with the application of Schedule 19 to the Design Development Overlay and Schedule 3 to the Neighbourhood Character Overlay, provides the appropriate planning tools to guide and manage re-subdivision and development which will result in an attractive and sensitively designed residential development that enhances the urban qualities of Anglesea.

A handwritten signature in blue ink, appearing to read 'Chris Marshall', is positioned above a horizontal dotted line.

Chris Marshall
Manager - Town Planning

3.6 Winchelsea Recreational Vehicle (RV) Friendly Area Operational Arrangements

Author's Title: Coordinator Business & Tourism Strategy

General Manager: Ransce Salan

Department: Economic Development & Tourism

File No: F16/618

Division: Environment & Development

Trim No: IC17/477

Appendix:

1. Enterprise Risk Assessment: Winchelsea RV Friendly Area Year-Round Use, Barwon River Reserve (D17/54580)

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 note the operational and budgetary factors required for an RV Friendly area at the Barwon River Reserve, Winchelsea under year-round and seasonal scenarios and consider the continuance of RVs on the designated area.

Summary

This report considers the appropriate operational arrangements and subsequent budgetary implications for an RV Friendly area in the Barwon River Reserve, Winchelsea under two scenarios:

- a year-round operational arrangement and subsequent budget requirements
- a seasonal operational arrangement between 1 December and 30 April and subsequent budget requirements.

The operational requirements and subsequent budget implications in this report have been guided by consultations with internal and external stakeholders and a risk assessment which analyses how identified risks may be reduced to a lower level.

In summary, the total costs for establishment and operation of a Winchelsea RV Friendly are \$9,570 if provided from 1 December to 30 April or \$19,470 if provided on a year-round basis in 2017/18. There is minimal comparative economic benefit in providing a year round overnight self-contained RV site.

The costs are higher for a year-round provision due to the additional operational arrangements recommended to reduce the risk level to medium due to a higher possibility of inundation during May to November.

For subsequent financial years, an allowance needs to be made in the budget to support the ongoing operational costs of \$6,070 or \$10,970 respectively.

Noting that consultation identified resident concern with loss of amenity to the area and a growing population in Winchelsea, it is recommended that the RV friendly area use be reviewed in May 2019.

3.6 Winchelsea Recreational Vehicle (RV) Friendly Area Operational Arrangements

Recommendation

That Council:

1. Note the report summarising the operational arrangements for the Winchelsea RV Friendly area.
2. Under Community Amenity Local Law 1 of 2011, designate the Barwon River Reserve, Winchelsea in the area between Mercer Street and the Railway Bridge to allow sleeping in self-contained recreational vehicles, self-contained caravans or self-contained motorhomes overnight for a maximum of 48 hours between 1 December and 30 April, commencing on 1 December 2017.
3. Pre-allocate \$9,570 in the 2017/18 Budget to support the implementation of operational arrangements of an RV Friendly area in the Barwon River Reserve and \$6,070 plus CPI annually in future budgets.
4. Review the designation of use in May 2019 with recommendations on whether to continue to allow an RV Friendly area in this location.

3.6 Winchelsea Recreational Vehicle (RV) Friendly Area Operational Arrangements

Report

Background

A report summarising a 12 month trial allowing self-contained and Recreational Vehicles (RVs) to stay short term in the Barwon River Reserve was provided to the April 2017 Council meeting.

At the meeting, the following Council Resolution was carried:

Council Resolution

MOVED Cr Carol McGregor, Seconded Cr Libby Coker

That Council:

1. Note the report summarising the Winchelsea RV Friendly trial.
2. Receive and note the minutes of the Winchelsea Monitoring Group February 2017 meeting.
3. Acknowledge the cessation of the Winchelsea RV Trial and monitoring group and the contribution of the community members.
4. Indicates its intention to designate the Barwon River Reserve, Winchelsea in the area between Mercer Street and the Railway Bridge to allow sleeping in self-contained recreational vehicle, self-contained caravans or self-contained motorhomes overnight for a maximum of 48 hours and on a year-round basis.
5. Notes that the site is subject to periodic river inundation and wet soil conditions at which time access to the site needs to be restricted.
6. Requests Officers to analyse appropriate operational arrangements and budgetary implications for this to occur and to report this back for consideration at the 23 May 2017 Council meeting.

CARRIED 8:0

Discussion

This report considers the appropriate operational arrangements and subsequent budgetary implications for an RV Friendly area in the Barwon River Reserve, Winchelsea under two scenarios:

- a year-round operational arrangement and subsequent budget requirements
- a seasonal operational arrangement between 1 December and 30 April and subsequent budget requirements.

An estimate of the economic benefit for each scenario is also provided. This estimate is based on the frequency of RV's utilising the site during the trial period (while open) and average estimated visitor expenditure.

The operational arrangements have been guided by a number of factors including a risk assessment, internal and external stakeholder discussions and the nature of infrastructure permissible at the site. These factors are discussed below with a more detailed risk assessment included as an attachment.

The Corangamite Catchment Management Authority (CCMA) have provided in principle support for a continuation of an RV Friendly area provided that there is no significant capital works such as increasing the total area or elevation of hard stand areas. For this reason various other infrastructure measures have not been considered which might otherwise reduce the level of risk.

Operational Arrangements

There are two phases to consider in analysing required operational arrangements for the self-contained RV friendly site, being the establishment phase and operational phase.

The estimated costs stated in Table 1 below represent additional operational activity required to provide an RV Friendly area on either a seasonal or year-round basis. One-off costs are included in the 'Establishment' section and recurrent cost estimates are included in the 'Operational' section of the table. A description of each item is provided.

3.6 Winchelsea Recreational Vehicle (RV) Friendly Area Operational Arrangements

	1 December to 30 April	Year Round
Establishment		
Signs production & installation	\$2,500	\$2,500
Promotion	\$1,000	\$1,000
Flood mapping survey	N/A	\$0
Flood Level Indicator with text alert and light	\$0	\$5,000
Sub-Total	\$3,500	\$8,500
Operational		
Local Laws Enforcement	Existing operational budget	Existing operational budget
Public Amenities	Existing operational budget	Existing operational budget
Reserve Maintenance	\$4,540	\$6,000
Regular inspection to consider site status	\$1,380	\$3,450
Flood Level Indicator annual maintenance	\$0	\$1,050
Closure due to flooding	\$150	\$470
Sub-Total	\$6,070	\$10,970
Total	\$9,570	\$19,470
Estimated Economic Benefit	\$14,400	\$24,700

Table 1: Cost estimates to establish and support an RV Friendly Area on a year-round or seasonal basis

Establishment Phase

Table 1 indicates the establishment of the Winchelsea RV area will cost \$3,500 for seasonal use (1 December to 30 April) and \$8,500 for year-round use. The cost differentials are explained below.

New Signage: Both scenarios require new signage to be produced installed on site to direct visitors to the appropriate self-contained RV rest area, outline the conditions of use and communicate warnings. The new signage is an important factor in reducing risk and minimising inappropriate behaviour.

Promotion: Similar to signage, promotional information distributed by the Visitor Information Centres, websites and Wikicamps will be required regardless of the duration of use. This cost includes design and print factors of promotional material. It will form an important component in properly communicating the conditions of the site.

Flood Mapping: There are currently no measures in place to assess, monitor or respond to the RV Friendly area in the event of a flood warning for the Barwon River Reserve. A flood mapping survey can be done using internal resources to identify the normal and flood river levels and will not incur an additional cost. Discussions indicate that this would not be required for the seasonal scenario which would operate in a dryer period.

Flood Level Indicator: The flood mapping survey and flood level indicator are recommended for year-round scenario to reduce the risk profile as it is much more likely that inundation will occur in May to November period.

The flood level indicator provides a text message alert to council when the water reaches a certain level. A flashing light can also be added to notify people in the local area. A marker could then be set on a flood level indicator at a conservative level to allow officers and site users an appropriate amount of time to close and vacate the area.

This item forms the cost difference between the two operational scenarios and is estimated to cost \$5,000.

3.6 Winchelsea Recreational Vehicle (RV) Friendly Area Operational Arrangements

Operational Phase

The recurrent operational costs of a Winchelsea RV area are estimated at \$6,530 for seasonal use and \$10,970 for year-round use.

Local Laws Enforcement & Public Amenity: There are some 'business as usual' operational activities that already occur within the Barwon River Reserve. These activities will take place regardless of the area being designated an overnight self-contained RV rest area and as such are identified as 'existing operational budget' in Table 1. Public amenity includes aspects such as maintenance of public toilets, emptying of bins and servicing and maintaining the RV dump point near the Barwon Hotel.

Reserve Maintenance: This item includes an allowance for ground repairs, civil works and prevention of root compaction near large trees. It is higher for a year-round RV use as more repairs are anticipated due to increased use particularly when the ground is more likely to be wet over the May to November period.

Regular Inspections: Inspections of the RV Friendly area to monitor the condition of the site will be required on a weekly basis or after significant rain. If the ground is considered too wet, or during a year-round use, the flood level indicator is near the pre-determined mark, then the area will be closed for RV use. A regular assessment will then determine when conditions are suitable to allow the area to be re-opened. Due to the higher level of rainfall over the May to November period it is envisaged inspection of the site may intensify and therefore require more funding.

Site Closure: There may be times when the RV Friendly area needs to be closed due to a threat of inundation outside of regular work hours. An allowance has been made in both operational models for an after-hours call-out cost. Similar to the above it is envisaged the site may need to be closed more often in the May to November period.

Possible Additional Costs

It should be noted there are also a range of costs that have not been able to be quantified in this report including:

- **A potential increase to insurance premiums:** the RV Friendly area may have no impact on Council insurance premiums until a claim is made. The nature of the claim may have an associated increase in insurance premiums.
- **Lighting to illuminate RV signs at night:** this was recommended by Council's insurer as a part of the operational arrangements, however, it was not possible to confirm a cost estimate in time for this report and it is unclear whether illumination of a sign(s) overnight in this area would be accepted by local residents.
- **Monitoring potential Barwon River flood events:** this represents a new service that will divert staff from current duties. These hours are not currently included as a part of any officers' usual role and represents additional activity required by agreement of these areas. It is estimated that this may have a significant impact on staff time, particular for the year-round provision of an RV Friendly area. There is an estimated 300 hours in total of officer time required to support the year round RV Friendly area with 160 of these hours related to monitoring potential flood events.

In summary, the total costs for establishment and operation of a Winchelsea RV Friendly in 2017/18 are \$9,570 if provided from 1 December to 30 April and \$19,470 if provided on a year-round basis.

For subsequent financial years, an allowance needs to be made in budget to support the ongoing operational costs of \$6,070 or \$10,970 respectively.

An economic benefit to the Winchelsea community in providing an RV friendly area has been calculated based on the frequency of use monitored during the trial period. It is estimated that the RV Friendly area will provide an annual benefit of \$14,400 or \$24,700 on a seasonal or year-round basis respectively.

Risk Assessment

Prior to the RV Friendly trial, flooding of the area was identified as a risk. The RV Friendly trial period demonstrated the need to improve risk mitigation measures that were in place during the trial should it continue beyond the trial.

3.6 Winchelsea Recreational Vehicle (RV) Friendly Area Operational Arrangements

The risk assessment (attached) was used to analyse the type of operational arrangements that can contribute to a reduced risk profile.

The inherent risk rating in allowing an RV Friendly Area in this location is 'serious'. This assessment has been based on knowledge acquired from monitoring the area during the twelve month trial period.

As can be seen in Figure 1 below, two of the most effective means to reduce the risk to 'low' is to provide an RV Friendly area only during the dryer months of December to April or to install a boom-gate at the entrance of the reserve.

ANALYSE & EVALUATE				
Risk Source / Causal factor – what will or could cause this risk to occur?	Inherent risk rating	Hierarchy of Control	Controls – what controls will be needed to reduce the risk occurring?	Residual Risk Rating
1. Parking area is in a flood zone. If a flash flood occurs, advance warning may not be possible	Serious	Elimination	RV Parking permitted between December and April only.	Low
	Serious	Engineering	Boomgate at entrance to stop access when flooded or unsuitable for use	Low

Figure 1: Excerpt from the Risk Assessment of Winchelsea RV Friendly Area

Consultation during the trial period identified that community sentiment did not support any additional infrastructure such as bollards, chains or increase in hard stand areas. It is desirable to the community to keep the area natural and beautiful. A boom-gate would restrict access to the area for RVs and also for other users who may wish to access the site for picnics, fishing, walking. The CCMA may also object to the installation of a boom-gate.

There were times during the trial when non-RV users could access the site using gravel pathways to formalised car parking areas but the ground was too wet to support use of the RV area. For these reasons, a boom-gate is not recommended.

There are a range of administrative and engineering measures identified to reduce the risk to a 'medium' level. These measures have been included in the recommended operational arrangements above. A full copy of the risk assessment is included as an attachment.

Financial Implications

If RV usage of the Barwon River Reserve is to continue as it did during the trial period; with no establishment of a defined parking area, monitoring has shown that it will require a budget allocation for maintenance and improvements to the Barwon River Reserve.

In summary, the total costs for establishment and operation of a Winchelsea RV Friendly are \$9,570 if provided from 1 December to 30 April and \$19,470 if provided on a year-round basis in 2017/18. The costs are higher due to the additional operational arrangements recommended to reduce the risk level to medium due to a higher possibility of inundation during May to November period as well as a longer operation timeframe in general.

For subsequent financial years, an allowance needs to be made in budget to support the ongoing operational costs of \$6,070 or \$10,970 respectively.

There is currently no provision in the draft 2017/2018 budget to formalise an RV Friendly Parking Area in Winchelsea. If supported, the proposal represents the provision of a new service to be provided by Council.

Council Plan

Theme 5 Development and Growth
 Objective 5.1 Protect productive farmland and support rural business
 Strategy 5.1.2 Work with local businesses

Theme 5 Development and Growth
 Objective 5.3 Develop and grow sustainable year round tourism
 Strategy 5.3.2 Facilitate product development to enhance the visitor experience and in particular develop off beach products both infrastructure and business.

3.6 Winchelsea Recreational Vehicle (RV) Friendly Area Operational Arrangements

Policy/Legal Implications

The entire site is Crown land (back to the alignment of Barwon Terrace) reserved for Public Purposes and is under the control of Surf Coast Shire (SCS) as the appointed Committee of Management (CoM). All Crown land regulations relating to the reserve were revoked in 2000 so there is no impediment from a regulation perspective that would conflict with the proposed RV Parking use.

The Department of Environment, Land, Water & Planning (DELWP) has no objection to making the area RV Friendly for an extended period and acknowledges Council is the Committee of Management. No further approval is required from DELWP and if Council chooses to proceed, it can utilise local laws to control the activity.

The Corangamite Catchment Management Authority (CCMA) have provided in principle support for a continuation of an RV Friendly area provided that there is no significant capital works such as increasing the total area or elevation of hard stand areas.

No planning permit is required to create an RV Friendly parking area for self-contained vehicles in this instance.

Regulatory Considerations

Staying overnight in car parks and on the roadside is illegal and has been identified as an issue in Surf Coast Shire between Torquay and Lorne. Policing of illegal roadside camping and sleeping in vehicles is undertaken via Community Amenity Local Law 1 of 2011: 4.6 and 4.8.

An area can be designated under resolution of Council to be available for camping under section 4.6 of the Local Law. In deciding whether to grant a permit under this clause, Council must consider the following:

- a) The location of the land
- b) The statutory planning requirements relevant to the land
- c) The suitability of the land for camping
- d) The number of persons or other structures to be located or accommodated on the land
- e) The length of time the tents and other structures will be erected on the land
- f) The availability of sanitary facilities to the land
- g) The likely damage to be caused
- h) The likely impact on nearby residents
- i) Council policy
- j) Any other matter relevant to the circumstances of the application.

If there are significant concerns or complaints received by Council in relation to RV use of the site, then Council may remove the designation by resolution.

Other Regulations that need to be considered prior to implementing a facility are below:

- Crown Land (Reserves) Act 1978.
- The Land Act 1958.
- The Local Government Act 1989.
- The Country Fire Authority Act 1958.
- The Occupational Health and Safety Act 2004.
- The Environment Protection Act 1997.

The definition of a Caravan Park under the Residential Tenancies Act 1997 means “an area of land on which movable dwellings are situated for occupation on payment of consideration, whether or not immovable dwellings are also situated there”. The Winchelsea RV Friendly area is therefore not defined as a Caravan Park under the Act and is not required to be registered as a caravan park.

Officer Direct or Indirect Interest

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

Risk Assessment

The broader risks relating to the declaring an RV Friendly Area in Winchelsea has been well documented in previous Council Reports.

3.6 Winchelsea Recreational Vehicle (RV) Friendly Area Operational Arrangements

A risk assessment is attached to this report as a means to assess the appropriate level of operational arrangements required and documents the level of risk, control measures and the inherent versus residual risk rating to Council by allowing an RV Friendly area in the Barwon River Reserve.

Social Considerations

Monitoring has shown the positive impact on the perception that Winchelsea is friendly and welcoming by providing a space for RVs to stay overnight in the short term. It is expected that allowing continued use of the site will continue to provide a small boost to the local economy in terms of increased spend in the local shops and a perception that Winchelsea is welcoming to travellers. It is possible that this may grow over time.

There may be a point in future as the Winchelsea population grows when there is more pressure placed on the site from competing uses. At this point, it may no longer be appropriate to allow RV users to stay at this location.

Noting that consultation identified resident concern with loss of amenity to the area and a growing population in Winchelsea, it is recommended that the RV friendly area use be reviewed in 2019.

Community Engagement

There has been significant community engagement conducted prior to and during the trial of the Winchelsea RV Friendly Area which has been well documented and reported to Council in previous reports.

Environmental Implications

Given the desire of the community for minimal infrastructure or changes to the Barwon River Reserve, and given this area has been used frequently by RV vehicles as a rest point it is considered that there are no environmental implications.

The Barwon Land and River Care Group did not report any significant concerns in relation to the proposal.

Communication

When the recommendation is implemented, the proposal will be communicated via a Council media release, websites, on-site signage, Visitor Information Centres and Wiki-camps.

Conclusion

The total cost for the establishment and operation of a Winchelsea RV Friendly area on the Barwon River Reserve is \$9,570 if provided from 1 December to 30 April and \$19,470 if provided on a year-round basis in 2017/18. These costs are currently not contained in the 2017 – 2018 budget.

For subsequent financial years, an allowance needs to be made in budget to support the ongoing operational costs of \$6,070 or \$10,970 respectively.

The year round scenario presents greater risk consideration for Council while estimates of additional economic benefit are minimal.

For this reason the seasonal operation scenario between 1 December and 30 April is recommended. It is also recommended the use of the site as a self-contained RV Friendly site is again reviewed in May 2019.

3.6 Winchelsea Recreational Vehicle (RV) Friendly Area Operational Arrangements

APPENDIX 1 ENTERPRISE RISK ASSESSMENT: WINCHELSEA RV FRIENDLY AREA YEAR-ROUND USE, BARWON RIVER RESERVE

Enterprise Risk Assessment: Winchelsea RV Friendly Area Year-Round Use, Barwon River Reserve

IDENTIFY				
Risk Description – identify and describe the risk.				
Allowing people to sleep overnight in self-contained vehicles (RVs and Caravans) in an area that is subject to river inundation and wet soil conditions				
Risk Consequence – what do you believe is the worst foreseeable outcome should this risk occur?				
Loss of life, injury to persons, damage to property, damage to parking area, damage to Council's reputation, increase in insurance premiums, fines, litigation, financial loss				
ANALYSE & EVALUATE				
Risk Source / Causal factor – what will or could cause this risk to occur?	Inherent risk rating	Hierarchy of Control	Controls – what controls will be needed to reduce the risk occurring?	Residual Risk Rating
1. Parking area is in a flood zone. If a flash flood occurs, advance warning may not be possible	Serious	Elimination	RV Parking permitted between December and April only.	Low
	Serious	Engineering	Boomgate at entrance to stop access when flooded or unsuitable for use	Low
	Serious	Substitution	Encourage use of other sites more suitable to wet weather conditions	Low
	Serious	Administration	Provide warning signs stating 'Parking is at own risk, area is prone to flooding, purpose of the flood level indicator, monitor the VIC Emergency App, Council will not be responsible for any damage or injury caused to persons or property as a result of choosing to park there. Install in prominent location and use a "warning" or "!" in red at top of sign	High
	Serious	Administration	Advise of risk to use of area on any promotional material including wiki-camps, websites and brochures	High
	Serious	Engineering	Illuminate the sign so it can be seen at night	Medium
	Serious	Administration	Conduct regular inspections which are recorded	Medium
	Serious	Administration	Conduct a flood mapping survey to identify the normal and flood levels	Medium
	Serious	Engineering	Install a flood level indicator with a light that flashes once water level reaches a 'conservative' flood level indicating site is not safe to use	Medium
	Serious	Administration	Responsible officers set a 'flood' warning watch area for Winchelsea to assist in decision making to close the site for RV use	Medium
	Serious	Administration	Brief the Visitor Information Centres on the RV site and the weather conditions that may trigger advice that other sites are more suitable	Medium
	Serious	Administration	Close the site in advance of a flood event and provide notification via signage, VICs and Wikicamps	Medium

Serious risk Immediate action required, senior management/Council will be involved.
 High risk Senior executive management attention needed and management responsibility specified.
 Medium risk Manage by specific monitoring or response procedures.

Enterprise Risk Assessment: Winchelsea RV Friendly Area Year-Round Use, Barwon River Reserve

2. Parking area is damaged due to wet weather conditions.	High	Administration	Consider a vehicle weight restriction	Medium
	High	Engineering	Allocate a wet weather parking area to avoid wheel rut damage	Medium
3. Loss of Amenity to the Neighbours	Medium	Administration	Keep a record of and assess complaints from local residents	Low
	Medium	Administration	Develop a landscape and planting plan to screen the parking area from other users of the area and improve amenity	Low
	Medium	Administration	Review the use of site as an RV area after two years	Low
	Medium	Administration	Keep area natural and avoid unnecessary infrastructure such as bollards or increase in hard stand areas	Low

Hierarchy of Controls

1. Elimination
2. Substitution
3. Isolation
4. Engineering Controls
5. Administration
6. PPE

Serious risk Immediate action required, senior management/Council will be involved.
 High risk Senior executive management attention needed and management responsibility specified.
 Medium risk Manage by specific monitoring or response procedures.

Enterprise Risk Assessment: Winchelsea RV Friendly Area Year-Round Use, Barwon River Reserve

Consequence Table					
Consequence Category	INSIGNIFICANT	MINOR	MAJOR	CRITICAL	EXTREME
Business Capability	No change in operations or interruption to essential services.	Temporary disruption to essential service(s) managed by altered operational routine <2 days.	Disruption to essential service(s) managed by altered operational routine >2 <7 days.	Disruption to essential services managed by altered operational routine >7 <14 days. May require additional resources from other areas.	Total shut-down of operations. Unable to provide essential services >14 days. Will require additional resources from other areas.
Community Impact	Near misses or incidents with no recovery effort required.	One-off recovery effort required.	Remedial effort required for recovery with medium term impairment of up to two years.	Long term impairment of up to five years	Impairment of community with recovery period > 5 years
Environment	No lasting detrimental effect on the environment e.g. pollution, extreme weather event, invasive pest species.	Short term local detrimental effect on the environment e.g. pollution, extreme weather event, invasive pest species.	Serious local detrimental effect on the environment e.g. pollution, extreme weather event, invasive pest species.	Long term detrimental environmental impact ie. pollution, extreme weather event, invasive pest species.	Extensive detrimental long term impacts on the environment e.g. pollution, extreme weather event, invasive pest species.
Financial Sustainability	Financial loss under \$10,000 or less than 2% of project cost. No material impact on operating surplus.	Financial loss between \$10,000 to \$100,000 or between 3% -10 % of project cost. Minor impact on operating surplus.	Financial loss between \$100,000 to \$500,000 or between 11% - 15% of project cost. Major impact on operating surplus.	Financial loss between \$500,000 - \$1,000,000 or between 16% -20% of project cost. Significant doubt achieving operating surplus.	Financial loss greater than \$1,000,000 or greater than 21% of project cost. Operating deficit.
Legal & Governance	Councillors, Executive staff and employees understand legal obligations.	Formal warning due to regulatory noncompliance.	Fines due to regulatory noncompliance.	Legal action leading to fine up to \$20,000, penalties and restrictions on Council operations due to regulatory non-compliance.	Legal action, fine over \$20,000 and other penalties. Dismissal of Council.
WHS	Incident and no lost time - near miss.	Injury and no lost time - first aid treatment.	Injury and lost time, compensable injury - treatment at a doctors surgery or hospital.	Serious mental health or physical injury resulting in hospitalisation.	Fatality - not natural causes.
People & Culture	Staff turnover <5%. Employee engagement >60%. Unplanned absenteeism <4%. Time to fill <28 days.	Staff turnover <10%. Employee engagement >55%. Unplanned absenteeism <5%. Time to fill <40 days.	Staff turnover <15%. Employee engagement >50%. Unplanned absenteeism <10%. Time to fill <60 days.	Staff turnover <20%. Employee engagement <50%. Unplanned absenteeism >10%. Time to fill <90 days.	Staff turnover >20%. Employee engagement <45%. Unplanned absenteeism >20%. Time to fill >90 days.
Reputation	No adverse publicity in local area.	Minor adverse publicity in local area. Local Councillor interest or involvement.	Significant adverse publicity state-wide. State representative interest or involvement.	Sustained adverse publicity state-wide. Ministerial involvement. Increased media activity. Loss of community confidence	Ministerial intervention to remove Councillors or the Council. Removal of CEO and/or senior management. Continued high level media exposure. Politically sensitive and complex. Unwillingness by stakeholders to work with Surf Coast Shire.

Serious risk Immediate action required, senior management/Council will be involved.
 High risk Senior executive management attention needed and management responsibility specified.
 Medium risk Manage by specific monitoring or response procedures.

Enterprise Risk Assessment: Winchelsea RV Friendly Area Year-Round Use, Barwon River Reserve

Likelihood Table				Risk Matrix	Consequences				
				Likelihood	Insignificant	Minor	Major	Critical	Extreme
Almost Certain	The event will occur in most circumstances.	Occurs on a regular basis.	Expected to occur during the life or phase of the project >99%.	Almost certain	MEDIUM	HIGH	SERIOUS	SERIOUS	SERIOUS
Likely	The event will probably occur at least once.	Once every three years.	Will probably occur during the life or phase of the project >50%.	Likely	MEDIUM	MEDIUM	HIGH	SERIOUS	SERIOUS
Possible	The event might occur at some time.	Once every ten years.	Might occur during the life or phase of the project >20%.	Possible	LOW	MEDIUM	HIGH	HIGH	SERIOUS
Unlikely	The event is not expected to occur.	Once every thirty years.	Not expected to occur during the life or phase of the project >5%.	Unlikely	LOW	LOW	MEDIUM	MEDIUM	HIGH
Rare	The event may occur only in exceptional circumstances.	Once every fifty years.	May occur only in exceptional circumstances during the life or phase of the project <5%.	Rare	LOW	LOW	MEDIUM	MEDIUM	HIGH

Serious risk Immediate action required, senior management/Council will be involved.
 High risk Senior executive management attention needed and management responsibility specified.
 Medium risk Manage by specific monitoring or response procedures.

3.7 Petition Response to Requesting Creation of a Sanctuary at Point Impossible/Thompsons Creek

Author's Title: Environment Officer Biodiversity
Department: Environment & Community Safety
Division: Environment & Development

General Manager: Ransce Salan
File No: F15/51
Trim No: IC17/435

Appendix:

1. Final Petition - Sanctuary Point Impossible/Thompsons Creek Estuary - Redacted (D17/49907)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Status:

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

Yes

No

Reason: Nil

Reason: Nil

Purpose

The purpose of this report is to respond to a petition requesting Council create a sanctuary at the Point Impossible/Thompsons Creek Estuary to protect migratory birds through the introduction of a no dog and no horse zone.

Summary

Point Impossible and the Thompsons Creek Estuary define part of the Surf Coast Shire's northern boundary. The Crown land foreshore within the Shire is managed by the Great Ocean Road Coast Committee (GORCC) and the adjoining foreshore to the north is managed by the City of Greater Geelong.

The petition is seeking a sanctuary at the Point Impossible/Thompsons Creek Estuary to protect migratory birds through the introduction of a no dog and no horse zone.

Council does not currently control dogs at Point Impossible as it is beyond the town boundary for the purposes of the designated restricted dog areas under the *Domestic Animal Act 1994*. Council's *Community Amenity Local Law* only controls horses on Council property and therefore is not able to be used to control Crown land in its current form. In addition, local laws are not to be used where there is other controlling legislation.

The *Crown Land Reserves (Torquay and Jan Juc Foreshore Reserve) Regulations 2009* cover the Point Impossible foreshore within the Shire and empower GORCC as the committee of management to control dog and horse access directly. Council is unable to duplicate existing state regulations through the introduction of new Council local laws applying to the same area. To do so is contrary to the Minister for Local Government's requirements for preparing local laws.

Council supports and will continue to support GORCCs Hooded Plover conservation efforts through local laws patrols within town boundaries during the nesting season and contributing to fox control.

Recommendation

That Council:

1. Note the petition has been received and properly considered.
2. Refer the petition to the Great Ocean Road Coast Committee (GORCC) as the manager of the land and the agency with the existing regulatory power to designate and enforce dog and horse controls at Point Impossible.
3. Advise GORCC of Council's support for the proposed dog and horse controls, as part of Council's commitment to protect wildlife breeding habitat.
4. Offer to support the GORCC, if it decides to implement changed dog and horse controls, by incorporating information on any new controls into Council's regulatory and engagement material.
5. Advise the petitioners of this report and Council's decision to refer on the petition to the GORCC.
6. Advise the City of Greater Geelong of the petition and its referral to the GORCC.

3.7 Petition Response to Requesting Creation of a Sanctuary at Point Impossible/Thompsons Creek

Report

Background

Council received and noted a petition on 26 April 2017 requesting that Council create a Sanctuary at the Point Impossible/Thompsons Creek Estuary, with the current dog off-lead status replaced by a protection zone with No Dogs or Horses.

The Point Impossible/Thompsons Creek estuary and foreshore area provides habitat for many bird species including the Hooded Plover and Double-banded Plover listed in the petition. The Hooded Plover nests directly on the sand of ocean beaches and breeding success is compromised by disturbance or direct destruction by humans, dogs and horses.

The Point Impossible foreshore is Crown land for which GORCC has been appointed the committee of management by the Department of Environment, Land, Water and Planning. As Point Impossible is beyond the Torquay town boundary for the purposes of the *Community Amenity Local Law*, the foreshore at that location has not been designated as a No Dogs, Dogs on Leash or a Time Share area. Dogs are not prohibited and there are no requirements Council can impose. The foreshore to the north of Thompsons Creek is Crown land with the City of Greater Geelong (COGG) the appointed committee of management and dogs must be on-leash in that area managed by COGG.

Council's *Community Amenity Local Law* enables controls to be applied to horses that are on Council property. As the Point Impossible foreshore is not Council property the local law provisions cannot be applied.

The *Crown Land Reserves (Torquay and Jan Juc Foreshore Reserve) Regulations 2009** sets the regulations applying to the use of the Crown land foreshore managed by GORCC. These regulations give GORCC the ability to set aside areas for the protection of fauna and to regulate the entry of dogs, horses and other animals. If GORCC uses its powers under the regulations to introduce dog and horse controls, Council Local Laws Officers will not be able to enforce the controls as they are not empowered to do so under the regulations.

Council is unable to introduce duplicate regulations covering the same field covered by state provisions. Under the *Local Government Act 1989* Schedule 8(2) (i) provides that a "*Local law must not - duplicate, overlap or conflict with other statutory rules or legislation*". Therefore Council is unable to introduce duplicate regulations controlling horse and dog access at Point Impossible.

The Crown land regulations allow any GORCC employee to implement the regulations i.e. they can direct a reserve user to leave if they have entered an area with a dog or horse where signage states this is prohibited/restricted and they can follow through with enforcement if they elect to take an enforcement approach. The appointed employee does not have to be an authorised officer.

**Crown Land Reserves (Torquay and Jan Juc Foreshore Reserve) Regulations 2009, Victorian Government Gazette 6 August 2009, pages 2135 to 2145*

Discussion

As the manager of the land subject to the petition has the power to enforce the relevant and existing Crown land regulations, GORCC is the agency with the authority to handle the request to change dog and horse controls in this area. The regulations enable controls to be introduced at any time.

Torquay residents were included in a comprehensive study of the residents of 11 Victorian coastal towns and their attitudes towards dogs on beaches, leashing and wildlife conservation (Williams, K, Weston, S and Maguire, G, 2009**). The study found the existence and awareness of regulations alone was not enough to encourage compliance. Barriers to compliance included some dog owners seeing no conflict between wildlife protection and unleashed dogs and dog owners not appreciating the impacts of dogs (particularly their own dogs) on wildlife. Potential strategies to improve compliance included improved communication around the threats of dogs to beach nesting birds and changing the social norms around leashing behaviour. These strategies involve ongoing and intensive community engagement.

3.7 Petition Response to Requesting Creation of a Sanctuary at Point Impossible/Thompsons Creek

In recent years, Council local laws officers have undertaken non-regulatory patrols of Point Impossible during the Hooded Plover nesting season. The patrols supported GORCC's management and were an engagement opportunity to talk with people with off-leash dogs to let them know the Hooded Plovers were nesting and if they crossed to the COGG side of the estuary they would have to put their dog on a lead. While not required, Council will be proactive and continue non-regulatory patrols of Point Impossible during the Hooded Plover nesting season to assist in the protection of Hooded Plovers.

***Williams, K, Weston, S and Maguire, G, 2009, Birds and Beaches, Dogs and Leashes: Dog Owners' Sense of Obligation to Leash Dogs on Beaches in Victoria, Australia, Human Dimensions of Wildlife, March 2009.*

Financial Implications

If GORCC decides to introduce dog and horse controls on the Point Impossible foreshore there will be a minor cost to Council amending its online and published material around dog and animal controls to incorporate the changes to assist GORCCs implementation.

The patrols during Hooded Plover nesting over the past few seasons by Council's local laws officers has been a direct cost to Council. Point Impossible is not on the way to other regularly patrolled areas and is a round trip of approximately 1 hour including patrol time. Council has also covered the cost of two nights fox shooting for GORCC to target priority areas as required to protect Hooded Plover nests.

Council Plan

Theme 2 Governance
Objective 2.4 Transparency in decision making and access to information
Strategy 2.4.1 Communicate decisions clearly and in a timely manner.

Theme 2 Governance
Objective 2.2 High performing accountable organisation
Strategy 2.2.1 Ensure the organisational structure is capable of delivering on the Council Plan

Policy/Legal Implications

The existence of state regulations covering dog and horse entry at Point Impossible has implications on Council's ability to introduce new controls under the *Local Government Act*.

Officer Direct or Indirect Interest

No officer involved in preparing this report has a direct or indirect interest.

Risk Assessment

There are risks around Council assuming responsibilities associated with land it doesn't own or manage if it takes on efforts to control dog and horse access at Point Impossible or if Council seeks to duplicate existing regulations empowering GORCC to do so.

Social Considerations

There have not previously been dog or horse controls on the Point Impossible foreshore within the Surf Coast Shire. Controls would be a significant change and would require an engagement/consultation strategy to be effective.

There is a dedicated group of community volunteers that assist GORCC with its Hooded Plover conservation efforts and the petition demonstrates a level of community support for changed dog and horse regulations. Support has not been tested via broad consultation.

Community Engagement

From time to time Council engages with residents on proposed changes to designated dog areas within townships. Possible changes to dog and horse regulations at Point Impossible have not been the subject of community engagement by Council.

Environmental Implications

Experience on the Mornington Peninsula where dogs were banned on beaches within the National Park in November 2016 saw eight Hooded Plover chicks survive the latest breeding season versus one the previous season. Although there are a number of factors that will impact on chick survival rates, dog and horse controls are likely to have a positive impact on chick survival rates.

3.7 Petition Response to Requesting Creation of a Sanctuary at Point Impossible/Thompsons Creek

Communication

GORCC officers are aware of the petition. Council and GORCC officers meet regularly to discuss operational issues including steps to assist the protection of the Hooded Plover. To date there has been not been wide community consultation on this specific petition. Council can expect that non-regulatory patrols of Point Impossible by local laws during the Hooded Plover nesting season will continue until a more appropriate action plan is enacted.

Conclusion

The protection of Hooded Plovers and Double-banded plovers, along with the proper use of open space for dogs and horses are each important to Council. How these sometimes conflicting uses are managed can be complex and challenging. As the manager of the Point Impossible foreshore and with Crown land regulations enabling controls over the entry of dogs and horses, the responsibility for requests contained within the petition rest with GORCC.

Council should refer the petition to GORCC. If GORCC decides to implement changed dog and horse controls, Council can provide support by incorporating information on any new controls into Council's regulatory and engagement material and continue to undertake non-regulatory patrols of Point Impossible by local laws during the Hooded Plover nesting season.

3.7 Petition Response to Requesting Creation of a Sanctuary at Point Impossible/Thompsons Creek

APPENDIX 1 FINAL PETITION - SANCTUARY POINT IMPOSSIBLE/THOMPSONS CREEK ESTUARY - REDACTED



PETITION

Creation of a Sanctuary at Point Impossible

We the undersigned request the creation of a Sanctuary at the Point Impossible/ Thompsons Creek Estuary, with the current dog off lead status replaced by a protection zone with No Dogs or Horses. Time is of the essence as the beach is the closest to the rapidly increasing population of Armstrong Creek, and bird numbers are declining due to increasing use, notably by dog walkers

Hooded Plovers have now become a Matter of National Environmental Significance according to The EPBC Act, and numbers of three migratory species trigger the criteria for making this a site of National significance. We therefore urge the Surf Coast Shire to recognise the importance of the Thompsons Creek Estuary and the beach west to the nudist beach. year round to accommodate the Breeding season of the Hooded Plover, the winter migratory period of the Double-banded Plover, and the spring/summer migratory period of Northern Hemisphere migratory shorebirds.

NAME	ADDRESS	SIGNATURE
[Redacted]	[Redacted]	[Signature]
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18 APR 2017

PETITION

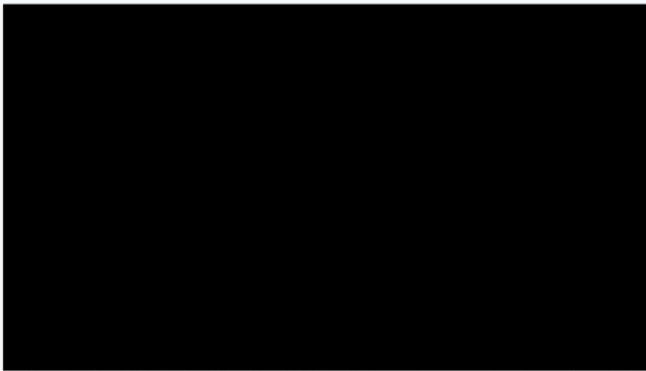
Creation of a Sanctuary at Point Impossible

We the undersigned request that due consideration be given to the creation of a Sanctuary at the Point Impossible/ Thompsons Creek Estuary, with the current dog off lead status replaced by a protection zone with No Dogs or Horses.

Time is of the essence as the beach is the closest to the rapidly increasing population of Armstrong Creek, and bird numbers are declining due to increasing use, notably by dog walkers

Hooded Plovers have now become a Matter of National Environmental Significance according to the EPBC Act, and numbers of three migratory species trigger the criteria for making this a site of National significance. We therefore urge the Surf Coast Shire to recognise the importance of the Thompsons Creek Estuary and the beach west to the nudist beach. year round to accommodate the breeding season of the Hooded Plover, the winter migratory period of the Double-banded Plover, and the spring/summer migratory period of Northern Hemisphere migratory shorebirds.

NAME ADDRESS SIGNATURE



J. Hieatt
R. Hieatt
J. Hieatt
R. Hieatt
D. Hieatt
L. Hieatt

SURF COAST SHIRE
FILED
FOUR
18 APR 2017
OFFICER
FILE ONLY

4. CULTURE & COMMUNITY

4.1 Anglesea Cricket Club Changeroom Upgrade - Project Update

Author's Title: Recreation Planning Coordinator **General Manager:** Chris Pike

Department: Recreation & Open Space Planning **File No:** F15/1159

Division: Culture & Community **Trim No:** IC17/431

Appendix:

1. Anglesea Cricket Club Changeroom Upgrade - Revised Concept (D17/55005)
2. Anglesea Cricket Club Letter - Request for Funding Support (D17/46216)

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 options relating to a funding shortfall with the Anglesea Cricket Club Change Room Upgrade Project.

Summary

The Anglesea Cricket Club (ACC) submitted an Expression of Interest to upgrade their change room facility when projects were being considered for the 2016/17 Community Sports Infrastructure Fund (CSIF) through Sport and Recreation Victoria (SRV). Council prioritised the project, made application and was successful in securing \$70,000 toward a proposed \$130,000 project.

The project involved an upgrade to the existing change room facilities including redeveloped toilet amenities, disabled access and adequate change room facilities for both male & female participants and was included in Council's 2016/17 capital works delivery program.

When the project was initiated it was identified that it could not be delivered to budget due to inadequate contingency, inaccurate quotation and reduced in-kind and cash contribution available from the club. Council officers worked with all stakeholders including ACC, SRV and Cricket Australia to consider all available options to progress or abandon the project.

Consideration and attempts were made to reduce the scope, source a new commercial builder willing to utilise club member volunteer support to deliver the project and identify opportunities to increase the project income through fundraising, sponsorship and other potential funding sources. Stakeholders mutually agreed to a significantly reduced scope that included 2 x 20m2 change rooms with toilet and shower in each (1 with an accessible toilet) and DDA compliant access ramp to provide the best opportunity to progress the project.

Council officers utilise a Community Project Proposal Assessment Matrix to assess all community projects viability fairly against a number of weighted criteria. This project scores very strongly with 70 out of 100 which is in the top 5 highest ranking community projects across the Shire.

An independent cost estimate was secured which confirmed a new total project cost of \$166,000 (including \$141,000 construction, \$10,000 project management and \$15,000 contingency) that represents a \$71, 000 project shortfall.

The project requires this funding shortfall to be addressed to be able to proceed and ensure delivery prior to 31 December 2017 to meet the conditions of the SRV funding agreement.

Council could choose to abandon the project and return \$70,000 to the Victorian State Government, however this has reputational risk considerations from both funding partner and community and does not resolve the clubs change room issue.

4.1 Anglesea Cricket Club Changeroom Upgrade - Project Update

The Anglesea Cricket Club has 140 registered players including a junior female team. They are the only team in the Bellarine Peninsula Cricket Association without two change room facilities and they hire their own portable change room each season to ensure visiting teams and female juniors have a place to change.

The club has a long history of contributing to previous projects at the reserve including ground irrigation, recycled water, pavilion upgrades and practice net facilities. This has impacted the discretionary cash that they have available to complete this project.

Whilst the Cricket oval is in outstanding condition and is the envy of most clubs within the Geelong, Bellarine and Surf Coast districts the club room facility is out-dated and not able to cater for visiting clubs, players or the local community needs with only sub-standard amenities and just one change room facility.

Recommendation

That Council:

1. Pre-allocate \$38,000 from the 2017/18 budget as Council's increased contribution to the Anglesea Cricket Club Change Room Upgrade Project.
2. Allocate \$33,000 from the Open Space Reserve Fund for the Anglesea Cricket Club Change Room Upgrade Project.
3. Note the revised project budget is \$166,000 which includes \$141,000 for construction, \$10,000 for project management and \$15,000 for contingency.

4.1 Anglesea Cricket Club Changeroom Upgrade - Project Update

Report

Background

The Anglesea Cricket Club (ACC) submitted an expression of interest to Council in August 2015 to upgrade their change room facilities when Council was considering potential projects to submit to the 2016/17 Community Sports Infrastructure Fund - Cricket Facilities Category. The project was prioritised and Council pre-allocated \$10,000 in the 2016/17 budget prior to submitting an application to Sport and Recreation Victoria (SRV) in October 2015.

The project involved an upgrade to the existing change room facilities including redeveloped toilet amenities, disabled access and adequate change room facilities for both male & female participants (Stage 1). The project was successful in securing a \$70,000 grant from SRV and included in Council's 2016/17 capital works delivery program, with income and expenditure identified as follows:

Income	\$	Expenditure	\$
SRV	70,000	Construction	89,750
Surf Coast Shire	10,000	Planning Advice	250
Anglesea Cricket Club Cash	20,000	In-Kind Support	30,000
Anglesea Cricket Club In-kind	30,000	Project Management	6,000
		Contingency	4,000
Total	130,000	Total	130,000

The project was developed prior to the introduction of Council's Program Management Office, however once the funding agreement was signed and a project charter meeting established it was identified that the cost estimate provided by the Club was inadequate to deliver the project.

The commercial builder aligned to the ACC that provided the original quotation for the project was no longer able to meet the cost estimate provided. A number of tradesman involved at the Club were going to assist with the build to boost the in-kind value to the project, however without the commercial builder being available to tender for the works this high level of voluntary support could not be achieved. It is not uncommon for SRV projects to benefit from high levels of in-kind voluntary support with program guidelines supporting claims of voluntary and in-kind expenses up to 50% of the total project cost.

Over a number of months the ACC unsuccessfully made attempts to source another commercial builder to deliver the project and failed in their attempt to increase the project income through fundraising or club sponsorship arrangements. The club had arranged a concept design through a local architect as an in-kind contribution to the project, which Council's project manager utilised to source new independent quotations that confirmed a shortfall in funding of \$71,000 to complete the project.

Officers have been liaising with SRV, Cricket Victoria and the Anglesea Cricket Club to explore options to progress or abandon the project. The project completion date as per the funding agreement with Sport and Recreation Victoria is 31 December 2017.

Discussion

The Anglesea Cricket Club (ACC) has a proud history of playing cricket and contributing towards the community dating back to the 1950's originally playing cricket on the foreshore on a small reserve which is now the location of the Anglesea Family Caravan Park and in 1973 moved to Ellimatta Recreation Reserve.

The club has been extremely successful on and off the field winning up to 20 Premierships from across all grades of cricket. The club has developed one of the most successful junior sports programs operating in the Geelong, Surf Coast and Bellarine districts with up to 8 Premierships. Milo Cricket and Women's Cricket are major components of the extremely successful junior sports program which have experienced significant growth during the past decade. The club is in a position of strength having up to 9 grades / levels of cricket which are highly competitive and community orientated and includes A, B, C, D grade cricket sides and a junior sports program consisting of 5 sides including a girl's junior Milo Cricket team. The club services over 140 playing members with a wider club membership of up to 400 people within the community.

4.1 Anglesea Cricket Club Changeroom Upgrade - Project Update

The ACC submitted an Expression of Interest to Council when projects were being considered for submission to the 2016/17 Community Sports Infrastructure Fund (CSIF) through Sport and Recreation Victoria. Council prioritised the project, made application and was successful in securing \$70,000 toward a proposed \$130,000 total project cost.

The ACC change room upgrade project addresses a shortage in change facilities for senior and junior cricketers including a high number of junior female participants. Anglesea is the only club in the Bellarine Peninsula Cricket Association that does not have two change room facilities. For many years visiting clubs and girls at the junior levels have had to get changed behind a temporary curtain in the pavilion or in their cars. The club could no longer operate effectively to meet the most basic needs of competing teams so two years ago started hiring a small portable change facility (similar to a site hit) that is considered an inadequate permanent solution but better than not having any facilities available for visiting teams at all. The annual hire of this temporary change facility is \$3,000 per season that is fully funded by the ACC.

This project was initiated prior to the introduction of Council's project management framework, however a project manager was appointed to the project following the successful announcement and the change room upgrade was included in Council's 2016/17 capital works delivery program. The construction estimate at time of application was sourced by the club with a high level of in-kind support built in to deliver the best possible value for the club. Unfortunately the builder is no longer able to meet the cost estimate provided and the club have been unable to source a new commercial builder willing or available to help out the club and tender for the works.

In light of not being able to secure a commercial builder to support the Club, they were no longer in a position to commit \$30,000 in-kind or \$20,000 cash. The Club were now able to contribute \$10,000 cash (including \$5,000 from their very supportive local Bendigo Bank) and \$5,000 in-kind (detailed design/construction drawings) from a club aligned architect.

With this updated information following the first project charter meeting, officers implemented actions to test the future viability of the project that included the following:

Action	Comment
Reduce Scope	Several meetings held with key stakeholders including Sport and Recreation Victoria, Anglesea Cricket Club and Cricket Victoria. In principle support provided from all parties regarding a modest design that will meet club needs and still meet the activity schedule criteria in the funding agreement. Detailed design to be signed off by all stakeholders should project proceed.
Seek greater community contribution	The club were strongly encouraged by officers to increase their contribution and meet the \$20,000 as identified in the expression of interest submitted by the club. The club confirmed that their financial position would not allow them to contribute any further cash to the project due to their financial commitments approaching a new Cricket season (registration fees, balls, uniforms etc). The Club were able to attract \$5,000 from Bendigo Bank (confirmed in writing), \$5,000 cash and \$5,000 in-kind.
Explore other potential funding opportunities	The club explored other potential funding contribution/partners from the local community however were unable to secure any further contributions. A fundraising event was discussed by the club but did not progress due to limited available volunteer support. Officers have identified the Open Space Reserves Fund as a potential source of funding (up to \$33,000 in Reserve for Anglesea) as the project is identified in the Elimatta Reserve Master Plan 2007.

Officers have tested the project against the Community Project Proposal Assessment Matrix that provides a transparent and equitable viability assessment of community projects against a number of weighted criteria. The project scored 70 out of 100 which is considered high and is in the top 5 highest ranking community projects across the Shire.

Meetings were held with Anglesea Cricket Club, Cricket Victoria and SRV to present the options to progress or abandon the project and a reduced design scope was agreed by all parties. The concept design as attached at Appendix 1 identifies Stage 1 and future stages 2 and 3 which can be delivered when funds become available at a future time.

4.1 Anglesea Cricket Club Changeroom Upgrade - Project Update

Stage	Design Scope
Stage 1	<ul style="list-style-type: none"> • 2 x 20m2 Change rooms • 1 toilet and 1 shower in each change room (inclusive of 1 accessible toilet) • DDA compliant access ramp
Stage 2	<ul style="list-style-type: none"> • Toilet and storage upgrade
Stage 3	<ul style="list-style-type: none"> • Clubroom improvements and decking

An independent cost estimate was secured by Council's project manager following stakeholder support of the reduced scope for stage 1. The cost estimate for construction came in at \$141,000 plus project management and contingency. This new proposed project budget including income and expenditure is summarised as follows:

Income	\$	Expenditure	\$
SRV	70,000	Construction (inc planning and in-kind)	141,000
Surf Coast Shire	10,000	Project Management	10,000
Anglesea Cricket Club Cash	5,000	Contingency	15,000
Anglesea Cricket Club In-kind	5,000		
Bendigo Bank	5,000		
Open Space Reserve Fund *	33,000		
Shortfall *	38,000		
Total	166,000	Total	166,000

* Funding not yet confirmed.

The club has a long history of contributing funding to projects at the reserve which has impacted their discretionary cash available for this project, including:

- Clubroom upgrade (1994)
- Installed cricket pitch at Anglesea Primary School
- Installed 2 x synthetic wickets at Elimatta Reserve
- Supply of sand/grass sods for resurfacing developments
- Contribution to recycled watering system project
- Contribution to practice net redevelopment
- Installed sight screens and fencing
- Kitchen upgrade to meet minimum standards
- Portable change facility hire for visiting teams and female participants.

Whilst the Cricket oval is in outstanding condition and is the envy of most clubs within the Geelong, Bellarine and Surf Coast districts the clubrooms are out-dated and not able to cater for visiting clubs, players or the local community needs with only sub-standard amenities and just one change room facility.

Financial Implications

This report is recommending that a further \$71,000 be allocated to the project in addition to the \$10,000 already allocated. The funding sources for these additional funds is recommended as \$33,000 from the Open Space Reserves Fund and \$38,000 from Accumulated Unallocated Cash Reserves. This total allocation includes \$15,000 allocated as a contingency allowance, which if not required to complete the project will be returned to Council's cash reserves.

Council Plan

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

Theme 4 Infrastructure
Objective 4.2 Accessible and well maintained Council facilities
Strategy 4.2.3 Ensure building codes are followed and improve accessibility.

Theme 3 Communities
Objective 3.3 Preservation of peaceful, safe and healthy environments
Strategy 3.3.6 Maintain, enhance and develop community and recreational facilities to improve community wellbeing.

4.1 Anglesea Cricket Club Changeroom Upgrade - Project Update

Policy/Legal Implications

There are no legal or policy implications arising from this report. It is noted that Council has a current funding agreement for this project with Sport and Recreation Victoria to be completed by 31 December 2017.

Officer Direct or Indirect Interest

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

Risk Assessment

There is a reputation risk with the community and State Government if Council were to abandon this project. The club's change room facilities are inadequate and the issues relating to meeting the most basic needs of two participating cricket teams will not be resolved.

Social Considerations

By funding this shortfall Council ensures the Anglesea Cricket Club provides adequate change room facilities for its players both male and female and opposition teams. The project is identified in the Elimatta Reserve Master Plan 2007.

Community Engagement

A high level of engagement has been completed with key stakeholders in identifying options to progress this project including the Anglesea Cricket Club, Ward Councillors, Victorian State Government, Cricket Victoria and Department of Environment, Land, Water and Planning (DELWP).

Environmental Implications

No significant environmental implications arise from this report.

Communication

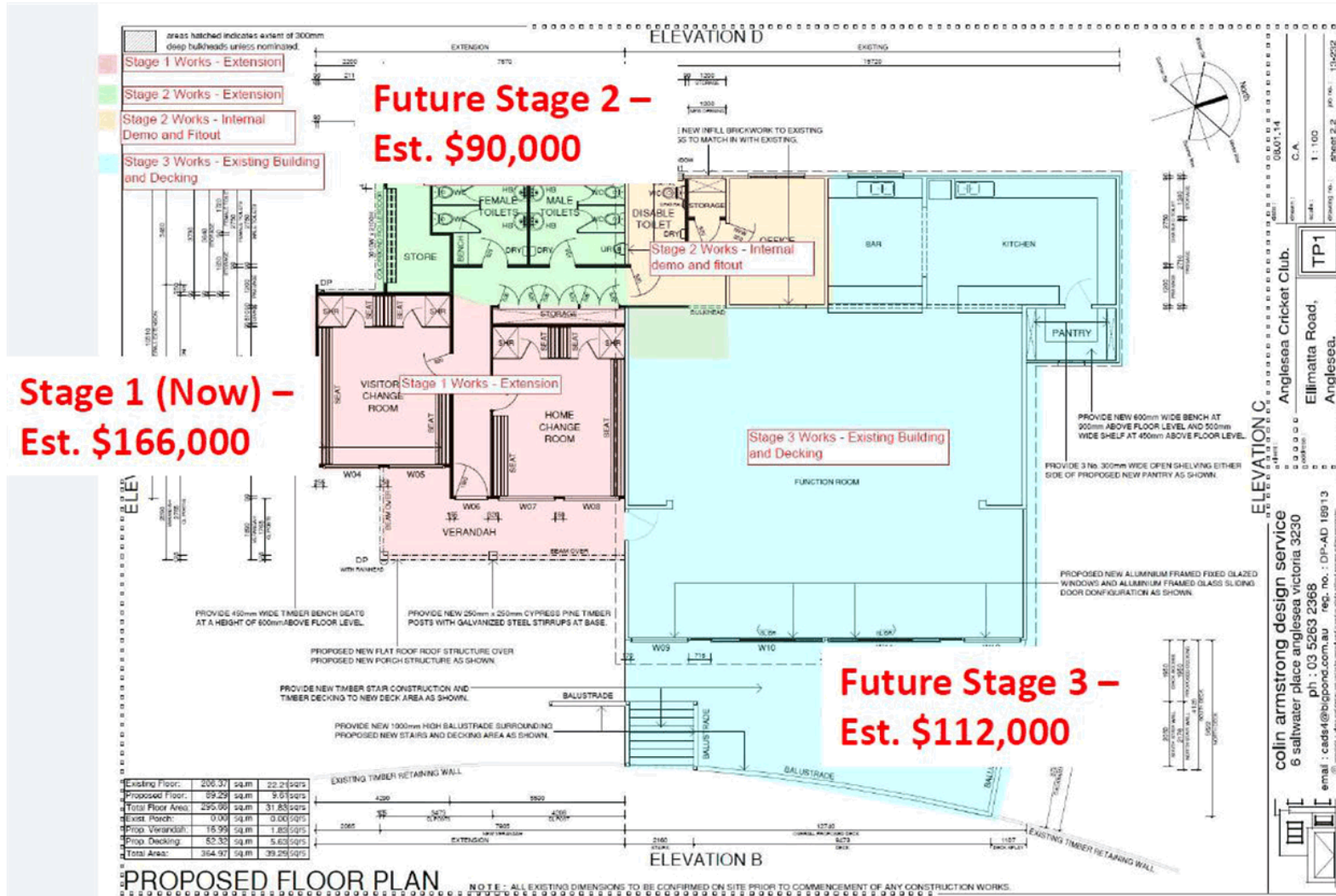
The Anglesea Cricket Club will be notified of the decision, as well as other project stakeholders.

Conclusion

It is recommended that the Anglesea Cricket Club is supported with some extra funding to be able to proceed with their change room upgrade project. By meeting the funding shortfall Council will be ensuring that Anglesea Cricket Club no longer remains the only Club in the Bellarine Peninsula Cricket Association without two change room facilities and club members will take great pride in welcoming visiting teams to Elimatta Reserve.

4.1 Anglesea Cricket Club Changeroom Upgrade - Project Update

APPENDIX 1 ANGLESEA CRICKET CLUB CHANGEROOM UPGRADE - REVISED CONCEPT



colin armstrong design service
 6 saltwater place anglesea victoria 3230
 ph : 03 5263 2368
 email : cadsa@bigpond.com.au reg. no. : DIP-AD 189 13

Anglesea Cricket Club.
 C.A.
 0907114
TP1
 Ellimatta Road,
 Anglesea.
 sheet 2.2 of no. 104922

4.1 Anglesea Cricket Club Changeroom Upgrade - Project Update

APPENDIX 2 ANGLESEA CRICKET CLUB LETTER - REQUEST FOR FUNDING SUPPORT

OPEN LETTER TO THE MAYOR AND COUNCILLERS

The Anglesea Cricket Club is seeking extra funds for the construction of change room facilities at the Cricket Club at Ellimatta Reserve. The Anglesea Cricket club is a local community club with a proud history of getting the job done.

The Club has provided the following works:

- Construction of the grounds with the help from international harvester
- construction of the club rooms,
- the extension and renovation the club rooms,
- construction of the picket fence and sight screens,
- the sodding of couch grass on the oval,
- recycled water project in which the council can access water for council use
- automatic watering system for both Cricket and Football ovals
- Practice net redevelopment

Well over \$500,000 worth of works has been done to create one of the best grounds in the Surfcoast Shire. All development and works has been provided by raising monies and by club members. The total monies given by the Surfcoast Shire for all of these projects has been \$12,000. You can see we are a group of doers.

As a community minded club, we have constructed a pitch at the new Anglesea Primary School funded by the club. We also raised \$14,000 for the Black Saturday fires and for the last 4 years have held and fundraised for the Pink Stumps Day for Breast Cancer.

Since Ash Wednesday fires we have held a cricket game annually with Mount Macedon in which Aireys Inlet and Anglesea combined as a team have raised monies for the local CFA.

Anglesea Primary School used the cricket ground for their sports day many years until the opening of the new school. When available we have shared our oval with the Aireys Cricket Club and have provided the oval to the Great Victorian Bike Ride on 2 occasions. Other community groups have used the club rooms for meetings, training, and functions.

We are the only Cricket Club in the Surfcoast Council and the City of Greater Geelong that does not have change rooms facilities. We have young girls playing as part of the club in juniors and seniors and it is embarrassing to not have change rooms for all the players. 12 months ago, we secured a grant thru Cricket Victoria for \$70,000 for change room facilities. We have a short fall of funds to complete the project.

Over the years, we have never asked for monies from the Surfcoast Shire. We hope you will be able to find the extra funds to complete this project.

Anglesea Cricket Club.



ANGLESEA CRICKET CLUB INC.

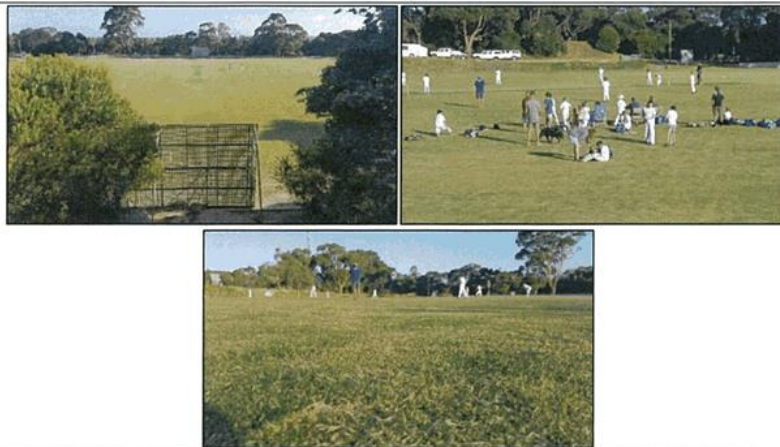
25-27 Ellimatta Rd,
Anglesea VIC 3230
Ph: 5263 1265

Construction, maintenance and upgrades of wickets (Cricket Ground, Football Ground and Primary School)



Cricket pitch Anglesea primary school cost \$10,000	2016	Total cost pitched \$ 40,000
2 x pitches Ellimatta reserve carpeted and maintained	\$30,000	

Submissions, supply of sand and grass sods for resurfacing redevelopments





ANGLESEA CRICKET CLUB INC.

25-27 Ellimatta Rd,
 Anglesea VIC 3230
 Ph: 5263 1265

Drainage and maintenance \$40,000	2000	Total Cost \$ 68,000
Sand and instant turf \$28,000	2001	

Submission and installation of complete recycled watering system (Cricket ground and later football ground (150,000 ltrs))



2	2002	Total Costs \$ 220,000
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Practice nets and redevelopment



	2011	Total Costs \$ 80,000
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Sight screens, fencing and surrounds Total costs \$15,000



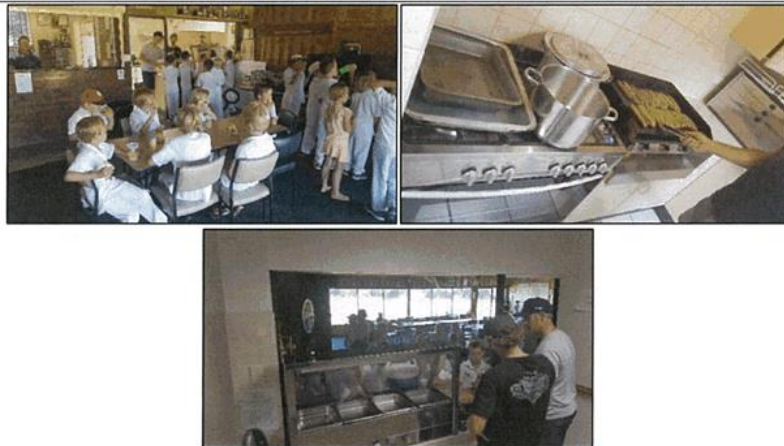
ANGLESEA CRICKET CLUB INC.

25-27 Ellimatta Rd,
 Anglesea VIC 3230
 Ph: 5263 1265



1995

Kitchen and Office renovations



Kitchen upgrade to conform to standards

1990

Total Costs
 \$ 20,000

Clubroom development, maintenance and renovations



ANGLESEA CRICKET CLUB INC.

25-27 Ellimatta Rd,
 Anglesea VIC 3230
 Ph: 5263 1265



1987

Total Costs
\$ 90,000

Home change rooms and access to toilets



Visiting change rooms and storage



Currently rent sight shed as visitors or ladies change rooms 2015

Total Costs
\$ 800 PA



ANGLESEA CRICKET CLUB INC.

25-27 Ellimatta Rd,
 Anglesea VIC 3230
 Ph: 5263 1265

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Community use and benefits



Anglesea cricket Club is servicing a large area of the surf coast. It is the only current cricket club between Jan Juc and Apollo Bay. Current players are coming from areas of Anglesea, Aireys Inlet, Moggs Creek, Lorne, Deans Marsh and Mount Sabine. It is currently fielding 4 senior sides and has players in 5 junior teams

Total Costs
\$??

Anglesea Cricket Club is located on the picturesque **Great Ocean Road**, surrounded by bushland and with panoramic views of the coastline. The clubrooms boast outstanding facilities.

Total costing provided by ACC
OVER \$500,000

Since relocating from the town foreshore in some thirty years ago the Club has developed from fielding one senior and one junior team, to four senior and five





ANGLESEA CRICKET CLUB INC.

25-27 Ellimatta Rd,
Anglesea VIC 3230
Ph: 5263 1265

junior teams. Our's is a very successful family cricket club both on and off the playing field.

The oval, cut into the bushy hillside, is a natural amphitheatre with excellent viewing aspects and a surface that is lush and even. A plan to install pre-used water to both of the ovals on Ellimatta Reserve means that the Santa Ana couch surface remains first class throughout the driest of summer periods.

4.2 Council Involvement in Tennis Clubs - Review

Author's Title: Manager Business Improvement

General Manager: Chris Pike

Department: Business Improvement

File No: F16/870

Division: Office of the CEO

Trim No: IC17/465

Appendix:

1. Service Review - Council Involvement in Tennis Clubs (D17/54138)

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 recommendations of the review into Council's involvement in tennis clubs.

Summary

Council endorsed a review of its involvement in tennis clubs as part of the 2016/17 Business Improvement Program. The review objectives included:

- obtaining a better understanding of clubs' operations including membership and financial capacity
- understanding Council support provided to clubs
- making recommendations about Council's longer term involvement in tennis clubs and their associated facilities.

Council has 10 tennis clubs operating in the Shire on Council owned or managed courts. These clubs exhibit a varying level of financial capability and participation levels. Council provides support to these clubs through facility provision and capital improvements. Day to day operations of the clubs and facilities are generally managed by the clubs.

The G21 Regional Tennis Strategy was adopted by Council in July 2015. The Vision in the Strategy is that: By 2025 the G21 Region will be Victoria's fastest growing and most accessible region for tennis.

The sport, at a strategic level, receives strong guidance from Tennis Australia and locally through Tennis Victoria. These bodies provide guidance to clubs and Local Government to promote club and broader sport sustainability.

The review has included consultation with nine of the 10 tennis clubs, neighbouring Councils and representatives from Tennis Victoria. A full review of financial transactions associated with tennis clubs has been completed, as has a literature review of strategic documents from the sport's governing body, Tennis Australia (and their affiliate Tennis Victoria).

Local government has a strong role to play in the ongoing success of tennis clubs and the broader sport. A range of recommendations are provided in the attached report following the completion of this review. The recommendations intend to help tennis clubs to improve their financial sustainability, to ensure future renewal and improvement works are appropriately funded and to simplify public access to tennis facilities. These recommendations are strongly aligned to the G21 Regional Tennis Strategy and broader principles of Tennis Australia and Tennis Victoria.

Recommendation

That Council adopt the recommendations contained in Appendix 1 - Service Review - Council Involvement in Tennis Clubs.

4.2 Council Involvement in Tennis Clubs - Review

Report

Background

Council currently has 18 separate tennis venues on its asset register, with 54 tennis courts across these venues. 10 of the 18 venues have clubs associated with them with the others acting as active recreation spaces only

Council is the asset owner and manager for all of these facilities and provides day to day support for building maintenance, facility insurance and some elements of court maintenance. The clubs, who typically hold exclusive use leases for the facilities, are generally responsible for other day to day costs including cleaning, utilities and the majority of court maintenance costs.

At a strategic level the G21 Regional Tennis Strategy was adopted by Council in July 2015.

The Strategy includes a Municipal Action Plan for all G21 Councils. Some key items in this action plan for the Surf Coast Shire Council include, amongst others:

- ongoing contribution of \$60,000 per annum to tennis related capital renewal projects
- retaining a minimum of four tennis courts in Winchelsea
- develop a policy that articulates Council's objectives for tennis coach use of community facilities
- consider amending Council's tenancy occupancy policies to incentivise Tennis Victoria affiliation and implementation of associated on and off court programs and initiatives
- decommission a range of rural tennis facilities due to lack of use.

Further to the strategic direction provided in the G21 Regional Tennis Strategy, strong direction, at a broader level, is provided by Tennis Australia and Tennis Victoria.

More detailed background information is provided in the attached report.

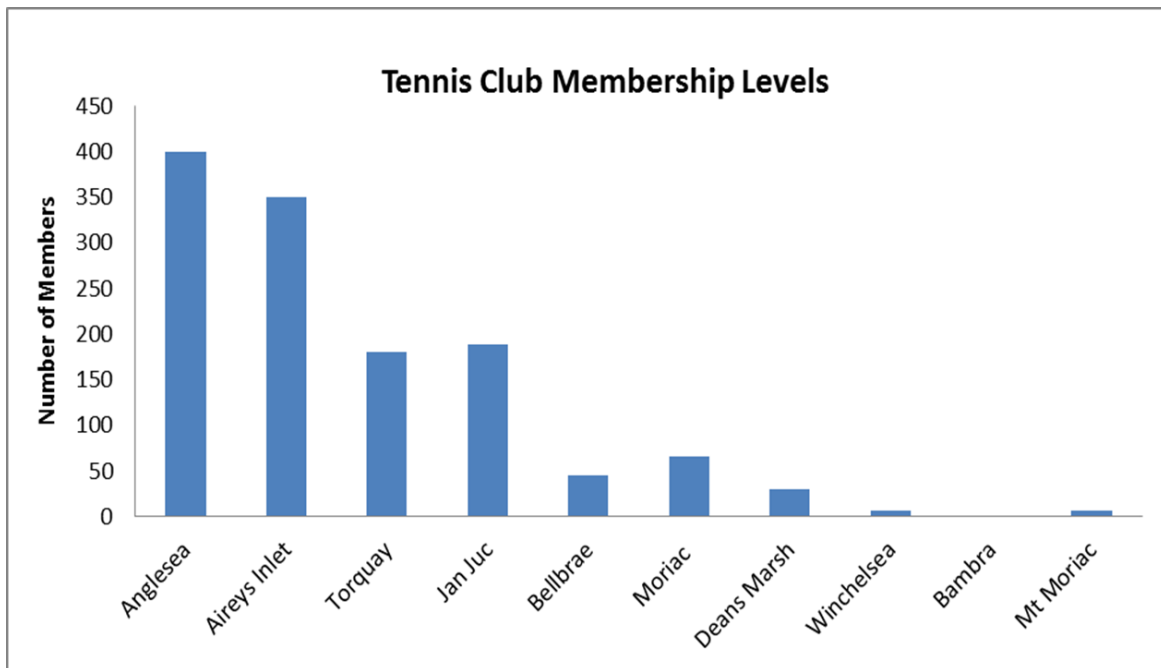
Discussion

To understand the way the 10 clubs operate, their financial viability and their relationship with Council, a face to face survey was completed with club representatives. These discussions were held with seven of the 10 clubs with Deans Marsh and Bambra providing written responses while Aireys Inlet did not return various invitations to participate.

A summary level of detail regarding the tennis clubs is provided below. Greater detail is available in the attached report.

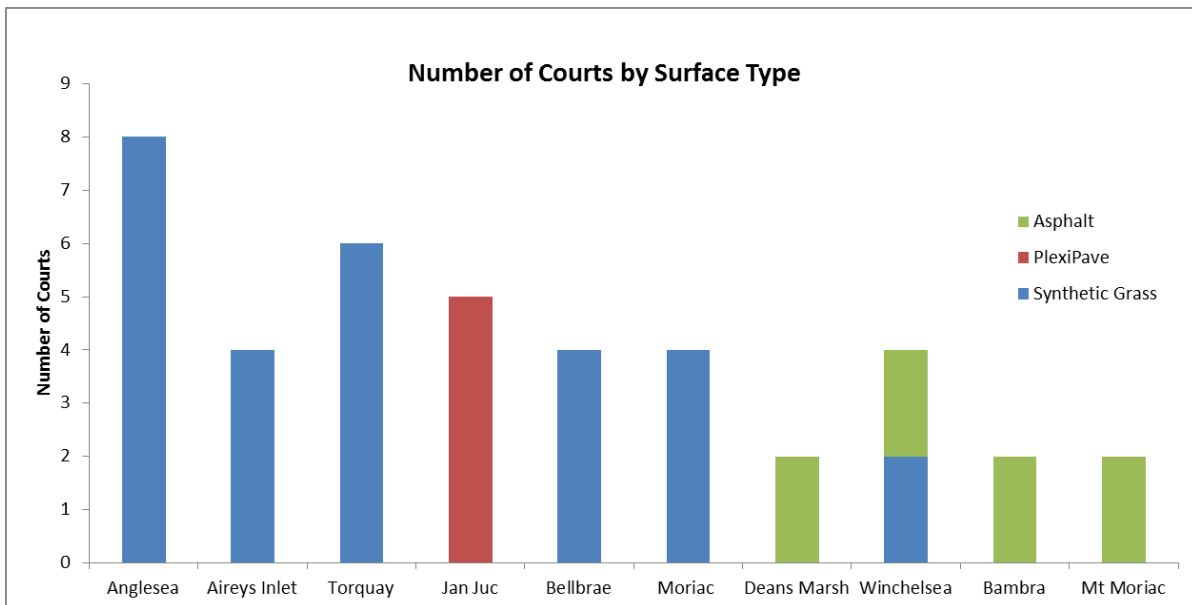
The chart below details the membership levels at each of the tennis clubs.

4.2 Council Involvement in Tennis Clubs - Review



Anglesea and Aireys Inlet have very strong membership bases, a large majority of which are non-permanent residents. Membership numbers for Torquay and Jan Juc are relatively low compared to population and would be expected to have capacity to grow. Numbers at Bellbrae and Moriac are modest whilst there are only very small membership numbers at Winchelsea, Bambra and Mt Moriac.

The chart below provides information about the court facilities available at each club.



An important piece of information received during the discussions with clubs was an understanding of the plans for the clubs at Torquay, Jan Juc and Bellbrae to merge into a single entity that would continue to operate out of all three venues. The intention is to create a more appealing offering for members relating to both facility access but also to competition numbers. These clubs are already strongly linked through a merged junior coaching and competition structure.

Clubs provided information regarding their own finances including an indication of financial position based on the clubs most recent financial year. Clubs finances are strongly linked to the size of their membership base with Anglesea the best financially performing club, though with profits still less than \$20,000 per annum.

4.2 Council Involvement in Tennis Clubs - Review

Other clubs profit levels were stable, which is not surprising considering their low level of revenue and expenditure. Clubs such as Torquay, Jan Juc and Bellbrae were able to generate modest profits between \$2,000 and \$5,000 per annum on average. Other smaller clubs not listed above do not generate any annual profit and generally live within their means.

Clubs with a larger membership base have capability to generate more revenue than other clubs through membership and other efforts. Currently only Anglesea and Aireys Inlet (anecdotally) have this capacity. A merged entity including Torquay, Jan Juc and Bellbrae should be able to reach this level if well managed. All other clubs do not currently have, nor are likely to have, a membership base that could see them operate as a more self-sufficient operation. A more self-sufficient club would see them be able to contribute strongly to the maintenance and asset renewal costs of the infrastructure used.

Clubs at Winchelsea, Mt Moriac and Bambra have very small membership bases and participation rates. These are traditionally strong rural tennis centres, though have faded in popularity, a common issue for small rural tennis clubs. Mt Moriac and Bambra are both within close proximity (within 5 - 10 minutes) to another club and are clearly losing potential members and players to these clubs (being Moriac and Deans Marsh). Neither clubs require large amounts of Council funding, though it would be prudent to consider membership and participation rates when considering future investment in these areas.

Winchelsea's population is anticipated to grow in the medium term. Currently there are two quality synthetic grass courts, two basic asphalt courts and very old, basic clubrooms. There are known health and wellbeing challenges in Winchelsea and Council may see a need to invest in facilities in Winchelsea to help attract participation as a way to addressing these health and wellbeing issues. This requires further investigation in the context of other investment priorities for the growth of the township.

Clubs at Moriac and Deans Marsh are showing reasonable levels of membership and participation based on the size of the towns. These clubs should be supported to help them grow and strengthen their positions. Over time these two clubs may increase in size to a point where they can become more self-sufficient.

Tennis coaching is seen, by the clubs and the governing bodies, to be a key action in the development of the sport, particularly for juniors. This was a strong message from the clubs spoken with as part of this project.

Within the shire, the coaches themselves are clearly dedicated to the sport and are heavily involved in the operation of the clubs including holding committee positions at Jan Juc and Aireys Inlet and running junior programs in Torquay, Jan Juc, Bellbrae, Anglesea and Aireys Inlet. The coaches clearly contribute to the popularity of the sport in the Shire, though do not contribute financially to the clubs, except through individual memberships.

There are examples of Coaches operating on tennis courts with no relation to the club. In this instance it would be appropriate that the coaches, who are deriving income from activities on public land, contribute to the ongoing maintenance and renewal of the tennis facilities. Where there is no relationship with the club, Council may elect to charge the coach directly using a mechanism based on State Government legislation for commercial use of Crown Land.

Free public access to tennis courts is not available at five of the facilities leased by tennis clubs. The attached report details a number of opportunities available to help make it easier for the general public to access tennis courts.

Recommendations in the attached report intend to help tennis clubs to improve their financial sustainability, to ensure future renewal and improvement works are appropriately funded and to simplify public access to tennis facilities. The recommendations are strongly aligned to the G21 Regional Tennis Strategy and broader principles of Tennis Australia and Tennis Victoria.

Financial Implications

Helping to build financial strength and capacity within the group of tennis clubs will reduce the pressure on Council to fully fund future renewal or upgrade works. This financial benefit is likely to be a medium term outcome.

4.2 Council Involvement in Tennis Clubs - Review

Council Plan

Theme 2 Governance
Objective 2.2 High performing accountable organisation
Strategy 2.2.4 Undertake a scheduled program of service reviews aimed at improving efficiency and effectiveness in service delivery in accordance with agreed principles.

Theme 3 Communities
Objective 3.3 Preservation of peaceful, safe and healthy environments
Strategy 3.3.6 Maintain, enhance and develop community and recreational facilities to improve community wellbeing.

Policy/Legal Implications

There are no policy or legal implications associated with the recommendations in this report.

Officer Direct or Indirect Interest

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

Risk Assessment

The recommendations made in this report will be implemented in partnership with tennis clubs and Tennis Victoria. It is not expected that any substantial risks will eventuate as a result of these recommendations being adopted.

Social Considerations

Council is committed to maintaining, enhancing and developing community and recreational facilities to improve community well-being. The recommendations in this review primarily aim to build capacity within the clubs to strengthen long term financial viability and participation in the sport.

Community Engagement

The Clubs have been engaged through the review process.

Environmental Implications

There are no environmental implications expected as a result of these recommendations.

Communication

The Clubs have been engaged through the review process.

Conclusion

Local government has a strong role to play in the ongoing success of tennis clubs and the broader sport. A range of recommendations are provided in the attached report following the completion of this review. The recommendations intend to help tennis clubs to improve their financial sustainability, to ensure future renewal and improvement works are appropriately funded and to simplify public access to tennis facilities. These recommendations are strongly aligned to the G21 Regional Tennis Strategy and broader principles of Tennis Australia and Tennis Victoria.

4.2 Council Involvement in Tennis Clubs - Review

APPENDIX 1 SERVICE REVIEW - COUNCIL INVOLVEMENT IN TENNIS CLUBS



Service Review Council Involvement in Tennis Clubs



May 2017

Executive Summary

Council has 10 Tennis Clubs operating in the Shire on Council owned or managed courts. These clubs exhibit a varying level of financial capability and participation levels. Council provides support to these clubs through facility provision and capital improvements. Day to day operations of the clubs and facilities are generally managed by the clubs.

The G21 Regional Tennis Strategy was adopted by Council in July 2015. The Vision in the Strategy is that: By 2025 the G21 Region will be Victoria's fastest growing and most accessible region for tennis.

The sport, at a strategic level, receives strong guidance from Tennis Australia and locally through Tennis Victoria. These bodies provide guidance to clubs and Local Government to promote club and broader sport sustainability. 85% of Council's in Victoria have tennis venues located on Council owned land.

At the conclusion of this review, the following recommendations, supported through discussion in this document, are made:

1. Due to the inconsistent governance arrangements and vulnerability of a number of existing clubs, Council should remain involved in the ownership and provision of tennis infrastructure across the Shire. This is consistent with the critical actions listed in the G21 Regional Tennis Strategy 2015-25
2. Council should group clubs into categories based on membership levels and guide larger clubs to be more self-sufficient. This is consistent with the Key Directions of Tennis Victoria. This should, over the longer term, lower Council's ongoing contribution to the service.
3. Council must, as a priority, develop new leases for all clubs occupying Council owned or managed facilities.
4. Council should support the proposed merger between Jan Juc, Torquay and Bellbrae Tennis Clubs.
5. New leases for Anglesea, Aireys Inlet and the merged Torquay/Jan Juc/Bellbrae club should include the following key elements (all of which are recommendations of Tennis Victoria):
 - a. A requirement for the clubs to complete, with the assistance of Council and Tennis Victoria, Operational Health Checks in line with the strategic desires of Tennis Victoria.
 - b. An indicative asset lifecycle management model (prepared by Council, agreed to by the Club) which identifies the cost for asset maintenance and renewal.
 - c. A requirement for the clubs to contribute a percentage (TBC) of the calculated lifecycle costs. This should be held in a fund managed Council.
 - d. Encourage the completion of Club-Coach agreements and include a strong recommendation that a club coach not hold a voting position on a club committee.
 - e. A requirement to transition to TV's 'Book A Court' system to make it easier for casual user to access the facilities.
6. Work with the Jan Juc Tennis Club (or the new merged entity) to investigate an option to provide a single free public access court at Jan Juc.

7. Clubs that do not currently allow free public access should be encouraged to facilitate greater access though cheaper court hire and/or free use periods. This is in addition to the previous recommendation about 'Book A Court'.
8. Council should apply more fiscal discipline to prioritise court renewal or upgrade projects. Recent capital expenditure has been in excess of what is nominally allocated for court renewal projects.
9. Membership levels at Moriac and Deans Marsh should be monitored to see if it falls into the larger club category and therefore qualifies for the above operational requirements.
10. Coaches operating without a link to a club should be charged via a Commercial Operator mechanism or similar.
11. Consider the future challenges with tennis in Winchelsea. A separate analysis should be considered in line with other township investment decisions.
12. Analyse membership and participation rates at Mt Moriac and Bambra when considering future investment in these facilities.
13. In line with G21 Tennis Strategy:
 - a. Decommission or re-purpose courts at Bellbrae Lower (Heartspace), Mirnee and Buckley. The latter two are budgeted to be decommissioned in 2017/18.
 - b. Gnarwarre is to be reduced from 2 courts to 1 court in 2017.
 - c. Court numbers at Mt Moriac were reduced from 3 courts to 2 courts in 2014.

An indicative implementation plan for these recommendations is shown at Appendix 5 of this report.

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1. Review Scope and Methodology

a. Project Purpose

This project will:

- Review the current arrangements between Council and organized Tennis Clubs operating in the Shire, including Lease arrangement, financial support (current and future) and governance support;
- Make recommendation about Council’s longer term involvement in Tennis Clubs and their associated facilities; and
- Consider broader principles around Council’s involvement and support for community recreation clubs and facilities.

b. Scope of Review

In Scope	Out of Scope
<ul style="list-style-type: none"> • Collecting and presenting data about the current arrangements including finances 	<ul style="list-style-type: none"> • Reviewing Tennis Clubs where Council is not involved
<ul style="list-style-type: none"> • Confirmation about Council’s current role in the variety of Tennis Clubs 	<ul style="list-style-type: none"> • Delivering the recommendations of the review
<ul style="list-style-type: none"> • Benchmarking other Councils 	<ul style="list-style-type: none"> • Reviewing the provision of tennis courts and associated clubrooms where there are no clubs present
<ul style="list-style-type: none"> • Discussion with Tennis Clubs 	<ul style="list-style-type: none"> • Policy development
<ul style="list-style-type: none"> • Inform future policy development 	
<ul style="list-style-type: none"> • Prepare a report for Council adoption 	

2. Current Situation

a. Clubs and Facilities

The table presented at Appendix 1 details all tennis facilities in the Surf Coast Shire and includes information on key items such as:

- Facilities available including asset condition;
- Governance arrangements, including the presence of an organized club; and
- Historical expenditure

A summary of the facility information from this table is presented below:

- There are 18 separate tennis facilities in the Shire, with 54 tennis courts.
- 10 of the 18 facilities have clubs associated with them the others act as active recreation spaces only. Clubs are operating at:
 - Aireys Inlet
 - Anglesea
 - Bambra
 - Bellbrae
 - Deans Marsh
 - Jan Juc
 - Moriac
 - Mt Moriac
 - Torquay
 - Winchelsea
- Five of the tennis facilities (four with clubs) are on Crown Land, the remainder are on Council owned land.
- Five of the clubs lock the courts and operate a key system for members and a booking system for casual users. All other courts are open and available for use.

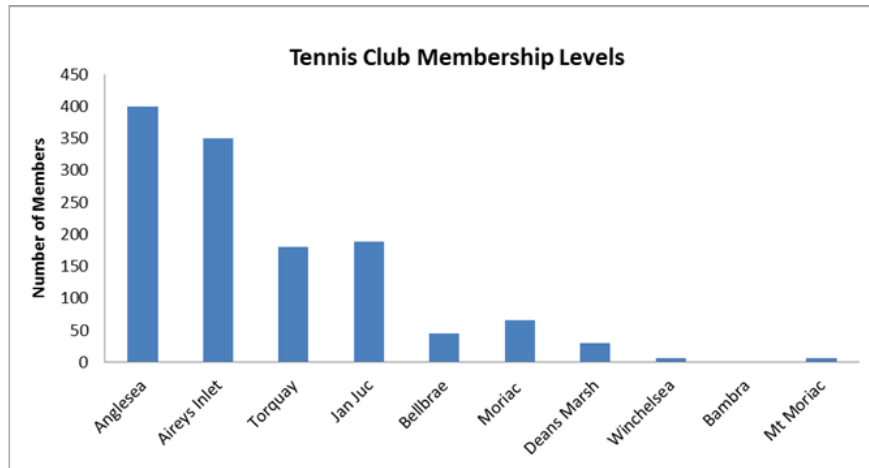
To better understand the way the 10 clubs operate, their financial viability and their relationship with Council, a face to face survey was completed with club representatives. These discussions were held with seven of the 10 clubs with Deans Marsh and Bambra providing written responses while Aireys Inlet did not return various invitations to participate.

An important piece of information received during these discussions was an understanding of the plans for the clubs at Torquay, Jan Juc and Bellbrae to merge into a single entity that would continue to operate out of all three venues. The intention is to create a more appealing offering for members relating to both facility access but also to competition numbers. These clubs are already strongly linked through a merged junior coaching and competition structure.

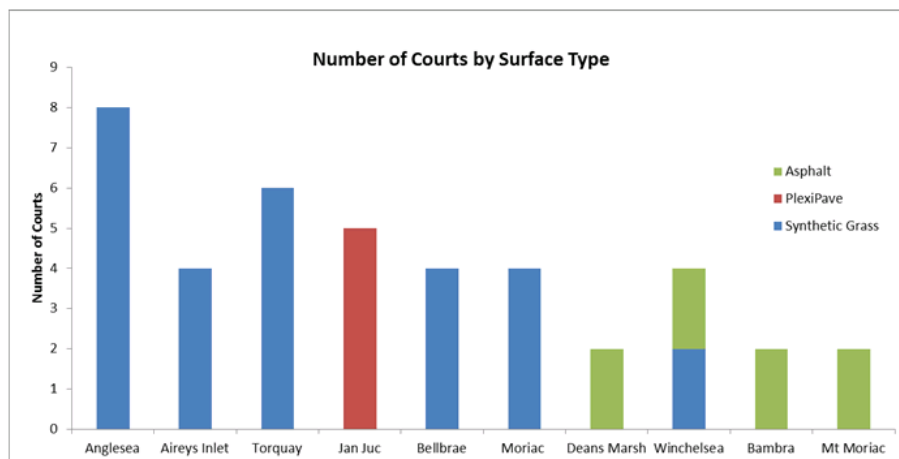
Other key pieces of information gathered from the clubs are represented below in graphical form.

The chart below shows current club membership levels. Anglesea advises that they have a very strong membership base, a large majority of which are non-permanent residents. Though we did not speak with them the Aireys Inlet figures (from a 2015 facility use survey)

would also be expected to include a strong proportion of non-permanent residents. Membership numbers for Torquay and Jan Juc are relatively low compared to population and would be expected to have capacity to grow. Numbers at Bellbrae and Moriac are modest whilst there are very low figures in Winchelsea, Bamba and Mt Moriac.



The chart below highlights that the larger, more financial clubs have been able to pursue court surface upgrades towards synthetic grass or similar whereas the smaller clubs are still playing on basic asphalt courts.



Clubs provided information regarding their own finances including an indication of financial position based on the clubs most recent financial year. Clubs finances are strongly linked to the size of their membership base with Anglesea the best financially performing club, though with profits still less than \$20,000 per annum. Other clubs profit levels were stable, which is not surprising considering their low level of revenue and expenditure. Clubs such as Torquay, Jan Juc and Bellbrae were able to generate modest profits between \$2,000 and \$5,000 per annum on average. Other smaller clubs not listed above do not generate any annual profit and generally live within their means.

The table below describes the building facilities made available to clubs for use as clubrooms. A number of these clubs share multipurpose facilities. All clubs are required to pay utility costs associated with their facilities. Tennis clubrooms are generally very modest facilities, particularly compared with football or cricket related facilities. Most are in reasonable condition considering their age. An estimate of annual renewal and maintenance expenditure for each facility is included. Where clubs are part of shared facilities this has been reduced to account for the clubs estimated level of use.

Club	Building Valuation	Condition Rating	Estimated annual renewal*	Comments
Aireys Inlet	\$949,000	Very good	\$3,796	Tennis club a small part of community hall – assume 20% cost share
Anglesea	\$364,000	Very good	\$7,280	Single purpose facility
Bambra	\$629,000	Good	\$1,258	Tennis club use community hall – assume 10% cost share
Bellbrae	\$317,000	Very good	\$6,340	Single purpose facility
Deans Mash	\$60,000	Fair	\$1,200	Single purpose facility
Jan Juc	\$1,011,000	Good	\$4,044	Tennis club a part of community hall – assume 20% cost share
Moriac	\$761,000	Good	\$1,522	Tennis club a small part of community hall – assume 10% cost share
Mt Moriac	\$171,000	Good	\$1,026	Tennis shares facility with netball club – assume 30% cost
Torquay	\$240,000	Good	\$4,800	Single purpose facility
Winchelsea	\$200,000	Poor	\$4,000	Single purpose facility

* Estimated annual renewal based on 2% of valuation

b. Public Access

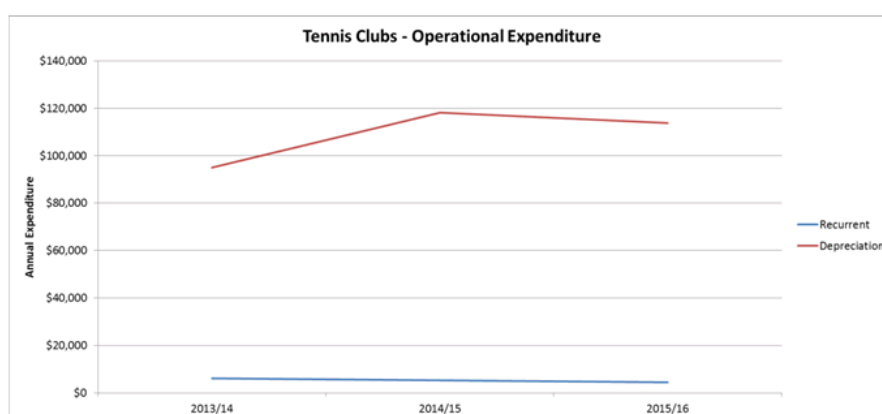
Free public access is available at courts at Bambra, Deans Marsh, Moriac, Mt Moriac and Winchelsea plus the eight facilities without clubs. Courts at the remaining five clubs are locked and public use, though available, is via a court hire fee, generally \$20 per court per hour (\$10 per hour at Bellbrae). Court hire costs are paid via a range of methods from direct payment to club presidents to payments via local businesses, who also manage keys for court access.

Anecdotally these courts are locked to protect the synthetic surfaces from misuse and vandalism. The locking of the courts is also linked to the clubs historical contribution to the court upgrades and the ongoing court maintenance responsibility.

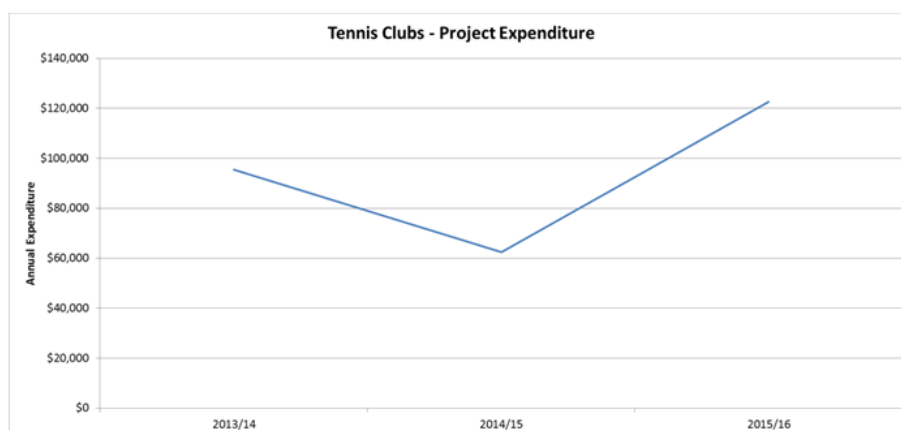
City of Greater Geelong has a policy position that requires all courts to provide free public access to a minimum of two courts at each venue. This concept would be new to Surf Coast Shire. The configuration of the existing courts makes it problematic to separate courts by fencing (courts are unlikely to meet minimum clearance requirements between edge of court and fencing). Opportunity may exist at Jan Juc - this is discussed further in section 5 of this report.

c. Service Cost

Recent recurrent and project expenditure for all tennis facilities in the Shire are captured in the table at Appendix 1. The majority of recurrent costs at the facilities, for Council, relate to insurance for buildings and courts. This is part of Council’s broader facility insurance policy. Council also accounts for a depreciation figure for the building and courts assets. A summary of these recurrent and depreciation costs, for the Tennis Clubs only, are shown in the chart below.



The following chart shows the project related costs for the Tennis Clubs only over the past three years.



In addition to the information presented at Appendix 1 and above, the following table shows works that have been undertaken, or and planned to be undertaken, in the next 12 months:

Project	Funding Source		
	Council	Club	Grant
Anglesea Tennis Club – replace four asphalt courts with synthetic grass (COMPLETE)	\$61,000 + project mgmt.	\$57,000	\$80,000
Torquay Tennis Club – resurface four synthetic grass courts (COMPLETE)	\$48,000 + project mgmt.	\$18,000	\$0
Aireys Inlet Tennis Club – resurface two synthetic grass courts (IN PROGRESS)	Project mgmt. only	\$43,000	\$15,000
Jan Juc Tennis Club – resurface five flexi-	\$75,000 incl.	\$0	\$0

pave courts (PLANNED 17/18)	project mgmt.		
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The funding arrangements for these court replacement / renewal projects are clearly inconsistent. The replacement projects at Anglesea, Torquay and Aireys Inlet were largely club driven and this is shown by their contribution to these projects. It is likely that the club contribution amount is a reflection of their financial position. The proposed Jan Juc program is an asset renewal project driven by asset condition.

Importantly Council's capital contribution to tennis facilities over an 18 month period will be in excess of \$180,000 plus project management time. Following this a large portion of the Shire's well used courts will be in an excellent condition.

Council's nominal commitment to tennis courts, through renewal programs and confirmed in the G21 Regional Tennis Strategy is \$60,000. This historically is for court surface renewal so also includes work for netball courts. Recent years has seen Council allocate far more than this to tennis court renewal and upgrade project.

3. Strategic Context

a. G21 Regional Tennis Strategy 2015 - 2025

The G21 Regional Tennis Strategy was adopted by Council in July 2015.

The Vision in the Strategy is that: By 2025 the G21 Region will be Victoria's fastest growing and most accessible region for tennis.

The Strategy has listed the following key Strategic Priorities and Objectives:

1. Structure of Tennis – Develop an aligned and collaborative structure to manage tennis.
2. Participation – Grow tennis, its range of activities and its year round appeal.
3. Facility Provision and Renewal – Reposition the tennis facility mix to align with future needs and demand.
4. Club Support and Development – Support clubs and venues to grow their capacity and improvement management and operations.
5. Servicing and Delivery – Promote tennis and provide resources (human and financial) to support change.

In the G21 Regional Strategy under the heading of 'Key Stakeholder Implementation Responsibilities' the following is stated for Local Government:

The five G21 LGAs have core responsibility to directly deliver tennis infrastructure planning, improvement and revitalization actions, as well as support participation and club development initiatives."

The Strategy includes a Municipal Action Plan for all G21 Councils. The Surf Coast Municipal Action Plan is shown at Appendix 4.

Some key items in this action plan include:

- Ongoing contribution of \$60,000 per annum to tennis related capital renewal projects;
- Retaining a minimum of four tennis courts in Winchelsea;
- Develop a policy that articulates Council's objectives for tennis coach use of community facilities;
- Consider amending Council's tenancy occupancy policies to incentivise Tennis Victoria affiliation and implementation of associated on and off court programs and initiatives.
- Decommission a range of rural tennis facilities due to lack of use.

Recommendations in this report will reference compliance, or otherwise, to the G21 Regional Tennis Strategy.

b. Governing Bodies (Tennis Australia and Tennis Victoria)

Tennis is governed at a national level by Tennis Australia (TA) and each state has its own arm of TA, in Victoria this is Tennis Victoria (TV). Both strongly reference the role Local Government plays in the ongoing support and development of the sport.

Key data from the TV Local Government Area Survey, 2014 highlights that:

- 85% of Council's in Victoria have tennis venues located on Council owned land.
- 78% of Council's in Victoria manage tennis venues located on Crown land.
- The predominant occupancy arrangement for Victoria tennis venues is via lease between venue operator and local government.
- Only 10% of Councils provide an annual capital improvement or renewal program specifically dedicated to tennis only infrastructure.

TA is very strong on providing a strategic vision and direction for the sport. A key strategic priority for the TA Vision is 'Places to Play'. This strategic priority has the associated strategic objective being to 'form leading partnerships in planning, building and managing quality places to play.'

The key TA document to guide outcomes for facilities is their published document 'Tennis 2020: facility development and management framework for Australian tennis'. This document suggests that Local Government 'is encouraged to contact and develop collaborative partnerships with TA and Member Associations to develop strategic directions for their regions and best use relevant grant funding.'

The same document identifies that 'Rising costs of surface replacement and consumer expectation of quality tennis program services, courts, clubhouse and surrounds makes small clusters of courts increasingly difficult to manage as self-sufficient and sustainable venues.' It goes on to say that 'sustainable practice, in tennis terms, is defined as a tennis entity having the resources to consistently maintain and upgrade the asset without reliance on external support.'

This element of sustainability carries through into the 'Four Pillars to Successful Tennis Venues', also a TA adopted strategic principal. These four pillars are shown below:



Accessibility: The venue is physically and economically accessible including to the public. The venue provides an adequate distribution and mix of programs and services.



Sustainability: Financially viable in to the future. The venue implements an asset replacement plan, derives its funds from a range of activities and puts aside operational surpluses annually. The clubhouse and courts are maintained creating a safe and welcoming facility.



Community benefit: Demonstrated by the venue's ability to provide value to the community through inclusive practices, including to non-club members. This is achieved through increased participation pathways, and opportunities for community to achieve an active lifestyle and social benefits.



Accountability: Venue operators make sound business decisions that means the venue and its operations are sustainable. Operational responsibilities of the venue are clear and measures are in place to meet the targets. Obligations to stakeholders, including local government, are met.

TV has also released a strategic document to align with the above referenced TA document. This document, titled 'Tennis Victoria's Places to Play Key Directions to 2020', includes a series of key directions with priority outcomes and key enablers to achieve these outcomes. One of these key directions, clearly linked to the TA four pillars, is to 'improve venue sustainability, use and capacity'. In this direction there are some items relevant to this review. The priority outcomes and key enablers in this area are as follows:

Priority Outcomes:

- Increase the number of venues completing annual Operational Health Checks
- Improved sustainability of all tennis venues
- Advocate for tennis specific venue occupancy arrangements
- More floodlit tennis courts

Key Enablers:

- Management model templates and education
- Operational Health Checks
- Tennis specific occupancy agreements
- Book A Court software and gate access hardware integration
- Club-coach agreement template and resources

It is important for Council to consider the strategic direction of the games governing bodies when formulating recommendations as part of this review.

4. Service Benchmarking

A level of information is provided below to put Council’s position regarding tennis into a regional context. The following table shows the number of tennis venues, clubs and courts available in our neighboring Councils.

Council	Tennis Venues	Tennis Clubs	Playable Tennis Courts
Surf Coast	18	10	54
Geelong	48	33	218
Golden Plains	21	17	57
Colac Otway	26	14	67

A large amount of comparable information is also available in the G21 Regional Tennis Strategy.

There is a variation in the way Councils in the region treat their clubs in relation to access, maintenance and capital upgrade:

- Geelong has a policy which commits each club with a lease to maintain at least two courts available for public use. The club can apply to book these courts for completion play or coaching time. Clubs pay for nets on locked courts plus ancillary items such as umpire’s chairs. Geelong pays for routine maintenance and attempts to pay for court renewal through its 10 year resurfacing program.
- Golden Plains requires all clubs to maintain at least one public access court. They fund a four year maintenance program for tennis courts and will also fund capital works projects including renewal if they are a priority in the development of its budget. Golden Plains advised they have a large number of courts in the Shire which are part of broader reserve committees of management direct with DELWP – they treat these as their own with respect to funding for maintenance and renewal.
- Colac Otway operates in a similar manner to Surf Coast in that they allocate \$50,000 per year to a tennis court renewal program. They will generally seek grants if greater expenditure is required. They also provide some contribution to maintenance activities, though generally required the clubs to be self-sufficient in this space. The Colac Lawn Tennis Club is a large regional level facility and generally has financial capability to self-manage with very little involvement from Council.

5. Discussion

a. Council or the Club?

The information provided by the clubs indicated that there is clearly a diverse level of financial capability and community support amongst the clubs. Some are relatively strong whereas a number of them are struggling to retain a small membership base. It is clear that five of the ten clubs do not have the potential to become more self-sufficient and could not operate in the long term without Council support. This support currently is provided by way of asset ownership and funding of these assets. There is an option available for Council to continue to fund these assets without being responsible for them.

Current land governance arrangements are varied as are the facilities that support tennis. The table below seeks to highlight the variety in these arrangements:

Club	Council Owned Land?	Shared Building Facilities?	Located on broad recreation reserves?	Potentially financially capable?
Aireys Inlet	Y	Y	Y	Y
Anglesea	N	N	N	Y
Bambra	N	Y	N	N
Bellbrae	Y	N	N	With merge
Deans Mash	Y	N	Y	N
Jan Juc	Y	Y	Y	With merge
Moriac	Y	Y	Y	N
Mt Moriac	N	Y	Y	N
Torquay	N	N	Y	With merge
Winchelsea	Y	N	N	N

The benefits to Council of a change in governance arrangements with the clubs is clear, though benefits may not be significant, particularly if Council remains involved in the provision of grants through alternative programs. It is possible more value could be delivered by Council working closely with the clubs, and Tennis Victoria, to assist them become more self-sufficient.

b. Lifecycle Management

Through discussions with the clubs it became apparent that there is a strong level of autonomy from clubs on a day to day basis but there is clearly a reliance on Council to participate in large scale upgrades or renewal.

A number of clubs when asked about their ongoing level of Council contribution to their club replied that Council does not currently provide any day to day support. This shows a lack of understanding from the clubs about the actual operational costs of the facilities associated with their clubs.

It would be important for clubs to understand what the lifecycle costs of the club and associated facilities are. TA provides a level of guidance regarding the lifecycle costs associated with courts and ancillary assets associated with them – see Appendix 2. Using this as a guide, a court asset management plan can be established for each facility which would provide annual life cycle costs for the courts.

An example of a facility life cycle management model is shown at Appendix 3. This is for Torquay Tennis Club and includes the court infrastructure only, not the building. This model assumes court replacement every 12 years and assumes all assets are new to help build the model. This shows that an allocation of just over \$20,000 per annum is required to cover (theoretical) maintenance and renewal of all court infrastructure. These funds can be covered by club, Council or grants (as they currently are) or a push can be made for the club to plan to be more self-sustainable in line with the TA strategic principles and their four pillars. This would be a long term objective and not a short term reality.

c. Financial Capability

Clubs currently raise funds through limited avenues including club membership, court hire (in some instances) and routine player payment for ball money. Generally clubs are establishing their membership fees to cover the general expenses, with only a few clubs generating surpluses to fund future projects.

In discussion with the clubs there was no evidence of any fundraising, except for Moriac and Bellbrae, who had run modest fundraising activities. There was also no evidence of club sponsorship except for a small amount at Bellbrae; however there was evidence of volunteerism by suitably qualified people to assist with court maintenance.

Clubs with a larger membership base have capability to generate more revenue than other clubs through membership and other efforts. Currently only Anglesea and Aireys Inlet (anecdotally) have this capacity. A merged entity including Torquay, Jan Juc and Bellbrae should be able to reach this level if well managed. All other clubs do not currently have, nor are likely to have, a membership base that could see them operate as a self-sufficient operation.

A fully self-sufficient club would see them be able to fund the life cycle model requirement discussed above.

i. Opportunities

Clubs have a number of opportunities available to them to generate revenue to help them become more self-sufficient; as follows:

- Increase membership fees
- Attract more members
- Seek a level of contribution from coaches using facilities
- Fundraising
- Sponsorship
- Additional grants
- More court hire – make it more accessible – ‘Book a Court’

These are all challenges for the clubs, though are levers that are constantly pulled by other clubs i.e. surf lifesaving clubs, football clubs etc. to help fund their club and facility improvements. Tennis clubs are at risk of not being able to generate the participation levels necessary to be successful in the membership, fundraising and sponsorship areas.

d. Coaching / Commercial Use

Tennis coaching is seen, by the clubs and the governing bodies, to be a key action in the development of the sport, particularly for juniors. This was a strong message from the clubs spoken with as part of this project and is clearly demonstrated through the recent Winchelsea example discussed later in this report.

Within the Shire, the coaches themselves are heavily involved in the operation of the clubs including holding committee positions at Jan Juc and Aireys Inlet and running junior programs in Torquay, Jan Juc, Bellbrae, Anglesea and Aireys Inlet. The coaches themselves do not contribute financially to the clubs, except through membership. Coaches believe that their significant contribution to the management and operation of the clubs, particularly the junior programs, means they should be able to see some benefit from the use of the courts without paying for it.

Tennis Victoria have a position that while coaches do provide a valuable service they are very rarely paid by the clubs and it would normally be expected that coaches would contribute to the clubs to ensure they could meet their financial obligations, including funding future asset renewal. Tennis Victoria also believe that coaches should not hold voting positions on tennis club committees, but should be encourage participate in a non-voting capacity. To aid in transparency TV recommend that coaches and clubs have a written agreement which details court access arrangement, roles and responsibilities and any payments to be made.

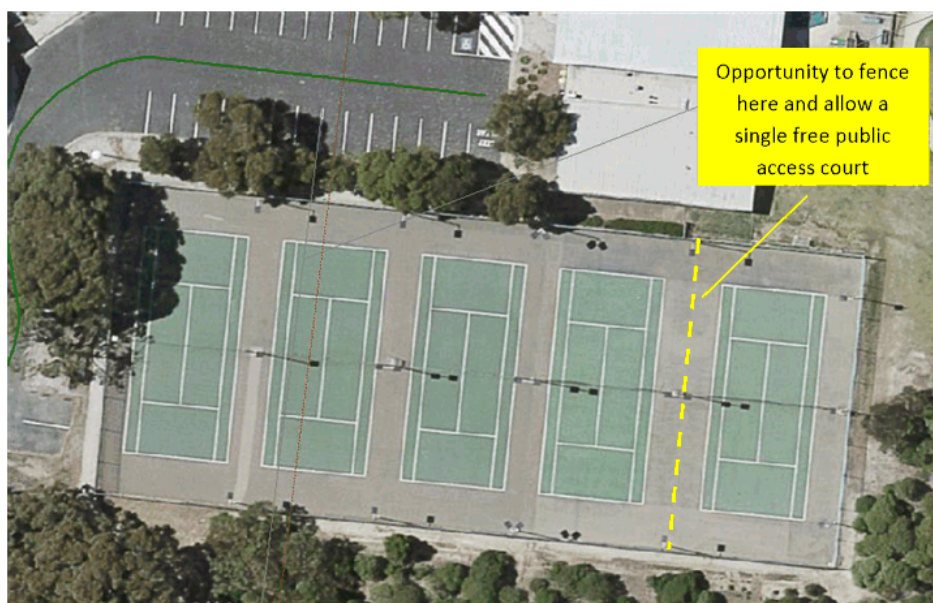
There are examples of Coaches operating on tennis courts with no relation to the club. In this instance it would still be appropriate for the coaches, who are deriving income from activities on public land, to contribute to the ongoing maintenance and renewal of the tennis facilities. Where there is no relationship with the club, Council may elect to charge the coach directly using a mechanism based on State Government legislation for commercial use of Crown Land.

e. Free Public Access

As detailed earlier, free public access is not available at five of the facilities leased by Tennis Clubs.

Opportunities to improve this situation include:

- Reduce the court hire rate. Revenue from court hire for most clubs is relatively low with some clubs not being able to separate court hire revenue from general revenue.
- Implement Tennis Victoria's 'Book A Court' online booking and court access system. This removes the need to go through the current arrangements to get keys access to courts.
- Have designated free access days – ideally out of tennis competition periods, but during seasonally convenient times.
- Investigating fencing off a court at Jan Juc to enable one free public access court to be available while keeping the remaining four locked down. This investigation, to be completed in consultation with the Club, would need to focus on whether minimum court dimensions can be met. See image below.



Fencing at the other locked courts is far more difficult due to achieving minimum court dimensions. The plexi-pave surface at Jan Juc is less susceptible, than synthetic grass, to damage through misuse which leaves Jan Juc as a stronger candidate than other courts for public access.

f. Long Term Planning for Small Clubs

Clubs at Winchelsea, Mt Moriac and Bambra have very small membership bases and participation rates.

These are traditionally strong rural tennis centers, though have faded in popularity, a common issue for small rural tennis clubs. Mt Moriac and Bambra are both within close proximity (within 5 - 10 minutes) to another club and are clearly losing potential members and players to these clubs (being Moriac and Deans Marsh). Neither clubs require large amounts of Council funding, though it would be prudent to consider membership and participation rates when considering future investment in these areas.

Winchelsea is anticipated to grow in population in the medium term and so there is a dilemma with respects to investment in Tennis in this town. Currently there are two quality synthetic grass courts, two basic asphalt courts and very old, basic clubrooms. These facilities, open for free public access, are used by six members and an unknown number of casual users. The club has recently secured the services of a junior coach and has attracted 24 juniors to participate in this program. This is a strong sign toward potential growth in the sport, though this may not translate to future memberships. There are known health and wellbeing challenges in Winchelsea and Council may see a need to invest in facilities in Winchelsea to help attract participation as a way to addressing these health and wellbeing issues. This requires further investigation.

Clubs at Moriac and Deans Marsh are showing reasonable levels of membership and participation based on the size of the towns. These clubs should be provided every

assistance to help them grow and strengthen their positions. Over time these two clubs may increase in size to a point where they can become more self-sufficient.

g. Service Expenditure

Council's nominal commitment to hard courts surfaces (including tennis and netball), through renewal programs and confirmed in the G21 Regional Tennis Strategy is \$60,000. Recent years has seen Council allocate far more than this to tennis court renewal and upgrade project. Some further fiscal discipline, limiting contributions to the desired amount should be progressed – this will help guide club expectations. Clubs need to be aware that this discipline exists and that identified work for each club needs to be prioritised on an annual basis based on funds available.

6. Recommendations

The following are suggested recommendations following completion of this review.

1. Due to the inconsistent governance arrangements and vulnerability of a number of existing clubs, Council should remain involved in the ownership and provision of tennis infrastructure across the Shire. This is consistent with the critical actions listed in the G21 Regional Tennis Strategy 2015-25
2. Council should group clubs into categories based on membership levels and guide larger clubs to be more self-sufficient. This is consistent with the Key Directions of Tennis Victoria. This should, in the longer term, lower Council's ongoing contribution to the service.
3. Council must, as a priority, develop new leases for all clubs occupying Council owned facilities.
4. Council should support the proposed merger between Jan Juc, Torquay and Bellbrae Tennis Clubs.
5. New leases for Anglesea, Aireys Inlet and the merged Torquay, Jan Juc, Bellbrae club should include the following key elements (all of which are recommendations of Tennis Victoria):
 - a. A requirement for the clubs to complete, with the assistance of Council and Tennis Victoria, Operational Health Checks in line with the strategic desires of Tennis Victoria.
 - b. An indicative asset lifecycle management model (prepared by Council, agreed to by the Club) which identifies the cost for asset maintenance and renewal.
 - c. A requirement for the clubs to contribute a percentage (TBC) of the calculated lifecycle costs. This should be held in a fund managed Council.
 - d. Encourage the completion of Club-Coach agreements and include a strong recommendation that a club coach not hold a voting position on a club committee.
 - e. A requirement to transition to TV's 'Book A Court' system to make it easier for casual user to access the facilities.
6. Work with the Jan Juc Tennis Club (or the new merged entity) to investigate an option to provide a single free public access court at Jan Juc.
7. Clubs that do not currently allow free public access should be encouraged to facilitate greater access through cheaper court hire and/or free use periods. This is in addition to the previous recommendation about 'Book A Court'.
8. Council should apply more fiscal discipline to prioritise court renewal or upgrade projects. Recent capital expenditure has been in excess of what is nominally allocated for court renewal projects.
9. Membership levels at Moriac and Deans Marsh should be monitored to see if it falls into the larger club category and therefore qualifies for the above operational requirements.
10. Coaches operating without a link to a club should be charged via a Commercial Operator mechanism or similar.
11. Consider the future challenges with tennis in Winchelsea. A separate analysis should be considered in line with other township investment decisions.
12. Analyse membership and participation rates at Mt Moriac and Bambra when considering future investment in these facilities.

13. In line with G21 Tennis Strategy:

- a. Decommission or re-purpose courts at Bellbrae Lower (Heartspace), Mirnee and Buckley. The latter two are budgeted to be decommissioned in 2017/18.
- b. Gnarwarre is to be reduced from 2 courts to 1 court in 2017.
- c. Court numbers at Mt Moriac were reduced from 3 courts to 2 courts in 2014.

An indicative implementation plan for these recommendations is shown at Appendix 5 of this report.

Appendix 1 – Register of Tennis Facilities

Courts / Club	Land Status	Governance Status	No of Courts	Available for public use?	Court Facilities	Avg Court Condition (1 - 5)	Building Condition (1 - 10)	Recurrent Expenditure			Depreciation Expense			Project Expenditure			Comments
								2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	
Aireys Inlet Tennis Club	Council land	Club - no license	4	Locked courts. Fee structure for casual use	4 x Synthetic grass courts, all with lighting	2 - Good (Cosmetic Defects Only)	2 - Excellent overall condition	\$309	\$268	\$227	\$11,048	\$13,925	\$12,942	\$35,637	\$943	\$466	One room in broader hall. Bookings managed by Sec. 86 CoM.
Anglesea Tennis Club	Crown land	Club - Lease in place	8	Locked courts. Fee structure for casual use	8 x Synthetic grass courts, all with lighting	2 - Good (Cosmetic Defects Only)	3 - Very good overall condition	\$1,043	\$904	\$765	\$21,762	\$23,525	\$22,784	\$20,918	\$13,530	\$77,097	Newly resurfaced
Bambra Tennis Club	Crown land	Club - no license	2	open and free to use	2 x Asphalt courts, all with lighting	3 - Fair (Needs Work, Still Servicable)	4 - Good overall condition	\$728	\$631	\$534	\$4,230	\$4,230	\$4,070	NR	NR	NR	Tennis club manage court and hall - license.. Struggling club - inactive.
Bellbrae Tennis Club	Council land	Club - no license	4	locked courts. Pick up key from Bellbrae motel.	4 x Synthetic grass courts, 2 of which have lighting	2 - Good (Cosmetic Defects Only)	3 - Very good overall condition	\$735	\$637	\$539	\$9,443	\$9,611	\$9,777	\$3,369	\$26,244	\$4,886	Activley encourage use of clubrooms by others
Bellbrae Tennis Courts (Heartspace)	Crown land	no club	1	open and free to use	1 x asphalt court in use only, no lighting	3 - Fair (Needs Work, Still Servicable)	3 - Very good overall condition	\$106	\$92	\$78	\$2,175	\$2,576	\$3,117	NR	NR	NR	Old clubrooms used by Community
Buckley Tennis Club	Council land	no club	2	open and free to use	2 x Asphalt courts, no lighting	4 - Poor (Needs Replacement)	7 - Poor overall condition	\$208	\$180	\$152	\$5,499	\$9,720	\$10,876	\$1,649	\$5,176	\$1,735	Rarely used
Connewarre Tennis Club	Council land	no club	2	open and free to use	2 x Asphalt courts, no lighting	3 - Fair (Needs Work, Still Servicable)	3 - Very good overall condition	\$106	\$92	\$78	\$2,534	\$2,534	\$2,635	\$0	\$0	\$2,611	No club. Building rating relates to Connewarre Hall. Managed by Sec. 86 CoM.
Deans Marsh Tennis Club	Council land	Club - no license	2	open and free to use	2 x Asphalt courts, no lighting	3 - Fair (Needs Work, Still Servicable)	3 - Very good overall condition	\$225	\$195	\$165	\$3,647	\$3,840	\$4,343	\$120	\$313	\$9,407	Recreation facilities only
Deep Creek Tennis Courts	Council land	no club	2	open and free to use	2 x Asphalt courts, no lighting	3 - Fair (Needs Work, Still Servicable)	N/A	\$106	\$92	\$78	\$2,053	\$2,053	\$2,886	NR	NR	NR	No associated buildings. Active play asset only
Freshwater Creek Tennis Club	Council land	no club	1	open and free to use	1 x Acrylic court plus integrated playspace, no lighting	1 - Very Good (Brand New)	5 - Fair overall condition	\$326	\$283	\$239	\$5,657	\$5,916	\$6,911	\$1,759	\$42,933	\$288	New integrated playspace consturte din 2014. Old clubhouse available to book though rarely used.
Gnarwarre Tennis Club	Council land	no club	2	open and free to use	2 x Asphalt courts, no lighting	4 - Poor (Needs Replacement)	3 - Very good overall condition	\$537	\$465	\$394	\$3,276	\$7,131	\$9,673	\$14,106	\$10,774	\$1,288	Facility managed by local CFA
Jan Juc (Bob Pettit) Tennis Club	Council land	Club - expired license	5	locked courts. Hire through the club	5 x Acrylic courts, all with lighting	2 - Good (Cosmetic Defects Only)	4 - Good overall condition	\$732	\$634	\$537	\$9,638	\$9,638	\$9,448	NR	NR	\$14,060	Part of broader rec reserve facility, generally not booked out, though is used by Jan Juc Playgroup
Mirnee Tennis Club	Council land	no club	2	open and free to use	2 x Asphalt courts, no lighting	5 - Very Poor (Urgent Replacement - Dangerous/High Risk)	6 - Fair to poor overall condition	\$106	\$92	\$78	\$3,681	\$5,886	\$6,422	\$1,173	\$498	\$1,852	Not used - should decommission
Modewarre Tennis Club	Council land	no club	1	open court with playground	1 x Acrylic court plus integrated playspace, no lighting	1 - Very Good (Brand New)	4 - Good overall condition	\$168	\$146	\$123	\$973	\$1,714	\$1,961	\$11,439	\$6,804	\$90,000	Use Modewarre Hall, little side building. Managed by Sec. 86 CoM.
Moriac Tennis Club	Council land	Club - no license	4	open for use, trending to locked	4 x Synthetic grass courts, 2 with lighting	2 - Good (Cosmetic Defects Only)	3 - Very good overall condition	\$541	\$468	\$396	\$6,789	\$6,789	\$7,343	NR	NR	NR	Specific dedicated space in broader hall. Lighting is coin operated.
Mt Moriac Tennis Club	Crown land	Club - no license	2	open and free to use	2 x Asphalt courts, no lighting	2 - Good (Cosmetic Defects Only)	2 - Excellent overall condition	\$441	\$383	\$324	\$3,263	\$13,043	\$9,741	-\$1,672	\$8,331	\$552	Shared pavillion with netball club, recently resurfaced courts. Very small membership base.
Torquay (Spring Creek) Tennis Club	Crown land	Club - no license	6	locked courts	6 x Synthetic grass, all with lighting	2 - Good (Cosmetic Defects Only)	4 - Good overall condition	\$844	\$732	\$619	\$17,785	\$20,919	\$22,922	\$36,071	\$11,062	\$10,138	Active club
Winchelsea Tennis Club	Council land	Club - no license	4	open and free to use	2 x Asphalt Courts 2 x Synthetic grass courts No lighting	2.5 - Good to Fair	6 - Fair to poor overall condition	\$475	\$411	\$348	\$7,368	\$12,515	\$10,393	\$963	\$1,934	\$6,019	Very small membership base

Appendix 2 – Lifecycle Costs Guidelines

The following life cycle costs guidelines are provided by Tennis Australia via their website.

Life cycle costs guidelines – surface costs per court (Feb 2011)						
Surface	Expected Life	Average life	Possible replacement cost	Annual maintenance cost	Annual replacement cost	Total annual maintenance & replacement cost
Hot Mix Asphalt (30ml)	20 years	20 years	\$ 14,000 includes removal of existing asphalt (or Geotextile over existing)	\$ 200	\$ 700	\$900
Acrylic (3 coats)	8-10 years	9 years	\$ 8,000	\$ 300	\$ 900	\$1,200
Sand filled Artificial Grass	7-14 years	11 years	\$ 20,000	\$ 1,100	\$ 1,800	\$2,900
Red porous	20 years	20 years	\$ 30,000 includes auto irrigation	\$ 6,000 (includes labour)	\$ 1,500	\$7,500
Natural Clay	25 years	25 years	\$ 40,000	\$ 7,000	\$ 1,600	\$ 8,600

Life cycle cost guide – ancillary items – per court (Feb 2011)						
Surface	Expected Life	Average life	Possible replacement cost	Annual maintenance cost	Annual replacement cost	Total annual maintenance & replacement cost
Net	7 years	5 years	\$300	\$20	\$ 50	\$70
Posts/ winders	15 years	15 years	\$450	\$20	\$30	\$50
Lights	25 years	25years	\$12,000	\$400	\$600	\$2,300
Fencing (single court)	25 years	25 years	\$15,000	\$200	\$0	\$200
Fencing (4 courts in a row costed per court)	25 years	25 years	\$8,000	\$200	\$320	\$520

Appendix 3 – Example Asset Management Lifecycle Model

Torquay Tennis Club - 6 courts synthetic grass - assume new															
Year	Capital						Maintenance						Combined	Annual Fund Required	
	Courts	Fencing	Lights	Nets	Posts / Winders	TOTAL C	Courts	Fencing	Lights	Nets	Posts / Winders	TOTAL M	TOTAL C&M		Balance
1						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940	\$ 20,280	\$ 15,340
2						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 30,680
3						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 46,020
4						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 61,360
5				\$ 1,800		\$ 1,800	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 6,740		\$ 74,900
6						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 90,240
7						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 105,580
8						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 120,920
9						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 136,260
10				\$ 1,800		\$ 1,800	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 6,740		\$ 149,800
11						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 165,140
12	\$ 120,000					\$ 120,000	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 124,940		\$ 60,480
13						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 75,820
14						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 91,160
15				\$ 1,800	\$ 2,700	\$ 4,500	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 9,440		\$ 102,000
16						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 117,340
17						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 132,680
18						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 148,020
19						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 163,360
20				\$ 1,800		\$ 1,800	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 6,740		\$ 176,900
21						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 192,240
22						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 207,580
23						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 222,920
24	\$ 120,000					\$ 120,000	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 124,940		\$ 118,260
25		\$ 48,000	\$ 72,000	\$ 1,800		\$ 121,800	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 126,740		\$ 11,800
26						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 27,140
27						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 42,480
28						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 57,820
29						\$ -	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 4,940		\$ 73,160
30				\$ 1,800	\$ 2,700	\$ 4,500	\$ 1,100	\$ 1,200	\$ 2,400	\$ 120	\$ 120	\$ 4,940	\$ 9,440		\$ 84,000

Appendix 4 – G21 Tennis Strategy – Surf Coast Shire Municipal Action Plan

MUNICIPAL ACTION PLAN

SURF COAST SHIRE

MUNICIPAL OVERVIEW

The Surf Coast Shire is the second largest Government Area within the G21 region in terms of population and provides a mix of inland and coastal townships. In 2013 the Surf Coast Shire had a total estimated population of 29,398 people, which is projected to increase by 35% to over 39,800 by 2025. This growth will continue to 2031 with around 45,000 residents projected.

Torquay is the principal population centre for the Shire, with the municipality also providing a number of growth areas including Torquay North and Torquay-Torquay West that will contribute the greatest growth. Other growing areas include Winchelsea and the Rural West, Moriac and the Rural East and Jan Juc-Bellbrae-Bells Beach which will also experience more than 30% local growth to 2031.

Armstrong Creek is also located to the north of the Surf Coast Shire and Torquay North and will heavily influence the demand for tennis in this area of the Shire. There are no new tennis facilities planned for the Surf Coast Shire within the next 10 years. The demand for tennis within Torquay and surrounding areas will need to be monitored in-line with Armstrong Creek provision over the next years.

The diversity of the Surf Coast Shire population in coastal areas and the difference between resident and holiday population is significant. In peak holiday periods the Shire's coastal areas can grow to accommodate more than 20,000 visitors, placing significant pressure of all township services.

A number of inland areas also experience social and economic disadvantage, which contrasts significantly with coastal areas and the higher proportion of holiday home owners and non-permanent residents. Across the Shire there are a number of localised areas and clubs where tennis participation is high, but this is contrasted with areas where tennis has not enjoyed the same levels of interest and participation, and subsequently some venues continue to receive limited use.

Over the past three-years the Surf Coast Shire has provided around 11% of the G21 region's registered tennis members, with an estimated 389 members registered with Tennis Victoria in 2013/14. Postcode area 3231 (Aireys Inlet) provided the only significant area for registered members within the Shire.

The Surf Coast provides for 14 active Tennis Clubs. As at August 2014 only 7 of these clubs (50%) were affiliated with Tennis Victoria. Key clubs in strategic locations including Torquay and Anglesea are not currently affiliated.

FACILITY SUMMARY

There are currently 18 individual operational tennis venues providing 64 courts across the Surf Coast Shire on Council and non-Council owned or managed land (including Crown and privately owned land).

The Surf Coast Shire provides 13% of total usable courts across the G21 region, with an estimated 52 courts in playable condition (based on 2013 audit figures). 45% of usable tennis courts in the municipality are floodlit.

The municipality currently provides 1 District Facility, 8 Local Facilities and 9 Public Access venues. The only District level facility provided is the Anglesea Tennis Club, who at the time of writing was unaffiliated to Tennis Victoria. Five Public Access venues have been identified through this strategy for decommissioning or adaption to community use facilities only.

In terms of tennis court-to-population ratios across the municipality, the Surf Coast appears well provided with an average of 1 court for every 565 residents (based on 2013 ratios). Projecting ratios towards 2031, the Shire will continue to maintain positive ratios even if court numbers do not increase. It is expected that no new courts will be required across the Shire within the next 10 years, but improved access to existing venues in Torquay and Anglesea will be important to service the resident and visitor populations.

50% of tennis courts within the Surf Coast Shire are estimated to have a life-span of 1 to 3 years. The courts in this category includes 5 acrylic hard courts, 6 red porous courts and 21 asphalt courts. Consideration of court surface change from asphalt to acrylic hard courts through Council's ongoing court resurfacing program would add value to promoting tennis participation and development across the Shire. Council currently allocates \$80,000 annually to this program.

Council's occupancy and associated fees and charges policy for tennis courts should be evaluated in-line with the recommendations of this Strategy and the proposed tennis facility hierarchy and service level framework in order to achieve more from existing venues.

MUNICIPAL ACTION PLAN

SURF COAST SHIRE

FACILITY SUPPORT AND IMPROVEMENT PRIORITIES

To support regional tennis facility needs and to continue to improve local tennis facilities across the Surf Coast Shire, the following priority facility recommendations are provided for Council consideration.

- ▶ Continue to provide a minimum of \$60,000 annually towards tennis court resurfacing to support capital renewal projects, using the priority table in **Appendix 6** as a guide to staged implementation.
- ▶ Evaluate Council's current tennis court and facility occupancy arrangements in conjunction with Tennis Victoria.
- ▶ Support clubs in their planning and funding acquisition to provide court lighting at existing venues, where proposals align with Service Level Framework (refer to **Appendix 3**).
- ▶ Prioritise recommended court renewal and future provision works at Jan Juc and Torquay tennis courts (Spring Creek Reserve) in-line with existing master plans to service the immediate residential growth in the north of the municipality.
- ▶ Promote Anglesea Tennis Club as the Shire's District level facility and focus for tennis development activities – this will require affiliation with Tennis Victoria.
- ▶ Partner with Tennis Victoria to pilot new court access and booking system technology at the Anglesea Tennis Club.
- ▶ Retain a minimum of 4 tennis courts in Winchelsea and utilise the current Hesse Street and Eastern Reserve master planning to guide future provision and direction.
- ▶ Support the Lawn Country Club to determine their future long-term strategic direction for their courts and their club (club is located on private land) as the only tennis facility in the south-west area of the Shire and serving a significant visitor population.
- ▶ Partner with the City of Greater Geelong to plan for new tennis facilities within Armstrong Creek in order to ensure venues can adequately service the future growth areas of Torquay North.
- ▶ Decommission tennis facilities at Bellbrae Lower, Buckley South, Mimeo, Modewarre, Mt Moriac and Gnarwarre and consider alternate community use options for individual areas with the local community.

KEY TENNIS DEVELOPMENT AND SUPPORT PRIORITIES

To support regional tennis development the following priority support recommendations are provided for Council consideration.

- ▶ Support Tennis Victoria to conduct an annual local tennis stakeholder forum to discuss and share ideas and address tennis and club development issues.
- ▶ Support tennis stakeholders to identify, attract and deliver a range of tennis events that match with the tennis player development pathway.
- ▶ Work in conjunction with the Country CTO to create linkages between tennis facilities in the key population centres of Lorne, Winchelsea, Aireys Inlet, Anglesea and Torquay to create a strong network of local clubs across the Shire.
- ▶ Engage with Tennis Victoria and the local coaching network to develop a policy that articulates Council's objectives for tennis coach use of community tennis facilities.
- ▶ Consider amending existing Council tennis occupancy policies to incentivise Tennis Victoria affiliation and implementation of associated on and off-court programs and initiatives (eg. Hot Shots, Club Health Checks, Tennis Australia accredited coach).
- ▶ Promote Council's Community Grants Programs to the local tennis network to support increased club capacity building, promotion of tennis and event delivery activities.
- ▶ Prioritise tennis club infrastructure funding applications and requests where clubs meet Service Level Framework objectives and have a current stakeholder approved Business Plan.
- ▶ Promote all Council tennis facilities and clubs including contact details, access times and costs and activity information via Council's website and associated media avenues.

Refer to the following pages for venue specific renewal and improvement recommendations and a municipal map of proposed tennis facilities by hierarchy..

MUNICIPAL ACTION PLAN

SURF COAST SHIRE

LOCATION			2014 PROVISION			INFRASTRUCTURE RENEWAL RECOMMENDATIONS TO 2025									RECOMMENDED FUTURE STRATEGIC DIRECTION
FACILITY LOCATION	SUBURB	CLUB NAME	TOTAL NO. COURTS	TOTAL NO. FLOODLIT COURTS	HIERARCHY NOW	ASPIRATIONAL HIERARCHY	MINIMUM NUMBER OF COURTS TO PROVIDE	ADDITIONAL COURTS TO FLOODLIT	SURFACE REPAIR	SURFACE RENEWAL	COURT REBUILD	FENCING RENEWAL	NET POSTS TO REPLACE		
1	Alreys Inlet Tennis Courts	Alreys Inlet Tennis Club	4	4	Local	Local	4	2	0	2	0	0	2	Retain for club use and public access	
2	Anglesea Tennis Club	Anglesea Tennis Club	8	8	District	District	8	0	0	4	4	8	4	Retain for club use and public access and designate venue as the District centre to assist in supporting tennis across the Shire	
3	Bambra Tennis Courts	Bambra Tennis Club	2	2	Public	Public	2	0	0	2	2	2	2	Retain for public access and local community use	
4	Belbrae Tennis Courts	Belbrae Tennis Club	4	2	Local	Local	4	2	0	4	0	4	0	Consolidate all courts in Belbrae into this site and increase lighting capacity over time	
5	Belbrae Tennis Courts - Lower	Belbrae Tennis Club	2	0	Public	-	0	0	0	0	0	0	0	Decommission courts and make safe. Consider alternate use in-line with local community needs	
6	Buckley South Tennis Courts	NO CLUB	2	0	Public	-	0	0	0	0	0	0	0	Decommission courts and make safe. Consider alternate use in-line with local community needs	
7	Connewarre Tennis Courts	NO CLUB	2	0	Public	Public	1	0	0	1	1	1	1	Reduce the number of courts to 1 court for tennis (multi-use) and implement in-line with the Connewarre Recreation Reserve Master Plan	
8	Deans Marsh Tennis Courts	Deans Marsh Tennis Club	2	0	Public	Public	2	0	2	0	0	0	2	Retain for public access and local community use	
9	Freshwater Creek Tennis Courts	NO CLUB	4	0	Local	Public	1	0	0	0	0	0	0	Retain single court for public and local community use	
10	Gnarware Tennis Courts	NO CLUB	2	0	Public	Public	1	0	1	1	0	0	1	Decommission 1 court and retain a single court for community use within a local parkland setting	
11	Jan Juc Tennis Courts	Jan Juc Tennis Club	5	4	Local	Local	4	1	4	5	0	5	5	Retain and improve courts for club and community use	
12	Lorne Country Club	Lorne Country Club	6	0	Local	Local	6	4	0	6	0	0	6	Retain and improve courts for club and community use - Local club will need to drive improvements on private land	
13	Mimee Tennis Courts	NO CLUB	2	0	Public	-	0	0	0	0	0	0	0	Decommission courts and make safe. Consider alternate use in-line with local community needs. Access to tennis will be via Winchelsea.	
14	Modewarre Tennis Courts	NO CLUB	2	0	Public	Public	0	0	0	0	0	0	0	Decommission courts and make safe. Consider alternate use in-line with local community needs	
15	Morac Tennis Courts	Morac Tennis Club	4	2	Local	Local	4	0	0	0	0	0	0	Retain for club use and public access	
16	Mt Morac Tennis Courts	Mt Morac Tennis Club	3	0	Public	Public	2	0	0	2	0	2	2	Decommission Court 1 and retain remaining 2 courts for public access and community use	
17	Spring Creek Reserve Tennis Courts	Torquay Tennis Club	6	6	Local	Local	6	0	0	0	0	0	0	Retain as a Local level tennis facility and implement improvements in-line with the Spring Creek Master Plan	
18	Winchelsea Tennis Courts	Winchelsea Tennis Club	4	0	Local	Local	4	2	0	4	0	4	4	Continue to maintain 4 tennis courts within Winchelsea, considering options for current location or relocation to Eastern Reserve.	
ESTIMATED TOTALS			64	28	-	-	49	11	7	31	7	26	29		

MUNICIPAL ACTION PLAN

SURF COAST SHIRE

ESTIMATED INFRASTRUCTURE RENEWAL COST ESTIMATES								TOTALS
FACILITY LOCATION	ADDITIONAL COURTS TO FLOODLIGHT	SURFACE REPAIR	SURFACE RENEWAL	COURT REBUILD	FENCING RENEWAL	NET POSTS TO REPLACE	DE COMMISSION	
1 Aireys Inlet Tennis Courts	\$ 64,000	\$ -	\$ 36,000	\$ -	\$ -	\$ 5,000	\$ -	\$ 106,000
2 Anglesea Tennis Club	\$ -	\$ -	\$ 72,000	\$ 260,000	\$ 112,000	\$ 10,000	\$ -	\$ 464,000
3 Bamba Tennis Courts	\$ -	\$ -	\$ 18,000	\$ 130,000	\$ 28,000	\$ 5,000	\$ -	\$ 181,000
4 Bellbrae Tennis Courts	\$ 64,000	\$ -	\$ 72,000	\$ -	\$ 96,000	\$ -	\$ -	\$ 182,000
5 Bellbrae Tennis Courts - Lower	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 6,000
6 Buckley South Tennis Courts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 6,000
7 Connewarre Tennis Courts	\$ -	\$ -	\$ 9,000	\$ 65,000	\$ 14,000	\$ 2,500	\$ -	\$ 90,500
8 Deans Marsh Tennis Courts	\$ -	\$ 4,800	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 9,800
9 Freshwater Creek Tennis Courts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10 Granware Tennis Courts	\$ -	\$ 2,400	\$ 9,000	\$ -	\$ -	\$ 2,500	\$ -	\$ 13,900
11 Jan Juc Tennis Courts	\$ 32,000	\$ 9,600	\$ 42,500	\$ -	\$ 70,000	\$ 12,500	\$ -	\$ 166,600
12 Lorne Country Club	\$ 128,000	\$ -	\$ 210,000	\$ -	\$ -	\$ 15,000	\$ -	\$ 353,000
13 Mimee Tennis Courts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 6,000
14 Modewarre Tennis Courts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 6,000
15 Moriac Tennis Courts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16 Mt Moriac Tennis Courts	\$ -	\$ -	\$ 18,000	\$ -	\$ 28,000	\$ 5,000	\$ -	\$ 51,000
17 Spring Creek Reserve Tennis Courts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18 Winchelsea Tennis Courts	\$ 64,000	\$ -	\$ 72,000	\$ -	\$ 56,000	\$ 10,000	\$ -	\$ 202,000
ESTIMATED TOTALS	\$ 352,000	\$ 16,800	\$ 558,500	\$ 455,000	\$ 364,000	\$ 72,500	\$ 20,000	\$ 1,838,800

HIERARCHY LEVEL	CURRENT NUMBER OF VENUES	ASPIRATIONAL NUMBER OF VENUES
Public Access	12	9
Local	10	8
District	0	1
Large Community Club	0	0
Regional	0	0
TOTAL VENUES	22	18

- within 3 years
- within 4-5 years
- within 6-10 years
- decommission venue
- no specific action within 10 years
- numbers refer to the number of courts requiring works

Infrastructure renewal cost assumptions

- All costs are generic infrastructure renewal costs based on industry rates and Tennis Australia life-cycle costs.
- Costs are calculated on recent historical projects and industry supplier costs.
- All generic costs have been applied to proposed renewal projects identified in the above tables on a court-by-court basis.
- Costs exclude detailed site investigations, soil conditions, detailed design, project management and contingency costs.
- Costs exclude escalation and GST.
- All costs should be treated as a general guide only for planning and budgeting purposes.
- Detailed design and Quantity Surveyor costs are recommended prior to any project budgets being confirmed.

Appendix 5 – Implementation Plan

Rec. Number	Recommendation Summary	Completion Period
1	Council remains involved in Tennis.	23 May 2017 (adoption of this report)
2	Group clubs in categories based on membership size.	23 May 2017
3	Ensure all Tennis Clubs have valid leases.	2017/18
4	Support club merger between Torquay, Jan Juc and Bellbrae.	23 May 2017
5a	Nominated clubs complete Operational Health Checks with assistance from Council and Tennis Victoria.	2017/18
5b	Council prepare an asset lifecycle model for nominated clubs.	2017/18
5c	Nominated clubs contribute to calculated lifecycle costs.	2018/19
5d	Encourage completion of club-coach agreements for nominated clubs and strongly encourage coaches do not hold committee positions with voting rights.	2017/18
5e	Nominated clubs to implement 'Book a Court' technology.	2018/19
6	Investigate provision of a single free public access court at Jan Juc.	2017/18
7	Nominated clubs to consider options to facilitate greater public access to locked courts.	2017/18
8	Council to better prioritise court renewal and / or upgrade projects.	2017/18
9	Monitor membership and participation levels at Moriac and Deans Marsh.	Annually
10	Council to investigate option to seek contribution from coaches operating at tennis courts without a link to the tennis club.	2017/18
11	Consider future investment in tennis infrastructure in Winchelsea.	2017/18
12	Consider future investment in tennis infrastructure in Mt Moriac and Bambra.	2018/19
13	Decommission or repurpose courts as identified in G21 Regional Strategy.	Commenced and ongoing

4.3 Sport and Recreation Victoria - 2018/19 Community Sports Infrastructure Fund

Author's Title: Recreation Planning Coordinator **General Manager:** Chris Pike
Department: Recreation & Open Space Planning **File No:** F17/633
Division: Culture & Community **Trim No:** IC17/430

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 project proposals to be submitted to the 2018-19 Community Sports Infrastructure Fund, Sport and Recreation Victoria Grants.

Summary

The Department of Health and Human Services has an annual program for grant applications to support community facility development. The purpose of this program is to provide high quality, accessible community sport and recreation facilities across Victoria.

Funding is available under the following categories:

- Better Pools
- Major Facilities
- Small Aquatic Projects
- Minor Facilities
- Female Friendly Facilities
- Cricket Facilities
- Planning – Facility Feasibility, Recreation Planning or Female Participation Strategies.

Due to the high volume and backlog of community projects that fit the existing program guidelines it was decided not to seek expressions of interest for new project ideas. This approach aligns to Council's recently revised Non-Recurrent Grants Management Procedure (MPP-019).

Council is the applicant for these grants and a funding contribution is required from Council and/or community to apply. Council Officers have considered existing projects that meet the funding criteria for the program.

There is a limit to the number and value of applications in each category, therefore Council is required to prioritise project proposals for submission. Council is able to apply for:

- 1 application only under the Better Pools, Major Facilities and Small Aquatic Projects categories.
- 1 application only in the Planning category.
- Up to 3 projects from the Minor and Cricket Facilities categories (with a maximum of 2 applications from any single category).
- Up to 3 projects from the Female Friendly Facilities category.

Project proposals (Stage 1) are due by 7 June 2017 to be considered in competition with other projects from across Victoria and if successful, invited to submit a full application (Stage 2) by 11 September 2017.

Following an assessment of existing projects it is recommended that Council do not submit project proposals to the Better Pools, Major Facilities, Small Aquatic Projects or Planning categories as a high level of strategic underpinning is required to be successful and no projects are advanced enough in their planning to be considered project ready.

4.3 Sport and Recreation Victoria - 2018/19 Community Sports Infrastructure Fund

By submitting projects at this stage of the application process (Project Proposals), Council is not bound to proceed to the full application stage. Indeed it will make sense for Council to review its position in light of the feedback received from SRV at this first stage.

Recommendation

That Council:

1. Submit the following project proposals to the 2018-19 Community Sports Infrastructure Fund, Sport and Recreation Victoria Grants:
 - 1.1 Minor Facilities – Banyul Warri Fields, Yurrock Soccer Pitch and Lighting – Total project cost \$721,000 (including project management and contingency) consisting of Council \$621,000 (Developer contribution project allocation) and Sport and Recreation Victoria \$100,000.
 - 1.2 Minor Facilities – Stribling Reserve Lighting Upgrade – Total project cost \$400,485 (including project management and contingency), consisting of Federal Government \$200,000, Sport and Recreation Victoria (SRV) \$100,000, Council \$92,231 and Stribling Reserve Committee of Management/Lorne Football and Netball Club \$8,254.
 - 1.3 Female Friendly Facilities Category – Winchelsea Netball Pavilion Redevelopment – Total project cost \$600,000 (including project management and contingency) consisting of Council \$450,000, Sport and Recreation Victoria \$100,000 and Eastern Reserve Committee of Management/Winchelsea Football and Netball Club \$75,000.
 - 1.4 Cricket Facilities – Modewarre Cricket Club All Weather Practice Facility – Total project cost \$70,000 (including project management and contingency) consisting of Sport and Recreation Victoria \$35,000, Council \$15,000 and Modewarre Cricket Club \$8,000 (cash) and \$12,000 (in-kind).
2. Note that no Better Pools, Major Facilities, Small Aquatic or Planning Projects are advanced enough in their planning to be considered for application.
3. Note that should the existing application for the Stribling Reserve Lighting Upgrade project in the Country Football and Netball Program be successful the project will be withdrawn from the 2018/19 Community Sports Infrastructure Fund application process.
4. Note that should the existing application for the Winchelsea Netball Clubroom Redevelopment project in the Building Better Regions Fund be successful the project will be withdrawn from the 2018/19 Community Sports Infrastructure Fund application process.
5. Note that further advice will be provided to Council in August 2017 at the conclusion of the project proposal stage to determine which projects will proceed to the full application stage including the pre-allocation of funding in the 2018/19 budget.

4.3 Sport and Recreation Victoria - 2018/19 Community Sports Infrastructure Fund

Report

Background

Council has submitted a range of projects to the Community Sports Infrastructure Fund in the past with a high level of success.

The recently revised Non-Recurrent Grants Management Procedure (MPP-019) was endorsed by the Executive Management Team on 8 March 2017 which details Council's approach to engaging with community groups on funding opportunities such as the Sport and Recreation Victoria Community Sports Infrastructure Fund.

Due to the high volume and backlog of community projects that currently fit the existing program guidelines it was decided not to seek expressions of interest for new project ideas, and refer any new community ideas to Council's Community Project Development Officer.

The Community Sports Infrastructure Fund (CSIF) application process is in two stages and the first stage includes a requirement to discuss project ideas with a Sport and Recreation Victoria representative before submitting a project proposal. This process provides a filter for projects to ensure that they have merit, align with the program objectives and are ready to proceed. The second stage includes an assessment of project proposals against other projects across Victoria and if successful is invited to submit a full application. The timelines and assessment process of the CSIF is as follows:

Program opens	30 March 2017
Project Proposals closing date (stage 1)	7 June 2017
Notifications of successful Project Proposals (to be invited to submit stage 2 full applications)	24 July 2017 onwards
Full Applications close date	11 September 2017
Funding Announcements and Notification of Outcomes	November 2017 onwards

Discussion

The Community Sports Infrastructure Fund provides grants for planning, building new, and improving existing facilities where communities conduct, organise and participate in sport and recreation. Funding is available under the following categories:

Category	Who can apply / objective	Maximum Grant	Total Project Cost	Funding Ratio (minimum)
Better Pools *	Available to Councils to provide high-quality aquatic leisure facilities through new or redeveloped aquatic leisure centres.	Up to \$3 million	No maximum total project cost	SRV \$1 : \$1 Local
Major Facilities *	Available to Councils to develop or upgrade major district and regional sport and recreation facilities.	Up to \$650,000	No maximum total project cost	SRV \$1 : \$1 Local
Small Aquatic Projects *	Available to Councils to improve and upgrade aquatic facilities, seasonal pools and develop new water play spaces.	Up to \$200,000	No maximum total project cost	SRV \$2 : \$1 Local
Planning Category	Funding is available for Council planning initiatives that focus on recreation or facility feasibility, regional planning or female participation strategies	Up to \$30,000 - \$50,000	No maximum total project cost	SRV \$2 : \$1 Local

** Major Facilities, Better Pools and Small Aquatic Projects must allocate a minimum of 25 per cent of the requested grant amount to components that will improve energy or water efficiency and environmental sustainability.*

4.3 Sport and Recreation Victoria - 2018/19 Community Sports Infrastructure Fund

Council may submit one (1) application only for the maximum grant amount under the Better Pools, Major Facilities and Small Aquatic Projects categories. Council may submit one (1) application only in the Planning category.

Category	Who can apply / objective	Maximum Grant	Total Project Cost	Funding Ratio (minimum)
Minor Facilities	All sporting clubs & community groups to develop or upgrade community sport and recreation facilities – via Council.	Up to \$100,000	Up to \$1,000,000	SRV \$2 : \$1 Local
Female Friendly Facilities*	All sporting clubs & community groups that cater for traditional and non-traditional female sport to build new and upgrade existing, out-dated change facilities at sports clubs with a focus on promoting female and family friendly environments – via Council.	Up to \$100,000	No maximum total project cost	SRV \$2 : \$1 Local
Cricket Facilities	All cricket associations and local cricket clubs to upgrade and develop cricket specific club infrastructure including new buildings, grounds, and training facilities – via Council.	Up to \$100,000	No maximum total project cost	SRV \$2 : \$1 Local

* Applications from emerging non-traditional female sports will be highly regarded.

Council can apply for the maximum grant amount of \$100K for up to three (3) projects from the Minor and Cricket Facilities categories, with a maximum of two (2) applications from any single category.

Council can apply for the maximum grant amount of \$100K for up to three (3) projects from the Female Friendly Facilities category.

The funding guidelines state that smaller projects that achieve the objectives of the Minor Facilities, Female Friendly Facilities and Cricket Facilities categories are encouraged and will be highly regarded. Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost. Council must approve and underwrite any in-kind contribution.

As part of the introduction of the new community projects process all existing adopted masterplan projects have been screened and prioritised according to their potential to be leveraged under this funding program.

Following an assessment of our current projects list it is recommended that Council do not submit project proposals to the Better Pools, Major Facilities, Small Aquatic Project or Planning categories as a high level of strategic underpinning is required to be successful and no projects are advanced enough in their planning to be considered project ready.

The following table outlines all potential projects that have been considered against the 2018/19 CSIF criteria for each funding category. As with most grant programs the CSIF is highly competitive and project readiness along with concept designs, cost plans and all funding sources confirmed provide a greater chance of success at the project proposal stage. Projects that are listed as 'Project Ready' meet the mandatory documentation requirements and projects that are listed as 'Not Project Ready' require further planning to be considered eligible in their respective categories.

4.3 Sport and Recreation Victoria - 2018/19 Community Sports Infrastructure Fund

Category	Project Ready	Future Projects / Not Project Ready
Major Facilities	Jan Juc Surf Lifesaving Redevelopment	Stribling Reserve Football and Netball Changeroom Upgrade
Minor Facilities	Stribling Reserve Lighting Upgrade Banyul Warri Fields Yurrock Pitch and Lighting Bellbrae Hall Extension	Elimatta Reserve Lighting Upgrade Mt Moriac Reserve Football Lighting Upgrade Barwon Valley Pony Club Clubroom Upgrade Barwon River Loop Winchelsea Deans Marsh Oval Drainage & Irrigation Anglesea Motor Yacht Club - Pavilion Upgrade Lorne Country Club Tennis Court Upgrade
Cricket Facilities	Modewarre Cricket Club: All Weather Practice Facility	Winchelsea Cricket Club Turf Wicket Torquay Cricket Club: Practice Facility Upgrade Hesse St Oval Irrigation Upgrade
Female Friendly Facilities	Winchelsea Netball Pavilion Redevelopment	Stribling Reserve Netball Pavilion Upgrade Modewarre Netball Pavilion Upgrade (with Tennis) Modewarre Netball Lighting Upgrade
Planning	Nil	Surf Coast Mountain Bike Strategy Regional Soccer Strategy Update (FFV) Torquay Bowls Club: Additional Green Feasibility

Recommended Project Proposals

1. Banyul Warri Fields – Yurrock Pitch and Lighting

Category

Minor Facilities

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.

Relevant Council Planning

This project is supported by the SCS Council Plan 2013-2017, SCS Recreation Strategy 2010, G21 Regional Football (Soccer Strategy), Torquay Community and Civic Precinct Mater Plan, G21 Physical Activity Strategy 2014, G21 Regional Growth Plan, G21 Regional Health and Wellbeing Plan, Surf Coast Shire Health and Wellbeing Plan and the Football Federation Victoria Strategic Plan 2012 - 2015.

Scale

The cost of this project is \$721,000 including the power upgrade and would consist of \$621,000 from Council (identified as a developer contribution project) and \$100,000 from SRV.

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. Sport and Recreation Victoria feedback indicated that this would not be a strong project in the Major facilities category and with Galaxy United FC spending more training session time in Geelong it would be difficult to demonstrate true regional benefit.

4.3 Sport and Recreation Victoria - 2018/19 Community Sports Infrastructure Fund

2. Stribling Reserve Lighting Upgrade

Category

Minor Facilities

Scope

Installation of 4 x light towers to replace the inadequate lighting at the Reserve including one temporary light tower as the previous light pole was removed due to OHS concerns.

Relevant Council Planning

This project is supported by the SCS Council Plan 2013-2017, SCS Recreation Strategy 2010, G21 Physical Activity Strategy 2014, G21 Regional Growth Plan, G21 Regional Health and Wellbeing Plan, Surf Coast Shire Health and Wellbeing Plan, Draft Stribling Reserve Masterplan 2017 and G21 AFL Barwon Regional Strategy 2012.

Scale

The total project cost is \$400,485 including SRV funding of \$100,000, a Federal Government contribution of \$200,000, a Lorne Football and Netball Club & Stribling Reserve Committee of Management contribution of \$8,254 and Council contribution of \$92,231.

Officer's Comments

This project is identified as a high priority action in the draft Stribling Reserve Masterplan. The light towers have been designed to meet the State Government *Community Sporting Facility Lighting Guidelines* including positioning, height and light spill requirements. The lights are 200 lux encouraging multi-use of the reserve for night football, community events space and a safe place for emergency service helicopters to land at night. The lux capacity can be set at different levels (i.e. 50, 100 and 200 lux) to suit the required activity and provides value for money with little cost difference to a maximum 100 lux capacity.

*Note - This project was recently submitted under the Victorian Government Country Football Netball Program and Council is awaiting a funding announcement. If Council is notified prior to the 7 June that it is successful, the project will not be submitted as a project proposal to the CSIF program.

Sport and Recreation Victoria feedback confirmed that the Bellbrae Hall Extension would not be considered a strong project in the highly competitive Minor Facilities category due to the limited active participation outcomes.

3. Winchelsea Netball Pavilion Redevelopment

Category

Female Friendly Facilities

Scope

The development of a new Netball Pavilion at Eastern Reserve Winchelsea will provide increased participation opportunities for females ranging from junior primary school age (Netta Program) through to older adults who volunteer at the Winchelsea Football and Netball Club (WFNC).

The scope of works includes:

- Change rooms (home and visitor including shower cubicles and toilets)
- Netball Umpires change room
- Public toilet (accessible)
- Competition / Administration office
- First Aid/Trainer room
- Served (match day kiosk in the main pavilion)
- Spectator / Social Area (bi-folding walls between all rooms)
- Storage
- Sheltered viewing area

4.3 Sport and Recreation Victoria - 2018/19 Community Sports Infrastructure Fund

Relevant Council Planning

This project is supported by the SCS Council Plan 2013-2017, SCS Recreation Strategy 2010, G21 AFL Barwon Football and Netball Strategy 2012, Eastern Reserve Master Plan 2015, G21 Physical Activity Strategy 2014, G21 Regional Growth Plan, G21 Regional Health and Wellbeing Plan, Surf Coast Shire Health and Wellbeing Plan, Growing Winchelsea Shaping Future Growth 2015, Netball Victoria Development Guidelines and Netball Australia National Facilities Policy.

Scale

The cost is \$600,000 for a modular/pre-fabricated construction based on an ERCOM and WFNC endorsed concept design. Funding would consist of \$100,000 from SRV, \$425,000 from Council and \$75,000 from the community (ERCOM and WFNC).

Officers' Comments

The proposed infrastructure aligns to Netball Victoria's Development Guidelines and has been designed in consultation with the WFNC and Eastern Reserve Committee of Management (ERCOM). The Winchelsea Netball Clubrooms are approximately 40m², comprising of one main area with a small kitchenette which is significantly less than the minimum 100m² as recommended by the Netball Victoria Development Guidelines. There are no toilets, showers, office space, trainers room, storage or hot water. The clubrooms were transported from the local bowls club in the late 1970's when the club was operating with 30 members and the Club now has 200 members including:

- 4 x senior teams
- 3 x junior teams (U13, U15, U17)
- 50 x Netta / Net Set Go participants
- 35 x Junior Development Program
- 6 x coaches, 10 x umpires, 5 x Coordinators

This project will ensure that the Winchelsea Football and Netball Club (WFNC) is able to provide fit for purpose facilities that meet the demands of their growing female junior and senior membership.

* Note - This project was recently submitted under the Federal Government Building Better Regions Fund – Grant program and Council is awaiting a funding announcement. If Council is notified prior to the 7 June that it is successful, the project will not be submitted as a project proposal to the CSIF program.

4. Modewarre Cricket Club – All Weather Practice Facility

Category

Cricket Facilities

Scope

The project will see the upgrade of the hard wicket section of the existing Modewarre Cricket Club Practice Net Facility. It includes a widening of the current concrete pad to support two hard cricket wickets, chain mesh fencing, soft netting and multi-purpose synthetic carpet with a floodlight to illuminate the area after hours during winter.

Relevant Council Planning

This project is supported by the SCS Council Plan 2013-2017, SCS Recreation Strategy 2010, G21 Physical Activity Strategy 2014, G21 Regional Growth Plan, G21 Regional Health and Wellbeing Plan, Surf Coast Shire Health and Wellbeing Plan and Mt Moriac Reserve Masterplan 2011.

Scale

The cost is \$70,000 including project management and contingency. Funding would consist of \$35,000 from SRV, \$8,000 cash / \$12,000 in-kind Modewarre Cricket Club and \$15,000 from Council to be pre-allocated from the 2018/19 Budget if invited to full application stage.

Officer's Comments

This project includes an upgrade of the existing practice nets which will improve the quality of cricket training and coaching for the Modewarre Cricket Club. The multi-use synthetic pad and lighting will allow for additional users in the community to utilise this space for recreation activities all year round.

4.3 Sport and Recreation Victoria - 2018/19 Community Sports Infrastructure Fund

Financial Implications

As the majority of the project proposals require matching funding, officers have been mindful to consider the impact on Council's long term financial plan. At the full application stage Council will need to consider its capacity to pre-allocate funding in 2018/19, which would currently total \$115,000 if each of the project proposals were invited to Stage 2 as detailed below:

Project	Surf Coast Shire	SRV	Comment/other
Yurrock Soccer Pitch and Lighting (\$721k)	\$621k (DCP commitment in 2018/19)	\$100k	-
Stribling Reserve Lighting Upgrade (\$400,485)	\$92,231 (already committed via resolution)	\$100k	\$200k (Federal election commitment) \$8,254 (Committee of Management confirmed)
Winchelsea Netball Clubroom Redevelopment (\$600k)	\$450k (would require \$100k pre-allocation in 2018/19 as \$350k already committed in 2017/18 budget)	\$100k	\$75k (Committee of Management and WFNC confirmed)
Modewarre Cricket Club All Weather Practice Facility (\$70k)	\$15k (would require 2018/19 budget pre-allocation)	\$35k	\$8k cash / \$12k in-kind (Modewarre Cricket Club confirmed)

When submitting projects at this stage of the application process, Council is not bound to proceed to the full application stage. Indeed it will make sense for us to review our position in light of the feedback received from SRV at this first stage. There are numerous scenarios ranging from none of our proposals being invited to proceed to full application, through to 100% success. Each will have different potential implications for Council's financial commitment.

With this in mind our messaging to clubs and groups will have to be very clear that Council will need to review its position prior to the full application stage.

Council Plan

Theme 3 Communities
 Objective 3.3 Preservation of peaceful, safe and healthy environments
 Strategy 3.3.6 Maintain, enhance and develop community and recreational facilities to improve community wellbeing.

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

Policy/Legal Implications

There are no policy or legal implications

Officer Direct or Indirect Interest

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

Risk Assessment

There is a reputational risk in not advertising an expression of interest for new project ideas. Officers have considered projects that were submitted through the expression of interest process in previous years and the recommended project proposals are considered Council's strongest projects in each funding category. Any new project ideas will be referred to Council's community Project Development Officer to be processed.

Social Considerations

The 2018-19 Community Sports Infrastructure Fund Program supports many of Council's objectives in meeting community aspirations, responding to changing community needs and supporting the growth of physical activity and participation across Surf Coast Shire.

4.3 Sport and Recreation Victoria - 2018/19 Community Sports Infrastructure Fund

Community Engagement

Community engagement has been targeted to specific clubs and groups whose projects are considered project ready and meet the funding criteria.

Environmental Implications

No environmental implications arise from this report.

Communication

Community groups aligned to project proposals supported by Council to be submitted to the 2018/19 Community Sports Infrastructure Fund will be informed of the application detail.

Conclusion

That Council:

1. Submit the following project proposals to the 2018/19 Community Sports Infrastructure Fund, Sport and Recreation Victoria Grants:
 - 1.1 Minor Facilities – Banyul Warri Fields, Yurrock Soccer Pitch and Lighting: Total project cost \$721,000 (including project management and contingency) consisting of Council \$621,000 (Developer contribution project allocation) and Sport and Recreation Victoria \$100,000.
 - 1.2 Minor Facilities – Stribling Reserve Lighting Upgrade: Total project cost \$400,485 (including project management and contingency), consisting of Federal Government \$200,000, Sport and Recreation Victoria (SRV) \$100,000, Council \$92,231 and Stribling Reserve Committee of Management/Lorne Football and Netball Club (community) \$8,254.
 - 1.3 Female Friendly Facilities Category – Winchelsea Netball Pavilion Redevelopment: Total project cost \$600,000 (including project management and contingency) consisting of Council \$450,000, Sport and Recreation Victoria \$100,000 and Eastern Reserve Committee of Management/Winchelsea Football and Netball Club (community) \$75,000.
 - 1.4 Cricket Facilities – Modewarre Cricket Club All Weather Practice Facility: Total project cost \$70,000 (including project management and contingency) consisting of Sport and Recreation Victoria \$35,000, Council \$15,000 and Modewarre Cricket Club \$8,000 (cash) and \$12,000 (in-kind).
2. Note that no Better Pools, Major Facilities, Small Aquatic or Planning Projects are advanced enough in their planning in this project proposal stage to be considered project ready.
3. Note that should the Stribling Reserve Lighting Upgrade project be successful through the Country Football and Netball Program the project will be withdrawn from the 2018/19 Community Sports Infrastructure Fund application process.
4. Note that should the Winchelsea Netball Clubroom Redevelopment project be successful through the Building Better Regions Fund the project will be withdrawn from the 2018/19 Community Sports Infrastructure Fund application process.
5. Note that further advice will be provided to Council in August 2017 at the conclusion of the project proposal stage to determine what projects will proceed to the full application stage and resolve on any pre-allocation of funding in the 2018/19 budget.

4.4 Small Grants Program March 2017

Author's Title: Community Project Officer
Department: Recreation & Open Space Planning
Division: Culture & Community

General Manager: Chris Pike
File No: F16/1770
Trim No: IC17/345

Appendix:

1. Small Grants Project Assessment List - April 2017 (D17/43030)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

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

Yes

No

Reason: Nil

Purpose

The purpose of this report is to allocate funding for the March 2017 round of the Small Grants Program.

Summary

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

The Small Grants Policy and Guidelines were recently reviewed and adopted by Council on the 28 February 2017. The most significant changes have been:

- portable equipment is recommended as eligible (club property/asset)
- capital items with a total project cost less than \$10,000 (subject to obtaining land owner/manager approval for appropriate standard of construction and installation method) are recommended as eligible.

* Note: Total project cost must include a provision for contingency. Council will provide a project manager for any successful project on Council owned or managed land (does not apply to projects on private land).

A total of 30 applications were received in the March 2017 grants round. Eligible applications were assessed by Council Officers against the Small Grants Program selection criteria in the categories of 'Community Initiatives', 'Culture and Arts', 'Environment' and 'Recreation and Leisure'. A recommended project funding list has been developed for Council endorsement.

A total of 27 applications were recommended in the Small Grants Program, including 4 projects that included capital elements and 3 were assessed as ineligible (see appendix 1).

Recommendation

That Council:

1. Allocate funding for the March 2017 round of the Small Grants Program to the value of \$33,304.85 as per appendix 1.
2. Note that the Anglesea Community Garden Mosaic, Lorne Men's Shed Kitchen Rangehood Installation, Quay Residents Association Leisure Seating and Winchelsea Community House Play Equipment projects include capital elements and officers will provide assistance as required.

4.4 Small Grants Program March 2017

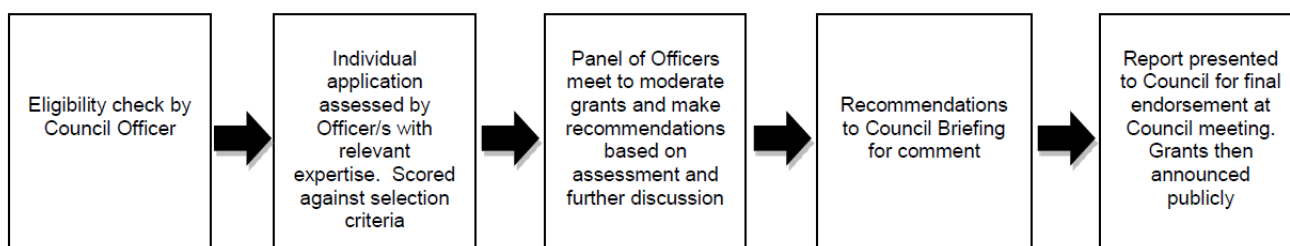
Report

Background

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

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

The diagram below details the assessment process:



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

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

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

The Small Grants Policy and Guidelines were recently reviewed and adopted by Council on the 28 February 2017. The most significant changes have been:

- portable equipment is recommended as eligible (club property/asset)
- capital items with a total project cost less than \$10,000 (subject to obtaining land owner/manager approval for appropriate standard of construction and installation method) are recommended as eligible.

* Note: Total project cost must include a provision for contingency. Council will provide a project manager for any successful project on Council owned or managed land (does not apply to projects on private land).

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

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

Projects not funded under the Small Grants Program include:

- capital items with a total project cost greater than \$10,000
- building maintenance works
- general administrative, wages or contracts
- projects funded under other programs supported by the Surf Coast Shire
- projects that have already commenced or already occurred
- projects that are part of curriculum-based activities in schools
- projects that are fundraising in nature (unless the project provides considerable community benefit)
- recurrent funding for ongoing projects or projects which have already been funded.

4.4 Small Grants Program March 2017

Small Grants Program March 2017 Funding Round

Organisations ineligible to apply for a Small Grant include:

- individuals (applicants will need to approach an organisation to auspice the project)
- any Committees of the Surf Coast Shire Council including Advisory Committees, Committees of Management or Sub Committees
- organisations who have received a Surf Coast Shire Small Grant in the previous funding round.
- organisations that have not completed an Acquittal Report for a previously funded Surf Coast Shire Small Grant
- for profit or commercial organisations - unless the application can demonstrate that the proposed project or activity will have considerable tangible community benefit.

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

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

Discussion

A total of 30 applications were received and 3 applications were assessed as ineligible. Following a thorough assessment process Council Officer's recommendation is to fund a total of \$33,304.85 to deliver 27 projects.

The breakdown of the 27 recommended projects by Ward is as follows:

- Torquay – 13
- Anglesea – 4
- Winchelsea – 5
- Lorne – 5

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

Of the 27 recommended projects, 4 projects include capital elements on Council owned or managed land. Council officer support will be provided to the following projects as required:

- Anglesea Community Garden Mosaic
- Lorne Men's Shed Kitchen Rangehood Installation
- Quay Residents Association Leisure Seating
- Winchelsea Community House Play Equipment.

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

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

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

There are a total of 6 projects that have been recommended to receive a contribution greater than \$1,000.

4.4 Small Grants Program March 2017

Group/Organisation	Lorne Historical Society Inc.
Project	"Display of Image Collection"
Evidence of Need / Who will benefit	With 5,000 digitised images in collection this equipment will ensure the entire collection is accessible and visible to visitors
Participation:	The project will be carried out by a sub-committee of the Lorne Historical Society to acquire and implement the technology and develop the interface.
Proven Track record in managing similar projects	Lorne Historical Society has demonstrated experience in managing similar projects effectively. They are a dynamic and constantly-evolving centre through the digital world.
Appropriate expenditure and resourcing	Purchase of a Smart TV, wall mount, Apple TV and HDMI cable to display large format images.
Other comments	The project has been fully costed with quotations supplied. The Shire has recently refurbished the space.
Total amount of recommended funding	\$2,915
Group/Organisation	U3A Torquay Inc.
Project	"Senior Computer Courses - iPads for Senior Beginners and Apps for Travellers"
Evidence of Need / Who will benefit	The iPad Pro is a robust larger iPad which will be used in two courses, 'iPad for Senior Beginners' followed by a course titled 'Apps for Travellers'
Participation:	There are over 400 Torquay U3A members between the ages of 50 and 91.
Proven Track record in managing similar projects	U3A have demonstrated experience in managing similar projects effectively and offer approximately 20 courses every term.
Appropriate expenditure and resourcing	Purchase an iPad Pro 128GB.
Other comments	The iPad Pro will enable members to learn to use some of the accessibility features that assist with poor vision and manual dexterity.
Total amount of recommended funding	\$1,299
Group/Organisation	The Wave Project Inc.
Project	"The Wave Project"
Evidence of Need / Who will benefit	The Wave Project aims to give young people the skills, confidence and self-efficiency they need to achieve their goals.
Participation:	The Wave Project is for young people aged 8-18 years, experiencing disadvantaged, mental health issues, social isolation and/or disabilities.
Proven Track record in managing similar projects	The project manager is a trained youth worker with over 10 years' experience supporting vulnerable young people. She has coordinated mentoring for young people disengaged from education and is currently a surf coach with Go Ride A Wave.
Appropriate expenditure and resourcing	Gear hire, volunteer training, printing, catering and first aid training.

4.4 Small Grants Program March 2017

Other comments	The Wave Project involves surfing and peer-mentoring, in which children and young people spend up to 12 months learning to surf with support from local 'surf mentors' and professional surf instructors.
Total amount of recommended funding	\$2,784

Group/Organisation	Spring Creek Community House Inc.
Project	"Women's Sharing Shed – Torquay"
Evidence of Need / Who will benefit	Spring Creek Community House have established a Women's Shed program operating from an existing small shed at the rear of the property. The aim of the program is to provide an inclusive space where women can learn practical DIY skills, engage and connect with other women, and to encourage and empower women to gain independence and improve self-worth.
Participation:	Spring Creek Community House will manage the budget and a sub-committee of the board has been established. The shed will run regular workshops, seminars and events. Bunnings have offered to run workshops.
Proven Track record in managing similar projects	Spring Creek Community House has a proven track record overseeing the development and implementation of community programs.
Appropriate expenditure and resourcing	Purchase workbenches, tables, cupboards, tools and safety equipment.
Other comments	The Women's Sharing Shed Torquay is a new program at Spring Creek Community House.
Total amount of recommended funding	\$2,000

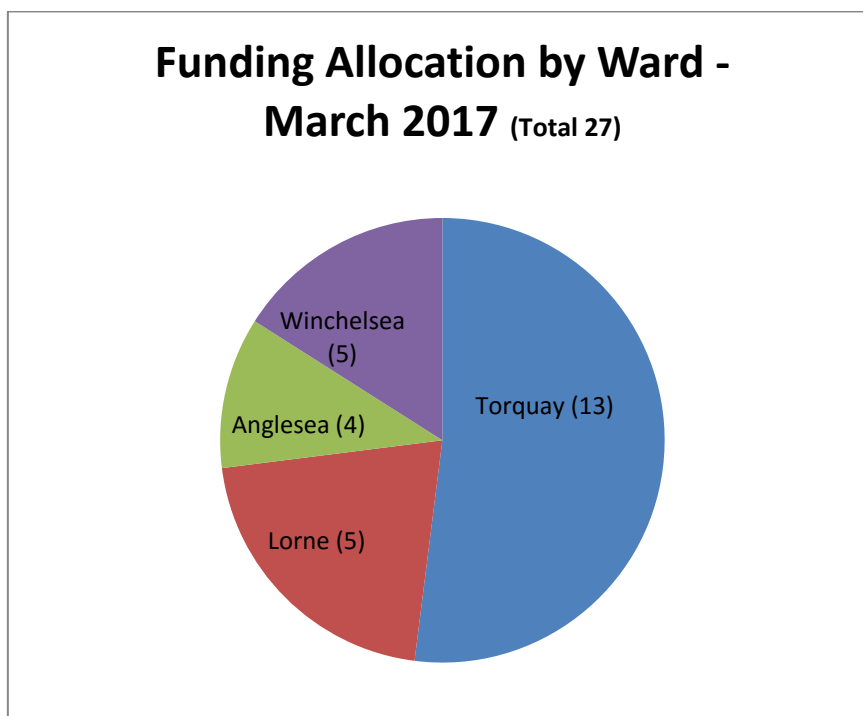
Group/Organisation	Quay Residents Association (Auspiced by SCEG)
Project	"Leisure Seating"
Evidence of Need / Who will benefit	Additional seating will ensure people can sit in comfort while viewing sporting activities. The seating will be close to the fitness stations which will encourage use of those facilities to support increased health and wellbeing outcomes.
Participation:	The Quay Residents Association will work in conjunction with SCS to install the seating.
Proven Track record in managing similar projects	The Quay Residents Association has a proven track record of managing grant projects. For example the 'Christmas Banner Sleeve' project.
Appropriate expenditure and resourcing	Purchase and installation of 2 bench seats at the Quay Reserve
Other comments	Junior sporting clubs will have increased seating when holding events and gatherings.
Total amount of recommended funding	\$2,000

Group/Organisation	ParkRun Australia
Project	"Torquay ParkRun"
Evidence of Need /	This project is a free weekly community program open to all abilities for ages 4

4.4 Small Grants Program March 2017

Who will benefit	years and older. Pre-registrations numbers are up to 180 prior to the program receiving Great Ocean Road Coast Committee (GORCC) consent to utilise the Surf Coast Walk.
Participation:	Open to all members of the community including volunteers who help with road marshalling.
Proven Track record in managing similar projects	ParkRun Australia operates 218 weekly parkrun events at locations throughout Australia. Each Saturday morning more than 32,000 participants run or walk at local parkrun programs. The programs are supported by over 2000 volunteers.
Appropriate expenditure and resourcing	Funding is for electronic equipment and software, first aid kit, flags, volunteer vests and tokens.
Other comments	The project was a late submission due to confirming land owner approval (GORCC). Consent has been provided by GORCC to trial the run for 3 months on the Surf Coast Walk leading into the peak season and if all goes well will continue. Waiting until the first round of the 2017/18 Small Grants Program will be too late for Parkrun to meet their trial period approval timeframe. The project has been established by a local volunteer Sarah O'Dwyer and demonstrates exceptional community benefit and provides positive health and wellbeing outcomes.
Total amount of recommended funding	\$2,400

Category (Number applications submitted)	Recommended Funding number	Recommend Funding amount
Arts and Culture (6)	6	\$7,333.85
Community Initiatives (13)	12	\$14,826.00
Environment (0)	0	\$0
Recreation and Leisure (11)	9	\$11,145.00
Total requested (30)	27	\$33,304.85



4.4 Small Grants Program March 2017

There are 3 projects that have been assessed as ineligible:

Group/Organisation	Jan Juc Surf Lifesaving Club		
Project Title	"Youth Leadership Training"		
Description	Skills training for Youth Club Leaders		
Category / Ward	Recreation and Leisure / Torquay		
Total Project Cost	\$2,205	Amount Sought	\$1,000
Comment	Ineligible – Received funding in previous Small Grants round.		

Group/Organisation	Torquay Aquatic Sports Club		
Project Title	"We want to Swim, So we will build it"		
Description	Laptop and Software to start new club. Prepare, arrange and conduct public meeting to collate pledges for support toward; volunteer labour, trade skills and donations of materials and machinery for a future aquatic facility.		
Category / Ward	Recreation and Leisure / Torquay		
Total Project Cost	\$4,000	Amount Sought	\$750
Comment	Ineligible – Not incorporated, not auspiced, no insurance, not discussed with Council Officer		

Group/Organisation	Anglesea Golf Club		
Project Title	"Community Safety Awareness"		
Description	Safety warning signage for visitors to enter via main entrance for kangaroo viewing.		
Category / Ward	Anglesea		
Total Project Cost	\$2,010	Amount Sought	\$995
Comment	Ineligible – Project considered fundraising in nature. Club runs Kangaroo viewing tours for \$10 per person.		

Financial Implications

The total pool for two rounds of Small Grants funding for 2016/17 is \$75,000. The total funding allocation of recommended projects for Round 2 is \$33,304.85. The total funding allocation for Round 1 was \$33,448 which represents an \$8,247.15 underspend in the 2016/17 Small Grants Program.

Council Plan

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

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

Policy/Legal Implications

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

- Building leadership and skills within the Community.

Officer Direct or Indirect Interest

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

4.4 Small Grants Program March 2017

Risk Assessment

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

Social Considerations

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

Community Engagement

Engagement activities prior to the September round of grants include:

- media campaign including advertising in the Surf Coast Times, Winchelsea Star and Lorne Independent
- grants programs were promoted via Council Officer E-mail networks, word of mouth and the Community House and Men's shed networks
- smarty Grants generated email to past grant recipients
- direct email to previous grant recipients
- direct contact with potential grant recipients
- promotion via the Surf Coast Shire website, social media and intranet.
- promotion and assistance with Small Grants Program via the delivery of 4 grant workshop sessions in March 2017.

Environmental Implications

The Small Grants program often receives applications by local environment groups. There were no applications received under the 'Environment' category this round.

Communication

Following adoption at the 23 May, 2017 Council meeting, all applicants will receive a letter informing them of the outcome of their application.

Conclusion

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

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

A celebration to recognise successful grant recipients will be held in Council Chambers on Thursday 8 June 2017 3:30pm. Ward Councillors will be invited to present certificates to successful applicants.

4.4 Small Grants Program March 2017

APPENDIX 1 SMALL GRANTS PROJECT ASSESSMENT LIST - APRIL 2017

APPENDIX 1: Surf Coast Shire Small Grants Program March 2017 - 'Projects Recommended'

Name of Applicant	Project Title	Description	Category	Ward	Applicants Total Project Cost	Amount Sought	Recommended
Anglesea Community Rock Choir (Auspiced by Anglesea Community House Inc.)	Community Choir Workshops	To engage a tutor to run a series of choir workshops.	Arts and Culture	Anglesea	\$2,040.00	\$1,000.00	\$1,000.00
Writers Victoria Inc.	Writing Surf Coast Arts Trail	Literacy workshops matching four local writers to four Surf Coast artists on the Arts Trail.	Arts and Culture	Anglesea	\$5,050.00	\$1,000.00	\$1,000.00
Anglesea Netball Club Inc.	Anglesea Netball Club Defibrillator	To purchase a defibrillator unit.	Recreation and Leisure	Anglesea	\$2,800.00	\$2,840.00	\$1,000.00
Anglesea Community Garden (Auspiced by Anglesea Community House Inc.)	Mosaic Project	To purchase concrete, tiles, glue and grout to construct a mosaic. Low level Council officer support required to ensure appropriate standards of construction and installation methods.	Arts and Culture	Anglesea	\$480.00	\$480.00	\$480.00
Lorne Historical Society Inc.	Display of Image Collection	To purchase a Smart TV, wall mount, Apple TV and HDMI cable to display large format images.	Arts and Culture	Lorne	\$5,915.00	\$2,915.00	\$2,915.00
Lorne Lions Club Inc.	Lions Club Sign	Signage for the Lions 'Den' to improve visibility and access.	Community Initiatives	Lorne	\$1,046.88	\$1,046.88	\$1,000.00
Lorne Men's Shed Inc.	Purchase and Installation of Internal Exhaust Canopy above Kitchen Stove	To purchase and install kitchen rangehood. Low level Council officer support required to ensure appropriate standards of construction and installation methods.	Community Initiatives	Lorne	\$1,685.00	\$1,000.00	\$1,000.00
Lorne Netball Club (Auspiced by Lorne FNC Inc)	Padding Goal Post Protection	To purchase portable goal post protection padding.	Recreation and Leisure	Lorne	\$1,650.00	\$1,650.00	\$1,000.00
Lorne Bowls Club Inc.	Lawn Bowls Boxes	To purchase transportable bowls boxes for bare foot bowling program.	Recreation and Leisure	Lorne	\$3,100.00	\$800.00	\$800.00
Torquay Historical Society Inc.	Recording and Storing Oral History	To purchase a notebook laptop to record digital and oral history.	Arts and Culture	Torquay	\$4,538.45	\$938.85	\$938.85
Torquay Lions Club Inc.	Ensuring Community Gets Full Value	Purchase laptop and software to support administration of Torquay Lions Club community projects.	Community Initiatives	Torquay	\$1,328.00	\$1,000.00	\$1,000.00
U3A Torquay Inc.	Senior Computer Courses 'Ipad for Senior Beginners' and 'Apps for Travellers'	Purchase of iPad Pro to run computer courses for Seniors including 'Ipad for Senior Beginners' and 'Apps for Travellers'.	Community Initiatives	Torquay	\$6,074.00	\$1,299.00	\$1,299.00
Anglican Parish (Auspiced by Torquay Lions Inc.)	Hearing Loop for St Luke's	To purchase and install a hearing loop in Torquay Anglican church.	Community Initiatives	Torquay	\$1,705.00	\$1,000.00	\$1,000.00
The Wave Project Inc.	Supporting the Wave 'Youth' Project	Wave Youth Project support including gear hire, volunteer training, printing, catering and first aid training.	Community Initiatives	Torquay	\$7,124.86	\$2,784.00	\$2,784.00
Spring Creek Community House Inc.	Women's Sharing Shed-Torquay	Women's Sharing Shed support including purchase of workbenches, tables, cupboards, tools and safety equipment for this new Spring Creek Community House initiative.	Community Initiatives	Torquay	\$6,920.00	\$5,000.00	\$2,000.00
Torquay Men's Shed Inc.	Men's Shed Cooking Initiative	Purchase of six knives and a blender suitable for Torquay Men's Shed members to use in Torquay College Stephanie Alexander kitchen.	Community Initiatives	Torquay	\$978.70	\$978.70	\$978.00

APPENDIX 1: Surf Coast Shire Small Grants Program March 2017 - 'Projects Recommended'

Torquay SLSC Inc.	Digitisation of Water Safety Assessments for Community and Sport Events	To purchase an iPad and waterproof casing to digitise records from the beach and allow integration with emergency management alerts and events.	Community Initiatives	Torquay	\$3,500.00	\$1,000.00	\$1,000.00
Surf Coast Relay for Life (Auspiced by Cancer Council Victoria)	Paint the Town Purple	Purchase of decorations for Gilbert Street to raise awareness for Relay for Life.	Community Initiatives	Torquay	\$1,000.00	\$1,000.00	\$1,000.00
Quay Residents Association (Auspiced by SCEG Inc.)	Leisure Seating	To purchase and install 2 bench seats at Quay reserve. Low level Council officer support required to ensure appropriate standards of construction and installation methods.	Recreation and Leisure	Torquay	\$5,100.00	\$4,980.00	\$2,000.00
Torquay Netball Club Inc.	Torquay Net Set Go Equipment	Purchase of signage, balls, bibs, whistles, ground rope ladder and cones to run Net Set Go Program.	Recreation and Leisure	Torquay	\$1,387.50	\$1,387.50	\$1,000.00
Greater Geelong Galaxy Football (Soccer) Inc.	Sustainability - Setting up Second Year Club	Purchase of equipment to support Club activities that focus on increasing female participation opportunities including balls, portable goals, domes/cones, bibs and gloves.	Recreation and Leisure	Torquay	\$3,900.00	\$3,500.00	\$1,000.00
Riverlee Arts Group (Auspiced by Surf Coast Arts Inc.)	Frameworks for Hinterland Arts	Purchase of panes, cables and tubing to enable portable hanging of art work in the Hinterlands.	Arts and Culture	Winchelsea	\$2,995.91	\$1,000.00	\$1,000.00
Freshwater Creek Steiner School Inc.	Defibrillator	To purchase a defibrillator unit.	Community Initiatives	Winchelsea	\$2,430.00	\$1,000.00	\$1,000.00
Bellbrae Residents Association Inc.	Removable Storage Cupboard for Heartspace	To install relocatable storage cupboards to store African drums and other equipment at Heartspace.	Community Initiatives	Winchelsea	\$1,005.00	\$765.00	\$765.00
Winchelsea Community House Inc.	Occasional Care Play Equipment - Replacement of Fort	To replace play equipment (fort) in occasional care outdoor play area. Low level Council officer support required to ensure appropriate standards of construction and installation methods.	Recreation and Leisure	Winchelsea	\$3,070.00	\$1,000.00	\$1,000.00
Freshwater Creek Riding Club Inc.	Portable Cross Country Jumps	To purchase and paint 2 portable cross country jumps for riding club .	Recreation and Leisure	Winchelsea	\$1,890.00	\$945.00	\$945.00
ParkRun Australia	Free Weekly Running/Walk program for Community	To purchase electronic timing equipment to run a free weekly 5km Saturday morning run/walk along the Surf Coast Walk.	Recreation and Leisure	Torquay	\$5,000.00	\$2,400.00	\$2,400.00
					\$83,714.30	\$44,709.93	\$33,304.85

Surf Coast Shire Small Grants Program March 2017 - 'Projects Ineligible' (as per program guidelines)

Name of Applicant	Project Title	Description	Category	Ward	Applicant Total Project Cost	Amount Sought	Comment
Jan Juc SLSC Inc.	Youth Leadership training	Leadership skills training for young members.	Recreation and Leisure	Torquay	\$2,205.00	\$1,000.00	Ineligible - Received funding in previous round
Torquay Aquatic Sports Club	We want to Swim, so we will Build it	Purchase of a laptop and software including MS Office and MS Project.	Recreation and Leisure	Torquay	\$4,000.00	\$750.00	Ineligible - Not incorporated or auspiced
Anglesea Golf Club Inc.	Community Safety Awareness	Safety warning signage for visitors to enter via main entrance for kangaroo viewing.	Community Initiatives	Anglesea	\$2,010.00	\$995.00	Ineligible - Considered fundraising in nature

4.5 Stribling Reserve Masterplan - Final Endorsement

Author's Title: Open Space Officer
Department: Recreation & Open Space Planning
Division: Culture & Community

General Manager: Chris Pike
File No: F16/425
Trim No: IC17/305

Appendix:

1. Final Stribling Reserve Masterplan (D17/54014)
2. Concept Designs - Stribling Reserve Pavilion (D17/15699)
3. Stribling Reserve Masterplan - Built form descriptions (D17/15541)
4. Stribling Masterplan Public Exhibition Response (D17/49363)
5. Stribling Reserve Masterplan- Proposed Funding Strategy (D17/54083)

Officer Direct or Indirect Conflict of Interest:

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

Yes

No

Reason: Nil

Status:

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

Yes

No

Reason: Nil

Purpose

The purpose of this report is to consider the adoption of the Stribling Reserve Masterplan.

Summary

The Stribling Reserve Masterplan project commenced in March 2016 with Council's endorsement of a community led project governance structure to ensure the plan closely reflects community aspirations. Community members had a lead role as project owner and held positions on the project control group (PCG). The PCG also included a number of Council officers and a representative from the Department of Environment, Land, Water and Planning (DELWP). The project charter was endorsed by the PCG in May 2016 and project activities commenced shortly after.

The development of the Masterplan involved:

- extensive community consultation via a number of channels
- engagement with key stakeholder groups
- needs and data analysis

Key features of the plan include:

- improved facilities for females
- retaining the space as a 'village green'
- improving facilities for current and future sporting groups
- improved and additional facilities for community organisations
- provision of appropriate storage.

A Draft Masterplan was then released for public exhibition from 2 March 2017 until 23 April 2017. A total of 29 submissions (written and face to face) were received during this time which related to a range of issues such as the priorities for provision of female facilities, improved accessibility and car parking. Based on feedback received in the public exhibition period a number of minor changes were made to the plan with the support of the PCG.

The total estimated cost for the implementation of the masterplan is approximately \$3m. Council contributions to the reserve will be considered via the annual budget processes, however there is currently no annual allocation within Council's Long Term Financial Plan specifically for Recreation and Open Space projects.

4.5 Stribling Reserve Masterplan - Final Endorsement

Recommendation

That Council:

1. Adopt the Stribling Reserve Masterplan as per Appendix 1.
2. Note the proposed funding strategy for the Stribling Reserve Masterplan as per Appendix 5.
3. Note the success of the innovative project governance model and acknowledge the members of the Lorne community that contributed to the development of the Stribling Reserve Masterplan, in particular the participants in the Project Control Group.
4. Consider the inclusion of an annual allocation for Recreation and Open Space Projects in Council's Long Term Financial Plan during the preparation of the 2018/19 Budget.

4.5 Stribling Reserve Masterplan - Final Endorsement

Report

Background

Stribling Reserve is home to the Lorne Football, Cricket and Netball sporting teams involved in local competitions and is used by Lorne P-12 school during school hours. The reserve is Crown land temporarily reserved for cricket and public recreation and the State Government has delegated management responsibilities to Surf Coast Shire as the Committee of Management. Council has subsequently delegated some of these management responsibilities to the Stribling Reserve Section 86 Committee of Management.

A Stribling Reserve Masterplan was endorsed by Council in 2001; however several emerging issues have been identified at the reserve which are not addressed in that plan. Council allocated \$50,000 in the 2015/2016 budget for a review and renewal of the existing masterplan. This amount did not include project management and contingency costs as the project was initiated prior to the formalisation of Council's project management framework.

At their March 2016 meeting Council endorsed a governance model which would allow for a community led Council partnership model. The rationale for this was:

- that community members would have better access to resources within the Lorne community to undertake the masterplan process
- that community members understand the needs of the community and are better placed than council to engage with the local community.

At their February 2017 meeting Council resolved to exhibit the Draft Masterplan for public feedback.

Discussion

The process to develop the Masterplan included reviewing existing infrastructure and community usage rates, reviewing forward usage and population projections, interviews with key users and engagement with the broader community. The Draft Masterplan seeks to develop a vision for Stribling Reserve over the next 30 years. It also recognises that many of the medium to long term strategic directions for Stribling Reserve need to be determined through other planning processes such as the future Lorne Structure Plan and the Lorne Open Space Precinct Plan. The timing of both of these plans is still to be determined.

Community consultation to date has identified key areas of required improvements that have been included in the draft masterplan:

- improved facilities for females
- retaining the space as a 'village green'
- improving facilities for current and future sporting groups
- improved and additional facilities for community organisations
- provision of appropriate storage.

Consultation identified interest in further establishing the reserve as a community hub, potentially by consolidating other community uses (currently in other buildings within Lorne) on the site. This would require an expansion of the existing pavilion. The Draft Masterplan enables Council, the Committee for Lorne and the Stribling Reserve Section 86 Committee to test the feasibility and level of support for such a proposal during the life of the plan.

The Masterplan has a number of prioritised actions. Some of these are recommended to be completed in the shorter term (within three years) with the balance recommended for implementation in the longer term (three to ten years). The implementations of proposed actions included in the Masterplan are all subject to securing internal and external funding. The masterplan is attached at Appendix 1.

A number of options have been explored for an upgrade to the pavilion. These include a small extension of the current building on a single storey to allow for improved changing facilities and community spaces. Other options explored extending the building to a second storey. These have been developed to help inform future decision-making rather than committing to a particular design or form.

These drawings have been developed as an in-kind contribution from Lorne community members. These illustrative drawings are a high level concept only and are attached as Appendix 2. Further information about these concept drawings has also been provided at Appendix 3.

4.5 Stribling Reserve Masterplan - Final Endorsement

The Draft Masterplan was on public exhibition from 2 March 2017 to 23 April 2017. A total of 29 submissions were received, with 11 being written submissions and 18 via a face to face listening post. The key feedback related to car parking, improvements in accessibility and the priority for female friendly facilities. A summary of the submissions as well as the response to these submissions is included at Appendix 4.

The Department of Environment, Land, Water and Planning (DELWP) were supportive of the project and participated in the project control group. They have also provided conditional support for the Masterplan, pending Council endorsement.

Financial Implications

The total project cost of developing the masterplan was budgeted at \$50,000; however this did not include project manager cost or contingency as the project budget commenced prior to the endorsement of Council's project delivery framework. To date the expenditure on the project equates to \$32,348 with a further \$9,160 committed. The project is currently on budget.

The total estimated cost for the implementation of the masterplan is approximately \$3m. Council contributions to the reserve will be considered via the annual budget processes, however there is currently no annual allocation within Council's Long Term Financial Plan for Recreation and Open Space projects. Funds will also need to be sought from a range of external sources including community and government. A proposed funding strategy has been developed that identifies the most likely funding source for each of the actions as attached at Appendix 5. These figures need to be validated via future detailed designs.

In addition there would be, as yet unknown, costs associated with the concept of a pavilion extension if it were to be considered feasible and relevant in the longer-term.

Council Plan

Theme 1 Environment

Objective 1.4 Protect public open space and green belts

Strategy 1.4.1 Review Surf Coast Shire Open Space Strategy.

Theme 2 Governance

Objective 2.5 Enhanced community engagement

Strategy 2.5.2 Provide opportunities for all members of the community to engage with Council on issues that matter to them.

Theme 3 Communities

Objective 3.4 Building leadership and skills within the community

Strategy 3.4.1 Support people to build their community leadership and develop their skills.

Policy/Legal Implications

There are strict legislative requirements relating to the governance of activities managed by Councils (*Local Government Act 1989*) and to delegated Committees of Management for Crown Land (*Crown Land Reserves Act 1978*). They must relate to the appropriate uses of Crown Land in accordance with its reservation.

No buildings or structures can be created and no works can be undertaken without the written approval of the Minister for Environment. Accordingly, a representative of DELWP was a member of the project control group and ensured that the direction and content of the masterplan was in accordance with the Minister's requirements and with the original gazetted reservation of the land.

Officer Direct or Indirect Interest

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

Risk Assessment

There were a number of key risks associated with this project and a risk register was maintained in order to ensure these were appropriately mitigated.

One of the key risks related to the effectiveness of community engagement in the development of the Masterplan. A thorough community engagement process was enacted to ensure that community members had the opportunity to participate in the development of the Masterplan. This engagement plan effectively mitigated this risk.

4.5 Stribling Reserve Masterplan - Final Endorsement

Moving forward, there are key risks relating to the Masterplan and these risks have been discussed with the Project Control Group and EMT. They will continue to be monitored:

- there is a risk relating to the delivery of elements within the Masterplan. External funding is likely to be required to implement the Masterplan. There is a risk that it will be difficult to deliver elements in the Masterplan without attracting external funding. However, it is important to acknowledge that masterplans are developed to guide future improvements rather than act as a committed list of items that will be delivered
- there is currently no dedicated annual Council allocation to funding masterplan actions. The lack of this allocation constrains Council's ability to secure medium to long term external funding
- the existing Lorne Strategy Review or Structure Plan was developed in 2004 and could be due for renewal in the next few years. There is a risk that future directions in any new Structure Plan may impact on the Stribling Reserve Masterplan. Accordingly, the Masterplan will need to be structured in a manner that enables it to be responsive to future high level strategic directions.

Social Considerations

iD Consulting projects that the Lorne community will continue to age and that there will be a small increase of 276 people between 2011 and 2036, most of who will also come from older segments of the community. The Committee for Lorne have set out a strategic objective to grow the population to 1500 permanent residents by 2025, with the focus being on encouraging young families to settle in Lorne.

The Masterplan has been developed in order to support the community aspiration and current work being undertaken with regard to increasing the population and attracting more residents in working age cohorts. Determining feasibility and specific details related to achieving the Committee for Lorne's strategic population objective are beyond the scope of this Masterplan and will need to be resolved by other strategic processes, in particular any future revision of the current Lorne Structure Plan.

Approximately 5% of adults, particularly those aged between 18 and 30, participate in team sports such as AFL, soccer and cricket. More adults, about 14%, volunteer in sport and recreation related activities. A significant ongoing issue for Lorne and other smaller communities in the Surf Coast Shire is the ability to attract and retain locally based players in their local sporting teams.

Community Engagement

Extensive community engagement was undertaken during the course of the project. This has included:

- direct mail out to neighbours of Stribling Reserve (324 households)
- online communication activities
- electronic communication via community networks
- open invitation listening post in Stribling Reserve during a major football game
- inclusion in the Surf Coast Times
- inclusion on the Surf Coast Shire external website
- information provided via Lorne P-12 College.

In addition the public exhibition period coincided with the Easter holidays (1 April to 17 April 2017) which was designed to maximise local engagement on the draft masterplan. Of the 29 submissions, 11 were written and 18 were received via a face to face listening post.

Environmental Implications

Stribling Reserve is in a Bushfire Management Overlay. A review of State Government GIS mapping shows that there is no Aboriginal heritage, rare and threatened flora and fauna or noxious pest plants and animals. The major environmental concerns relate to poor site drainage and stormwater management and to the visual amenity impacts of any future activities that are undertaken on Stribling Reserve. Concern has been raised by neighbours about the potential visual impact of any two-storey pavilion at Stribling Reserve.

Communication

All people who made a submission in the public exhibition period will be provided a copy of the final Masterplan as well as a response to their submission. The Masterplan and responses to the submissions will also be made available via www.surfcoastconversations.com.au.

Conclusion

The Masterplan for the Stribling Reserve was developed in partnership with the community. The Masterplan responds to issues and aspirations raised by the community. Stribling Reserve plays an important role in the Lorne and surrounding community. The Masterplan sets a long term direction for the reserve to be able to fulfil this role. It guides Council in improving the reserve and strengthens Council's position in attracting external funds to implement elements in the Masterplan.

4.5 Stribling Reserve Masterplan - Final Endorsement

APPENDIX 1 FINAL STRIBLING RESERVE MASTERPLAN



Stribling Reserve Master Plan



COMMITTEE
FOR LORNE



ross
planning



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Executive summary



Introduction

Stribling Reserve is a key community, college and sports facility for Lorne. It plays a pivotal role in the day-to-day operations of the Lorne P-12 College as a venue for classes, activities and lunchtime breakout. Additionally, the Reserve hosts regular community activities and events. It is the home of netball and AFL whilst also hosting a range of social and casual sport and recreation activities. The recently completed Men's Shed is also located at the Reserve.

A well-regarded feature of the Reserve is the expansive views that it offers to the ocean and pier to the east. Additionally, there are a number of mature trees along the western boundary that help to frame the Reserve.

The existing user groups have enjoyed recent membership growth and are now seeking a range of facility upgrades. Additionally, there is a direction within the Lorne community to achieve population increases. Together, these factors provide an opportunity to review the existing layout and uses of Stribling Reserve.

Existing situation

The 2.96ha site is centrally located and with the adjoining College, kindergarten, police station and emergency services facility creates a key community precinct.

Stribling Reserve is Crown Land with Council holding the role of Committee of Management. Additionally, Council has established a Section 86 Committee to assist with management. (The delegation of the Committee will be reviewed in line with current Council practices).

The Reserve was cut into the side of a hill in the 1950's with activity nodes developed on a number of levelled terraces.

Existing facilities include:

- » indoor sport facility and pavilion (incorporating single court, change rooms, kitchen and bar, social area, offices, storage, amenities and covered awning)
- » lit oval (with synthetic cricket wicket and covered interchange bench)
- » terraced seating
- » 2-net cricket practice facility with synthetic wickets
- » long jump/triple jump pit
- » lit netball court (with covered players' and officials' seating)
- » netball office building with storage
- » public amenities
- » ticket booth and spectator shelter
- » scattered bench seating
- » Men's Shed
- » sealed parking near the indoor sport facility/pavilion and along the entry road off William Street (semi sealed)
- » unsealed car parking near the Men's Shed
- » perimeter fencing.

Demand for upgrade

Demand for upgrades to the Reserve has been established through consultation with key stakeholders and user groups and from consideration of existing opportunities. Key directions include:

- » sport
 - growth in AFL and netball playing numbers
 - regular school sport conducted at both the indoor and outdoor facilities
 - social basketball competition occurs across the summer sporting season
 - annual children's football coaching program (6-8 weeks) conducted indoor
 - infrequent social indoor football activities
- » recreation
 - the Reserve is regularly used by locals for informal exercise and as a thoroughfare to and from Mountjoy Parade and the beach
- » common areas
 - the oval is Lorne's emergency helicopter landing area and destination assembly area for bushfire operations
 - limited formalised off-street car parking opportunities
- » community facilities
 - opportunity (and potential future aspiration) to consolidate community facilities in the Lorne area.

Design directions

The proposed master plan is located within Section 6.

The vision for Stribling Reserve is:

to further establish a community hub - where quality facilities will ensure that the Reserve can provide for a range of sports codes, can be popular for its active and passive recreation opportunities, can host regular community activities and will continue as a key facility for College day-to-day operations.

Key proposed enhancements for the Reserve include:

- » extensive pavilion upgrades (change room and amenities upgrades, expansion (and/or second storey development))
- » indoor sports facility ventilation upgrades and de-clutter of the playing space
- » amenities and administration building development at the netball precinct (including officials' change rooms for the entire Reserve)
- » oval lighting upgrades
- » enhanced spectator opportunities
- » retained car parking
- » upgraded entries.



Background

Introduction and purpose

In 2016, Surf Coast Shire Council engaged ROSS Planning to develop a master plan for Stribling Reserve (the Reserve). The Reserve is centrally located within the Lorne township and is currently one of the key sites for sport and recreation for the area. (Indeed, the Reserve includes the only playing field in the township).

The aim of the master plan is to provide direction for the Reserve, where the needs and requirements of the user groups, community and Council are established and balanced. The Project Control Group (PCG) has indicated that an aspirational vision for the Reserve will best serve to drive future development that will be undertaken in a shared governance approach.

Importantly, the project will require a staged approach to development that provides for smooth implementation limiting impact on users. Ultimately, the report will guide community, Council and user group decision-making and resource allocation.

Through site analysis, background research and consultation, the project aims to provide optimal use of the Reserve for sport and recreation groups and the wider community.

What is a master plan?

A master plan provides a vision for a site, identifying what it should look like and how it should function into the future. It establishes a strong and consistent direction, providing a framework for ongoing improvement. It considers the interrelationship between:

- » current character and functionality of the landscape
- » public expectations and needs
- » emerging issues and trends
- » the realities of the economic, social, environmental and legislative context of the time.

The result is a plan that balances needs across a range of often conflicting interests.

It is important to note that, broader township considerations are managed in a structure plan while detailed design elements are included in individual project planning activities.

The master plan does not suggest that all elements should proceed immediately, or that Council nor the user groups should be responsible for all capital costs in respect of those items that are progressed. It is important to note that the intent of the master plan is to provide a framework for future development of the Reserve over an extended time period so that ad hoc improvements are avoided and community use is maximised. Further, once it has been adopted, the master plan can only be altered via Council resolution.

The master plan should be regularly monitored to ensure the outcomes continue to meet community needs in the best possible way.

Project methodology

The methodology used to develop the master plan comprised the following stages:

Stage 1 - Preliminaries

- » inception meeting
- » review of relevant reports, plans, policies and other documents
- » review of the demographic profile of the community including consideration of population projections

Stage 2 - Site assessment

- » detailed site assessment
- » discussions with Council officers
- » discussions with user groups

Stage 3 - Engagement

- » Council officer interviews
- » project control group workshop
- » existing and potential user group interviews
- » community workshop

Stage 4 - Developing directions

- » analysis of identified issues, ideas, needs and opportunities
- » concept option development
- » PCG concept option consideration

Stage 5 - Draft master plan

- » preparation of draft master plan report
- » review of draft master plan by Council and the PCG
- » document review and update
- » public review

Stage 6 - Review and finalisation

- » review of feedback on draft master plan report
- » agreed amendments to the master plan report
- » Council endorsement.

Monitoring and evaluation

The endorsed master plan for Stribling Reserve is Council and the Department of Environment, Land, Water and Planning's (DELWP) commitment to the future direction of the use of the Reserve for the next ten years. Any changes to this direction must be presented to, and endorsed by, Council prior to implementation. A public half-term review will be undertaken at five years after Council endorsement and a final public review nine years after Council endorsement. At each review, any change would also need to be endorsed by DELWP via the land owner consent process.



Literature review

In order to present a clear picture of the background issues impacting on the potential upgrade and development of the Reserve, a literature review has been undertaken. A detailed summary of each document reviewed is included below, while key impacts for the development of the master plan are highlighted in the summary breakout box.

Council Plan 2013-2017

The Council Plan is the over-arching document that details Council priorities and provides an overall strategic direction. The Plan presents a range of strategies and objectives under five key themes. Those with most relevance to the master plan process are outlined below.

Environment

- » Objective 1.1: Preserve and enhance the natural environment
 - Strategy 1.1.2: Improve pest, plant and animal management as a priority
- » Objective 1.4: Protect public open space and green belts
 - Strategy 1.4.1: Review the Surf Coast Open Space Strategy

Governance

- » Objective 2.5: Enhanced community engagement
 - Strategy 2.5.2: Provide opportunities for all members of the community to engage with Council on issues that matter to them
 - Strategy 2.5.4: Build strong relationships with community interest groups

Communities

- » Objective 3.3: Preservation of peaceful, safe and healthy environments
 - Strategy 3.3.6: Maintain, enhance and develop community and recreational facilities to improve community wellbeing

Infrastructure

- » Objective 4.1: Allocation of infrastructure according to need
 - Strategy 4.1.1: Perform an infrastructure needs assessment to provide clarity to the community on how a fair distribution of infrastructure will be achieved
 - Strategy 4.1.2: Utilisation of community demographics to determine future infrastructure needs
 - Strategy 4.1.3: Develop an improved approach to service planning that identifies long-term future infrastructure requirements and actions
- » Objective 4.2: Accessible and well-maintained Council facilities
 - Strategy 4.2.2: Review of master plans to determine deficiencies
 - Strategy 4.2.6: Annual update of interested communities in master plan priorities.

Meeting the objectives above has ensured a process of close liaison with the local community and user groups. This has resulted in a master plan that preserves the open and natural feel of the Reserve and prioritises facility upgrades based on demand.

Health and Wellbeing Plan 2013-2017

The Health and Wellbeing Plan describes Council's goals to enhance and promote community health and wellbeing. Key objectives and strategies that have been reflected upon in the development of the master plan are listed below.

Healthy engaged communities

- » Objective 1.2: To increase participation in physical activities
 - Strategy 1.2.2: Maximise use of Council's recreational facilities through a partnerships approach
 - Strategy 1.2.3: Develop a program to introduce new sport and recreational opportunities for informal/social use
- » Objective 1.3: To enhance mental health and wellbeing
 - Strategy 1.3.5: Enhancing access to open space.

The proposed development at Stribling Reserve looks to enhance the experience of existing users while also providing opportunities to increase participation and the range of activities available.

Open Space Strategy 2016-2025

The Open Space Strategy sets the direction for open space planning and provision. It also outlines the key principles for the design and development of Council-managed open space. These principles include:

- » quality planning (evidence-based provision of fit-for-purpose facilities)
- » partnerships (with key land managers and ensuring community participation in decision-making)
- » accessible and connected (well-linked precincts and access-for-all design principles)
- » attractive (facilities effectively maintained to a high quality)
- » adaptable (multi-use facilities and diversity of choices)
- » sustainable spaces (ensuring use within capacity)
- » protection and preservation (ensuring no net loss of open space and maintaining high standards)
- » adequately resourced (strategic allocation in line with Council's capacity to fund).

The master plan has been developed with each of these eight principles used as key guiding references and the actions outlined in Section 6 have been aligned with the principles accordingly.

The Open Space Strategy highlights that continued maintenance and upgrades to existing facilities should be the key open space direction for the Aireys Inlet - Lorne precinct (rather than the development of any new venues).

Community Buildings Study 2015

This Study was undertaken to highlight existing use and management of Council's community building portfolio in order to ascertain opportunities for additional (future) use.

The Study notes that there are six Council owned or managed community buildings within Lorne (kindergarten, community house (Fig Tree House), leisure centre, netball clubroom, senior citizens centre and visitor information centre). Of these facilities, the leisure centre had the third highest average monthly hours of use (183) whilst the netball clubroom attracted the lowest use at 40 hours average per month (not surprising given the limited nature of activities that this small building could support).

A large portion of the leisure centre use is attributable to College activities with the building being used at 83% capacity between 9am and 5pm on weekdays. Activities such as ballet and private social events would also add to this usage rate.

Community house (Fig Tree House) and the senior citizens centre are not used near to capacity. This has spawned suggestion that the activities these facilities host could be relocated to a second storey development at the leisure centre. While this facility development has been included in the master plan process at the direction of the PCG, the activities that the leisure centre may seek to host and any ongoing impacts that may have for other buildings within Lorne will be subject to a future structure plan ('township master plan').

Access Audit Report 2016

In 2016, Council oversaw the development of an access audit report¹ for the pavilion and indoor court. The following points summarise the high priority actions identified:

- » provide one designated accessible parking bay near to the pavilion entrance
- » provide level entry at principal pedestrian entrances
- » ensure principal entry doors have appropriate handles, are easy to open and provide a minimum 850mm opening
- » ensure internal accessways have suitable areas for passing and turning and provide luminance contrasts at doorways
- » ensure public kitchen entry doors provide a minimum 850mm opening
- » provide a unisex accessible toilet to Australian Standards
- » provide a unisex accessible change/shower facility
- » ensure appropriate emergency egress such as Building Code requirements, suitable door handles and signage (including tactile and braille elements).

While a number of these actions are more relevant considerations for detailed building design, the need to provide access-for-all (wherever possible) across the Reserve has been an important consideration throughout the project.

Additionally, Council's All Abilities Committee note that future facility improvements should ensure that the Reserve is an inclusive space community activities and for viewing sporting events.

Achieving Lorne's Aspirations

The Committee for Lorne developed Achieving Lorne's Aspirations as a community visioning document². It provides a range of strategies developed to ensure that Lorne's sense of place is maintained and enhanced. Key strategies considered in the development of the master plan include:

- » Aspirational Strategy I: Leading through cooperation and collaboration
 - Objective 1.3: Work with all stakeholders to improve the amenity and accessibility of public reserves, scenic attractions, caravan parks and other foreshore areas in Lorne to support longer visitor stays
- » Aspirational Strategy II: Creating a community for everyone
 - Objective 2.4: Work with resident and non-resident young people to identify and then generate an array of activities and opportunities that support and enrich a young person's lifestyle in Lorne
- » Aspirational Strategy IV: Accommodating Lorne's future
 - Objective 4.1: Support the current and ongoing research into how to accommodate 500 more permanent residents, most of which are to be of working age and under.

Community engagement has been a key pillar for this project to ensure that proposed changes provide opportunities that reflect demand.

¹ Architecture Access Pty Ltd

² This is not a Council endorsed document

Stribling Reserve Masterplan 2001

Key directions identified in the master plan include:

- » new perimeter fencing (this has been constructed)
- » improved drainage (addressed well on the oval but not necessarily achieved across the whole Reserve)
- » improved traffic and pedestrian movement (largely unactioned)
- » additional seating areas (largely unactioned)
- » retain existing vegetation (appropriately actioned)
- » enhance the front entry of the community centre (somewhat addressed).

Reviewing whether the unactioned directions remain a priority has been an important consideration in the master plan process.

Lorne-Aireys Inlet P12 College (Lorne campus) Master Plan 2016

The master plan seeks to outline priority projects that can lift the general beautification, aesthetics and functionality of the campus. Interestingly, none of the proposed works impact on the nexus between the campus and the oval or indoor sports facility/pavilion.

Literature review - implications

In terms of impacts for the future development of Stribling Reserve, this review suggests:

- » commitment from Council to ensure quality facility upgrades that meet community need and provide opportunities for health and wellbeing improvement
- » appropriate engagement can enhance the quality of the master plan and the ultimate acceptance and buy-in from the community
- » a number of the directions presented in the 2001 masterplan are no longer a priority (and hence the importance of developing a new version to guide decision-making).

Demographic considerations

In order to understand the make-up for the Reserve 'catchment', a snapshot of existing and future population and demographic characteristics has been undertaken. With Stribling Reserve one of the key community open spaces within Lorne, population characteristics for this planning area have been the focus. It is acknowledged that a number of participants will come from outside this catchment. However, in general, core participation is expected to come from within the Lorne area.

Analysis of these characteristics¹ reveals:

- » an estimated population of 1,074 for 2015 with population decreases of approximately 10% between 2011 and 2015. However, it should be recognised that more than 70% of residences are currently unoccupied on a 'permanent' basis, resulting in notable population fluctuations at weekends and during holidays (from non-permanent residents and visitors)
- » future population forecasts have not been undertaken to the level of Lorne township alone (given the small population base). Rather, a conglomerate analysis has been established that also includes Aireys Inlet, Big Hill, Eastern View, Fairhaven and Moggs Creek. The analysis shows a predicted population increase of approximately 500 residents for this entire planning area 'conglomerate' between 2015 and 2035
- » significant aging is predicted for the planning area with the proportion of older residents (60 years and above) forecast to increase from 32% to 38% between 2015 and 2035. Of the seven planning areas within the Surf Coast Shire Council, this planning area is projected to be the second oldest (behind Anglesea with 40% of residents 60 years and above)
- » 46 additional school-aged children are forecast for the planning area between 2015 and 2035
- » higher proportion of households without a motor vehicle (7% compared with the Shire at 3%)
- » relatively low proportion of households with internet connection (62% compared with the Shire at 79%).

It is also important to note that during peak summer holiday periods, the population of Lorne can swell to as many as 10,000 (anecdotally). Further, as noted in the literature review, the Committee for Lorne has an aspiration to ensuring housing options are available to accommodate 500 additional permanent residents (most of who will be working age or under). As such, the Committee has undertaken significant work to identify opportunities to enhance existing housing stocks. Additionally, the Committee strives to increase the amount of time spent in Lorne by non-permanent residents.

¹ *id, the population experts (2016)*

Demographic considerations - implications

In terms of impacts for the future development of Stribling Reserve, these demographic considerations suggest:

- » a range of recreation opportunities that are attractive across all ages should continue to be made available at the Reserve
- » the Reserve is likely to continue to be both a key thoroughfare and a preferred venue for pedestrians (particularly walkers)
- » email and internet-based communication should not be solely relied upon to promote facilities, activities and services available at the Reserve.

Trends considerations

Formal sport trends

Field and court quality

Facility providers face an increasing trend to develop and re-develop sporting fields and courts to a higher level in order to increase carrying capacity (and also to meet the facility expectations of a number of national sporting bodies). Upgrades, such as lighting and field irrigation, allow training and competition times to be extended and increases the ability of turf playing fields to cope with the resulting wear and tear. Further, to achieve ongoing field quality, fields need 'rest periods' (of up to four weeks) where necessary maintenance can be undertaken.

However, the replacement of turf fields with synthetic fields can significantly increase carrying capacity by limiting maintenance-required field down time. A number of councils and facility providers are moving toward the provision of synthetic fields (particularly for football (soccer) where a number of internationally certified surfaces are available).

The potential development of a synthetic multi-use sports field has been considered at Stribling Reserve as part of the master plan process, however, retaining the open and natural 'village green feel' is the preferred direction.

Field and court sharing

With many sports extending the lengths of pre-season and season fixtures, sharing of field and court space is becoming difficult. While providers strive to maximise the use of community resources (and State Governments espouse field and court sharing), the reality is that shared use of ancillary facilities (e.g. pavilions, carparks) rather than playing areas may be more appropriate.

Sharing of playing areas is rarely an issue at Stribling Reserve. There are currently no regular summer sporting season tenants for either the playing field nor outdoor court and the indoor court space receives limited use (outside of school hours).

Volunteer sport organisations

The rate of volunteering in sport and recreation clubs has been declining for many years. Often, the responsibility for running clubs falls to one or two key personnel. To address this issue, there is a move toward amalgamations, with multi-sport clubs becoming more common. In other cases, organisations may become aligned to larger licensed clubs that take over some or all of the volunteers' roles as well as asset management responsibilities.

Some 'professionalisation' of clubs is also likely to take place with committee positions attracting a basic remuneration.

Passive recreation trends

Park (reserve) design

The design of a park is critical in ensuring that it is successfully utilised by the community. Public parks should include:

- » attractive and safe open areas with good lighting, seating, shade, shelters and areas for play
- » well-lit, level and shaded walk/cycleways that provide links to open space, community and commercial areas
- » well-designed internal roads, including safe pedestrian crossings
- » infrastructure that supports participation by people with a range of disabilities, including the provision of ramps, accessible amenities and safe crossings.

Creating the 'right' park setting is essential to the community's use of it for active and passive recreation.

With a quality series of foreshore parks available along the beach in Lorne, the play, picnic and passive recreation needs of residents and visitors are largely accommodated. As a result, Stribling Reserve will continue to primarily function as a sports facility that also offers indoor and outdoor areas for formal and informal physical activity.

Trends - implications

So what do the trends mean for the master planning of Stribling Reserve. As the master plan has been developed, we have:

- » ensured the provision of suitable facilities to retain the existing range of sporting users
- » ensured opportunities for shared-use of key ancillary facilities
- » ensured comfortable viewing areas for spectators
- » catered for all age groups and considered the needs of the aged and less physically mobile.

Existing situation

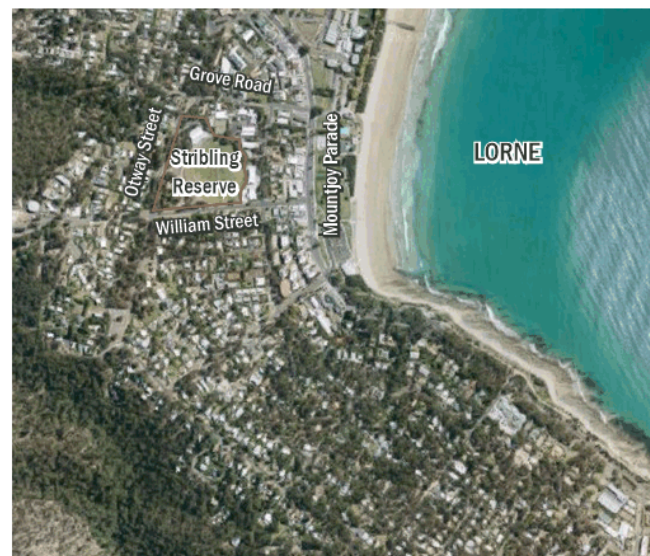


Site description Site elements

Stribling Reserve is centrally located within Lorne. The 2.96ha facility is Crown Land with Council holding the role of Committee of Management. Council has established a Section 86 Committee to assist with management.

In the early 1950's, discussions were held regarding the need for Lorne to have an oval (and to relocate outdoor sport from the foreshore 'Flat'). The sloping Library Paddock (the current site) was selected and using a cut and fill approach, the site was completed in 1955. The first home match was conducted in June of that year.

Today, key features include a lit oval, lit netball court, indoor sports court and pavilion and Men's Shed. The facility hosts regular AFL, netball, school sport and additional school use. Further, it hosts activities such as social sport and physical activity programs, community events and commercial activities.



Buildings and improvements

As a key sport and recreation venue, Stribling Reserve has a range of facilities:

- » indoor sport facility/pavilion (incorporating single court, change rooms, kitchen and bar, social area, offices, storage, amenities and extended awning)
- » lit oval (with synthetic cricket wicket and covered interchange bench)
- » terraced seating
- » 2-net cricket practice facility with synthetic wickets
- » long/triple jump pit
- » lit netball court (with covered player and officials' seating)
- » netball office building and storage facility
- » public amenities
- » ticket booth
- » spectator shelter
- » scattered bench seating
- » Men's Shed
- » sealed parking near the indoor sport facility/pavilion and along the entry road off William Street (semi sealed)
- » unsealed car parking near the Men's Shed
- » perimeter fencing.

Sports lighting

The oval is lit for training purposes by five light poles, each with two light fittings. Additionally, a temporary lighting tower is on-site to replace a pole that was removed from the eastern side (given failing footings and concern it may fall on adjoining properties). A new lighting design for the oval was completed in 2016.

The netball court is lit to competition standards with four lights on two poles.

Parking

Sealed parking is provided at the rear of the pavilion and along the entry road off William Street.

An unsealed car park is located in the south-west corner of the Reserve (near the Men's Shed).

On-street parking is available on adjoining streets. However, parking is not available on the northern side of William Street between December 1 and March 31 (peak holiday period) resulting in a loss of approximately 30 spaces.

Access, linkages and connectivity

Entry and access

The Reserve has complete perimeter fencing that limits inappropriate access by vehicles and allows for gate entry fees to be charged for matches. Additionally, timber rail fencing is located along the edge of the car park via the entry road off William Street.

Linkages and connectivity

While the Reserve is fully fenced, pedestrian access gates are available. As a result, pedestrians regularly walk through the Reserve when moving between the residential area to the west of the Reserve and the commercial and beach areas to the east.

The facilities at the Reserve are also used several times each day by the adjoining College. Two sealed access points are provided between the College and the Reserve at the northern end of the oval.

Shade

Mature trees provide shaded areas across many areas within the Reserve. Natural shade is available across the western side, in the north-east corner and at the entrance off William Street.

A small amount of built spectator shade is provided by the awning on the southern side of the pavilion, along the western side of the netball court and in the shelter near the entry gate on William Street.

Signage

The Reserve is clearly visible from William Street (yet somewhat 'hidden' from Otway Street given the heavily treed perimeter).

Park naming signage is located at the William Street and Otway Street entries and the pedestrian gate on Otway Street. The Otway Street entrance sign is in poor condition.

Directional signage is located on Mountjoy Parade on the corners of Grove Road and William Street.

Planning considerations

Stribling Reserve is zoned Public Park and Recreation Zone (PPRZ) under the Surf Coast Planning Scheme.

The objectives of this zone are to:

- » implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies
- » recognise areas for public recreation and open space
- » protect and conserve areas of significance where appropriate
- » provide for commercial uses where appropriate.

Prohibited uses (development) within the PPRZ include brothel, cinema facility, corrective institution, display home, funeral parlour, industry, saleyard, transport terminal (other than heliport), veterinary centre and warehouse (other than store).

Legislative considerations

In 2015, the Victorian Government introduced rate capping. In effect, this limits the funding available to Council for service delivery and has a direct impact on areas such as community facility development.

It is also important to note that the Local Government Act 1987 is currently under review, whilst the Crown Land (Reserves) Act 1978 is also expected to be reviewed in the near future. The outcome of these reviews will need to be considered in light of the community management arrangements at the Reserve.

Facility snapshot



Existing facilities

- | | | |
|---------------------------------|--|--|
| 1. Otway Street entry | 8. Netball administration and Lions' storage building | 13. Unsealed car park |
| 2. Sealed car park | 9. Lit netball court with player and official covered seating | 14. Men's Shed |
| 3. Indoor sports facility | 10. Otway Street pedestrian entry | 15. Ticket booth |
| 4. Pavilion and awning | 11. Lit oval with synthetic cricket wicket and interchange bench | 16. William Street entry |
| 5. College access points | 12. (Semi) sealed car park | 17. Spectator shelter |
| 6. Terraces (timber and gravel) | | 18. Long/triple jump pit |
| 7. Amenities | | 19. 2 cricket practice nets with synthetic wickets |

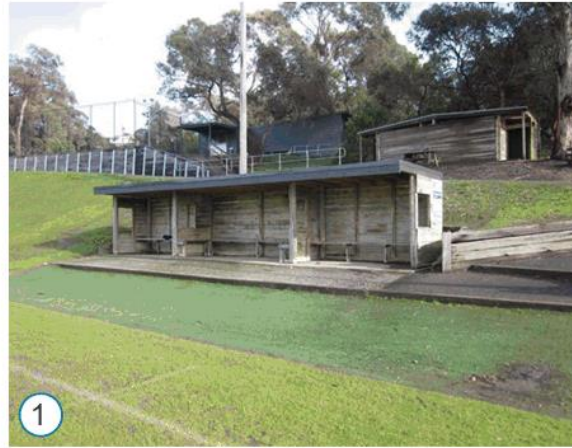
Sport playing facilities

- » Lit AFL oval with synthetic cricket wicket (1)
- » Lit netball court (2)
- » Two-net cricket practice facility (3)
- » Long/triple jump pit (4)
- » Single court indoor facility (5)



Ancillary facilities

- » Covered interchange bench (1)
- » Pavilion (2)
- » Sealed and unsealed car parking (3)
- » Netball administration area (4)
- » Terrace seating
- » Netball players' and officials' shelter



Additional facilities

- » Men's Shed (1)
- » Spectators' shelter (2)
- » Amenities building (3)
- » Ticket booth (4)
- » Lions' storage facility



Demand analysis

Demand for development at Stribling Reserve has been established through consultation with Council, management groups, existing user groups, potential user groups and other key stakeholders; combined with an analysis of existing and potential opportunities. Importantly, the information presented in this Section is the preferred direction (and/or perception) of the individuals or groups engaged. This information has then been analysed and interpreted in Section 5 - Design considerations.

Consultation summary

Council

Potential opportunities and issues for consideration were discussed with a number of Council officers through individual and small group interviews:

Issues

- » pavilion is one of the few key Council sporting facilities not to undergo recent upgrade (change rooms are dated and unattractive)
- » indoor sports facility does not meet necessary standards for run-offs (approximately 1-2m shortfall around all four sides)
- » car parking is an issue during winter season home matches
- » drainage is a problem throughout much of the site
- » providing suitable access for people with a disability is difficult given the sloping site
- » mature trees on the northern side of the oval impact the quality of the turf cover in this area and may require arborist assessment to determine potential impact on adjoining properties
- » difficult to host large outdoor events at the Reserve given winter sport requirements and need for emergency access (helicopter landing site). However, it is important that the Reserve remains available as a staging site for events and community requirements (e.g. operations hub during natural disasters)

Opportunities

- » ensure the master plan reflects whole of community direction and demand
- » consider the possible development of a children's play node within the Reserve
- » ensure the project outlines a number of shovel-ready projects in order to access State and Federal Government funding
- » if a second storey was developed on the pavilion it may be attractive for community and commercial functions (depending on future community direction).

Management groups

Project Control Group

- » the Project Control Group (PCG) includes a representative from the Committee for Lorne (who chairs the group), Section 86 Committee, College, DELWP, a number of Council officers and technical representatives
- » as part of the community engagement activities and the opportunities analysis, the PCG has provided approximately \$12,000 of in-kind project support
- » imperative that the master plan recognises the aspirations of the Committee for Lorne
- » local residents are committed to seeing upgrades and growth in social infrastructure
- » ensure future changes include upgrades to change rooms and amenities and provision of additional storage.

Stribling Reserve Committee of Management (Section 86)

Creating a vision

- » the Reserve has the potential to be a key component of the wider vision of growth for Lorne
- » the provision of a multi-purpose space within a second storey can provide a quality community venue and create improved links with the Lorne community
- » sport is the 'heartbeat' of the community in Lorne and Stribling Reserve can be the community hub
- » potential opportunities exist to include both youth and senior citizens' activities within an expanded facility at the Reserve

Facility considerations

- » overall, the pavilion (built in 1985) is 'tired' and requires updating
- » the indoor sports facility (built in 1988) no longer meets sports code requirements for run-offs. Additionally, there are issues with ventilation and condensation during periods of wet weather
- » identified facility upgrades include:
 - construction of storage pods at the rear of the indoor sports facility (will be completed in early 2017)
 - construction of additional storage areas
 - provision of suitable home and away change rooms and amenities
 - provision of suitable amenities for officials
 - provision of accessible amenities
 - provision of change rooms and amenities to service netball
 - provision of oval lighting (to 200 lux)
 - enhanced access for people with a disability across the Reserve
 - opportunities to expand the pavilion (and/or develop a second storey)

Additional considerations

- » opportunity to develop additional parking by redesigning the road and road reserve layout at the nexus between Smith Street, Grove Road and Otway Street.

Existing user groups

Lorne Football Netball Club (Football)

Membership considerations

- » the sport has enjoyed recent membership growth fielding 4 teams (approximately 100 players) in the 2016 season
- » this participation represents an increase of 2 teams across the last 6 years

Facility usage

- » throughout the winter sporting season, the Reserve hosts 9 rounds of home fixtures with matches played throughout most of the day on a Saturday
- » training is conducted at the Reserve two afternoons/evenings each week between January and September
- » a feature round is conducted at the Reserve as a season opener on Easter Saturday each year. This round is standalone with no other fixtures played across the League and draws a large crowd of between 3,000-4,000.

Development considerations

- » the playing field has been upgraded and is now a quality surface that needs to be maintained
- » the pavilion awning and barbecue area function well on game days
- » change rooms are too small for both home and away teams
- » an upgrade to the field lighting is required to allow for training and matches
- » car parking is a problem on game day (particularly in the area to the north-west of the pavilion/indoor sports facility)
- » spectator terraces need to be upgraded (consider seating options on the 'hill')
- » the provision of a small gym would be advantageous
- » limited toilets are available for spectators on game days
- » the bar area needs to be upgraded and to work 'with' the kitchen area.



Large crowds enjoy the 2016 Easter Saturday home matches

Lorne Football Netball Club (Netball)

Membership considerations

- » in 2016 the Club fielded 3 junior teams and 3 senior teams (total of approximately 60 players)
- » the Club has achieved significant growth having only fielded one senior team in 2010

Facility usage

- » home matches are played on the same day as home AFL rounds (e.g. 9 rounds of home fixtures played throughout the day on a Saturday)
- » training is conducted at the Reserve three afternoons/evenings each week between February and September
- » match day warm-ups for the home team are conducted within the indoor sports facility while away teams warm-up on the College outdoor courts

Development considerations

- » the recent court and shelter upgrades provide quality playing experiences
- » having no netball change rooms nor amenities is poor. The development of a small building that included home and away change and amenities facilities, storage, meeting room and administration area would be ideal. (This would not only assist the Club with training and matches, it would also allow the Reserve to be promoted for pre-season camps for visiting teams)
- » the provision of a small gym would be beneficial especially for rehabilitation
- » given that netball and AFL play home games simultaneously, car parking provision is inadequate.



Lorne P12 College

Background

In 1987, a rental use agreement was established allowing the College access to the Reserve and indoor sports facility within school hours throughout the school year. Thirty years on, this agreement remains in place (and is due for review and update) and the College continues to be one of the key users of the facility.

It is important to note that during College activities undertaken at the Reserve, unsupervised public use (and interaction with the students) is not permissible.

Facility usage

The College uses the Reserve and indoor sports facility for a range of activities:

- » physical education classes (approximately 16 hours/week)
- » drama, music classes, other activities in the multi-purpose space (approximately 6 hours/week)
- » recess play (twice each day)
- » recess formal sport training (infrequent)
- » formal school sport (infrequent)

Development considerations¹

The College has proposed a number of higher priority facility upgrades:

- » repair the ventilation in the indoor sports facility
- » ensuring suitable change facilities and amenities for females
- » providing additional storage areas (as indicated in the 'pod-style' proposal)

Additional facility upgrades that would improve the facility may include:

- » expand the pavilion to provide a new function area, new kitchen and bar, office and club heritage spaces and quality viewing opportunities
- » remove the existing bar area (to limit hazards within the indoor sports facility)
- » convert the existing function room into a utility space with projector and speakers (education area, gym area etc)
- » ensure a suitable area for umpire change rooms
- » provide speakers within the indoor sports facility
- » restore and relocate the scorer's box within the indoor sports facility
- » provide retractable seating within the indoor sports facility
- » remove/relocate additional hazards within the indoor sports facility
- » upgrade the terrace seating overlooking the oval
- » ensure continued access to AFL goals when goal squares are under repair (e.g. transportable goals).

¹ 46 additional school aged children are projected for the Lorne - Aireys Inlet planning area between 2015 and 2035 (id, 2016) suggesting small growth in the College may be achieved

Existing user groups (cont.)

Social basketball

- » basketball had not been played in Lorne for more than 15 years before a social women's competition was established in 2015
- » social matches are played one evening each week during school terms 1 and 4
- » numbers are growing with approximately 80 participants involved in matches across the two years
- » organisers are looking to expand to include a men's competition in 2017

Social football (soccer)

- » for the last 3 years, a 6-8 week junior football (soccer) coaching program has been conducted at the Reserve
- » the program attracts up to 20 participants and is generally conducted in the indoor sports facility given that it is often too cold and/or too wet to be undertaken outdoors
- » transportable goals, balls, bibs and markers are stored at the Reserve
- » casual adult games are also conducted indoors on occasion
- » while it would be ideal to have access to a full-size field and formal club to provide a clear pathway for keen juniors, the local population base does not support this direction

Fitness classes

- » group fitness classes are conducted in the indoor sports facility one morning each week during the warmer months
- » the 30-minute classes attract a small but regular group
- » existing facilities are appropriate for the group

Visiting AFL Clubs - pre-season activities

- » a number of clubs that have previously used the Reserve for pre-season activities were contacted to discuss their experiences. Key suggestions include:
 - the facility is highly attractive given the existing facilities and the location (a beach-side setting near to Melbourne)
 - the kitchen and sleeping quarters (in the indoor sports facility) function well
 - the change rooms and field lighting require upgrades
 - enhanced pedestrian connections from the pavilion end of the Reserve to the beach are required
 - the provision of data projectors and screens for presentations would be appreciated

Falls Festival

- » the Reserve plays two key functions during the Falls Festival:
 - the Reserve is the base for the two teams of security staff (up to 100 in total) that work during the festival. The Reserve is used for accommodation, provision of all meals and an administration hub where security staff can check in and out each day
 - the building adjoining the netball court is used as the in-town accreditation point for patrons
- » the facility functions very well for these two uses

Colac and District Football Netball League (AFL)

- » field upgrades have resulted in a quality playing surface
- » change rooms for the away team are too small and parking on match days is problematic

Colac and District Football Netball League (Netball)

- » the recent court upgrade and construction of players' and officials' shelter have markedly improved the facility
- » issues at the Reserve include:
 - lack of change facilities and amenities to service netball
 - limited parking
 - leaf litter on courts
 - limited ability to facilitate growth with only one court

Local community (neighbours)

- » the green and natural feel is enjoyed
- » ability to spectate at local sporting events is highly valued
- » preference to retain the Reserve as a village green-style venue

Potential user groups

Lorne ballet

- » regular ballet classes have previously been conducted at the Reserve on a weekly basis. However, it becomes too cold within the indoor facility and classes have been transferred to a local church hall
- » if a carpeted and heated multi-function space was available, ballet classes may return to the Reserve. Access to a kitchen area and amenities would also be required

Lorne cricket

- » the Club has previously fielded up to two teams (one junior and one senior)
- » enthusiasm and player numbers declined to a point where fielding one full team was not possible
- » being a summer season sport makes it difficult to compete with surf activities. Additionally, many parents work longer hours during this peak tourism time making travel for cricket purposes difficult
- » a number of new families to the area would be required to re-establish a local team
- » the Birregurra Cricket Club are using the field this season while their field is under repair

Lorne yoga

- » yoga classes are currently conducted in a number of venues in Lorne. A carpeted function area at the Reserve may prove popular as a more permanent facility for classes



Additional stakeholders

Lorne Men's Shed

- » (at the time of developing this report the Men's Shed was finalising preparations in order to commence formal activities at the Reserve)
- » it is expected that the facility will operate up to 3 times each week (on weekdays)
- » no activities will be undertaken during winter sporting season home fixtures
- » formalising the car parking and pedestrian movement in the south-west corner of the reserve would be beneficial

Lorne Emergency Services

- » Stribling Reserve is Lorne's Designated Assembly Area and staging post for emergency situations
- » the oval must remain clear of obstructions to allow for emergency helicopter landings
- » ambulances reverse down the internal access road that runs in front of the netball court and down to the pavilion. Importantly, this vehicle access needs to remain regardless of proposed facility upgrades

Lorne Police

- » as Lorne's Designated Assembly Area for emergency situations, the oval needs to be available for helicopter landings
- » neither vandalism nor inappropriate behaviour are an issue within the Reserve

Lorne Community Hospital

- » helicopters use the Reserve as the landing point when rapid patient transfer is required

Lions Club of Lorne

- » the Lions Club has stored their snow cone van, barbecue trailer, Art Show display boards and other items in the storage shed near the netball court for many years
- » it is recognised that the storage facility is in a location that could be used to house an alternate facility associated with the existing uses at the Reserve. However, to facilitate this, a suitable storage facility would be required elsewhere within the Reserve or the adjoining Department of Education and Training land

Lorne Fig Tree Community House

- » occasional care is expanding to four days/week to accommodate demand
- » there is a short waiting list for children under three years of age (given the cap on the number of children the centre can care for in each age group). However, it is not considered financially viable to establish a new (nor satellite) facility at the Reserve - particularly given the need for permanent infrastructure that would become an issue for other potential users

Sport and Recreation Victoria

- » the Barwon South West office has discussed the need for a master plan with Council over recent years
- » staff recognise that Council may be seeking funding support for oval lighting upgrades in the short-term.

Community visioning workshop

A half-day workshop was conducted to establish community priorities and directions for the Reserve. Following a range of advertising (including direct invite via letters, posters and social media), twenty-one participants attended representing a wide cross-section of the community.

Participants were first asked to describe 'what they love about Stribling Reserve'. Common perceptions included:

- » attractive, open green space (trees, landscape, beauty, views)
- » central community and activity hub
- » wide range of existing uses.

A number of group activities were then conducted leading into the ultimate exercise of identifying potential directions for the Reserve. Given the range of backgrounds that participants were coming from, it was not surprising that a range of possibilities were suggested. The summary below highlights the different positions proposed for the Reserve for each of the four groups.

Group	Reserve Purpose	Reserve Vision	Priority infrastructure	Priority social infrastructure
A	Community recreation and education activities	- expanded capacity for wider range of user groups - maintain aesthetics	- stadium mezzanine - additional storage - additional car parking	- maintain current users - target new user groups - community sharing
B	Community hub - leisure, sports and education	- increase community activity - increase amenity for current users - enhance links to external education providers	- change room and amenity upgrades - repair stadium ventilation issues - enhance oval lighting - increase parking - maintain oval surface - enhance internet capacity	- links with external agencies (U3A, Deakin University etc) - maintain existing relationships (college, emergency services etc)
C	Village hub responding to community needs	- continued partnerships with college and sporting users - retain natural beauty and views	- ensure access for all - improve existing facilities - increase parking (multi-level)	- consolidate community groups - ensure opportunities for all - not just football and netball
D	Community hub - sports, recreation, multi-purpose	- flexible facility to meet community demand - maintained flat, green open space	- change room upgrades - using allocated funding wisely	- attitude to community change - rationalising and centralising community groups

Visioning summary

There is a clear directive that Stribling Reserve should continue as a key community hub offering sport, recreation and education-related opportunities to a wider range of user groups. It is recognised that facility upgrades (such as change rooms and amenities) and additional car parking are required. However, proposed future development needs to be balanced against a desire for continued natural aesthetics and views.



Catchment considerations

Sport

As identified in the 2016-2025 Open Space Strategy, the Lorne - Aireys Inlet planning precinct is currently slightly under-supplied for sporting land now and into the future. The Strategy proposes that with Lorne residents having access to Stribling Reserve, this deficit primarily reflects the lack of outdoor sporting land in Aireys Inlet.

The Strategy recommends that continued maintenance and facility upgrade (rather than additional land development) should be the focus for open space direction in the Lorne- Aireys Inlet precinct.

Parklands and gardens

The Open Space Strategy highlights an adequate supply of land for parklands and gardens with the majority of residents in the urban area having suitable access. Additionally, the importance of the attractive natural areas and beaches is also recognised. It is also acknowledged that community open space is provided by a number of different land managers within Lorne.



Participation considerations

The table below compares national, state and local trends in participation for existing and potential user groups. Australian Bureau of Statistics data (2001-2012) and National and State sporting body annual reports (where available) have been used for national and state trends while the results gained from interviews conducted during the master plan have been shown for local trends.

The arrows reflect increases or decreases in participation, while the curved lines represent stable participation rates.

Sport	Participation trend		
	National	State	Local
AFL	~ ¹	~ ²	↑
Netball	~	↑	↑
Basketball	↑	↑	↑
Football (soccer)	↑	↑	~
Cricket	↓	↓	↓

1 - decreases in senior participation yet significant increases in female participation at all levels

2 - slight increases in junior participation

Recent participation increases in formal AFL and netball are encouraging (particularly for AFL where these results have been achieved despite state and national trends). Social basketball has achieved growth (and may expand further with the introduction of a men's competition). Club cricket¹ is no longer conducted at the Reserve, with participation decreases reflecting both state and national participation trends.

¹ Whilst the Lorne Cricket Club has folded, the Birregurra Cricket Club is using the Reserve in the 2016/17 season while their field undergoes upgrades

Demand considerations - implications

When considering future development of Stribling Reserve, the demand analysis suggests:

- » AFL, netball and basketball are all popular activities
- » continued participation increases may only be achieved with an increase in the Lorne population (particularly in a younger cohort, 7-35 years of age)
- » the Reserve largely functions well (key upgrades are required for the change room and amenities, stadium ventilation and field lighting. Additional parking is also necessary for game days)
- » as the designated assembly area for emergency situations and the helicopter landing area, the Reserve must remain an open area

5 Design considerations

Opportunities and constraints

Key opportunities and constraints for Stribling Reserve are summarised below and provide much of the direction for the designs.

Issue	Opportunities/Constraints	Desired Outcomes/Design Drivers
Movement		
Entry	<ul style="list-style-type: none"> » The Reserve is clearly visible from William Street. However, is somewhat 'hidden' from Otway Street by the heavily treed perimeter » Simple Park naming signage is located at the William Street and Otway Street entries and the pedestrian gate on Otway Street » Directional signage is located on Mountjoy Parade on the corners of Grove Rd and William St 	<ul style="list-style-type: none"> » Develop a sense of arrival at key entry points (including installation of entry signage more befitting of a quality sport and recreation facility)
Parking	<ul style="list-style-type: none"> » Game day car parking is one of the major concerns for tenant user groups » Small sealed car parks are located at the rear of the pavilion/indoor sports facility and off the entrance on William Street » A large unsealed overflow car parking area is located in the south-west corner of the Reserve 	<ul style="list-style-type: none"> » Retain the car park in the south-west corner of the Reserve » Include sealed accessible car parking near the pavilion » Review game day parking regulations during holiday periods
Vehicle movement	<ul style="list-style-type: none"> » Given the small footprint of the Reserve, there is limited vehicle movement activity outside car parking. However, continued emergency vehicle access is required within the site between William Street and the pavilion 	<ul style="list-style-type: none"> » Reseal the internal road leading from the William Street entrance to the pavilion and undertake necessary edge treatment
Pedestrian network	<ul style="list-style-type: none"> » The Reserve is a recognised thoroughfare for pedestrians moving between the houses to the west and the CBD, foreshore and beach » The Reserve is a popular site for unstructured physical activity (walking the dog, jogging and kicking a 'footy') » Being built into the side of a slope, there are limited level sites or level links between key areas of the Reserve » The College is a key user of the facility and safe connections between the two sites are important 	<ul style="list-style-type: none"> » Retain pedestrian access points across the Reserve » Where practical, ensure key areas within the Reserve are accessible for all (including the development of an accessible pathway linking the car park, pavilion and oval as part of the terrace design works) » Continue to maintain the existing sealed pedestrian connections between the College and the Reserve » Establish a pedestrian link from the main Otway Street entry directly down to the oval precinct
Fencing	<ul style="list-style-type: none"> » The black plastic coated chain mesh fence forming the Reserve perimeter (and netball enclosure) is functional and attractive » Timber rail fencing used to delineate car parking is appropriate 	<ul style="list-style-type: none"> » Retain all existing fencing

Issue	Opportunities/Constraints	Desired Outcomes/Design Drivers
Open space		
Oval	<ul style="list-style-type: none"> » Council has recently overseen a complete surface upgrade that coped well with the training and competition loads of the 2016 season » Drainage remains a concern across the western and northern sides of the Oval » Field lighting is poor (and one pole has been replaced by a temporary lighting unit). Given the limited daylight hours during the winter season, appropriate training standard lights are required » The mature trees along the north-east oval boundary limit groundwater available to turf in that section of the oval. These trees are also located near to the College and kindergarten » The cricket wicket, practice nets and long/triple jump pits are currently only used by the College 	<ul style="list-style-type: none"> » Construct a simple spoon drain with concrete base around the western boundary of the oval to divert run-off from the playing surface » Provide suitable oval lighting (200 lux). This would meet the requirements for physical training (50 lux), match practice (100 lux) and competition (100 lux) » Undertake tree health and tree safety (for adjoining properties) audits of the mature trees along the north-east side of the oval » Despite no cricket nor athletic clubs being based at the Reserve, retain the existing facilities for use by the College and casual users
Netball court	<ul style="list-style-type: none"> » The netball facility was recently upgraded with a new surface (and adequate run-offs), lighting upgrade, shelter, fencing and landscaping » While the Colac League would prefer that all clubs had access to at least two courts, this is not considered feasible (nor necessary) for Lorne given the land constraints at Stribling Reserve, the limited participant numbers and availability of the indoor and College courts » The provision of a play node near to the court would provide an area for young children during training and matches 	<ul style="list-style-type: none"> » Continue to maintain the netball playing facilities » Develop a small play node for young children near the re-developed netball building
Spectator areas	<ul style="list-style-type: none"> » Spectator areas for netball are appropriate » Given the large crowds that are attracted to feature AFL matches, opportunity exists to enhance oval spectator experiences » The area around the existing amenities building is considered to be one of the better viewing points 	<ul style="list-style-type: none"> » Re-develop the spectator area immediately in front of the pavilion » Construct a small number of grass terraces and bench seats around the western bank
Landscaping	<ul style="list-style-type: none"> » The Reserve has an attractive natural feel given the mature trees and other vegetation (particularly in the north-west corner). Any future landscaping should reflect this natural amenity 	<ul style="list-style-type: none"> » Detailed planting designs to be established in relation to each project during the design phase

Issue	Opportunities/Constraints	Desired Outcomes/Design Drivers
Buildings and structures		
Pavilion and indoor sports facility	<ul style="list-style-type: none"> » Being located at the northern end of the Reserve and adjoining the College, the facility is well-positioned for participants, officials and spectators » The building has become dated and has areas that no longer meet requirements » Key focus for change within the pavilion includes - configuration and layout of change rooms, amenities and officials' area; additional storage » Key focus for change within the indoor sports facility includes - ventilation upgrades, additional storage and increasing the 'usable' activity space » Opportunity may exist to develop a second level on the pavilion to provide additional activity areas 	<ul style="list-style-type: none"> » Retain clear access between the pavilion/indoor sports facility and the College » Undertake necessary repairs within the building (e.g. upgrade the ventilation in the indoor sports facility) » (Where possible) ensure the facilities within the pavilion meet the necessary sporting code expectations (e.g. suitable run-off areas within the indoor sports facility, appropriate amenities and change rooms for participants and officials) » Relocate the officials' change facilities to the new building at the netball precinct and redevelop the home and away change rooms within the pavilion to provide more modern facilities » Investigate the feasibility of developing a second level on the pavilion building
Netball/Lions Club building	<ul style="list-style-type: none"> » The building has long been a storage area for the Lions Club » Netball use one section of the building for administration » There are no amenities or change areas directly servicing the netball facility 	<ul style="list-style-type: none"> » Assist the Lions Club to relocate to a suitable storage facility (away from the Reserve footprint) » Develop a new building that provides amenities, change rooms and administration facilities for netball; change rooms for all officials and additional spectator amenities » Establish a service vehicle entry to the building
Amenities building	<ul style="list-style-type: none"> » The timber amenities building located between the pavilion and netball facility is an important facility given that it is in one of the prime viewing areas for the Reserve 	<ul style="list-style-type: none"> » Retain (and continue to maintain) the amenities building
Netball shelter	<ul style="list-style-type: none"> » This recently developed facility provides quality viewing opportunities and is in keeping with other structures across the Reserve 	<ul style="list-style-type: none"> » Continue to maintain the netball shelter
AFL interchange bench	<ul style="list-style-type: none"> » Whilst there is only one interchange bench (and AFL preferred guidelines include two interchange benches), it is well located and is more than twice the length preferred by AFL (and is divided into separate sections) » The timber building is also in keeping with other structures across the Reserve 	<ul style="list-style-type: none"> » Continue to maintain the AFL interchange bench

Issue	Opportunities/Constraints	Desired Outcomes/Design Drivers
Media, timekeeper and scorekeeper area	<ul style="list-style-type: none"> » The provision of suitable areas for media operations, timekeepers and scorekeepers helps to ensure a quality AFL facility 	<ul style="list-style-type: none"> » With planned building development near the netball precinct and at the main pavilion, ensure suitable areas for media operations, timekeepers and scorekeepers are considered
Scoreboard	<ul style="list-style-type: none"> » It is becoming increasingly popular for AFL ovals to be serviced by modern scoreboards 	<ul style="list-style-type: none"> » Replace the existing 'manual' scoreboard with a modern digital alternative
Ticket booth	<ul style="list-style-type: none"> » The ticket booth has recently been relocated and is now well-positioned on the eastern side of the William Street entry » (Whilst being a simple structure) the building reflects the style of other buildings at the Reserve 	<ul style="list-style-type: none"> » Continue to maintain the ticket booth
Spectator shelter	<ul style="list-style-type: none"> » The spectator shelter is located near to the William Street entrance. It is in good condition and has been designed in keeping with the netball shelter 	<ul style="list-style-type: none"> » Continue to maintain the spectator shelter
Men's Shed	<ul style="list-style-type: none"> » The Men's Shed was recently opened and provides an additional activity area within the Reserve 	<ul style="list-style-type: none"> » Continue to maintain the Men's Shed » Consider opportunities for multi-use activities
Storage	<ul style="list-style-type: none"> » Lack of storage for user groups is an issue across the Reserve (and for the College) » Storage pods being developed early in 2017 on the northern side of the indoor sports facility will provide a limited amount of additional storage (largely for those groups using the indoor sports facility) 	<ul style="list-style-type: none"> » With proposed pavilion development, include additional storage both within the footprint of the building and outside the north-west side of the building (where direct access to the playing surface can be achieved for maintenance equipment) » Include additional storage (albeit limited) within the proposed netball building re-development

6 Master plan

Maintaining a current master plan is a requirement for community assets on Crown Land. The master plan has been developed by considering all engagement outcomes, appropriate strategic contexts and previous research. Overall, it provides an opportunity to continue to build upon existing achievements in order to ensure that the facility can function as a key facility for Lorne that meets the needs of the sporting community, the College users and also the active recreation needs of Reserve visitors.

The master plan integrates a number of the existing site features with a limited range of new elements and facilities. The upgrade of existing facilities for sports participants, officials and spectators will further enhance the Reserve's enviable reputation.

While the master plan includes a limited range of new developments (and reflects community demand), the Project Control Group (PCG) has also highlighted a desire for a more ambitious approach. As a result, the master plan includes development of a second storey on the pavilion as a more medium- to long-term vision depending on how this may interact with other community buildings within Lorne and funding availability. The PCG views that this space may be attractive for additional education purposes, for youth activities, for potential mobile (remote) office space and for football-netball club operations.

Vision

The vision for Stribling Reserve is:

to further establish a community hub - where quality facilities will ensure that the Reserve can provide for a range of sports codes, can be popular for its active recreation opportunities and can host education and community activities.



Facility design

The Master Plan shows the overall layout of the proposed design. The table below depicts proposed developments and rationale. Additionally, each action has been developed given due consideration for the eight guiding principles from Council's Open Space Strategy.

Guiding principles

- | | | | |
|----------------------|------------------|---------------------------------|--------------------------|
| 1 - Quality planning | 2 - Partnerships | 3 - Accessible and connected | 4 - Attractive |
| 5 - Adaptable | 6 - Sustainable | 7 - Protection and preservation | 8 - Adequately resourced |

Element	Action no.	Master Plan ref.	Description (action)	Rationale
Sporting opportunities				
Oval	1	11	» Construct a simple spoon drain around the western boundary of the oval	» To ensure a quality facility for field sports (e.g. AFL, cricket and football) and College activities » To provide a quality experience for spectators
	2	11	» Provide suitable oval lighting (200 lux) that allows for training and matches	
	3	11	» Construct a digital scoreboard	
	4	11	» Continue to maintain the AFL interchange bench	
	5	22	» Re-develop the spectator area in front of the pavilion	
	6	10	» Construct a small number of grass terraces and bench seats around the western bank	
	7	14, 21	» With planned building development near the netball precinct and at the main pavilion, ensure suitable areas for media operations, timekeepers and scorekeepers are considered	
Netball facility	8	13	» Continue to maintain the existing netball playing facilities	» To ensure a quality home for netball
	9	14	» Assist the Lions Club to relocate to a suitable storage facility (away from the Reserve footprint)	
	10	14	» Develop a new building that provides amenities, change rooms and administration facilities for netball; change rooms for all officials and additional spectator amenities	
	11	15	» Develop a small play node for young children near the re-developed netball building	
	12	13	» Continue to maintain the netball shelter	
Indoor sport	13	20	» Repair the stadium ventilation issues	» To ensure a quality indoor sports facility is available for the community and College
	14	20	» Enhance run-offs (remove the existing store room, move the scoring box back against the wall, remove unnecessary hooks and nails protruding from the walls, remove the existing bar area)	



Element	Action no.	Master Plan ref.	Description (action)	Rationale
Recreation opportunities				
Pedestrian movement	15	n/a	» Retain pedestrian access points across the Reserve	» To ensure a safe pedestrian network is available » To provide appropriate links across the facility and between key nodes » To reflect the importance of the College as a key user of the Reserve
	16	n/a	» Where practical, ensure key areas within the Reserve (e.g. pavilion, oval, netball facility and Men's Shed) are accessible for all	
	17	23	» Continue to maintain the existing sealed pedestrian connections between the College and the Reserve	
	18	19	» Establish a pedestrian link from the main Otway Street entry down to the oval level	
Netball play node	11 repeat	15	» Develop a small play node for young children near the re-developed netball building	» To ensure simple children's play opportunities are available
Common areas				
Pavilion	19	21	» Re-develop the pavilion with appropriate amenities and change rooms for participants and patrons (officials' facilities to be relocated to the new building at the netball precinct)	» To ensure AFL-related facility preferences (e.g. amenities and change room requirements) are achieved » To provide an additional multi-purpose area for education and community activities and football-netball club operations
	20	21	» Investigate the feasibility of expanding the pavilion footprint (and/or developing a second storey)	
Vehicle movement	21	12	» Reseal the internal road leading from the William Street entrance to the pavilion and undertake necessary edge treatment	» To ensure continued access to the pavilion for emergency services vehicles
Fencing	22	n/a	» Retain all existing fencing	» To prevent inappropriate access » To allow for gate fees

Element	Action no.	Master Plan ref.	Description (action)	Rationale
Entries	23	1, 5, 18	» Develop a sense of arrival at key entry points	» To ensure the quality of entries reflect the Reserve's status as a key community asset
	24	16	» Formalise the Otway Street entrance leading into the proposed netball building	
	25	6	» Continue to maintain the ticket booth	
Car parking	26	n/a	» Review holiday period parking regulations on game days	» To provide adequate car parking (particularly to limit congestion during peak times for formal sporting user groups)
	27	3	» Retain the car park in the south-west corner of the Reserve	
	28	16	» Establish a service vehicle entry to the new building at the netball precinct	
Amenities	29	17	» Retain (and continue to maintain) the amenities building	» To provide suitable facilities for Reserve patrons
Storage	30	21	» With proposed pavilion development, include additional storage both within the footprint of the building and outside the north-west side of the building (where direct access to the playing surface can be achieved for maintenance equipment)	» To provide suitable storage alternatives
	31	14	» Include additional storage (albeit limited) within the new netball building	
Reserve furniture	32	7	» Continue to maintain the spectator shelter	» To provide seating options for Reserve users
Vegetation	33	n/a	» Undertake tree health and tree safety (for adjoining properties) audits of the mature trees along the north-east side of the oval	» To provide further shade and habitat
	34	n/a	» Detailed planting designs to be established in relation to each project during the design phase	
	35	n/a	» Continue to maintain the existing vegetation (that is a key feature of the Reserve)	

Stribling Reserve - Master plan layout

1. Retained pedestrian entry
2. Men's Shed
3. Retained car park and additional landscaping
4. Retained sealed car park
5. Upgraded feature entry
6. Retained ticket booth
7. Retained spectator shelter
8. Long/triple jump pit
9. 2-net cricket practice net
10. Grassed tiered seating and bench seats
11. Oval with field lighting, synthetic cricket wicket, covered interchange bench, digital scoreboard (and spoon drain along western boundary)
12. Resealed internal road with edge treatment
13. Netball precinct (lit court and player/official shelter)
14. New building - netball administration, amenities and change rooms; new officials' change rooms and spectator amenities
15. Small children's play node
16. Service vehicle entry
17. Retained amenities (potentially impacted by future pavilion expansion)
18. Upgraded feature entry
19. Pedestrian link
20. Upgraded indoor sports facility (ventilation upgrades, storage, run-offs)
21. Upgraded pavilion (new change rooms and first floor layout alterations that may allow footprint expansion and/or second storey development)
22. Upgraded terrace seating
23. Retained connections with the College



Pavilion and terrace upgrades

Pavilion

Change rooms and amenities

Expansion (and/or) second storey development

The small footprint and aged nature of the existing change rooms is one of the key concerns for the exiting user groups. The master plan recommends a complete re-development of the existing layout as part of a larger project that includes developing a new administration, amenities and change rooms facility at the netball precinct and potential expansion (and/or a second storey) at the pavilion. Opportunity exists to relocate the officials' change rooms to the new building at the netball precinct to free up floor space in the pavilion. The revamped change rooms and amenities would need to remain on the ground floor level to allow for direct access to the oval. Opportunity may exist to move some of the office-related space and storage to the new second level (if this was the direction taken) and to potentially reduce the size of the bar and ground level function space (given potential new opportunities upstairs) in order to make space available for facility layout changes on the ground floor.

Importantly, all new facilities should be designed and developed to ensure that they are accessible for all. This would include ease of access from the car park (where a disability park would be designated) to the pavilion and through to the spectator area overlooking the oval.



Terraces

The seating terraces in front of the pavilion provide quality viewing opportunities. However, they are dated and in need of significant upgrade.

Additionally, potential exists to convert the bank into a small number of wide grass terraces suitable for chairs and picnic rugs.



Netball precinct upgrade

Netball precinct

A new formal entry for service vehicles is recommended off Otway Street leading into the netball precinct. Further, a new building has been recommended for this area that includes netball administration area and change rooms, officials' change rooms and public amenities.

Finally, the existing play node in this area is proposed for re-development (to meet necessary playground safety requirements and provide a range of activities).

With the recent court upgrades and development of court-side shelter, these proposed developments will further establish a netball 'precinct' within the Reserve.



Attractive entries

Upgraded entry points

None of the existing entries reflect the quality facilities available at the Reserve. They are largely uninviting and do not provide any sense of arrival.

Upgraded entries are proposed for William Street and Otway Street (new netball entry for service vehicles). It is proposed that the new entries pick up on the natural and timber themes of the existing furniture.



Staged implementation and indicative costing

The cost of the development of the master plan is beyond the Council's and the community's ability to fund in the short-term. Thus, this section provides for staged budgeting. The information provided is designed as a flexible guide—changes in user group priorities or earlier opportunities for funding (especially through partnerships and grants) may alter staging. Categories have been determined according to the following rationale:

- » Category 1
 - facility is no longer fit-for-purpose (may be in poor condition, may not meet relevant sporting or building codes)
 - clear and short-term user group (and/or community) demand
- » Category 2
 - clear demand although there are other projects of higher priority
- » Category 3
 - some current demand (although this may change over the medium- to long-term)
 - proposed project may require significant funding.

The adjoining table summarises indicative costs. The costs do not include legal fees; statutory fees; furniture, furnishing or equipment or goods and service tax.

Category 1 (shovel-ready and within 1-3 years)

- » Construct a simple spoon drain around the western boundary of the oval
- » Provide suitable oval lighting (200 lux) that allows for AFL training and matches
- » Install a new digital scoreboard
- » Assist the Lions Club to relocate to a suitable storage facility (away from the Reserve footprint)
- » Develop a new building that provides amenities, change rooms and administration facilities for netball; change rooms for all officials and additional spectator amenities
- » Develop a small play node for young children near the new netball building
- » Upgrade the ventilation within the indoor sports facility
- » Enhance run-off areas in the indoor sports facility (remove the existing store room, move the scoring box back against the wall, remove unnecessary hooks and nails protruding from the walls, reduce the existing bar area)
- » Formalise the Otway Street entrance for service vehicles leading into the proposed new building at the netball precinct

Category 2 (within 5 years)

- » Undertake tree health and tree safety (for adjoining properties) audits of the mature trees along the north-east side of the oval
- » Re-develop the pavilion with appropriate amenities and change rooms for participants and patrons
- » Re-develop the spectator area immediately in front of the pavilion
- » Develop a sense of arrival at key entry points
- » Landscape the car park in the south-west corner of the Reserve
- » Reseal the internal road leading from the William Street entrance to the pavilion and undertake necessary edge treatment
- » Undertake selective planting throughout the new formal car park in the south-west corner of the Reserve and around the new spectator area between the pavilion and netball facility

Category 3 (within 10 years)

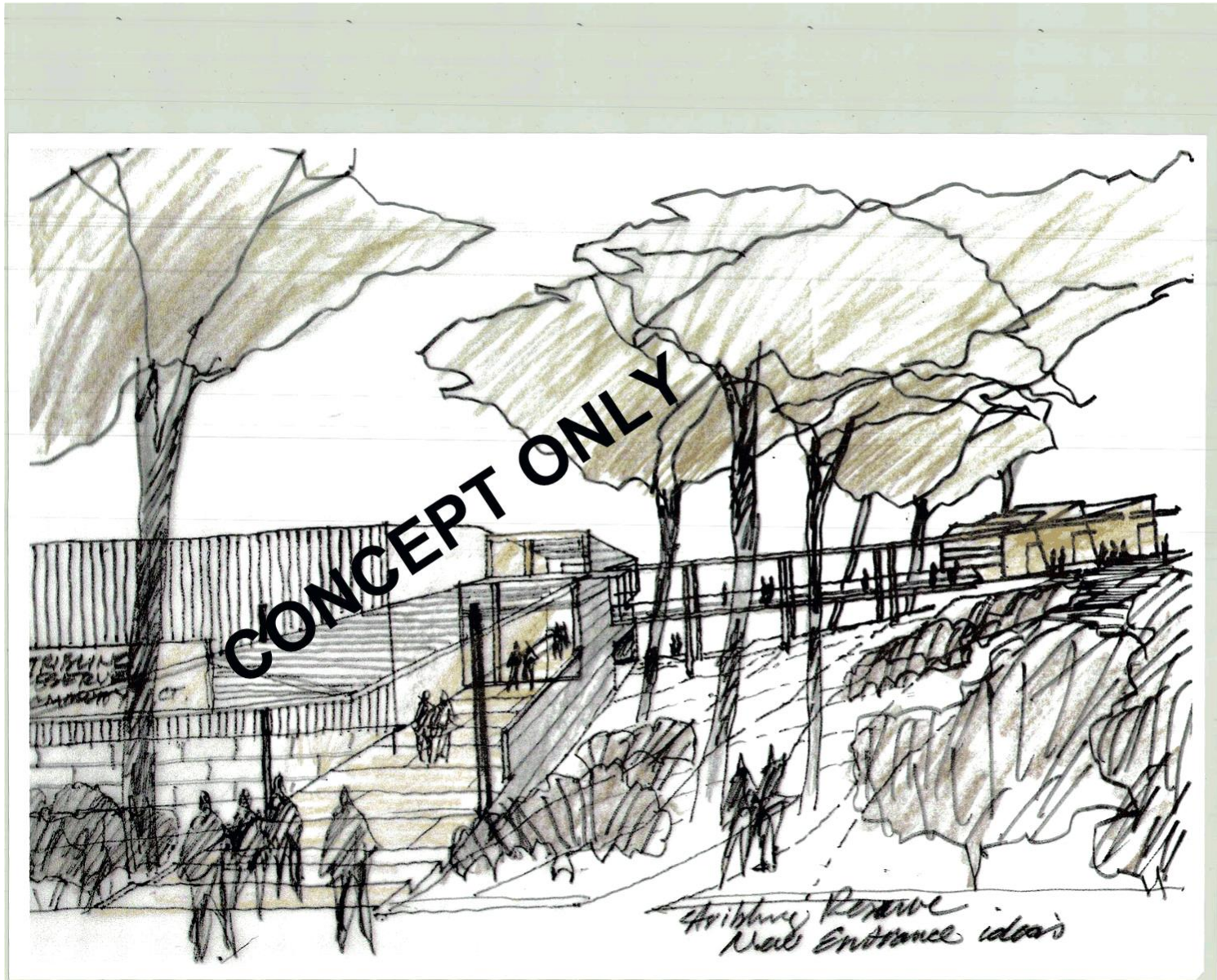
- » Investigate the feasibility of expanding the pavilion building
- » Construct a small number of grass terraces around the western bank
- » Construct a pedestrian link from the main Otway Street entry directly down to the oval precinct

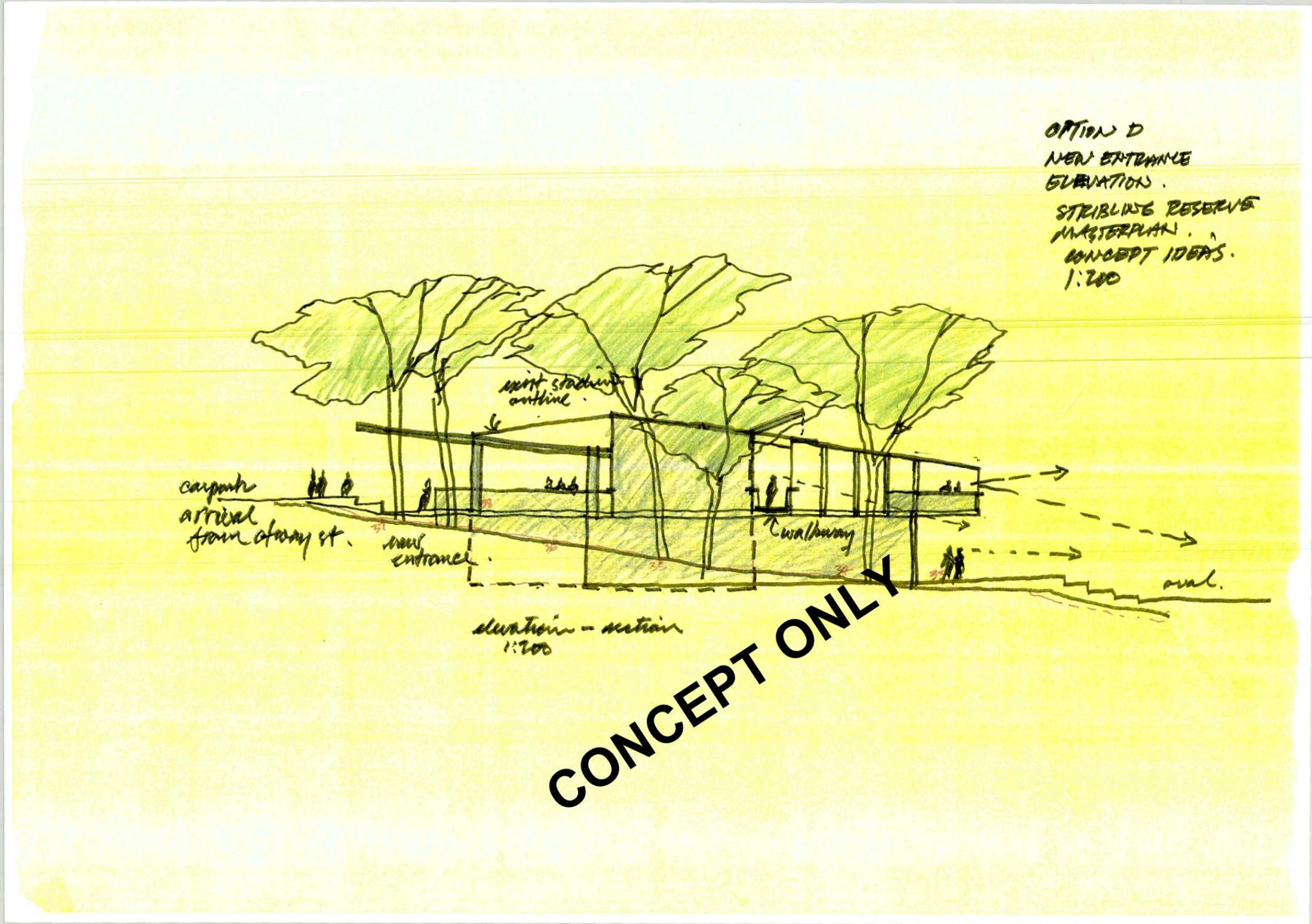
Area	Description	Cost
1 - Shovel-ready (and within 1-3 years)		
Oval	Construct a spoon drain	32,000
	Provide oval lighting (200 lux)	400,000
	Install a new scoreboard	50,000
Netball	Building development	750,000
	Develop a small play node	50,000
Pavilion/indoor sports	Upgrade indoor sports facility ventilation	8,000
	Enhance run-offs	15,000
Vehicle movement	Formalise netball entry for service vehicles	18,000
Category 1	<i>Sub-total</i>	<i>1,323,000</i>
	<i>With escalation (3% per annum) after 3 years</i>	<i>1,446,000</i>
2 - Within 5 years		
Pavilion/indoor sports	Redevelop amenities, change rooms and storage	470,000
Spectator areas	Re-develop the spectator terraces in front of the pavilion	180,000
Entries	Develop key entry points	18,000
Vehicle movement	Landscape the south-west car park	5,000
	Reseal the internal road and provide edge treatment	30,000
Landscaping	Undertake selective landscaping across the Reserve	25,000
Category 2	<i>Sub-total</i>	<i>728,000</i>
	<i>With escalation (3% per annum) after 5 years</i>	<i>844,000</i>
3 - Within 10 years		
Pavilion/indoor sports	Investigate opportunities for expansion	not costed
Spectator areas	Construct grass terraces on the western bank	140,000
Pedestrian movement	Construct a link from the Otway Street entry to the oval precinct	11,000
Category 3	<i>Sub-total</i>	<i>151,000</i>
	<i>With escalation (3% per annum) after 10 years</i>	<i>203,000</i>
TOTALS		
<i>Sub-total (with escalation)</i>		<i>2,493,000</i>
Contingency and sundry site works (10%)		249,300
<i>Sub-total</i>		<i>2,742,300</i>
Project management (10%)		274,230
<i>Total (with rounding)</i>		<i>3,016,500</i>
Note: costs are indicative and will need to be validated as part of detailed design activities		

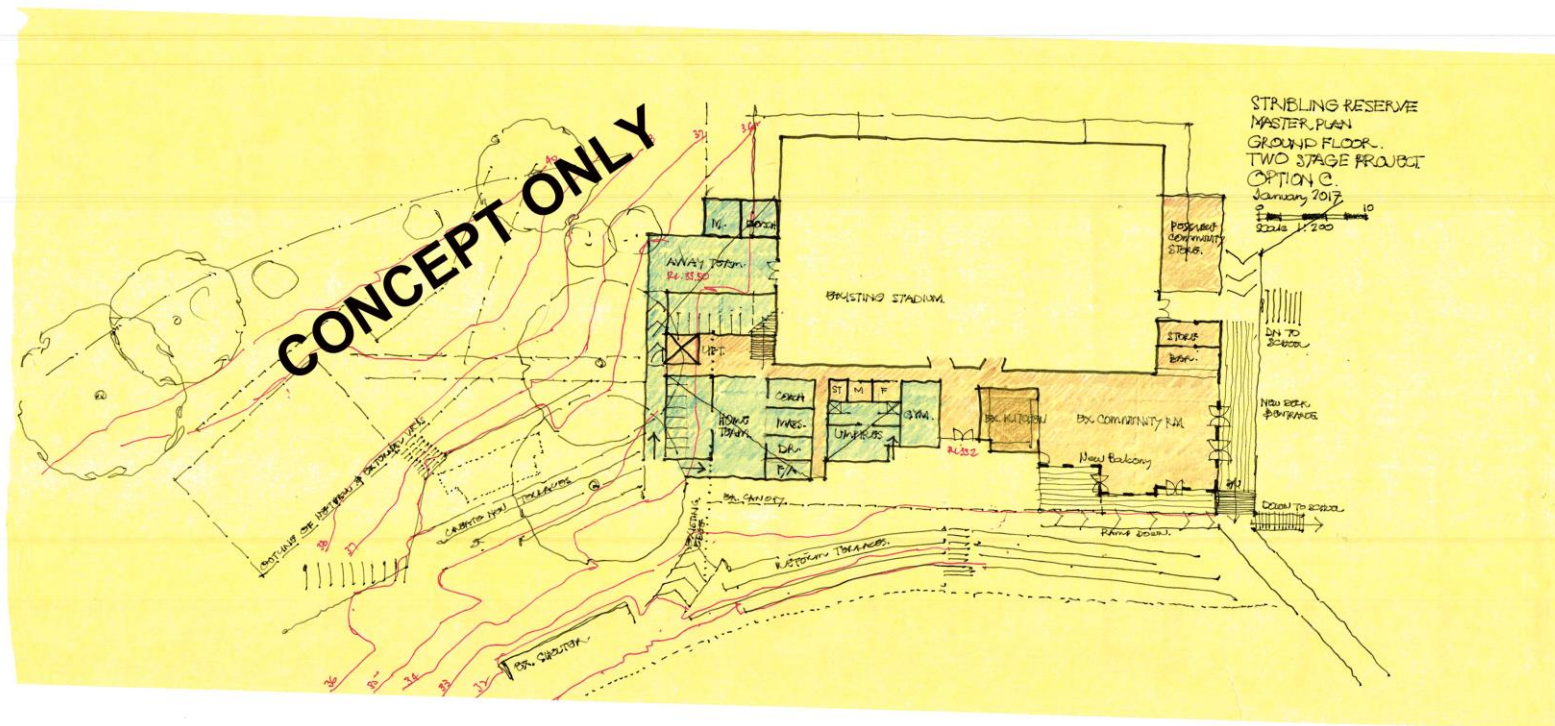
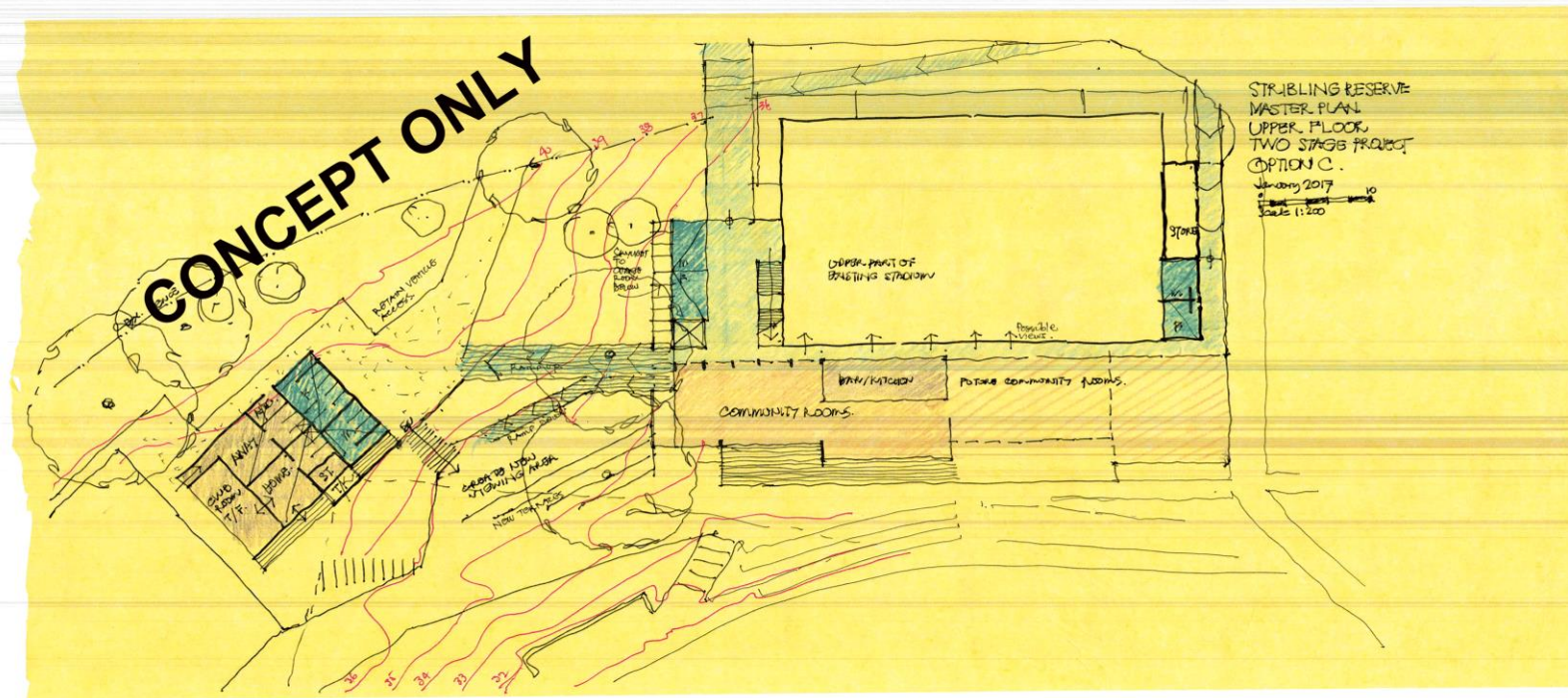


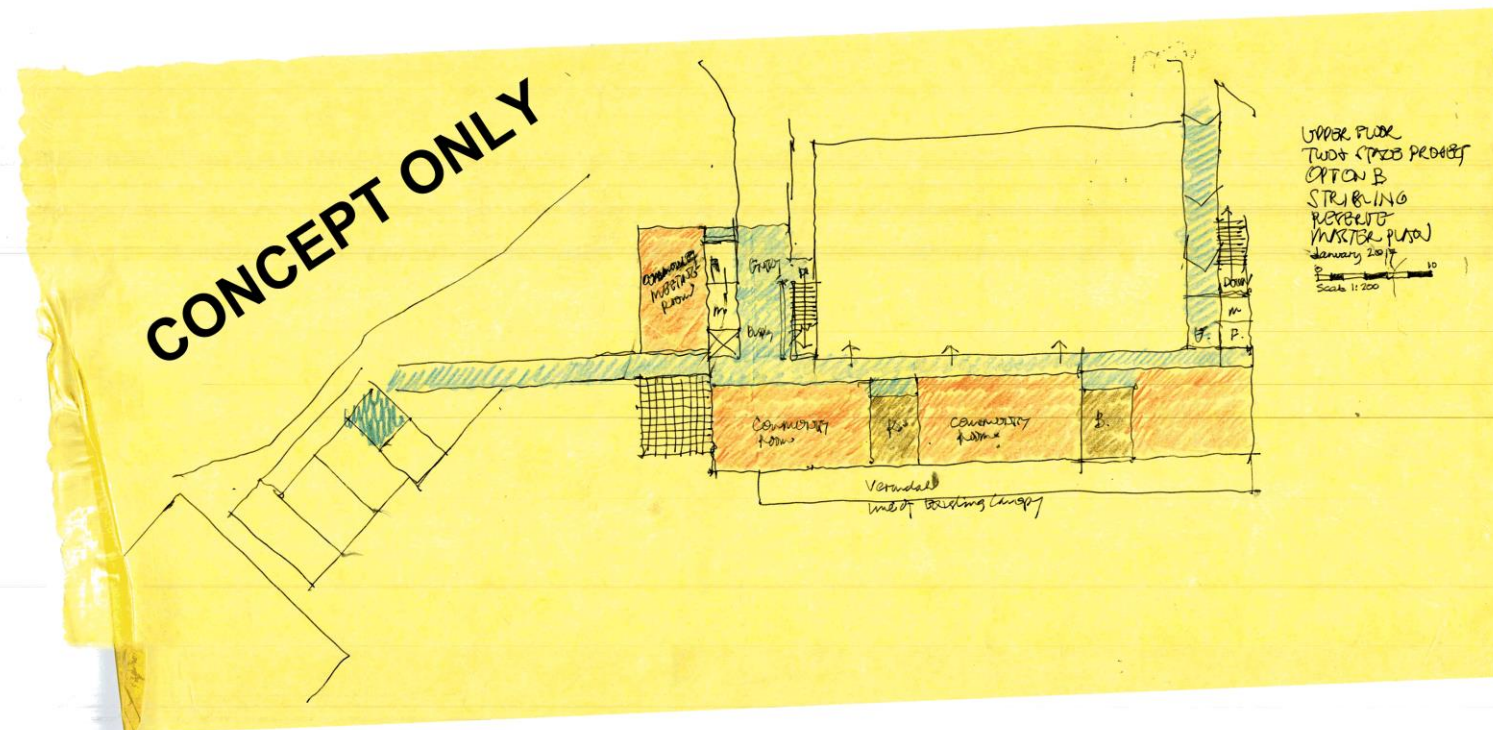
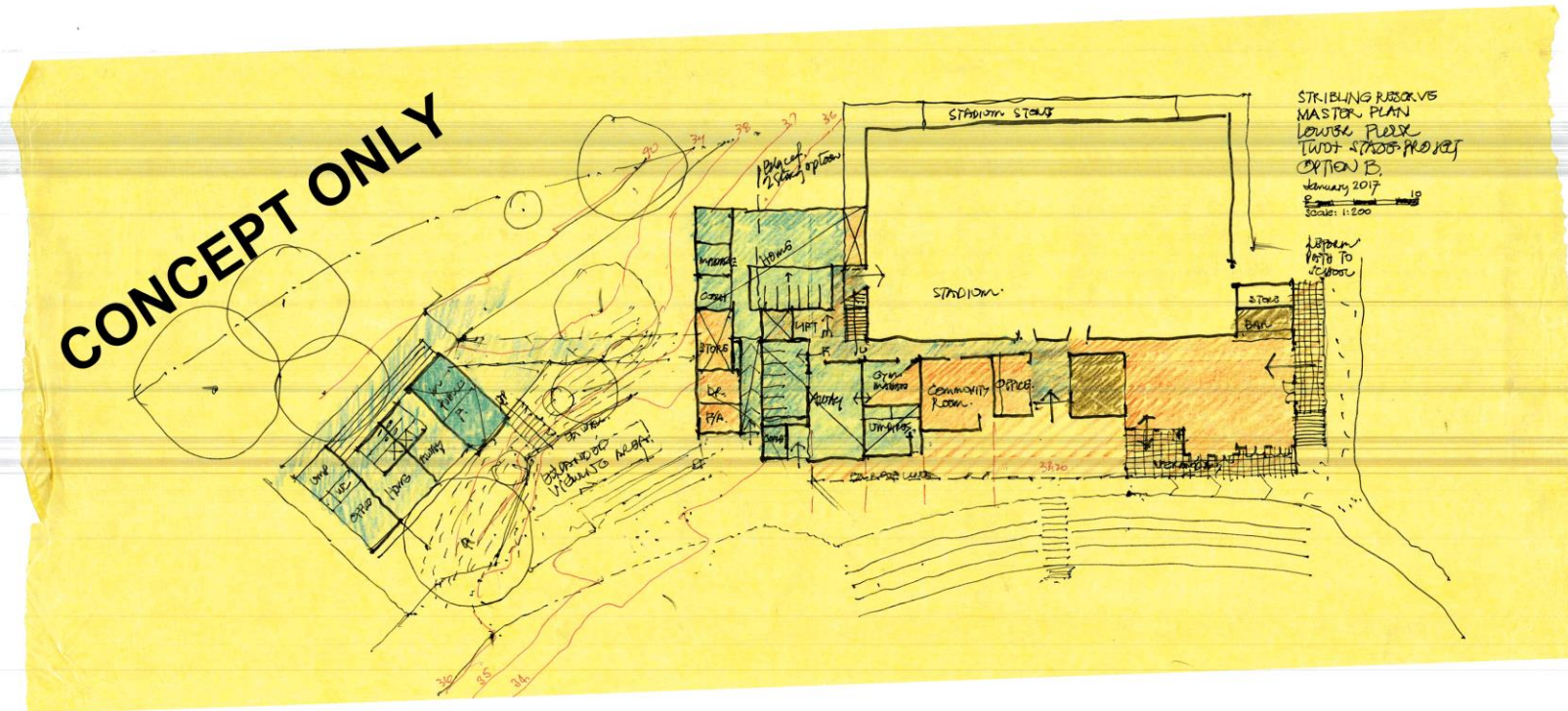
4.5 Stribling Reserve Masterplan - Final Endorsement

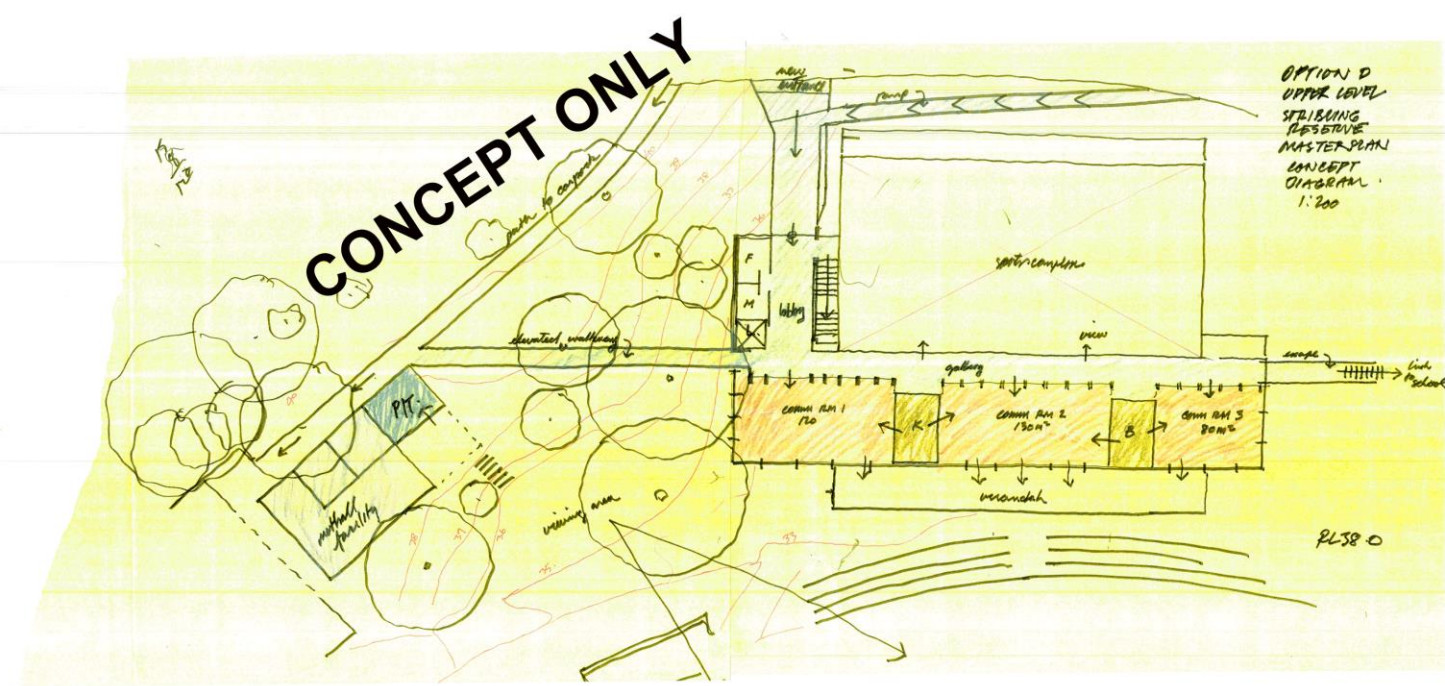
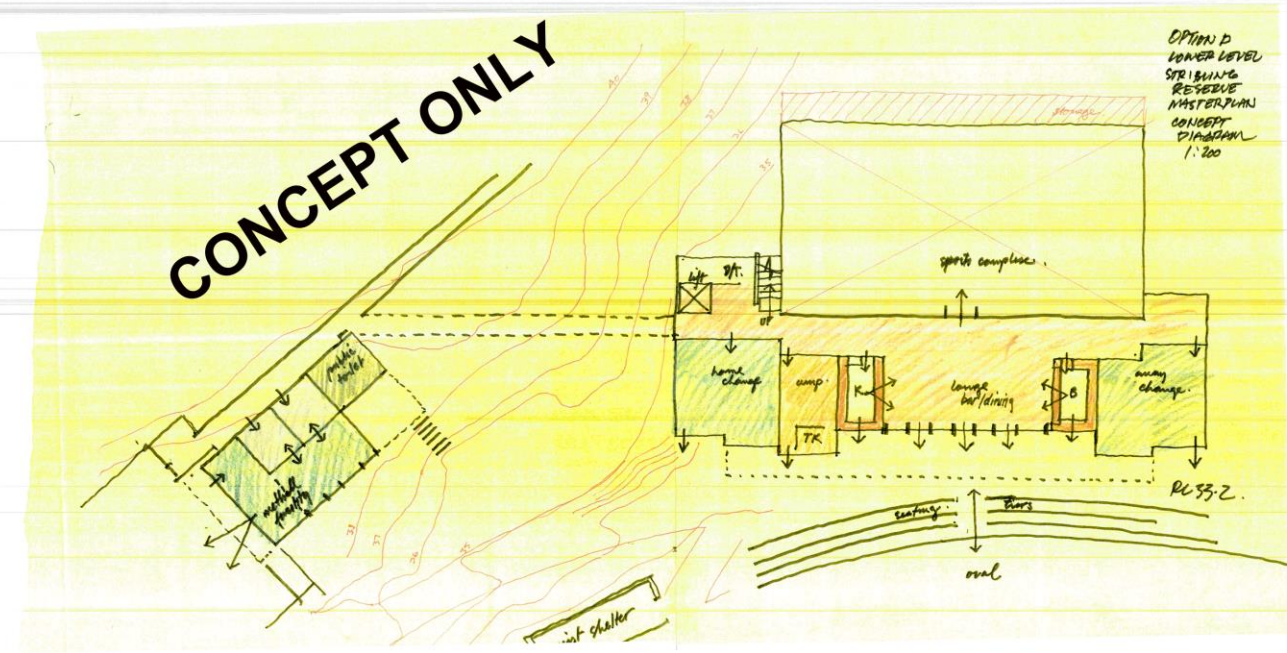
APPENDIX 2 CONCEPT DESIGNS - STRIBLING RESERVE PAVILION











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APPENDIX 3 STRIBLING RESERVE MASTERPLAN - BUILT FORM DESCRIPTIONS

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APPENDIX 3 - STRIBLING RESERVE MASTER PLAN - INDICATIVE BUILT FORM IDEAS

February 2017.

Two local Lorne architects, Graham Brawn a long term non-permanent resident and Bob Sinclair have developed three (3) sketch plans as ideas as to how the accommodation recommended in the Draft Master Plan might be realised.

These are not definitive designs.

Rather, they are broad functional groupings of the activities of the sporting clubs, the school and the broader community, organised into three of four packaging options. None is resolved to the finest of detail, but it is believed they will allow the Master Planning process to start a conversation about the content, form, image and character of the next stages of facilities at Stribling Reserve.

The three options have five major common characteristics:

- a. They anticipate a possible second level to the pavilion, albeit achieved in stages;
- b. They assume a common entrance to the future upper pavilion level so that for community functions and major sporting events, the public entrance is clearly evident from Otway Street and is a pleasant experience, not one of ducking in a side door as at present.
- c. Each of the three schemes stays below the present stadium roof lines, assumes the same colour palate as the Net Ball Pavilion, The Lion's Den and the Men's Shed, and, introduces verandahs and balconies to create a reposeful and recessive presence, in accordance with the Lorne Neighbourhood Character Overlay (NCO).
- d. The new Netball Pavilion is in the current location and is combined with new Outdoor Toilets, and,
- e. Each anticipates the upgrading and enlargement of the outdoor viewing area between the existing Pavilion and the Net Ball courts.

The principal characteristics of the accommodation capability and capacity embodied in the Draft Master Plan are:

1. New change rooms for home and visiting teams adjacent to the Net Ball Court, including a small club room that can be used by officials on game days.
2. Home and away team change rooms and support spaces as outlined by the AFL for Local Level competitions, including the optional spaces, so that Lorne is capable of hosting special pre-season games and possible training sessions by higher level teams.
3. The existing community rooms and at least one extra room about a third the size of the existing rooms.
4. The ability for con-current school and community use of parts of the facilities and grounds in school hours, requiring separate toilets and zones-of-use for the school and the community.
5. The ability to become a community hub with additional community spaces.
6. The ability to stage the upgrading and any expansion of the current accommodation.

The four (4) options that could achieve a staged upgrading and possible expansion of the current pavilions and community rooms, albeit with differing capital cost implications, are:

- A. Amend and adjust the present layout as a ground floor, leaving any future structural needs and interconnection for an upper floor to be dealt with at the time of the need for that upper floor.
- B. Amend, adjust and expand the present ground floor but in anticipation of a possible upper floor.
- C. Rebuild the ground floor now as part of a defined and designed two floor project.
- D. Build the two floors as one stage.

The three Indicative Built Form Ideas produced pro bono by Lorne Residents to indicate the likely scope of the works are Options B, C and D.

Option A will no doubt be the least expensive, initially, but will limit the ability to achieve the preferred amount and configuration of accommodation. To achieve a second level could require rebuilding and expanding the lower one and/or living with the less than desired accommodation for sporting teams. Any extensive rebuilding and expanding of the lower floor will move this Option to be the equivalent of Option B or C.

Option B is more than what is assumed and costed in the Draft Master Plan. It incorporates space for a lift and stair to a possible future upper floor in the location shown in Option D. The expensive parts of upgrading the change rooms, the toilets and showers, are outside the boundaries of the present building, thereby making for easier construction, but, incurring more excavation and a larger width to Otway Street if the upper floor follows the profile of the change rooms.

This option does provide the extra community space on the ground floor and can be made to provide the separation of school and community users.

The conversion of the roof of the existing facilities to support an upper floor would be delayed to when the upper floor is needed, while the new space can have the upper floor slab in place, or not.

Options C and D better reflect a PCG Committee decision that the Master Plan should be for a two level project, not a one level project with the possibility of two levels sometime in the distant future. Lacking a detailed brief for an upper floor, the two Options show community rooms that could be staged over time. With the Lift built from the start in both of these Options, it is possible to afford motorised wheelchairs access to either level of the building from either the William Street or Otway Street/Grove Road entrances to The Reserve.

Option C would be more expensive than A and B as the structural and interconnection needs for the second level are incorporated from the start. This Option requires considerably less excavation than

Option B, but does not have the extra community room on the ground floor. The existing change rooms are gutted and the maze of passageways and interconnecting rooms rationalised. The Bar and its Store Room are removed from the Stadium competing the cleaning out of the run off areas.

This option shows a possible location for the relocation of the Lions Club Storage Room, as recommended in the Draft Master Plan to create a site for the new Net Ball Pavilion and Public Toilets.

Option D assumes that the forthcoming review of the Lorne Structure Plan could result in a number of Community activities being relocated to make Stribling Reserve a Community Hub. Since this is seen as a long term possibility by the Stribling Reserve Committee of Management, the location of the entrance to the upper level from Otway Street, and the lift and stair to the lower level have been incorporated in Options B and C.

End:

Professor Graham Brawn, Architect.

Member Committee for Lorne

4.5 Stribling Reserve Masterplan - Final Endorsement

APPENDIX 4 STRIBLING MASTERPLAN PUBLIC EXHIBITION RESPONSE

Stribling Reserve Master Plan Exhibition Response Summary

Specific Comment	Frequency	Response
Sealed car parks are not necessary. There are only a few days a year where additional car parking is needed and additional sealed car parks within the Reserve are unlikely to address this issue. Additional signage may be necessary.	6	Some formalised car parks will be provided for, particularly for accessible car parks, however references to sealed car parks will be removed from the Masterplan.
Upgrades to the netball pavilion and other female facilities, including female toilets in the pavilion and should be prioritised.	6	Upgrades to the netball pavilion have been included in the first phase of the Masterplan. A strong focus of the pavilion upgrades is on provision of improved facilities for females.
Creation of additional accessible car parks near the pavilion near a continuous path of accessible travel to spectator areas and oval.	5	The plan will include a note that a pathway and accessible car parks near the pavilion and the creation of linkages to the oval. However, the detailed design for these elements will occur during planning for these projects. The all abilities committee were supportive of an approach to provide accessible travel to spectator areas in particular.
Stribling Reserve is an important and valued community asset. Continuous upgrades are important to maintaining its value. The Masterplan appears to cover all key upgrade aspects of future need.	5	The Masterplan acknowledges the value of Stribling Reserve within the community.
It is important that expenditure be focused on the areas of most community value and planning should be focused around cost efficiency.	2	The Masterplan has prioritised key works areas in an effort to deliver improvements to the Reserve in a cost effective and value focused manner. Planning for specific projects will include appropriate community consultation, value based procurement and application of project management best practice.
The Masterplan includes developments outside of the boundary of the Reserve and developments in these areas should be removed.	2	References to works outside the boundary of the Reserve will be removed. Consideration may be given to provision of use during detailed design works.
The Masterplan lacks significant detail regarding landscaping and additional information should be included.	2	A landscaping plan for some areas of the reserve was recently completed. Additional landscaping information will be developed as part of detailed planning for those activities.
Detail relating to lighting towers, electronic scoreboard, power transformer, power lines should be included in the Masterplan.	2	A Masterplan contains recommendations for works to be completed over a set period (usually ten years), however it does not contain significant detail around the projects being recommended. Consultation on the specifics of the sites projects will occur during the planning for those projects. Relevant stakeholders will be contacted as part of this consultation process.
The plan should include additional information relating to drainage.	2	An additional spoon drain has been recommended as part of the Masterplan. Additional drainage requirements will be considered as part of detailed planning for each project.
Improvements to spectator facilities would improve the experience and consideration could be given to providing an undercover area away from the pavilion. Spectator seating could also be developed via the creation of vehicle rollover protection along the bank which could also be utilised for seating.	2	A number of improvements have been developed as part of the Masterplan including upgrades to the existing terraces and the addition of grass terraces. The creation of additional under cover areas, particularly between the netball pavilion and main pavilion will be considered as part of the planning for those projects. Any design elements related to the seating will be considered in detailed project design.
The storage for the Lions Club may need to be moved to accommodate netball facilities. Consideration should be given to moving this closer to the current Lions Den.	2	It is noted that the storage for the Lions Club will likely need to be moved as part of the project to upgrade the netball pavilion and a focus of the planning for that project will be on relocating the current storage facility for the Lions Club. The Lion's Club will be supported to achieve any appropriate changes.
Improved pedestrian pathways along the Reserve in Otway Street to improve overall connections and safety.	2	Unfortunately this project does not fall into the scope of the Reserve Master planning project. This information has been provided for consideration in the Council's pathways strategy. Consideration will be given to providing safe transit around the Reserve as part of the pathways strategy.
The grass used to resow the oval was unsuitable for the intended purpose.	2	This work was completed prior to work on Masterplan. Consideration of the type of grass will be given for future changes.
The location of the rubbish collection area should be included in the Masterplan.	2	A Masterplan contains recommendations for works to be completed over a set period (usually ten years) and does not include all of the details of the operations of the site. This site is presently outside the boundary of the reserve.
The location of the drive way to the Men's Shed is inaccurate and should be rectified.	2	This was an error in the plan and will be rectified.

Specific Comment	Frequency	Response
Consideration should be given to creating a partnership between oval users and other community facilities in order to provide access to additional services (e.g. Gym).	1	The S86 Committee of Management will take this suggestion on board and try and facilitate discussions with other community facilities in Lorne to seek access arrangements.
Addition of outdoor gym and fitness equipment to create a fitness circuit.	1	These works have not been prioritised at this time, however the Section 86 Committee will discuss access to fitness equipment with other community facilities providers in Lorne.
Recently bench seats were removed due to interaction with trees. Those bench seats should be replaced in an appropriate place in order to provide seating.	1	This will be included in the Masterplan.
The Masterplan does not include any additional netball courts. An assessment of the need for additional courts should be undertaken.	1	An assessment of the number of Netball courts was undertaken as part of the Masterplan process. Netballers are able to access school courts and the indoor courts for warm up activities. The provision of one court for competition play is considered reasonable given the usage.
Screening from the netball court to the drive way is needed.	1	Provision of screening for the netball courts is not considered to be a priority for the user groups, at this time and has not been included in the Masterplan.
Provision of cover for carers and children near the netball courts should be included in the plan.	1	One of the priority projects is to create a new netball pavilion. The consideration of shelter for spectators will be considered as part of the detailed planning for this project.
The interface with Otway Street is poor and appears uninviting to people passing by. Additional signage should be provided to invite people to the reserve.	1	It is acknowledged that the Reserve lacks an entry point. The Masterplan contains recommendations relating to new signage and a greater feeling of entry.
There is a need to clarify the shared use agreements between Council and the school.	1	This is considered to be an operational issue and would not normally be included in a Masterplan. This issue will be referred for discussion with the appropriate Council department. It is noted that this was on hold due to the demerger activities relating to the Lorne P12 School.
Consideration should be given to linkages between the school site and the Reserve in order to create appropriate access for users, without creating safety or privacy issues for the school.	1	Links between the school site and the reserve will be considered as part of any detail design work, particularly relating to the spectator areas and accessibility requirements.
Provide tree planting along the fence link on the southern side of the oval to soften the aesthetics of the police, fire and ambulance buildings.	1	A landscaping plan for some areas of the reserve was recently completed. Additional landscaping information will be developed as part of detailed planning for those activities and this will need to take into account structural issues as well as specifications relating to sporting requirements.
Include an additional storage facility at the west side of the oval.	1	This is not considered to be a priority at this time, particularly due to safety and other issues. This could be considered at a future time.

4.5 Stribling Reserve Masterplan - Final Endorsement

APPENDIX 5 STRIBLING RESERVE MASTERPLAN- PROPOSED FUNDING STRATEGY

STRIBLING RESERVE MASTERPLAN – PROPOSED FUNDING STRATEGY
@ 9 May 2017

Area	Description	Cost \$	Funding Strategy
1 - Shovel-ready (and within 1-3 years)			
Oval	Construct a spoon drain	32,000	• SCS (Annual project prioritisation and budget process, possible renewal item)
	Provide oval lighting (200 lux)	400,000	• \$100k SRV Country Football Netball Program (current application) • \$200k Election Commitment* (confirming change in scope) • \$92k SCS* • \$8k CoM/LFNC*
	Install a new scoreboard	50,000	• \$20k SCS* • \$30k Election Commitment* (confirming change in scope)
Netball	Building development	750,000	• SCS, SRV, CoM/Community contribution • Potential SRV Major Facilities application when packaged with redevelopment of change rooms and terraces (refer below, grant up to \$650k)
	Develop a small play node	50,000	• SCS (Annual project prioritisation and budget process, capital item, playground strategy review) • CoM/Community contribution
Pavilion/indoor sports	Upgrade indoor sports facility ventilation	8,000	• SCS (Investigation phase through Community Project Development Officer)
	Enhance run-offs	15,000	• SCS (Annual project prioritisation and budget process, capital item) • CoM/Community contribution
Vehicle movement	Formalise netball entry for service vehicles	18,000	• SCS (Annual project prioritisation and budget process, capital item)
Category 1	Sub-total	1,323,000	Escalation to be considered during detailed project planning in order to confirm final costs
	With escalation (3% per annum) after 3 years	1,446,000	
2 - Within 5 years			
Pavilion/indoor sports	Redevelop amenities, change rooms and storage	470,000	• SCS, SRV, CoM/Community contribution (refer building development above)
Spectator areas	Re-develop the spectator terraces in front of the pavilion	180,000	• SCS, SRV, CoM/Community contribution (refer building development above)
Entries	Develop key entry points	18,000	• SCS (Annual project prioritisation and budget process, capital item), • CoM/Community contribution
Vehicle movement	Landscape the south-west car park	5,000	• SCS (Annual project prioritisation and budget process, capital item) • CoM/Community contribution
	Reseal the internal road and provide edge treatment	30,000	• SCS (Annual project prioritisation and budget process, renewal item)
Landscaping	Undertake selective landscaping across the Reserve	25,000	• SCS (Annual project prioritisation and budget process, capital item), • CoM/Community contribution
Category 2	Sub-total	728,000	Escalation to be considered during detailed project planning in order to confirm final costs
	With escalation (3% per annum)	844,000	

**STRIBLING RESERVE MASTERPLAN – PROPOSED FUNDING STRATEGY
 @ 9 May 2017**

	after 5 years		
3 - Within 10 years			
Pavilion/indoor sports	Investigate opportunities for expansion	not costed	• To be considered as part of Lorne Structure Plan – significant external contribution will likely be required
Spectator areas	Construct grass terraces on the western bank	140,000	• SCS (Annual project prioritisation and budget process, capital item) • CoM/Community contribution
Pedestrian movement	Construct a link from the Otway Street entry to the oval precinct	11,000	• SCS (Annual project prioritisation and budget process, capital item), • CoM/Community contribution
Category 3	<i>Sub-total</i>	151,000	<i>Escalation to be considered during detailed project planning in order to confirm final costs</i>
	<i>With escalation (3% per annum) after 10 years</i>	203,000	
TOTALS			
<i>Sub-total (with escalation)</i>		2,493,000	
	Contingency and sundry site works (10%)	249,300	
<i>Sub-total</i>		2,742,300	
	Project management (10%)	274,230	<i>Project management to be costed within individual projects and confirmed during project planning phase</i>
<i>Total (with rounding)</i>		3,016,500	

* Funding already secured/confirmed

Surf Coast Shire (SCS), Sport and Recreation Victoria (SRV), Stribling Reserve Committee of Management (CoM), Lorne Football and Netball Club (LFNC)

4.6 Community Project Development - May 2017 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:** IC17/429

Appendix:

1. Community Project Development Process (D17/53443)
2. Community Project Master List - May 2017 (D17/45693)

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 receive the May 2017 Community Project Development update.

Summary

Recommendations relating to the remaining two community project proposals referred for detailed investigation in the December 2016 to February 2017 quarter are provided for Council consideration, including:

- CPP03: Lorne Historical Society Front Façade Upgrade – Stage 1. Recommendation – Progress
- CPP04: Winchelsea Scouts and Tennis Shared Facility. Recommendation – Do not progress.

Investigations for the four community project proposals (CPP05-08) referred for detailed investigation in February 2017 are progressing well with expected completion by June 2017.

The Community Project Proposal Master List includes 43 outstanding project proposals presented in a prioritised order of highest to lowest when assessed via a Community Project Proposal Priority Assessment Matrix. Four of the highest ranked proposals from the master list have been recommended to proceed to detailed investigation stage.

Recommendation

That Council:

1. Adopt the Community Project Development Process as attached at Appendix 1.
2. Refer the Lorne Historical Society Front Façade Upgrade (Stage 1) project to Council's 2017/18 budget process with a proposed Council contribution of \$15,000 plus project management costs.
3. Do not progress the Winchelsea Scout and Tennis Shared Facility project as it is not considered viable at this time.
4. Return the \$10,000 project budget for the design of the Winchelsea Scout and Tennis Shared Facility to the Accumulated Unallocated Cash Reserve.
5. Refer the following priority project proposals from the Community Project Proposal Master List to the Community Project Development Officer for investigation:
 - 5.1 Anglesea Men's Shed re-purpose / re-fit of storage / meeting space
 - 5.2 Wurdale Hall Reserve History Board
 - 5.3 Lorne Skate Park Shelter
 - 5.4 Torquay Hill Top Reserve (The Quay) – Vegetation Barrier.

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 before being referred to the annual budget process.

4.6 Community Project Development - May 2017 Update

The Community Project Officer worked on a total of six endorsed projects in the May quarter including two projects outstanding from the February quarter (CPP03 and CPP04):

- CPP03: Lorne Historical Society Front Façade Upgrade
- CPP04: Winchelsea Scouts and Tennis Shared Facility
- CPP05: Jan Juc Pre School Expansion of Play Space
- CPP06: Ellimatta Reserve Anglesea Football Training Lights Upgrade
- CPP07: Stribling Reserve Stadium Ventilation Proposal
- CPP08: Mt Moriac Reserve Equestrian Clubroom Redevelopment.

Discussion

Community Project Development Process

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.

On 4 April 2017, Council was briefed on the process that includes two key Council decision points that will be presented in a quarterly report to Council. The first decision point is for Council to select a number of prioritised proposals to progress to detailed investigation stage. The second decision point is for Council to consider officer recommendations (following detailed investigation) that a proposal should either progress or not progress. This report seeks Council endorsement of this Community Project Development Process as attached at appendix 1.

Prioritised Community Project Proposals for Further Investigation (November 2016)

The key findings and recommendations relating to the community project proposals Lorne Historical Society Front Façade Upgrade (CPP03) and Winchelsea Scouts and Tennis Shared Facility (CPP04) are as follows:

CPP-03	Lorne Historical Society Front Facade Upgrade – PROGRESS
Background Info	<ul style="list-style-type: none"> • Project idea to upgrade the façade of the Lorne Historical Society building in Mountjoy Pde opposite the VIC • Lorne Historical Society view façade as unappealing, detracting from streetscape and impacting on facility visits • Alternative usage and / or redevelopment of site has been subject of discussion in various forums but likely to be long term
Engagement	<ul style="list-style-type: none"> • Meetings with Lorne Historical Society representatives and Lorne Ward Councillor
What we know	<ul style="list-style-type: none"> • Cost for total project is estimated at \$100-\$120K but community would accept staged project • Community estimate for Stage 1 is \$50K to upgrade façade with timber cladding and etched panels • Independent costing (via Torquay Building Service PL) provides revised aesthetic upgrade (design intent consistent) for estimated \$40K
Potential partners	<ul style="list-style-type: none"> • Recent investment interest has strengthened proposal including partnership with Lorne Lions Club (as a Centennial Project with delivery by end of 2017) • Community proposal to have October fundraising event to raise cash and potential for in-kind works (local materials and services) • Council (facility renewal and capital)

4.6 Community Project Development - May 2017 Update

Recommendation	<ul style="list-style-type: none"> Progress the Lorne Historical Society Front Façade Upgrade (Stage 1) and refer the project to Council's 2017/18 budget process as a community submission with a Council contribution of \$15,000 plus project management. Note a Stage 1 funding strategy (CPP03) has been recommended with a Council contribution of \$15,000 plus project management towards a \$40,000 - \$50,000 project.
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CPP-04	Winchelsea Scouts and Tennis Shared Facility – NOT PROGRESS
Background Info	<ul style="list-style-type: none"> Project idea to redevelop the existing site at Hesse St where the current Winchelsea Tennis Club is located with a shared Tennis/Scout Hall. Council has \$10,000 allocated to the design of the shared facility in the 2016/17 budget.
Engagement	<ul style="list-style-type: none"> Meetings with Winchelsea Scouts, Winchelsea Tennis, VicScouts representatives and Winchelsea Ward Councillors
What we know	<ul style="list-style-type: none"> Winchelsea 1st Scouts have merged with Modewarre 1st Scouts; no apparent local demand to resurrect Scouts in Winchelsea; VicScouts focus is on growth areas of Geelong and Melbourne and Barwon Region Scouts Commissioner proposes that it is not likely to be until 2020 before a focus will be on recruiting leaders and participants in Winchelsea VicScouts have identified possible partnership with Winchelsea PS and will pursue further as per timeframes above VicScouts have interest in investigating use of Winchelsea Leisure Centre in lieu of or as an interim to a new Scout facility on private or public land 4 Gosney St still for sale and VicScouts to review with intent to resolve ASAP Winchelsea Tennis Club has 8 - 10 members and 25 juniors participating in a summer season Hotshots program. Potential to increase asset life through renewal.
Potential funding partners	<ul style="list-style-type: none"> VicScouts Winchelsea Tennis Club Council (facility renewal and capital)
Recommendation	<ul style="list-style-type: none"> Not progress the Winchelsea Scout and Tennis Shared Facility project (CPP04). Note the project is considered not viable and will be removed from the Community Project Master List. A revised proposal may be considered in the future but would be resubmitted through the community project process. Note the detailed investigation has confirmed that the funds allocated toward the design of the Winchelsea Scout and Tennis Shared Facility is no longer required. Return Council's commitment of \$10,000 toward the design of the Winchelsea Scout and Tennis Shared Facility to Accumulated Unallocated Cash Reserves.

Prioritised Community Project Proposals for Further Investigation (February 2017)

On 28 February 2017, Council resolved a further four community proposals to progress to detailed investigation including:

- CPP05: Jan Juc Pre School Expansion of Play Space
- CPP06: Ellimatta Reserve Anglesea Football Training Lights Upgrade
- CPP07: Stribling Reserve Stadium Ventilation Proposal
- CPP08: Mt Moriac Reserve Equestrian Clubroom Redevelopment.

4.6 Community Project Development - May 2017 Update

Investigations for project proposals CPP05 - 08 are progressing well with expected investigation completion by June 2017. Recommendations on these proposals will be presented to Council as soon as the investigations are complete.

New Community Project Proposals Received

The Community Project Proposal Master List currently includes 43 outstanding project proposals including 25 new proposals since the 1 November 2016. A summary of activity includes:

- 13 proposals were registered in the period 1 November 2016 to 31 January 2017
- 12 proposals were registered via the new on-line portal during the period 1 February to 20 April 2017.

Prioritised Community Project Proposals for Further Investigation (May 2017)

The Community Project Proposal Master List presents outstanding project proposals in prioritised order following a Recreation and Open Space Planning Department assessment against a project priority assessment matrix. Four of the highest ranked project proposals from the master list have been recommended to proceed to the detailed investigation stage including:

1. Anglesea Men's Shed re-purpose / re-fit of storage / meeting space (score 75)
2. Wurdale Hall Reserve History Board (score 72)
3. Lorne Skate Park Shelter (score 69)
4. Torquay Hill Top Reserve (The Quay) – Vegetation Barrier (score 67).

Recommendations or progress relating to these projects will be presented to Council in the next quarterly Community Project Development report in August 2017 or earlier if investigations are complete.

Financial Implications

This report confirms that the Lorne Historical Society Front Façade Upgrade Proposal (CPP03 - Stage 1 only) should progress and be referred to Council for future funding consideration. A Stage 1 funding strategy prepared for this project recommends a Council contribution of \$15,000 plus project management towards a \$40,000 - \$50,000 project.

Council allocated \$10,000 toward the design of the Winchelsea Scout and Tennis Shared Facility as Vic Scouts had proposed to fund the development to grow their local scout group. Following detailed investigation of the project with Vic Scouts and local Scouts representatives it was recognised that membership and participation rates had declined and the project proposal was mutually considered not viable to progress. As the funds are no longer required it is recommended that Council return the commitment of \$10,000 toward the design of the Winchelsea Scout and Tennis Shared Facility to Accumulated Unallocated Cash Reserves.

Council Plan

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

Theme 3 Communities
Objective 3.3 Preservation of peaceful, safe and healthy environments
Strategy 3.3.4 Support a wide-range of community groups to improve community wellbeing

Theme 3 Communities
Objective 3.4 Building leadership and skills within the community
Strategy 3.4.1 Support people to build their community leadership and develop their skills.

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.

4.6 Community Project Development - May 2017 Update

Risk Assessment

The detailed investigation of the Lorne Historical Society Front Façade Upgrade (CPP03) proposal provides clarity for Council regarding the scope and confirms that a Stage 1 proposal is considered viable to progress as a project. The proposal applicant is aware that investigations have been able to confirm feasibility only and that the proposal will be referred to Council for future project funding consideration.

The proposal applicants for the Winchelsea Scouts and Tennis Shared Facility (CPP04) are aware of the detailed investigation outcome and that there will be a recommendation to Council that the proposal does not progress but that a revised proposal may be considered in the future.

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 now available on Council's website, providing information about the process for registering community project proposals. A link to the new 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.

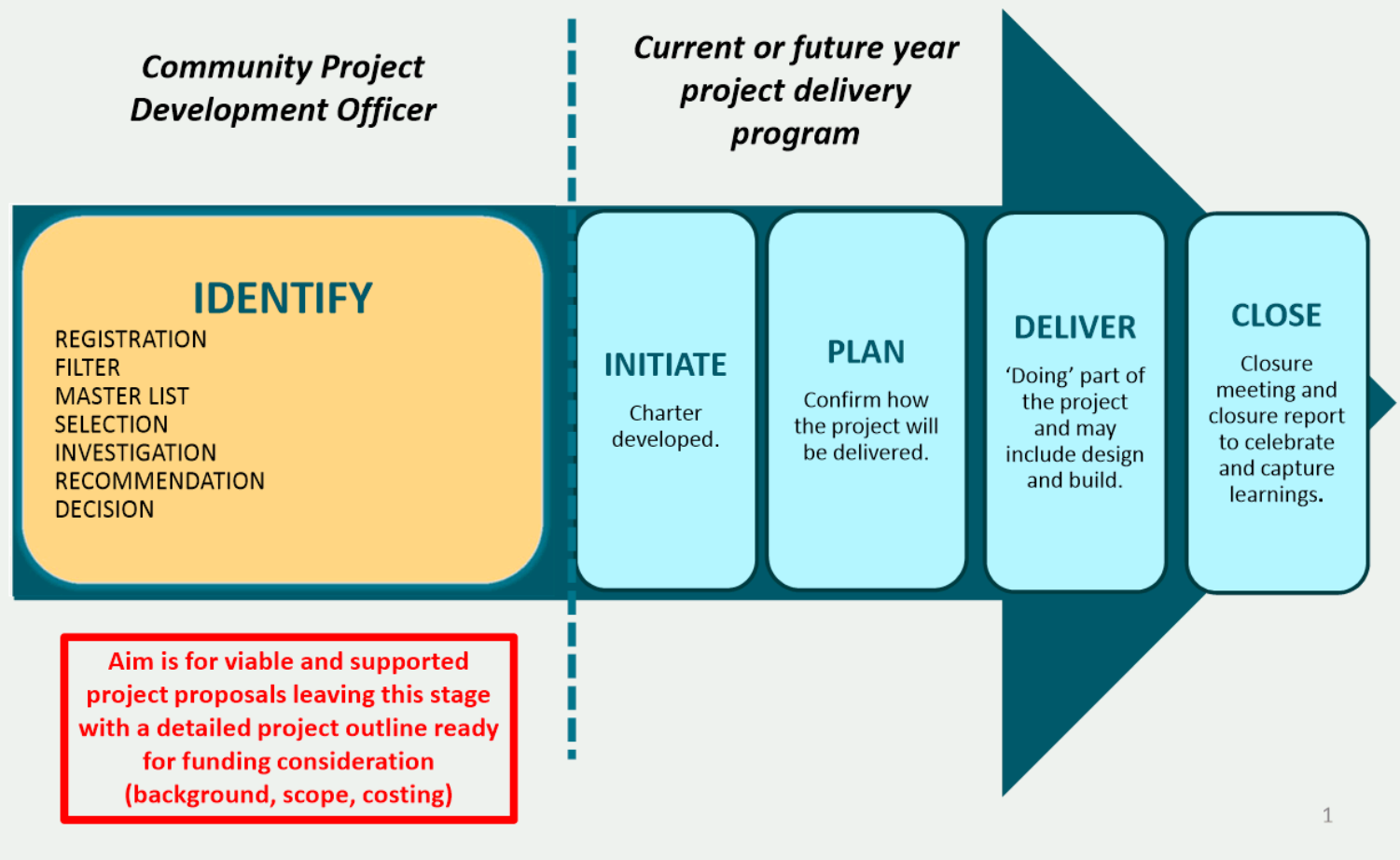
Conclusion

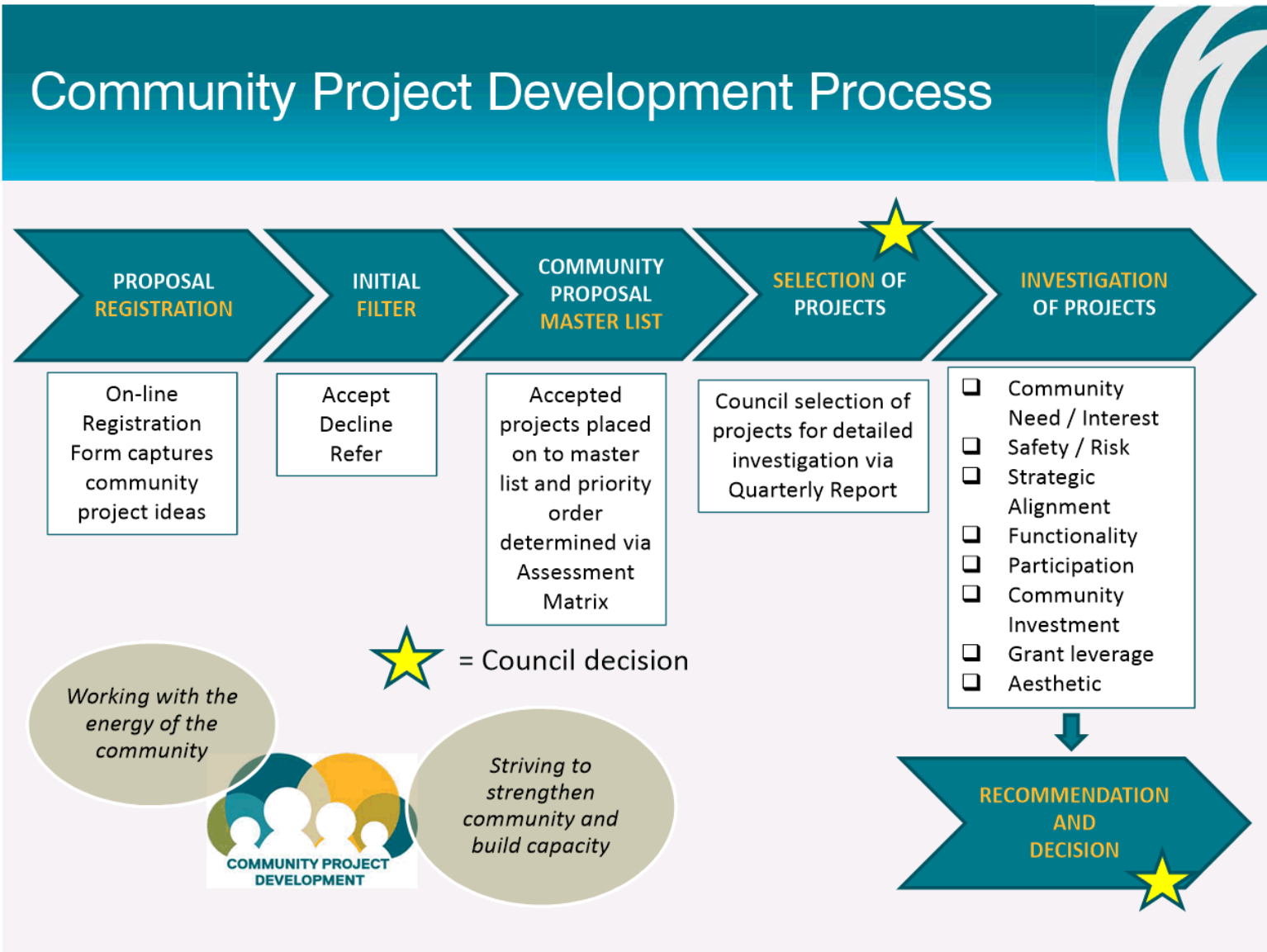
A Community Project Development Process has been established to provide transparency in how new community project proposals are registered, assessed and prioritised for investigation. The process will support the Community Project Development Officer to create partnerships, provide support and feedback to community project ideas, facilitate community strengthening and support prioritised projects to get to a project ready stage. Four of the highest ranked proposals from the Community Project Proposal Master List have been recommended to proceed to detailed investigation stage.

4.6 Community Project Development - May 2017 Update

APPENDIX 1 COMMUNITY PROJECT DEVELOPMENT PROCESS

Community Project Development - Identify Stage





Community Project Development Process – End Point

RECOMMENDATION & DECISION

PROGRESS

Refer for Funding Consideration

- Future budget
- Immediate (current year)
- Grant program

Refer to Community Funded Project Process

- Council to manage / supervise project depending on complexity
- Project management support funded via PMO Community Support Fund

Provide Letter of Support

- Community submitting direct grant application
- Council support via PMO Community Support Fund

NOT PROGRESS

Proposal Not Ready - Requires More Work (stays on master list)

- Requires further investigation (may need funds to complete more detailed investigation)
- May refer back to Service Manager for allocation to another officer

Proposal Not Ready – Timing (stays on master list)

- Timing related, may be considered at a later time or if funding ratios change

Proposal Not Viable/Supported (drops off list)

- A revised proposal may be considered in the future but would come back through the process

4.6 Community Project Development - May 2017 Update

APPENDIX 2 COMMUNITY PROJECT MASTER LIST - MAY 2017



Community Project Proposal Master List

9 May 2017

OUTSTANDING PROPOSALS			RATING
Apr 2017	Anglesea	Anglesea Mens Shed – repurpose and refit 2 storage spaces	74
Nov 2016	Winchelsea	Wurdale Hall Reserve - History Board	69
Sep 2016	Lorne	Lorne Skate Park Shelter	67
Jun 2016	Torquay	Torquay Hill Top Reserve – Vegetation barrier at base of reserve	64
Mar 2016	Torquay	Deep Ck Res Tennis Crt multi-use	64
Dec 2016	Winchelsea	Mt Moriac Res Oval 1 nets behind goals	64
Feb 2017	Torquay	Quay Reserve – shelter over BBQ area	62
March 2017	Winchelsea	Mt Moriac Res lighting Oval No.2 and Netball Court 3	62
Dec 2016	Winchelsea	Freshwater Ck Res old Tennis Clubroom – Recommission	60
March 2017	Anglesea	Anglesea Recreation and Sports Club – power connection	60
June 2016	Anglesea	Coogoorah Park Rec Reserve - Noticeboard Refurbish/ Relocate	60
March 2017	Anglesea	Anglesea Recreation and Sports Club – boat platform to new water level	60
Jan 2017	Anglesea	Anglesea Netball Club – Relocation of 2 netball shelters	60
June 2016	Torquay	Hill Top Reserve - shelter battens for wind protection	57
Jan 2017	Torquay	Torquay Football Club - relocate player interchange boxes	56
Jan 2017	Torquay	Torquay Tigers Cricket Club – new shed for turf roller	56
Mar 2017	Torquay	Torquay Bowls Club - Masterplan	55
Mar 2017	Winchelsea	Connewarre Reserve Viewing Mound	54
June 2016	Winchelsea	Wurdale Hall Reserve Development Stage 2	54
June 2016	Torquay	Spring Valley Park – informal goals area to the in open space area	53
Feb 2016	Lorne	Deans Marsh Reserve - Fitness Element Installation	53
Feb 2016	Anglesea	Anglesea Skate Park - Stage 3 extension	52
Jan 2015	Winchelsea	Winchelsea Railway Station Redevelopment	52
Mar 2017	Torquay	Torquay Mens Shed Soundproofing	51
March 2015	Winchelsea	Mt Moriac Reserve - Gym Facility Construction	51
March 2016	Winchelsea	Kalkarra Park Playspace - basketball pad extension	51
Dec 2015	Winchelsea	Winchelsea Skate Park - Light Installation	51
Jan 2017	Anglesea	Anglesea Netball Club – Shade sail	50
Dec 2015	Winchelsea	Freshwater Creek Riding Club – Additional fencing	50
Apr 2017	Anglesea	Anglesea RSL Village Green Memorial	50
Dec 2015	Torquay	Torquay Tennis Club – seal pathway between courts	48
June 2016	Winchelsea	Wurdale Hall Reserve Development Stage 3	47
Dec 2015	Torquay	Torquay Parwan Pitch - Flag Pole Installation	46
Dec 2015	Torquay	Torquay Tennis Club - Storage Container Purchase and Placement	46
Jan 2016	Anglesea	Anglesea Netball Club – Existing carpark sealing	45
Feb 2017	Torquay	Torquay Women’s Shed	42
Feb 2017	Torquay	All Aboard container and garden	42
Dec 2015	Torquay	Torquay Grant Pavilion - Kiosk Window Installation	40
Dec 2015	Torquay	Torquay Tennis Clubrooms - Male Toilet Refurbish	38
Nov 2016	Torquay	Downhill Bike Tracks and Dirt Jumps	37
Jan 2017	Anglesea	Anglesea Netball Club – Viewing deck	36
Jan 2017	Winchelsea	Winchelsea Township Cultural Heritage Facility	31
Jan 2017	Winchelsea	Bicycle and horse riding track from Winchelsea to Inverleigh	28
TOTAL			43

HIGH	Proposals rated 60+ out of 100
MEDIUM	Proposals rated 50-59/100
LOW	Proposals rated <50/100

UNDER INVESTIGATION	
CPP03	Lorne Historical Society Front Facade Project
CPP04	Hesse St Reserve Winchelsea Scouts and Tennis Shared Facility
CPP05	Jan Juc Pre School Expansion of Play Space
CPP06	Ellimatta Reserve Anglesea Football Club Training Lights Upgrade
CPP07	Stribling Reserve Stadium Ventilation
CPP08	Mt Moriac Reserve Equestrian Clubroom Redevelopment
6	

COMPLETE	
CPP01	Torquay Cricket Club Practice Facility Upgrade
CPP02	Ellimatta Reserve / Anglesea Netball Club Additional Car Park
TOTAL	2

DECLINED / REFERRED AT INITIAL PROPOSAL FILTER	
	Anglesea Historical Society – Bathing Box relocation (<i>Has been included in scope of 16/17 Anglesea Art House project</i>)
	Bellbrae Tennis Club – Seating (<i>Service manager approval</i>)
	Aireys Inlet Community Garden Seat (<i>Service manager approval</i>)
TOTAL	3

REFERRED/RESOLVED PRIOR TO INVESTIGATION	
Small Grants March 17	Anglesea Community Garden – mosaic and seat (<i>Application Submitted</i>)
TOTAL	1

4.7 Review of Council Support of Surf Lifesaving

Author's Title: Business Improvement Officer

General Manager: Chris Pike

Department: Business Improvement

File No: F17/285

Division: Office of the CEO

Trim No: IC17/350

Appendix:

1. Review of Council support of Surf Lifesaving - Executive Summary (D17/44523)
2. Future of Surf Lifesaving in Surf Coast Shire Strategy 2016 (D16/103225)

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:

Purpose

The purpose of this report is to endorse the 'Review of Council Support of Surf Lifesaving – Executive Summary' (appendix 1).

Summary

The Future of Surf Life Saving in Surf Coast Shire Strategy, adopted by Council in February 2016, identifies surf lifesaving as central to the culture, experience and community of Surf Coast Shire, but fails to provide clear guidance in relation to the level of support provided by Council. The Review of Council Support of Surf Lifesaving supplements the existing strategy, responds to its shortcomings, and provides clarification and guidance regarding Council's future support of surf lifesaving.

The surfing lifestyle largely contributes to the Surf Coast Shire being one the fastest growing local government areas in Victoria. The population is forecast to reach nearly 45,000 by 2031, and over 1.8 million visitors spend \$500M annually in the municipality. This surging growth is driving demand for increased facilities and programs. Council exists to help the community and environment to thrive, and supporting Surf Life Saving Clubs to meet these shared challenges is consistent with the Council Plan and broad community expectation.

The following recommendations are cognisant of the fact that surf lifesaving is both a legitimate sport and an emergency management activity; and the principles that Council exists to support its community and volunteers (including lifesaving clubs), whilst the State Government is responsible for facilities and prescribed activities on coastal Crown land (including professional lifeguarding services).

4.7 Review of Council Support of Surf Lifesaving

Recommendations

That Council:

1. Endorse the 'Review of Council Support of Surf Lifesaving – Executive Summary (appendix 1).
2. Liaise with the Municipal Association of Victoria to convene and lead an advocacy taskforce, consisting of affected Councils and Agencies, to lobby for the State Government to recognise and assume its responsibility to adequately resource professional lifeguard services provided on coastal Crown land.
3. Support and nurture surf lifesaving in the Surf Coast Shire by:
 - 3.1. Note the importance of surf lifesaving Clubs in supporting the growing community and visitor economy.
 - 3.2. Deeming that Surf Coast Shire surf lifesaving club requests for contributions to renew and upgrade their clubhouses are eligible for Council support up to an amount of 5% of the total project value or \$250,000 (exclusive of GST) whichever is the lesser.
 - 3.3. Considering requests for financial contributions for clubhouse renewals and upgrades via Council's annual budget process.
 - 3.4. Encouraging Surf Life Saving Club participation in Council's small grant program.
4. Note that funding requests for clubhouse redevelopments have been received from Jan Juc Surf Life Saving Club and Anglesea Surf Life Saving Club for consideration in the 2017/18 budget process.
5. Note that this position may provide a basis for the consideration of funding requests in relation to other facilities on land not managed or owned by Council and these requests will be assessed individually and on merit.

Report

Background

In 2015, Council collaborated with GORRC; the Department of Environment, Land, Water and Planning; Regional Development Victoria; and the Department of Justice and Regulation to develop a strategy to guide the future provision, use, management and investment in surf lifesaving in the Surf Coast Shire.

On 23 February 2016, Council resolved to:

- endorse the Future of Surf Lifesaving in Surf Coast Shire strategy 2016
- receive a progress report on implementation of the strategy within 12 months to assist Council in firming up its policy position in relation to surf lifesaving.

On 13 December 2016, Council initiated a review of Council support of surf lifesaving as part of its 2016/17 Business Improvement Program. The report addresses the shortcomings in the Future of Surf Lifesaving in Surf Coast Shire strategy, and will assist in resolving the following outstanding matters:

- Jan Juc Surf Life Saving Club's 2016 funding request to Council, seeking a contribution to their clubhouse redevelopment
- Life Saving Victoria's request for funding certainty regarding the professional lifeguarding service they provide for GORCC at nominated surf beaches in the municipality (Council executed a 'contribution agreement' for the 2016/17 season only).

Discussion

The 'Future of Surf Lifesaving in Surf Coast Shire strategy 2016':

- identifies surf lifesaving as central to the culture, experience and community of Surf Coast Shire
- commits Council to supporting and nurturing surf lifesaving
- fails to quantify or provide clear guidance in relation to Council's support of surf lifesaving

The 'Review of Council Support of Surf Lifesaving – Executive Summary' responds to the second point of Council's 23 February 2016 resolution (refer to 'background' above), and provides assistance to firm up Council's policy position in relation to surf lifesaving. The report makes the following findings:

In relation to Recommendation 2:

- DELWP are responsible for coastal Crown land (defined as land within 200m of the high tide mark)
- Council has no responsibility or obligation regarding facilities or prescribed activities conducted on coastal Crown land (with the exception of Bells Beach Reserve)

4.7 Review of Council Support of Surf Lifesaving

- in a rate-capped environment, Council is challenged to adequately resource its own responsibilities, let alone those of the State Government and other agencies
- the State acknowledges the crucial role played by LSV in drowning prevention and delegates emergency management responsibilities (including professional lifeguarding) to them
- the vast majority of rescues and preventative actions relate to visitors to the municipality.

In relation to Recommendation 3:

- well designed and accessible surf lifesaving facilities are valuable community assets that can ease the pressure on Council to provide the same (particularly relevant in the high growth localities of Torquay and Jan Juc), and greatly enhance the beach experience of all visitors
- surf lifesaving is a legitimate sport and activity that promotes community health and wellbeing and strongly complements Council's responsibility to do the same
- surf lifesaving clubs are embedded in the Shire's culture and enhance the municipality's reputation as the Home of Australian Surfing
- Council support of surf lifesaving is consistent with the Council Plan and the endorsed Future of Surf Life Saving in Surf Coast Shire strategy
- surf lifesaving participation rates are higher than for any other sport in the municipality, and strong population growth will only increase the demand for surf lifesaving services and facilities
- surf lifesaving clubhouse redevelopment projects score highly on Council's Community Project Assessment Matrix, and but for the question of land ownership, qualify strongly for budget consideration
- Council currently supports numerous other clubs operating on non-Council owned land (these clubs receive support when SLSCs don't, simply because Council manages the land)
- contemporary facilities are crucial to generating operational income and a trading profit, and are therefore fundamental to the financial sustainability and independence of SLS clubs (no reliance on recurrent Council support)
- SLS clubs are increasingly moving towards paid administrative positions, and contemporary facilities provide job growth both during construction, and afterwards in the hospitality field
- Council's current support of surf lifesaving is only 'average' (compared to other Councils), despite the municipality's reputation as the Home of Australian Surfing
- all Victorian Councils with a beach frontage provide some form of financial support to lifesaving clubs (capital contributions are the most common form of support), and
- large capital contributions represent 'good value' when annualised over the life of the asset and the associated benefits are taken into account.

The surfing lifestyle largely contributes to the Surf Coast Shire being one the fastest growing local government areas in Victoria. The population is forecast to reach nearly 45,000 by 2031, and over 1.8 million visitors spend \$500M annually in the municipality. This surging growth is driving demand for increased facilities and programs. Council exists to help the community and environment to thrive, and supporting Surf Life Saving Clubs to meet these shared challenges is consistent with the Council Plan and broad community expectation.

Financial implications

The following table provides a snapshot of Council's historical support of surf lifesaving and identifies proposed future contributions:

	Actual					Proposed
	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Professional lifeguarding services	\$39,286	\$47,293	\$53,477	\$51,645	\$53,969	\$55,318
% increase		20%	13%	-3%	4%	2%
Capital contribution		\$240,000				\$500,000
Community grant	\$1,000	\$1,568	\$3,000		\$1,000	
Total	\$40,286	\$288,862	\$56,477	\$51,645	\$54,969	\$555,318

Jan Juc SLSC and Anglesea SLSC are both seeking a \$500,000 contribution from the 2017/18 budget for their \$5M clubhouse redevelopments.

4.7 Review of Council Support of Surf Lifesaving

On 30 March 2017, Life Saving Victoria provided a written quote to Council, requesting a contribution to the 2017/18 professional lifeguard service of \$55,318 (representing a 2.5% CPI increase from the 2016/17 season).

Note that:

- Jan Juc's funding request will be referred to the 2017/18 budget process as a community submission, to a maximum of \$250,000
- Anglesea SLSC funding request for their clubhouse redevelopment has been received as a community submission and will be considered through the 2017/18 budget process, to a maximum of \$250,000
- Council's annual contribution to professional lifeguard services will reduce to zero, if the State Government assumes its responsibilities on coastal Crown land
- a \$250,000 capital contribution to a clubhouse redevelopment, when annualised over the life of the building equates to \$4,200pa.

Council Plan

Theme 3 Communities

Objective 3.3 Preservation of peaceful, safe and healthy environments

Strategy 3.3.4 Support a wide-range of community groups to improve community wellbeing

Theme 3 Communities

Objective 3.3 Preservation of peaceful, safe and healthy environments

Strategy 3.3.6 Maintain, enhance and develop community and recreational facilities to improve community wellbeing.

Theme 3 Communities

Objective 3.4 Building leadership and skills within the community

Strategy 3.4.3 Provide funding opportunities to groups to improve and strengthen their communities.

Theme 5 Development and Growth

Objective 5.2 Encourage sustainable economic development and growth

Strategy 5.2.3 Support and grow Surf Coast Shire's key industry sectors of Surfing, Tourism, Retail, Agriculture and Construction.

Policy/legal implications

Future surf lifesaving club redevelopment requests for funding will be assessed according to Council's Community Project Assessment Matrix.

Council will lead an advocacy taskforce to strongly lobby for the State Government to recognise and assume its responsibility to adequately resource professional lifeguarding services provided on coastal Crown land.

Officer Direct or Indirect Interest

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

Risk assessment

Misinterpreting Council's strong commitment to surf lifesaving is the major risk associated with this project, possibly giving rise to negative public opinion and reputational damage. The recommendations contained in this report seek to provide clarity and certainty regarding Council's, and the State Government's support of surf lifesaving.

Social considerations

The 'Review of Council support of surf lifesaving – Final report' identifies the considerable social benefits provided by surf lifesaving clubs, to a large and diverse cross-section of the community.

This report with recommendations are specifically focused on surf life saving clubs. However, it will open the door for Council to consider contributions to other clubs on coastal land. The difference though will be the relative merits of these other proposals (e.g. Anglesea Motor Yacht Club). Critical to the recommendation that Council supports investment in SLSCs is the social value that they provide to the community - big membership numbers, lots of community connection, fostering volunteering, highly valued by the broader community. The same case could be made for the Anglesea Motor Yacht Club but to a far lesser extent, although with a total project cost estimate of approximately \$400k a 5% Council contribution equates to a more modest \$20,000.

4.7 Review of Council Support of Surf Lifesaving

Community engagement

Significant community engagement was undertaken during the development of the 'Future of Surf Lifesaving in Surf Coast Shire Strategy', providing social, environment, and community context for this 'Review of Council support of surf lifesaving'.

Surf Life Saving Clubs, Great Ocean Road Coast Committee (GORCC) and State Government departments were comprehensively engaged in the research phase of this project, as identified in the stakeholder engagement plan endorsed by Council.

Environmental implications

The 23 February 2016 Council report to adopt 'The Future of Surf Life Saving in Surf Coast Shire Strategy' identified the natural coastal environment as highly valued. Council is the planning authority for any Surf Life Saving Club redevelopment proposals.

Communication

The Community Communication Plan consists of:

- Life Saving Victoria attending a Council Briefing session
- informing key stakeholders of the report findings and Council recommendations in advance of the Council meeting
- issuing a media release following the Council meeting.

Conclusion

The 'Review of Council support of surf lifesaving – Executive Summary' supplements 'The Future of Surf Life Saving in Surf Coast Shire' strategy, and should be read in conjunction with it.

The report provides clear guidance regarding Council's future support of surf lifesaving.

Surf Coast residents believe that local and state governments have a role to play in the funding of essential surf lifesaving services, including facilities, equipment and lifeguards. Council has subscribed to this belief for many years by annually contributing to professional lifeguarding services, and by sponsoring the Fairhaven clubhouse redevelopment in 2013/14.

But the introduction of the 'Fair Go Rates System' and the loss of large, non-competitive Victorian Government funding has altered the landscape, and forced Council to critically analyse its core responsibilities and budget demands.

The report recommendations are cognisant of the fact that surf lifesaving is both a legitimate sport and an emergency management activity; and the principles that Council exists to support its community and volunteers (including lifesaving clubs), whilst the State is responsible for facilities and prescribed activities on coastal Crown land (including professional lifeguarding services).

4.7 Review of Council Support of Surf Lifesaving

APPENDIX 1 REVIEW OF COUNCIL SUPPORT OF SURF LIFESAVING - EXECUTIVE SUMMARY



Review of Council support of surf lifesaving- Executive Summary



April 2017

Executive Summary

This report supplements 'The Future of Surf Life Saving in Surf Coast Shire' strategy, and should be read in conjunction with it. The purpose of the report is to provide Councillors with clear guidance regarding Council's future support of surf lifesaving.

Surf Coast residents believe that local and state governments have a role to play in the funding of essential surf lifesaving services, including facilities, equipment and lifeguards. Council has subscribed to this belief for many years by annually contributing to professional lifeguarding services, and by sponsoring the Fairhaven clubhouse redevelopment in 2013/14.

But the introduction of the 'Fair Go Rates System' and the loss of large, non-competitive Victorian Government funding has altered the landscape, and forced Council to critically analyse its core responsibilities and budget demands.

The following recommendations are cognisant of the fact that surf lifesaving is both a legitimate sport and an emergency management activity; and the principles that Council exists to support its community and volunteers (including lifesaving clubs), whilst the State is responsible for facilities and prescribed activities on coastal Crown land (including professional lifeguarding services).

It's recommended that Council:

- 1 liaise with the Municipal Association of Victoria to convene and lead an advocacy taskforce, consisting of affected Councils and Agencies, to lobby for the State Government to recognize and assume its responsibility to adequately resource professional lifeguard services provided on coastal Crown land*

Recommendation 1 is supported by the following findings:

- DELWP are responsible for coastal Crown land (defined as land within 200m of the high tide mark)
- Council has no responsibility or obligation regarding facilities or prescribed activities conducted on coastal Crown land (with the exception of Bells Beach Reserve)
- in a rate-capped environment, Council is challenged to adequately resource its own responsibilities, let alone those of the State and other agencies
- the State acknowledges the crucial role played by LSV in drowning prevention and delegates emergency management responsibilities (including professional lifeguarding) to them, and
- the vast majority of rescues and preventative actions relate to visitors to the municipality

- 2 *continue to support and nurture surf lifesaving, volunteers, communities, and visitors by:*
- 2.1 *agreeing that Surf Life Saving Club requests for clubhouse redevelopment support are eligible for consideration of a financial contribution by Council up to an amount that is the lesser of 5% of the total project value or \$250,000 (exclusive of GST)*
- 2.2 *encouraging Surf Life Saving Club participation in Council's annual community grants program*

Recommendation 2 is supported by the following findings:

- well designed and accessible surf lifesaving facilities are valuable community assets that can ease the pressure on Council to provide the same (particularly relevant in the high growth localities of Torquay and Jan Juc), and greatly enhance the beach experience of all visitors
- surf lifesaving is a legitimate sport and activity that promotes community health and wellbeing and strongly complements Council's responsibility to do the same
- surf lifesaving clubs are embedded in the shire's culture and enhance the municipality's reputation as the Home of Australian Surfing
- Council support of surf lifesaving is consistent with the Council Plan and the endorsed Future of Surf Life Saving in Surf Coast Shire strategy
- SLS participation rates are higher than for any other sport in the municipality, and strong population growth will only increase the demand for surf lifesaving services and facilities
- SLS clubhouse redevelopment projects score highly on Council's Community Project Assessment Matrix, and but for the question of land ownership, qualify strongly for budget consideration
- Council currently supports numerous other clubs operating on non-Council owned land (these clubs receive support when SLSCs don't, simply because Council manages the land)
- contemporary facilities are crucial to generating operational income and a trading profit, and are therefore fundamental to the financial sustainability and independence of SLS clubs (no reliance on recurrent Council support)
- SLS clubs are increasingly moving towards paid administrative positions, and contemporary facilities provide job growth both during construction, and afterwards in the hospitality field
- Council's current support of surf lifesaving is only 'average' (compared to other Councils), despite the municipality's reputation as the Home of Australian Surfing

Review of Council support of surf lifesaving 3

- all Victorian Councils with a beach frontage provide some form of financial support to lifesaving clubs (capital contributions are the most common form of support), and
- large capital contributions represent 'good value' when annualised over the life of the asset and the associated benefits are taken into account

4.7 Review of Council Support of Surf Lifesaving

APPENDIX 2 FUTURE OF SURF LIFESAVING IN SURF COAST SHIRE STRATEGY 2016

THE FUTURE OF SURF LIFE SAVING IN SURF COAST SHIRE

JANUARY 2016



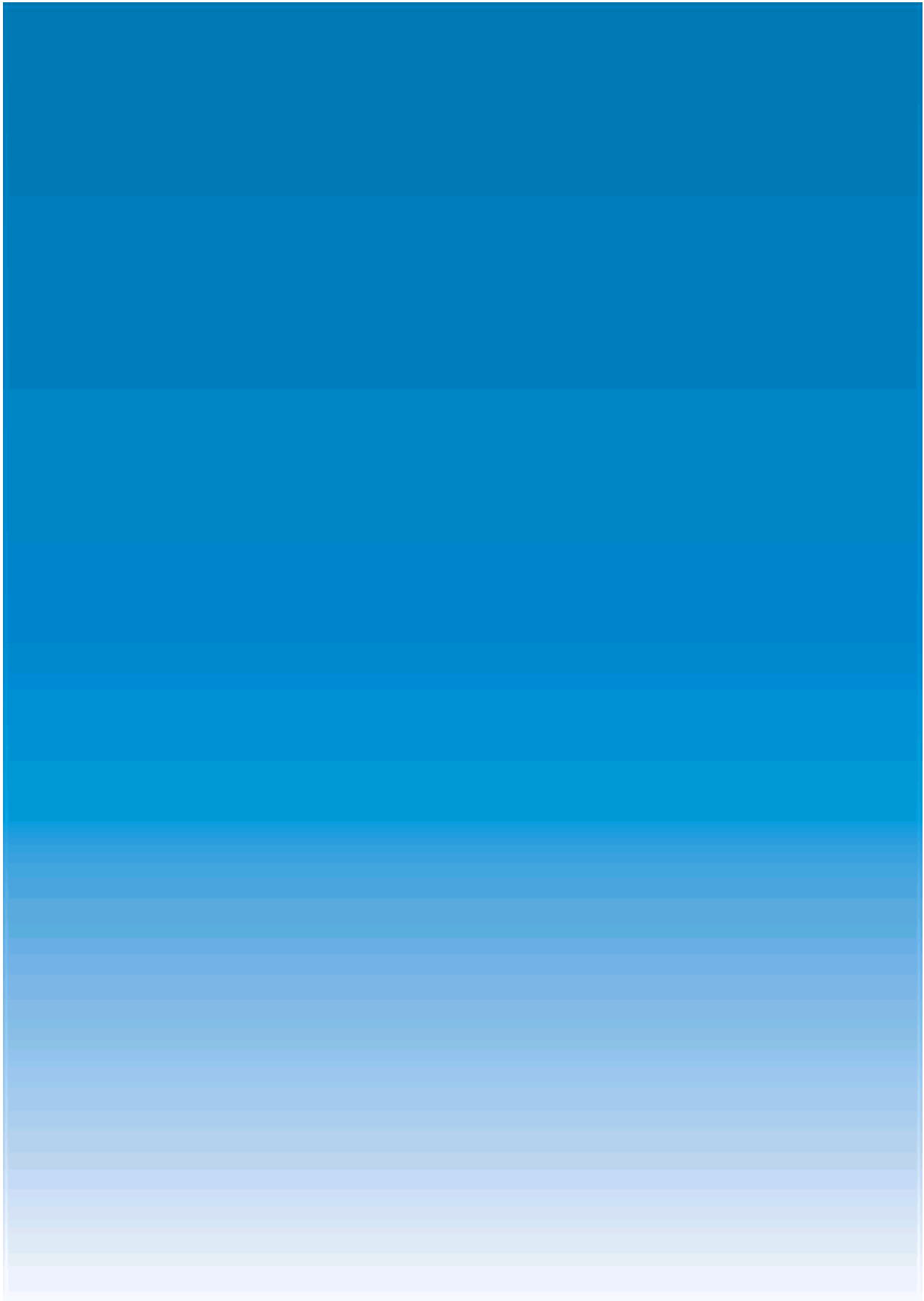
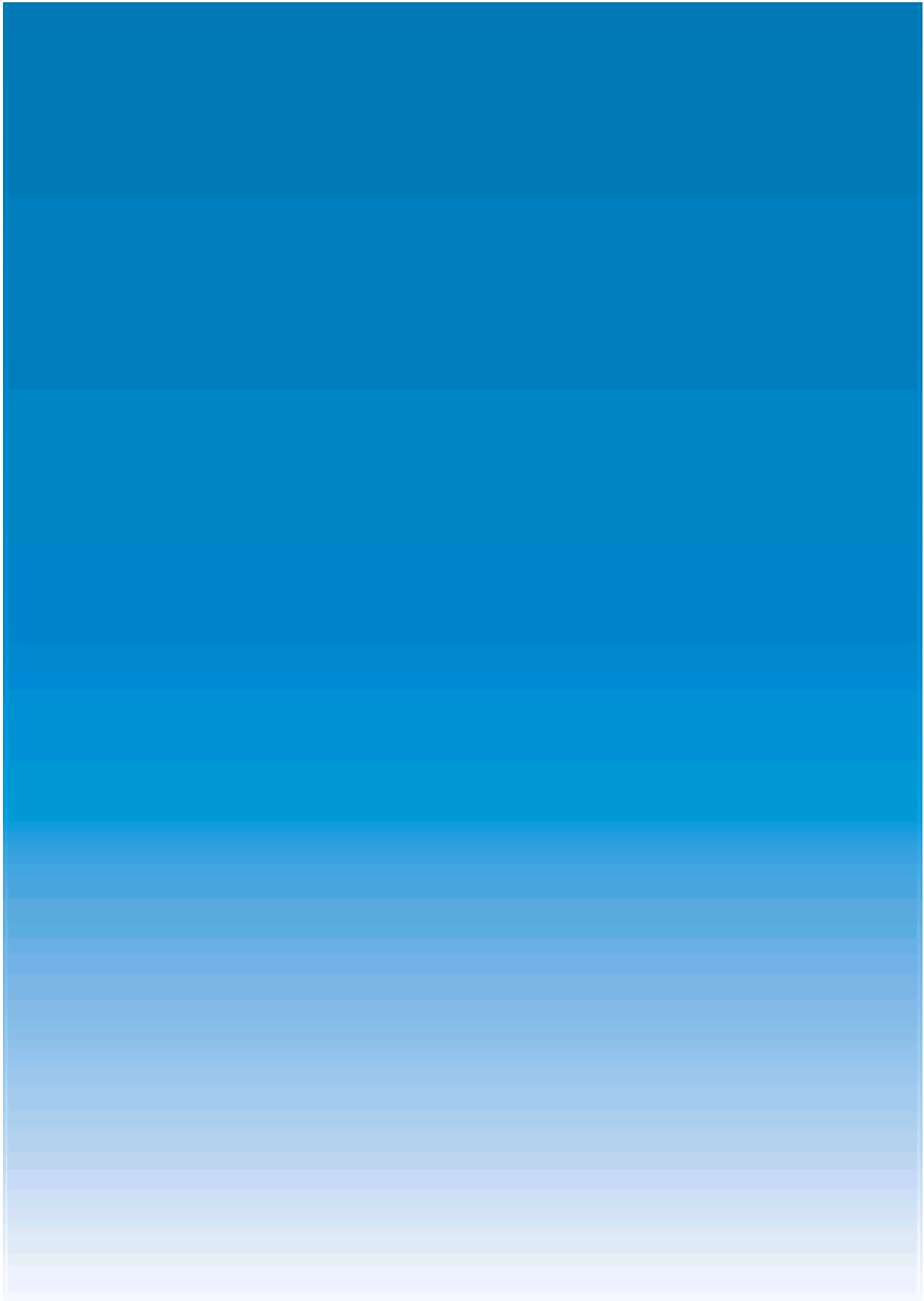


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FOREWORD

The beautiful and dangerous shores of Surf Coast have defined the landscape and its inhabitants for thousands of years. Wathaurong and Gadubanud Aborigines lived in and belong to the Surf Coast region.

With the arrival of Europeans, coastal settlements established and were dependent on shipping for commerce and communication. Ships were wrecked frequently on the rocky Bass Strait coast, and communities were often engaged in rescues. As swimming and surfing became more popular in the twentieth century, surf life saving clubs formed to provide a rescue service on Surf Coast's beaches.

A Torquay Life Saving Club started in 1922, followed by Lorne the next year, and Anglesea in 1929. Surf board riders were often closely associated with the life saving clubs. Life Saving competitions and championships were popular during the 1920s and 30s.

The post-war years saw rapid growth of the Surf Coast as a holiday destination. The Torquay Surf Life Saving Club re-formed in 1946, and Lorne in 1947. Anglesea followed in 1952, with Fairhaven in 1957 and Jan Juc in 1963. Greater household incomes and the popularity of surfing and the beach experience continued to drive new residential development, in addition to caravanning and camping.

Surf Coast has over 3,000 businesses in an economy worth almost \$1 billion annually. Its beaches and National Parks attract 1.8 million visitors each year, spending \$500 million annually. Surfing provides over a quarter of the jobs and economic activity in this growing regional economy.

Two Torquay SLSC members established *Rip Curl*, and were followed by *Dive 'n Surf*, *Piping Hot* and *Quiksilver*, along with other surf related industries. These companies continue to provide employment locally, and help to give Surf Coast the reputation as the Home of Australian Surfing.

The annual Rip Curl Pro event at Bells Beach Coastal Reserve is now a well-established event on the international calendar, and attracts competitors from all around the world, as well as thousands of domestic and overseas visitors.

At the same time, Surf Coast residents who responded to this report's consultation process want to ensure that surf life saving facilities do not impact on the environment or cultural heritage sites. While the existing facilities are in modified environments and have been there for decades, there was a clear message that the natural coastal environment is highly valued and there is a strong community desire to protect and maintain these sensitive and vulnerable areas.

Surfing, and surf life saving, are embedded in the Shire's culture, not just its name. Community research conducted for the Strategy revealed that over a third of Surf Coast households have someone who has been or is currently a member of a surf life saving club. Support for the various activities of surf life saving clubs is also shown to be very high. 98% of respondents stated that surf life saving clubs were either 'extremely beneficial' or 'quite beneficial' to the local community.

Research conducted for the Australian government has found that in Surf Coast, the 'critically important factors in choosing beaches for residents, day-trippers and tourists' was 'safe swimming' and 'life saving patrol'. Tourism Research Australia reports that 71.2% of visitors to Surf Coast Shire in 2014 went to the beach.

Life saving clubs on the surf coast have a vibrant and growing membership base made up of junior, adult and senior community members. With over 6,754 members recorded in the five clubs for the 2014/15 season, the clubs demonstrate a healthy blend of gender and age diversity (48% of members are female, over 33% are aged 5-15 years).

Importantly, the clubs provide an essential community life saving service that sets them apart from all others. In 2014/15 the five clubs performed a range of volunteer based activities that provided significant benefit to the community, with one key result being the rescue of 35 members of the community who were identified as at risk of drowning.

Each club – Torquay, Jan Juc, Anglesea, Fairhaven and Lorne – has a unique demographic and culture, some with high local resident membership and others with high holiday maker membership.

The surf life saving clubs are an important portal for the visitor population to connect with full time residents. Clubs provide a unique opportunity for visitors and residents to develop a sense of community regardless of where they live.

This represents an enormous advantage to Surf Coast in its efforts to develop a diverse and resilient community, through an altruistic activity that develops leadership and spans all age groups.

EXECUTIVE SUMMARY

Introduction

The purpose of the Future of Surf Life Saving project is to prepare a strategic framework to guide the future provision, use, management and investment in the development of surf life saving and associated clubs, facilities and services in Surf Coast Shire, that is agreed to by all key stakeholders and agencies.

The project is a collaboration between five contributing agencies: Surf Coast Shire; Great Ocean Road Coast Committee; the Department of Environment, Land, Water and Planning; the Department of Justice; and Regional Development Victoria.

Vision and objectives

The following Vision for the project was developed through the Vision and Objectives Workshop:



We support a well-managed, inclusive and adaptable surf life saving movement, connected to the community, helping to respect, understand and enjoy our coastal environment.

The following project Objectives were also developed:

1. Simplify and clarify roles, accountabilities and governance arrangements.
2. Build robust and productive relationships between Life Saving Victoria, the Clubs, stakeholders, and the wider community.
3. Deliver diverse and safe beach experiences through an adaptable and responsive life saving service.
4. Promote the way surf life saving contributes to the health and wellbeing of the Surf Coast community, culture, environment and economy.
5. Develop a sustainable revenue capability and investment model for an effective surf life saving service.
6. Plan collaboratively for life saving buildings, infrastructure and resources to meet the needs of the Surf Coast community.

Consultation process

The project sought feedback from the community and agencies to an Issues and Opportunities Paper through a broad consultation process.

The consultation process ran from November 2014 to February 2015, and involved:

- The establishment of a Community and Agency Reference Group;
- Development of an Issues and Opportunities Paper for the consultation;
- Advertisements and articles in the Surf Coast Times;
- An Agency Workshop, two Focus Groups and two Open Houses;
- Community Research – 203 residents interviewed by phone;
- A Community Survey using the same questions from the Research interview;
- A Project website established with OurSay and linked to the Council website;
- Written submissions; and
- A Vision and Objectives Workshop with stakeholder representatives.

Over 400 Surf Coast residents have been directly involved in the consultation process.

Key overall findings from the consultation

Broadly accepted guiding principles:

Through the course of developing this strategy, some key understandings have emerged. The following statements are broadly accepted by all five government organisations and the surf life saving movement, and appear to enjoy the support of the wider Surf Coast community.

- Surf life saving clubs are central to the culture, experience and community life of Surf Coast Shire.
- As recognised in legislation and supported by the community, surf life saving clubs should continue to be located on coastal Crown land, subject to mandated environmental controls including coastal vulnerability.
- The coastal environment of Surf Coast is highly valued by residents and visitors alike, and it must be protected.
- The government agencies, Life Saving Victoria and the clubs are all committed to strong and cooperative relationships to support a well-trained, inclusive and adaptable life saving movement.

- The number of surf life saving clubs currently developed on coastal Crown land is sufficient, at least up to 2025.
- Currently there is not sufficient support for any new club location for this to be actively considered by the managing agencies. This position could be re-evaluated at any time approaching the ten year horizon, but would require detailed justification on the basis of risk, demographics and community support.
- The emphasis over the next ten years should be on consolidating, resourcing and possibly expanding outpost services with decisions made collaboratively between the agencies, clubs, and Life Saving Victoria, on a risk management basis.
- With the Shire's population forecast to grow from 28,810 in 2015 to 43,763 in 2036, it is anticipated that demand for life saving services will increase in future.
- Government agencies and the clubs agree that Surf Coast clubs do not have the infrastructure or beach environment to support mega-events such as the Australian Surf Life Saving Championships.
- However, many other smaller events such as international, national and state competitions and events such as the Lorne Pier to Pub are, and should continue to be supported to the benefit of clubs, local residents and visitors.

Key findings on governance:

- Current legislation governing Crown land tenures is reasonably effective, but very difficult for clubs to follow and negotiate;
- Outside of a major review of Crown land legislation, there is no opportunity to reduce the number of stakeholder agencies involved with surf life saving;
- However, with agreement and cooperation, clarification and simplification of accountabilities is possible;
- DELWP could recommend legislative amendments to simplify provisions; and to merge the *Land (Surf Life Saving Association) Act 1967* into the *Crown Land (Reserves) Act 1978*;
- While the principles of the Victorian Coastal Strategy are relatively straightforward, there is a lack of clear detailed policy to guide the future development and management of surf life saving facilities;
- A short sharp policy document clarifying current leasing/licensing arrangements would be welcomed by most parties;
- There is very strong general community support for locating surf life saving clubs and their facilities on coastal Crown land;

- However, several submissions point out that coastal Crown land is a precious and limited resource, and surf life saving use must be balanced against social and environmental factors.

Key findings on safe beach experience:

- Surf life saving clubs play a key role in the provision of emergency services in Victoria;
- The provision of a beach rescue service through the patrolling of popular swimming beaches is a highly valued function in the community;
- There are opportunities to modernise in several areas, particularly mobile communications;
- Access for vehicles to beaches and even surf life saving club buildings must be considered when clubs facilities are redeveloped;
- However, clubs are limited in their ability to modernise by lack of funds;
- The current paid lifeguard service is heavily dependent on the life saving movement volunteer base, facilities, equipment, resources, and the leadership and community development strengths within the Clubs.

Key findings on community health and wellbeing:

- Surf life saving activities are strongly supported by the Surf Coast community;
- There are opportunities for surf life saving clubs to strengthen existing relationships with local communities.

Key findings on economic benefit:

- Surf life saving brings economic benefits to local and broader community;
- Surf life saving clubs could be available for broader community use which does not limit clubs in their primary goal of saving lives;
- The current leasing arrangements, quality, suitability and appropriateness of other uses, varies across surf life saving facilities, restricting the ability of some facilities to be used for broader purposes;
- The hosting of major events offers opportunities for clubs and the broader community, but a significant number of constraints also currently exist;
- Surf Coast does not have the beach space or community infrastructure to support an event as large as the Australian Surf Life Saving Championships.



Key findings on environment and culture:

- The coastal environment is highly valued by the Surf Coast community, and is a sensitive and vulnerable asset deserving of protection;
- Surf life saving facility developments in new locations are generally not supported without strong justification;
- No new surf life saving club locations are justified in the next ten years;
- Future works to existing facilities must be contained within the existing footprint, minimize environmental impact, be environmentally sustainable and responsive to their location;
- Relocation of some life saving facilities further inland may be required in the future in planning for climate change.

Key findings on funding and investment:

- Surf Coast residents believe that local and state governments have a role to play in the funding of essential surf life saving services, including facilities, equipment and lifeguards;
- Government agencies have limited resources to assist in supporting services and buildings and facilities;
- Many of the current buildings and facilities are outdated and in major need of upgrade;

- Non-core programs and activities could be funded through other fundraising and commercial avenues;
- Clubs are currently restricted in their ability to generate revenue through other sources;
- There are many constraints on normal surf life saving activities on the foreshore.

Key findings on plan for buildings and resources:

- Surf life saving services will need to be responsive to population growth;
- Expansion of surf life saving services does not necessarily mean new clubs or facilities, rather innovation in how future services are delivered;
- While the key life saving roles of Clubs have not changed, the way they are delivered certainly has.

INTRODUCTION

Background to the future of surf life saving

The purpose of the Future of Surf Life Saving project is to prepare a strategic framework to guide the future provision, use, management and investment in the development of surf life saving and associated clubs, facilities and services in Surf Coast Shire, that is agreed to by all key stakeholders and agencies. It is intended to improve the understanding and interactions between clubs and community.

The project is a collaboration between five agencies: Surf Coast Shire; Great Ocean Road Coast Committee; the Department of Environment, Land, Water and Planning; the Department of Justice; and Regional Development Victoria.

Project roadmap

Stage		Description	Timing	Outcome
1	Project initiation	Develop plans for the delivery of the project	Sept 2014	
2	Issues and Opportunities	Prepare Issues and Opportunities Paper based on situation and gap analysis	Sept – Oct 2014	Issues and Opportunities Paper
3	Community engagement	Consultation and engagement with the community on Issues and Opportunities	Nov 2014 – Jan 2015	Involved and engaged community
4	Develop draft Strategy	Develop Draft Strategy and Event Facility Assessment	Feb – Mar 2015	Draft Strategy
5	Community engagement	Consultation and engagement with the community on Draft Strategy	Oct 2015	Involved and engaged community
6	Finalise Strategy	Develop and complete final Strategy	Nov – Dec 2015	Final Strategy

A more detailed description of the Project Roadmap is in Appendix 1.

Vision and objectives workshop

Following the Stage 3 Community Engagement, the Project Control Group sponsored a workshop in May 2015, involving some key community leaders, including the Surf Coast Mayor and Chief Executive, the Chair of the Great Ocean Road Coast Committee, representatives of Emergency Management Victoria, and the Chief Executive of G21. (G21 – the Geelong Alliance – is the formal alliance of government, business and community organisations working together to improve the lives of people within the Geelong region.)

Using the inputs from the consultation, this workshop developed the following Vision and Objectives for the Draft Strategy:

Vision

We support a well-managed, inclusive and adaptable surf life saving movement, connected to the community, helping to respect, understand and enjoy our coastal environment.

Objectives

1. Simplify and clarify roles, accountabilities and governance arrangements.
2. Build robust and productive relationships between Life Saving Victoria, the Clubs, stakeholders, and the wider community.
3. Deliver diverse and safe beach experiences through an adaptable and responsive life saving service.
4. Promote the way surf life saving contributes to the health and wellbeing of the Surf Coast community, culture, environment and economy.
5. Develop a sustainable revenue capability and investment model for an effective surf life saving service.
6. Plan collaboratively for life saving buildings, infrastructure and resources to meet the needs of the Surf Coast community.

The agencies

Regional Development Victoria (RDV):

Regional Development Victoria is the Victorian Government's lead agency in developing rural and regional Victoria through a focus on building stronger economies and communities through employment, investment and infrastructure.

Department of Environment Land, Water and Planning (DELWP):

DELWP is responsible for the stewardship of Victorian coastal Crown land and the tenants that occupy this highly valued land. DELWP's responsibilities include the direct and delegated management of public land and issuing consent for the use or development of coastal Crown land under the *Coastal Management Act 1995*. DELWP must give effect to the Victorian Coastal Strategy and take into account environment, social and economic factors in issuing consent under the Act.

Department of Justice (DoJ):

Provides funding and support to volunteer organisations such as Life Saving Victoria as a component of delivery of Victoria's emergency services.

Life Saving Victoria and affiliated surf life saving clubs:

Water safety – saving lives, preventing injury, enjoying the water—prevention of aquatic related death and injury in all Victorian communities with a vision that all Victorians will learn water safety, swimming and resuscitation and be provided with safe aquatic environments and venues.

Each surf life saving club in Surf Coast Shire has a unique demographic and culture, some with high local resident membership and others with high holiday maker membership. The Life Saving Victoria priority is 'Clarify our future and delivering total integration' and refers to linking with the community.

Great Ocean Road Coast Committee (GORCC):

GORCC is a Committee of Management appointed by and responsible to the Minister for Environment and Climate Change for the management of 37 kilometres of coastal Crown land reserves along the Great Ocean Road between Torquay and Lorne. Each of the surf life saving clubs in Surf Coast Shire are located on this land. GORCC contributes funding for professional lifeguards over the summer period in conjunction with Surf Coast Shire and the State Government. GORCC's mission is to 'Ensure appropriate use and effective management of the GORCC managed coast through advocacy and action'. GORCC is the land manager for all surf life saving clubs in Surf Coast Shire.

Surf Coast Shire (SCS):

SCS has land management responsibility adjacent to DELWP and GORCC managed land however does not have a policy position to guide decision making in regard to surf life saving clubs. The surf life saving clubs are important community buildings and community places linking communities together for the purpose of life saving. The Shire supports Life Saving Victoria through an annual allocation of funding for professional life guard services over the summer period and supports the clubs through the staging of their major events such as carnivals and fundraising activities.

G21 – Geelong Region Alliance

G21 is the formal alliance of government, business and community organisations working together to improve the lives of people within the Geelong region across five municipalities – Colac Otway, Golden Plains, Greater Geelong, Queenscliffe and Surf Coast.

G21 works as a forum to discuss regional issues across interest groups and municipalities resulting in better co-ordinated research, consultation and planning. G21 supports the delivery of projects that benefit the region across municipal boundaries and is a platform for the region to speak with one voice to all levels of government.

Structure of the Draft Strategy

Using the Issues and Opportunities Paper, the Consultation and Engagement feedback, and the objectives developed by the Vision and Objectives Workshop, the Draft Strategy has been structured around the following chapters, corresponding to the Objectives above:

1. Governance
2. Safe beach experience
3. Community health and wellbeing
4. Revenue and investment
5. Plan for buildings and resources

Objective 2 – Build robust and productive relationships between Life Saving Victoria, the Clubs, stakeholders, and the wider community – has been incorporated into Chapter 3 Community Health and Wellbeing.

Review of this Strategy

The Strategy was finalised and released in 2016. The Strategy has been developed with a ten year planning horizon. It is intended that the Strategy actions will be reviewed after three years and six years, with a more comprehensive review after ten years.

The Strategy is available on the Surf Coast Shire website <http://www.surfcoast.vic.gov.au/>.

For any enquiries, please contact the Surf Coast Shire Office on (03) 5261 0600.



THE STRATEGY

Overview

Early history of the Surf Coast

Wathaurong and Gadubanud Aborigines lived in the Surf Coast region for thousands of years before European settlement. Middens show that the coastal environment was occupied and productive, with shellfish, eels, ducks, cape barren geese and seals as part of a varied diet.

Early European settlers were typically involved in agriculture, timber, whaling and sealing. Coastal settlements established and were dependent on shipping for commerce and communication. Ships were wrecked frequently on the rocky Bass Strait coast, and communities were often engaged in rescues. By the 1900s, roads started to connect the coastal settlements.



Surf Life Saving in Surf Coast Shire

Prior to 1911, daytime swimming and bathing was restricted in many parts of Victoria. However, the popularity of beaches in hot weather and the health benefits of swimming saw these restrictions gradually abandoned. As a result, swimming clubs and life saving clubs started in many coastal locations, in response to the increased risk of drownings.

A Torquay Life Saving Club started in 1922, followed by Lorne the next year, and Anglesea in 1929. These clubs were initially affiliated with the Royal Life Saving Society, and subsequently with an offshoot, the Victorian Surf Bathers Association. Surf board riders were often closely associated with the life saving clubs. Life Saving competitions and championships were popular during the 1920s and 30s. However, many clubs lapsed through the Depression and World War 2.

The post-war years saw rapid growth of the Surf Coast as a holiday destination. The Torquay Surf Life Saving Club re-formed in 1946, and Lorne in 1947. Anglesea followed in 1952, with Fairhaven in 1957 and Jan Juc in 1963. Greater household incomes and the popularity of surfing and the beach experience continued to drive new residential development, in addition to the traditional caravan and camping ground summer accommodation.

With the advent of the Bells Beach Carnival in the 1960s, board riding became even more popular, and surf life saving club membership numbers suffered as a consequence. The greater availability of cars and better roads, along with smaller lighter boards made it easier for young people to find their own beach recreation activities beyond the structure and discipline of life saving clubs.

However, to this day the five clubs continue to thrive and provide a paid and volunteer life saving service on the Shire's beaches.

Surf Coast economy

Inevitably, the Surf Coast spawned its own surf industry. Two Torquay SLSC members established *Rip Curl*, and were followed by *Dive 'n' Surf*, *Piping Hot* and *Quiksilver*, along with other surf related industries. These companies continue to provide employment locally, and help to give Surf Coast the reputation as the Home of Australian Surfing.

The annual Rip Curl Pro event at Bells Beach Coastal Reserve is now a well-established event on the international calendar, and attracts competitors from all around the world, as well as thousands of domestic and overseas visitors.

A report prepared in 2014 for the Shire¹ estimates that in 2013 the surf industry supported a quarter of the economic activity in Surf Coast Shire's economy. The industry provided \$217 million in industry value added activity (of a total \$819.8 million across all industries in Surf Coast Shire) and more than 2,000 FTE jobs (of a total of 7,561 FTE jobs in Surf Coast Shire).

¹ AEC Group 2014 *The Economic Value of the Surf Industry to Surf Coast Shire*.

Surf Coast and the beach experience

Surf Coast today is one of the most attractive semi-natural coastal environments in the world. With the backdrop of the Great Otway National Park and rolling hills, the sandy beaches and coastal towns nestle in next to the Southern Ocean. It is a beautiful and evocative coastal landscape. It has attracted people to live close by for thousands of years, and in even larger numbers today.

Surf Coast is partly defined by its surfing culture, and partly by its long tradition of surf life saving. But it is certainly defined by the beach experience it offers. On top of a Surf Coast Shire resident population of 28,282 (2013), there were 1.8 million tourism visitors in 2014. Of these, 57% were day trips, with 41% domestic overnight stays, and 2% international overnight stays. The Economic Value report quotes research that shows 71.2% of visitors to Surf Coast Shire visit the beach. Just on 10% of visitors go to the beach to surf, and the rest for a mix of swimming, walking and paddling and other beach activities.

In addition, community research for this Future of Surf Life Saving Strategy project revealed that 35% of households have at least one person who is, or has been, a member of a surf life saving club.

Public consultation for the Strategy revealed very strong community support for surf life saving in Surf Coast Shire. The community research showed overwhelming support for surf life saving clubs to occupy coastal Crown land. Over 90% of respondents supported not only life saving activities, but also social facilities, additional storage, surf life saving events, cafés or restaurants, and accommodation.

However, across many submissions, there was recognition that surf club facilities occupy precious coastal Crown land and that this public resource should be protected from further expansion.

These figures paint a very strong picture of a community focussed around their coastal experience. Residents and visitors highly value the relatively unspoilt coastal environment, and in large numbers enjoy the beaches and surf activities. The Shire's identity is completely recognised in its name – the Surf Coast Shire.

The need for this Strategy

Surf life saving clubs are located in community facilities and are a hub of community activity. However there are gaps in strategic planning and policy across the agencies that support surf life saving in SCS to guide decision making relating to surf life saving clubs.

There are significant policies and legislation that relate to surf life saving clubs including the Victorian Coastal Strategy and Crown Land (Reserves) Act. However these can be complex and potentially confusing. There has been change over time with emerging trends for surf life saving clubs, agencies and the community resulting in strategy and policy gaps.

It is understood that organisations are reviewing aspects of their arrangements and involvement with surf life saving.

All the government agencies recognise that through the passage of time, no single organisation has emerged with clear responsibility for planning, managing and supporting life saving activities on the Surf Coast. Therefore, the five agencies are cooperating to:

- Develop a strategic plan for the future of surf life saving in Surf Coast Shire;
- Develop a sound basis for future cooperation;
- Clarify roles and responsibilities;
- Set out a ten year action plan to give some certainty for the future.



Broadly accepted guiding principles:

Through the course of developing this strategy, some key understandings have emerged. The following statements are broadly accepted by all five government organisations and the surf life saving movement, and appear to enjoy the support of the wider Surf Coast community.

- Surf life saving clubs are central to the culture, experience and community life of Surf Coast Shire.
- As recognised in legislation and supported by the community, surf life saving clubs should continue to be located on coastal Crown land, subject to environmental controls including coastal vulnerability.
- The coastal environment of Surf Coast is highly valued by residents and visitors alike, and it must be protected.
- The government agencies, Life Saving Victoria and the clubs are all committed to strong and cooperative relationships to support a well-trained, inclusive and adaptable life saving movement.
- The number of surf life saving clubs currently developed on coastal Crown land is sufficient, at least up to 2025.
- Currently there is not sufficient support for any new club location for this to be actively considered by the managing agencies. This position could be re-evaluated at any time approaching the ten year horizon, but would require detailed justification on the basis of risk, demographics and community support.
- The emphasis over the next ten years should be on consolidating, resourcing and possibly expanding outpost services with decisions made collaboratively between the agencies, clubs, and Life Saving Victoria, on a risk management basis.
- With the Shire's population forecast to grow from 28,810 in 2015 to 43,763 in 2036, it is anticipated that demand for life saving services will increase in future.
- Government agencies and the clubs agree that Surf Coast clubs do not have the infrastructure or beach environment to support mega-events such as the Australian Surf Life Saving Championships.
- However, many other smaller events such as international, national and state competitions and events such as the Lorne Pier to Pub are, and should continue to be supported to the benefit of clubs, local residents and visitors.



1.0 Governance

Objective:

Simplify and clarify roles, accountabilities and governance arrangements.

Discussion

This project has been supported by five government agencies (the Department of Environment, Land, Water and Planning; Department of Justice; Department of Regional Development, Surf Coast Shire Council and the Great Ocean Road Coast Committee) with a strong interest in the coast and in surf life saving. However, none of these agencies has clear and authoritative responsibility for the majority of issues raised during this project. It is beyond the scope of this Strategy to recommend changes to organisation responsibilities, but it is possible for the Strategy to clarify accountabilities (see Appendix 3 Agency Roles), to recommend simplifying legislation and administration, and to suggest streamlining in decision-making.

Currently clubs can secure tenure of Crown land in three main ways: through the *Crown Land (Reserves) Act 1978*, the *Land (Surf Life Saving Association) Act 1967*, or the *National Parks Act 1975* (no clubs in Surf Coast Shire are currently located in National Parks). Although the CLR Act can be used quite effectively to grant tenures for surf life saving clubs, it is widely acknowledged as unnecessarily complicated, and hard for non-experts to follow. Many clubs opt for the relative simplicity of the LSLSA Act, although it is restrictive of commercial activity, and in fact could be easily merged with the CLR Act.

The Victorian Coastal Strategy sets out the principle of coastal dependency – that is, uses should generally only be located on the coast if they are dependent on a coastal location. However, although coastal management principles may be clearly expressed in the Victorian Coastal Strategy, their interpretation in each situation can cause frustration at club level. This was expressed on several occasions by club members who had been involved in lengthy discussions about redevelopment proposals and leasing matters.

The community survey showed generally strong support for surf life saving clubs to be allowed to occupy coastal Crown land. Over 90% of respondents supported not only life saving activities, but also social facilities, additional storage, surf life saving events, cafés or restaurants, and accommodation.

However, surf club facilities occupy precious coastal Crown land and there is a need for broader community use of these facilities as well as protection of environmental values from unlimited development.

DELWP has indicated that following the Department's *Life Saving Clubs on Public Land Discussion Paper*, released in 2012, it intended to publish a short sharp policy statement to assist in clarifying matters around use and management of surf life saving tenures on coastal Crown land. This work will be released soon.

Key findings on governance:

- Current legislation governing Crown land tenures is reasonably effective, but very difficult for clubs to follow and negotiate;
- Outside of a major review of Crown land legislation, there is no opportunity to reduce the number of stakeholder agencies involved with surf life saving;
- However, with agreement and cooperation, clarification and simplification of accountabilities is possible;
- DELWP could recommend legislative amendments to simplify provisions; and to merge the *Land (Surf Life Saving Association) Act 1967* into the *Crown Land (Reserves) Act 1978*;
- While the principles of the Victorian Coastal Strategy are relatively straightforward, there is a lack of clear detailed policy to guide the future development and management of surf life saving facilities;
- A short sharp policy document clarifying current leasing/licensing arrangements would be welcomed by most parties;
- There is very strong general community support for locating surf life saving clubs and their facilities on coastal Crown land;
- However, several submissions point out that coastal Crown land is a precious and limited resource, and surf life saving use must be balanced against social and environmental factors.



	Governance actions	Agency	1-3yr	4-6yr	7-10yr
1.1	Convene a Surf Life Saving Round Table which meets at least six-monthly, to progress actions in this strategy and other matters of mutual interest, including governance; development; activities and event; and season reviews.	SCS; GORCC; DELWP; Clubs; LSV	•	•	•
1.2	Advocate for Leasing and licencing arrangements to be clarified between clubs and governing agencies.	LSV	•		
1.3	Advocate for legislative amendments to simplify provisions of the <i>Land (Surf Life Saving Association) Act 1967</i> and the <i>Crown Land (Reserves) Act 1978</i> .	LSV	•		
1.4	Through the Round Table, review progress on proposed legislative amendments.	LSV	•	•	•

2.0 Safe beach experience

Objective:

Deliver diverse and safe beach experiences through an adaptable and responsive life saving service.

Discussion

Population growth and social change

Surf life saving services will need to be responsive to population (both tourism and permanent) growth into the future. Torquay will feel this demand most keenly. With the Shire's population forecast to grow from 28,810 in 2015 to 43,763 in 2036 it is anticipated that demand for life saving services will increase in future. As well as the resident population, there were 1.8 million tourism visitors in 2014. Of these, 57% were day trips, with 41% domestic overnight stays, and 2% international overnight stays.

In addition, the projected growth of Melbourne² (4.3m to 5.9m by 2031) and Geelong³ (231,453 in 2015 to 320,791 by 2036) will place increasing pressure on Surf Coast. The centre of Melbourne is only 90 minutes away from Torquay. Surf life saving clubs that have traditionally looked to a community immediately around the clubrooms are already responding to a wider community from the suburbs of Melbourne.

New residential developments, particularly around the growth areas of Torquay and Jan Juc, attracting families and an increase in beach visitation from multi-cultural communities will result in greater demands on life saving patrol services and training and education programs. As patrolled beaches get busier, beachgoers spread to un-patrolled locations, increasing safety risks. The community will continue to demand safe, swimming beaches and life saving services of a high standard.

Tourism Research Australia reports that 71.2% of visitors to Surf Coast Shire in 2014 went to the beach⁴. The percentage of beach-going visitors was even higher for both domestic overnight (73.9%) and international (86.4%) visitors.

Anecdotally, clubs have reported that an increasing number of rescues are of unskilled swimmers or surfers who are unfamiliar with local conditions. Although there are no statistics to support this proposition, the increasing number of tourists to Surf Coast could exacerbate this issue. Beach safety, along with a community perception of beach safety, are important issues for the positioning of Surf Coast as a beach and surfing destination.

Emergency services

The Emergency Management Manual Victoria contains policy and planning documents for emergency management in Victoria. Life Saving Victoria is tasked with provision of both professional and volunteer beach based patrolling, as well as other support and communications roles. Life Saving Victoria, through the Clubs, plays a front line role in emergency response in Surf Coast Shire.

A 'community emergency response' model currently operates between Ambulance Victoria and surf life saving clubs in Surf Coast Shire. In emergency situations such as cardiac arrest or drowning, surf life saving club members are on site and can provide the primary response until paramedics arrive.

There are, however, opportunities to improve the current despatch system. Life Saving Victoria has an existing radio communications network in use and is currently contributing to the development and implementation of a new digital network. Mobile phone black spots exist along the Great Ocean Road, and communication from members of the public calling for assistance can be difficult in some areas.

Access for vehicles to beaches and even Surf Life Saving Club buildings is difficult on busy summer days. Although the Great Ocean Road is tightly constrained in many places, access issues must be considered when clubs facilities are redeveloped.

Training provided through surf life saving clubs is at a National Competency level and is overseen by Life Saving Victoria. Opportunities exist to share facilities for such activities as training programs. The use of surf life saving club facilities in other emergency or bushfire response is also possible.

² http://www.planmelbourne.vic.gov.au/_data/assets/pdf_file/0020/131492/Fact-Sheet-Plan-Melbourne-by-Numbers-May-2014.pdf

³ <http://forecast.id.com.au/geelong/home>

⁴ TRA (2014). National and International Visitor Surveys Online Database. Tourism Research Australia, Canberra.

The idea of paid lifeguards completely replacing volunteers was raised during the consultation. Although this reflects the issue of increasing demands on Clubs, it would also be prohibitively expensive. Strong feedback from Clubs suggested that the current paid lifeguard service is heavily dependent on the life saving movement volunteer base, facilities, equipment, resources, and the leadership and community development strengths within the Clubs. In addition, the volunteer activities of the clubs are fundamental to the clubs' connection to their communities.



Key findings on safe beach experience:

- Surf life saving clubs play a key role in the provision of emergency services in Victoria;
- The provision of a beach rescue service through the patrolling of popular swimming beaches is a highly valued function in the community;
- There are opportunities to modernise in several areas, particularly mobile communications;
- Access for vehicles to beaches and even Surf Life Saving Club buildings must be considered when clubs facilities are redeveloped;
- However, clubs are limited in their ability to modernise by lack of funds;
- The current paid lifeguard service is heavily dependent on the life saving movement volunteer base, facilities, equipment, resources, and the leadership and community development strengths within the Clubs.

	Safe beach experience actions	Agency	1-3yr	4-6yr	7-10yr
2.1	Continue to support and nurture the surf life saving clubs and Life Saving Victoria to enable them to carry out paid and volunteer life saving services, highly valued by the community.	SCS; GORCC; DoJ	•	•	•
2.2	The emphasis for the next ten years should be on consolidating and resourcing, and possibly expanding, outpost services, with decisions made collaboratively between the agencies, clubs, and Life Saving Victoria, on a risk management basis.	DELWP; DoJ; SCS; GORCC; Clubs; LSV	•	•	•
2.3	Through the proposed Surf Life Saving Round Table, collaboratively consider issues, directions and innovations for the delivery of surf life saving services in Surf Coast Shire.	GORCC; SCS; DELWP; Clubs; LSV	•	•	•
2.4	Continue to have Life Saving Victoria represented on Council's Municipal Emergency Committee.	SCS	•	•	•
2.5	By the ten year horizon, consider an expanded life saving service in response to population growth, safety and other relevant issues, subject to evaluation at the time.	DELWP; DoJ; SCS; GORCC; RDV; Clubs; LSV			•

3.0 Community health and wellbeing

Objective:

Better leverage the role surf life saving plays in the health and wellbeing of the Surf Coast community, culture, environment and economy.

Discussion

Community connections

The consultation process revealed the value of strong relationships between surf life saving clubs and the wider community in:

- fostering a sense of belonging;
- developing social networks for all ages;
- offering the opportunity to learn life skills;
- overcoming social isolation;
- generating revenue for clubs;
- fostering the volunteerism ethic; and
- increasing the number of people who are able to undertake patrols.

Other community benefits included beach safety, the development of life, leadership and vocational skills, health, fitness and wellbeing, community resilience, and use of club facilities as an alternative meeting place for community groups. Community benefits arising from surf life saving are many and varied, some of which are more tangible than others, and extend even wider than the Surf Coast community.

Surf life saving offers one of the most effective ways to develop community volunteerism, and is deserving of greater support for this quality alone. Acknowledging the differential between a life saving club and a sporting club, for context it is valuable to note that some sporting clubs in the community may pay some of their competitors. All life savers self-fund their membership, including payment for their own training in order to provide a service to the wider surf coast community.

Further support for these community benefits were provided by the results of the community research in which 98% of respondents stated that surf life saving clubs were either 'extremely beneficial' or 'quite beneficial' to the local community.

Community cohesion

The involvement of many stakeholder organisations with varied mandates and accountabilities has potential to divide communities. This can be counter-productive, and make it difficult to achieve the objectives of any one of these organisations. This could easily be the situation for surf life saving.

However, Surf Coast has the advantage that surf life saving is strongly supported by the local community. The community survey conducted for this strategy reveals that most activities of surf life saving clubs are strongly supported by at least 90% of the community. Over a third of the community has a household member who is or has been a member of a surf life saving club. This is a great starting point for the development of even stronger linkages within communities.

Each club has a different demographic and culture. For some clubs, a proportion of the membership is non-resident, resulting in some non-member full-time residents feeling that the club is not part of the community and that clubs are 'elitist'. A different view is that surf life saving clubs offer the best opportunity for permanent and non-permanent residents to join together in productive community activities. There are many examples of this in the five clubs.

Some clubs are actively attempting to develop even stronger community relationships by encouraging club members to also be members of other community groups, pursuing local residents to be members, and developing reciprocal membership arrangements with other local community clubs. There is also an opportunity for clubs to engage more with the local surfing community.

Value of surf life saving

The value of coastal life saving services to the Victorian public has been estimated at \$235 million per year⁵. While saving lives is the central activity and the most economically valuable to Victoria, it is local club activities and events that have the potential to drive significant economic benefit into regional economies. Surf life saving events and activities help to fill accommodation, restaurants and provide economic activity for local service providers.

⁵ PWC 2011 *What is the economic contribution of Surf Life Saving in Australia*.

The surf life saving clubs in Surf Coast Shire also represent an important portal for the visitor population to connect with residents, and create a rare blend of communities. In the case of the Fairhaven club, seasonal visitors from Melbourne and Geelong are a large part of the foundation of the club. In other locations, this is less so, but clubs provide a unique opportunity for visitors and residents to develop a sense of community regardless of where they normally reside. This represents an enormous advantage to Surf Coast in developing a diverse and resilient community, in an altruistic activity that spans all age groups.

Of the 57 clubs listed in the Life Saving Victoria Annual Report 2013/14, the five Surf Coast clubs are all in the top 17 memberships. Anglesea has 1980 members, the largest in Victoria. Over a thousand are active members.

Over 85% of community research respondents indicated support for broader community use of surf life saving club facilities. Possible shared facilities include toilets, showers, kiosk/café, restaurants and change rooms, and meeting and function rooms. Some of these shared use activities have potential to generate modest revenue, but some would be an unfair cost burden for Clubs, and may inhibit the primary life saving function of the buildings.

Economic benefit

There was broad agreement across the feedback forums that, at a local level, businesses in the tourism, accommodation and hospitality industries were key beneficiaries of the existence of surf life saving activities and events. The community research indicated that 11% of respondents identified surf life saving activities as 'beneficial' to the local economy and 9% as 'bringing in tourists'.

The report to Surf Coast Shire Council⁶ shows that the surf industry is a key contributor to the local Surf Coast Shire economy, both directly and indirectly, supporting around one quarter of the Shire's industry value added (\$217.0 million) and local jobs (2,034 full-time equivalent jobs). Surf life saving is a subset of this activity, with the added major economic benefit of saving lives and reducing injury.

At a broader level, feedback indicated that the general community derived economic benefits through the provision of essential life saving services. Approximately 800 surf rescues occur annually in Victoria, 300 of which occur within the Surf Coast Shire. At a notional cost of approximately \$3 million per life, this equates to a significant financial benefit to the broader Victorian community each year.

A study undertaken by Bond University for the Australian Commonwealth Department of Climate Change and Energy Efficiency⁷ sought to improve the understanding of beach recreation values to assist coastal decision makers. The study considered economic values associated with beach and surf recreation and tourism at four case-study locations including the Surf Coast in Victoria.

The study produced estimates of the 'annual value of resident beach recreation and tourism' (non-market value) for Surf Coast of \$6m pa. In addition the annual value of tourist expenditure related to beaches was worth \$107m for the Surf Coast. When compared to Gross Regional Product the value of beach recreation for Surf Coast as a percentage of GRP was 13%. To place this in some perspective, the value of GRP for the other locations in the study including the Sunshine Coast (Qld) and Margaret River (WA) were only 2-3% of GRP.

In addition and significantly for this report the study found that the 'critically important factors in choosing beaches for residents, day-trippers and tourists' in Surf Coast was 'safe swimming' and the built attributes of 'life saving patrol'. Close car parking and adjacent open space were also highly rated.

The study findings support the other findings in the Strategy in that the presence of attractive coastal assets and the use of these assets by locals and tourists where the use is also made safe by surf life saving is a key factor in continued economic prosperity and of critical importance to Surf Coast.

⁶ AEC Group 2014 *The Economic Value of the Surf Industry to Surf Coast Shire*.

⁷ Raybould 2013 *Beach and Surf Tourism and Recreation in Australia: Vulnerability and Adaptation*.

Leasing arrangements

There are different leasing arrangements that operate for life saving club venues around Victoria meaning that some clubs are more restricted than others in their ability to offer their facilities for other purposes. It was acknowledged that, ideally, a mix of both club and other uses/purposes would be desirable.

Both commercial and community uses were suggested by respondents. The responses were qualified by the requirement that the primary purpose of saving lives must not be impacted from this broader use. Outside of the peak summer period, club facilities are often underutilised and are therefore well placed to broaden usage for other purposes. However, the quality of the facilities varies, so too their suitability and appropriateness for other uses such as events.

Events

Events must be seen in the broader context of wider community economic benefit, and encouraged on that basis. Surf life saving clubs may require more support to host events that bring these wider benefits.

93% of community research and 62% of survey respondents supported the hosting of large scale events, whilst 95% of community research and 62% of survey respondents supported clubs occupying beach areas for life saving club activities, including events and carnivals.

A significant number of constraints on the hosting of major events were identified, including the number of agencies involved, joint permit processes, lease restrictions, compliance requirements, logistics (such as accommodation, parking, access), availability of financial and human resources, saturation of events during peak season, weather, difficulties of event coordination and planning, availability of facilities and space, general surf conditions and the presence of significant reefs.

Opportunities identified in the hosting of major events included the alternating of event locations in order to spread the benefits across the clubs, collaboration between clubs to run fewer but larger events and applying to the Surf Coast Shire grants program to assist in the funding of events within the Shire. Surf Coast Shire is also working to spread events outside the peak summer season, in order to broaden the economic benefit but also minimise the impact on residents and community facilities and infrastructure.

Proposals have been put forward recently to host the Australian Surf Life Saving Championships ('The Aussies') in Surf Coast Shire. An assessment of possible sites, a detailed review of the Surf Life Saving Australia Event Criteria, and discussions with experienced surf life saving members indicate that it is virtually impossible to meet the site requirements to host The Aussies in Surf Coast Shire. With approximately 7,000 competitors and 20,000 spectators, beach areas are simply not large enough to contain competition and back-of-house areas. Traffic congestion around surf life saving club sites and loss of beach area for two weeks would make it difficult to meet event logistics criteria at any of the clubs in Surf Coast.

Environment and culture

The feedback across the various consultation activities was reasonably consistent in the desire to ensure that surf life saving facilities do not impact on the environment or cultural heritage sites. Whilst it was acknowledged that many of the existing facilities are in modified environments and have been there for decades, there was a clear message that the natural environment was not to be further modified through the creation of new buildings or extension of existing building and facility footprints. The natural coastal environment is highly valued and there is a strong community desire to protect and maintain these sensitive and vulnerable areas.

Some members of one club raised the issue of the growth of vegetation impeding views of the beach from the patrol tower. It was suggested that it was impossible to get the managing agencies to consider removal of vegetation to improve safety response between tower and beach. Removal of vegetation is possible if undertaken by a managing agency, with a planning permit. This is a matter for negotiation between the club and the Great Ocean Road Coast Committee.

It was also suggested by the club members that there was a need for a change in the balance between public safety and environmental management. As this broader policy matter concerns statewide vegetation legislation and controls on public land, it is outside the scope of this strategy.

Results of the community research suggested that, while 71% of respondents supported building facilities at new sites, 70% said that the five existing clubs were 'about right' for the Shire, and 94% supported facility redevelopment within existing footprints. Mainly through the project website, there was also clear and strong opposition to new developments or extension of existing footprints.

In planning for redevelopment or refurbishment works at existing sites, community feedback stressed the need for sustainable design, minimal impact to vegetation and sympathetic architectural design that integrated with the coastal environment.

Planning for climate change could require that future facilities only accommodate essential life saving facilities on the beachfront, with the remaining facilities located further inland. Existing facilities may in the future be subject to erosion, flooding and sea level rise. Furthermore, climate change effects may be felt in terms of the frequency, level and nature of life saving services that can be provided.

During the consultation, Life Saving Clubs expressed willingness to move buildings and facilities in the future, should they be threatened by erosion, flooding or sea level rise. Land managers should provide relevant and timely information on any threats on an ongoing basis, so that negotiations over adaptation actions can be undertaken in an informed and measured way.

Key findings on community health and wellbeing:

- Surf life saving activities are strongly supported by the Surf Coast community;
- There are opportunities for surf life saving clubs to strengthen existing relationships with local communities.

Key findings on economic benefit:

- Surf life saving brings economic benefits to local and broader community;
- Surf life saving clubs could be available for broader community use which does not limit clubs in their primary goal of saving lives;
- The current leasing arrangements, quality, suitability and appropriateness of other uses, varies across surf life saving facilities, restricting the ability of some facilities to be used for broader purposes;
- The hosting of major events offers opportunities for clubs and the broader community, but a significant number of constraints also currently exist;
- Surf Coast does not have the beach space or community infrastructure to support an event as large as the Australian Surf Life Saving Championships.

Key findings on environment and culture:

- The coastal environment is highly valued by the Surf Coast community, and is a sensitive and vulnerable asset deserving of protection;
- Surf life saving facility developments in new locations are generally not supported without strong justification;
- No new surf life saving club locations are justified in the next ten years;
- Future works to existing facilities must, as far as practical, be contained within the existing footprint, minimize environmental impact, be environmentally sustainable and responsive to their location;
- Relocation of some life saving facilities further inland may be required in the future in planning for climate change.

	Health and wellbeing actions	Agency	1-3yr	4-6yr	7-10yr
3.1	Recognise and promote the various roles and value of the surf life saving movement (water safety, emergency management, education, sporting, health and wellbeing, community leadership development, community cohesion) to improve community understanding.	LSV; DELWP; DoJ; SCS; GORCC; Clubs	•	•	•
3.2	Support the community development aspect of Clubs, to develop groups and individuals with transferable skills in emergency management and community leadership.	SCS; GORCC; DoJ; RDV	•	•	•
3.3	Build the important role of surf life saving clubs into the Surf Coast Shire narrative.	SCS	•	•	•
3.4	Recognise active pursuits related to Surf Life Saving as a legitimate sport and active recreation activities alongside its emergency management role.	SCS	•		
3.5	Promote and support community relationships and encourage more interaction with like organisations.	Clubs	•		
3.6	Develop formal agreements with other community organisations to provide community facility access arrangements consistent with life saving requirements.	Clubs	•		

	Economic benefit actions	Agency	1-3yr	4-6yr	7-10yr
3.7	Promote and recognise the direct economic value of surf life saving (through the saving of lives, prevention of drowning and education programs) and indirect value through support of local businesses.	LSV; SCS; Clubs;	•	•	•
3.8	Through the Round Table, advocate for investment in the redevelopment of club facilities as a positive investment in the economy and community of Surf Coast Shire.	SCS; GORCC; LSV; Clubs	•	•	•
3.9	Recognising the primary purpose of surf life saving buildings and facilities, encourage appropriate community use particularly during the off season, through lease documents or other agreements.	DELWP; GORCC; LSC; SCS Clubs	•	•	•
3.10	If required, clarify to interested community groups that the Clubs do not have the beach space or infrastructure to support an event as large as the Australian Surf Life Saving Championships.	GORCC; SCS; LSV; Clubs	•	•	•
3.11	Continue to support and develop surf life saving events, such as various state and national championships, and events like the Lorne Pier to Pub, to attract visitors and revenue to the coastal communities in the Shire.	GORCC; SCS; LSV; Clubs	•	•	•
3.12	Use the event assessment framework as an agreed decision making framework for event attraction and hosting, particularly to extend events from peak season to shoulder season.	GORCC; SCS; LSV; Clubs	•	•	•

	Environment and culture actions	Agency	1-3yr	4-6yr	7-10yr
3.13	Provide each club with information on lease and licence boundaries, as well as information on significant vegetation and areas of cultural heritage sensitivity.	GORCC; DELWP; LSV	•		
3.14	Review carparking adjacent to Club buildings, and plan with clubs for more efficient carparking with reduced environmental impact.	GORCC; SCS; LSV; Clubs	•		
3.15	Investigate other access options such as public transport and park and ride schemes.	SCS; Clubs	•	•	•
3.16	Provide regular and timely information about impacts of climate change and other environmental issues to surf life saving clubs.	DELWP; GORCC	•	•	•
3.17	Improve environmental management such as stormwater, energy use, recycling and waste disposal within lease and licence boundaries.	Clubs	•	•	•



4.0 Revenue and investment

Objective:

Develop a sustainable revenue capability and investment model for an effective surf life saving service.

Discussion

Operating costs

Annual operating costs in the vicinity of \$100-150,000 for each club, just for life saving, provide constant challenges for clubs to remain operational. Clubs already have a strong focus on fundraising through a wide range of sources, including membership fees, cafes and commercial hiring, fundraising events, grants and sponsorships. State and local government and GORCC currently fund the summer paid lifeguard service through Life Saving Victoria at a cost of \$180,000.

However, to a large extent, clubs raise their own funds for all volunteer based operational activities, facility and equipment maintenance, training and purchase of life saving resources and equipment.

State and local government have historically contributed towards buildings and facilities, and have provided grants for equipment.

There was agreement across all feedback forums that local and state governments have a key role to play in supporting life saving, although opinions as to the appropriate level of this support varied. For many, the recognition that clubs provide an essential life saving service justifies government funding of 'big ticket items' such as facilities, equipment and lifeguards.

Clubhouse redevelopments

Feedback from the five surf life saving clubs indicated that there was no desire to establish any further clubs on new sites in Surf Coast Shire over the next ten years. Instead, the emphasis for the next decade should be on consolidating and resourcing, and possibly expanding, outpost services.

However, four of the five club buildings are at least forty years old. Although all clubs are well equipped to provide a quality life saving service, all have current proposals to renew or redevelop their current buildings and facilities. Whilst costs will vary at each location, it is clear that facility upgrades or redevelopment will require significant funds.

Given that the clubs are community based and operate on minimal budgets, capital works like this cannot be financed solely through club resources. Complete redevelopment of club buildings in line with the *LSV Clubhouse of the Future* document is likely to be in the vicinity of \$5m. This of course can vary with different ground conditions and operational requirements.

Feedback from the clubs during the development of the strategy confirmed the importance of community connections for the future of surf life saving. Many club members are already active in a wide range of community organisations, and this helps place surf life saving clubs at the centre of their communities. Clubs already share facilities with other community groups, and it would be valuable to extend this even further to strengthen the clubs and their relationships. However, it has to be recognised that there are security issues around sensitive equipment, communications and medical supplies. Clubs must be enabled to maintain surf life saving as the clear primary purpose for their facilities.

Community research results supported the funding of lifesavers and site redevelopments as key roles of state and local governments. However, this is challenging given the contraction in federal and state government funding programs, and local government rate capping, to be introduced in the 2016/17 financial year.

In the past, club buildings have been constructed largely through the efforts and fundraising undertaken by the clubs themselves. However, with the understanding of the importance of surf life saving in Surf Coast Shire, and increasing demands for life saving services, specialised equipment, training and membership, clubs will need to look for supplementary sources of revenue. Should clubs seek major government capital funding for buildings, the following criteria could be considered as a starting point:

- That any re-design or redevelopment must be in sympathy with the coastal environment and in line with the Victorian Coastal Strategy;
- That as far as practical, any redevelopment is contained within the existing footprint or equivalent area;
- That membership and usage data is provided, outlining current or future growth trends in need and usage of facilities and beach areas;
- That consideration of all other options such as usage of other infrastructure has been fully explored; and
- That the club is willing to provide access for other groups to use the facility, including but not limited to hiring. An EoI process could be undertaken to establish interest in sharing the facilities.
- Such community use should ultimately be formalised in the lease agreement.

Constraints on surf life saving activity

Constraints on surf life saving activity included a complex regulatory environment with a multitude of agencies involved, lack of planning, policy and strategy, lease restrictions and environmental impacts. Emergency management and response is far more professional than it was forty years ago, and rising compliance costs are a significant issue for clubs.

Leasing arrangements under the *Land (Surf Life Saving Association) Act 1967* restrict clubs in their ability to offer their facilities for other services. Under the more contemporary *Crown Land (Reserves) Act 1978* leasing provisions, these restrictions do not apply, allowing the clubs to develop a business model to support their operations. Currently, the Anglesea SLSC is the only club in Surf Coast Shire under a Crown Land (Reserves) Act lease.

The need for:

- improved technology and updated mobile equipment;
- more education and training programs;
- recruitment and retention of patrol volunteers;
- infrastructure and facility upgrades to better use existing sites;
- better access and parking arrangements;
- relocation of some functions to locations further inland; and
- the delivery of joint programs across clubs;

were all mentioned during the consultation process as areas in need of funding.

The suggestion that life saving could be run on a 'fee for service' model was raised during the consultation. However, this would be particularly challenging for volunteer clubs to resource, and would be a major change of direction for Life Saving Victoria. It was also suggested that access to funding impacts directly on clubs' level of service offer to the community. Restrictions on clubs' ability to generate additional revenue through commercial activities and other initiatives, was highlighted as an issue.

Grants were also identified as a potential funding source with the suggestion that life saving should be considered, not only as an emergency service, but also as a sport and, therefore, be able to access the range of sporting grant programs as other sports currently do. Although some events generate revenue, the costs associated with running these events are also substantial.

Key findings on funding and investment:

- Surf Coast residents believe that local and state governments have a role to play in the funding of essential surf life saving services, including facilities, equipment and lifeguards;
- Government agencies have limited resources to assist in supporting services and buildings and facilities;
- Many of the current buildings and facilities are outdated and in major need of upgrade;
- Non-core programs and activities could be funded through other fundraising and commercial avenues;
- Clubs are currently restricted in their ability to generate revenue through other sources;
- There are many constraints on normal surf life saving activities on the foreshore.

	Funding and investment actions	Agency	1-3yr	4-6yr	7-10yr
4.1	Through the Round Table, develop an integrated feasibility assessment for the partial or complete redevelopment of four surf life saving club facilities over the next ten years.	LSV; Clubs GORCC; SCS; DELWP	•		
4.2	Through the Round Table, assist clubs to prioritise and sequence works into an overall investment strategy for the next ten years.	LSV; Clubs GORCC; SCS; DELWP	•		
4.3	Support Clubs to plan innovative ways to deliver services and generate revenue.	LSV; Clubs	•	•	•
4.4	Stakeholder agencies and clubs should work together to improve community access to surf life saving club facilities for casual beach users, pro-bono users; and fee-paying hirers.	DELWP; DoJ; SCS; GORCC; Clubs; LSV	•	•	•

5.0 Plan for buildings and resources

Objective:

Plan collaboratively for life saving buildings, infrastructure and resources to meet the needs of the Surf Coast community.

Discussion

Surf life saving services will need to be responsive to population (both tourism and permanent) growth into the future. Torquay will feel this demand most keenly. New residential developments attracting young families together with an increase in beach visitation from multi-cultural communities will result in greater demands on life saving patrol services and training/education programs. As patrolled beaches get busier, beachgoers spread to un-patrolled locations, increasing risks to personal safety. The community will continue to demand safe, swimming beaches and life saving services of a high standard.

70% of respondents to the community research indicated that the current number of clubs in the Shire was 'about right', although 25% of community research respondents suggested that there were 'not enough'. The ability of clubs to be more responsive and adaptable to changing community demands was highlighted.

Options include establishment of outposts, updated and mobile equipment, improved technology, more education/training programs, recruitment and retention of patrol volunteers, infrastructure and facility upgrades to enable better utilisation of existing sites, alternative ways to accommodate parking needs, relocation of some functions to locations further inland and the delivery of joint programs across clubs.

A strong theme across the feedback forums was for increased resources to enable the delivery of expanded facilities/services in order to meet growing community demands. This is problematic with the contraction in funding programs under federal and state government, and rate capping for local government.

While key life saving roles have not changed significantly, the way these roles are performed certainly has. More focus is now being put to training and education, promotion, advertising and commercial enterprises. Furthermore, clubs are required to operate more professionally and to higher standards.

Key findings on plan for buildings and resources:

- Surf life saving services will need to be responsive to population growth;
- Expansion of surf life saving services does not necessarily mean new clubs or facilities, rather innovation in how future services are delivered;
- While the key life saving roles of Clubs have not changed, the way they are delivered certainly has.

	Buildings and resources actions	Agency	1-3yr	4-6yr	7-10yr
5.1	While there is no demonstrated need for new club building locations in the next ten years, stakeholders will need to monitor the impacts of population growth and respond accordingly.	DELWP; DoJ; SCS; GORCC; Clubs; LSV	•	•	•
5.2	In designing and approving site redevelopments, 'best practice' models such as Surf Life Saving Victoria's Clubhouse of the Future Development Guidelines (2011), and the Victorian Coastal Council's Siting and Design Guidelines for Structures on the Victorian Coast (1998) should be used.	LSV; Clubs; SCS; DELWP	•	•	•
5.3	When club buildings are being redeveloped, or when leases are being negotiated, potential community use or shared use arrangements should be considered, in line with government policy, and subject to the operational surf life saving needs of Clubs.	Clubs; DELWP; GORCC; SCS; LSV	•	•	•
5.4	In parallel with club redevelopment processes, all surf life saving operational limitations should be addressed, including but not limited to beach access, emergency services access, telecommunications and road management issues.	Clubs; DELWP; GORCC; SCS; RDV; LSV	•	•	•
5.5	Ensure redevelopment proposals are contained as far as possible within existing development envelope, and environmental and cultural impacts minimised. Any increased footprint must be justified according to demonstrated need.	LSV; Clubs	•	•	•

Further information

Additional background information on the Future of Surf Life Saving project is available on the Surf Coast Shire website www.surfcoast.vic.gov.au

For any enquiries, please contact the Surf Coast Shire Office on (03) 5261 0600.

APPENDICES

Appendix 1: Summary of actions

	Governance actions	Agency	1-3yr	4-6yr	7-10yr
1.1	Convene a Surf Life Saving Round Table which meets at least six-monthly, to progress actions in this strategy and other matters of mutual interest, including governance; development; activities and event; and season reviews.	SCS; GORCC; DELWP; Clubs; LSV	•	•	•
1.2	Advocate for Leasing and licencing arrangements to be clarified between clubs and governing agencies.	LSV	•		
1.3	Advocate for legislative amendments to simplify provisions of the <i>Land (Surf Life Saving Association) Act 1967</i> and the <i>Crown Land (Reserves) Act 1978</i> .	LSV	•		
1.4	Through the Round Table, review progress on proposed legislative amendments.	LSV	•	•	•

	Governance actions	Agency	1-3yr	4-6yr	7-10yr
2.1	Continue to support and nurture the surf life saving clubs and Life Saving Victoria to enable them to carry out paid and volunteer life saving services, highly valued by the community.	SCS; GORCC; DoJ	•	•	•
2.2	The emphasis for the next ten years should be on consolidating and resourcing, and possibly expanding, outpost services, with decisions made collaboratively between the agencies, clubs, and Life Saving Victoria, on a risk management basis.	DELWP; DoJ; SCS; GORCC; Clubs; LSV	•	•	•
2.3	Through the proposed Surf Life Saving Round Table, collaboratively consider issues, directions and innovations for the delivery of surf life saving services in Surf Coast Shire.	GORCC; SCS; DELWP; Clubs; LSV	•	•	•
2.4	Continue to have Life Saving Victoria represented on Council's Municipal Emergency Committee.	SCS	•	•	•
2.5	By the ten year horizon, consider an expanded life saving service in response to population growth, safety and other relevant issues, subject to evaluation at the time.	DELWP; DoJ; SCS; GORCC; RDV; Clubs; LSV			•

	Health and wellbeing actions	Agency	1-3yr	4-6yr	7-10yr
3.1	Recognise and promote the various roles and value of the surf life saving movement (water safety, emergency management, education, sporting, health and wellbeing, community leadership development, community cohesion) to improve community understanding.	LSV; DELWP; DoJ; SCS; GORCC; Clubs	•	•	•
3.2	Support the community development aspect of Clubs, to develop groups and individuals with transferable skills in emergency management and community leadership.	SCS; GORCC; DoJ; RDV	•	•	•
3.3	Build the important role of surf life saving clubs into the Surf Coast Shire narrative.	SCS	•	•	•
3.4	Recognise active pursuits related to Surf Life Saving as a legitimate sport and active recreation activities alongside its emergency management role.	SCS	•		
3.5	Promote and support community relationships and encourage more interaction with like organisations.	Clubs	•		
3.6	Develop formal agreements with other community organisations to provide community facility access arrangements consistent with life saving requirements.	Clubs	•		

	Economic benefit actions	Agency	1-3yr	4-6yr	7-10yr
3.7	Promote and recognise the direct economic value of surf life saving (through the saving of lives, prevention of drowning and education programs) and indirect value through support of local businesses.	LSV; SCS; Clubs;	•	•	•
3.8	Through the Round Table, advocate for investment in the redevelopment of club facilities as a positive investment in the economy and community of Surf Coast Shire.	SCS; GORCC; LSV; Clubs	•	•	•
3.9	Recognising the primary purpose of surf life saving buildings and facilities, encourage appropriate community use particularly during the off season, through lease documents or other agreements.	DELWP; GORCC; LSC; SCS; Clubs	•	•	•
3.10	If required, clarify to interested community groups that the Clubs do not have the beach space or infrastructure to support an event as large as the Australian Surf Life Saving Championships.	GORCC; SCS; LSV; Clubs	•	•	•
3.11	Continue to support and develop surf life saving events, such as various state and national championships, and events like the Lorne Pier to Pub, to attract visitors and revenue to the coastal communities in the Shire.	GORCC; SCS; LSV; Clubs	•	•	•
3.12	Use the event assessment framework as an agreed decision making framework for event attraction and hosting, particularly to extend events from peak season to shoulder season.	GORCC; SCS; LSV; Clubs	•	•	•

	Environment and culture actions	Agency	1-3yr	4-6yr	7-10yr
3.13	Provide each club with information on lease and licence boundaries, as well as information on significant vegetation and areas of cultural heritage sensitivity.	GORCC; DELWP; LSV	•		
3.14	Review carparking adjacent to Club buildings, and plan with clubs for more efficient carparking with reduced environmental impact.	GORCC; SCS; LSV; Clubs	•		
3.15	Investigate other access options such as public transport and park and ride schemes.	SCS; Clubs	•	•	•
3.16	Provide regular and timely information about impacts of climate change and other environmental issues to surf life saving clubs.	DELWP; GORCC	•	•	•
3.17	Improve environmental management such as stormwater, energy use, recycling and waste disposal within lease and licence boundaries.	Clubs	•	•	•

	Funding and investment actions	Agency	1-3yr	4-6yr	7-10yr
4.1	Through the Round Table, develop an integrated feasibility assessment for the partial or complete redevelopment of four surf life saving club facilities over the next ten years.	LSV; Clubs GORCC; SCS; DELWP	•		
4.2	Through the Round Table, assist clubs to prioritise and sequence works into an overall investment strategy for the next ten years.	LSV; Clubs GORCC; SCS; DELWP	•		
4.3	Support Clubs to plan innovative ways to deliver services and generate revenue.	LSV; Clubs	•	•	•
4.4	Stakeholder agencies and clubs should work together to improve community access to Surf Life Saving Club facilities for casual beach users, pro-bono users; and fee-paying hirers.	DELWP; DoJ; SCS; GORCC; Clubs; LSV	•	•	•

	Buildings and resources actions	Agency	1-3yr	4-6yr	7-10yr
5.1	While there is no demonstrated need for new club building locations in the next ten years, stakeholders will need to monitor the impacts of population growth and respond accordingly.	DELWP; DoJ; SCS; GORCC; Clubs; LSV	•	•	•
5.2	In designing and approving site redevelopments, 'best practice' models such as Life Saving Victoria's Clubhouse of the Future Development Guidelines (2014), and the Victorian Coastal Council's Siting and Design Guidelines for Structures on the Victorian Coast (1998) should be used.	LSV; Clubs; SCS; DELWP	•	•	•
5.3	When club buildings are being redeveloped, or when leases are being negotiated, potential community use or shared use arrangements should be considered, in line with government policy, and subject to the operational surf life saving needs of Clubs.	Clubs; DELWP; GORCC; SCS; LSV	•	•	•
5.4	In parallel with club redevelopment processes, all surf life saving operational limitations should be addressed, including but not limited to beach access, emergency services access, telecommunications and road management issues.	Clubs; DELWP; GORCC; SCS; RDV; LSV	•	•	•
5.5	Ensure redevelopment proposals are contained as far as possible within existing development envelope, and environmental and cultural impacts minimised. Any increased footprint must be justified according to demonstrated need.	LSV; Clubs	•	•	•

Appendix 2: Project roadmap

Roadmap for the project

The diagram below outlines the road map for the project showing the current stage.

Stage		Description	Timing	Outcome
1	Project initiation	Develop plans for the delivery of the project	Sept 2014	
2	Issues and Opportunities	Prepare Issues and Opportunities Paper based on situation and gap analysis	Sept – Oct 2014	Issues and Opportunities Paper
3	Community engagement	Consultation and engagement with the community on Issues and Opportunities	Nov 2014 – Jan 2015	Involved and engaged community
4	Develop Draft Strategy	Develop Draft Strategy and Event Facility Assessment	Feb – Mar 2015	Draft Strategy
5	Community engagement	Consultation and engagement with the community on Draft Strategy	Oct 2015	Involved and engaged community
6	Finalise Strategy	Develop and complete final Strategy	Nov – Dec 2015	Final Strategy

Project planning started in September 2014, followed by the development of an Issues and Opportunities Paper, released for public comment in November 2014 as Stage 3 of the project.

Stage 3, the first of two Community Engagement steps, ran from November 2014 to January 2015. It sought to inform the community, and encourage thoughts and ideas using the Issues and Opportunities Paper. Stage 3 involved various consultation activities, including two Focus Group meetings in December 2014, which were open to all members of the public as well as groups interested in the project. There were also two Open Houses during January 2015.

Throughout this period, a website (linked to Council's website) had up-to-date details about the project, and provided continuing opportunities to contribute to the process. In addition, community research was conducted with 203 Surf Coast Shire residents in December 2014. The table in Appendix 3 summarises the feedback mechanisms used during the consultation process.

In May 2015, the Project Control Group and key leaders from stakeholder organisations met for a Vision and Objectives workshop, which provided useful input in the development of the Draft Strategy.

Community feedback has assisted in developing this Draft Strategy, which is Stage 4 of the project.

Stage 5 was the second Community Engagement step, and gave the community an opportunity to respond to the Draft Strategy, in the light of the Issues and Opportunities identified earlier.

Stage 6 was the development of the final Strategy.

Appendix 3: Community consultation

Consultation on the Issues and Opportunities Paper – How it was done

Feedback mechanism	Details
Community and Agency Reference Group (CARG) Workshop	A broad Project Reference Group of agency and community representatives established as a communication forum for discussion and ideas and to enable agencies and community members to hear firsthand the opinions of others.
Agency workshop	A workshop involving agencies who play a role on the Victorian coast and attended by representatives from Parks Victoria, Surf Coast Shire, Great Ocean Road Coast Committee, Torquay Marine Rescue, Surf Coast Tourism, Department of Environment, Land, Water and Planning, Life Saving Victoria and Regional Development Victoria.
Focus groups	The purpose of the Focus Groups was to provide an opportunity for already involved members of the community to have a more in-depth discussion on the themes raised in the Issues and Opportunities Paper. The focus Groups were aimed primarily at members of clubs and other community groups, but were also advertised and open to other individuals in the community.
Open houses	An informal event designed to allow people to drop in and obtain information at their convenience.
Focus group/ open house survey	Offered to all Focus Group and Open House attendees (including Agency, CARG and community members). The survey questions asked were the same as those asked in the Community Research.
OurSay	An online platform for interested parties some of whom don't live locally or don't wish to or aren't able to participate in other consultation activities.
Community research	A sample of 203 residents of the Surf Coast Shire was interviewed via Computer Assisted Telephone Interviewing (CATI). The sample was randomly selected from suburbs and postcodes within the Shire and respondents residing outside of the municipality were screened out of the sample. Age and gender quotas were monitored and some screening was applied to ensure representation across age and gender sub-groups. With a total Shire population of 19,339 people aged 18 years and over, a sample of 203 yields a confidence interval of ± 6.8 at the 95% confidence level.
Written submissions	A traditional feedback approach in which interested parties submit their comments on the project by email or letter.

Appendix 4: Current agency roles

Role of Agency	SCS	GORCC	DELWP	RDV	SRV	DoJ	LSV	SLSCs
Land owner			•					
Land manager		•						
Landlord		•	•					
Tenant							•	•
Occupier								•
Planning authority	•							
Responsible authority	•							
Planning applicant							•	•
Interested party to planning applications		•	•	•	•	•		
Environmental management responsibility		•	•					•
Current funder of surf life saving	•	•				•	•	•
Potential funder of facilities	•			•	•		•	•
Policy maker	•	•	•		•	•	•	
Strategic planner	•	•	•	•	•		•	
Program deliverer	•	•		•	•		•	•
Recreation planner	•				•		•	•
Community developer	•			•	•		•	•
Emergency manager [* recovery only]	*	•	•			•	•	•
Event authoriser	•	•					•	
Event supporter	•	•		•	•		•	•
Event manager							•	•

Appendix 5: Event assessment

incorporating

Feasibility of Hosting National Standard Surf Life Saving Events for Surf Coast Shire

This discussion has been required by the Project Brief in order to consider the scale of National Standard Surf Life Saving Events possibly occurring in Surf Coast Shire. It is not intended to replace existing agency event assessment frameworks.

Introduction

Surf life saving clubs on the Surf Coast have a long history of event management associated with Surf Life Saving activities. Each year 4300 people swim the 1.2 kilometre course of the Lorne Pier to Pub Ocean Swim. Over the past 20 years this particular ocean swim event has grown in size and status and now claims centre stage of a three-day program that includes the Mountain to Surf Fun Run and the Summer of Surf series events managed by Life Saving Victoria. The event started as an informal challenge among Lorne Surf Life Saving Club members and is now in its 36th year.

Event context

Surf Life Saving events are a showcase for surf life saving across Australia. Clubs develop juniors through to elite athletes, who compete in a variety of carnivals and competitions throughout the year. These carnivals and competitions are principally organised to practice surf life saving techniques as a component of training and development. Training for and participation in sporting events in a surf life saving context are also critical in providing lifesavers with ongoing maintenance of fitness levels critical to the provision of life saving services.

Event management generally only differentiates between major and minor events. A Major event generally occurs annually, biennially or is a one-off, is world, regional, national or state recognised, has major infrastructure and event management infrastructure requirements impacting both positively and challengingly to local communities attracting significant crowds from outside the local area. A Minor event is one that is locally arranged and largely community driven, generally run by volunteers and attracts local crowds.

Over and above major and minor events, there are also Mega events. Such surf life saving events are categorized as National standard competitions, such as the annual Australian Surf Life Saving Championships incorporating youth, masters and open national championships. The 'Aussies' involves over 7,000 surf lifesavers from 311 surf clubs competing across two kilometres of beach in over 400 events across nine days. In addition to the competitors, the event utilizes over 500 officials and attracts over 10,000 spectators. It is the largest event of this kind in the world and surpasses the International 'Rescue' series in scale.

Event criteria

Event criteria for 'the Aussies' (Mega event) is well documented unlike many other smaller scale surf life saving events. Table 1 outlines the event criteria from Surf Life Saving Australia, who advertised an Expression of Interest in 2014 for hosting the Aussies event up to 2022. Surf Life Saving Australia has also specified criteria for the 'Interstates' with the Expression of Interest also having closed in 2014 for event hosting through to 2017.

In analysing the criteria it would be difficult to see the Surf Coast area being able to meet the criteria required for hosting 'the Aussies'. Specifically the criteria that Surf Coast venues currently do not meet include:

- Beach width of at least 40 metres at high tide for all arenas;
- Adequate beach access points; and
- Back of house crowd and infrastructure capacity.

From the criteria listed, only the clubs closest to Geelong cover the bulk of the requirements, with the exception of the items above.

The Surf Life Saving Australia criteria is more achievable for the Australian 'interstates' (Major event) with 25 metres of usable beach at high tide and with Surf Coast venues being able to adapt to meet the specifications pending available resources, desire and assessment.

In 2016, Torquay is host venue for the Interstates. This event will coincide on the same weekend as the Lorne SLSC Pier to Pub and Life Saving Victoria Summer of Surf Carnival at Fairhaven SLSC, providing a full weekend of activities.

Key to the success for these events is the ability to meet the following criteria:

- Beach width of at least 25 metres at high tide
- Adequate network of accommodation, road and transport services.

Triple-bottom-line cost/benefit

Saving lives is a key component surf life saving and it is this component that has been evaluated in terms of its direct and indirect economic benefits. The sporting and events component of surf life saving was a key positive component of social benefit research conducted by UTS and although the sporting and events component has not been evaluated in terms of economic benefit, it is sporting activity and events that do drive significant economic, social and cultural benefit into regions (Tourism Australia, 2013). Simply from participation, let alone spectators, surf life saving activity and events fulfil active and healthy lifestyles, fill accommodation venues, restaurants and provide a range of consumers.

Victoria has not benefitted in the same way that its counterparts in Queensland and New South Wales have in hosting Surf Life Saving events. Victorian beaches have not hosted national titles since Point Leo in 1984-85 and although arguably the first International Surf Life Saving Event was held in 1956 at Torquay to coincide with the Melbourne Olympics, the international event has only returned to Victoria once – Lorne in 2006 with Rescue'06.

Events have been determined as one of the main drivers of regional tourism. In research published by Tourism Research Australia in 2013, regional event attendance and in particular, investment in spectator sport, music, food and wine, as well as cultural activities were seen as providing the greatest impact in increasing regional visitation.

On the flip side, traffic management, parking management, access, toilets and other service amenities, set-up or bump in and out days/hours, sound, signage, environmental concerns, waste management, community safety, emergency services and evacuation, security and public safety, food and beverage, structures, and community angst are all direct and potential costs that are weighed up by accountable land managers in required event permit applications. These direct associated costs are often also augmented by payments, sponsorships and grant gifting for event attraction.

Land managers in Surf Coast have particular concerns about environmental impact and traffic and parking infrastructure associated with surf life saving events and look to event organisers to weigh up the benefits of off-peak scheduling and longer term planning for multiple and major events.

Whilst it is not plausible to conduct a full cost/benefit analysis on mega and major surf life saving events at Surf Coast venues given the lack of recent hosting and data, it remains evident through research undertaken by Price Waterhouse Coopers, UTS and the AEC Group that the

surf culture, industry and surf life saving club activity in the Surf Coast Shire is a significant economic, social and cultural benefit outweighing costs; but also highlighting important infrastructure needs of road, parking and traffic management. In addition the community market research conducted for this study resulted in an overwhelming 93% of those surveyed supporting surf life saving events. 25% of the respondents who agreed that surf life saving was good for the community, suggested that this was because of the Surf Life Saving events and activities that are staged.

Event assessment

In the background research undertaken for this Strategy, it is apparent that the work by City of Melbourne represents best practice. An Event Assessment policy and procedure was introduced at City of Melbourne to minimise risk and ensure consistency, transparency and capability.

Another process worthy of comment for the purposes of this Strategy was the Event Application Guidelines and Requirements document for the City of Stirling in Western Australia.

A shared Event Assessment policy and procedure for land managers and event organisers would meet the desires of hosting events along with the support and concerns raised.

Conclusions

1. Surf Coast Life Saving Clubs have a proven track record in the hosting of major and minor events and their participation in hosting should be encouraged.
2. Criteria around major and minor events either already exist or are being developed.
3. GORCC and Surf Coast Shire already have event assessment processes, and these should continue to be used for decision making for hosting and managing events.
4. Further improvements and continued cooperation between agencies should focus as far as possible on streamlining and simplification.
5. Surf Coast Shire in association with GORCC and Life Saving Victoria should consider event infrastructure upgrades for 'fit for purpose' venues and the development of one of the surf life saving clubs as an 'event centre'.

This Strategy was prepared by a Project Control Group with representation from Surf Coast Shire; the Great Ocean Road Coast Committee; the Department of Justice; the Department of Environment, Land, Water and Planning; Regional Development Victoria; and Life Saving Victoria.

The Project Control Group engaged Richard O'Byrne Community Environment Planning, in conjunction with Brett Cheatley Consulting and Jennifer Lilburn of Kismet Forward, to consult the Surf Coast community and develop the Strategy.



5. MINUTES

Nil

6. ASSEMBLIES OF COUNCILLORS

6.1 Assemblies of Councillors

Author's Title: Administration Officer

General Manager: Anne Howard

Department: Governance

File No: F17/285

Division: Governance & Infrastructure

Trim No: IC17/441

Appendix:

1. Assembly of Councillors - 240 Portreat Road Bellbrae – 19 April 2017 (D17/48982)
2. Assembly of Councillors - Council Briefing – 26 April 2017 (D17/52866)
3. Assembly of Councillors - Council Briefing – 2 May 2017 (D17/52969)
4. Assembly of Councillors - Council Briefing – 9 May 2017 (D17/55521)
5. Assembly of Councillors - Councillor Only Time – 9 May 2017 (D17/55503)

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. 240 Portreat Road Bellbrae – 19 April 2017.
2. Council Briefing – 26 April 2017.
3. Council Briefing – 2 May 2017.
4. Council Briefing – 9 May 2017.
5. Councillor Only Time – 9 May 2017.

6.1 Assemblies of Councillors

APPENDIX 1 ASSEMBLY OF COUNCILLORS - 240 PORTREAT ROAD BELLBRAE – 19 APRIL 2017



Assembly of Councillors Record

Description of Meeting: 240 Portreath Road, Bellbrae - Land Use Planning Matters, earthworks and traffic management.
Responsible Officer: Keith Baillie
Date: Wednesday 19 April 2017
In Attendance: Yes (✓) No (X) N/R (Not Required)

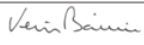
Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	Noel Myers	✓
Cr. David Bell	X	General Manager Governance & Infrastructure – Anne Howard	N/R	Debbie Myers	✓
Cr. Libby Coker	✓	General Manager Environment & Development– Phil Rowland	X	Portreath Road residents	✓
Cr. Martin Duke	✓	General Manager Culture & Community – Chris Pike	N/R		
Cr. Clive Goldsworthy	✓	Bill Cathcart, Manager Planning and Development	✓		
Cr. Rose Hodge	X				
Cr. Carol McGregor, Deputy Mayor	✓				
Cr. Margot Smith	X				
Cr. Heather Wellington	✓				

MEETING COMMENCED	10.00am	MEETING CONCLUDED	11.30am
--------------------------	---------	--------------------------	---------

Matters considered at the meeting (or attach agenda)
1. Earthworks at adjacent yabby farm property
2. Traffic management from earthworks
3. Compliance with activities outside 2003 planning permit
4. Compliance with additional matters: water flow over land, soil extraction requirements

Councillor/Officer Declarations of Interest: Nil

Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Nil declared		

CEO / Responsible Officer Signature:  **Print Name:** Keith Baillie

Date: 27 April 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)].

6.1 Assemblies of Councillors

APPENDIX 2 ASSEMBLY OF COUNCILLORS - COUNCIL BRIEFING – 26 APRIL 2017



Assembly of Councillors Record

Description of Meeting: 3 rd Council Briefing Meeting
Responsible Officer: Anne Howard – General Manager, Governance and Infrastructure
Date: 26 April 2017
In Attendance: Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	
Cr. David Bell <i>(arrived 4.20pm)</i>	✓	General Manager Governance & Infrastructure – Anne Howard	✓	
Cr. Libby Coker	✓	General Manager Environment & Development– Phil Rowland	✓	
Cr. Martin Duke	X	Team Leader Governance – Danni Vasiloski	✓	
Cr. Clive Goldsworthy	✓	Manager Business Improvement – Brendan Walsh	✓	
Cr. Rose Hodge	✓	Manager Recreation & Open Space Planning – Shaan Briggs	✓	
Cr. Carol McGregor, Deputy Mayor	✓	Manager Finance – John Brockway	✓	
Cr. Margot Smith	✓	Manager Program Management Office – Rowena Frost	✓	
Cr. Heather Wellington	X	Manager Development & Planning – Bill Cathcart	✓	

MEETING COMMENCED	3.00pm	MEETING CONCLUDED	4.41pm
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Matters considered at the meeting (or attach agenda)

1. Monthly Finance Report – End March 2017
2. Quarterly Finance Report – January to March 2017
3. Quarterly Program Status Report – January to March 2017
4. Agenda Review – 26 April Council Meeting
5. Other Business

Councillor/Officer Declarations of Interest

Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Cr Libby Coker	Yes	Item 3.1 OA2558 - Amend a Section 173 Agreement: 23-79 Bambra Road, Aireys Inlet and 3.2 16/0402 115 Bimbadeen Drive Fairhaven and 23-79 Bambra Road Aireys Inlet - Re-Subdivision of the Land (Boundary Re-alignment) and Variation of Restriction. This is on the basis that Cr Libby Coker believes she has a conflicting personal interest.

Responsible Officer Signature:

Print Name: Anne Howard

Date: 27 April 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)].

6.1 Assemblies of Councillors

APPENDIX 3 ASSEMBLY OF COUNCILLORS - COUNCIL BRIEFING – 2 MAY 2017



Assembly of Councillors Record

Description of Meeting: Council Briefing Meeting
Responsible Officer: Anne Howard – General Manager, Governance and Infrastructure
Date: 2 May 2017
In Attendance: Yes (✓) No (X) N/R (Not Required)


Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	External Presenter – Tom Mollenkopf, LSV President	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard <i>(arrived 11.30am)</i>	✓	External Presenter – Andrew Foran, General Manager Life Saving Club Development	✓
Cr. Libby Coker	✓	General Manager Culture & Community – Damian Waight (Acting)	✓		
Cr. Martin Duke	✓	General Manager Environment & Development – Ransce Salan <i>(arrived 11.15am)</i>	✓		
Cr. Clive Goldsworthy	✓	Team Leader Governance - Danni Vasiloski	✓		
Cr. Rose Hodge	✓	Strategic Initiatives Manager – Kate Sullivan	✓		
Cr. Carol McGregor, Deputy Mayor	✓	Coordinator Strategic Planning Karen Hose	✓		
Cr. Margot Smith	✓	Manager Community Relations - Virginia Morris (Acting)	✓		
Cr. Heather Wellington	✓	Coordinator Risk Management and Legal Services – Maureen White	✓		
		Project Manager - Simon Jeanes	✓		
		Project Manager – Capital and Operational Projects – Susan Green	✓		
		Coordinator Communications and Community Relations - Darryn Chiller	✓		
		Business Improvement Officer - Trevor Britten	✓		
		Manager Information Management - Neil McQuinn	✓		
		Manager Community and Open Space Planning - Shaan Briggs	✓		

MEETING COMMENCED	10.35am	MEETING CONCLUDED	3.06pm
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Matters considered at the meeting (or attach agenda)	
External Presentation - Life Saving Victoria	
1.	Confirmation of Council Briefing Minutes – 11 April 2017
2.	Conflicts of Interest
3.	Digital Transformation
4.	Planning Scheme Amendment C119 - 7, 7A and 7B Walker Street Torquay - Adoption
5.	Complaints Policy and Management Policy & Procedure
6.	Anglesea Cricket Club Change Room Upgrade Project Update
7.	Sport and Recreation Victoria - 2018/19 Community Sports Infrastructure Fund
8.	Torquay Indoor Multipurpose Stadium
9.	Review of Council Delegations to CEO, Staff and Surf Coast Planning Committee

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: 3 May 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)].

6.1 Assemblies of Councillors

APPENDIX 4 ASSEMBLY OF COUNCILLORS - COUNCIL BRIEFING – 9 MAY 2017



Assembly of Councillors Record

Description of Meeting: Council Briefing Meeting
Responsible Officer: Anne Howard – General Manager, Governance and Infrastructure
Date: 9 May 2017
In Attendance: Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	External - Bo Li - Policy Officer and Membership, VLGA	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓	External - Jan Farrell - Finance Officer, VLGA	✓
Cr. Libby Coker	✓	General Manager Culture & Community - Chris Pike	✓	External Robert Herman, Consultant, ACG Concepts	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan <i>(Arrived 10.15am)</i>	✓	External William Tieppo, COGG	✓
Cr. Clive Goldsworthy	✓	Team Leader Governance - Danni Vasiloski	✓	Bill Grant – Director Blue Environment	✓
Cr. Rose Hodge	✓	Coordinator Waste Management - Neil Brewster	✓	External - Bo Li - Policy Officer and Membership, VLGA	✓
Cr. Carol McGregor, Deputy Mayor	✓	Strategic Initiatives Manager – Kate Sullivan	✓	External - Jan Farrell - Finance Officer, VLGA	✓
Cr. Margot Smith	✓	Manager Development & Planning – Bill Cathcart	✓	External Robert Herman, Consultant, ACG Concepts	✓
Cr. Heather Wellington	✓	Senior Planner - Ben Schmied	✓	External William Tieppo, COGG	✓
		Coordinator Strategic Planning - Karen Hose	✓	Bill Grant – Director Blue Environment	✓
		Coordinator Recreation Planning – Jarrod Westwood	✓	External - Bo Li - Policy Officer and Membership, VLGA	✓
		Community Project Officer – Terri Rodaughan	✓	External - Jan Farrell - Finance Officer, VLGA	✓
		Community Project Development Officer – Nicky Angus	✓		
		Project Manager – Capital and Operational Projects – Susan Green	✓		
		Manager Recreation & Open Space Planning – Shaan Briggs	✓		
		Open Space Officer – Ross Wissing	✓		
		Business Improvement Officer - Trevor Britten	✓		
		Manager Economic Development and Tourism – Matt Taylor	✓		
		Business Support Officer – Gretchen Gibson	✓		
		Coordinator Business and Tourism Strategy – Simon Loone	✓		
		Business & Tourism Officer - Pru Farrer	✓		
		Manager Environment & Community Safety - Rowan Mackenzie	✓		



	Manager Business Improvement – Brendan Walsh	✓	
	Chief Executive Officer - Keith Baillie	✓	
	General Manager Governance & Infrastructure - Anne Howard	✓	

MEETING COMMENCED	10.00am	MEETING CONCLUDED	4.45pm
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Matters considered at the meeting (or attach agenda)	
External Presentation - Victorian Local Governance Association (VLGA)	
External Presentation - Livestock Market Analysis	
1. Confirmation of Council Briefing Minutes – 2 May 2017	
2. Conflicts of Interest	
3. Review of Anglesea Landfill Future Use Options	
4. Alcoa Update - Verbal Presentation	
5. Quarterly Planning Update - January 2017 to March 2017 - Presentation	
6. C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions	
7. Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne	
8. Tiny Houses Movement - Planning and Local Laws Context Surf Coast Shire - Presentation	
9. Council Submission to State Government Rezoning of Barwon Water Site, 69B Harvey Street, Anglesea	
10. Local Law Application - Recreational Vehicle Use on Private Property and the Planning Permit Application for Earth Mounds (works) - Verbal Update	
11. Small Grants Program March 2017	
12. Community Project Development - Quarterly (May 2017) Update - Presentation	
13. Digital Transformation - Presentation	
14. Stribling Reserve Masterplan - Final Endorsement	
15. Reclassification of Council Roads	
16. Review – Impact of New Statutory Planning Fees - Six Month Update - Presentation	
17. Late Item – Winchelsea RV Friendly Trial	

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: 10 May 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 -

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- 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)].
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- 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)].
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6.1 Assemblies of Councillors

APPENDIX 5 ASSEMBLY OF COUNCILLORS - COUNCILLOR ONLY TIME – 9 MAY 2017



Assembly of Councillors Record

Description of Meeting: Councillor Only Time
Responsible Officer: General Manager Governance & Infrastructure – Anne Howard
Date: 9 May 2017
In Attendance: Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	General Manager Governance & Infrastructure - Anne Howard	✓		
Cr. David Bell	X				
Cr. Libby Coker	✓				
Cr. Martin Duke	✓				
Cr. Clive Goldsworthy	✓				
Cr. Rose Hodge	✓				
Cr. Carol McGregor, Deputy Mayor	✓				
Cr. Margot Smith	✓				
Cr. Heather Wellington	X				

MEETING COMMENCED	9.00am	MEETING CONCLUDED	10.00am
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Matters considered at the meeting (or attach agenda)
1. Report Templates
2. Reporting Cycle

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: 10 May 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)].
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7. URGENT BUSINESS/PETITIONS/NOTICES OF MOTION

7.1 Petition Received – Requesting Removal and Relocation of Bus Terminus - Corner Strathmore Drive and Great Ocean Road, Jan Juc

Author's Title: Coordinator Design & Traffic

General Manager: Anne Howard

Department: Engineering Services

File No: F16/1090

Division: Governance & Infrastructure

Trim No: IC17/432

Appendix:

1. Petition - Removal and Reallocation of Bus Terminus (D17/54843)

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 petition requesting that the bus terminus at the corner of Strathmore Drive and Great Ocean Road is unsafe and should be removed, and instead, use the existing bus stop on Strathmore Drive between Strathcairn Road and Kenvarra Drive, Jan Juc.

The petition consists of 62 signatures.

Recommendation

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

1. Receive and note the petition requesting that Council consider the removal and relocation of the bus terminus on the corner of Strathmore Drive and Great Ocean Road.
2. Refer the petition to the General Manager Governance and Infrastructure for consideration
3. Require a report on the petition be presented to the 27 June 2017 Ordinary Council Meeting.

7.1 Petition Request - Removal and Relocation of Bus Terminus - Corner Strathmore Drive and Great Ocean Road, Jan Juc

APPENDIX 1 PETITION - REMOVAL AND REALLOCATION OF BUS TERMINUS

7.2 Petitions Received - Regarding flying the Rainbow Flag for Marriage Equality

Author's Title: Acting Manager Community Relations **General Manager:** Chris Pike
Department: Community Relations **File No:** F14/1807
Division: Culture & Community **Trim No:** IC17/494

Appendix:

1. Petition - Against Flying the Rainbow Flag for Marriage Equality - Redacted (D17/54965)
2. Petition - Reconsider the decision to fly a Rainbow Flag outside the Shire offices - Redacted (D17/56865)
3. Petition - In Support of Flying the Rainbow Flag for Marriage Equality - Redacted (D17/57316)

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 and note three petitions received regarding the flying of the Rainbow Flag in support of Marriage Equality.

This follows Council's decision made at the Ordinary Council meeting held 26 April 2017, Item 7.2 – IDAHOT Day Flag – NOM-132:

That Surf Coast Shire Council flies the Rainbow Flag continuously from 17 May 2017 (IDAHOT Day) until formal acceptance of marriage equality by the Federal Government.

- Petition 1 consists of 15 signatures and does not support Council's decision.
- Petition 2 consists of 22 signatures and does not support Council's decision.
- Petition 3 consists of 89 signatures and does support Council's decision.

Recommendation

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

1. Receive and note the petitions regarding the flying of the Rainbow Flag in support of marriage equality.
2. Refer all petitions to the General Manager Culture and Community for consideration.
3. Require a report on all petitions to be presented to the 27 June 2017 Ordinary Council Meeting.

7.2 Petitions Received - Regarding flying the Rainbow Flag for Marriage Equality

APPENDIX 1 PETITION - AGAINST FLYING THE RAINBOW FLAG FOR MARRIAGE EQUALITY - REDACTED



27/4/2017

Mr Keith Baillie, CEO

Surf Coast Shire



We the under-signed wish to petition you regarding the unprecedented step the Shire Council have taken in voting to fly the rainbow flag on Shire Offices.

We represent the vast majority of ratepayers of the Surf Coast Shire who agree that this is totally inappropriate and completely irrelevant and is certainly is none of the Shire's business (80% of Addy readers of the Geelong Advertiser voted against the flag in their online poll)!

This has no relationship to our local government and nor is it in their defined areas of responsibility under the Local Government Act 1989 and in so doing the councillors have contravened the Act. The councillors were not elected to use their privileged positions to push their own personal views on political and social issues which are the jurisdiction of the Federal Government. Council should not be used as a forum for personal issues nor to use the Shire as a platform for their own agendas.

There has been no opportunity to consult and no public debate. The vote was taken when Cr Heather Wellington was on leave and she is publicly against this decision.

The vote would have been a draw if she had been there (why could she not vote proxy as company Directors are able to?) A councillor who was on sick leave was bought in to vote for the flag. There was much intimidation against any other opinion at the Council Chambers meeting.

The councillors are not justified in using Council infrastructure and resources to promote their personal views. To use Shire resources for that purpose is a serious misuse of the trust and authority the community bestowed on our councillors when we elected them to office.



PRINT FULL NAME	SIGNATURE
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

7.2 Petitions Received - Regarding flying the Rainbow Flag for Marriage Equality

APPENDIX 2 PETITION - RECONSIDER THE DECISION TO FLY A RAINBOW FLAG OUTSIDE THE SHIRE OFFICES - REDACTED

PETITION TO THE SURF COAST SHIRE

We the undersigned ratepayers of the Surf Coast Shire request that the Shire Councillors re-consider the decision to fly a rainbow flag outside the Shire Offices by the next Shire Council Meeting in May for the following reasons:

- There has been no consultation on this decision with the ratepayers of the Surf Coast Shire.*
- The issue of same sex marriage is outside the responsibility, and not a core function of the Surf Coast Shire.*
- It is inappropriate for the flag to fly outside the Surf Coast Shire Offices when it is promoting a campaign against the Federal Government.*

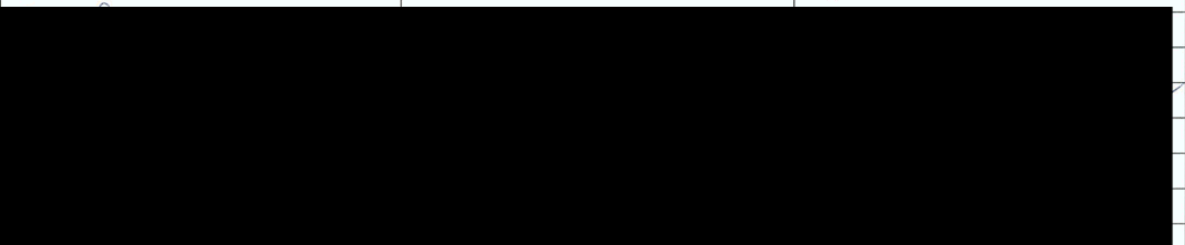
Name	Address	Signature	Email Address



PETITION TO THE SURF COAST SHIRE

We the undersigned ratepayers of the Surf Coast Shire request that the Shire Councillors re-consider the decision to fly a rainbow flag outside the Shire Offices by the next Shire Council Meeting in May for the following reasons:

- *There has been no consultation on this decision with the ratepayers of the Surf Coast Shire.*
- *The issue of same sex marriage is outside the responsibility, and not a core function of the Surf Coast Shire.*
- *It is inappropriate for the flag to fly outside the Surf Coast Shire Offices when it is promoting a campaign against the Federal Government.*

Name	Address	Signature	Email Address
			



PETITION TO THE SURF COAST SHIRE

We the undersigned ratepayers of the Surf Coast Shire request that the Shire Councillors re-consider the decision to fly a rainbow flag outside the Shire Offices by the next Shire Council Meeting in May for the following reasons:

- There has been no consultation on this decision with the ratepayers of the Surf Coast Shire.
- The issue of same sex marriage is outside the responsibility, and not a core function of the Surf Coast Shire.
- It is inappropriate for the flag to fly outside the Surf Coast Shire Offices when it is promoting a campaign against the Federal Government.

Name	Address	Signature	Email Address
[Redacted]			



7.2 Petitions Received - Regarding flying the Rainbow Flag for Marriage Equality

APPENDIX 3 PETITION - IN SUPPORT OF FLYING THE RAINBOW FLAG FOR MARRIAGE EQUALITY - REDACTED

Petition to the Councillors at the SurfCoast Shire

to be presented at the Council meeting on the 23rd May, 2017

SURF COAST SHIRE
FILE:
FOLIO:
17 MAY 20:7
OFFICER:
FILE COPY DUPLICATE COPY

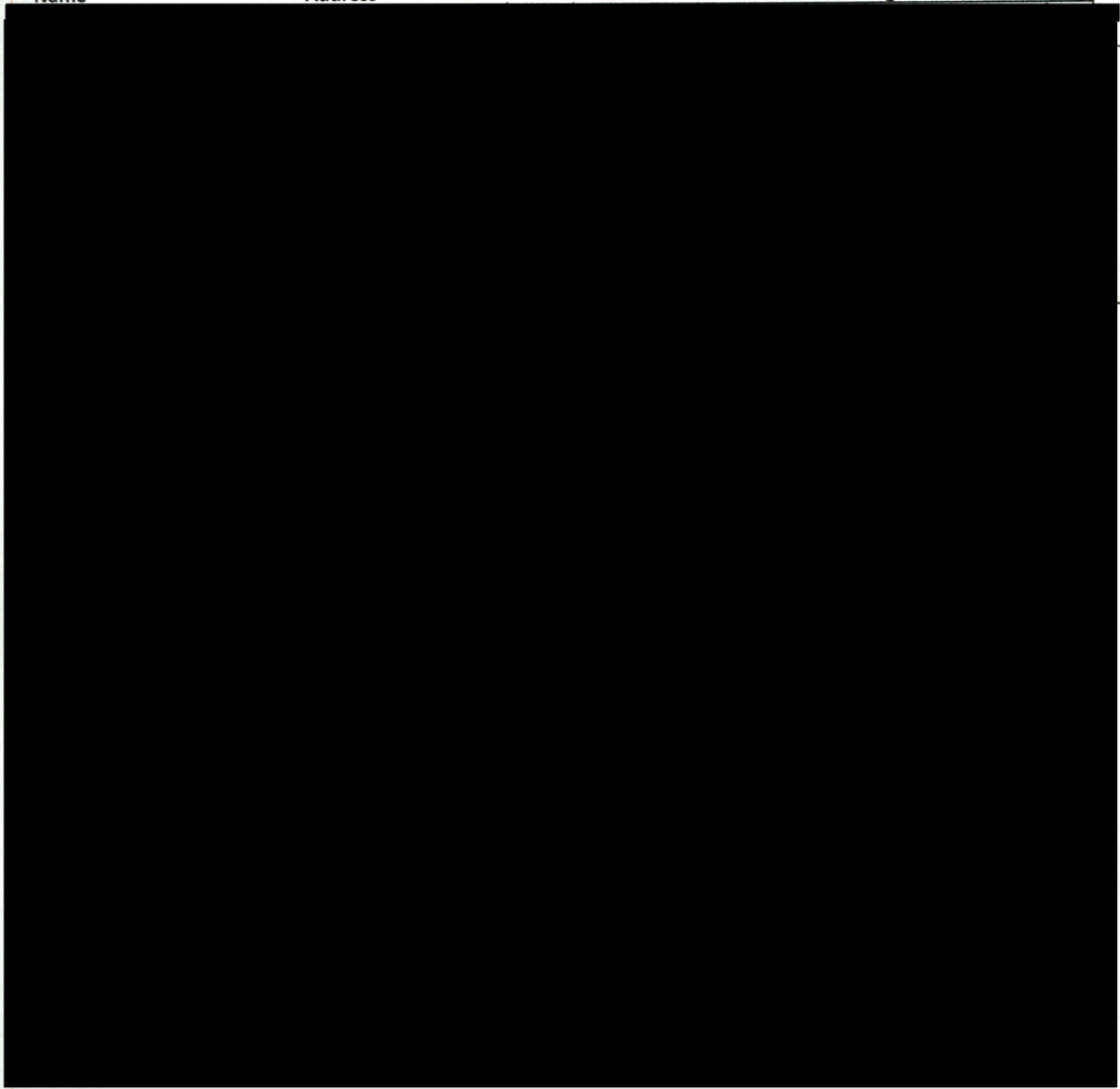
We the undersigned congratulate the SurfCoast Shire Councillors on their public support for Marriage Equality. We believe that this is a human rights issue.

We fully support the resolution passed by Council on 26th April, 2017.

That the Surf Coast Shire:

Flies the Rainbow Flag continuously from May 17th (IDAHOT DAY) until formal acceptance of marriage equality by the Federal Government.

Name Address PostCode Signature



8. CLOSED SECTION

Recommendation

That Council pursuant to section 89(2)(h) other matters, section 89(2)(d) contractual 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:

8.1 Assemblies of Councillors

8.2 Tender 16/688 - Clearance of Public Bins and Street Cleaning

8.3 Winchelsea Common Management Issues

8.4 Queens Baton Relay - Council Selected Nomination Program

8.5 Review of Council Support of Surf Lifesaving

Recommendation

That:

1. The resolution and report pertaining to Confidential item 8.1 remain Confidential.
2. The resolution and report pertaining to Confidential item 8.2 remain Confidential.
3. The resolution and report pertaining to Confidential item 8.3 remain Confidential.
4. The resolution and report pertaining to Confidential item 8.4 remain Confidential.
5. The resolution and report pertaining to Confidential item 8.5 remain Confidential.
6. Council open the meeting to the public at pm.

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